



# **Warrumbungle Shire Council**

**Council meeting**

**Thursday, 19 April 2012**

**to be held at the Poplars Motor Inn,  
Newell Highway, Coonabarabran**

**commencing at 9.00 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)

Rebecca Ryan (Director Corporate Services)

Kevin Tighe (Director Technical Services)

Tony Meppem (Director Environmental and Community  
Services)

Fiona Luckhurst (Acting Director Community Services)

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Date: 16 April 2012

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 19 April 2012. I further attach relevant reports from the Directors to me for the consideration of Council.

### **Presentations:**

9.00am

Diana Kureen – Catchment Officer – Central West Catchment Management Authority

9.30am

Alicia Leggett – Regional Arts Development Officer – Orana Arts

12.30pm

Mike Myers – Youth Development Officer - presentation

### **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 15 March 2012

**ADOPTION OF THE RECOMMENDATIONS** of the Waste Facilities Advisory Committee meeting held on 15 March 2012

**ADOPTION OF THE RECOMMENDATIONS** of the Traffic Advisory Committee meeting held on 22 March 2012

**ADOPTION OF THE RECOMMENDATIONS** of the Baradine Floodplain Management Advisory Committee meeting held at Baradine on 29 March 2012

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## Questions for Next Meeting

### Matter to be dealt with "in committee"

#### 1C Residential Tenancy

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 item relates to a residential tenancy and is 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

#### **FURTHER that Council resolve:**

- (a) that Council go into closed committee to consider business relating to a residential tenancy
  - (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.
- .....

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STEVE LOANE  
GENERAL MANAGER

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## GENERAL MANAGER'S REPORT

### 1.1 Financial Assistance Request

Public submissions were sought in January 2012 for the final round of Financial Assistance requests for the 2011/2012 Management Plan and closed Friday, 3 February 2012.

An application has subsequently been received from the Coonabarabran RYDA Co-ordinator on behalf of the Rotary Club of Coonabarabran Inc, seeking financial support of \$500 to assist in the conduct of the Rotary Youth Driver Awareness Program on 18 May 2012. The application advises that the program is totally focussed on providing practical life saving information for young people at the beginning of their driving lives.

### RECOMMENDATION

For Council's consideration.

### 1.2 Policies

At the March 2012 meeting, Council endorsed the Occupational Health & Safety Committee minutes for the meeting held on 14<sup>th</sup> February 2012.

Those Committee Minutes referred to adoption of the amended Personal Safety Equipment & Sun Protection Policy (Staff Policy 4.17) and amended Accident Notification and Investigation Policy (Staff Policy 4.10). Amendments are identified in *italics*.

Those Policies are now referred to Council for endorsement.

## Personal Safety Equipment & Sun Protection Policy

### 1. INTRODUCTION

In accordance with Council's commitment to the provision of a safe and healthy work place, this policy has been developed and is to be followed by those who work outdoors. Australia has the highest incidence of skin cancer in the world and has twice the rate of skin cancer than other countries. Two out of three people who grow up in Australia will develop some form of skin cancer. Employees that work outdoors are a high-risk group as their work may involve prolonged exposure to solar ultraviolet radiation. *The Work Health & Safety Act 2011 states that a person conducting or undertaking a business (PCUB) has a "primary duty of care" towards their employees, and so far as reasonably practicable, the health and safety of workers engaged, or caused to be engaged by the person and workers whose activities in carrying out work are influenced or directed by the person, while to workers are at work in the business or undertaking. (Part 2, division 2 chapter 19)*

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## **2. DEFINITION**

The guidelines set down in this policy have been developed to protect the health, safety and welfare of all employees. A person who is required to work outdoors will be exposed to Ultra Violet rays and therefore shall be required to wear protective clothing.

## **3. POLICY**

*This policy applies to all employees of council who work in an environment where they are exposed to UV rays. Positions not covered by Council's Corporate Uniform Agreement shall be supplied with personal protection equipment and clothing to reduce the risk of exposure to UV rays.*

*Council will undertake to provide:*

- *Safe systems of work for working out of doors.*
- *Procedures for employees to identify and minimise risks associated with working outdoors.*

## **4. AIM**

- To ensure the Health, Safety and Welfare of Council employees;
- *To ensure compliance with the Work Health & Safety Act 2011*
- To ensure the development, assessment and implementation of appropriate safe work systems when employees are required to work outdoors.

## **5. RESPONSIBILITIES**

All council staff are responsible for their personal health, safety and welfare and that of their fellow workers. They are required to co-operate with their employer in the interest of health, safety and welfare in accordance with *Section 28 of the WHS Act, 2011*. Where required by Workcover Regulation or Council Policy, Council employees and Contractors must wear all required Personal Protection Equipment (PPE) as stipulated.

## **6. CLOTHING PROTECTION**

### **6.1 General**

The guidelines set down in this policy have been developed to protect the health, safety and welfare of all council employees.

Council employees working in an environment exposed to UV rays **MUST WEAR** the following protective clothing and personal protective equipment at all times.

- 1) Long Sleeved Shirts (48UPF+)
- 2) Long Trousers (48UPF+)
- 3) Long Shorts (48UPF+)
- 4) Broad Brimmed Hats
- 5) Wrap Sunglasses (*AS1067.1*)
- 6) Broad Spectrum water resistant Sunscreen 30 SPF (*AS2604*)
- 7) Lip Protection 15+
- 8) Other Safety Equipment

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## **6.2 Long Sleeved Shirts**

Shirts worn by employees, contractors and visitors, shall be of close weave, and loose fitting to allow for air circulation and comfort. Shirts must have long sleeves and collars, and shall include council identification. Shirts will be made of High Visibility material and shall be worn by all outdoor staff. Indoor staff who visit worksites shall wear High Visibility vests. A risk assessment must be carried out for all work sites and unless a risk assessment concludes otherwise, High Visibility shirts or vests must be worn by all persons on work sites.

## **6.3 Long Trouser/Shorts**

Long Trousers or long shorts worn by employees shall be loose fitting made from at least 75% cotton or natural fibre and of close weave and shall be made of material that is 48UPF+. Persons wearing shorts shall be responsible for applying sunscreen before working outdoors.

## **6.4 Broad Brimmed Hats**

A broad brimmed hat issued by Council shall be worn during daylight hours at all times whilst employees are outdoors. If hard hats are to be worn then flaps are to be attached to these hats. Hats are required to have a broad brim measuring no less than 8cm in width, as recommended by the NSW Cancer Council. A hat with a wide brim reduces the amount of UV radiation reaching the face by 50%.

The wearing of beanies will be permitted in winter until 10am or in extremely cold weather conditions.

Hats worn by employees whilst working in an environment exposed to UV radiation should be light enough to wear in hot conditions.

## **6.5 Sunglasses**

Sunglasses should meet the Australian Standard AS1067, offer a 99% protection from ultraviolet rays, be close fitting, and of a wrap around style.

*Note: Pool employees will be provided with sunglasses that meet Australian Standard AS1067 and contain polaroid lenses.*

Both tinted and clear prescription lenses can be treated so that they provide protection from UVR. Clip on sunglasses that attach to your normal prescription glasses may also be worn provided they meet the Australian Standard AS1067. (Note: Council will not meet the cost of special prescription glasses or clip on sunglasses.)



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## **6.6 Sunscreen**

**No sunscreen can provide 100% protection**

Sunscreen provided shall be:

- AS2604 approved
- 30+
- Broad spectrum
- Water resistant

To be effective sunscreen should be applied about 20 minutes before going out in the sun, and be applied generously so that it goes on easily and evenly and be reapplied every two hours. Sunscreen should be kept in a cool place. Do not keep in glove box of vehicles. If sunscreen is to be kept in a vehicle, place in a suitable place ie. esky or lunch box. Persons shall be trained in the application of sunscreen and required to sign an acknowledgement that when choosing to wear shorts they will apply sunscreen to their legs as well as other parts of the body exposed to the sun. Should an employee choose not to wear sunscreen they must wear long trousers.

## **6.7 Safety Vests**

All employees, contractors and visitors on worksites who are not wearing high visibility shirts, will be issued with an approved high visibility safety vest which must be worn at all times.

## **6.8 Other Safety Equipment**

Also the following safety items will be provided on an individual needs basis:

- Safety Glasses
- Safety Goggles
- Hard Hats
- Hearing Protective Muffs
- Dust Masks
- Welding Aprons
- Gloves
- Safety Boots
- and High Visibility Safety Jacket & Pants where applicable

and any other Safety Equipment that is recommended by NSW WorkCover.

## **7. CLOTHING**

### **7.1 General**

All permanent staff up to and including Foreman or equivalent shall be issued with the following industrial clothing upon commencement. Such clothing to include:

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- Long sleeve shirt x three (3)
- Long trousers x three (3)
- Hat with 80mm brim x one (1)
- Jumper x one (1)
- Anorak Coat x one (1)
- Safety vest x one (1)
- Sunglasses x one (1)

Short sleeve shirts are not permitted.

- a) Technical and Specialist Staff not covered by the Corporate Uniform Agreement, required to work outdoors, shall be issued with three (3) long sleeve shirts, one (1) broad brim hat, and one (1) safety vest, subject to a demonstrated need and approval of the relevant Director.
- b) All staff up to and including Foreman or equivalent shall be issued with one (1) set of wet weather clothing.
- c) Technical and Specialist Staff shall be issued with one (1) set of wet weather clothing subject to a demonstrated need and approval of the relevant Director.
- d) Staff regularly involved in the use of bituminous products such as emulsion coldmix, hotmix etc will be issued with four (4) sets of clothing per year subject to their manager's approval.
- e) Protective clothing will be issued to new staff on commencement of employment in accordance with this policy.
- f) All subsequent issues will be on a "New for Old" basis with new issues only being made available when old unserviceable clothing is returned to Councils store.
- g) The Supply Officer will assess and determine the serviceability of any item of protective clothing submitted for replacement. Any dispute regarding the replacement of protective equipment or clothing will be referred to the employees relevant Manager.

## **7.2 Boots**

- a) All staff up to and including Supervisors or equivalent shall be issued with one (1) set of industrial boots (AS2210.3) on commencement.
- b) All staff up to and including Supervisors or equivalent shall be issued with one (1) set of wet weather footwear (AS220.13) subject to a demonstrated need and the approval of the relevant Manager.
- c) Technical and Specialist Staff shall be issued with one (1) set of wet weather footwear and (1) pair of protective boots subject to a demonstrated need and approval of the relevant Director.

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d) *All subsequent issues will be on a "New for Old" basis with new issues only being made available when old unserviceable boots are returned to Councils store.*

e) *Safety boots (AS2210.3) must be worn by staff on a construction site.*

## **8. CASUAL EMPLOYEES**

Casual employees will receive an issue of protective clothing.

### **8.1 Other Personal Protective Equipment (Casual Employees)**

Also the following safety items will be provided on an individual needs basis:

- Cancer Council approved sun glasses
- Broad spectrum, water resistant sunscreen
- (1) pair protective boots
- As well as all other Safety Equipment that is recommended by NSW WorkCover.

## **9. REPLACEMENT ITEMS**

As stated above. Items will be replaced only if the unserviceable items are returned to the Supply Officer who will determine whether the item is serviceable or not. If an item is lost or stolen, the employee, to whom the item was issued, will be required to submit a written statement to their Manager, outlining the circumstances of the loss or theft. Replacement items will only be issued on the authorisation of the Manager.

### **9.1 Responsibility**

The employee will be responsible to notify the Supply Officer of any lost or stolen items.

### **9.2 Maintenance**

The employee will be responsible for the maintenance and safe keeping of all personal protective equipment at all times.

### **9.3 Disputes**

Any disputes regarding the replacement of unserviceable or lost items will be referred to the responsible Manager/Director in the first instance.

### **9.4 Property Ownership**

At all times personal protective equipment remains the property of Warrumbungle Shire Council.

### **9.5 Termination of Permanent Employment**

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Permanent employees upon termination may be required, at the discretion of Council, to return all items of personal protective equipment to the Council Supply Officer.

## **9.5a Termination of Casual Employment**

Casual employees are to return all personal protective clothing and equipment when casual work is complete.

## **10. EXEMPTION**

As a council employee there will be no exemptions to the wearing of personal protective clothing and equipment as well as other safety equipment.

## **11. GRIEVANCE PROCEDURE**

Any employee who fails to wear any of the personal protective equipment shall be stood down without pay, to such time that, they are prepared to wear the personal protective equipment. The incident will be reported and the disciplinary procedure as stated in the NSW Local Government State Award or any other relevant award will be applied.

## **12. EDUCATION AND TRAINING OF WORKERS**

At induction or orientation to council all new employees are to be made aware of the Personal Protection Equipment & Sun Protection Policy and their duty to comply.

## **13. CONTRACTORS**

Contractors and their employees are required to meet the minimum requirements as set out herein at their own cost. There will be no exemptions to this requirement.

## **14. MONITOR AND REVIEW**

*This policy and related procedures shall be reviewed bi-annually by the Safety Officer in consultation with the Occupational Health & Safety Committee. If any changes occur to work practices or legislation then a review of the Policy and Procedures shall take place.*

## **15. RELATED DOCUMENTS**

- *WHS Act and Regulation 2011*

## **AMENDMENTS**

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## **Accident Notification and Investigation Policy**

### **1. INTRODUCTION**

*The Management of Warrumbungle Shire Council is committed to providing a place of work that is safe and without risk to all of our employees, contractors and members of the public. Management recognises, however, that accidents and incidents can occur and accordingly have developed procedures, which ensure the prompt notification and investigation of the incidents.*

### **2. DEFINITION**

All workplace accidents are required to be reported to Council and be thoroughly investigated. This policy and accompanying procedures will ensure that this process is carried out. Furthermore it is required that all incidents/accidents are notified to the supervisor immediately and all paperwork is completed within 24 hours of the accident.

### **3. POLICY**

As an employer in New South Wales there is a statutory requirement for our organisation to have in place systems for the maintenance of injury registers and the notification to WorkCover, NSW of notifiable incidents.

## **Statutory Requirements**

*As an organisation conducting our business in New South Wales, Warrumbungle Shire Council has statutory requirements imposed by:*

*Work Health and Safety Act 2011 Part 3 sections 35 – 39 inclusive;*

- Part 3, Section 35 – Notifiable incident means:
  - The death of a person, or
  - A serious injury or illness of a person, or
  - A dangerous incident.
  
