



# **Warrumbungle Shire Council**

**Council meeting**

**Thursday, 21 June 2012**

**to be held at**

**Coonabarabran High School Hall  
Newell Highway**

**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)

# **WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Coonabarabran High School Hall on Thursday, 21 June 2012 commencing at 9.00am**

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Date: 14 June 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 21 June 2012. I further attach relevant reports from the Directors to me for the consideration of Council.

### **9.00am**

#### **Forum**

Bev Rayner

### **Declaration of Pecuniary interest and conflicts of Interest**

#### **Confirmation of Minutes**

**CONFIRMATION OF MINUTES** of the ordinary meeting of Warrumbungle Shire Council held on 17 May 2012

**ADOPTION OF THE RECOMMENDATIONS** of the Warrumbungle Shire Local Emergency Management Committee meeting held on 21 May 2012

**ADOPTION OF THE RECOMMENDATIONS** of the Tourism and Economic Development Advisory Committee meeting held on 16 May 2012

**ADOPTION OF THE RECOMMENDATIONS** of the Administration Building Project Committee meeting held on 21 May 2012

### **10.30am**

Morning tea

Meet your Councillors/SRC member time

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## **11.00am – 11.30am**

SRC Mock Council meeting

## **11.30am**

Consideration of Business Paper items resumes

## **Reports**

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## **Questions for Next Meeting**

## **1.00pm**

Lunch

## **1.30pm**

Tour of Trade Training Centre and Ag Skills Day

## **Matters to be dealt with "in committee"**

**1C Economic & Cultural Development**

**2C Sale of Doctors' Surgery Coolah**

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 economic and cultural development and sale of Doctors' Surgery and are classified CONFIDENTIAL under Section 10A(2) (c) and (d) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

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- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business
  
- (d) commercial information of a confidential nature that would if disclosed:
  - (i) prejudice the commercial position of the person who supplied it, or
  - (ii) confer a commercial advantage on a competitor of the council, or
  - (iii) reveal a trade secret.

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

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## GENERAL MANAGER'S REPORT

### 1.1 June 2012 Report from Manager of Human Resources

#### Recruitment

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

- Building Certifier North
- Records Officer

There are four positions currently advertised:

- Manager Road Contracts & Private Works – Re advertised
- Plumber Dunedoo – Re advertised
- Pre School Teacher x 2 - External

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

- Manager Regulatory Services
- PA to the Director Corporate Services
- Supply Officer
- Administration Officer Technical Services
- Administration Officer Corporate Services

#### HR Projects

##### Workforce Management Plan

Council management and staff were consulted and given a draft copy of the Workforce Management Plan. It was pleasing to see staff reply to HR with their suggestions to areas where they thought changes should be made. The Workforce Management Plan is now completed and will be provided to Council at this June meeting.

##### HR Software System

Installation of the system continues with Andor and Practical project teams working with HR to complete the project within the agreed timeframe.

#### **Learning & Development**

A series of workshops on Code of Conduct and Bullying and Harassment Awareness was held at the end of May in both Coonabarabran and Coolah. A total of 173 staff attended these workshops, which were presented by Barry Smith from Central Human Resources. The workshops provided staff with Council's current Policies and covered a review of the various rights and obligations we each have under the Code and relevant legislation.

Following the announcement of the 2012 Federal Budget the Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE) advised that there would be changes to the Australian Apprenticeship Incentives Program which will be implemented from the 1 July 2012.

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These changes include:

- *Changes to the standard employer incentives for employers of existing workers undertaking an Australian Apprenticeship (at the Certificate III level and above) in an occupation not listed on the National Skills List. The following changes apply for this cohort:*
  - *Removal of the standard commencement payment.*
  - *Increased standard completion payment from \$2,500 to \$3,000.*
- *Movement of the timing of payment of the standard commencement payment from being paid at three months after commencement to six months after commencement.*

The impact to Council is that instead of receiving the amount of \$4,000 – based on \$1,500 for commencement and \$2,500 for completion - for individual staff incentive payments we will only receive \$3,000. If RTO's do not reconsider and restructure their training charges employers will be responsible for the additional training costs. Please refer to documentation forwarded to Councillors under separate cover.

Upcoming workshops for the month of June include:

Civil Construction Certificate III for trainees  
White Card – OHS Induction  
MultiBase – Webpage development and design  
Yellow Card – Apply Traffic Control Plans

## **Workplace Health & Safety, Workers Compensation and Risk Management**

During the past month the Workplace Safety Officer has been working with a Consultant from Echelon, Alex Havas, who is conducting an audit of Council's WHS Management System. Alex and the Workplace Safety Officer undertook numerous on site inspections and the results of these will be provided to Management at a meeting when a date can be formalised.

At present the Contractor Management Policy is with Directors for their comments and the Footpaths and Signs as Remote Supervision Policies are with the relevant Manager for comment. Information is being gathered to develop a Volunteers Policy and hope to have this presented to the next WHS Meeting.

Workers Compensation claims are being reviewed, wage reimbursements submitted and reconciliation taking place for the end of the financial year. Presently there are 14 cases open and these are being reviewed. I attended a meeting with State Cover on the 18<sup>th</sup> May to discuss issues with the cases and participate in a claims review.

## **RECOMMENDATION**

For Council's information.



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## **1.2 Request for change of Meeting Date**

Councillor Dissanayake has requested that Council give consideration to a change of date for the July 2012 Council meeting. Currently the July Council meeting is set down for Thursday, 19 July 2012.

Councillor Dissanayake has indicated that he will be in Coolah for the first two weeks of July. This means that he would be available to attend the Council meeting if it was held one week early (i.e. on 12 July).

Councillor Dissanayake has indicated that he would need to travel back from Melbourne for the meeting if it was held on 19 July.

### **RECOMMENDATION**

For Council's consideration.

## **1.3 Notice of Motion from Councillor Sullivan**

The following Notice of Motion has been received from Councillor Sullivan:

*That Council liaise with the Public Schools and 'Yuluwirri Kids' on the Newell Highway, to try and improve the safety of the entry and exit to the premises of both buildings. Further that Council consider putting \$20,000.00 into the Budget, to draw up a plan to facilitate a better method of moving cars and bikes in and out of this area.*

Councillor Sullivan believes the entire community could benefit from a road directly east of the schools, linking Bandulla and George Streets.

### **RECOMMENDATION**

For Council's consideration.

## **1.4 Leave of Absence – Cr Todd**

Cr Todd has provided written notification requesting a Leave of absence from the Ordinary July Council meeting.

### **RECOMMENDATION**

That Council accepts the written notification from Cr Todd and grants a Leave of Absence from the Ordinary July Council meeting.

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## **1.5 Brick Bats and Bouquets**

### **(i) Baradine Community Co-ordinator – Liz Cutts**

An email was received on 5 June 2012 from Michael Cronk Senior Education Director of the Education & Communities Western NSW Region.

Mr Cronk expressed his thanks for the support Ms Liz Cutts provides to the students, staff and community of Baradine. Mr Cronk writes that Ms Cutts provides excellent support for the school and its associated projects and it is greatly appreciated.

### **(ii) Coonabarabran Dead Persons Society – Financial Assistance**

A letter was received on 28 May 2012 from the Coonabarabran Dead Persons Society (DPS) that writes on behalf of all members. They would like to thank the Council for the donation towards the purchase of North Western Watchman Reels 1941 to 1949. The letter finishes off by saying that the reels will be put to good use in assisting family and local historians to obtain much need information.

## **RECOMMENDATION**

For Council's information.

## **1.6 Poll September 2012**

At the upcoming Council Elections September 8<sup>th</sup> 2012, the NSW Electoral Commission will be conducting a poll on behalf of Council.

The Poll will conducted to gauge the community's feelings toward a change of Council's name Council sought guidance from the Electoral Commission as to what information they required to progress the process .Included below is an email response that lays out the simple process.

This report is for Council's information only and a full report including preamble and for /against case will be presented to the July meeting. Council staff will be researching during the lead up to the closure of the July business paper and would welcome any input.

**From:** clo [<mailto:clo@elections.nsw.gov.au>]

**Sent:** Thursday, 7 June 2012 2:38 PM

**To:** Rebecca Ryan

**Subject:** FW: Poll at Warrumbungle

Hi Rebecca,

1. The question requires a Yes or No answer.
2. There is no word limit but the question must be clear and unambiguous.
3. A preamble can be used if you think it's necessary. Council will need to prepare and advertise a "for and against" case.

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The question could be as simple as:

*Are you in favour of changing the name of Warrumbungle Shire Council to Warrumbungle Regional Council?*

If you send the proposed question to us we will give you feedback.

Regards,

Sue Park

NSW Electoral Commission

Level 25, 201 Kent Street

Sydney NSW 2000

Switch: (02) 9290 5999, Fax: (02) 9290 5991

## **RECOMMENDATION**

For Council's information.

### **1.7 Notice of Motion – Quality of Town Water Supplies**

The following Notice of Motion has been received from Councillor Campbell:

*That Council investigates the reasons behind the recent failures/problems in the quality of the town water supplies of Baradine, Coonabarabran and Mendooran, and then prepares a costed, time-framed schedule of works to eradicate such problems in the foreseeable future.*

*And further that Council's Communications Officer investigates the various options of disseminating information to the affected communities, so that residents receive timely and comprehensive directions as to what actions are required.*

#### **Rationale**

- The recent failures in the quality of the town water at Baradine and Coonabarabran
- The on-going problems with the quality of water in the Mendooran town water supply
- The lack of a plan for the dissemination of information to residents.

## **RECOMMENDATION**

For Council's consideration.

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## **1.8 Delivery Program 2012-2016**

At the May meeting, Council endorsed the draft Warrumbungle Shire Council Delivery Program 2012-2016 and placed it on public exhibition for 28 days (**Resolution No 385/1112**) inviting community comment, closing Monday 18 June 2012. Council must consider this feedback and formally accept the Delivery Program which details the principal activities it will undertake to achieve the objectives of the Community Strategic Plan (CSP).

In summary as per the requirements of section 404 of the Act

- A council must have a Delivery Program, detailing the principal activities it will undertake to achieve the objectives established in the Community Strategic Plan, within the resources available under the Resourcing Strategy.
- The Delivery Program must include a method of assessment to determine the effectiveness of each principal activity detailed in the Delivery Program in achieving the objectives at which the activity is directed.
- A council must prepare a new Delivery Program after each ordinary election of councillors to cover the principal activities of the council for the 4 year period commencing on 1 July following the election.
- The General Manager must ensure that progress reports are provided to the council, with respect to the principal activities detailed in the Delivery Program, at least every 6 months.

The Division of Local Government guidelines state that the Delivery Program must;

- Directly address the objectives and strategies of the Community Strategic Plan and identify principal activities that council will undertake in response to the objectives and strategies. Inform, and be informed by, the Resourcing Strategy.
- Address the full range of council operations.
- Allocate high level responsibilities for each action or set of actions.
- Include financial estimates for the four year period

The draft Delivery Program has met the majority of these requirements. However the challenge for Management has been the establishment of an assessment method to determine the effectiveness of each activity; particularly the higher strategic objectives which fall beyond the scope of local government responsibility. This will be made easier with the impending review within 12 months, and further community and stakeholder engagement about targets, accepted and desired levels of service.

Any submissions from members of the public will be provided to Council prior to the meeting and Councillors comments and feedback is sought for any changes to be made to the draft Delivery Program.

## **RECOMMENDATION**

That Council adopts the Warrumbungle Shire Council Delivery Program 2012-2016.

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## **1.9 Operational Plan 2012-2013**

At the May meeting, Council endorsed the draft Warrumbungle Shire Council Operational Plan 2012-2013 and placed it on public exhibition for 28 days (**Resolution No 384/1112**) inviting community comment, closing Monday 18 June 2012.

Council must consider community feedback and formally adopt the Operational Plan which supports the Delivery Program. It is an annual sub plan detailing the individual projects and activities to be undertaken within that year. Like the former Management Plan, the Operational Plan contains a Statement of Council's Revenue Policy and includes a detailed budget for the activities/projects. The Responsible Accounting Officer of Council must report quarterly (except the June quarter) on the budget of the Operational Plan.

As per s405 of the Local Government Act (1993)

- *A council must have a plan (its Operational Plan) that is adopted before the beginning of each year and details the activities to be engaged in by the council during the year as part of the delivery program covering that year.*
- *An operational plan must include a statement of the council's revenue policy for the year covered by the operational plan. The statement of revenue policy must include the statements and particulars required by the regulations.*
- *A council must prepare a draft operational plan and give public notice of the draft indicating that submissions may be made to the council at any time during the period (not less than 28 days) that the draft is to be on public exhibition. The council must publicly exhibit the draft operational plan in accordance with the notice.*
- *During the period of public exhibition, the council must have for inspection at its office (and at such other places as it may determine) a map that shows those parts of its area to which each category and sub-category of the ordinary rate and each special rate included in the draft operational plan applies.*
- *In deciding on the final operational plan to be adopted, a council must consider any submissions that have been made concerning the draft plan.*
- *The council must post a copy of its operational plan on the council's website within 28 days after the plan is adopted.*

s201 of the NSW Local Government Regulation stipulates;

(1) *The statement of a council's revenue policy must include the following statements:*

- a. *a statement containing a detailed estimate of the council's income and expenditure,*
- b. *a statement with respect to each ordinary rate and each special rate proposed to be levied,*
- c. *a statement with respect to each charge proposed to be levied,*
- d. *a statement of the types of fees proposed to be charged by the council and, if the fee concerned is a fee to which Division 3 of Part 10 of Chapter 15 of the Act applies, the amount of each such fee,*
- e. *a statement of the council's proposed pricing methodology for determining the prices of goods and the approved fees under Division 2 of Part 10 of Chapter 15*

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- of the Act for services provided by it, being an avoidable costs pricing methodology determined by the council in accordance with guidelines issued by the Director-General,*
- f. a statement of the amounts of any proposed borrowings (other than internal borrowing), the sources from which they are proposed to be borrowed and the means by which they are proposed to be secured.*
- (2) The statement with respect to an ordinary or special rate proposed to be levied must include the following particulars:*
- a. the ad valorem amount (the amount in the dollar) of the rate,*
- b. whether the rate is to have a base amount and, if so:*
- I. the amount in dollars of the base amount, and*
- II. the percentage, in conformity with section 500 of the Act, of the total amount payable by the levying of the rate, or, in the case of the rate, the rate for the category or sub-category concerned of the ordinary rate, that the levying of the base amount will produce,*
- c. the estimated yield of the rate,*
- d. in the case of a special rate—the purpose for which the rate is to be levied,*
- e. the categories or sub-categories of land in respect of which the council proposes to levy the rate.*
- (3) The statement with respect to each charge proposed to be levied must include the following particulars:*
- a. the amount or rate per unit of the charge,*
- b. the differing amounts for the charge, if relevant,*
- c. the minimum amount or amounts of the charge, if relevant,*
- d. the estimated yield of the charge,*
- e. in relation to an annual charge for the provision by the council of coastal protection services (if any)—a map or list (or both) of the parcels of rateable land that are to be subject to the charge.*
- (4) The statement of fees and the statement of the pricing methodology need not include information that could confer a commercial advantage on a competitor of the council.*

Council consideration is sought as to the level of reporting for the Operational Plan 2012-2013. The minimum standard reporting of achievement of outcomes is quarterly exception reporting by the General Manager. Council may choose to have the General Manager report on the status of projects and activities that are not running to time, quality or budget or if they wish to adopt a more detailed form of reporting, as currently exists. Acknowledgment is given to the resources required to prepare and compile the reports, let alone the reading material Councillors are expected to digest.

Any submissions from members of the public will be provided to Council prior to the meeting and Councillors comments and feedback is sought for any changes to be made to the draft Operational Plan.

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## **RECOMMENDATION**

That Council adopts the Warrumbungle Shire Council Operational Plan 2012-2013 which includes details of the activities to be engaged in by the Council for the year, detailed budget and Council's Revenue Policy **FURTHERMORE** the General Manager reports to Council on the status of projects and activities quarterly by exception.

### **1.10 Resourcing Strategy**

Council have been given draft copies and staff have presented the three components of the Integrated Planning and Reporting Framework (IP&R) Resourcing Strategy (**Resolution No 386/112, May 2012**). A Council must have a long term resourcing strategy, for which Council is responsible, to achieve the objectives established by the Community Strategic Plan (s403 Local Government Act 1993). This strategy includes provision for long term financial planning, workforce management planning and asset management planning.

The resourcing strategy has been completed 'in house' and staff involved have invested significant time, resources, stakeholder involvement and networking skills to achieve what they have accomplished.

#### **1. Workforce Management Plan (WMP) 2012-2016**

Council's WMP identifies how Council will have the right staff in the right place with the right skills to deliver the works in the Delivery and Operational Plans. This is done through identifying the challenges confronting Council, both internal and external, and devising strategies to address the issues.

The main issues currently confronting Warrumbungle Shire Council are:

- An ageing workforce: imminent loss of large quantities of corporate knowledge as well as staff
- Ongoing implementation of organisational restructure
- Attraction and retention of staff
- Lack of effective leadership in many areas of Council
- Learning and development needs
- Communications – internal as well as external

A number of strategies and approaches will be developed under this WFMP to address the above challenges, including but not limited to:

- Attraction and Retention Strategy
- Merit based Succession Planning Strategy
- Leadership Development Program
- Learning and Development Strategy

It is proposed to participate in the Excellence in Local Government program in order to increase our organisational efficiency and productivity by implementing and embedding continuous improvement practices and principles into the organisational culture. This

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includes utilising process improvement techniques to optimise productivity and reporting on improvements.

