



# **Warrumbungle Shire Council**

**Council meeting**

**Thursday, 20 October 2011**

**to be held at the Council Chambers, Coolah**

**commencing at 11.00 am**

***MAYOR***

Councillor Peter Shinton

***DEPUTY MAYOR***

Councillor Murray Coe

***COUNCILLORS***

Councillor Kerry Campbell

Councillor Tilak Dissanayake

Councillor Ray Lewis

Councillor Mark Powell

Councillor Victor Schmidt

Councillor Ron Sullivan

Councillor Denis Todd

***MANAGEMENT TEAM***

Steve Loane (General Manager)

Rebecca Ryan (Acting Director Corporate Services)

Kevin Tighe (Director Technical Services)

Tony Meppem (Acting Director Environmental Services)

Fiona Luckhurst (Acting Director Community Services)

# **WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 20 October 2011 commencing at 11.00am**

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Date: 17 October 2011

Cr Peter Shinton  
Mayor  
Warrumbungle Shire Council  
John Street  
COONABARABRAN 2357

Cr Shinton

## **AGENDA**

I submit the following report for Council's consideration at its meeting to be held on Thursday, 20 October 2011. I further attach relevant reports from the Directors to me for the consideration of Council.

### **Presentation**

#### **11.00am Forum**

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

### **Confirmation of Minutes**

**CONFIRMATION OF MINUTES** of the ordinary meeting of Warrumbungle Shire Council held on 15 September 2011

**CONFIRMATION OF MINUTES** of the special meeting of Warrumbungle Shire Council held on 7 October 2011

**ADOPTION OF THE RECOMMENDATIONS** of the Tourism and Economic Development Advisory Committee meeting held on 29 September 2011

# **WARRUMBUNGLE SHIRE COUNCIL**

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**ADOPTION OF THE RECOMMENDATIONS** of the Warrumbungle Shire Council Occupational Health & Safety Committee meeting held on 1 September 2011

**MINUTES** of the Consultative Advisory Committee meeting held on 1 September 2011 **for notation**

**ADOPTION OF THE RECOMMENDATIONS** of the Warrumbungle Shire Local Emergency Management Committee meeting held on 15 August 2011

## **Reports**

<b>GENERAL MANAGER'S REPORT</b>	<b>ANNEXURE 1</b>	<b>PAGE 01</b>
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<b>TECHNICAL SERVICES REPORT</b>	<b>ANNEXURE 3</b>	<b>PAGE 25</b>
<b>ENVIRONMENTAL SERVICES REPORT</b>	<b>ANNEXURE 4</b>	<b>PAGE 29</b>

## **Questions for Next Meeting**

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

- 1C Industrial Issue**
- 2C Organisation structure**
- 3C Boral Quarry**

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 an industrial matter and is classified CONFIDENTIAL under Section 10A(2) (a) and (c) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

- (a) personnel matters concerning particular individuals (other than councillors)
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business

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**FURTHER that Council resolve:**

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

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

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## **GENERAL MANAGER'S REPORT**

## **ANNEXURE 1**

### **1.1 Policy Review**

Following a review of the Personal Safety Equipment & Sun Protection Policy, some minor amendments have been made to this policy including the review dates of each policy. Any amendments are italicised in the copies included for Councillors' information. These amendments were endorsed by the Occupational Health & Safety Committee at its meeting held on 1 September 2011 and those minutes are presented for adoption by Council at the October 2011 meeting.

In relation to the Personal Safety Equipment and Sun Protection Policy, amendments relate to the following new wording: 6.2 long sleeve shirts: a risk assessment should be carried out for all work sites and unless a risk assessment concludes otherwise, high visibility shirts or vests must be worn by all persons on work sites. 6.3 persons wearing shorts shall be responsible for applying sunscreen before working outdoors. 6.6 Persons shall be trained in the application of sunscreen and required to sign an acknowledgement that when choosing to wear shorts they will apply sunscreen to their legs as well as other parts of the body exposed to the sun. Should an employee choose not to wear sunscreen they must wear long trousers.