- A serious injury or illness as prescribed in Part 3, Section 36 WHS Act 2011, means and injury or illness requiring the person to have:
  - Immediate treatment as an in-patient in a hospital, or
  - Immediate treatment for:
    - The amputation of any part of his or her body, or
    - A serious head injury, or
    - A serious burn, or
    - The separation of his or her skin from an underlying tissue (such as degloving or scalping), or

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- A spinal injury, or
  - The loss of a bodily function, or
  - Serious lacerations, or
  - Medical treatment within 48 hours of exposure to a substance.
- A dangerous incident Part 3 Section 37 WHS Act 2011, means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:
  - An uncontrolled escape, spillage or leakage of a substance, or
  - An uncontrolled implosion, explosion or fire, or
  - An uncontrolled escape of gas or steam, or
  - An uncontrolled escape of a pressurised substance, or
  - Electric shock, or
  - The fall or release from a height of any plant, substance or thing, or
  - The collapse, overturning, failure or malfunction of, or damage to any plant that is required to be authorised for use in accordance with the regulations, or
  - The collapse or partial collapse of a structure, or
  - The collapse or failure of an excavation or of any shoring supporting an excavation, or
  - The inrush of water, mud or gas in workings, in an underground excavation or tunnel, or
  - The interruption of the main system of ventilation in an underground excavation or tunnel.
- Duty to notify of notifiable incidents Part 3 Section 38
  - A person who conducts a business or undertaking must ensure that the regulator is notified immediately after becoming aware that a notifiable incident arising out of the conduct of the business or undertaking has occurred.
  - The notice must be given in accordance with this section by means fastest possible means
    - By telephone, or
    - In writing eg facsimile, email
  - The person giving notice by telephone must:
    - Give the details of the incident requested by the regulator, and

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- If required by the regulator, give a written notice of the incident within 48 hours of that requirement being made.
  - A written notice must be in form, or contain the details, approved by the regulator
  - If the regulator receives a notice by telephone and a written notice is not required, the regulator must give the person conducting the business or undertaking:
    - Details of the information received, or
    - An acknowledgement of receiving the notice
  - A person conducting a business or undertaking must keep a record of each notifiable incident for at least 5 years from the day that notice of the incident is given to the regulator under this section
  - Despite subsection(1), a person is not required to give notice under this section of an incident if:
    - The person has given notice of the incident in accordance with section 44(2) of the Workplace Injury Management and Workers Compensation Act 1998, or
    - The incident occurs at a mine to which the Mine Health and Safety Act 2004 applies or at a coal workplace.
- Duty to preserve incident sites Part 3 Section 39
  - The person with management or control of a workplace at which a notifiable incident has occurred must ensure so far as reasonable practicable, that the site where the incident occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs.
  - In subsection (1) a reference to a site includes any plant, substance, structure or thing associated with the notifiable incident
  - In subsection (1) does not prevent any action:
    - To assist an injured person, or
    - To remove a deceased person, or
    - That it is essential to make the site safe or to minimise the risk of a further notifiable incident, or
    - That is associated with a police investigation, or
    - For which an inspector or the regulator has given permission
- This section does not apply to a mine to which the Mine Health and Safety Act 2004 applies or to a coal workplace.

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Under the NSW Workplace Injury Management and Workers Compensation Act 1998 it is a requirement to maintain a Register of Injuries.

Furthermore it is required that all incidents/accidents are notified to the supervisor immediately and all paperwork is completed within 24 hours of the accident.

#### **4. AIM**

- To ensure the Health, Safety and Welfare of Council employees;
- To ensure compliance with the Work Health & Safety Act 2011
- To ensure the timely reporting and investigation of all incidents/accidents at Warrumbungle Shire Council.

#### **5. RESPONSIBILITIES**

##### **General Managers (Officer)**

*The General Manager is responsible for ensuring:*

- The organisation maintains a focused approach to ensuring the effective and timely investigation of accident/incidents.

##### **Directors (Officer)**

*It is the responsibility of Directors to ensure:*

- Their Managers comply with their responsibilities under this policy.
- Review medium/ high potential accidents and incidents to ensure the effectiveness of remedial action.
- Where remedial action is considered inappropriate or ineffective, to provide recommendations to Managers to improve its effectiveness.

##### **Human Resource Team Leader (Officer)**

The Human Resource Team Leader is responsible for ensuring:

- All notifiable accidents/incidents are reported to WorkCover, NSW within the required time frame.
- Effective liaison with Managers and Supervisors to identify areas where accident/incident and notification systems can be continually improved.
- Advice is provided to the General Manager and Directors on the level of compliance to this policy.
- Appropriate recording systems are in place to ensure accident/incident investigation reports are maintained and retrievable.



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## **Managers (Officer)**

It is the responsibility of Managers to ensure:

- Their supervisors and employees fully comply with their responsibilities under this policy and that the site has been secured in the event of a notifiable incident;
- ensure that WorkCover have been notified
- In consultation with the Human Resources Team Leader all Supervisors are provided with training which ensures they are competent to conduct effective accident/incident investigations.
- Where required they actively participate in accident/incident investigations, which are notifiable to WorkCover, NSW, have resulted in a lost time injury or have the potential for significant loss to Warrumbungle Shire Council.
- All remedial actions arising from accident/incident investigations are reviewed to ensure its effective implementation.
- Must, as reasonable practicable, preserve the site where a notifiable incident has occurred until such time as an inspector arrives at the site or the person in control of the worksite is directed by an inspector from WorkCover that site preservation is no longer required.

## **Supervisors (Worker)**

It is the responsibility of all supervisors to ensure:

- To participate in investigations of all accidents/incidents arising from the activities of Warrumbungle Shire Council, which have the potential or have actually injured employees, contractors or members of the general public.
- As a result of any accident/incident investigation effective remedial action is developed and implemented to prevent a recurrence of that event
- Human Resources are advised within 24 hours of the occurrence of any incident/accident.
- Must, as reasonable practicable, preserve the site where a notifiable incident has occurred until such time as an inspector arrives at the site or the person in control of the worksite is directed by an inspector from WorkCover that site preservation is no longer required.

## **Worker**

Employees, including Contractors are responsible for:

- *Reporting all accidents, incidents or events that could cause an accident or near miss to the relevant supervisor without delay;*
- *Completing the incident/accident form where an incident has taken place in conjunction with the supervisor without delay;*

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- *Co-operating with the supervisor/manager/director/safety officer during any investigation*
  - *Ensure the accident scene is not disturbed (as required in this policy) unless providing assistance or removing trapped or injured persons.*

## **Occupational Health and Safety Committee**

*Warrumbungle Shire Council's Occupational Health and Safety Committee will be responsible for reviewing the remedial action implemented following an accident/incident.*

All council staff are responsible for their personal health, safety and welfare and that of their fellow workers. They are required to co-operate with their employer in the interest of health, safety and welfare in accordance with Division 4 Section 28 of the WHS Act, 2011.

## **6. MONITOR AND REVIEW**

*This policy and related procedures shall be reviewed bi-annually by the Safety Officer in consultation with the Occupational Health & Safety Committee. If any changes occur to work practices or legislation then a review of the Policy and Procedures shall take place.*

## **7. RELATED DOCUMENTS**

- WHS Act 2011
- WHS Regulation
- Accident/Incident Investigation Form
- Accident Notification Flowchart

## **8. AMENDMENTS**

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## **1.3 Local Government Election - Referendum or Poll**

The next local government election will be held on 8<sup>th</sup> September 2012. Warrumbungle Shire Council has elected that the NSW Electoral Commission will conduct the election for this Shire in September 2012. Council are to inform the NSW Electoral Commission office as to whether this election will be carried out by the way of a referendum or poll.

### **RECOMMENDATION**

That Council approve a referendum or poll for this September 2012 local government election.

## **1.4 Assistant Supply Officer**

At the Council meeting on 15<sup>th</sup> December 2012, the new organisation structure was fully endorsed by Council (220/1112). It has since been highlighted that the position of Assistant Supply Officer was omitted from the presentation of the new organisation structure. This position is currently occupied and it is required for this position to remain as part of the new organisation structure.

### **RECOMMENDATION**

That Council note the omission from the structure and endorse the reinstatement of Assistant Supply Officer reporting to the Senior Purchasing Officer.

## **1.5 Warrumbungle Shire Community Strategic Plan 2012-2032**

Council placed the Draft Community Strategic Plan (CSP) on public exhibition for a period of 28 days after the March meeting, and invited comments from the community to be considered prior to the endorsement of the CSP.

There is some superficial grammatical changes made to the draft and tidying up of the formatting in preparation of the Delivery Program and Operational Plan. Closing date for comments was Tuesday, 17 April 2012 which will be presented to the Council meeting for consideration with the final draft of the Warrumbungle Shire CSP 2012-2032.

### **RECOMMENDATION**

That Council endorse the Warrumbungle Shire Community Strategic Plan 2012-2032.

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## **1.6 HR Projects Update**

The draft **Human Resources budget** has been submitted to Finance and there are some significant changes in this year's figures. A major factor is the new position of Learning and Development Coordinator, which has allowed Human Resources to prepare a more comprehensive training budget than Council has previously received, with data from assessments, policy and legislative requirements, refresher training, exit interview data, staff survey responses, workplace health and safety and risk management related training all well-represented, together will training aimed at addressing some of the needs identified in Council's draft Workforce Management Plan, such as leadership development. Improvement in service delivery is targeted through the proposed participation in the Business Excellence Programme for Local Government, which assists Council in developing quality management systems using continuous improvement practices and principles. Whilst the initial training costs are significant, staff are taught to deliver the programme in-house, greatly reducing the ongoing costs. A number of rural and metropolitan councils participate in this program, and the Local Government Business Excellence Network has been formed to provide support. In order to obtain maximum value from this position, Council needs to continue its commitment to organisational development and improvement by funding identified training needs.

The draft **Workforce Management Plan** has been provided to Manex for review. Consultation with managers and staff will take place over the next few weeks. This plan proposes the development of a comprehensive organisation Training and Development Strategy, which would include training priorities, availability, expectations, as well as how the return on Council's investment in training staff is calculated. In addition, Human Resources would also develop and implement an Attraction and Retention Strategy to address the issues presented by our ageing workforce and national skills shortages in a number of areas. Human Resources will report to Council on its progress against identified key performance areas to measure the effectiveness of its proposed plan.

Installation and implementation of the new human resources information system **Authority** is moving forward, however the completion of this project is now scheduled for the latter half of this year. Council's IT provider Andor is currently addressing Council's readiness for the initial installation and setup of Authority software and hardware from 7 May 2012. There will still be a lengthy development process after this, however it is a positive step.

The **organisation re-structure** is moving forward with seven positions filled this month and more in progress.

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## **Recruitment**

Since the March Council Meeting the following positions have been successfully filled:

- Manager Asset Design
- Manager Communications and IT
- Manager Environmental Innovations
- Senior Purchasing Officer
- Executive Assistant to the General Manager
- Plumber Coolah
- Grader Operator Coolah

There following positions currently advertised:

- Manager Road Contracts & Private Works - External

The following positions have closed, and the selection process is underway:

- Manager Property & Risk - External
- Manager Regulatory Services – External
- Personal Assistant to Director Corporate Services
- Personal Assistant to Director Technical Services
- Personal Assistant to Director Environmental and Community Services
- Preschool Teacher – Readvertised External
- Plumber Dunedoo – Readvertised External
- Trainee Plant Operator Coolah

## **RECOMMENDATION**

For Council's information

### **1.7 Learning & Development – Human Resources**

The month of March and early April has been an incredibly busy time for Human Resources with progress being made on the Workforce Management Plan and in particular the budget for the new financial year.

Within this budget is a forecast for the training and development needs for all staff, based on assessment data, survey feedback, policy review and needs which were identified in the Community Strategic Plan workshops. This forecast also takes into consideration the changes in legislation and government policies. The new WHS Act which took effect on 1 January 2012 will have implications for all staff. The WHS Officer training was conducted in February however, to comply with the new legislation all remaining staff will also need to be advised of the changes. Likewise the introduction of the Government Information

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(Public Access) Act will mean training for new administration personnel and current staff not yet trained.

Traffic Controller Courses (Blue Card and Yellow Card) have been arranged for staff with cards expiring this year. These Traffic Controller courses are for people who are required to control traffic or set up and work with Traffic Control Plans. They are a requirement of the Roads and Maritime Services and are valid for 3 years only. Traffic Controller courses are also available to members of the public on request when vacancies exist in the course.

The recently approved Council organisational structure means new positions and in some cases new staff. It is anticipated that the new structure will instigate a positive change to the culture of the organisation with more and improved leadership and supervision. The training budget reflects the needs identified in the Community Strategy Plan; in feedback from staff including exit interviews and to provide leadership development for our managers and supervisors. It also takes into consideration the need for continuous improvement training for all staff to increase productivity and implement quality management systems. The continued commitment to staff training will help develop a positive and more cohesive attitude within the organisation.

Council has taken advantage of the Public Interest Disclosures Training being provided free of charge by the Ombudsman's Office and will send along six members of staff to participate in a workshop being held in Dubbo in June. The Ombudsman's Office is also offering a workshop on "Handling Difficult Customers". Two members of staff will attend this workshop.

A variety of fully funded courses are still available for existing workers and new entrant personnel through a traineeship or apprenticeship. This month twelve of Council's staff have entered into contracts for Diplomas or Certificate III's. These courses are at no cost to Council, however they go a long way to upskilling our existing workers and providing advancement through competencies as well as individual career development for staff.

The following table lists the courses undertaken or enrolled in during the past four weeks.

<b>Course</b>	<b>Enrolled</b>
Diploma in Childcare	3
Diploma in Business	2
Diploma in Human Resources	1
Certificate IV in Water Operations	1
Chemical Application	3
Fluoridation Public Water Supplies	4
Certificate III in Waste Management	1
Certificate III in Civil Construction	5
Confined Spaces Training	1
Microsoft Outlook Training	32

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## **RECOMMENDATION**

For Council's information

### **1.8 Annual Local Government and Shires Association Conference 2012**

The annual Local Government and Shires Association (LGSA) Conference will be held in Sydney from Monday 4 June to Wednesday 6 June 2012. Each year according to Council policy the Mayor and General Manager attend along with two Councillors.

This year Council will be nominating Ron Sullivan for an Outstanding Service Award to be presented at the Official Opening Ceremony. To be eligible for this award, the elected member must have completed a cumulative total of at least 20 years service to local government in NSW. Ron has accepted his invitation to attend the conference.

It is now necessary for Council to determine the attendance at the Conference for 2012.

## **RECOMMENDATION**

That Councillor Ron Sullivan and his wife Maureen attend the LGSA Conference to receive the Outstanding Service Award. That all transport, transfer, accommodation and meals be provided as per the policy.

That the Mayor, General Manager and two Councillors accompanied by their partners attend the LGSA Conference. **FURTHER** that all transport, transfers, accommodation and meals be provided as per the policy.

### **1.9 Internal Audit Committee**

Council has embarked on a cooperative internal audit process with five other OROC Councils comprising of Coonamble, Gilgandra, Narromine, Walgett and Warren.

It is a requirement to appoint a further independent member. The other Councils have appointed Mr David Honner. In the interest of consistency Warrumbungle Shire Council is encouraged to do the same.

## **RECOMMENDATION**

That Council appoints Mr David Honner as the second independent member of the internal audit committee.

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## **1.10 Motion for Local Government and Shires Association Conference**

It is usual for Council to promote motions of significance to the C Division conference and thence onto the Local Government and Shires Association conference. However this year there were no motions for C Division.

The Premier, the Honourable Mr Barry O'Farrell and the Minister of Local Government, the Honourable Don Page, have indicated their desire to invigorate country towns and regions by reinstalling State Government agencies and employees. There has been some discussion about utilising the framework of local government to assist in this process and further utilise the Council shop front for State Government agencies. To encourage debate and assist in promoting this concept Warrumbungle Shire Council considers that a motion to this effect to the Local Government and Shires Association Conference would be appropriate. Agencies such as education, police, health, and agriculture should consider the initial period of employment to be cast in country service.

### **RECOMMENDATION**

That Council proposes a motion to the Local Government and Shires Association Conference that encourages State and Federal Government agencies to consider a return of 'country service' of government agencies and services to country towns and regions.