Reporting against the WMP will include reporting on key leading indicators (ie early signs) of decreasing organisational performance (eg decreasing staff satisfaction, absenteeism, turnover, disengagement). By monitoring these, and addressing the results constructively, Council will ensure better organisational performance, which assists in meeting our operational goals. The Human Resources team will now be measuring, and managing, these leading indicators before lag indicators, such as reduced ability to deliver services to the community, and loss of financial viability, become evident. Just as importantly, Council will be able to view our organisation's progress and increased effectiveness over time and report to the community on how Council's workforce is meeting operational targets.

## **2. Asset Management Plan (AMP) 2011-2022**

Council's AMP provides a description of the various asset classes that comprise Council's \$377m network of assets, details the condition of these assets, and provides an overview of Council's projected maintenance (\$132.9m), capital renewal (\$77.1m) and capital expansion (\$21.8m) programs over the eleven year life of the AMP. The AMP also details the expected level of depreciation (i.e. the expected reduction in value of Council's assets) over the life of the AMP (\$124.5m), and discusses service level expectations, Council's critical assets, demand drivers for new assets, and the way forward for asset management at Warrumbungle Shire Council.

All the information in Council's AMP indicates that Council's asset network is not sustainable in the long run under current budget assumptions. Council's asset renewal ratio across the network is forecast to average 69% over the life of the AMP, and Council will incur a total asset renewal deficit (i.e. underspend on asset renewals) of \$43.65m in this time period (note: this figure includes a \$3.75m adjustment for plant trade-ins). As a result, Council is expected to consume a further 12% of the future service potential of its assets over the following 11 years, and Council's asset consumption ratio will increase from 30% to 42% leading to worsening asset conditions across the network.

If asset renewals continue to fail to keep up with asset deterioration, many of Council's assets will need to be decommissioned as they would reach the end of their useful lives. For example, five of Council's pools will most likely need to be closed within the next 10 years unless funding can be found to replace or significantly refurbish these assets. Council's reseal rate for its road surfacing is also roughly double the desired level, and if this trend continues Council will face increased pavement failure across its road network increasing the total lifecycle cost of Council's road pavement assets. These are just two high profile examples, however, renewal expenditure on all asset classes except bridges carparks and plant and equipment are forecast to be considerably below desired levels over the life of this plan.

Council is subject to funding limitations, and without assistance from other levels of government or a special rate variation, Council will find it difficult to fund its \$43.65m



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asset renewal deficit, and both residents and businesses within the Shire will have to bear decreased service levels as a result. The AMP has identified one option available to Council, which is to critically review Council's capital expansion program in future years.

During the process of compiling the AMP some shortcomings in Council's current asset management practices were identified. These shortcomings include issues with data accuracy and completeness, a lack of community agreed asset service levels, dated asset condition data, issues with asset accounting assumptions (currently being addresses as part of the 2011/12 year end process), poor asset renewals and expansion planning, insufficient benchmarking and asset management knowledge across the organisation and inadequate information and procedures on critical assets and asset risk management. Council recognises the importance of asset management and is currently in the process of preparing a project plan to address these shortcomings in the 2012/13 financial year.

### **3. Long Term Financial Plan 2012-2032**

Council's Long Term Financial Plan (LTFP) details Council's external operating environment and the financial challenges Council faces, the forecast level of revenue available to Council over the following eleven years, and Council's forecast recurrent and capital expenditure over this time period. The LTFP measures Council's expected financial performance based on the information above, and provides a forecast income statement, balance sheet, cash flow statement, and asset movement schedule based on this information. Council's assumptions are reviewed towards the end of the plan by way of a sensitivity analysis, and the LTFP also discusses rate pegging and the affordability of community wish list items from the Community Strategic Plan (CSP).

The LTFP forecasts that Council's revenue will increase from \$33.1m in the 2011/12 financial year to \$40.6m in 2021/22, which is a 23% increase. In the same time period, Council's recurrent expenditure has been forecast to increase from \$35.5m to \$46.6m, which represents a 31% increase. Capital expenditure is forecast to average \$10.6m per annum over the life of the plan.

Council is expected to face increasing staffing and other costs due to cost shifting, population decline, competition for staff from the mines, a general drift of young skilled workers to the coast, and above CPI increases in electricity and fuel costs. Council will also be unable to fully recoup these cost increases due to limitations on revenue growth including rate pegging, a worsening demographic outlook, and Council's high reliance on grant revenue to fund Council's operations.

Assuming no change in the factors mentioned above, Council faces an uncertain financial future. If Council were to achieve its desired capital spend per the capital program (less a proposed \$10.8m cut in capital expansion works) with the projected revenue and expenditure figures in this plan, Council's cash balance will decrease from over \$12.8m in 2011/12 to \$3.2m by the 2021/22 financial year. Council's projections also indicate an increasing deficit over the life of the plan, a worsening current ratio, and an increased reliance on borrowings in the outer years to fund capital expenditure.

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It should be noted that projections are not written in stone, and there are many factors that could reverse these trends. Council's revenue could increase as a result of increased rates and user charges due to mining, or possibly increased government support by way of grants to rural councils. Council may also be able to further limit the costs it faces by further efficiency improvements in Council's operations, or further reductions to Council's capital expansion program. It is clear from the LTFP however, that Community wish list items such as new heated pools from the CSP are unaffordable within the current funding structure, and additional expenditure on wish list items can only feasibly be funded by rate increases above rate pegging.

## **RECOMMENDATION**

That Council adopts the Resourcing Strategy; being the Long Term Financial Plan (2012-2022), Asset Management Plan (2011-2022) and Workforce Management Plan (2012-2016).

## **1.11 Determination of the Local Government Remuneration Tribunal Background**

The Local Government Remuneration Tribunal (the Tribunal) is required to establish categories for Councils, County Councils and Mayoral offices and to determine the minimum and maximum fees to be paid to Councillors, members of County Councils, chairpersons of County Councils and Mayors. The categories must be examined at least once every three years.

On 14 November 2011 the Tribunal wrote to all Mayors advising of the commencement of the 2012 annual review. In respect of this review the Tribunal advised Councils that in addition to reviewing the minimum and maximum fee levels, it would undertake a fundamental review of the categories. Section 239 of the Local Government Act requires the Tribunal to determine the categories of Councils and Mayoral offices at least once every three years.

### **Report**

#### **Amendments to the NSW Local Government Act 1993 (the Act)**

On 27 June 2011, the Parliament passed amendments to the Act to apply the same government public sector wages cap that binds the Industrial Relations Commission to the determination of ranges of fees for Councillors and Mayors. Similar amendments have been made to other legislation so that a similar cap applies to Members of Parliament, statutory officers and public sector executives.

Therefore the 2.5% cap on wage increases is to apply to the minimum and maximum fees that apply to Councillors and Mayors. The effect of the amendments to the Act is to remove the Tribunal's discretion to determine any increase in the minimum and maximum fees beyond 2.5%.

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## 2012 Review of Categories

Section 239 of the Act requires the Tribunal to determine categories for Councils and Mayoral offices for the purpose of determining fees, and Section 240 of the Act requires the Tribunal to determine categories according to the following matters:

“240 (1)

- the size of areas
- the physical terrain of areas
- the population of areas and the distribution of the population
- the nature and volume of business dealt with by each Council
- the nature and extent of the development of areas
- the diversity of communities served
- the regional, national and international significance of the Council
- such matters as the Remuneration Tribunal considers relevant to the provision of efficient and effective local government
- such other matters as may be prescribed by the regulations. “

Prior to undertaking its review of categories the Tribunal, as is its normal practice, invited submissions from Mayors. In response to this review the Tribunal received 19 submissions from individual Councils. Warrumbungle Shire Council is in the category of Rural. Submissions from Councils in this group were received from Cabonne, Kiama, Kyogle and Muswellbrook.

Having regard to the submissions received, the findings of previous reviews, and issues raised by the LGSA and the Division of Local Government, the Tribunal finds that no change is warranted to the existing categorisation framework, or to the current categorisation of individual Councils. The characteristics of Councils categorised in each of the groups is outlined in detail in appendix A of the 2009 report and determination. The Tribunal has reviewed the characteristics of each of the categories and found that they continue to adequately reflect the differences between the various types of Councils, and the Tribunal has also reviewed the individual requests for recategorisation and found that no change in the categorisation of individual Councils is warranted.

## 2012 Review of Fees

The Tribunal is now required to have regard to the Government’s wages policy when determining the increase to apply to the minimum and maximum fees that apply to Councillors and Mayors. The public sector wages policy currently provides for a cap on increases of 2.5 per cent.

The Tribunal has reviewed the key economic indicators, including the Consumer Price Index and Labour Price Index, and finds that the full increase of 2.5% available to it is warranted. On that basis, the Tribunal considers that an increase of 2.5% in the fees for Councillors and Mayors is appropriate and so determines

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## Determination

Pursuant to s.241 of the Local Government Act 1993, the annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2012 are determined as follows:

	Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee*	
	Minimum	Maximum	Minimum	Maximum
Principal City	23,250	34,100	142,250	187,180
Major City	15,490	25,580	32,940	74,530
Metropolitan Major	15,490	25,580	32,940	74,530
Metropolitan Centre	11,640	21,700	24,700	57,660
Metropolitan	7,740	17,060	16,480	37,230
Regional Rural	7,740	17,060	16,480	37,230
<b>Rural (Warrumbungle)</b>	<b>7,740</b>	<b>10,220</b>	<b>8,220</b>	<b>22,310</b>
County Council – Water	1,540	8,530	3,300	14,000
County Council – Other	1,540	5,100	3,300	9,310

\*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).

## **RECOMMENDATION**

That Warrumbungle Shire Council adopts the maximum annual fee of \$10,200 for Councillors and \$22,310 for the Mayor for the 2012-2013 financial year, being in accordance with the determination of the Local Government Remuneration Tribunal and Section 249 of the Local Government Act 1993.

### **1.12 Application for Annual Leave – General Manager**

As Councillors may be aware, I have recently achieved a year of service to the Warrumbungle Council. As a consequence, I have accrued annual leave in accordance with the provisions of my contract.

I am now seeking approval to take two (2) weeks annual leave in August, from Monday 6<sup>th</sup> August through to Friday 17<sup>th</sup> August 2012. The ordinary Meeting of Council does not fall within this period and the Councillors will be in Caretaker Mode ahead of the Local Government Elections.

I have discussed these dates with the Mayor, who raised no objection to the period selected. I propose that Rebecca Ryan, Director Corporate Services assumes the role of Acting General Manager in my absence.

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## **RECOMMENDATION**

1. That Council approve two (2) weeks accrued Annual Leave for the General Manager in August 2012.
2. That Rebecca Ryan be appointed Acting General Manger during the absence of the General Manager for this period of Annual Leave.

.....  
**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 - Month Ending May 2012

#### BALANCE PER BANK ACCOUNT – 31 MAY 2012

<b>Bank</b>	<b>Balance</b>
<b><u>General</u></b>	
Commonwealth	821,510.29
Westpac	50,193.99
NAB	164,830.30
Commonwealth Rates	670.00
<b>Total - General</b>	<b>1,037,204.58</b>
<b><u>Trust</u></b>	
Commonwealth	164,861.09
Westpac	
<b>Total - Trust</b>	<b>164,861.09</b>
<b><u>Investments</u></b>	
Securities	6,500,000.00
IBD	7,709,871.12
<b>Total Investments</b>	<b>14,209,871.12</b>
<b>Total All Bank Accounts</b>	<b>15,411,936.79</b>
<i>Add:</i>	
Outstanding Deposits - General	123,081.31
Outstanding Deposits - Trust	245.00
<i>Less:</i>	
Unpresented cheques - General	57,976.82
Unpresented cheques - Trust	-
<b>Balance adjusted for outstanding deposits &amp; unpresented cheques (Final Bank Balance)</b>	<b>15,477,286.28</b>

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## BALANCE PER GENERAL LEDGER – 31 MAY 2012

<b>Bank</b>	<b>Account Number</b>	<b>Balance</b>
General Fund	5410-3000-0001	1,102,309.07
Trust Fund	9000-3000-0000	165,106.09
Investments - General	5220-3001-3001	6,109,871.12
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>15,477,286.28</b>

<b>Variance between Final Bank Balance and General Ledger</b>		-
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### 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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## 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 May two of Council's Term Deposits totalling \$2.25m fell due, earning Council \$47,920 in interest revenue (over the life of the deposit). Council reinvested \$1.5m for a further 3 months at a rate of 5.45% with Suncorp and moved \$750k of this balance back into NAB at Call Account to ensure availability of funds for upcoming payments.

Council also opened a new At Call Account with ANZ depositing a total of \$2.9m at an interest rate of 5.25%. During the month \$340k of this balance was subsequently transferred back into Council's operating account to meet daily operating expenses. Further details on investment securities and term deposits held by Council as at 31 May 2012 can be found below.

It should also be noted that the value (based on Indicative Bid) for Council's investment securities increased by \$104,930 during the month of May.

### Investment Securities

Council currently holds the following investment securities:

Bank	Purchase Price	Indicative Bid	Valuation based on indicative bid as at 31 May 2012	ISIN Number	Lodgement date	Maturity Date	Rating	Coupon Payments
Bendigo Bank - Westpac	500,000	98.75%	493,750	AUFN0003810	22.08.2007	21.09.2012	BBB+	4.88%
ANZ CPPI - Asprit I	500,000	96.00%	480,000	CPPISAMAF01	30.09.2009	23.11.2012	AA-	0%
Dandelion Westpac	1,000,000	94.00%	940,000	AUFN0004693	19.12.2007	21.12.2012	AA-	0%
ANZ CPPI Asprit II	800,000	94.50%	756,000	CPPISAMAF02	30.09.2009	30.03.2013	AA-	0%



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Bank	Purchase Price	Indicative Bid	Valuation based on indicative bid as at 31 May 2012	ISIN Number	Lodgement date	Maturity Date	Rating	Coupon Payments
Averon CPP Ltd Aver	700,000	89.00%	623,000	AU300AVER012	30.09.2009	20.06.2013	AA+	0%
FIIG All Seasons CPPI Note	1,500,000	87.00%	1,305,000	AU300SEKA021	29.08.2008	29.08.2014	AA+	0%
Octagon Ltd Linked	1,500,000	79.00%	1,185,000	XS023170158	25.10.2005	30.10.2015	AAA	0%
<b>Total:</b>	<b>6,500,000</b>		<b>5,782,750</b>					

Security	Details
Bendigo Bank - Westpac	Sub debt likely to be called in September this year. If not, could be extended by 5 years (unlikely).
ANZ CPPI - Asprit I	Zero coupon investment backed by ANZ. Bid is below fair value, despite 5.5 months to maturity. Likely pay small amount above 100.
Dandelion Westpac	AA- rated investment that no longer pays coupons. Bid price well below fair value. Low Risk.
ANZ CPPI Asprit II	Zero coupon investment backed by ANZ. Bid is below fair value, despite 10 months to maturity. Likely pay small amount above 100.
Averon CPP Ltd Aver	Ultimate credit risk rests with General Electric Capital Corp Australia, rated AA+/A1 by S&P/Moodys (AA+ principle only).
FIIG All Seasons CPPI Note	Council is essentially holding a Swedish Export Bond rated AA+. Will pay \$4 above par at maturity. Bid price well short of fair value.
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)	May Interest Earned	Closing Balance	Lodgement date	Maturity Date	Rating	Current Yield
NAB Cash Maximiser #	1,059,861	2,385,943	- 1,160,000	9,932	1,235,875	At Call	At Call	AA-	4.94%
ANZ At Call	2,900,000	-	2,900,000	6,141	2,906,141	At Call	At Call	AA-	5.25%
Suncorp Metway 10/10	-	1,534,074	-1,537,213	3,139	-	12.12.2011	14.05.2012	A+	5.88%
NAB #	-	758,084	-760,707	2,623	-	21.02.2012	20.05.2012	AA-	5.70%
Orana Mutual	500,010	504,302	-	2,435	506,737	06.03.2012	06.06.2012	Not rated	5.70%
Suncorp Bank	1,000,000	1,006,596	-	4,894	1,011,490	19.03.2012	19.07.2012	A+	5.74%

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<b>Bank</b>	<b>Current Investment</b>	<b>Opening Balance</b>	<b>Buy/(Sell)</b>	<b>May Interest Earned</b>	<b>Closing Balance</b>	<b>Lodgement date</b>	<b>Maturity Date</b>	<b>Rating</b>	<b>Current Yield</b>
Suncorp Bank	750,000	754,946	-	3,670	758,616	19.03.2012	19.07.2012	A+	5.74%
Suncorp Metway 10/10	1,500,000	-	1,500,000	3,797	1,503,797	14.05.2012	15.08.2012	A+	5.45%
<b>Total:</b>	<b>7,709,871</b>	<b>6,943,945</b>	<b>942,080</b>	<b>36,631</b>	<b>7,922,656</b>			<b>Average Rate</b>	<b>5.38%</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 May BBSW 3 month rate was 3.68%. Council's term deposits returned an average rate of 5.38% for the month of May, 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 May 2012.