### **RECOMMENDATION**

For Council's endorsement.

### **1.2 Pecuniary Interest Returns**

As part of the public scrutiny of councillors (and designated persons), councillors (and designated persons) are required to prepare and submit a written return identifying their pecuniary interests. Under the Act, a Councillor, holding that position at 30 June in any year, must complete and lodge with the General Manager, within three months after that date, a Return - ie. returns must be completed, signed and lodged with the General Manager by 30 September in each year.

The General Manager is required to table the Register of Returns at the first ordinary Council meeting after this date.

The Register is now tabled.

### **RECOMMENDATION**

For Council's information.

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## **1.3 GIPA Annual Report**

Under Section 125 of the Government Information (Public Access) Act 2009 (GIPA Act), Councils are required to prepare an annual report on its GIPA obligations. A copy of the document has been forwarded to Councillors under separate cover and forms the Warrumbungle Shire Council's GIPA Annual Report for the period 2010-2011.

### **RECOMMENDATION**

That Council endorse the 2010-2011 GIPA Annual Report.

## **1.4 Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors**

The Local Government Act sets out the annual policy review and adoption processes that must be followed for Councillor Expenses and Facilities Policies.

These are outlined in section 1.7.4 of the Division of Local Government (dlg) Guidelines and are summarised below.

- Councils must annually adopt a councillor expenses and facilities policy by 30 November each year (s252(1))
- Councils must give public notice of the intention to adopt a policy and allow at least 28 days for public submissions (s253(1)) and consider submissions made (s253(2))
- Councils must publicly exhibit the draft councillor expenses and facilities policy before they annually adopt a policy, even if the policy is not amended or the amendments are not substantial (s253(5))
- Councils must forward the policy within 28 days of adoption to the Division of Local Government, together with a copy of the public notice and details of any submissions received (s253(4)).

A sample of 47 Councillor Expenses and Facilities Policies, prepared under Sections 252 and 253 of the Local Government Act (1993) and the Guidelines have been reviewed by the dlg to assess compliance. Warrumbungle Shire Council 'Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors' (2010) was included in this review.

Council has received verbal advice from the dlg that this Policy for the Payment of Expenses and Provision of Facilities to Mayors and Councillors received an 'Adequate' score relating to general compliance.

Whilst rated as being generally compliant with the legislation and the dlg guidelines non compliance items included:

1. No clear monetary limits for all Councillor expenses.



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- The payment of expenses and the provision of facilities must not be open-ended. Monetary limits must be clearly stated and where appropriate justified.
2. No statement to exclude a general expenses allowance
  - Section 403 (a) of the Local Government Regulations (1993) Payment of expenses and provision of facilities states that; *'A policy under section 252 of the Act must not include any provision enabling a council: (a) to pay any councillor an allowance in the nature of a general expense allowance.'*
3. The reference to Councillor fees or allowance is not required.
  - Councillor and Mayoral Annual Fees are addressed under Section 248-251 of the Local Government Act (1993) and is subject to determination by the NSW Remuneration Tribunal. Therefore it is not necessary to include in this Policy.

With this information a draft new Councillor Expenses and Facilities Policy has been presented to Council to enable public exhibition prior to adoption in November as per the Guidelines.

## **RECOMMENDATION**

That Council give public notice of the intention to adopt a councillor expenses and facilities policy and place on exhibition the draft Warrumbungle Shire Council Councillor Expenses and Facilities Policy 2011.

### **1.5 Leave of Absence – Cr Todd**

Councillor Denis Todd has advised Council by letter dated 11 October 2011 that he will be unable to attend the ordinary Council meeting scheduled for the 17 November 2011 as he will be in Mt Gambier attending the National Roads & Transport Congress representing the Shire and therefore absent.

## **RECOMMENDATION**

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

### **1.6 Leave of Absence – Cr Dissanayake**

Councillor Tilak Dissanayake has advised Council by letter dated 12<sup>th</sup> October 2011 that he will be unable to attend the ordinary Council meeting scheduled for 20 October 2011 and will therefore be absent.