.....  
**STEVE LOANE**  
**GENERAL MANAGER**



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

Dear Sir

## DIRECTOR OF CORPORATE SERVICES

### 2.1 Bank Reconciliation and Investment – Month Ending March 2012

#### 1. Bank Reconciliation

##### BALANCE PER BANK ACCOUNT

<b>Bank</b>	<b>Balance</b>
<b><u>General</u></b>	
Commonwealth	632,131.47
Westpac	39,379.73
NAB	90,010.17
Commonwealth Rates	670.00
<b>Total - General</b>	<b>762,191.37</b>
<b><u>Trust</u></b>	
Commonwealth	165,555.21
Westpac	
<b>Total - Trust</b>	<b>165,555.21</b>
<b><u>Investments</u></b>	
Securities	6,500,000.00
IBD	7,931,871.12
<b>Total Investments</b>	<b>14,431,871.12</b>
<b>Total All Bank Accounts</b>	<b>15,359,617.70</b>

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<i>Add:</i>	
Outstanding Deposits - General	24,861.89
Outstanding Deposits - Trust	1,397.84
<i>Less:</i>	
Unpresented cheques - General	66,648.85
Unpresented cheques - Trust	1,867.74
<b>Balance adjusted for outstanding deposits &amp; unpresented cheques (Final Bank Balance)</b>	<b>15,317,360.84</b>

### BALANCE PER GENERAL LEDGER

<b>Bank</b>	<b>Account Number</b>	<b>Balance</b>
General Fund	5410-3000-0001	720,404.41
Trust Fund	9000-3000-0000	165,085.31
Investments - General	5220-3001-3001	6,331,871.12
Investments - General	5220-3001-5001	3,119,147.67
Investments Movement Account - General	5220-3003-0000	61,882.30
Investments non-current - General	5220-4701-0000	-
Investments - Water Fund	7085-3001-0001	2,355,105.23
Investments Sewerage Fund	8085-3001-0001	2,563,864.80
<b>Total per General Ledger</b>		<b>15,317,360.84</b>

<b>Variance between Final Bank Balance and General Ledger</b>		-
---	--	---

#### Notes:

- (1) Outstanding deposits refers to cash amounts recorded in the Council's general ledger that have not yet been deposited at the bank. E.g. Direct debit authority receipted in cashbook but not deposited in the physical bank account until the next day.
- (2) Unpresented cheques refers to cheques that have still not been cashed by the cheque recipient but are recorded as being paid in the councils general ledger.

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## 2. Investments Report

### Summary

As required by Clause 212 of the *Local Government (General) Regulation 2005*, the details of all monies invested by Council under Section 625 of the *Local Government Act 1993* are set out below:

During the month of March Council invested a total of \$500k into a Community Orana Mutual Term Deposit for 90 days, and rolled over two (2) of its Suncorp TDs (total \$1.75m) for a further 122 days. On 21 March 2012, Council transferred \$110k back into the operating account from its NAB At Call Account to meet daily operating expenses. Further details on investment securities and term deposits held by council as at 31 March 2012 can be found below.

### Investment Securities

Council currently holds the following investment securities:

Bank	Purchase Price	Indicative Bid	Valuation based on indicative bid as at 31 March 2012	ISIN Number	Lodgement date	Maturity Date	Rating	Coupon Payments
Dandelion Westpac	1,000,000	93.00%	930,000	AUFN0004693	19.12.2007	21.12.2012	AA-	0%
Bendigo Bank - Westpac	500,000	98.50%	492,500	AUFN0003810	22.08.2007	21.09.2012	BBB+	5.49%
ANZ CPPI Asprit II	800,000	93.79%	750,320	CPPISAMAF02	30.09.2009	30.03.2013	AA-	0%
ANZ CPPI - Asprit I	500,000	95.40%	477,000	CPPISAMAF01	30.09.2009	23.11.2012	AA-	0%

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Bank	Purchase Price	Indicative Bid	Valuation based on indicative bid as at 31 March 2012	ISIN Number	Lodgement date	Maturity Date	Rating	Coupon Payments
FIIG All Seasons CPPI Note	1,500,000	84.00%	1,260,000	AU300SEKA021	29.08.2008	29.08.2014	AA+	0%
Averon CPP Ltd Aver	700,000	85.00%	595,000	AU300AVER012	30.09.2009	20.06.2013	AA+	0%
Octagon Ltd Linked	1,500,000	78.00%	1,170,000	XS023170158	25.10.2005	30.10.2015	AAA	0%
<b>Total:</b>	<b>6,500,000</b>		<b>5,674,820</b>					

Security	Details
Dandelion Westpac	AA- rated investment that no longer pays coupons. Bid price well below fair value. Low Risk.
Bendigo Bank - Westpac	Sub debt likely to called in Sept this year. If not, could be extended by 5 years (unlikely). Bank recently upgraded by S&P to A-.
ANZ CPPI Asprit II	Zero coupon investment backed by ANZ. Bid is below fair value, despite 1 year to maturity. Likely pay small amount above 100.
ANZ CPPI - Asprit I	Zero coupon investment backed by ANZ. Bid is below fair value, despite 7.5 months to maturity. Likely pay small amount above 100.
FIIG All Seasons CPPI Note	Council is essentially holding a Swedish Export Bond rated AAA. Will pay \$4 above par at maturity. Bid price well short of fair value.
Averon CPP Ltd Aver	Ultimate credit risk rests with General Electric Capital Corp Australia, rated Aa2 by Moodys (parent AA+).
Octagon Ltd Linked	Backed by International Bank for Reconstruction & Development rated AAA. Few concerns if any. Bid well below fair value. Low risk.

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### Term Deposits

Council currently holds the following term deposits:

Bank	Current Investment	Opening Balance	Buy/(Sell)	March Interest Earned	Closing Balance	Lodgement date	Maturity Date	Rating	Current Yield
Community Orana Mutual	500,010	-	500,010	1,947	501,957	06.03.2012	06.06.2012	Not Rated	5.70%
NAB #	750,000	750,934	-	3,625	754,559	21.02.2012	20.05.2012	AA-	5.70%
Suncorp Metway 4/10	-	1,012,364	(1,012,364)	-	-	16.12.2011	16.03.2012	A+	-
Suncorp Metway 5/10	-	759,273	(759,273)	-	-	16.12.2011	16.03.2012	A+	-
Suncorp Bank	1,000,000	-	1,000,000	1,882	1,001,882	19.03.2012	19.07.2012	A+	5.74%
Suncorp Bank	750,000	-	750,000	1,411	751,411	19.03.2012	19.07.2012	A+	5.74%
NAB Cash Maximiser #	1,431,861	1,694,409	(110,000)	7,090	1,591,499	At Call	At Call	AA-	4.94%
Suncorp Metway 8/10 ^	1,000,000	1,009,213	-	5,129	1,014,342	04.01.2012	04.04.2012	A+	6.00%
Suncorp Metway 9/10 ^	1,000,000	1,009,213	-	5,129	1,014,342	04.01.2012	04.04.2012	A+	6.00%
Suncorp Metway 10/10	1,500,000	1,519,150	-	7,566	1,526,716	12.12.2011	14.05.2012	A+	5.88%
<b>Total:</b>	<b>7,931,871</b>	<b>7,754,556</b>	<b>368,373</b>	<b>33,779</b>	<b>8,156,708</b>				<b>5.67%</b>

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## **Performance Benchmarking**

Council currently benchmarks its investment performance against the 3 month Bank Bill Swap Reference Rate (BBSW) as per Council's investment policy. The March BBSW 3 month rate was 4.29%. Council's term deposits returned an average rate of 5.67% for the month of March, outperforming Council's benchmark. All of Council's investment securities except for one security held with Bendigo Bank (AUFN0003810) are not currently paying coupons although several investments are expected to be redeemed at higher than original purchase price. Council's investment securities underperformed against Council's benchmark.

## **Certification of Responsible Accounting Officer**

I hereby certify that the investments listed in the report above have been made in accordance with Section 625 of the *Local Government Act 1993*, Clause 212 of the *Local Government (General) Regulation 2005* and Council's Investments Policy.

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Responsible Accounting  
Officer

## **RECOMMENDATION**

That Council accept the Bank Reconciliation and Investments Report for the month ending 31 March 2012.

## WARRUMBUNGLE SHIRE COUNCIL

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### 2.2 Rates and Charges Collection Report up to and Including March 2012

Rate/Charge Type	Rate Arrears 2010/11	2011/2012 Levy	Pensioner Write Off	Abandoned	Rate Arrears & Net Levy	Total Payments To Date	Total Outstanding 2011/2012	Collection % 2011/2012	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	599,380	6,685,082	165,969	8,911	7,109,582	5,110,911	1,998,671	72%	692,153	10%
Water	187,283	1,281,480	73,260	14,334	1,381,169	957,258	423,910	69%	215,013	17%
Sewerage	256,709	1,180,000	52,937	3,395	1,380,377	638,958	741,419	46%	168,704	14%
Garbage	143,771	1,436,415	104,250	8,495	1,467,441	1,052,370	415,071	72%	175,150	12%
<b>Total Rates and Annual Charges</b>	<b>1,187,143</b>	<b>10,582,977</b>	<b>396,416</b>	<b>35,135</b>	<b>11,338,569</b>	<b>7,759,498</b>	<b>3,579,071</b>	<b>68%</b>	<b>1,251,020</b>	<b>12%</b>
Water Consumption	321,384	878,865	-	486	1,199,763	568,939	630,824	47%	236,303	27%
Sewer Consumption	35,110	291,182	-	276	326,016	51,616	274,400	16%	52,022	18%
<b>Total Water Supply Services</b>	<b>356,494</b>	<b>1,170,047</b>	<b>-</b>	<b>762</b>	<b>1,525,779</b>	<b>620,555</b>	<b>905,224</b>	<b>41%</b>	<b>288,325</b>	<b>25%</b>
Legal Fees	143,961	58,174	-	13,731	188,404	65,179	123,224	35%	161,687	
Transaction Fees	4,540	325	-	2,848	2,018	491	1,526	24%	1,523	
Interest	181,037	141,173	-	-	322,210		322,210	0%		
<b>Grand Total</b>	<b>1,873,176</b>	<b>11,952,696</b>	<b>396,416</b>	<b>52,477</b>	<b>13,376,979</b>	<b>8,445,723</b>	<b>4,931,256</b>	<b>63%</b>	<b>1,702,554</b>	<b>14.24%</b>

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**Note 1:** The outstanding rates and annual charges ratio as at 31 March 2012 is **14.24%**.

**Note 2:** The levy figures for water and sewer consumption and sewer charges are year end estimates, not actual amounts billed as at 31 March 2012.

**Note 3:** The outstanding figures for sewer consumption, water consumption and sewerage rates and charges need to be viewed in total as Council's finance systems is currently grouping a majority of the arrears amounts for these items under sewer consumption.

### **RECOMMENDATION**

For Council's information.



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## **2.3 Policy for the Payment of Creditor Invoices**

Over the past 12-18 months there has been considerable focus on the prevention of fraud and corruption within local government and the release of a paper by the Independent Commission against Corruption (ICAC) in December 2011 '*Corruption Risks in NSW Government Procurement*'. Whilst no evidence of fraud or corruption has been found in Warrumbungle Shire Council, the attention on NSW local government procurement has gathered much media coverage of recent times; which has prompted recommendations from both external and internal Auditors about strengthening Council's purchasing and payment processes.

A review has been initiated and a new Policy for the Payment of Creditor Invoices (Operational 2.15) in draft is now presented to Council for adoption. A copy of the draft Policy has been forwarded to Councillors under separate cover.

### **RECOMMENDATION**

That Council adopts the Policy for the Payment of Creditor Invoices Operational 2.15.

## **2.4 Air conditioning Units – Coonabarabran and Coolah Offices**

An engineering consulting company, GHD; were engaged to undertake a review and assessment of the existing heating, ventilation and cooling systems (HVAC) at both administration offices in Coolah and Coonabarabran. The objective of the review is to identify deficiencies and potential options to improve heating and cooling of the buildings in accordance with the Mechanical Ventilation and Air conditioning Code AS1668.2.

A copy of each report has been provided to Councillors under separate cover and summary is as follows;

### Coonabarabran

Observations: There are two (2) separate Packaged Reverse Cycle (PAC) units consisting of packaged reverse cycle air conditioning units, painted flat oval galvanised duct work and supply grilles, single return air grille and single split reverse cycle air conditioning units serving Communications (Servers) and upstairs offices plus toilet exhaust systems. The air conditioning systems serving the Coonabarabran offices are providing some level of comfort to the occupants however; they are beyond their natural life cycle. In summary both PAC units are old and models no longer available from supplier with a nominal capacity of 22 kW cooling/heating, the condensing coils have been badly damaged by hail, reducing efficiency and ability of systems to operate at full capacity and accessibility to serve upper floor PAC creates some OH&S issues. The main concern noted in the report is the lack of any outside air which should be provided (naturally or mechanically) to either of the ground or first floor spaces which is in non conformance to the Building Code of Australia (BCA).

Recommendation: To replace both PAC units with new units, sized to accommodate internal heat loads, staff numbers and the addition of outside air. Both units to be positioned on a common low level platform at the rear of the building.

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Estimated Cost: \$70,000 for new AC units and controls

Stage 2 works are proposed if zoning of separate office space is required, however given this first floor area is soon to be refurbished a review of this recommendation will be undertaken in conjunction with the office redesign.

## Coolah

Observations: There are two separate HVAC units serving the building which serve the Council Chambers and remainder of the office space. The split ducted units have insulated and rigid ductwork, supply and return air ceiling mounted grilles, an exhaust hood in the printer room, ceiling fans and toilet exhaust systems. Air conditioning units are providing some level of comfort and are in a fair condition for their age. However more options are available due to the ability to use ceiling fans and open windows.

Recommendation: Undertake Stage 1 works to verify and rectify where needed any air leaks, ductwork issues, outside air, air balance throughout, increase indoor fan speed and installation of control and monitoring units.

Following the Stage 1 works being carried out, if the AC units are deemed to be unable to provide a level of comfort control, then Stage 2 has two options. A. Replace the existing large AC no.1 (indoor and outdoor unit) with a number of smaller 'in-ceiling' ducted units or B. provide 'in-ceiling' individual indoor AC units to each office area, with individual switching and temperature control, coupled to a single outdoor condensing unit.

Estimated Cost: Stage 1 - \$20,000

Stage 2 - Option A \$260/Sqm      Option B \$320/sqm

## **RECOMMENDATION**

That Council accepts the Coonabarabran and Coolah Offices Air conditioning reports and recommendations from GHD; and FURTHERMORE formal quotations are sought for consideration in the 2012-2013 budget; the replacement of both PAC Units at the Coonabarabran Office and completion of Stage 1 works at the Coolah Office.

.....  
**REBECCA RYAN**  
**DIRECTOR OF CORPORATE SERVICES**

# WARRUMBUNGLE SHIRE COUNCIL

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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**

### **3.1 Extension of Town Water – Baradine, Timor Road**

#### **Background**

On the 15 March 2012, Council made the following resolution:

#### ***1.1 Notice of Motion – Changes to the Water Policy***

**296/1112 RESOLVED** that the water scheme in all towns within the Warrumbungle Shire Council be investigated in the following three categories with a report to be brought back to Council:

- *Town water schemes which contain all residences within the town boundaries.*
- *Rural subdivision 1.*
- *Rural subdivision 2.*

*Todd/Campbell*  
*The motion was carried*

The resolution was in relation to a Notice of Motion which seeks to make town water available to areas on the fringes of urban areas within the Shire. The purpose of this objective is to promote subdivision and development on the fringes of each town. Furthermore, the Notice of Motion appears to promote further connections to the Timor Road gravity main.

The issues raised by the Notice of Motion are many and complex and this report aims to clarify some of the intentions of the resolution, particularly in relation to current proposals in Baradine and in relation to the Timor Road gravity main.

#### **Issues**

There are many financial, planning, equity and practical issues associated with any proposal to supply town water outside the conventional reticulation area. In relation to practical issues, Council must supply water that meets quality requirements set out in the Australian Drinking Water Guidelines. Properties connected to a dead end water main or service are particularly prone to poor water quality issues, because water flow ‘stagnates’ at the end of the pipeline. From an operational perspective these pipelines need to be flushed out on a regular basis. Council has in place a program of pipeline extension to eliminate dead ends, for example, a

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new main was recently installed in Lachlan Street to eliminate a dead end at the western end of Wellington Street.