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### 2.2 Rates and Charges Collection Report up to and Including May 2011 Rates Report

Rate/Charge Type	Rate Arrears 2010/11	2011/2012 Levy	Pensioner Write Off	Abandoned	Rates Arrears And Net Levy	Total Payments To Date	Total Outstanding 2011/2012	Collection % 2011/2012	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
<b>General</b>	599,380	6,685,082	166,386	9,543	7,108,533	6,375,935	732,598	90%	857,538	13%
<b>Water</b>	187,283	1,281,480	73,392	14,347	1,381,023	1,166,720	214,303	84%	258,696	20%
<b>Sewerage</b>	256,709	1,180,000	53,024	3,396	1,380,289	838,111	542,178	61%	277,257	23%
<b>Garbage</b>	143,771	1,436,415	104,459	9,134	1,466,594	1,278,779	187,814	87%	207,435	14%
<b>TOTAL RATES AND ANNUAL CHARGES</b>	<b>1,187,143</b>	<b>10,582,977</b>	<b>397,261</b>	<b>36,420</b>	<b>11,336,439</b>	<b>9,659,546</b>	<b>1,676,893</b>	<b>85%</b>	<b>1,600,925</b>	<b>15%</b>
<b>Water Consumption</b>	321,384	878,865	-	496	1,199,753	738,996	460,757	62%	207,937	24%
<b>Sewer Consumption</b>	35,110	291,182	-	278	326,014	65,761	260,254	20%	70,658	24%
<b>TOTAL WATER SUPPLY SERVICES</b>	<b>356,494</b>	<b>1,170,047</b>	<b>-</b>	<b>774</b>	<b>1,525,768</b>	<b>804,757</b>	<b>721,011</b>	<b>53%</b>	<b>278,594</b>	<b>24%</b>
<b>Legal Fees</b>	143,961	58,645	-	13,750	188,856	87,215	101,641	46%	144,358	
<b>Transaction Fees</b>	4,540	325	-	2,848	2,018	1,001	1,017	50%	1,060	
<b>Interest</b>	181,037	149,376			330,413		330,413	0%		
<b>GRAND TOTAL</b>	<b>1,873,176</b>	<b>11,961,370</b>	<b>397,261</b>	<b>53,792</b>	<b>13,383,493</b>	<b>10,552,518</b>	<b>2,830,975</b>	<b>79%</b>	<b>2,024,937</b>	<b>16.93%</b>

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**Note 1:** The outstanding rates and annual charges ratio as at 31 May 2012 is **16.93%**.

**Note 2:** Interest charges in the "Total Arrears" column are classified under the relevant charge type above, as opposed to being recorded separately per the "Total Outstanding" column.

**Note 3:** The levy figures for water and sewer consumption and sewer charges are year end estimates, not actual amounts billed as at 31 May 2012.

**Note 4:** 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.

**Note 5:** Collection percentage has increased from last month due to the fourth instalment falling due on 31 May 2012.

### **RECOMMENDATION**

For Council's information.

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

Council received a report in relation to the existing heating, ventilation and cooling systems (HVAC) at both administration offices in Coolah and Coonabarabran. Council resolved to source quotations for the replacement of the air conditioning units at Coonabarabran and completion of Stage 1 works at the Coolah Office for consideration in the 2012-2013 budget (**Resolution No 340/1112**).

Certainly the recent cold spell has created issues with both offices heating capacity, creating workplaces that are not conducive to effective environments. Both units have had to incur cost for urgent maintenance to get through this period.

Following the completion of the specifications by GHD for the Coonabarabran Office PAC units, quotations have been received from local suppliers. It appears the estimate of \$75K was a reasonable market guess. One of the quotations expires 30 June 2012, due to anticipated financial year price increases, so it is recommended to bring this project forward.

Specifications for the Coolah Office are being completed and quotations will be sourced in due course.

### **RECOMMENDATION**

That Council provide a supplementary vote of \$75,000 to replace the Coonabarabran Office Air conditioning units to be installed prior to 30 June 2012 **FURTHERMORE** a budget of \$20,000 be allocated for Coolah Office Stage 1 in the 2012-2013 budget; as per the recommendations from GHD.

## **2.4 Managed and Support Services – IT**

Council currently engages Andor Systems Pty Ltd for Managed Services for \$2,766 (ex GST) per month which provides 24x7 proactive maintenance and server performance monitoring, backup monitoring, network performance monitoring, workstation monitoring, firewall and anti virus monitoring. This fee is based on the number of workstations so has increased since the incorporation of new users into the network since October last year.

In addition to this service is the Operational Support which is based on a user pays system whereby Council purchases prepaid support (PSP) hours in blocks of 80-100 hours. The cost of this is essentially what Council would expect to be paying the equivalent or more for suitably qualified IT Practitioners. For an organisation the size of Warrumbungle Shire Council; with 220 staff, 127 workstations and 105 registered network users, plus peripheral laptops and the number of business applications, this could be at least 2-3 permanent full time staff.

Following a recent meeting between the General Manager and Andor in Newcastle, a proposal for a fixed fee style of service including incident support for service desk as well

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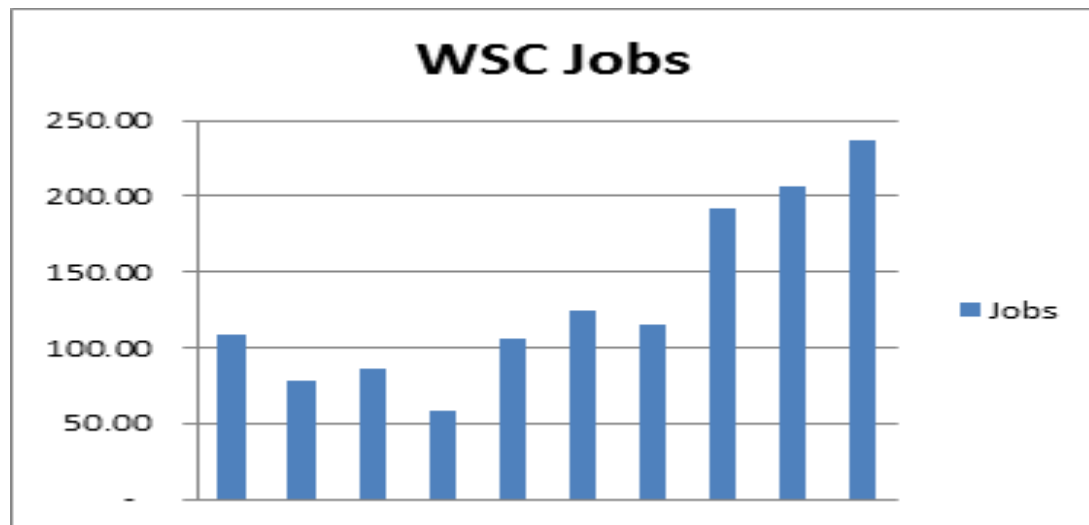
as replacing the current proactive managed services is now presented to Council for consideration.

The objective of this program is to provide better value to Council through the Andor service desk with no cap on the amount of calls or jobs logged in a period. The other benefit is providing a known cost value each month for the service.

This new service will see the operational PSP cost significantly reduce with its only requirement being for service requests.

Currently the average cost of Operational Support (excluding projects) is at \$11,328 per month, plus \$3,852 (month of May) for managed services per month. Hence \$14,337 average per month YTD for Managed Services and Support combined. The graph below illustrates the Job numbers logged (excluding projects or issues related to projects).

The graph is July 2010 to April 2011



Clearly the new service will provide a more economical model, with a quarterly review for variations based on the amount of network users. The cost reduction against the average would be reduced by \$3K, and over the last 3 months it is more than \$10k per month.

The funding for this proposal has been provided in the 2012-2013 Operational Plan, as it was assumed at budget preparation time for at least 6 lots of 100hours at \$135 per hour totalling \$81,000 was required for Operational Support plus the Managed Support of \$33,192 per annum.

In addition there is as at 31 May a negative balance of 235 hours PSP and a proposal to bring this into credit as per the agreement. Andor have offered to back date the fixed fee period from 1 June should Council agree with the proposal.



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The only thing that will vary the fixed fee will be the number of application or the number of connected network users by agreement and negotiation between Council and Andor.

## **RECOMMENDATION**

That Council accepts the fixed fee proposal from Andor Systems for Managed and Operational Support Services for \$10,485 per month for 12 months commencing June 2012.

## **2.5 Workstations/Cabling – Data and Voice**

At the May meeting, Council gave the General Manager authority to approve the final selection of the contractor to be engaged for the cabling data and voice project (**Resolution No 403/1112**). Council requested additional information to confirm and clarify the big ticket items being warranty for the project and time frame and the General Manager has approved the contract be awarded to National Technical Services (NTS).

Significant effort confirming data points and office plans have been completed and the onsite cabling will commence on Monday 18 June. As per the schedule there will be two teams of technicians working over a 3 week period to finish and cutover on the weekend of the 30 June/ 1 July.

The design of the communications rooms in each office have been modified to include the following;

- Coonabarabran will have an additional rack, from the quoted 2 to now 3 new communications racks, to accommodate for cabling required for new administration office. The cost of this at this point in time will be a saving made in a few months time.
- Coolah will have installed a partitioning wall, lino floor and door to reduce sound to general office space and retain temperature control for communications racks. The office printer will be relocated into the adjoining office area.

NTS have finalised the quotation based on the above design changes and completed drawings for each office to be included in the project. The total contract price for NTS and accepted by Council is \$119,750 (ex GST).

Andor Services, Councils IT support partner have provided a proposal for project management and technical support for the cabling process. This is in line with technical support arrangements outside the normal business operations. This additional as quoted fixed price of \$9,450 (ex GST) will be added to the whole project cost. The work undertaken designing the quotation specifications and involvement assessing the submissions were provided at no cost to Council, there is however necessary onsite technical support required backing up data, powering down and restarting servers during the cutover period weekend.

# WARRUMBUNGLE SHIRE COUNCIL

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In the background the final stages of the VOIP project are being implemented, which will be in place ready for the cutover at the end of June 2012. Once testing and fully operational the Spectrum service will be shut down and VOIP telephone systems will be online.

## **RECOMMENDATION**

That Council provide a supplementary vote of \$129,200 to complete the Workstations Cabling – Data and Voice Project **FURTHERMORE** endorsing the General Manager contracting of National Technical Services for the cabling upgrade project.

## **2.6 May 2012 Stocktake Report**

Staff undertook out a stocktake of the three stores in late April and early May 2012. The net stocktake results are as follows:

Dunedoo Store – Write Off	\$115.51
Coolah Store – Write On	\$2.15
Coonabarabran Store Write Off and adjustments	\$4,324.88

The Coonabarabran Store write off request, includes \$2,515.76 of obsolete /out of date or unserviceable items. These have been placed aside for a future sale.

The total write off amount is \$4,211.52.

A copy of the summary list of variances follows.

## WARRUMBUNGLE SHIRE COUNCIL

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Stores Item Description	Unit	Qty Counted	Qty Calc	Adj. Qty	Adj. Val
DISTILLATE TRAILER283 DUNEDOO	LITRE	63.00	63.50	0.50	\$ 0.72
DISTILLATE DUNEDOO	LITRE	8,084.26	8,104.42	20.16	\$ 29.21
DISTILLATE TRAILER285DUNEDOO	LITRE	510.00	518.70	8.70	\$ 12.36
FITTINGS - PVC	EA	407.00	360.00	-47.00	-\$ 146.17
PAINT-PRESSURE PACK	EACH	156.00	155.00	-1.00	-\$ 8.08
QUAD	LENGH	104.00	103.00	-1.00	-\$ 3.08
UNLEADED DUNEDOO DEPOT	LITRE	4,170.30	4,169.95	-0.35	-\$ 0.47
<b>TOTAL DUNEDOO</b>		<b>13,494.56</b>	<b>13,474.57</b>	<b>19.99</b>	<b>- \$ 115.51</b>
UNLEADED COOLAH DEPOT	LITRE	3,670.39	3,673.93	3.54	\$ 5.20
DISTILLATE TRAILER284 COOLA	LITRE	1,208.00	1,210.40	2.4	\$ 3.41
DISTILLATE TRAILER286 COOLA	LITRE	800.00	801.90	1.9	\$ 2.64
DISTILLATE TRAILER281 COOLA	LITRE	355.00	355.50	0.5	\$ 0.70
DUST MASKS	EACH	12.00	10.00	-2	-\$ 4.06
GEN EQUIP-SPARK PLUG	EACH	31.00	29.00	-2	-\$ 5.74
<b>TOTAL COOLAH</b>		<b>6,076.39</b>	<b>6,080.73</b>	<b>4.34</b>	<b>\$ 2.15</b>

## WARRUMBUNGLE SHIRE COUNCIL

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Stores Item Description	Unit	Qty Counted	Qty Calc	Adj. Qty	Adj. Val
AUGERS & BITS	EACH	0	43	-43.00	-\$714.26
GARBAGE BIN FRAME	EACH	0	5	-5.00	-\$501.01
BOLT WITH NUT,STEEL, SQ HEAD,	EACH	0	88	-88.00	-\$352.00
SERVICE KIT,ELEMENTS,P.9186	KIT	2	3	-1.00	-\$315.48
POSTS - GUIDE 4X2	EACH	0	61	- 61.00	-\$283.70
RECYCLE CRATE	EACH	40	54	-14.00	-\$169.40
BIN,COMPOST,750DIAX750LTH,225	EACH	0	6.5	-6.50	-\$168.54
KIT ELEMENTS, FILTER, MITSUBI	EACH	3	4	-1.00	-\$159.09
SLING, WEBBING, 4.0 METRE 014	EACH	1	2	-1.00	-\$123.70
METER BOX LIDS	EACH	0	3	-3.00	-\$114.31
DRILLSET- EX TOOLS AT STORE	EACH	0	1	-1.00	-\$101.55
BRACKET, SINGLE SIGN MOUNTING	SET	27	40	-13.00	-\$97.01
HANDLE, AXE, 07186406 Q116002	EACH	3	10	- 7.00	-\$96.54
WEAR GUIDE 5T8367 CUTTING EDG	EACH	40	42	-2.00	-\$83.71
PAINT/METAL PRIMER KILLRUST S	TINS	4	5	-1.00	-\$81.80
BOOTS SAFETY SIZE 7 ELASTIC S	PAIRS	3	4	-1.00	-\$75.54
SPRINKLER,POP-UP,HUNTER I-31-	EACH	7	8	-1.00	-\$55.74
HAT,FELT,DARK BROWN,SIZE 59	EACH	0	1	-1.00	-\$50.80
JUMPER,POLAR FLEECE,SIZE 14	EACH	0	2	-2.00	-\$50.33
CLAMP, G, 254MM, FHP, Q871303	EACH	6	8	- 2.00	-\$47.08
OVERALLS,MED,DISPOSABLE,PROTE	EACH	39	51	-12.00	-\$46.22
ELEMENT, FILTER, AIR, 17210-Z	EACH	0	4	- 4.00	-\$40.01
BLOWGUN AIR EXTENSION JAMEC P	EACH	0	2	-2.00	-\$38.58
ELEMENT FILTER FUEL 23390-644	EACH	1	2	-1.00	-\$35.75
HANDLE,PICK & MATTOCK,900MM,0	EACH	0	3	-3.00	-\$35.58
VEST SAFE NIGHT/DAY YELLOW M	EACH	4	6	-2.00	-\$33.48
DELINEATORS - ROUND APD	EACH	0	49	-49.00	-\$31.86
PLIERS,COMBINATION,INSULATED,	EACH	4	5	-1.00	-\$28.05
JACKET RAIN YELLOW SIZE L	EACH	2	3	-1.00	-\$25.21
HOE,CHIPPING,175MM BLADE WITH	EACH	6	8	-2.00	-\$24.76
BROOM, MILLET,04245104/Q94073	EACH	6	7	-1.00	-\$23.24
GLOBES - VEHICLE	EACH	0	36	-36.00	-\$22.20
TAPE - PLASTIC THREAD SEAL -	EACH	68	75	-7.00	-\$22.05
LANTERN,ROAD,FLASHING,TRAFILA	EACH	0	1	-1.00	-\$20.86
EXTENSION,FLEXIBLE-RIGID,300M	EACH	0	1	-1.00	-\$15.70
ELEMENT FILTER FUEL RANGER	EACH	7	8	-1.00	-\$14.14
VEST SAFE NIGHT/DAY YELLOW X	EACH	16	17	-1.00	-\$13.48
MASK,RESUSCITATION,Q850090	PACK	0	4	-4.00	-\$12.72

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Stores Item Description	Unit	Qty Counted	Qty Calc	Adj. Qty	Adj. Val
FILE,FLAT,BASTARD/250MM,07073	EACH	7	8	-1.00	-\$12.31
GLOVES,HOUSEHOLD	PAIRS	3	7	-4.00	-\$11.93
VEST SAFE NIGHT/DAY YELLOW L	EACH	11	12	-1.00	-\$11.85
BRUSH,PAINT,12MM,MCDO5177/041	EACH	5	6	- 1.00	-\$10.76
LOCK, MLK, 18-20	EACH	56	58	-2.00	-\$10.75
WIPES BABY HUG-A-BUB 100S	PK 100	9	11	-2.00	-\$9.09
LID JERRY CAN PLASTIC 10LTR	EACH	18	19	-1.00	-\$9.06
NAILS - 50MM X 2.8	KG	0	3.75	-3.75	-\$8.02
CONNECTOR, GREASE GUN END	EACH	4	5	-1.00	-\$7.68
CLEANER, LENS, AEROSOL, 03990	EACH	2	3	-1.00	-\$7.35
EARPLUGS-QB3 BANDED-HOWARD	PAIR	2	3	- 1.00	-\$7.27
O-RING 5H6734 CATERPILLAR	EACH	6	8	-2.00	-\$7.02
DRILL BIT 13/64 HSS Q862211	EACH	8	10	-2.00	-\$6.84
DRILL BIT 1/8 HSS Q862206	EACH	4	6	-2.00	-\$6.68
GLOBES - LANTERN	EACH	0	4	- 4.00	-\$6.15
SPRAY BOTTLE, 500ML, OVEN/GRI	EACH	4	5	-1.00	-\$5.89
CLEANER,MOULD REMOVER, 500ml	EACH	10	11	-1.00	-\$5.87
FILE.CHAINSAW,NO26 RD BLUNT,8	EACH	5	8	-3.00	-\$4.80
SCOURER,GREEN,04359113/Q91117	EACH	14	16	-2.00	-\$4.62
BOTTLE,PLASTIC W/ HANDLE 2.5L	EACH	12	14	-2.00	-\$4.52
BRAKE FLUID,SHELL,IN 500ML,04	500ML	7	8	-1.00	-\$4.32
BULB,12V 60/55W P/N 48881BL N	EACH	19	20	-1.00	- \$4.17
SUNSCREEN,LOTION,125ML,SPF30+	EACH	12	13	-1.00	- \$3.59
TAPE, INSULATION, BLACK, Q865	EACH	26	31	-5.00	-\$3.25
EARPLUGS REPLACEMENT FOAM	PAIR	1	2	-1.00	-\$2.84
PLUG, SPARKING, CHAMPION CJ7Y	EACH	7	8	-1.00	-\$2.80
WASHER, SPRING, 3/4	EACH	88	108	- 20.00	-\$2.63
TRIMLINE WEED TRIMMERS,3.0mm	EACH	7	8	-1.00	-\$2.56
CLAMPS - HOSE	EACH	67	69	- 2.00	-\$2.25
PLOW BOLT 2"X3/4"	EACH	53	54	-1.00	-\$2.15
NUT, HEX, 1/2 UNC	EACH	16	20	-4.00	-\$2.01
HEADSTRAPS, SUNGLASSES MSA 22	EACH	5	6	-1.00	-\$1.77
FITTING, AIR HOSE, RYCO 203	EACH	9	10	-1.00	-\$1.73
FITTING, AIR HOSE, 5/16 FLARE	EACH	6	7	-1.00	-\$1.30
WASHER, FLAT, 5/8 HEAVY DUTY	EACH	315	320	-5.00	-\$1.25