## **RECOMMENDATION**

For Council's consideration.

### **1.7 Correspondence**

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Council is in receipt of correspondence that has been submitted anonymously. It should be noted that Council cannot act on anonymous items of correspondence and that a name and signatory is required for due consideration to be given to each item of correspondence.

## **RECOMMENDATION**

For Council's information.

### **1.8 Coolah District Development Group Inc**

An item of correspondence has been received from the Coolah District Development Group expressing appreciation to Council for the mowing of the Coolah Cemetery and the Denison Town Heritage Cemetery.

Further, the following matters were also raised and have been referred to staff for action:

- Coolah Cemetery – request or consideration of further cleaning of unsightly areas.
- Bomera Heritage Cemetery – request for fencing repairs and general clean up
- Orana Crossing – request for consideration of replacing the damaged low level concrete crossing
- Retention of engineering staff position at Coolah
- Council staff Cottages – request the Council refrain from selling cottages in Coolah
- Tree outside Shire Hall – request that tree be staked
- Linton Bridge – request for control of blackberries around bridge

## **RECOMMENDATION**

For Council's information.

### **1.9 Notice of Motion**

The following Notice of Motion has been received from Councillor Todd.

*That the Warrumbungle Shire Council establish drum muster collection points throughout the Shire at all Waste Management Facilities.*

## **RATIONALE**

*Drum muster sites do not exist at all Waste Management Sites within the Shire and it should be a Council priority that these sites be established at all Waste Management Sites to provide a safe, environmentally sound and legal facility for the farming and domestic residents of the Shire to dispose of their chemical containers.*

*These containers contain hazardous chemical residue when empty and it is a legal requirement of the users of these chemicals, both domestic and industrial, to dispose of them in a safe manner that is not harmful to the public at large or the environment.*

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*These containers include agricultural spray, stock drench and other farm chemicals, insecticides, battery acid drums, domestic cleaning containers, domestic cooking oil drums, solvents and other hazardous waste containers.*

*At present there are very limited facilities in each district for the safe disposal of these containers and there are many at present that are currently stored inadequately either on farms or business premises creating a chemical hazard or they are being burnt which in itself creates an environmental hazard with toxic fumes and atmospheric pollution.*

*A drum amnesty major collection day could be arranged in each town to provide a situation where all drums and containers of this nature could be collected in one day, this would clean up the bulk of this material in the Shire with ongoing management at each Waste Management Facility then reduced to a minimal handling of these containers from then on as well as allowing users to conform to legal disposal regulations.*

*The Coonabarabran Waste Management Depot would be the receiving facility for Baradine and Binnaway containers while the Dunedoo facility would collect containers from Mendooran and Coolah. Council Waste Management vehicles could deliver containers thrice weekly when travelling back to Coonabarabran, once the bulk of the containers have been collected.*

*The Baradine Branch of the NSW Farmers Assoc. recently sent a letter to the Warrumbungle Shire Council on this topic recently as they, as a major representative of the farming community see this as a priority concern at present.*

## **RECOMMENDATION**

For Council's consideration.

### **1.10 Notice of Motion – B-Doubles Using the Binnaway / Coonabarabran Road**

The following Notice of Motion has been received from Councillor Ray Lewis.

*That the Gazettal status of the Binnaway to Coonabarabran Road be amended to accommodate a 12 month trial of B-Double truck use. This trial should be effective as soon as possible so as to correct the anomaly that occurs within the shire from south to north.*

Council is in receipt of several letters of support for this proposal. A full and open debate should take place.

## **RECOMMENDATION**

For Council's deliberation.

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## **1.11 Coal Gas Seam Operations – Dalby Queensland**

On occasion during the past few months several Councillors have expressed an interest in visiting Dalby in Queensland for an overview of the coal gas seam operation and its effects on the environment. With the recent developments occurring for the coal seam gas this possible inspection is raised for Council consideration.

To assist Council in considering the merit of this visit a costing has been undertaken.