Also, Council must ensure that properties connected to town water have in place sufficient water to extinguish a fire. Where the water main is 100 millimetre or more in diameter, Council is required to provide hydrants that can deliver water at a minimum pressure and flowrate. Council may put in place agreements with property owners for sharing the risk associated with providing sufficient water for fire fighting, however Council may be exposed to ongoing liability unless the agreements are attached to the property title through some type of covenant that remains with the property in perpetuity. Research and legal opinion will need to be sought to determine the most effective method of creating such a covenant and in particular the process and cost of retrospectively imposing a covenant on existing property titles.

On the 19 March 1996, Council resolved that no further connections to the gravity main between Timor Dam and the water treatment plant will be permitted. This resolution was made because quality of water supply to existing properties was often substandard because the water was not treated. Furthermore, the 'raw' water from Timor Dam was often affected by blue green algae, which created health problems even at low concentrations and domestic water filters were ineffective in treating water affected by blue green algae. Since that time the frequency of very high concentrations of blue green algae has reduced, however lower concentrations of blue green algae do occur very frequently and raw water is still subject to variations in the quality of water in Timor Dam. There is real concern that Council would not meet its legislative requirements if raw water from Timor Dam was made available to new properties along Timor Road.

## **Options**

In relation to provision of town water along Baradine Aerodrome Road and along Namoi Street, south of Walker Street, Council may wish to investigate installation of a 100mm water main in both of these roads, thereby eliminating a number of existing 'private poly lines'. The investigation would include an assessment of the pressure and flowrate conditions that may be expected by properties along these roads. Preliminary investigations, recently undertaken, indicate that pressure and flowrate may not meet fire fighting guidelines.

Council has previously received a report on extending town supply to both of these roads and it canvassed the concept of a financial contribution from adjoining landowners.

## **Financial Considerations**

Further investigations associated with extending a 100mm water main in both Baradine Aerodrome Road and in Namoi Street are expected to cost around \$3,000. While there is no budget allocation for such investigation, it is expected that these costs could be accommodated within existing budget allocations.

Research and legal opinion associated with development of an agreement that may be used to supply town water through a private 'poly line' is expected to cost around \$4,000. The cost

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of implementing any such agreement is difficult to determine, but may be in the order of \$10,000 for Baradine. There is no budget allocation for development and implementation of an agreement.

## **RECOMMENDATIONS**

1. That further investigation is undertaken on assessing the feasibility of installing a 100mm water main in both Baradine Aerodrome Road and Namoi Street, south of Walker Street, in Baradine, including options for financial contribution by adjoining property owners to the cost of construction.
2. That Council reaffirms the decision made on the 19 March 1996 that no more connections are permitted to the gravity main between Timor Dam and the water treatment plant due to the unreliable nature of water quality in Timor Dam.

## **3.2 Baradine Floodplain Risk Management Study and Plan**

### **Background**

Council will recall a report presented on the 15 December 2011 on the draft floodplain risk management study and plan for Baradine. Council resolved to endorse the draft Plan with knowledge that the final version of the plan will include refinements to one of the mitigation options and that further assessment of impacts on the eastern side of the railway line would be undertaken.

The final draft is now available for Council consideration and for public exhibition. The Baradine Floodplain Management Advisory Committee has reviewed the final draft Plan and has recommended endorsement of the Plan by Council. The 'executive summary' from the Plan has been copied and sent to Councillors under separate cover.

The Plan includes a Flood Policy and Council is now being asked to adopt the policy subject to public consultation. A copy of the Flood Policy is included in attachment 1.0.

A funding application has been made to the State Government, through the Office of Environment and Heritage and Council is being asked to endorse the submission of a funding application.

### **Issues**

As previously reported *'There are eight(8) recommended measures in the Plan and the first three(3) are 'non structural' measures and could be implemented without further State Government funding. The first recommended measure relates to adoption of a Flood Policy by Council and measure 2 and 3 relate to improvements in emergency management planning by Council and SES.*

*The implementation of the remaining recommended measures do require ongoing Council and Government funding. In particular under measure 4 and 5, the existing system of un-*

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*coordinated levees will be replaced by 2.4km levee along the eastern side of the floodplain.*  
(15 December 2011 report to Council)

The implementation of options 4 and 5 of the Plan may be considered as a two stage process, firstly pre-construction activities and secondly construction. The preconstruction activities include activities outlined in option 4 and some of the activities outlined in option 5. Essentially the preconstruction activities involve the following activities; further detailed survey and preparation of designs, environmental impact assessment and preparation of construction specifications and tender documentation.

## **OPTIONS**

Council is in a position to endorse the draft Floodplain Risk Management Study and Plan and place the Plan on public exhibition.

## **Financial Considerations**

The proposed works program to complete preconstruction activities is outlined in the following table:

<b>Activity / Milestone</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
Engage Consultant	\$0		
Concept Design	\$150,000		
Environmental Impact Assessment		\$240,000	
Detailed Design		\$60,000	
Tender Documentation for Construction			\$150,000

The funding ratio under current State Government arrangements is 2:1 – State Government: Council. That is, Council may be required to fund estimated cost of preconstruction activities over the next three(3) years up to \$200,000. However, application is being made to State Government for special provision and the grant sought from the State Government over the next three years is \$450,000. That is, if the application is successful, Council will be required to fund the preconstruction stage of the Plan at \$50,000 a year for the next three years. The applications for funding closed on the 4 April 2012 and a submission was made on the basis of the works program outlined above.

## **RECOMMENDATIONS**

1. That Council endorses the Baradine Floodplain Risk Management Study and Plan prepared by Lyall & Associates, March 2012.
2. That Council adopts the Flood Policy outlined in attachment 1.0 and place the policy on public exhibition.
3. That actions taken to submit a funding application to complete the preconstruction stage of the levee bank project over the next three(3) years are endorsed by Council.

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## WARRUMBUNGLE SHIRE COUNCIL

### TERIDGERIE CREEK AT BARADINE FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN

#### APPENDIX A

#### DRAFT FLOOD POLICY

MARCH 2012

Job No: DI283	Date: October 2012	Principal: BWL
File: Teridgerie Creek Appendix A.doc	Rev No: 2.0	Author: BWL

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A1.1 Floodway - Flood Planning Area



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## **ANNEXURES**

**ANNEXURE 1 - LAND USE CATEGORIES**

**ANNEXURE 2 – DEVELOPMENT CONTROLS MATRIX**

**ANNEXURE 3A – GENERAL BUILDING MATTERS**

**ANNEXURE 3B - FLOOD COMPATIBLE MATERIALS**

**ANNEXURE 4 - DEVELOPMENT APPLICATION REQUIREMENTS**

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## 1 INTRODUCTION

This *Flood Policy* was prepared to provide specific controls to guide development of land in flood prone areas bordering the Teridgerie Creek system at Baradine.

The *Flood Policy* incorporates the findings of the *Teridgerie Creek at Baradine Floodplain Risk Management Study and Plan, 2012* and the procedures set out in the *NSW Floodplain Development Manual, 2005*.

The *Flood Policy* also takes into account the "Guideline on Development Controls on Low Flood Risk Areas" and associated Ministerial Direction No 15 issued by the Department of Planning in January 2007. As a consequence, residential areas above the **Flood Planning Level** (100 year ARI flood level plus a 500 mm allowance for freeboard) are not subject to flood related development controls. Within the extent of the **Flood Planning Area** (land inundated at the **Flood Planning Level**), controls over residential development reflect the nature of the flood risk.

The *Policy* recognises the need for controls over commercial and industrial development to balance the flood risk against the requirement for continuing the long term viability of this sector of Baradine.

The *Policy* also recognises that the safety of people and associated emergency response management need to be considered and imposes restrictions on vulnerable development (for example aged care facilities) and critical emergency response and recovery facilities and infrastructure (evacuation centres, hospitals and utilities).

### 1.1 What does the Policy do?

The *Policy* provides information and guidelines to assist people who want to develop or use land affected by potential flooding in Baradine. Development may include, among other things:

- dwelling construction, including additions to existing dwellings;
- filling land to provide building platforms above flood level;
- commercial and industrial development;
- sub-dividing land.

### 1.2 Objectives

The objectives of this *Policy* are:

- (a) To provide detailed flood related development controls for the assessment of applications on land affected by floods in accordance with the provisions of Shire of Coonabarabran *LEP 1990* (and as amended in future editions) and the findings of the *Teridgerie Creek at Baradine Floodplain Risk Management Study and Plan, 2012*.
- (b) To alert the community to the hazard and extent of land affected by floods.
- (c) To inform the community of Council's policy in relation to the use and development of land affected by the potential floods in Baradine.
- (d) To reduce the risk to human life and damage to property caused by flooding through controlling development on land affected by floods.

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- (e) To ensure new development is consistent with the flood response strategy set out in the Warrumbungle Shire *Baradine Local Flood Plan*, published by the State Emergency Service (SES) and does not impose additional burdens on, or risk to, SES personnel during flood emergencies.

Definitions of flood related terms used herein are provided in the **Glossary** in **Section 3** of this document

### **1.3 Will the Plan affect my Property?**

The *Policy* applies to all development permissible with the consent of Council on land that:

- i) is zoned 2(v) under Shire of Coonabarabran *LEP* and as subsequently amended; and
- ii) lies within the extent of the **Flood Planning Area (FPA)** of Teridgerie Creek, as shown in **Figure A1.1**.

### **1.4 How To Use This Policy**

The *Policy* provides criteria which Council will use for the determination of development applications in areas within the extent of the **FPA** in Baradine. The criteria recognise that different controls apply to different land uses and levels of potential flood inundation or hazard.

The procedure Council will apply for determining the specific controls applying to proposed development within the **FPA** is set out below. Upon enquiry by a prospective applicant, Council will make an initial assessment of the flood affectation and flood levels at the site using the following procedure:

- i) Determine which part of the floodplain the development is located in from **Figure A1.1**.
- ii) Identify the category of the development from **Annexure 1: Land Use Category**.
- iii) Determine the appropriate **Flood Planning Level** and flood related conditions for the category of development from **Figure A1.1** and **Annexure 2: Development Controls Matrix**.
- iv) Determine the flood level at the site using flood contour data shown in **Figure A1.1** and information contained in the *Teridgerie Creek at Baradine Floodplain Risk Management Study and Plan, 2012* and confirm that the development conforms with the controls set out in **Annexure 2**.

With the benefit of this initial information from Council, the Applicant will prepare the Documentation to support the development application according to **Annexures 2** and **4**.

A survey plan showing natural surface levels over the site will be required as part of the Development Application Documentation. Provision of this plan by the applicant at the initial enquiry stage will assist Council in providing flood related information relevant to the site.

Further information on flooding in Baradine and the controls over development imposed by this Policy are available by discussion with and upon written application to Council.

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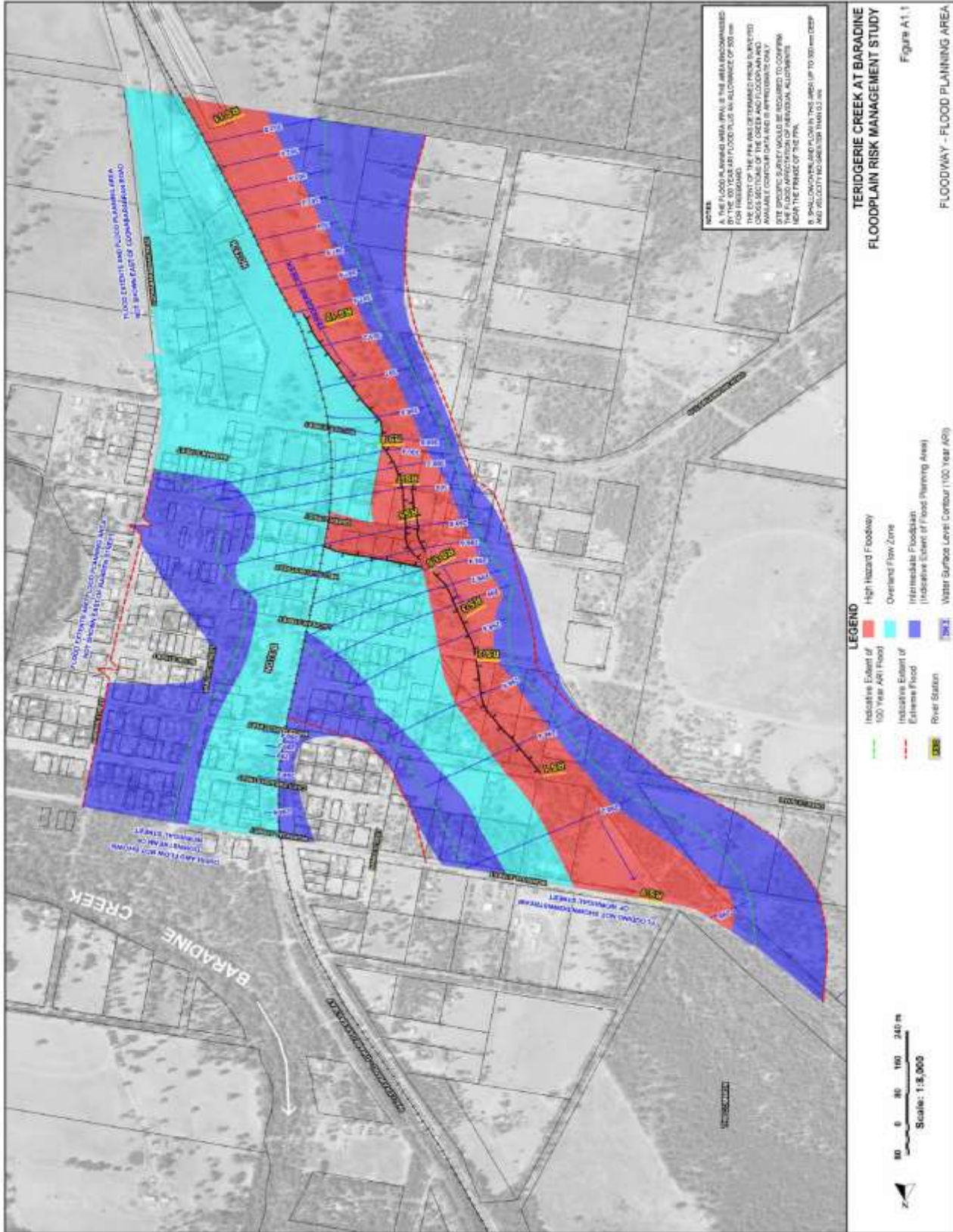
*Teridgerie Creek at Baradine  
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## **1.5 Other Documents Which May Need to be Read in Conjunction with this Plan**

- *Shire of Coonabarabran LEP 1990, and as subsequently amended;*
- *Teridgerie Creek at Baradine Floodplain Risk Management Study and Plan, 2012;*
- *Teridgerie Creek at Baradine Flood Study, 2012;*
- *NSW Government Floodplain Development Manual, 2005; associated Guideline on Development Controls on Low Flood Risk Areas; and Ministerial Direction No. 15, January 2007.*
- *Relevant Council policies, development control plans and specifications;*

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## 2 WHAT ARE THE CRITERIA FOR DETERMINING APPLICATIONS?

### 2.1 General

Development controls on flood prone land are set out in **Annexure 2** of this *Flood Policy*. The controls recognise that different controls are applicable to different land uses, the location within the floodplain and levels of potential flood inundation and flood hazard.