# WARRUMBUNGLE SHIRE COUNCIL

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Stores Item Description	Unit	Qty Counted	Qty Calc	Adj. Qty	Adj. Val
JAR,PLASTIC,SAMPLE,250ML, BSJ	EACH	89	90	-1.00	-\$1.01
SEAL, TYRE REPAIR, PERMACURE	EACH	46	47	-1.00	-\$1.01
WASHER, SPRING, 5/8	EACH	86	90	-4.00	-\$1.01
BULB,6V 0.0 75A VCH W1197	EACH	40	41	-1.00	-\$1.00
WASHER, FLAT, 1/4	EACH	197	201	-4.00	-\$0.88
BULB,12W 10W,FESTOON,MG505/NA	EACH	16	18	-2.00	-\$0.84
WASHER, SPRING, 1/2	EACH	97	109	-12.00	-\$0.83
PIN,R CLIP,3mm,FRED TAPPING	EACH	4	5	-1.00	-\$0.56
NUT, HEX, WHIT, 1/2	EACH	198	199	-1.00	-\$0.30
WASHER, FLAT, 5/16 HT8	EACH	146	149	-3.00	-\$0.15
NUT, 5/8 INCH BSW, NYLOC	EACH	36	37	-1.00	-\$0.12
NUT, HEX IOMM, NYLOC	EACH	105	106	-1.00	-\$0.09
EARPLUGS,PAIR IN SACHET,Q1110	PAIR	102	101	1.00	0.26
BOLTS - PLOW	EACH	220	218	2.00	5.22
<b>TOTAL COONABARABRAN</b>			<b>2,985.25</b>	<b>-496.25</b>	<b>-\$ 4,324.88</b>

## **RECOMMENDATION**

That Council note the results of the May 2012 stocktake and approve a write off value totaling \$4,211.52.

.....  
**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 Amenities at Robertson Oval – A Strategy for Improvements**

#### **Background**

The condition of the amenities block at Robertson Oval in Dunedoo has been discussed at various forums including Community Strategy Planning, Town Committee meetings and through Council. There is concern that facilities are not meeting requirements of users and that repairs are required to enable current activities in the building to continue.

The amenities consist of three separate buildings. The player change rooms and canteen are housed within the main building which has direct frontage to the central oval. This building is approximately 240m<sup>2</sup> in floor size and has a covered verandah for spectator viewing, approximately 160m<sup>2</sup> in area. The women's toilet and men's toilet are separate buildings some 20 to 30 metres distant from the main building. Approximately two (2) years ago an effluent pump out system was installed to dispose of effluent from toilets and the showers.

The Robertson Oval area is used for sporting activities such as rugby league, netball, rugby and touch football and school athletics.

Council is being asked to make a supplementary vote to undertake maintenance that is urgently required. Also, Council is being asked to adopt a strategy that may eventually see the demolition of the existing building and construction of a new multipurpose building and amenities.

#### **Issues**

The following urgent maintenance repairs to the main amenities building have been identified;

- The roof is leaking and has condensation problems
- The canteen is below standard in respect of the food preparation and serving area. There is no running water or sink in the canteen area. Furthermore, there is no plumbing in place to drain a kitchen sink.
- The electrical power system is overloaded and continually tripping out.
- Ceiling sheets and cornice are falling away.

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Clearly, the existing amenities are near the end of their useful life both in terms of physical condition and usefulness as a multipurpose community sports and recreation building. It is understood that no plans have previously been made to either upgrade the existing facilities or construct a new facility. Forums associated with developed of the Community Strategic Plan identified a lack of infrastructure to enable a wide range of sport and recreation activities to meet the needs of the town and district.

## **Options**

Council has discretion in relation to determining a strategy of maintenance and long term planning. However, there are urgent repairs required to the existing building to allow ongoing existing use.

Council may wish to develop a strategy for construction of a new sports and recreation multipurpose facility for Robertson Oval. Preparation of a strategy document and plans will involve community consultation along with staff and possibly specialist consultants. To research and provide guidance, Council may wish to establish an advisory Committee made up of members from the community. The charter or terms of reference of advisory committee should be established and may include identification of current and potential users, demand and frequency of use and importantly operation management of any new facility. A draft charter for an advisory committee is included in attachment 1.0.

## **Financial Considerations**

A quotation of \$9,000 has been received to undertake the following urgent repairs;

- Remove roof and install more roof battens along with insulation to prevent condensation.
- Replace 13 sheets of damaged roofing.
- Install roof guttering and flashing.

In addition, additional electrical wiring is required to allow for more power points and additional circuit breakers are required. The estimated cost of this work is \$7,000

Installation of kitchen facilities including sink, bench top and plumbing is estimated to cost around \$10,000.

There is no allocation in the 2011/12 budget for these works, which are estimated to cost \$26,000 in total. The refurbishment of the Robertson Oval amenities is identified in Council's S94A plan where it is indicated that \$30,000 is required for the works. Clearly, the cost of refurbishment has increased since the plan was prepared and additional funding from the plan is required. To date the income received under this plan is \$57,289. That is, funds are available under the S94A plan for refurbishment of the Oval amenities, however, a Council resolution is required to transfer funds from the plan to enable the works to be undertaken.

In the 2012/2013 draft operational plan, there is an allocation of \$42,000 to upgrade the irrigation infrastructure for the oval playing surface. The irrigation project is also



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identified in the S94A plan, with an amount of \$40,000 being required. The draft 2012/2013 operational plan indicates that the irrigation project is being funded from general revenue rather than from revenue under the S94A plan.

### **RECOMMENDATION**

1. That repairs and renewal is undertaken on the existing building in Robertson Oval including refurbishment of the roof, electrical wiring and kitchen facilities and furthermore a supplementary vote of \$26,000 sourced from funds held under the S94A Plan.
2. That a Robertson Oval committee is established to advise Council of future development of amenities at the Oval. Furthermore the Committee is established in accordance with the Charter outlined in Attachment 1.0.

# WARRUMBUNGLE SHIRE COUNCIL

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## Attachment 1.0

### TERMS OF REFERENCE FOR ROBERTSON OVAL ADVISORY COMMITTEE

#### PURPOSE OF THE COMMITTEE

Assess the condition and usefulness of the existing amenities buildings at Robertson Oval in Dunedoo and based on existing and potential sport and recreation demands, determine a strategy for the amenities building that best meets the needs of users.

#### DUTIES

- Determine current and potential sport and recreation users of the amenities building in Robertson Oval including volume and frequency of use.
- Assess the feasibility of upgrading existing building in terms of benefits and costs.
- Canvass and report on options for management of any upgraded amenities building.
- Liaise with consultants for preparation of any amenities concept plan.
- Confirm extent of Robertson Oval complex by confirming property boundary and determine preferred location of any upgraded amenity facility.
- Investigate and obtain external sources of funding
- Make recommendations to Council on any matter related to amenities building at Robertson Oval.

#### COMMITTEE STRUCTURE

- **Membership** – Two Councillors, Manager Urban Services, Co-ordinator Dunedoo Development Group, Four (4) members of the community.

Council will determine community membership on the Committee following a public call for expressions of interest to be a member of the committee.

- **Secretariat** – Manager Urban Services
- **Meeting Frequency** – Every two months or as determined by the Committee or Council.

# **WARRUMBUNGLE SHIRE COUNCIL**

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## **3.2 Proposed Rail Road Interface Agreement Between Australian Rail Track Corporation, Roads and Maritime Services And Council**

### **Background**

Under sections 27, 29, 30 & 31 of the Rail Safety Act 2008, Council has clear responsibility to assess the risks of railway crossings on roads. The railway crossings are referred to as an 'interface' and Council as a roads authority is required to enter into agreement with the Rail Infrastructure Manager for management of risks at each interface. The Australian Rail Track Corporation (ARTC) and Roads and Maritime Services (RMS) have developed a model Interface Agreement (IA) which assists road authorities and ARTC meet their respective obligations under the Act. Council is being asked to enter into a Interface Agreement with ARTC and RMS.

### **Issues**

On the 14 January 2012 the management of rail infrastructure within the State and hence within the Warrumbungle Local Government Area changed and there are now two rail infrastructure managers. In general, ARTC manages the interstate rail lines and John Holland Rail (JHR) manages the Country Regional Network under contract to Country Rail Infrastructure Authority (CRIA) which generally forms the balance of main and branch lines throughout regional NSW. That is, Council will eventually need to enter into an interface agreement with JHR as well as ARTC. A responsibility matrix has been forwarded to Councillors under separate cover and a map of the NSW rail network has also been provided to Councillors under separate cover.

The proposed IA with ARTC establishes roles, responsibilities and the risk management process. The agreement also provides a schedule of interfaces (railway crossings) within Warrumbungle Shire and a copy of this schedule is provided in Attachment 1.0. The schedule will need to be adjusted to include road names and deletion of one interface (ID 1426) which is located within a neighbouring Council. Also, there is some uncertainty about roles and responsibilities on interfaces with ID 1872, 1885, 1886 where Council does not maintain the road. The locations of the interfaces are shown on a map forwarded to Councillors under separate cover.

The proposed agreement contains general guidelines on preparing a risk assessment for each interface. The ARTC and RMS have their own process, however, each requires consultation with the other party with the aim of developing a site specific plan which includes controls, inspections and maintenance works.

### **Options**

Council has a legal requirement to seek to enter into agreement with the relevant rail infrastructure manager for management of risks at road rail interfaces. Furthermore, Council is required to maintain a register of interface agreements to which it is a party (S. 33 Rail Act 2008).

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## **Financial Consideration**

The cost of developing a site specific risk management plan for each interface with ARTC railway lines is estimated to be around \$5,000. The cost of implementing the plan is dependent upon what is required under each plan. At this stage it is expected that many of the controls at each interface are already in place and hence the costs will be those associated maintenance and ongoing inspections. The development of the agreements will be attempted with existing staff resources and hence a supplementary vote is not being sought at this stage.

## **RECOMMENDATION**

That Council enter into an Interface Agreement with the Australian Rail Track Corporation and Roads and Maritime Services for management of safety risks at rail road crossings on the ARTC network of leased railway lines, utilising the model agreement developed by ARTC and RMS and subject to agreement on the schedule of interfaces.

# WARRUMBUNGLE SHIRE COUNCIL

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Attachment 1.0 Schedule of Interfaces

## APPENDIX 1 – SCHEDULE OF INTERFACES

### Appendix 1.1 Railway Crossings

Unique Identifier (LXM ID)	Rail Infrastructure Manager (RIM)	ARTC Region	Rail Network (Lease or CRW)	Rail Line	Rail km	Locality	Road Name	Roads Authority	Roads Authority Identifier	Classification under Roads Act (if any)	Administrative Classification by RMS as a State Road (if any)	Comments
29	ARTC	Hunter Valley (Inland)	Lease	Wallerawang - Gwabegar	459.146	Binnaway	Watt Street	Warrumbungle Shire Council				
30	ARTC	Hunter Valley (Inland)	Lease	Binnaway - Gap	475.393	Binnaway	Woods Road / Dowd Road	Warrumbungle Shire Council				
31	ARTC	Hunter Valley (Inland)	Lease	Binnaway - Gap	483.940	Westaliba	Bolton Creek Road	Warrumbungle Shire Council				
32	ARTC	Hunter Valley (Inland)	Lease	Binnaway - Gap	488.798	Connemarra	Nieble siding Road	Warrumbungle Shire Council				
33	ARTC	Hunter Valley (Inland)	Lease	Binnaway - Gap	503.480	Connemarra	Tambar Springs Road	Warrumbungle Shire Council				
34	ARTC	Hunter Valley (Inland)	Lease	Binnaway - Gap	509.015	Bomera	Toolangala Road	Warrumbungle Shire Council				
743	ARTC	Hunter Valley (Inland)	Lease	Wallerawang - Gwabegar	421.487	Merrygoen	Dennykymyne Road	Warrumbungle Shire Council				Rail Agreement A1956.28 with Gulgong Shire Council
1274	ARTC	Hunter Valley (Inland)	Lease	Troy Jct - Merrygoen	525.853	Elong Elong	Tonniges Road	Warrumbungle Shire Council				
1275	ARTC	Hunter Valley (Inland)	Lease	Troy Jct - Merrygoen	549.128	Mendooran	Public Road <i>Dallerslee Rd</i>	Warrumbungle Shire Council				

Appendix 1.1 – Schedule of Interfaces (Railway Crossings) Version Control

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Version:  Issue date:  Signed to confirm:

ARTC Council RMS

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Unique Identifier (LXM ID)	Rail Infrastructure Manager (RIM)	ARTC Region	Rail Network (Lease or CRN)	Rail Line	Rail km	Locality	Road Name	Roads Authority	Roads Authority Identifier	Classification under Roads Act (if any)	Administrative Classification by RMS as a State Road (if any)	Comments
1276	ARTC	Hunter Valley (Inland)	Lease	Troy Jct - Merrygoen	552.146	Mendooran	Yarrow Road	Warrumbungle Shire Council				
1277	ARTC	Hunter Valley (Inland)	Lease	Troy Jct - Merrygoen	555.827	Mendooran	Wallaroo Road	Warrumbungle Shire Council				
1278	ARTC	Hunter Valley (Inland)	Lease	Troy Jct - Merrygoen	556.954	Mendooran	Castlereagh Highway	Warrumbungle Shire Council	HW18	Classified	State	
1279	ARTC	Hunter Valley (Inland)	Lease	Troy Jct - Merrygoen	559.126	Merrygoen	Beni Crossing Road	Warrumbungle Shire Council				
1280	ARTC	Hunter Valley (Inland)	Lease	Troy Jct - Merrygoen	561.520	Merrygoen	Mendooran / Neilrex Road	Warrumbungle Shire Council				
1335	ARTC	Hunter Valley (Inland)	Lease	Wallerawang - Gwabegar	423.821	Merrygoen	Binnaway Road	Warrumbungle Shire Council				
1336	ARTC	Hunter Valley (Inland)	Lease	Wallerawang - Gwabegar	431.807	Neilrex	Caigan	Warrumbungle Shire Council				
1337	ARTC	Hunter Valley (Inland)	Lease	Wallerawang - Gwabegar	436.092	Neilrex	Neilrex Road	Warrumbungle Shire Council				
1338	ARTC	Hunter Valley (Inland)	Lease	Wallerawang - Gwabegar	447.725	Neilrex	Plambra	Warrumbungle Shire Council				
1339	ARTC	Hunter Valley (Inland)	Lease	Wallerawang - Gwabegar	455.605	Binnaway	Binnaway Road	Warrumbungle Shire Council				
1340	ARTC	Hunter Valley (Inland)	Lease	Wallerawang - Gwabegar	456.204	Binnaway	Sanitary Depot	Warrumbungle Shire Council				

Appendix 1.1 – Schedule of Interfaces (Railway Crossings) Version Control

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Version:  Issue date:  Signed to confirm:

ARTC Council RMS

## WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Coonabarabran High School Hall on Thursday, 21 June 2012  
commencing at 9.00am Page 42

Unique Identifier (LXM ID)	Rail Infrastructure Manager (RIM)	ARTC Region	Rail Network (Lease or CRN)	Rail Line	Rail km	Locality	Road Name	Roads Authority	Roads Authority Identifier	Classification under Roads Act (if any)	Administrative Classification by RMS as a State Road (if any)	Comments
1341	ARTC	Hunter Valley (Inland)	Lease	Wallerawang - Gwabegar	458.019	Binnaway	Yeulba Street	Warrumbungle Shire Council				
1342	ARTC	Hunter Valley (Inland)	Lease	Wallerawang - Gwabegar	458.386	Binnaway	Renshaw Street	Warrumbungle Shire Council				
1426	ARTC	Hunter Valley (Inland)	Lease	Wallerawang - Gwabegar	374.273	Biriwa	Castlereagh Hwy	Warrumbungle Shire Council	HW18	Classified	State	<i>Not in WSC LGA</i>
1427	ARTC	Hunter Valley (Inland)	Lease	Wallerawang - Gwabegar	382.782	Dunedoo	Fairfield Road	Warrumbungle Shire Council				
1428	ARTC	Hunter Valley (Inland)	Lease	Wallerawang - Gwabegar	387.570	Dunedoo	Golden Highway including 2 pedestrian LX	Warrumbungle Shire Council	HW27	Classified	State	
1429	ARTC	Hunter Valley (Inland)	Lease	Wallerawang - Gwabegar	388.467	Dunedoo	Whiteley Street	Warrumbungle Shire Council				
1430	ARTC	Hunter Valley (Inland)	Lease	Wallerawang - Gwabegar	389.501	Dunedoo	Castlereagh Hwy / Racecourse Rd	Warrumbungle Shire Council	HW18	Classified	State	
1431	ARTC	Hunter Valley (Inland)	Lease	Wallerawang - Gwabegar	394.294	Dunedoo	Patrick Lane	Warrumbungle Shire Council				
1432	ARTC	Hunter Valley (Inland)	Lease	Wallerawang - Gwabegar	395.999	Dunedoo	Castlereagh Hwy (Liamena)	Warrumbungle Shire Council	HW18	Classified	State	
1433	ARTC	Hunter Valley (Inland)	Lease	Wallerawang - Gwabegar	403.281	Merrygoen	Digilsh Road	Warrumbungle Shire Council				