Airlink Charter Services Dubbo can provide a charter piloted plane holding a maximum of 8 passengers (plus Pilot) for \$6,551.60. This includes the one day flight to Dalby from Coonabarabran and a 30 minute scenic flight over the Gas operation site.

The flight time would be 1 hour and 40 minutes each way but not including the 30 minutes scenic flight.

The distance to Dalby from Coonabarabran by road is 555.7 kms or 6 hours and 27 mins travelling time and would require an overnight stay, accommodation and meals.

A comparison of costs is supplied for Councils information:

<b>Airlink Charter Services</b>	<b>Cost</b>	<b>Travel by Car</b>	<b>Cost</b>
Maximum 8 passengers		8 passengers equals two cars @ \$1.00 per km x 555.7km	\$1111.40
Flight time 1hr 40mins		Accommodation x 8 x 1 night @ \$160 per night.	\$1280.00
Scenic flight 30 minutes		Meals for 2 days x 8 people (approximately)	\$640
		Scenic flight 30 minutes	\$605
<b>Total</b>	<b>\$6,551.60</b>		<b>\$3,636.40</b>
<b>Difference</b>		<b>\$2,915.20</b>	

A determination is now sought from Council on whether it wishes to travel to Dalby in Queensland to inspect the operations of the Coal Seam Gas mining area.

### **RECOMMENDATION**

That Council determine if it wishes to travel to Dalby in Queensland for an inspection of the Coal Seam Gas operations and **FURTHER** how it wishes to travel.

## **1.12 Donation – Lions Club of Premer & District**

Council is in receipt of a letter of request from the Lions Club of Premer as follows:

*The Lions Club of Premer & District will be holding their 7 A-Side Cricket competition for the 20<sup>th</sup> consecutive year on 24<sup>th</sup> and 25<sup>th</sup> September 2011. 30 Teams from all over*

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*the state will compete in a two-day knockout competition, which has become Premier's signature event.*

*The 7 A-Side Cricket weekend involves volunteers from community organisations in Premier and neighbouring villages. It is the only function the small village holds to raise money for local charities and non-profit organisations. All funds raised over the weekend support groups such as the local Pre-School, SES, CWA and School P&C. The community work very hard organising, cooking, scoring and umpiring on the 5 grounds all weekend.*

*As a member and representative of the Lions Club of Premier & District I am writing on their behalf to request your assistance in sponsoring the weekend with a donation towards the running of the event or a prize for our raffle.*

*An invoice will be sent on request if you decide to support this event.*

*All sponsors are acknowledged on signage and flyers throughout the competition weekend.*

*We hope you can support our event this year.*

## **RECOMMENDATION**

For Council's determination and if approved where the funds will come from.

### **1.13 Jemena – Appreciation to Staff**

Council is in receipt of a letter of appreciation from Jemena Asset Management Pty Ltd who is operating gas infrastructure on behalf of APA. Jemena required urgent assistance in December 2010 when the significant rain fall in the region caused exposure to an area of the Central Ranges Pipeline. The letter follows:

*On behalf of Jemena, I would like to thank all those staff of the Warrumbungle Shire Council who helped Jemena during the significant rain event in December 2010.*

*Excessive rain caused erosion which exposed a section of the Central Ranges Pipeline – a key piece of gas infrastructure operated by Jemena on behalf of APA.*

*Jemena sought and received assistance from the SES.*

*This resulted in your council supplying sand bags through the Coolah depot which enabled us to carry out temporary sandbagging that prevented any further exposure of the pipeline.*

*We would like to show our appreciation of the efforts of the staff at Coolah who promptly supplied these sandbags and also assisted in loading the helicopter that transported the sand bags to the site in question.*

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*Jemena is therefore seeking your recommendation as to how best Jemena could show its appreciation to your staff eg by making a donation of up to \$1,000 to a worthy cause that is supported by Warrumbungle Shire Council such as a local Coolah charity or the local Coolah SES.*

*Please contact me to discuss your recommendations at the email address below.*

## **RECOMMENDATION**

That Council accept of the donation of appreciation for \$1,000 from Jemena and use the funds to support the purchase of a sand bagging machine for similar emergencies in the future. **FURTHER** that Council pass on to Staff involved in the event the thanks of the Jemena Asset Management Pty Ltd.