The controls applicable to proposed development depend upon:

- The type of development.
- The **Flood Hazard** zone where the development is located.
- Peak Flood Levels at the site of the development.

### 2.2 Land Use Categories and Flood Planning Levels

Eight land use categories have been adopted. The specific land uses, in each category are listed in **Annexure 1**.

The **Flood Planning Level (FPL)** is the minimum floor level for the land uses:

- For new residential development in Baradine, the **FPL** is the peak 100 year ARI flood level at the particular development site, plus an allowance of 500 mm for freeboard.
- For commercial and industrial development the **FPL** is the peak 100 year ARI flood level plus an allowance of 500 mm for freeboard. Council may at its discretion allow an amendment to this **FPL**, subject to local conditions (refer **Section 2.4**).
- Essential Community Facilities and Critical Utilities require a higher level of flood protection. The **FPL** is the 100 year ARI flood plus 500 mm freeboard. In addition, these uses are to be designed to be able to continue to function and suffer minimal damage to structure and valuable contents in the event of an Extreme Flood (refer **Section 2.5**).
- For Flood Vulnerable Residential Development (nursing homes, aged care facilities and the like) the **FPL** is the peak 100 year ARI flood level plus an allowance of 500 mm for freeboard. Council will require an area at a higher level (to be nominated by Council) for the temporary storage of valuable equipment and will also require the applicant to demonstrate that there is safe access to the site in the event of a flood emergency (refer **Section 2.6**).

### 2.3 Division of the Floodplain into Flood Hazard Zones

The types of controls have been graded relative to the severity and frequency of potential floods, having regard to the following Flood Hazard Zones within the floodplain (refer **Figure A1.1**):

- **“High Hazard Floodway”** this is the most flood affected land and the area where the highest flow velocities would be expected at the 100 year ARI flood. This zone should be kept clear of future development, although **minor additions** to existing residences and small outbuildings may be permitted by Council, subject to conformance with the controls specified in **Annexure 2** and the provision of a satisfactory Flood Risk Report demonstrating that the development is capable of withstanding hydraulic forces and is

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sited to minimise adverse re-directions of flow to adjacent properties. Site filling in this zone is to be avoided (ref. **Section 2.11**).

- **“Overland Flow Zone”**. In this zone, there may be overland flows through residential and commercial allotments, but low hazard conditions will generally occur due to the shallow depth and low velocities. All land uses would be permitted in this zone, but the development would need to be capable of withstanding hydraulic forces and sited within the allotment to minimise adverse re-directions of flow towards adjacent properties. Council may require a Flood Risk Report for commercial and industrial development proposals in this zone (typically for larger scale developments) if it considers that the proposal has the potential to significantly re-direct flows towards adjacent properties. There are restrictions on site filling in this zone (ref. **Section 2.11**).
- **“Intermediate Floodplain”** is the remaining land lying within the **Flood Planning Area** (land inundated by the 100 year ARI flood levels plus 500 mm). Within this area, there would only be the requirement for minimum residential floor levels to be set at 100 year ARI flood levels plus 500 mm. All land uses would be permitted in this zone. However, as noted in **Section 2.2** above, Essential Community Facilities, Critical Utilities and Flood Vulnerable development such as housing for aged and disabled persons would be subject to additional controls, which are identified in subsequent sections and in **Annexure 2**.

No controls would apply for residential development outside the **Flood Planning Area**. However, because the flood extents and hazard zones have been mapped using available contour mapping, Council would check proposed floor levels of developments up to the Extreme Flood extent to ensure that they are no lower than the **FPL**.

## **2.4 Assessing Commercial and Industrial Development Proposals**

The *Flood Policy* nominates the same **FPL** as for residential development. However, where it is not practicable to achieve this level, Council may approve a lesser level commensurate with the local streetscape. In this eventuality, the applicant is to provide an area within the development for the temporary storage of goods at a minimum level equal to the **FPL**. This area should be at least 20% of the gross floor area, or as nominated by Council.

## **2.5 Critical Utilities and Essential Services**

Whilst the *Flood Policy* nominates the same **FPL** for these categories of development as for residential development, critical utilities and essential services necessary for emergency management need to be designed to be capable of operating during extreme flood events and constructed of flood resistant materials so as to suffer minimal damages at a higher level of flooding than the **FPL**. Development proposals are to ensure that valuable equipment necessary for the operation of the facility is located at or above the Extreme Flood, either permanently or via relocation to a temporary storage area suitable for this purpose, or otherwise protected from extreme flooding. Council will also require development proposals to provide safe and reliable access to facilities during major flooding.

## **2.6 Vulnerable Residential Development**

The *Flood Policy* nominates the residential **FPL** for Flood Vulnerable Residential Development (which includes nursing homes, aged care facilities and the like). However, the applicant is to ensure that valuable equipment necessary for the operation of the facility is located at or above the **FPL**, either permanently or via relocation to a temporary storage area suitable for this purpose. Council will also

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require development proposals to provide safe and reliable access to developments to the **FPL** during major flooding.

## **2.7 Minor Additions (Residential)**

Council has nominated the floor levels of minor additions to residences to be no lower than the **FPL**. However, where it can be demonstrated by the applicant that this is not practicable, Council at its discretion may allow a reduction provided that the level is at least 500 mm above natural surface level or as otherwise nominated by Council so as to be above the level of frequent flooding.

## **2.8 Checking of Completed Finished Floor Height**

After the building has been built to the relevant **FPL**, Council officers will check compliance with this requirement at the relevant inspection stage. The applicant is to provide a benchmark on the site connected to a datum to be nominated by Council.

## **2.9 Fencing**

Any proposed fencing is to be shown on the plans accompanying a development application to allow Council to assess the likely effect of such fencing on flood behaviour.

In the **High Hazard Floodway** or **Overland Flow Zone**, where flow velocities may be significant, fences which minimise obstructions to flow are to be adopted. Where impermeable fences such as Colorbond, galvanised metal, timber or brush are proposed, fencing panels should be either:

- a) removable so that panels can be laid flat; or
- b) horizontally hinged where a portion of at least 1 m high is capable of swinging open to allow floodwater to pass. Trees/landscaping and other structures are not to impede the ability of a hinged fence to open.

## **2.10 Other Uses and Works**

All other development, building or other works within any of the categories that require Council's consent will be considered on their merits. In consideration of such applications, Council must determine that the proposed development is in compliance with the objectives of this Policy.

## **2.11 Land Filling**

No filling or alteration of the land surface is permissible in the **High Hazard Floodway** due to the potential for filling or obstructions to flow to adversely re-direct flows. Any minor extensions, repairs or re-developments permitted by Council should be located on piers to minimise obstructions to the passage of flow, with the underside of any structure supporting the buildings above the 100 year ARI flood level.

Building pads up to 1 m high may be permitted for residential blocks in the **Overland Flow Zone**. However, the fill and other obstructions are not to extend across more than 50% of the width of the allotment at right angles to the direction of flow. In order not to significantly obstruct flows, Council may require at least part of the development to be located on piers to minimise obstructions to the



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passage of flow, with the underside of any structure supporting the buildings to be above the 100 year ARI flood level. Sub-surface drainage of building pads is required.

## 2.12 Flood Related Information to be Submitted to Council

### 2.12.1 Survey Details – Existing Site and Proposed Development

A Survey Plan prepared by a Registered Surveyor is required to be lodged with the Development Application for properties located on flood affected land as shown on **Figure A1.1**. The Survey Plan will enable Council to assess extents and depths of inundation over the site (at existing natural surface levels) and must indicate the following:

- The location of existing building or structures;
- The floor levels and ceiling heights of all existing buildings or structures to be retained;
- Existing and/or proposed drainage easements and watercourses or other means of conveying flood flows that are relevant to the flood characteristics of the site;
- 100 year ARI **Flood Level(s)** over the site (to be provided by Council); and flood extents;
- 0.2 metre natural surface contour intervals across the entire property (existing and proposed).  
Note: All levels must be relative to the Datum used for the flood levels used in the *Teridgerie Creek at Baradine Flood Study, 2012*, or as nominated by Council.

**Annexure 4** outlines requirements for survey data required by Council for the proposed development.

### 2.12.2 Evaluation of Development Proposals

The Applicant will need to demonstrate, using Council supplied flood information, that:

1. The development conforms with the requirements of this Policy for the particular Flood Hazard zone in which it is located.
2. Depending on the nature and extent of the development and its location within the floodplain, Council may request the Applicant to prepare a Flood Risk Report to demonstrate that its construction does not increase the flood hazard to existing and future occupiers of the floodplain (see Section 2.12.3).

Council will make its evaluation and confirm requirements regarding the proposed site development, based on the Existing Site Survey Plan and accompanying survey data on the proposed development (see Annexure 4) and provision of information set out in the Development Controls Matrix – Annexure 2 and Chapter 2.

### 2.12.3 Flood Risk Report – High Hazard Floodway and Overland Flow Zone

#### A. Scope of Work – General

Council will require a **Flood Risk Report** for any (minor) residential development located in the **High Hazard Floodway**. Depending on its nature and scale, Council may also require a **Flood Risk Report** for a development situated in the **Overland Flow Zone**, where lesser but still significant flow velocities may be expected. Typically such a report may be required for a large commercial or

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industrial development which Council considers has the potential to adversely re-direct flows. This report is to be prepared by a suitably qualified Consulting Engineer and must address the following:

- a) Confirm the **Flood Planning Level** for the particular category of development through enquiries of Council.
- b) Specify proposed floor levels (and existing floor levels where they are to be retained) of habitable and non-habitable structures.
- c) Include a site-specific flood assessment that may require flood modelling to demonstrate that there will be no adverse impact on surrounding properties as a result of the development, up to the 100 year ARI flood.
- d) Propose measures to minimise risk to personal safety of occupants and the risk of property damage, addressing the flood impacts on the site of the 100 year ARI flood. These measures shall include but are not limited to the following:
  - Types of materials to be used, up to the **Flood Planning Level** to ensure the structural integrity for immersion and impact of velocity and debris.
  - Waterproofing methods, including but not limited to electrical equipment, wiring, fuel lines or any other service pipes and connections.
- e) Confirm the structural adequacy of the development, taking into account the following:
  - all piers and all other parts of the structure which are subject to the force of flowing waters or debris have been designed to resist the stresses thereby induced.
  - all forces transmitted by supports to the ground can be adequately withstood by the foundations and ground conditions existing on the site.
  - the structure will be able to withstand stream flow pressure, force exerted by debris, and buoyancy and sliding forces caused by the full range of flooding up to the 100 year ARI.
- f) all electrical connections to be located above the 100 year ARI flood level plus 500 mm. Council will also require all electrical circuit connections to be automatically isolated in the event of flood waters having the potential to gain access to exposed electrical circuits, either internal or external of the building (see also **Annexure 3A**).
- g) all materials used in the construction to be flood compatible to a minimum level equivalent to a 100 year ARI flood level plus 500 mm (**Annexure 3B**).

**B. Additional Items (Commercial and Industrial Development)**

- h) For commercial and industrial developments (in the **Overland Flow Zone**), include flood warning signs/depth indicators for areas that may be inundated, such as open car parking areas.

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### 3 DESCRIPTION OF TERMS

Note: For expanded list of definitions, refer to Glossary contained within the NSW Government Floodplain Development Manual, 2005.

TERM	DEFINITION
Annual Exceedance Probability (AEP)	The chance of a flood of a given or larger size occurring in any one year, usually expressed as a percentage. For example, if a peak flood discharge of 500 m <sup>3</sup> /s has an AEP of 5%, it means that there is a 5% chance (that is one-in-20 chance) of a peak flood discharge of 500 m <sup>3</sup> /s or larger occurring in any one year (see average recurrence interval).
Average Recurrence Interval (ARI)	The average return period between the occurrence of a particular flood event. For example, a 100 year ARI flood has an average recurrence interval of 100 years.
Australian Height Datum (AHD)	A common national surface level datum corresponding approximately to mean sea level. There is no AHD in Baradine. Consequently, for administration of this policy the same datum as was used in the <i>Teridgerie Creek at Baradine Flood Study, 2012</i> will apply.
Flood Affected Properties	Properties that are either encompassed or intersected by the Flood Planning Level (FPL).
Floodplain	Area of land which is subject to inundation by floods up to and including the Probable Maximum Flood event, that is, flood prone land.
Flood Planning Level (FPL) (General Definition)	The combinations of flood levels and freeboards selected for planning purposes, as determined in floodplain risk management studies and incorporated in floodplain risk management plans.
Flood Planning Level (for Baradine)	<p>Flood levels selected for planning purposes, as determined in the <i>Teridgerie Creek at Baradine Floodplain Risk Management Study and Plan, 2012</i>. For residential development in the floodplain, it is the 100 year ARI flood level at the particular site, plus the addition of a Freeboard of 500 mm. For commercial and industrial development it is the 100 year ARI flood level plus 500 mm Freeboard, unless otherwise allowed by Council and with the requirement for a temporary storage area at the FPL.</p> <p>For essential community facilities, essential services and vulnerable residential development it is the 100 year ARI flood level plus 500 mm Freeboard with additional requirements for storage and safe access/evacuation as nominated in the Policy.</p>
Extreme Flood	For the purposes of this policy the Extreme Flood is a flood with a peak discharge equal to three times that of the 100 year ARI flood and is used to define the extent of flood prone land that is, the floodplain. Generally, it is not physically or economically possible to provide complete protection against this event. The definition of the floodplain is used to assist SES with managing the flood emergency.
Flood Prone/Flood Liable Land	Land susceptible to flooding by the Extreme Flood. Flood Prone land is synonymous with Flood Liable land.
Floodway (General Definition)	Those areas of the floodplain where a significant discharge of water occurs during floods. They are often aligned with naturally defined channels. Floodways are areas that, even if only partially blocked, would cause a significant redistribution of flood flow, or a significant increase in flood levels.

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<b>TERM</b>	<b>DEFINITION</b>
<b>High Hazard Floodway (for Baradine)</b>	This is the most flood affected land and the area where the highest flow velocities would be expected at the 100 year ARI flood. This zone should be kept clear of future development.
<b>Overland Flow Zone (for Baradine)</b>	This is flood affected land where lesser but still significant flow velocities may be experienced. Developments in this area would need to be capable of withstanding hydraulic forces and would also need to be sited to minimise adverse re-directions of flow to adjacent properties. The local impacts on flooding of any proposals for filling would need to be assessed.
<b>Freeboard</b>	A factor of safety typically used in relation to the setting of floor levels, levee crest levels, etc. It is usually expressed as the difference in height between the adopted flood planning level and the flood used to determine the flood planning level. Freeboard provides a factor of safety to compensate for uncertainties in the estimation of flood levels across the floodplain, such as wave action, localised hydraulic behaviour and impacts that are specific event related, such as levee and embankment settlement, and other effects such as "greenhouse" and climate change. Freeboard is included in the Flood Planning Level.
<b>Habitable Room</b>	<p>In a residential situation: a living or working area, such as a lounge room, dining room, kitchen, bedroom or workroom.</p> <p>In an industrial or commercial situation: an area used for offices or to store valuable possessions susceptible to flood damage in the event of a flood.</p>
<b>Intermediate Floodplain</b>	It encompasses the zone between the Floodway or Overland Flow Zone and the line defining the indicative extent of flooding resulting from the occurrence of the 100 year ARI flood plus 500 mm. In this zone there would still be a significant risk of flood damages, but these damages may be minimised by the application of appropriate development controls.