Appendix 1.1 – Schedule of Interfaces (Railway Crossings) Version Control

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ARTC Council RMS

## WARRUMBUNGLE SHIRE COUNCIL

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Unique Identifier (LXM ID)	Rail Infrastructure Manager (RIM)	ARTC Region	Rail Network (Lease or CRN)	Rail Line	Rail km	Locality	Road Name	Roads Authority	Roads Authority Identifier	Classification under Roads Act (if any)	Administrative Classification by RMS as a State Road (if any)	Comments
1434	ARTC	Hunter Valley (Inland)	Lease	Wallerawang - Gwabegar	409.799	Merrygoen	Wongoni Road	Warrumbungle Shire Council				
1435	ARTC	Hunter Valley (Inland)	Lease	Wallerawang - Gwabegar	417.524	Merrygoen	Diggles Street (Merrygoen Yard)	Warrumbungle Shire Council				
1767	ARTC	Hunter Valley (Inland)	Lease	Wallerawang - Gwabegar	387.873	Dunedoo	Station Yard pedestrian	Warrumbungle Shire Council				
1821	ARTC	Hunter Valley (Inland)	Lease	Binnaway - Gap	495.670	Oakey Creek	Oakey Creek Yard	Warrumbungle Shire Council				
1872	ARTC	Hunter Valley (Inland)	Lease	Wallerawang - Gwabegar	399.680	Merrygoen	Public Road <i>Crown Road</i>	Warrumbungle Shire Council				
1873	ARTC	Hunter Valley (Inland)	Lease	Wallerawang - Gwabegar	418.620	Merrygoen	Public Road <i>Hakoni Rd.</i>	Warrumbungle Shire Council				Rail Agreement A1959.44 with Coolah Shire Council
1874	ARTC	Hunter Valley (Inland)	Lease	Wallerawang - Gwabegar	458.482	Binnaway	Bullinda Street	Warrumbungle Shire Council				
1875	ARTC	Hunter Valley (Inland)	Lease	Wallerawang - Gwabegar	458.588	Binnaway	Yarran Street	Warrumbungle Shire Council				
1876	ARTC	Hunter Valley (Inland)	Lease	Wallerawang - Gwabegar	458.705	Binnaway	Yeulba Street	Warrumbungle Shire Council				
1885	ARTC	Hunter Valley (Inland)	Lease	Troy Jct - Merrygoen	532.089	Elong Elong	Public Road	Warrumbungle Shire Council				<i>Road not maintained</i>

Appendix 1.1 – Schedule of Interfaces (Railway Crossings) Version Control

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Version:  Issue date:  Signed to confirm:

ARTC Council RMS



# WARRUMBUNGLE SHIRE COUNCIL

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Unique Identifier (LXM ID)	Rail Infrastructure Manager (RIM)	ARTC Region	Rail Network (Lease or CRN)	Rail Line	Rail km	Locality	Road Name	Roads Authority	Roads Authority Identifier	Classification under Roads Act (if any)	Administrative Classification by RMS as a State Road (if any)	Comments
1886	ARTC	Hunter Valley (Inland)	Lease	Troy Jct - Merrygoen	536.334	Elong Elong	Public Road	Warrumbungle Shire Council				<i>Road not maintained</i>

Appendix 1.1 – Schedule of Interfaces (Railway Crossings) Version Control

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Version:  Issue date:  Signed to confirm:

ARTC Council RMS

# WARRUMBUNGLE SHIRE COUNCIL

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## Appendix 1.2 Bridges

Unique Identifier (Bridge Number)	Bridge Type (Road over Rail or Rail over Road or Footbridge or Subway)	Bridge Structure Manager	Rail Infrastructure Manager (RIM)	ARTC Region	Rail Network (Lease or CRN)	Rail Line	Rail km	Locality	Road Name	Roads Authority	Roads Authority Identifier	Road Classification under Roads Act	Road Administrative Classification by RMS	Comments
No Interfaces														

Appendix 1.2 – Schedule of Interfaces (Bridges) Version Control

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Version:  Issue date:

Signed to confirm:  ARTC  Council  RMS

# WARRUMBUNGLE SHIRE COUNCIL

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## **3.3 Kerbside Collection of Bulky Waste**

### **Background**

Council will be aware of the bulky waste collection service made available in the first week of March 2012. The service is available to those properties within defined scavenging areas and the aim of the service is to allow residents to dispose of bulky items that cannot be placed in a 240litre mobile garbage bin, which is collected on a weekly basis. The bulky waste collection in March was the first for a number of years and based on the apparent success of the operation, Council sought to make the service available every 6 months.

The cost of the bulky waste collection service exceeded the budget allocation and Council is asked to consider the project and to make a supplementary vote for the additional cost.

### **Issues**

The bulky waste collection service exceeded the initial estimate of cost for a number of reasons including: volume and type of waste far exceeded initial expectations, lack of communication between Contractor and Council staff, lack of definition and initial scoping of the work. Some of the large items left out for collection include: soil and bricks which had to be shovelled by hand, wood heaters and motors that only a forklift could move, fridges and large quantities of household furniture. The estimate provided by the Contractor was not formalised as specific quotation. It should be noted that if a fixed quotation was sought on such an undefined scope of works, it can be assumed that the Contractor may have factored in a much higher risk factor and hence cost.

The only limitation placed on users of the service was that tyres and fridges/freezers would not be collected. Should the service be made available every 6 months the type of waste materials collected should be more closely specified and it may be appropriate to limit the categories of waste placed on the kerbside for collection.

### **Options**

Council has discretion in this matter. A copy of the correspondence relating to this project has been forwarded to Councillors under separate cover.

### **Financial Considerations**

The initial estimate of the project was prepared on 14 December 2011 by the Contractor. The expected volume of waste to be collected was not defined in the estimate, however a daily duration was assumed and stated. The estimate was based on an overall duration of nine (9) days with some days taking longer than others depending upon the length of the scavenging run. Furthermore, the estimate was based on the use of one (1) truck and two operators.

Due to a larger than expected volume of bulky waste deposited on the roadside, the actual time taken to collect the waste exceeded the assumed duration on all except one of the nine days. Also, after the first day, the resources required to collect the waste increased to two (2) trucks and three (3) operators. A comparison of estimated duration and actual duration is shown in the table below.

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	Duration (hours)		
	Estimate	Actual	Difference
Monday 27 February 2012	6	6	0
Tuesday 28 February 2012	7	12	5
Wednesday 29 February 2012	6	10	4
Thursday 1 March 2012	8	12	4
Friday 2 March 2012	5	8	3
Monday 5 March 2012	8	9	1
Tuesday 6 March 2012	8	14	6
Wednesday 7 March 2012	6	8	2
Thursday 8 March 2012	4	6	2
Sub totals	58	85	27

The initial estimate for the works is \$10,208 (incl GST). The original invoice submitted to Council is for \$26,257 (incl GST). Following negotiation between the Contractor and staff, the Contractor has revised the invoice to \$21,005.60 (incl GST). That is, the additional cost of undertaking the bulky waste collection is now \$10,797.60.

## **RECOMMENDATION**

That a supplementary vote of \$10,797.60 (incl GST) is made available to cover the additional cost of the service to collect bulky waste from the kerbside in March 2012.

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## **3.4 Proposal to Extend Water Main in Baradine Aerodrome Road, Baradine**

### **Background**

Council will be aware of a series of reports on proposals to extend a 100mm diameter water main in Aerodrome Road, Baradine. On the 17 May 2012, Council made the following resolution

### **3.2 Proposal to Extend Water Main in Baradine**

**394/1112 RESOLVED** that:

- 1. Council adopts the 50% contributions plan based on equal shared cost for extension of water mains in Namoi Street with 100% uptake. Furthermore, submissions are invited from affected property owners on the proposed contributions plan and the responses are considered by Council during preparation of the 2012/2013 budget.*
- 2. A report be prepared outlining further funding models of costings for provision of the water supply in Baradine Aerodrome Road.*

*Campbell/Todd  
The motion was carried*

A proposal for funding the water main extension in Baradine Aerodrome Road based on a 50% contribution from property owners with a frontage to Baradine Aerodrome has been prepared and is presented for Council consideration.

### **Issues**

As previously reported there are a number of properties on Baradine Aerodrome Road that already access town water. However, there are also a number of properties that do not access town water and hence they are not paying an access fee. Should a water main be constructed along the road then all properties with a frontage to the main will be required to pay the standard access fee.

The area west of Baradine Aerodrome Road is also zoned Village 2(v), however the area east of this road is zoned Rural 1(c).

Council has the authority to charge all properties within 225 metres of the water main an access fee. However, a radius of 225 metres will include properties that are outside the Village 2(v) zone and Council may wish to determine that these properties are never to be permitted access to town water and that they are excluded from paying an access fee.

Should a water main be constructed and the contributions plan is implemented, property owners will be still be required to pay the standard fee for a connection on top of their contribution.

The connection point for properties currently connected to town water is at the southern end of Baradine Aerodrome Road. There are three properties on the eastern side of the

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road, that is, in the Rural 1(c) zone which are connected at this point. However, only one of these properties, Lot 92/DP750246 will benefit from the proposed main extension as this property will no longer have to maintain a long length of private pipeline. Lot 100 and Lot 101 in DP750246 will not benefit from the proposed main extension and for this reason these properties have been excluded from the proposed contributions plan. However, these properties will continue to be required to maintain their own private pipeline.

Attachment 1.0 contains a map showing location of lots in relation to Baradine Aerodrome Road.

## **Options**

Council may wish to determine that properties currently outside the Village 2(v) are never to be permitted access to town water. The only exception is the existing three properties already connected to the water main at the southern end of Baradine Aerodrome Road.

## **Financial Considerations**

The scope of works associated with extension of a water main in Baradine Aerodrome Road include: a connection in Liverpool Street, a bridge crossing in Warrigal Street over Baradine Creek and a bridge crossing in Baradine Aerodrome Road, and connection to existing 75mm main on the southern end of Baradine Aerodrome Road. The total length of the proposed water main extension is 1400m and the total cost is estimated to be \$124,000. There are seven (7) properties eligible to be connected to the proposed water main. The total frontage length of these eligible properties to Baradine Aerodrome Road is 1135m

If eligible property owners are required to contribute 50% of the construction cost, then each property owner will be required to contribute \$8,857 to the proposal.

Based on pro rata basis, the cost of constructing the main in front of the eligible properties is estimated to be \$95,048 and under this scenario, with a 50% contribution, each property would be required to contribute \$6,789.

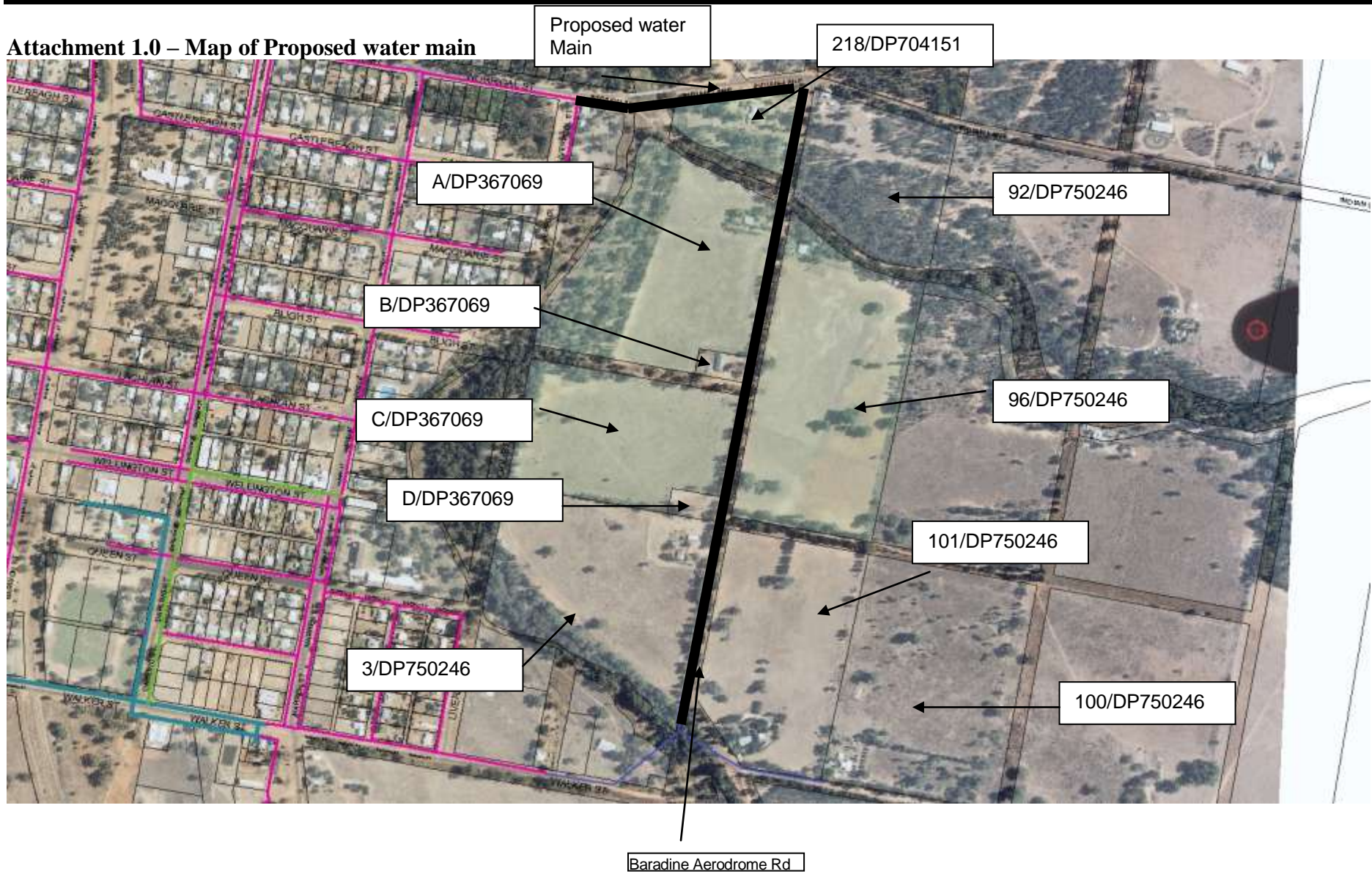
## **RECOMMENDATION**

2. Council proceed with construction of water main in Baradine Aerodrome Road subject to the following properties making a commitment to make a \$6,789 contribution to the project; Lot 218 DP704151, Lots 92,3,D,C,B,A all in DP750246.
3. That properties in the Rural 1(c) zone on the eastern side of Baradine Aerodrome Road are never to be permitted to connect to the town reticulation system with the exception of those properties already connected, which are Lot 100, Lot 101 and Lot 92 All in DP7502.

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Attachment 1.0 – Map of Proposed water main



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## **3.5 Request to Assume Control of Shared Road – Myall Plains Road**

### **Background**

The Crown Lands Office in the Department of Primary Industries is requesting Council consideration of a section of Crown / Council shared road on Myall Plains Road. The length of the shared road is approximately 3km and according to DPI records the Crown is responsible for half the area of the road reserve and Council is responsible for the other half.

The DPI is responding to an application from the owners of Glencoe who apparently have lodged an application to acquire many sections of Crown Road within their holding. As well as the section of shared Crown / Council road, Glencoe is also requesting closure of a section of Council public road on the southern boundary of their property between Lot 3 DP226134 & Lot 63 DP753392.

A copy of the map showing the extent of the application from ‘Glencoe’ is provided in attachment 1.0.

### **Issues**

Council regularly receives requests from property owners in relation to Crown roads, in particular Crown road access to their property. The requests generally want Council to assume control of the road, that is, convert to public road status, or undertake maintenance and improvement works. The criterion usually applied is cost to Council and hence most requests are refused on the basis that Council has insufficient funds to maintain the existing road network.

In relation to the request from Glencoe there is no apparent cost implication to Council except for the application fee to the Department of Lands. Myall Plains Road is a category 3 unsealed road and Council has not been restricted in maintenance activity on the road. Hence, the conversion of the Crown road share of the road to Local Government control is a conversion in legal status only and will not impact operations on the ground. The conversion will however eliminate the responsibility that Glencoe has in relation to the enclosure permit.

The section of unformed Local Government Public Road adjoining the southern boundary of Glencoe and between Lot 3 DP226134 & Lot 63 DP753392 appears to be an isolated and disconnected section of road. Council has generally resisted proposals to close public road, however in this situation there does not appear to be any reason why it should be kept as a public road.

### **Options**

Council has discretion in this matter, however conversion of the Crown Road to Local Government will not impact upon Council operations.



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### **Financial Considerations**

The proposal to convert the Crown Road share of Myall Plains Road through the property Glencoe to Local Government will not impact upon Council's budget.