### **1.14 Robertson Park - Dunedoo**

Council is in receipt of a petition regarding the proposed moving of all the sports activities from Robertson Park in Dunedoo to the Golf Club in Dunedoo.

The Petition states that:

*The undersigned, being Residents & Ratepayers of the Warrumbungle Shire Council, object most strongly to the proposed development at the Dunedoo Sports Club, whereby the sporting facilities of the town of Dunedoo will be moved from their present location to the area surrounding the Dunedoo Sports Club, (formerly the Dunedoo Golf Club). The present facilities of Robertson Park, (named in honour of parliamentarian CG Robertson) & Dunedoo Bowling Club, are more than adequate for the needs of the Dunedoo area. These facilities will in no way be improved, but will rather be impaired, by the proposed move.*

*We also ask that Council consider the following:-*

- 1. Who owns the land upon which this proposed development is to take place?*
- 2. Who will benefit by the area of Robertson Park becoming vacant & also the possible closure of Dunedoo Bowling Club? Would they be sold as prime residential land?*
- 3. Does Dunedoo Sports Club have the right to make derelict the possible heritage site of Robertson Park & possibly cause the closure of the Dunedoo Bowling Club, thereby creating more unemployment in an already disadvantaged area?*

Petition will be tabled.

## **RECOMMENDATION**

For Councils information

### **1.15 Report From Manager Human Resources**

Since the September Meeting 4 positions have been successfully filled.

- Sub Accountant - Coonabarabran

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- Grader Operator – Coolah
- Learning & Development Co-ordinator - Internal
- Front End Loader – Coonabarabran
- Supervisor Water & Waste Water Mains – North - External

## **Positions Currently Advertised –7**

- Manager Asset Design – On Web site
- Manager Water & Sewerage
- Baradine Pool Superintendent
- 2 Plumbers (Coolah & Coonabarabran)
- Child Carer
- Patching Operator

## **Positions Advertised – Applications closed – Selection process underway – 3**

- Supervisor Pools – Internal Expression of Interest
- Concrete Crew Leader – Coolah
- Mgr of External Financial Reporting & Strategy Planning–Readvertised externally

## **Positions to be advertised after HSC - 6**

- Apprentice Plumber (Coonabarabran)
- Apprentice Gardener (Coonabarabran)
- Indigenous Trainee Warrumbungle Community Care
- Indigenous Trainee Yuluwirri Kids
- Trainee Administration
- Trainee Support Technician

## **Positions not advertised – under consideration by management - 12**

Some of these positions are awaiting decisions from senior management as to inclusion into new Organisational Structure whilst others are being finalised for advertising.

- Manager Building Services – New vacancy
- GIS Officer – Referred to Director for Technical Services
- Road Contracts Manager – Filled by Contractor until Organisational Structure review
- Compliance Officer – Coolah – Under consideration
- Admin/Finance Officer (Coolah) - To be determined in Organisation Structure review
- Cleaner (Coonabarabran) – Awaiting advice from Director Corporate Services
- Cleaner (Coolah) - Awaiting advice from Director Corporate Services
- Supervisor Mendooran – To be determined in Organisation Structure review
- Supervisor Water and Wastewater South – Currently filled as higher duties by employee
- Youth Development Officer – Awaiting Council's recommendation
- Director for Corporate Services – Filled by Contractor until September 2011

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- Director for Environmental Services – Filled by Contractor until Organisation Structure review

## **RECOMMENDATION**

For Councils information.

### **1.16 Community Building Partnerships Funding**

The State Government has established a new funding program for Regional NSW. The program has \$300,000 for each electorate with an additional \$100,000 for those electorates with high unemployment. Barwon has a total of \$400,000 for distribution to communities across the electorate.