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## ANNEXURE 1 LAND USE CATEGORIES

Essential Community Facilities	Critical Utilities and Uses	Flood Vulnerable Residential	Residential	Business & Commercial/Industrial	Non-Urban and Outbuildings	Subdivision and Filling	Minor Additions (Residential)
Building that may provide an important contribution to the notification and evacuation of the community during flood events; Hospitals; Institutions; Educational establishments.	Telecommunication facilities; Public Utility Installation that may cause pollution of waterways during flooding, or if affected during flood events would significantly affect the ability of the community to return to normal activities after the flood events. Hazardous industry; Hazardous storage establishments.	Group home; Housing for aged or disabled persons; and Units for aged persons.	Dwelling; Residential flat building; Home industry; Boarding house; Professional consulting rooms; Public utility undertakings (other than critical utilities); Utility installation (other than critical utilities); Child care centre; Caravan Park.	Bulk Store; Bus depot; Bus station; Car repair stations; Club; Commercial premises (other than where referred to elsewhere); General store; Health care professional; Hotel; Intensive livestock keeping; Junkyard; Liquid fuel depot; Motel; Motor showroom; Place of Assembly (other than essential community facilities); Place of public worship; Public building (other than essential community facilities); Recreation facility; Refreshment room; Road transport terminal; Rural industry; Service station; Shop; Tourist facilities; Warehouse.	Retail nursery; Recreation area; Roadside stall; Outbuildings (Sheds, Garages) up to 40 m <sup>2</sup> area.	Subdivision of land involving the creation of new allotments for residential purposes; Earthworks or filling operations covering 100 m <sup>2</sup> or more than 0.3 m deep.	An addition to an existing dwelling of not more than 30 m <sup>2</sup> (habitable floor area)

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## ANNEXURE 2

### DEVELOPMENT CONTROLS MATRIX

Consideration	Intermediate Floodplain								Overland Flow Zone								High Hazard Floodway								
	Essential Community Facilities	Critical Utilities and Uses	Flood Vulnerable Residential	Residential	Business & Commercial/Industrial	Non-Urban and Outbuildings	Residential Sub-Division	Minor Additions (Residential)	Essential Community Facilities	Critical Utilities and Uses	Flood Vulnerable Residential	Residential	Business & Commercial/Industrial	Non-Urban and Outbuildings	Residential Sub-Division	Minor Additions (Residential)	Essential Community Facilities	Critical Utilities and Uses	Flood Vulnerable Residential	Residential	Business & Commercial/Industrial	Non-Urban and Outbuildings	Residential Sub-Division	Minor Additions (Residential)	
Floor Level	1	1	1	1	1		1	1	1	1	1	1	1		1	1									1
Building Components	2	2	1	1	1		1	1	2	2	1	1	1		1	1									1
Structural Soundness	2	2	1	1	1		1	1	2	2	1	1	1		1	1									1
Flood Affection									1	1	1	1	1		1	1								1	1
Evacuation / Access	1	1	1						1	1	1														
Management and Design	2,3	2,3	5		4			6	2,3,7	2,3,7	5,7	6	4,7		1,7	6							3,8		6,8

Not Relevant
  Unsuitable Land Use

See Notes over page:

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#### Floor Level

1. Floor levels to be equal to or greater than the *FPL* (100 year ARI flood level plus 500 mm freeboard).

#### Building Components

1. All structures to have flood compatible building components below 100 year ARI flood level plus 500 mm freeboard.
2. All structures to have flood compatible building components below Extreme Flood level (where Extreme Flood level is higher than FPL).

#### Structural Soundness

1. Structure to be designed to withstand the forces of floodwater, debris and buoyancy up to 100 year ARI flood plus 500 mm freeboard.
2. Structure to be designed to withstand forces of floodwater, debris and buoyancy up to Extreme Flood (where Extreme Flood level is higher than FPL).

#### Flood Affection in Adjacent Areas

1. Residential development will be "deemed to comply" provided it conforms with the requirements of **Section 2.11**. A Flood Risk Report may be required for other categories of development in Floodway or Overland Flow Zones to demonstrate that the development will not increase flood hazard (see Item 8 Management and Design below).

**Note:** When assessing Flood Affection the following must be considered:

- i. Loss of conveyance capacity in the floodway or areas where there is significant flow velocity.
- ii. Changes in flood levels and flow velocities caused by the alteration of conveyance of floodwaters.

#### Evacuation/ Access

1. Reliable access for pedestrians or vehicles required in the event of 100 year ARI flood.

#### Management and Design

1. Applicant to demonstrate that potential developments as a consequence of a subdivision proposal can be undertaken in accordance with this Policy and the Plan.
2. Applicant to demonstrate that facility is able to continue to function in event of Extreme Flood.
3. No external storage of materials which may cause pollution or be potentially hazardous during Extreme Flood.
4. Where it is not practicable to provide floor levels to 100 year ARI plus 500 mm freeboard, applicant is to provide an area to store goods at that level.
5. Applicant is to provide an area to store valuable equipment above 100 year ARI plus 500 mm freeboard – see **Section 2.6**.
6. Where it is not practicable to provide floor levels to 100 year ARI plus 500 mm freeboard, Council may allow a reduction for minor additions to habitable areas – see **Section 2.7**.
7. Flood Risk Report may be required prior to development of this nature in this area – see **Sections 2.12.2 and 2.12.3**.
8. Flood Risk Report will be required prior to development in **High Hazard Floodway** – see **Sections 2.12.2 and 2.12.3**.

**NOTE: THESE NOTES ARE TO BE READ IN CONJUNCTION WITH REMAINDER OF THE FLOOD POLICY, IN PARTICULAR CHAPTER 2.**

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## ANNEXURE 3A GENERAL BUILDING MATTERS

<p><b>Electrical and Mechanical Equipment</b></p> <p>For dwellings constructed on land to which this policy applies, the electrical and mechanical materials, equipment and installation should conform to the following requirements.</p>
<p><b>Main Power Supply</b></p> <p>Subject to the approval of the relevant authority the incoming main commercial power service equipment, including all metering equipment, shall be located above the FPL. Means shall be available to easily isolate the dwelling from the main power supply.</p>
<p><b>Wiring</b></p> <p>All wiring, power outlets, switches, etc, should be, to the maximum extent possible, located above the FPL. All electrical wiring installed below this level should be suitable for continuous underwater immersion and should contain no fibrous components. Earth leakage circuit breakers (core balance relays) must be installed. Only submersible type splices should be used below the FPL. All conduits located below the relevant designated flood level should be so installed that they will be self-draining if subjected to flooding.</p>
<p><b>Equipment</b></p> <p>All equipment installed below or partially below the FPL should be capable of disconnection by a single plug and socket assembly.</p>
<p><b>Reconnection</b></p> <p>Should any electrical device and/or part of the wiring be flooded it should be thoroughly cleaned or replaced and checked by an approved electrical contractor before reconnection.</p>
<p><b>Heating and Air Conditioning Systems</b></p> <p>Where viable, heating and air conditioning systems should be installed in areas and spaces of the house above the FPL. When this is not feasible, every precaution should be taken to minimise the damage caused by submersion according to the following guidelines:</p> <p><b>i) Fuel</b></p> <p>Heating systems using gas or oil as a fuel should have a manually operated valve located in the fuel supply line to enable fuel cut-off.</p> <p><b>ii) Installation</b></p> <p>The heating equipment and fuel storage tanks should be mounted on and securely anchored to a foundation pad of sufficient mass to overcome buoyancy and prevent movement that could damage the fuel supply line. All storage tanks should be vented to the FPL.</p> <p><b>iii) Ducting</b></p> <p>All ductwork located below the FPL should be provided with openings for drainage and cleaning. Self-draining may be achieved by constructing the ductwork on a suitable grade. Where ductwork must pass through a watertight wall or floor below the relevant flood level, a closure assembly operated from above the FPL should protect the ductwork.</p> <p><b>Sewer</b></p> <p>All sewer connections to properties in flood prone areas are to be fitted with reflux valves.</p>



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## ANNEXURE 3B

### FLOOD COMPATIBLE MATERIALS

Building Component	Flood Compatible Material	Building Component	Flood Compatible Material
<b>Flooring and Sub Floor Structure</b>	<ul style="list-style-type: none"> <li>• Concrete slab-on-ground monolith construction. Note: clay filling is not permitted beneath slab-on-ground construction which could be inundated.</li> <li>• Pier and beam construction or</li> <li>• Suspended reinforced concrete slab</li> </ul>	<b>Doors</b>	<ul style="list-style-type: none"> <li>• Solid panel with waterproof adhesives</li> <li>• Flush door with marine ply filled with closed cell foam</li> <li>• Painted material construction</li> <li>• Aluminium or galvanised steel frame</li> </ul>
<b>Floor Covering</b>	<ul style="list-style-type: none"> <li>• Clay tiles</li> <li>• Concrete, precast or in situ</li> <li>• Concrete tiles</li> <li>• Epoxy formed-in-place</li> <li>• Mastic flooring, formed-in-place</li> <li>• Rubber sheets or tiles with chemical set adhesive</li> <li>• Silicone floors formed-in-place</li> <li>• Vinyl sheets or tiles with chemical-set adhesive</li> <li>• Ceramic tiles, fixed with mortar or chemical set adhesive</li> <li>• Asphalt tiles, fixed with water resistant adhesive</li> <li>• Removable rubber-backed carpet</li> </ul>	<b>Wall and Ceiling Linings</b>	<ul style="list-style-type: none"> <li>• Brick, face or glazed</li> <li>• Clay tile glazed in waterproof mortar</li> <li>• Concrete</li> <li>• Concrete block</li> <li>• Steel with waterproof applications</li> <li>• Stone natural solid or veneer, waterproof grout</li> <li>• Glass blocks</li> <li>• Glass</li> <li>• Plastic sheeting or wall with waterproof adhesive</li> </ul>
<b>Wall Structure</b>	Solid brickwork, blockwork, reinforced, concrete or mass concrete	<b>Insulation</b>	<ul style="list-style-type: none"> <li>• Foam or closed cell types</li> </ul>
<b>Windows</b>	Aluminium frame with stainless steel or brass rollers	<b>Nails, Bolts, Hinges and Fittings</b>	<ul style="list-style-type: none"> <li>• Galvanised</li> <li>• Removable pin hinges</li> </ul>

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## ANNEXURE 4 DEVELOPMENT APPLICATION REQUIREMENTS

### Step 1

Check with Council staff to see whether or not the proposal:

- Is located on Flood Prone Land
- Is permissible in the Flood Risk zone and determine the FPL for the particular category of land use.
- Note: an existing site survey (see **Section 2.12.1** of the Policy) is to accompany development proposals to confirm the flood affectation of the allotment and its location within the flood risk zoning system.

### Step 2

Plans – A Development Application should include the following plans showing the nature of the proposed development and its extent within the allotment:

- A locality plan identifying the location of the property.
- Plan of the existing site layout including the site dimensions (in metric), site area, contours (0.20 m intervals), existing trees, other natural features, existing structures, north point, location of building on adjoining properties (if development involves a building), floor plans located on a site plan, roof plan, elevations and sections of the proposed building, finished levels of floors, paving and landscaped areas, vehicular access and parking.
- Plans should indicate:
  - a) The existing ground levels to the same datum as used for the *Teridgerie Creek at Baradine Flood Study, 2012* around the perimeter of the proposed building; and
  - b) The existing or proposed floor levels.
- Minor additions to an existing dwelling must be accompanied by documentation from a registered surveyor confirming existing floor levels.
- In the case of subdivision, four (4) copies of the proposed site layout showing the number of lots to be created (numbered as proposed lot 1, 2, 3 etc), the proposed areas of each lot in square metres, a north point, nearest roads and the like.

**Council require plans presented on A3 sheets as a minimum**

**A scale of 1:200 is recommended for site plans**

Extent of Cut and Fill – All areas subject to cut and fill require the depths of both to be shown as well as the measures proposed to retain both. Applications shall be accompanied by a survey plan (with existing and finished contours at 0.20 m intervals) showing relative levels to Australian height datum.

Vegetation Clearing – Landscaping details including a description of trees to be removed existing and proposed planting, retaining walls, detention basins, fences and paving.

Stormwater Drainage – Any existing and all proposed stormwater drainage to be indicated on the site plan.

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.....  
**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

## **DIRECTOR OF ENVIRONMENTAL & COMMUNITY SERVICES**

### **4.1 Expansion of Native Grove Lawn Cemetery**

#### **Introduction**

Council has previously established the Native Grove Lawn Cemetery on Dandry Road Coonabarabran a number of years ago with a design concept comprising a row of burial plots either side of a central concrete slab with a surrounding raised kerb. Typically approximately 120 plots are delivered by this design. This design has allowed a road to be constructed around the entire circumference of the kerb which allows exceptional access for digging graves and delivery of the casket during funerals. The problem with this design is that it is an expensive means of providing for burial capacity with the cost of the last section completed costing approximately \$65000 and it results in poor utilization of the area of the land reserved for a cemetery.

Monitoring of Council's cemetery records is ongoing to ensure that sufficient capacity exists to ensure that burials are able to be made into a completed section of land where the lawn has had the opportunity to establish. The burial records for Native Grove over the last three years suggest that Council can expect an average demand for plots (burials + reservations) of approximately fifty (50) per year and currently Council has fifty five (55) plots available.

#### **Commentary**

Planning for the next stage of Native Grove was commenced last year with Council voting a capital budget of \$19000 to develop a master plan of the site. To date Council has spent \$12932 and has a master plan of the cemetery and a design of the next proposed stage which proposes a new means of providing cemetery plots (copy attached as Annexure A). As can be seen from the plan it is now proposed to move away from the current design to a more economical design based on a block style as employed at nearly all other lawn cemeteries.

It is now proposed that Council will develop this block which has a capacity of over 1060 plots over a number of years (20 years) with the first stage of 156 plots needing to be developed in the next financial year to ensure plots are available. To develop this stage it is

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proposed to provide the perimeter kerb along the top of the section adjoining the car park with side returns to a point slightly past the rows being developed. The total cost of developing the stage one proposal including all concreting, kerb, irrigation and lawn is estimated to be approximately \$35000 which compares well with the previous designs cost of construction. Some changes to roadwork's and parking will also be implemented to allow access and parking in appropriate locations.

## **RECOMMENDATION**

That Council approve the new design for the provision of grave sites at the Coonabarabran Native Grove Cemetery and that a sum of \$35000 is allocated in the 2012/13 budget to complete the stage one section of the plan.

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Warrumbungle Shire Council

## Native Grove Cemetery, Coonabarabran.

Proposal for construction of an additional plot at Native Grove Cemetery,  
Dandry Road, Coonabarabran.