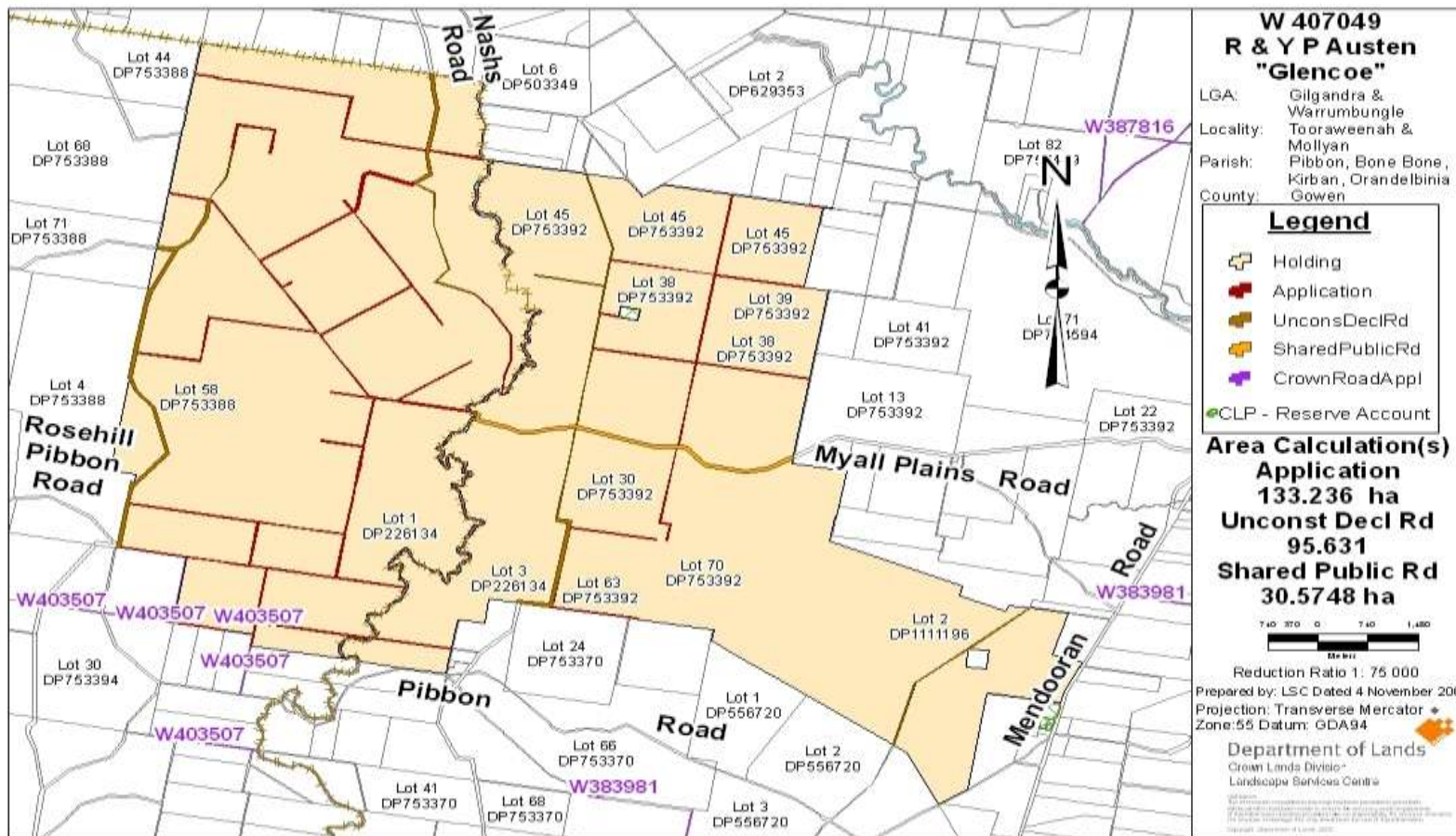
### **RECOMMENDATION**

The request by the Department of Primary Industries, on behalf of the property 'Glencoe' to convert the Crown Road share of Myall Plains Road that traverses their property to Local Government control is approved subject to no cost to Council. Furthermore, the request to close an unformed section of Local Government Public Road adjoining the southern boundary of Glencoe between Lot 3 DP226134 and Lot 63 DP753392 is also approved.

# WARRUMBUNGLE SHIRE COUNCIL

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Attachment 1.0



# WARRUMBUNGLE SHIRE COUNCIL

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## **3.6 Mow Creek – Preliminary Road And Waterway Design**

### **Background**

Mow Creek is located 10.5km north of Binnaway on MR396 (Binnaway Road). The existing road crossing of Mow Creek is in the form of a low level causeway. The road approaches are relatively steep and as a result a 55 kph speed advisory warning sign is required. However, flooding in 2009/10 damaged the causeway and the recommended speed through the causeway is now down to 40kph.

Council resolved to prepare a set of construction drawings for a new crossing of Mow Creek, so that a 'shovel ready' project is available should funding from State or Federal Government become available. Preliminary investigation has been undertaken and Council is asked to consider a range of design options.

### **Issues**

Following the flood event at the end of 2009, a section on the upstream end of the causeway washed away. The repairs involved installation of a low flow pipe and replacement of the missing section with reinforced concrete. To reduce the roughness, an overlay of Asphaltic Concrete hotmix was placed on the surface, which for a time appeared to provide a satisfactory level of service although the advisory speed of 55 kph was still in place. However, floods in 2011 washed away the AC hotmix, leaving behind a surface of broken concrete. A bitumen seal over the surface may give some visual assurance about the causeway, however the causeway is not structurally sound and parts of it may wash away in the next flood event.

It should be kept in mind that the original concrete in the causeway is not reinforced with steel and it is for this reason that the causeway is in poor condition. It is feasible to replace the existing concrete causeway with a causeway at the same height and constructed with reinforced concrete. It would be necessary to incorporate a low flow box culvert in the repaired structure and this also is feasible. That is, it is possible to reconstruct the existing causeway to provide the same level of service to road users prior to it being damaged in 2009.

### **Options**

There are several factors involved in assessing the merits of one design over another including, road design speed, capacity of waterway and foundation suitability. However, each of these factors in turn is related to a level of service and in this regard Council has discretion.

A vertical curve design has been prepared for both a 80 kph design speed and a 100kph design. The height of the road above the existing causeway is virtually the same for each design, however, there is a significant 'cut' or excavation on the southern approach to the causeway for a design speed of 100kph. Attachment 1.0 contains a drawing which demonstrates the difference between the two designs.

# WARRUMBUNGLE SHIRE COUNCIL

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The horizontal road design closely follows the alignment of the existing road for both the 80kph and 100kph design speed and hence there are decisions necessary in relation to this factor of the road design.

The size of the waterway structure under the proposed road will determine frequency of water overtopping the road. A four(4) cell box culvert structure, with each cell measuring 2.0m wide by 1.2m high has a waterway capacity for the 1 in 5 year storm event, which means there is a 20 percent probability in any one year of the road being overtopped.

For a waterway capacity, where there is just a 5 percent probability of the road being overtopped, requires a five(5) cell box culvert with each cell measuring 3m wide by 1.8m high. A box culvert structure of this size is a significant construction and it may be more cost effective to construct a one span bridge.

Attachment 2.0 contains drawings of the two box culvert structures.

Construction of the proposed waterway and road crossing will require construction of a sidetrack and the cost of this component in the project should not be underestimated. Sidetrack construction would not be necessary if the existing causeway was reconstructed at the same height, as the project could be undertaken by limiting road width to one lane during construction.

## **Financial Considerations**

Detailed cost estimates for each road design option or each waterway capacity option have not been prepared. Given that the terrain on the road approaches is generally undulating the road is winding and in some places narrow, a design speed of 80kph for the new crossing seems appropriate.

The difference in cost of between constructing a bridge and a five(5) cell box culvert can only be reliably determined when formal tenders are invited. That is, the choice of which type of waterway crossing to construct would be subject to the tender process.

Clearly the cost of constructing a four(4) cell box culvert for the 20% annual exceedence flood would be significantly less than the other two options, however, there is also a significant reduction in the level of service.

Currently, there are no funding programs available to Council under which the construction of a road crossing could be funded other than the Roads to Recovery Program. Council uses funds under the Roads to Recovery program for roadworks on local roads such as bitumen construction, gravel resheeting and pavement rehabilitation. Use of funding under the RMS REPAIR program is currently not feasible as the Mow Creek project does not generate enough points from the assessment criteria.

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### **RECOMMENDATION**

That construction drawings for a road crossing of Mow Creek are based on the following design parameters;

- vehicle design speed of 80kph,
- waterway capacity equivalent to or better than an annual exceedance probability of 5%.

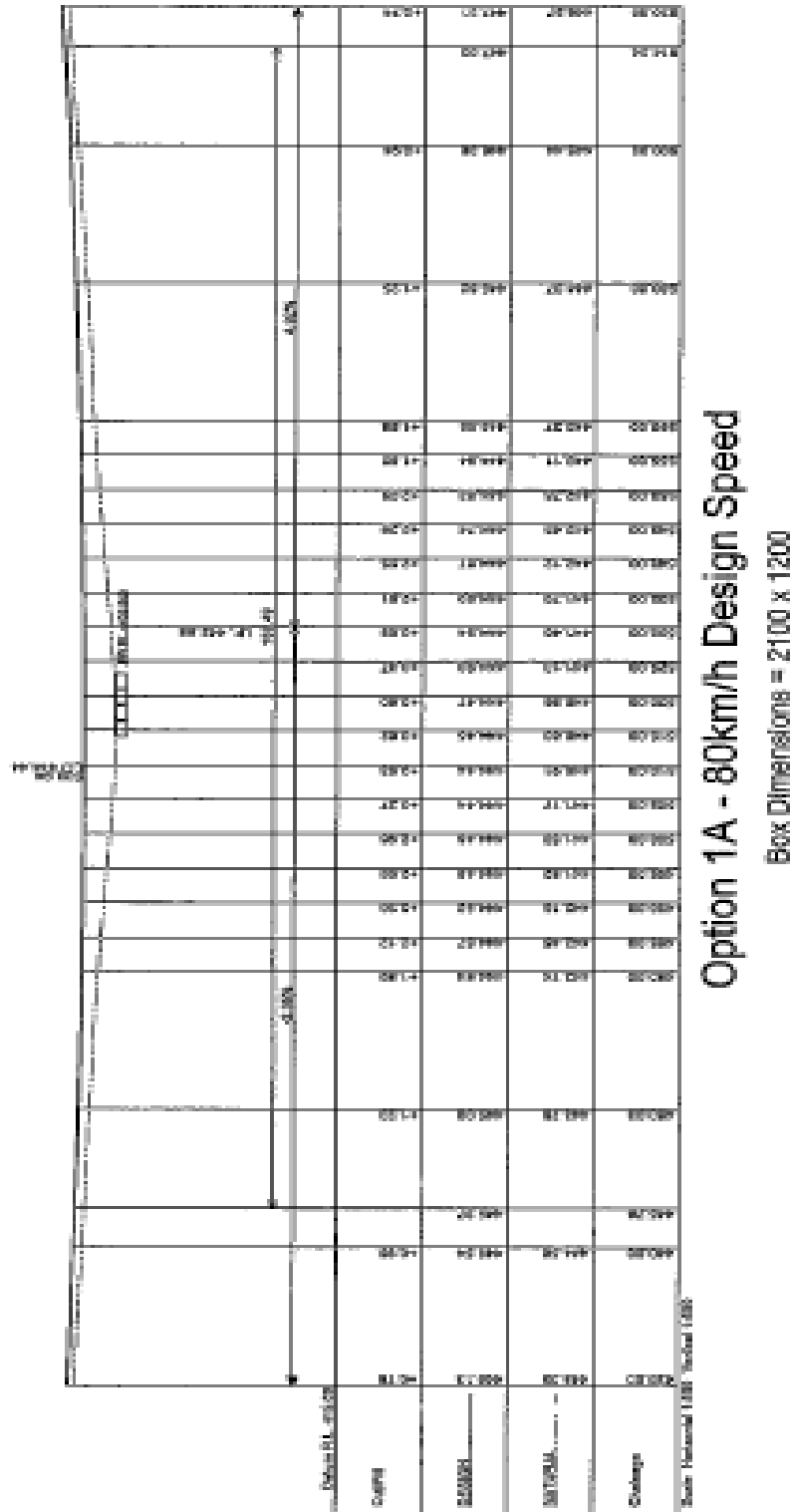
**FURTHERMORE**, should funding become available tenders for construction are invited on the basis of constructing either a box culvert or bridge structure.



# WARRUMBUNGLE SHIRE COUNCIL

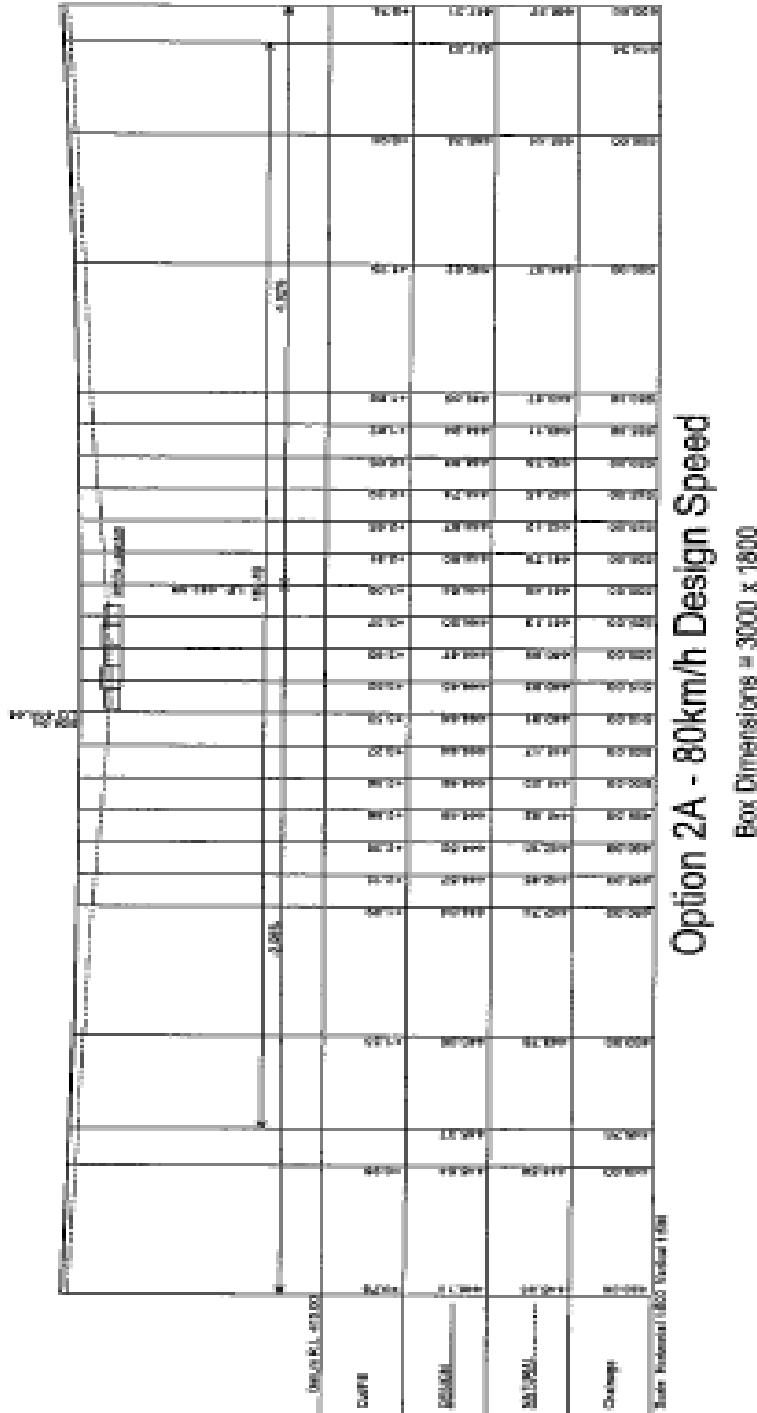
Ordinary Meeting of the Warrumbungle Shire Council to be held at the Coonabarabran High School Hall on Thursday, 21 June 2012 commencing at 9.00am Page 58

Attachment 2.0



# WARRUMBUNGLE SHIRE COUNCIL

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.....  
**KEVIN TIGHE**  
**DIRECTOR TECHNICAL 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 ENVIRONMENTAL & COMMUNITY SERVICES**

### **4.1 Acquisition of Crown Land in Dunedoo**

#### **Background**

At Council's meeting held on the 17<sup>th</sup> of May 2012 Council adopted the following "367/1112 RESOLVED that an investigation be undertaken with report back to Council regarding Crown land in Dunedoo on Talbragar Street and/or Adelyne Street". The intent of the resolution was to investigate possible crown land in the area identified to potentially enable Council to acquire the lands from the crown with a view to subdivision and on- sale to the public.