Several people have approached me concerning projects that Council might consider worthy of applying for. The projects all involve Councils own assets and the funds could be utilised to enhance the assets of the shire. The requirements of the funding is that Council may only submit for one project and that they must commit to funding the project to the value of the requested funding .. ie \$ for \$. An incorporated community group can submit for the value of the project with no requirement for matching funds, although in-kind and fundraising will be looked on favourably.

Before any application for funding can be submitted it is necessary for Council to determine its commitment to the proposals and to prioritise the projects.

#### **Proposals for consideration:**

Two suggestions have been proposed for projects to be located in the Powerhouse building in Castlereagh Street Coonabarabran. Before any project can be developed within the building there are works which must be completed. A site inspection by the General Manager, Mayor and Team Leader for Tourism & Economic Development highlighted the need to undertake major works to make the building habitable. The building is solid but has been used for storage and requires a complete clean up .. there is a build up of bird-droppings on the floor and walls and there is other miscellaneous rubbish lying around. The most pressing of matters is the need to remove asbestos from the building and dispose of it in an appropriate manner. There is a need to repair the roof and close in the eaves to stop birds from entering the building. A ceiling is also required. A quote was provided for \$5500.00 the removal of the asbestos; this also requires wrapping and transporting to the waste centre where burial will need to be negotiated. The cost of a new roof and other repairs to make the building vermin proof is not available at this stage but should be in the vicinity of \$6000.00. A total of almost \$12000.00 before the building can be used in any way.

The suggestions for use include:



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1. **A Community Centre/Meeting Rooms/Museum Space** .. this would require the building to be completely repaired and then the fit out to proceed.

2 A request from the newly formed Aboriginal Grandmothers to lease the building for use as **a meeting place and office space**, and an outlet for their second hand clothing sales. I understand that the group is considering submitting to this same program for funding in their own right which would include the repairs to the building but will require Council to determine a lease agreement.

There are two other suggestions which involve the renovation of Council property.

1. **The Refurbishment of the Theatre (Flix in the Stix)** ..

Works proposed for this complex comprise several projects, some of which are dependant on completion of initial works. They include a refit of the stage and front of house to meet OH&S requirements, the upgrading of sound, lighting and production equipment, the installation of a new kitchen and repairs and repainting of the auditorium. The total cost for this project is \$3,469.00. the repairs and upgrading of the stage housing and rigging in the theatre

	\$14320.00
▪ sound equipment & lighting	\$3451.00
▪ replacement of screen	\$3835.00
▪ upgrade the kitchen - repair the walls, fit new kitchen and repaint ..	\$5863.00
▪ repairs to auditorium walls and repaint	<u>\$5000.00</u>
Total	\$32469.00

The final proposal for consideration is the **Extensions to the Family Support Services Building**. This includes the extension of the irrigation of the grounds and the enclosure of the verandah to make office space for the Youth Coordinator, re-wiring of the centre to accommodate the new position, an interview room and a foyer and welcome space for children. The total cost for this project is \$38,000.00 but I understand Council has allocated \$10,000.00 for the irrigation system and ground work.

## **The way forward**

Mindful of the requirement for Council to submit only ONE application, and then need to commit to matching funding, Council needs to decide which project should go forward for development into a funding application.

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## **In summary:**

- Proposal 1    **Repairs to the Power House** – to lock up and habitable standard  
                  .. minimum cost \$11,500.00                    .. Council contribution \$6,000.00
- Proposal 2    Repairs to Flix in the Stix Theatre – to meet OHS standards ..  
                  .. minimum cost \$14,320.00                    .. Council contribution \$7,200.00
- Proposal 3    **Upgrading equipment – light and sound**  
                  .. minimum cost \$7,286.00                    .. Council contribution \$3,700.00
- Proposal 4    **Installation of new kitchen in Flix Building**  
                  .. minimum cost \$5,863.00                    .. Council contribution \$3,000.00
- Proposal 5    **Repairs to auditorium and re-paint**  
                  .. minimum cost \$5,000.00                    .. Council contribution \$2,500.00
- Proposal 6    **Extension and Renovation to Family Support Services building**  
                  .. irrigation \$10,000.00  
                  .. renovations of office space \$25,000.00  
                  .. re-wiring \$1,000.00  
                  .. kitchen/cleaner room renovation \$2,000  
                  .. minimum cost to Council \$17,500.00