*Proposal Option 1 For Review - Drawings Set 01*

Item	Code	Quantity	Unit	Value	Notes

Author	Date	Version

APPROVED PLANS AND SPECIFICATIONS

WARRUMBUNGLE  
SHIRE COUNCIL  
Additional plot construction, Native  
Grove Cemetery, Coonabarabran.  
Proposal Option 1 - Drawings Set 01



Cover Sheet		
Author	Unknown	Unknown
Code	CLA 12 01	001
Scale		

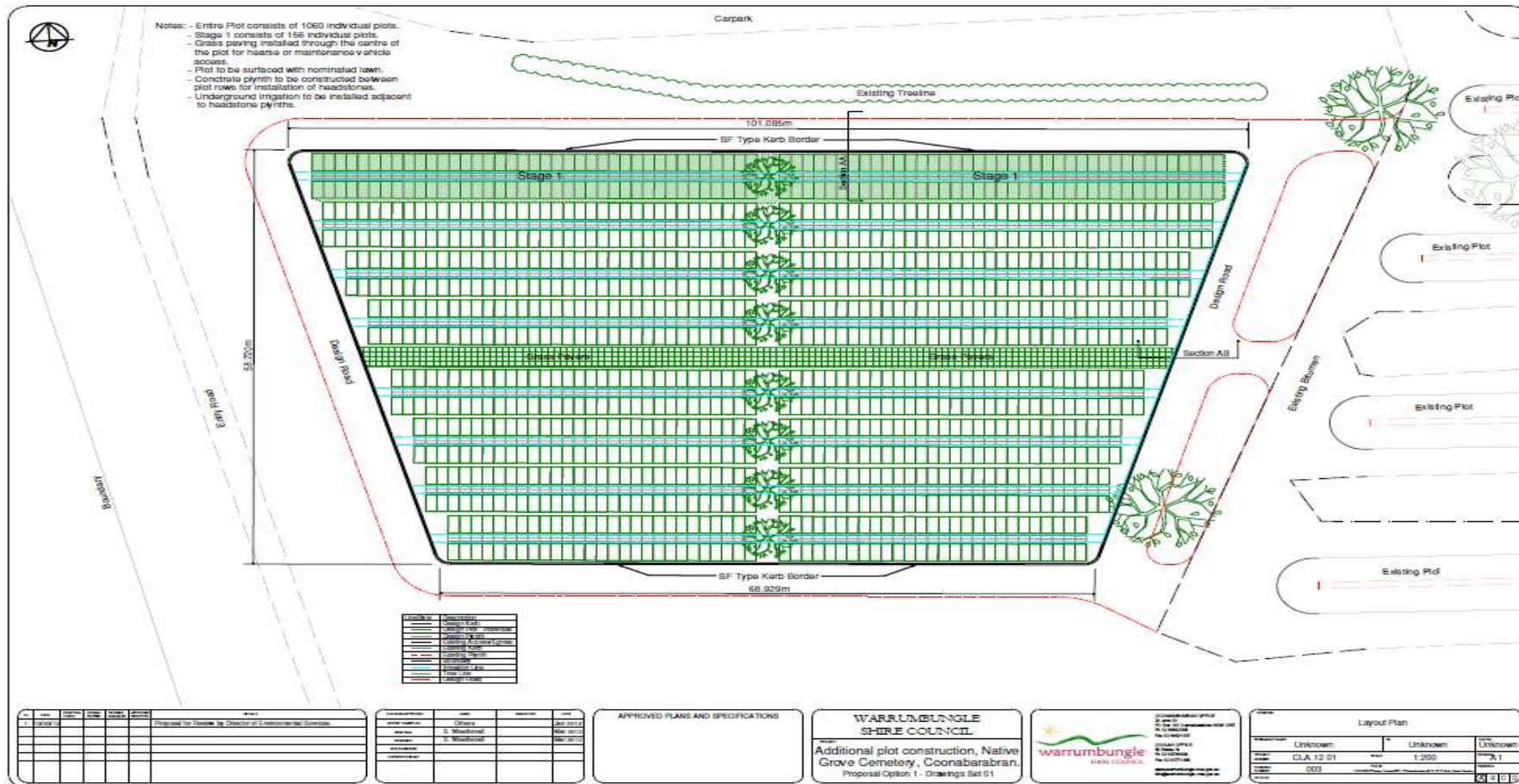
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**Typical Plot Sizes.**  
Not to Scale

**Section AB**  
Not to Scale

NOTES: - Plyth surface to be 50mm above plot surface.  
- Grass pavers to be installed at a width of 2800mm across entire design plot.

**Section AA**  
Not to Scale

Grass Pavers Construction

Rev	Description	Date
1	As Issued	

Author	Check	Date
S. Mitchell	S. Mitchell	26/03/12
S. Mitchell	S. Mitchell	26/03/12

APPROVED PLANS AND SPECIFICATIONS

**WARRUMBUNGLE SHIRE COUNCIL**

Additional plot construction, Native Grove Cemetery, Coonabarabran.  
Proposal Option 1 - Drawings Set 01

Details		
Unknown	Unknown	Unknown
CLJ 12-01	Various	3, 1
004		

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### 4.2 Development Application & 149 Statistics

#### i) Approved – March 2012

Complying Development (set criteria) Development Application (Specialised Conditions)	Date Approved	APPLICANT'S NAME	LOCATION	Town	Type of Development
DA 44/1112	14/03/2012	Betrola Investments	Old Turee	Coolah	Manufactured dwelling & garage
DA 50/1112	13/03/2012	A Skinner	Goorianawa Station	Bugaldie	Demolish dwelling and erect new dwelling
DA 51/1112	9/03/2012	R Evans	Jam Tin Flats	Coonabarabran	Additions to dwelling
DA 53/1112	27/03/2012	T & H Malin	8 Cisco Street	Binnaway	Demolish dwelling and erect new dwelling
DA 54/1112	23/03/2012	K Brookes	6 John Ward Place	Coonabarabran	Erection of granny flat & sheds
DA 56/1112	15/03/2012	ITelescope	418 Observatory Road	Coonabarabran	Erection of telescope housing
DA 57/1112	29/03/2012	A Dunmore	5 Kirban Street	Coonabarabran	Subdivision
DA 58/1112	6/03/2012	K Martin	57 Martin Street	Coolah	Additions to dwelling
CD 60/1112	6/03/2012	R Jones	Tooraweenah Road	Mendooran	Erection of a shed
DA 61/1112	26/03/2012	D Samuel	John Ward Place	Coonabarabran	Erection of a shed
CDC 62/1112	30/03/2012	M Walker	74 Tucklan Street	Dunedoo	Additions to dwelling
CDC 72/1112	28/03/2012	W Robotham	49 Tucklan Street	Mendooran	Additions to dwelling

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### ii) Applications Received – March 2012

CD or DA	Date Received	APPLICANT'S NAME	LOCATION	Town	Type of Development	Status
DA 69/1112	8/03/2012	G & A Dewes	10 Cameron Place	Coolah	Erection of garage & carport	DA issued / awaiting plans from owner for CC issue (now received)
DA 70/1112	8/03/2012	Karen McKinnon	49-51 Castlereasgh Street,	Baradine	Subdivision	RFS referral received 11/4/12 – being processed
DA 71/1112	22/03/2012	L Parnaby	Forest Road,	Mendooran	Additions to dwelling	Awaiting on additional info from owner
CD 72/1112	7/03/2012	Picton Bros (Rowbotham)	49 Tucklan Street	Dunedoo	Additions to dwelling	Approved April
DA 73/1112	13/03/2012	N & K McCarty	9 Knight Street	Coonabarabran	Installation of swimming pool	DA approved / CC still to be issued
DA 74/1112	20/03/2012	J & H Milligan	Namoi Street	Coonabarabran	Erection of shed	DA approved/ awaiting builder licence
DA 75/1112	19/03/012	G Dial	7 Caigan Street	Dunedoo	Erection of shed	Awaiting processing
DA 76/1112	26/03/2012	Marsden Law Group	1712 Gamble Creek Road	Binnaway	Boundary realignment	Awaiting processing

### RECOMMENDATION

That Council note the Applications Received for the month of March 2012, the Applications Held Pending as at 31 March 2012 and their status, and of those approved during March 2012, under Delegated Authority.

# WARRUMBUNGLE SHIRE COUNCIL

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## Warrumbungle Shire Council 149 Certificates Processed March 2012

149 Certificate Number:	Date Received:	APPLICANT'S NAME:	Date Issued:
228/1112	22/02/2012	Austen Brown Boog	1/03/2012
229/1112	22/02/2012	Baxter & Co	1/03/2012
230/1112	22/02/2012	Baxter & Co	1/03/2012
231/1112	29/02/2012	Hannaford Cox Connellan & Mac	1/03/2012
232/1112	29/02/2012	Clarke & Cunningham	1/03/2012
233/1112	1/03/2012	Baxter & Co	2/03/2012
234/1112	1/03/2012	Leap Searching	8/03/2012
235/1112	1/03/2012	GlobalX Information Services	8/03/2012
236/1112	2/03/2012	Leap Searching	7/03/2012
237/1112	2/03/2012	Baxter & Co	8/03/2012
238/1112	5/03/2012	Walker Beer Solicitors and Conveyancers	12/03/2012
239/1112	5/03/2012	Orana Conveyancing	12/03/2012
240/1112	5/03/2012	McCullough Robertson Lawyers	12/03/2012
241/1112	6/03/2012	Leap Searching	12/03/2012
242/1112	7/03/2012	Gregory Walsh	12/03/2012
243/1112	7/03/2012	Gregory Walsh	12/03/2012
244/1112	7/03/2012	Gregory Walsh	12/03/2012
245/1112	7/03/2012	Gregory Walsh	12/03/2012
246/1112	7/03/2012	Mackintoshs Solicitors	12/03/2012
247/1112	12/03/2012	Leap Searching	14/03/2012
248/1112	12/03/2012	Baxter & Co	14/03/2012
249/1112	12/03/2012	Kirkby & Associates Lawyers	20/03/2012
250/1112	12/03/2012	Kirkby & Associates Lawyers	20/03/2012
251/1112	12/03/2012	Dawn Healey	22/03/2012
252/1112	14/03/2012	C Philliponi Solicitor	22/03/2012
253/1112	13/03/2012	Walker Beer Solicitors	22/03/2012
254/1112	13/03/2012	Leap Searching	22/03/2012
255/1112	19/03/2012	Murphy Partners	26/03/2012

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256/1112	21/03/2012	Murphy Partners	26/03/2012
257/1112	22/03/2012	Dear Loneragan & Hogan	29/03/2012
258/1112	23/03/2012	Clarke & Cunningham	30/03/2012
259/1112	27/03/2012	Aspect Property Consultants	30/03/2012
260/1112	28/03/2012	Colin Hall	30/03/2012
261/1112	28/03/2012	Colin Hall	30/03/2012

## **RECOMMENDATION**

For Council's information.

.....  
**TONY MEPPEM**  
**DIRECTOR ENVIRONMENTAL & COMMUNITY SERVICES**

# **WARRUMBUNGLE SHIRE COUNCIL**

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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 COMMUNITY SERVICES**

### **5.1 Approved Provider Representatives – Children’s Services**

The current registered Licencee for Council’s Early Childhood Services; Yuluwirri Kids Preschool and Long Day Care, Castlereagh Family Day Care, Connect Five Children’s Services and Coonabarabran After School and Vacation Care is the former Director Community Services, Rebecca Ryan. The former General Manager was also a Licencee, as head of the organisation.

Under the new Children’s Services (NSW) legislation there has been a change of terminology and the word Licensee is no longer used. However, Warrumbungle Shire Council is the Approved Provider. The Approved Provider (and its representatives) are responsible to ensure that the Educational Care Services National Law; and the Education and Care Services Children’s Services Regulation 2011 are followed. The Approved Provider is responsible for ensuring that Supervisors and Educators fulfill their responsibilities under the regulations.

Following the appointment of Mr Tony Meppem, as Director of Environmental and Community Services it is necessary to lodge applications with NSW Human Services for approval as a representative of Council. An application for approval of General Manager, Steve Loane, has been submitted.

### **RECOMMENDATION**

That Council approves the General Manager and Director Environmental and Community Services be formally recognized as representatives of Warrumbungle Shire Council, the Approved Provider for its Early Childhood Services; Yuluwirri Kids Preschool and Long Day Care, Castlereagh Family Day Care, Connect Five Children’s Services and Coonabarabran After School and Vacation Care.

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## **5.2 Funding Agreement Coonabarabran After School and Vacation Care**

Family Support Services (FSS) has added a new Service to its portfolio of externally funded projects. The Coonabarabran After School and Vacation Care (which may also be called OOSH, Out of School Hours) has been approved with Human Services and registered for the Child Care Benefit (CCB).

Coonabarabran After School and Vacation Care first started in Coonabarabran in 2010 but was unsuccessful due to lack of patronage. At the request of parents a survey was conducted by FSS at the end of 2011 showing an increase in interest. The new service now being conducted at St. Lawrence's School started at the beginning of 2012.

A Funding Agreement with the Department of Education, Employment and Workplace Relations (DEEWR) has been received and signed by the General Manager, to facilitate the payment and collection of CCB.

### **RECOMMENDATION**

That Council approves the General Manager signing of the Funding Agreement for Coonabarabran After School and Vacation Care with DEEWR.

## **5.3 Dunedoo Fire Shed**

The Rural Fire Service has been seeking to lease a block of land at Dunedoo for the purpose of constructing a joint facility for both SES and the RFS. Council at the May 2009 meeting resolved to proceed in negotiating the lease of land at 1 Whitely Street Dunedoo from the State Railway Authority once the Subdivision and DA had been approved. (Resolution 411)

At a Zone Liaison Meeting conducted on the 27<sup>th</sup> March 2012, the Rural Fire Service indicated that the selection of this block and the difficulties in building the shed had resulted in the RFS deciding to withdraw the concept of building a joint SES / RFS building at this site.

They have asked Council to provide alternative options for a RFS Brigade Station site at Dunedoo.

Council owns land at 30 Nott Street Dunedoo that is used as a (secondary) Depot which was previously utilised as the Drum Muster site and is currently partially occupied by pipes and gravel.

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This large block could be divided into two sections. The Depot could still operate at the rear of the block and the new RFS/SES shed could be located at the front, facing Nott Street. Existing fencing could be altered to ensure security of the Depot.

The RFS have confirmed that this site is ideal and agree to this location as it has good access to the Highway and the town. The SES have confirmed that they wish to proceed with a joint facility and they agree with this new location.

## **RECOMMENDATION**

That, subject to the availability of services such as sewer, water, power and telephone, Council resolve to make available half of Lot 125/DP754291 at 30 Nott Street Dunedoo for the purpose of a joint RFS Brigade / Dunedoo SES Unit shed.



# WARRUMBUNGLE SHIRE COUNCIL

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**From:** Stuart Green

**To:** Philip Southwell

**Cc:** [gavin.arnold@ses.nsw.gov.au](mailto:gavin.arnold@ses.nsw.gov.au)

**Subject:** Dunedoo SES / Rural Fire Shed

**Date:** Tuesday, 3 April 2012 11:45:40 AM

Phil,

As discussed in our office last week, Could you please pursue the block of land in Nott street Dunedoo that belongs to council as the first priority for the construction of a joint services shed for the SES and Rural Fire Service.

I understand that this will need to go to Council for consideration and look forward to hearing on any outcomes in the near future.

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*SES have been contacted and will be contributing half the cost of this project.  
In addition to this could you please email me a map of the location so I might pass it on to the SES ASAP.  
Upon receipt of councils acceptance to this proposal there will be an immediate lodgement of a  
Development Application to secure our money before the end of June.*

Thanks

Stu

**Stuart Green**

**Inspector**

**Acting Zone Manager**

*////////NSW Rural Fire Service //////////*

*RFS Disclaimer:*

*This email message is intended only for the addressee(s) and contains information which may be confidential. If you are not the intended recipient, please notify the sender and delete this email and any copies or links to this email completely and immediately from your system. Views expressed in this message are those of the individual sender, and are not necessarily the views of the NSW Rural Fire Service.*

## **5.4 Yaminbah Fire Shed – Land Acquisition**

At the March 2012 meeting, Council resolved to halt any further endeavours into the acquisition of Lot 7043 // DP 1017042 and initiate investigations into acquiring freehold land close to this location for the purpose of a Fire Shed for Yaminbah Fire Brigade (Resolution 311/1112).

After discussions with the RFS and inspection of alternative sites, Council has been asked to investigate the possibility of subdividing and acquiring a block of land located on the corner of the Oxley Highway and Quaker Tommy Road. This land is freehold and located very close to the original proposed site.