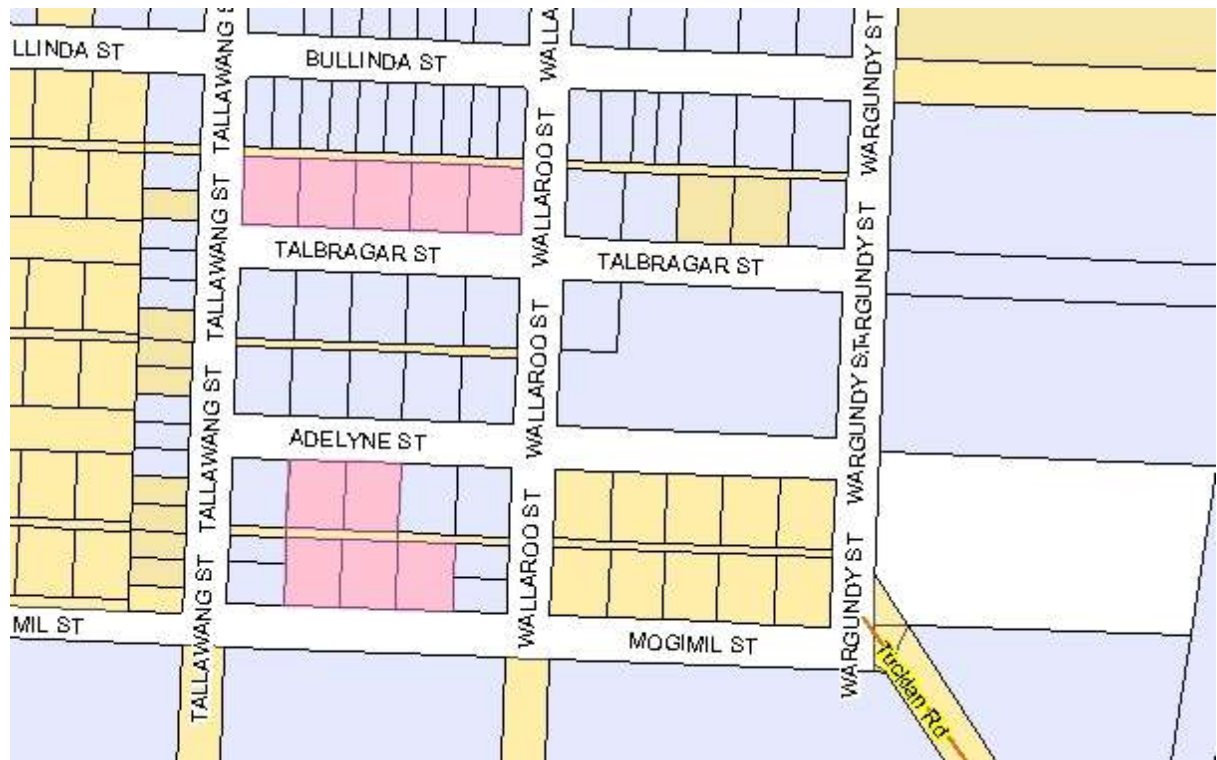
In locating suitable land to develop criteria need to be applied to ensure the most suitable land for the outcome is obtained. Criteria which would make land suitable for further residential development could include:

1. Land must be generally cleared of native vegetation (particularly important if acquiring crown land).
2. Land with good views and a gentle gradient is preferred.
3. The land should be close to existing services such as sealed roads, stormwater drainage, water mains, sewer mains, electricity and phone.

After applying the criteria to the crown land within this area ten (10) crown land parcels for potential subdivision with an ultimate yield of twenty (20) lots of approximately 1000m<sup>2</sup> in size have been identified and as shown on the map below.

# WARRUMBUNGLE SHIRE COUNCIL

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There are a number of steps that need to be completed to develop the land for future residential sale from discussions with the current owners, costing of the provision of services to the land and an appreciation of the likely selling price of the developed lots all making up the components of a basic feasibility study.

Preliminary discussions with the Crown Lands Division of the Department of Primary Industries office in Dubbo has indicated that to establish whether the land was available for Council to acquire and develop for residential sale would require Council to formally write to the division to determine if those specific parcels of land were able to be purchased.

## **RECOMMENDATION**

That Council write to the division of Crown Lands expressing Council's interest in acquiring the following crown lands for future development of residential land in Dunedoo and seeking the divisions terms and conditions for acquisition by Council:

- (a) Lots 6-10 Section 29 DP 758364 Talbragar St Dunedoo
- (b) Lots 3 & 4 Section 39 DP 758364 Adelyne St Dunedoo
- (c) Lots 7-9 Section 39 DP 758364 Mogimil St Dunedoo

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## 4.2 Development Assessment Report DA 81/1112

**ADDRESS:** Lot: 512 DP: 753378 Gardener Street, Coonabarabran  
**APPLICATION No:** 81/1112  
**PROPOSAL:** To operate a food van permanently on site.  
**PLANS REF:** Site Plan & Appendices of Photos  
**APPLICANT:** Joan Redfern  
**DATE LODGED:** 27 April 2012

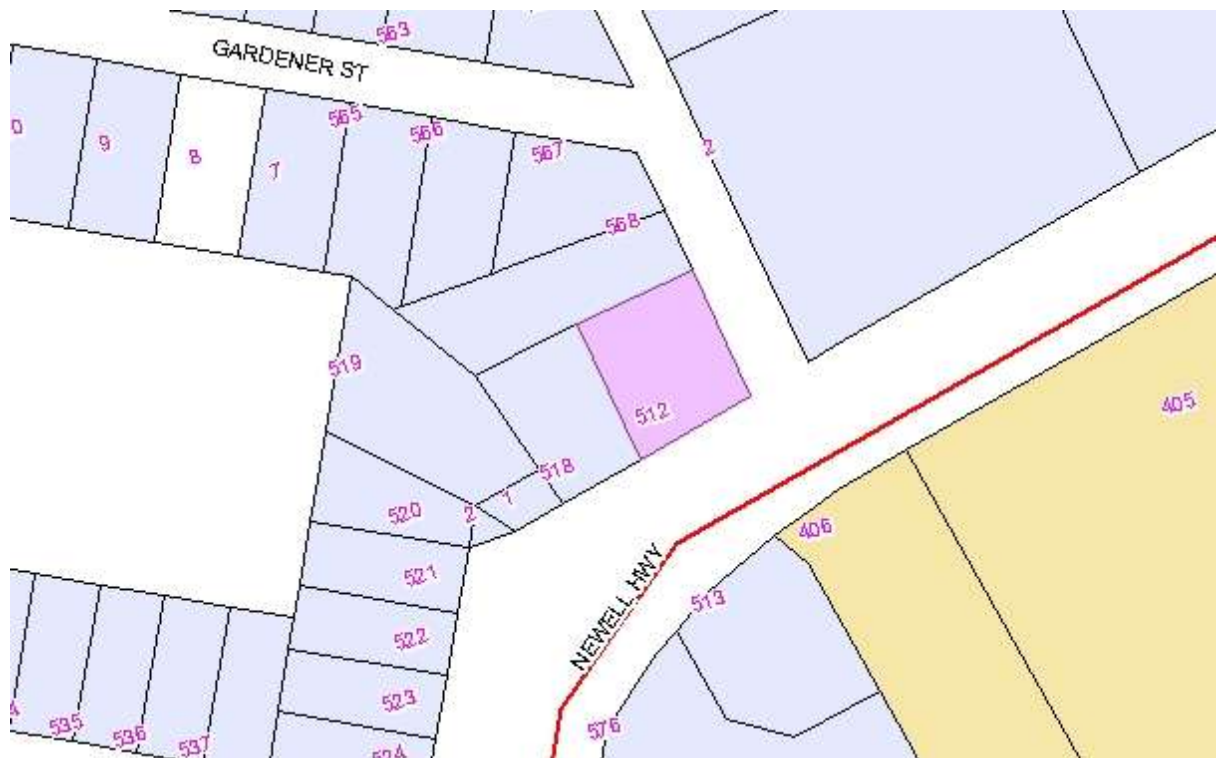
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### SUMMARY

**ISSUES:** Impacts on neighbouring business  
**SUBMISSIONS:** ONE (1)  
**RECOMMENDATION:** Approval

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### LOCALITY MAP



### DESCRIPTION OF PROPOSAL

The application is for mobile food van to be located permanently on Lot 512 DP 753378, Crane Street Coonabarabran. The van is proposed to be located wholly within the lot and separated from the remaining unused portion of the land by industrial fencing. The purpose of the food van is to service passing trucks which typically do not stop in the town centre because of parking limitations.

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## **STATUTORY CONTROLS**

Environmental Planning & Assessment Act 1979

Coonabarabran Local Environmental Plan 1990

- Zoning – Industrial. No 4  
Local Development

## **DESCRIPTION OF LOCALITY**

The subject site is identified as Lot 512 in DP 753378, located on the corner of Crane and Gardener Street Coonabarabran. The site is located within industrial zone of Coonabarabran, opposite the Council depot.

## **RELEVANT HISTORY**

The application was lodged with Council on 27 April 2012. One submission was received during the notification period and the applicant was given the opportunity to respond and address the concerns identified (see Appendix). The site has previously been used for honey production and sales.

## **REFERRALS**

### **Technical Services**

The application was referred to Council's Director of Technical Services on 3 May 2012. A response was not received at the time of writing this report.

### **Coonabarabran Police**

The application was referred to the Coonabarabran Police Station on 3 May 2012. The police have no objection to the development and are satisfied that there is enough area for free flow of traffic as long as vehicles attending the site are parked legally.

## **SUBMISSIONS**

Surrounding properties were notified of the development proposal between 3 May 2012 and 17 May 2012.

One (1) submission was received with the main issues raised being summarised below.

- No toilet facilities available for customers causing health and safety issues
- Noise issues from refrigerated trucks and noisy brakes impacting upon the Amber Court Motor Inn, located opposite the site.
- Business hours may interfere with the motel's business by disturbing customers.
- Issues with people arriving from the pub.

## **CONSIDERATION**

The relevant matters for consideration under Section 79C of the *Environmental Planning and Assessment Act 1979* are assessed under the following headings:

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## **ENVIRONMENTAL PLANNING INSTRUMENTS COONABARABRAN LEP 1990**

### **1. Permissibility within the zone:**

The proposed development is permissible as a 'refreshment room' within the Industrial zone. A refreshment room is defined as a restaurant, café, tea room, eating house or the like.

### **2. Zone Objectives - Zone No 4 Industrial**

The objectives of this zone are:

- a) To encourage the establishment of industries and related activities outside areas used or zoned for residential or business purposes by setting aside land where a broad range of industrial purposes may be permitted, and
- b) To enable minor convenience retail services to cater for incidental shopping and business needs of the labour force within the zone.

The proposed development is considered to be compatible with the existing area and meets the prescribed objectives of the Industrial Zone, as outlined in the Coonabarabran LEP.

## **STATE ENVIRONMENTAL PLANNING POLICIES**

There are no State Environmental Planning Policies that specifically apply to the proposed development.

## **REGIONAL ENVIRONMENTAL PLANNING POLICIES**

### **Orana Regional Environmental Plan**

No outdoor lighting has been identified with the proposal. Given the proposed hours of operation outdoor lighting will be required and must comply with the Orana Regional Environmental Plan.

## **DRAFT ENVIRONMENTAL PLANNING INSTRUMENTS**

There are no draft environmental planning instruments that apply to the subject site.

## **REGULATIONS**

There are no clauses of the regulations that apply to the proposed development.

## **LIKELY IMPACTS OF DEVELOPMENT**

### **Context and Setting**

The subject site is located within the Industrial zone parallel to the Newell Highway. The proposed food van would be located within an ideal location to service passing traffic. As trucks currently utilise Crane Street the addition of the van to service these users the context of the area is not likely to be adversely affected is not believed to create exacerbate the existing use of the area.

### **Built Form**

No construction work is required and no permanent fixtures will be added to the site. No advertising signage has been proposed, all associated advertising structures will require approval from Council.

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## **Potential Impact on Adjacent Properties**

The owners of the Amber Court Motor Inn have expressed their concerns regarding the negative impact that the operation of the food van will have on their business. The land use conflict is inevitable given that the Newell Highway acts as a buffer between the Industrial and Village Zones, however upon assessment it would appear that there is a sufficient distance separating the two sites.

The hours of operation have been identified as a key concern. The original application proposed the following hours of operation;

Tuesday Thursday & Friday	4:30pm – 12 midnight
Saturday	7:00am- 2pm
Sunday	10am- 12 midnight

The applicant has addressed these concerns by stating that the initial proposal of operating until 12pm is unlikely. A condition of consent will be included on the development consent to control the hours of operation.

As there are existing issues with refrigerated trucks and noisy brakes it would be unreasonable to refuse the application based on the existing conditions. It has been considered that the continual movement of trucks through Crane Street may prevent refrigerated trucks from stopping for long periods of time and disrupting the motel's customers.

Restricted hours of operation should reduce the risk of people from the pub arriving after close.

## **Access, Transport and Traffic**

The existing road in Crane Street is believed to be able to cater for any traffic generated by the development. As the area is already utilised by truck drivers as a pull over area, there are no foreseeable issues.

## **Safety Security and Crime Prevention**

The application was referred to the Coonabarabran Police for comment regarding any safety or crime associated issues, no objections were raised. It is considered that during the hours of operation the van will be regularly accompanied to ensure safety on site. Lighting will need to be installed to light the area.

## **Health and Safety**

The original proposal identified that the toilets located on site would be used for employees only. Given that there are concerns for the public health the applicant should make the toilets available to customers if they require them. Waste products associated with the development including grey water, cooking oil and take away packaging will need to be disposed of lawfully to protect the natural environment.

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## **Utilities**

Power will be supplied to the van from the existing electricity supply in negotiation with the property owner.

## **SUITABILITY OF THE SITE FOR THE DEVELOPMENT**

The proposed site is suitable for the development and will provide a service to the industrial area which is not yet available

## **THE PUBLIC INTEREST**

The proposed development would serve the passing traffic by means of offering take away food and an area to pull over it, which is not available in the main street.

## **ALL LIKELY IMPACTS OF THE DEVELOPMENT**

All likely impacts of the proposed development have been considered within the context of this report.

## **ENVIRONMENTAL APPRAISAL**

## **CONSIDERED**

1 Statutory Controls	YES
2 Policy Controls	YES
3 Design in relation to existing building and natural environment	YES
4 Landscaping/Open Space Provision	YES
5 Traffic generation and Carparking provision	YES
6 Loading and Servicing facilities	YES
7 Physical relationship to and impact upon adjoining development (Views, privacy, overshadowing, etc.)	YES
8 Site Management Issues	YES
9 All relevant S79C considerations of Environmental Planning and Assessment (Amendment) Act 1979	YES
10 Section 89 LGA 93 including Clause 12 Consideration of Local Government (Approvals) Regulation 1993	YES

## **Consistency With The Aims Of Plan**

The development is consistent with the specific aims of the plan and/or the objectives of the zone and/or the objectives of the controls as outlined in this report and as such, consent may be granted.

## **CONCLUSION**

It is considered that the proposed development would bring benefit to the town of Coonabarabran and servicing the needs of the industrial area. The associated impacts as

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outlined by the adjoining landowners have been considered addressed to try and accommodate the best result for both parties.

## **RECOMMENDATION**

1. **THAT** Council as the consent authority, grant consent to Development Application No. 81/1112 subject to the following conditions.

### **1. GENERAL CONDITIONS**

1. The development being carried out in accordance with the development application and the drawings referenced below, and endorsed with Council's approval stamp, except where amended by the following conditions.

Drawings labelled SITE PLAN and associated photos, undated, drawn by Joan Redfern, and received by Council on 27 April 2012.

**(Reason:** To ensure that the form of the development undertaken is in accordance with the determination of Council)

2. Any necessary alterations to, or relocations of, utility services must be carried out at no cost to the council or the relevant public authority.

**(Reason:** To ensure costs associated with the development are not transferred to the public.)

### **2. CONDITIONS TO BE COMPLIED WITH PRIOR TO COMMENCEMENT**

3. Prior to commencement the applicant is to make suitable arrangements with Council for garbage disposal and recycling facilities for the development.

**(Reason:** To ensure waste is disposed of in the correct manor.)

4. The shop premises must advise Council and NSW Food Authority prior to commencement of business. This will require the following:-

(a) advice submitted to Council's Environmental Services Department, and

(b) notification to the NSW Food Authority under Standard 3.2.2 Division 2 Section 4 Notification. This requirement is to be met by notification through the following website: [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)

**(Reason:** To ensure compliance with environmental health legislation)



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## 3. CONDITIONS TO BE COMPLIED AT ALL TIMES

5. The business may be open for business only between the following hours:-

7:30am- 9:30pm Daily

Upon expiry of the permitted hours, all restaurant services shall immediately cease, no person shall be permitted entry and all customers on the premises shall be required to leave within the following half hour.

**(Reason:** Information to ensure that amenity of the surrounding locality is maintained and hours of operation are consistent with those in surrounding locality)

6. All loading and unloading operations shall be carried out wholly within the confines of the site, and not from the footpath or roadway for the life of the development.

**(Reason:** To ensure that deliveries can occur safely within the site and do not adversely affect traffic or pedestrian amenity)

7. The site is to be appropriately illuminated. The level of illumination and/or lighting intensity used to illuminate the site is to be controlled to ensure that excessive light spill or nuisance is not caused to any nearby premises. Additionally the lighting must comply with the requirements of the Orana Regional Environmental Plan.

**(Reason:** To ensure appropriate forms of signage that are consistent with Council's controls and those that are desired for the locality, and do not interfere with amenity of nearby properties)

8. No deliveries, loading or unloading associated with the premises are to take place between the hours of 10pm and 6am on any day.

**(Reason:** To ensure the acoustic amenity of surrounding properties)

9. The applicant must make toilet facilities available for customers of the business at all times while the business is operating..

**(Reason:** To protect the public health)

10. Any signage associated with the development must be approved by Council in writing prior to it being displayed.

**(Reason:** To protect the amenity of the area)

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11. To ensure that adequate provision is made for the cleanliness and maintenance of all food preparation areas, all building work in connection with the occupation or use of the premises for the preparation and storage of food shall be designed and carried out in accordance with the requirements of:-

- a) NSW Food Authority's Mobile food vending vehicles; Operation, construction and food handling guidelines

**(Reason:** To ensure compliance with acceptable standards for the construction of food premises established under environmental health and safety legislation.)

12. Waste oil shall be stored for disposal in suitable containers and disposed of at Council's Waste Depot or by an approved contractor.

**(Reason:** To prevent contamination of the environment)

13. Grey water associated with the development must be disposed of in accordance with Council requirements.

**(Reason:** To prevent contamination of the environment)

14. The applicant shall ensure that the footpath area between the concrete kerb of Crane Street and the property boundary is provided with a finish that is hard wearing and meets council's Technical Services Department policies for the full width of the development. The cost of footpath treatment in accordance with Technical Services requirements shall be met by the applicant and no use of the business is to commence until such times as the director of Technical Services has given approval for the completed works.

**(Reason:** To ensure an appropriate surface for access to the premises is maintained.)

15. The access gates to the proposed premises shall either swing inwards or shall be sliding and under no circumstances shall gates swing outwards to encroach on public land.

**(Reason:** To prevent obstruction of the road reserve)

16. The applicant shall provide at no cost to Council a suitable street garbage bin immediately in front of the property. The bin is to be located and of a design approved by Council's Director of Technical Services and be installed prior to use of the business.

**(Reason:** To ensure adequate disposal of refuse generated from the development)

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## **4.3 Execution of Documents under Council Seal – Community Services Programs**

In June 2009, Council resolved to authorise the execution and placement of the Council Seal on a number of funding agreements provided there were no changes to the conditions (Resolution No 470).

Due to the COAG Reforms the funding for Aged and Disability Services has been split between the Federal and State Governments. The Federal Department of Health and Ageing (DoHA) will be providing funding for Aged Services. NSW Family and Community Services through Ageing, Disability and HomeCare (ADHC) will continue to provide funding for Disability Services. As such, Warrumbungle Community Care will now be receiving funding from DoHA and the amount received from ADHC will be significantly reduced.

<b>Agency</b>	<b>Service</b>	<b>2011/2012</b>	<b>2012/2013</b>
<b>Family and Community Services -ADHC</b>	<b>Total</b>	<b>\$390,037</b>	<b>\$ 68,826</b>
	Meals Service	\$119,422	\$ 22,212
	Respite Care	\$74,790	\$ 12,833
	Social Support	\$132,674	\$ 22,853
	Home Maintenance	\$63,151	\$ 10,878
<b>Department of Health and Ageing</b>	<b>Total</b>		<b>\$ 361, 332</b>
	Meals Service	-	\$ 116,610
	Respite Care	-	\$ 67,633
	Social Support	-	\$ 119,980
	Home Maintenance	-	\$ 57,109
<b>Western Region Local Health Network</b>	Health Related Transport – Coolah	\$8400	Funding Agreement not yet received. Unlikely to change significantly
<b>Transport for NSW</b>	<b>Total</b>	<b>\$98,995</b>	<b>\$135,469</b> Funding Agreement not yet received.
	HACC	\$82,935	\$105,560
	CTP	\$16,060	\$29,909

A Variation of Funding has also been received from ADHC for the 2011-2012 funding period. This variation includes additional one off funding as below:

- \$14, 000 for the purchase of two industrial freezers
- \$7,875 for assistance with HACC transition costs
- \$5,210 for the purchase of furniture and cold storage equipment

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## **RECOMMENDATION**

That the Mayor and General Manager be authorised to attach the Council Seal and sign the Funding Agreements for DoHA and Family Community Services (ADHC)

**AND FURTHER** that the Mayor and General Manager be authorised to attach the Council Seal and sign the ADHC Funding Variation 2011 2012.

## **4.4 Reclassification of Council Owned Lands LEP**

### **Background**

Council considered the outcome of the public hearings into the reclassification various public lands from community to operational lands at its meeting on the 15<sup>th</sup> March 2012 after an extensive program of public notification and resolved in Resolution 306/1112:

- (a) Council adopt the Planning Proposal Report dated March 2012 for the proposed reclassification of twenty one (21) sites of Council owned land from “community” to “operational” as exhibited, subject to any required amendments to legal title descriptions.
- (b) The NSW Department of Planning & Infrastructure be furnished with a copy of the final adopted Planning Proposal and be requested to make the environmental plan(s).
- (c) Participants of the Public Hearing and current asset users be notified in writing of Council’s decision.
- (d) Public notice be given upon gazettal of the local environmental plan(s).

Given that some of the titles relating to land to be reclassified were qualified titles (being transferred from the old title system) it was thought prudent to have council’s solicitor’s check the conveyancing records to ensure that there were no interests on the land that required extinguishing. After an extended period it has been established that the current Swanston Park land title did not reflect the fact that the old system title noted that the land was held by council in trust for the purpose of a public park and recreation ground. Unfortunately this means that the requirements of the Department of Planning and Infrastructure practice note on discharging an interest in land through the LEP process has not been met for this land.

Council has two options to progress the project:

1. The first is that Council, as a post exhibition resolution, could resolve to omit the lot from the Planning Proposal and deal with it as a separate Planning Proposal later.
2. The second would be to re-exhibit the Planning Proposal identifying the interests that could be intending to extinguish.

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Rather than re-exhibit the whole 21 lots which would delay the reclassification process for all lots for months it is considered that the best option would be to resolve to omit the Swanston Park land from the planning proposal and deal with that land as a separate issue at a later date. One of the primary reasons for encouraging the reclassification of Swanston Park was to facilitate possible boundary alterations between this land and the golf clubs land to allow improvements to Bowen Oval. It would appear that this proposal is not actively being pursued.

Council is now at the latter stages of the reclassification process. Pursuant to the provisions of the Environmental Planning and Assessment Act 1979, to enable this matter to progress to finalisation it is now necessary to formally endorse the draft planning proposal (with the amendment proposed of removal of the proposal to reclassify Lot 1 DP 112026 known as Swanston Park Coolah) and incorporate any required changes prior to submitting the documentation to the NSW Department of Planning & Infrastructure with a formal request for the making of the LEP amendment(s).

## **RECOMMENDATION**

- (a) Council amend the Planning Proposal Report dated March 2012 for the proposed reclassification of twenty (21) sites of Council owned land from “community” to “operational” by removing the proposal to reclassify item 15 of the proposal being lot 1 DP 112026 43-67 Goddard St Coolah.
- (b) The NSW Department of Planning & Infrastructure be furnished with a copy of the final adopted Planning Proposal and be requested to make the environmental plan(s).
- (c) Public notice be given upon gazettal of the local environmental plan(s).

## **4.5 Request for Refund of Tip Fees- St Vincent de Paul Society Coolah**

Council has received a request (copy attached) that landfill disposal fees be waived for equipment and goods that are unsaleable and left at the St Vincent de Paul Society premises in Coolah. The society advises that the extra items would need to be delivered to the Coolah transfer station three times per year and comprise items that the public usually drop off while the centre is unattended.

It must be acknowledged that the society is a charitable organisation that does an excellent job assisting the community, however, any approval to allow such an organisation to have open access to the landfill site at no cost would create a precedent which could reduce Council income for any area of Council that is in transition to being established as a business unit of Council.

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One means of assisting the society would be to encourage them to seek a donation once per year with actual receipts of the cost of extra disposal through Council's regular donations program.

### **RECOMMENDATION**

That Council advise the St Vincent de Paul Society Coolah Branch that it is unable to grant a general exemption for delivery of unsaleable goods to the Coolah waste transfer station and that Council recommends that the society apply for an appropriate donation in council's regular donation program.

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ST. VINCENT de PAUL  
SOCIETY



"Galandene  
P.O. Box 15,  
Coolah NSW 2843.  
9<sup>th</sup> May, 2012.



General Manager,  
Warrumbungle Shire,  
P.O. Box 191,  
Coonabarabran NSW 2357.

## Extra Items Delivered to the Coolah Garbage Tip

On behalf of the St Vincent de Paul Society, I am requesting that Council consider not charging the Society for the disposal of extra items that a member of the Society delivers to the Coolah garbage tip. This is over and above the normal garbage collection.

These additional items are only delivered approximately three times per year and are items that have been left on the porch of the Centre at night or on the weekend when the Centre is closed.

The Society has produced a leaflet outlining the types of goods that it will no longer accept and this leaflet will be delivered throughout the Coolah District. A copy is enclosed. However, people will still continue to discard unsalable, dirty or broken items outside the door of the Centre and these are the items that the Society has to dispose of.

Yours Faithfully,



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## **4.6 Feasibility Study – Yuluwirri Kids**

Council accepted from the Federal Department of Education Employment and Workplace Relations (DEEWR) stage one Funding of \$12,500 (ex GST) for the completion of a Feasibility Study for the proposed expansion of Yuluwirri Kids (**Resolution No 258/1112**) Semann and Slattery was engaged and have now completed the report, which has been forwarded to DEEWR.

The scope of the study included:

- Undertaking a community profile
- Facilitating a community survey
- Facilitating a focus of group of community stakeholders
- Analysing the current childcare options in the Coonabarabran Area
- Developing a detailed financial analysis to determine feasibility of the proposed expanded service
- Reviewing the building construction budget

The results of the study and subsequent discussion are included in the body of the report. Of note are the following key points, which were noted during the feasibility study:

- Based on 2006 census data, there are approximately 264 children from birth to 5 years of age living in the Coonabarabran area
- Yuluwirri Kids Long Day Care showed utilisation in March 2012 that peaked at 85% on a Wednesday and averaged at 65.25% on other days, while utilisation at Robertson St for the additional 20 preschool places averaged at 70%
- Utilisation increases as the year progresses and this has been demonstrated by utilisation in June 2012 that averaged at 89% excluding the Monkey room and 91% overall including the additional 20 preschool places at the Roberston St location
- Through the stakeholder focus group and community survey, the community identified the need for an expanded service at Yuluwirri kids - particularly long day care places to cater for the working patterns of parents
- Based on the information provided by Warrumbungle Shire Council, the expansion of Yuluwirri Kids is feasible provided the minimum utilisation is reached
- The scenario most likely to generate a surplus for Yuluwirri Kids is 76 place centre with age grouping according to the current regulations. The estimated surplus at 85% utilisation is \$86,906
- The revised construction costs which also include and allowance of \$50,000 for additional resources and equipment is \$1,194,674.
- The Preschool Investment Reform Plan application for capital works, was not successful and no funding from the NSW State Government currently exists for capital works

A submission for Stage two funding should now be prepared and formal discussion held with DEEWR, noting that the maximum grant now available is \$450K. This funding if successful, may be subject to evidence of the State Government supporting the project.



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The total project budget of \$1,194,674 included the cost of Plans and DA, playground extensions, car park, project management and additional resources and equipment totalling \$404,916; which were assumed from either grant, inkind or cash contribution from Council.

The response from NSW Minister Education is disappointing and is given on the basis of limited 'new' preschool places and the review of early childhood funding. It is recommended that Council proceed with presenting the case for Preschool capital funding to NSW Department of Education and formally lodge the feasibility report to support the need for this expansion of a community based childcare service.

## **RECOMMENDATION**

That Council accepts the Expansion of Yuluwirri Kids Feasibility Report (May 2012) by Semann & Slattery, and proceed to presenting the case for additional long day care and preschool places in Coonabarabran and lodge submissions to both Federal and State Governments for project capital funding support.

## **4.7 Coona iMap Project**

The annual Regional Arts NSW Country Arts Support Program (CASP) supports community cultural development in regional and rural NSW through small grants of up to \$3,000. Orana Arts facilitates the program, providing the review panel to assess and make recommendations for funding of projects within the boards region. Council's Youth Development Officer was successful with a submission made for a program entitled Coona iMap (Indigenous Mentor Arts Program) and Council has received a Letter of Offer for \$2,400 (ex GST) to fund the project.

Coona iMap targets Indigenous youth aged between 12 to 18 years to participate in Indigenous art workshops engaging local indigenous artists. The objective is to build intergenerational relationships by using art to link culture and heritage. The completed art works will be exhibited and celebrated officially to allow the wider community to connect with young artists, building community capacity through cultural art.

To support the project, Council's contribution includes the use of Youth Club and Hall facilities for the workshops and exhibitions. The administration, promotion and coordination of the project will be undertaken by the Youth Development Officer role. This cost is in kind, or allocated from existing budgets so there is no additional expense to Council required.

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**Budget**

Artist fees, materials, administration and marketing \$4,596

**Income**

Warrumbungle Shire Council – Project management, facilities and promotion \$2,196

Regional Arts NSW Country Arts Support Program \$2,400

\$4,596

**RECOMMENDATION**

That Council accepts the Letter of Offer of \$2,400 (ex GST) from Regional Arts NSW, for the Coona iMap (Indigenous Mentor Art Program) and authorises the General Manager to sign the Funding Agreement on behalf of Warrumbungle Shire Council.

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## 4.8 Development Applications

### i) Approved – May 2012

Complying Development (set criteria) Development Application (Specialised Conditions)	Date Approved	APPLICANT'S NAME	LOCATION	Town	Type of Development
DA 49/1112	02/05/2012	P & B Bennetts	'Hondo Park' 13 Avonside Road North	Dunedoo	Erection of a domestic shed
DA 63/1112	14/05/2012	S Warry	Lot 12 Abbott Street	Mendooran	Erection of domestic shed
DA 66/1112	16/04/2012	M O'Callaghan	11 Nelson Street	Coonabarabran	Erection of a dwelling and carport
DA 67/1112	16/05/2012	P Greenwood	4166 Baradine Road	Coonabarabran	Four lot Subdivision
DA 76/1112	02/05/2012	Marsden Law Group	1712 Gamble Creek Road	Binnaway	Boundary adjustment
DA 77/1112	07/05/2012	G & A Dewes	72-74 Martin Street	Coolah	Erection of transportable dwelling
DA 78/1112	07/05/2012	J Wood for Dunedoo Preschool	62-64 Cobborah Street	Dunedoo	Additions and renovations to preschool building
DA 79/1112	24/05/2012	G Coleman	7 Glencoe Street	Coolah	Erection of a domestic shed
DA 82/1112	30/05/2012	D Hoskins	141 Manus Drive	Mendooran	Erection of transportable dwelling
DA 83/1112	30/05/2012	P Starr	841 Timor Road	Coonabarabran	Erection of a private observatory

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### ii) Applications Received – May 2012

CD or DA	Date Received	APPLICANT'S NAME	LOCATION	Town	Type of Development	Status
DA 82/1112	10/05/2012	Danny Hoskins	141 Manusu Drive	Mendooran	Transportable dwelling	Approved
DA 83/1112	14/05/2012	Peter Starr	841 Timor Road	Coonabarabran	Erection of a private observatory	Approved
CD 84/1112	21/05/2012	Fay Chapman	25 Cowper	Coonabarabran	Erection of a domestic shed	Approved
DA 85/1112	24/05/2012	Mendooran Preschool	Lot 14 Cobra Street	Mendooran	Additions to preschool	Being processed by staff
CD 86/1112	24/05/2012	Picton Bros(Keirle)	2112 Timor Road	Coonabarabran	Glass enclosure and carport	Approved
DA 87/1112	30/05/2012	Neal Barker	45 Napier St	Mendooran	Erection of a domestic shed	Being processed by staff
CD 88/1112	30/05/2012	Robert Uncles	24 Cobborah Street	Dunedoo	Erection of a domestic carport	Being processed by staff

### RECOMMENDATION

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

## WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Coonabarabran  
High School Hall on Thursday, 21 June 2012 commencing at 9.00am Page 80

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### 4.9 Warrumbungle Shire Council 149 Certificates Processed May 2012

<b>149 Certificate Number:</b>	<b>Date Received:</b>	<b>APPLICANT'S NAME:</b>	<b>Date Issued:</b>
277/1112	30/04/2012	Murphy Partners	3/05/2012
278/1112	1/05/2012	Hannaford Cox Connellan & McFarland	3/05/2012
279/1112	27/04/2012	Clarke & Cunningham	3/05/2012
280/1112	1/05/2012	Clarke & Cunningham	4/05/2012
281/1112	24/04/2012	Clarke & Cunningham	4/05/2012
282/1112	27/04/2012	Infotrack	8/05/2012
283/1112	2/05/2012	Michel & White Lawyers	8/05/2012
284/1112	7/05/2012	Elson Pow Corporate Service	8/05/2012
285/1112	7/05/2012	Aurecon	10/05/2012
286/1112	27/04/2012	Yeats Betts Solicitors	10/05/2012
287/1112	8/05/2012	Info Track	10/05/2012
288/1112	8/05/2012	Info Track	10/05/2012
289/1112	9/05/2012	MJ Duffy & Son	10/05/2012
290/1112	11/05/2012	Clarke & Cunningham	11/05/2012
291/1112	11/05/2012	Info Track	14/05/2012
292/1112	15/05/2012	Easy Conveyancing Tamworth	18/05/2012
293/1112	16/05/2012	Orana Conveyancing	18/05/2012
294/1112	16/05/2012	Kevin Hockey & Associates	18/05/2012
295/1112	16/05/2012	Kevin Hockey & Associates	18/05/2012
296/1112	17/05/2012	Infotrack	18/05/2012
297/1112	17/05/2012	Finlaysons Macksville	18/05/2012
298/1112	17/05/2012	Clarke & Cunningham	21/05/2012
299/1112	17/05/2012	W A Baxter & Co	22/05/2012
300/1112	21/05/2012	W A Baxter & Co	22/05/2012
301/1112	21/05/2012	W A Baxter & Co	22/05/2012
302/1112	21/05/2012	McCullough Robertson Lawyers	28/05/2012
303/1112	21/05/2012	Clarke & Cunningham	28/05/2012
304/1112	24/05/2012	Hannaford Cox Connellan & McFarland	28/05/2012
305/1112	29/05/2012	Clarke & Cunningham	31/05/2012

# **WARRUMBUNGLE SHIRE COUNCIL**

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## **RECOMMENDATION**

For Council's information.

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**TONY MEPPM**  
**DIRECTOR ENVIRONMENTAL AND COMMUNITY SERVICES**