The block is located on Peter Shinton's property, Lot 82//DP 614254, 17048 Oxley Highway, Coonabarabran NSW and is zoned Rural 1(b). This location is ideally located for the RFS Fire Shed. It is on the corner of Quaker Tommy Road and the Oxley Highway, is central to the Brigade area, is within visual sight of Wattagon Homestead and yet unseen from the Highway. Power and telephone lines are within 60 metres of the block.

Subdivision of Rural 1(b) for the purpose of a goods and services (fire shed) will have to be assessed and determined under Clause 17 of the Coonabarabran LEP.

Council will obtain three valuations of the land and provide an offer to the owner before proceeding to the acquisition and subdivision stage.

# **WARRUMBUNGLE SHIRE COUNCIL**

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**Attachment:**

Letter from Council's Environmental Services section re subdivision on Rural 1(b) land.

**RECOMMENDATION**

That Council resolve to proceed with the processes for acquisition and subdivision of Lot 82//DP 614254 for the purpose of building a RFS Fire Shed for Yaminbah Brigade.

# WARRUMBUNGLE SHIRE COUNCIL

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## Proposed Yaminbah Fire Shed Subdivision



# WARRUMBUNGLE SHIRE COUNCIL

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Coonabarabran: 20-22 John Street Coonabarabran NSW 2357  PO Box 191 Coonabarabran NSW 2357  ABN: 63 348 671 239	 <b>warrumbungle</b> SHIRE COUNCIL	Calls from within Shire 1300 795 099 Calls from outside Shire area Coonabarabran: 02 6849 2000 Coolah: 02 6378 5000 Fax: 02 6842 1337 Email: <a href="mailto:info@warrumbungle.nsw.gov.au">info@warrumbungle.nsw.gov.au</a>
Coonabarabran - Coolah - Dunedoo - Baradine - Binnaway - Mendooran		
Please address all mail to: The General Manager E Doolan Please refer enquiries to: P 3262.2		
<p>5 April 2012</p> <p>Phil Southwell C/- Warrumbungle Shire Council PO Box 191 COONABARABRAN NSW 2357</p> <p>Dear Phil</p> <p><b>RE: Subdivision for Fire Shed</b></p> <p>In response to your enquiry regarding a subdivision of Lot 82 DP 614254 to create an allotment of 3500 square metres I am able to provide you with the following information.</p> <p>The land is zoned as 1(b) and has a minimum lot size of 40 hectares. For Council to be in a position to consider the proposal you will need to lodge a development application for the proposed subdivision which clearly addresses Clause 17 of the Coonabarabran LEP as follows;</p> <p>(1) The Council shall not consent to an application to subdivide land within Zone No 1 (b) if any allotment to be created by the subdivision is, in the opinion of the Council, intended to be used primarily for purposes other than agriculture or a dwelling, unless, in the opinion of the Council:</p> <ul style="list-style-type: none"><li>(a) none of the land the subject of the application is prime crop and pasture land, and</li><li>(b) the area of each allotment to be created by the subdivision is appropriate having regard to the purpose for which it is being created.</li></ul> <p>(2) Nothing in subclause (1) prevents the Council from granting consent to an application to subdivide land within Zone No 1 (b) to create an allotment that, in the opinion of the Council, is intended to be used for a purpose other than agriculture or a dwelling if the Council is satisfied that:</p> <ul style="list-style-type: none"><li>(a) the purpose which the allotment is to be used involves the supply of goods or services for which there is a demand in the locality,</li><li>(b) no other land in the locality could reasonably be used for that purpose, and</li><li>(c) the level of demand for the goods or services which are to be supplied from the allotment and the extent to which that allotment is proposed to be used to meet that demand justifies the creation of the allotment notwithstanding its agricultural value.</li></ul> <p>A definitive response to the proposed subdivision will not be available until the development application has been assessed. However, the plausibility of subdividing 3500 square metres of land is possible should you be able to satisfy the above mentioned clause of the LEP.</p> <p>_____</p>		

# WARRUMBUNGLE SHIRE COUNCIL

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Should you wish to discuss this matter please don't hesitate to give me a call.

Yours faithfully



**TONY MEPPEM**  
**DIRECTOR OF ENVIRONMENTAL AND COMMUNITY SERVICES**

## **5.5 Acquisitive Prize**

Correspondence has been received from Warrumbungle Arts and Crafts Inc (WACI) in relation to the Warrumbungle Shire Acquisitive Art Prize which is presented at the annual Warrumbungle Arts and Crafts Exhibition and Expo. Council contributes \$1000 each year to this prize and in turn receives the winning art work which is added to its art collection which is housed in the Council building in Coonabarabran.

Criteria for this award currently restricts the artist to being a resident of Warrumbungle Shire. The recipient of this prize can only receive the prize twice. This is seen to limit the field of artists and the availability of high quality artwork for the prize.

WACI also request that Council further determine the style of the artwork eligible for the prize and that a representative from Council be present for the judging of the award.

### **RECOMMENDATION**

- (a) That Council revise the criteria for awarding the Warrumbungle Shire Acquisitive Art prize to include entrants residing outside of the Shire where the subject of the work pertains to Warrumbungle Shire and further, that the style of the artwork be limited to a piece of visual art (eg painting, sculpture, photography).
- (b) That a representative of Council be appointed each year to provide input to the judging process for the award.

# WARRUMBUNGLE SHIRE COUNCIL

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**Warrumbungle Arts & Crafts Inc.**



Mt Ulamambri,  
17300 Oxley Hwy.,  
Coonabarabran,  
NSW 2357,  
6 Mar 2012

The General Manager,  
Warrumbungle Shire Council,  
John St.,  
Coonabarabran,  
NSW 2357

## Judging Aquisitive Prize 2012.

Dear Mr. S. Loane,

Our association would like to involve the Council in a couple of areas regarding this prize. We would like to extend the awarding of the prize to any artist whether or not they are resident of the Warrumbungle Shire or not; though the subject of the art work should pertain to the Warrumbungle Shire.

At this point of time a local artist can only be awarded this prize twice and our most talented artists have all disqualified themselves from entering for this award. To ensure quality art work we do really need to allow participation from other artists outside the Shire.

The other matter of concern is the awarding of this prize and has the Council any criteria or specific style which would engender comment or advice from Council and the possibility of including a representative from council to be present for the judging of this award.

We would be pleased and anxious to ascertain what Council advice can offer in this matter as we need to distribute catalogues and entry forms in the near future.

Yours faithfully,

Bruce Breckenridge (Hon. Secretary)

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## 5.6 Macquarie Regional Library

Macquarie Regional Library (MRL) continues to provide expanding library services from the six library locations across the Shire. Recent initiatives include development of an E-audio library collection, Audio-read play back devices to improve access for people with print disability and digitalization of local studies resources. Wi-Fi will soon be implemented in Coonabarabran and Coolah libraries. Libraries are an important community hub providing access to computers, printing and meeting rooms. Libraries also conduct numerous activities and programs including summer reading programs, History Week, Law Week, Book Week, Seniors Week and Youth Week activities, School Holiday activities, Story time and craft for preschoolers, special education classes, book clubs, book sales, information sessions and talks on specialized subjects with guest speakers.

### Library Service Utilisation 2010/2011

	Baradine	Binnaway	Coolah	Coonabarabran	Dunedoo	Mendooran	TOTAL
Registered borrowers	290	109	831	2,980	567	179	<b>4,956</b>
Visitations	1,263	734	11,302	28,315	8,459	936	<b>51,009</b>
Items Held	4,280	1,926	10,265	28,353	5,680	1,878	<b>52,382</b>
Loans	3,004	2,114	8,978	14,127	6,431	1,362	<b>50,054</b>
Information Requests	139	179	613	4,008	1,700	260	<b>6,899</b>
New Members	38	9	80	123	39	17	<b>306</b>

The NSW State Library Contribution for Warrumbungle Shire 2012/2013 is \$58 056

Member Council's contributions to the operations of MRL services are made up of the following:

- Annual Contribution –based on a per capita contribution. For the last four financial years the Library Committee has resolved that the increase in the per capita contributions of member Councils be set at the annual rate pegging percentage increase determined by the NSW Government.

**2012/2013 Annual Contribution - \$107, 019**

- Book Vote -15% of the Annual Contribution figure. This is used for the purchase of library resources.

**2012/2013 Book Vote - \$16, 053**



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- Salary Contribution –based on actual salaries of staff employed at each branch  
2012/2013 Salary Contribution Estimate - \$262,995  
2012/2013 Proposed additional salary contribution - \$26, 22  
**Total 2012/2013 salary contribution - \$289,117**

The additional salary contribution proposed by Macquarie Regional Library, of \$26,122 relates to the following proposed changes to library services:

- Standardisation of casual salaries to Grade 5/E increase of \$ 1,415
- Increased hours for the Coolah Branch Library Manager and part time Library Assistant increase of \$11,190
- Increased hours for Dunedoo Library Assistant increase of \$ 6,344
- Increased hours for the Dunedoo Library Manager increase of \$ 7,172

The proposed increase in staff hours will not increase the opening hours of the Branches. The extra hours are to enable staff to initiate more community development programs such as housebound service delivery, children's story time, school holiday programs, internet training, information sessions and provide increased hours for Managers to more effectively plan, develop and report on services.

Consideration for reducing the opening hours of the Mendooran Branch from seven hours to four hours per week and applying these hours to the Dunedoo Branch has also been recommended by MRL. Consultations with the Mendooran community in 2009/2010 met with strong opposition to reduction in service provision. Mendooran Service Statistics over the past four years indicate consistent usage of the service, as below:

<b>Mendooran</b>	<b>2007/2008</b>	<b>2008/2009</b>	<b>2009/2010</b>	<b>2010/2011</b>	<b>2011/2012 YTD February</b>
Total Registrations	113	129	129	179	186
Visitations	932	987	1,197	936	561
Issues	1,066	1,327	1,874	1,362	746
Reference Enquiries	10	207	278	260	202

Service Usage Statistics Dunedoo Library indicate a steady increase in registrations, visitations, reference enquiries and internet use.

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<b>Dunedoo</b>	<b>2007/2008</b>	<b>2008/2009</b>	<b>2009/2010</b>	<b>2010/2011</b>	<b>2011/2012 YTD February</b>
Total Registrations	406	469	537	567	594
Visitations	6,021	6,222	7,472	8,459	5,222
Issues	8,964	7,937	6,968	6,431	3,929
Reference Enquiries	0	1,244	1,202	1,700	1,101
Public Internet access hours	1,332	1,192	1,515	1,794	1,201

Consideration is also requested for the refurbishment of Coonabarabran Branch and replacement of carpet at Binnaway Branch. OHS inspections carried out in January 2012 indicated a number of minor concerns including exit lighting and door locks. These are being addressed. Concerns were also raised in relation to the condition of the carpet in both Binnaway and Coonabarabran Branches, the need for replacement of non-standard shelving and painting of Coonabarabran Branch. State Library NSW Grant funds are not available for buildings leased by Council. Coonabarabran library lease is due to expire on 30<sup>th</sup> November 2013. Quotes for suggested works at Binnaway and Coonabarabran Branches as follows:

Coonabarabran	Painting	\$5,000
	Carpet	\$16,500
	Shelving	\$34,315
	Furniture –meeting tables, computer desks, storage, seating	\$3,530
	New circulation desk	\$3,750
	<b>COONABARABRAN SUB TOTAL</b>	<b>\$63,095</b>
Binnaway	Carpet	\$1200
	<b>TOTAL BINNAWAY AND COONABARABRAN</b>	<b>\$64,295</b>

### **RECOMMENDATION**

That Council increase the salary contribution to ensure standardization of casual salaries at Grade 5/E across the shire, that opening hours and hours of employment for Library Assistants and Managers remain at current levels and further, that Council agree to consider in budget deliberations the costs for new shelving and furniture for Coonabarabran Branch library.

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## **5.7 Gomeri People Native Title Claim**

Correspondence has been received from NTSCORP Ltd in regards a Native Title Determination Application filed on behalf of the Gomeri People and accepted for registration by the National Native Title Tribunal on 20<sup>th</sup> January 2012.

This Native Title Determination application covers a large portion of northern central NSW, including a large proportion of Warrumbungle Shire.

NTSCORP is the legal representative of the Gomeri people and have advised Council that any current or future activities such as building, development, land clearance or rights of way on land where Native Title may exist must be advised in writing to NTSCORP under the provisions of the Native Title Act 1993.

### **RECOMMENDATION**

For Council's information

# WARRUMBUNGLE SHIRE COUNCIL

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RECEIVED  
05 MAR 2012

ph: 71 098 971 209  
w: www.ntscorp.com.au

1 March 2012

BY:.....

Steve Loane  
General Manager  
Warrumbungle Shire Council  
PO Box 191  
Warrumbungle NSW 2357

By Mail

## REGISTRATION OF GOMEROI PEOPLE NATIVE TITLE CLAIM

NTSCORP Limited (NTSCORP) is the body funded under section 203FE of the Native Title Act 1993 (Cth) (NTA) to carry out the functions of a native title representative body in NSW and the ACT.

We are writing to you to advise you of the registration of a Native Title Determination Application filed on behalf of the Gomeroi People. The Native Title Determination Application was accepted for registration by the National Native Title Tribunal on 20 January 2012. The Native Title Determination Application area covers a large portion of northern central New South Wales. This area is known as the Gomeroi Nation and is bounded by the Queensland / New South Wales border in the north, the western slopes of the New England Tablelands in the east, the Hunter and Goulburn Rivers in the south and the Castlereagh River in the west.

A copy of the map filed with the application is enclosed for your information.

We act for and on behalf of the Gomeroi people in relation to the protection of their native title rights and interests. As the legal representative for the Gomeroi People, we ask you to note that any activities that your Council are currently carrying out or contemplating in this area may require written notification under the future act provisions of the NTA.

In the event that any activities are currently underway or are being considered to take place within the Gomeroi native title claim area, we encourage you to contact us to discuss any relevant requirements under the NTA. If your Council is currently in contact with any Gomeroi individuals or any Aboriginal individuals asserting traditional rights and interests in this area, we would still encourage you to contact us as we are the legal representative for Gomeroi People in relation to this native title claim. Accordingly, we are in a position to advise and to relay all communications to

Head Office  
111-113 Macquarie Street  
Sydney NSW 2000

Head Office  
+ 61 2 9310 3188  
+ 61 2 9310 4177  
1800 111 844

Regional Office (Coffs Harbour)

111-113 Macquarie Street  
Sydney NSW 2000  
+ 61 2 6651 4508  
+ 61 2 6651 7954

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Phone: 71 098 971 200  
www.ntscorp.com.au

the Gomeroi Applicant, which is a group of Gomeroi People authorised under the NTA to deal with the day-to-day business of the claim.

Please do not hesitate to contact the undersigned on (02) 9310 3188 or via email at [hhariharan@ntscorp.com.au](mailto:hhariharan@ntscorp.com.au) if you would like to discuss any of the issues raised above.

Yours Faithfully,

A handwritten signature in black ink, appearing to read "Hema Hariharan".

Hema Hariharan  
Manager, Strategic Development  
NTSCORP Limited

cc: Santiago De Silva, Solicitor, NTSCORP Limited

Head Office  
Level 4, 100 Market Street, Sydney, NSW 2000  
Phone: (02) 9310 4177

+ 61 2 9310 3188  
+ 61 2 9310 4177  
1 800 111 544

Regional Office (NSW) - Bathurst

Level 2, 100 Market Street, Bathurst, NSW 2160  
Phone: (02) 6651 7954

+ 61 2 6651 4588  
+ 61 2 6651 7954

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**FIONA LUCKHURST**  
**ACTING DIRECTOR COMMUNITY SERVICES**