\*\*\* Noting that Proposals 3 and 5 cannot go ahead before Proposal 2 is complete

## **RECOMMENDATION**

1. That Council determine its financial commitment to the matched funding for Community Building Partnerships Program
2. That Council determine the proposal to be put forward for funding for the CBPP .for 2011 funding

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

# WARRUMBUNGLE SHIRE COUNCIL

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 20 October 2011 commencing at 11.00am Page 13**

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

Dear Sir

**ACTING DIRECTOR OF CORPORATE SERVICES**

**ANNEXURE 2**

## **2.1 Bank Reconciliation – Month Ending 30 September 2011**

### **BANK STATEMENTS**

Bank	Balance \$	Adjusted For: Outstanding Deposits Unpresented Cheques	Outstanding Deposits \$	Unpresented Cheques \$	Bank Charges and Fees \$
<b>GENERAL</b>					
Commonwealth	157,296.59	47,582.57	21,433.92	131,147.94	837.34
Westpac	102,776.82	102,776.82			
NAB	60,850.16	60,850.16			1158.67
Commonwealth Rates	470.00	470.00			
Westpac Replenishing	0.00	0.00			
<b>Total</b>	<b>321,393.57</b>	<b>211,679.55</b>	<b>21,433.92</b>	<b>131,147.94</b>	<b>1,996.01</b>
<b>INVESTMENTS</b>					
Securities	7,000,000.00				
IBD	8,950,000.00				
<b>Total</b>	<b>15,950,000.00</b>				
<b>TRUST</b>					
Commonwealth	148,988.11	149,755.11	2,966.60	2,199.60	
Westpac	0.00	0.00			
<b>Total</b>	<b>148,988.11</b>	<b>149,755.11</b>	<b>2,966.60</b>	<b>2,199.60</b>	
<b>INVESTMENTS</b>					
<b>TOTAL BANK ACCOUNTS</b>		<b>16,311,434.66</b>			

# WARRUMBUNGLE SHIRE COUNCIL

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## INVESTMENT SECURITIES

Bank	Balance \$	ISIN Number	Maturity Date
Dandelion - Westpac	1,000,000.00	AU3FN0004693	21.12.2012
Bendigo Bank – Westpac	500,000.00	AI3FN0003810	21.09.2017
ANZ CPPI – Asprit II	800,000.00	CPPISAMAF02	30.03.2013
ANZ CPPI – Asprit I	500,000.00	CPPISAMAF01	22.11.2012
FIIG All Seasons CPPI Note	1,500,000.00	AU300SEKA021	16.06.2013
Averon CPP Ltd Aver01 – Q+150	700,000.00	AU300AVER012	20.06.2013
Prelude Eur CDO PREGO1 – Credit Securities	500,000.00	XS0235047825	30.12.2011
Octagon Ltd Linked EMTN – EMU FIIG	1,500,000.00	XS0232170158	25.10.2015
<b>Total</b>	<b>7,000,000.00</b>		

## TERM DEPOSITS

Bank	Balance \$	Maturity Date	Percentage
National Australia Bank	1,000,000.00	05.01.2012	6.25
Suncorp Metway 4/10	1,000,000.00	16.09.2011	6.18
Suncorp Metway 5/10	750,000.00	16.06.2011	6.18
NAB Cash Maximiser – At Call	2,700,000.00		
	1,000,000.00	04.07.2011	5.68
Suncorp Metway 9/10	1,000,000.00	04.07.2011	5.68
Suncorp Metway 10/10	1,500,000.00	09.12.2011	6.28
<b>Total</b>	<b>8,950,000.00</b>		

## WARRUMBUNGLE SHIRE COUNCIL

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### GENERAL LEDGER

Account	Account Number	Balance \$
<b>BANK</b>		
General Fund	5410-3000-0001	211,679.55
Trust Fund	9000-3000-0000	149,755.11
<b>Total Ledger Bank</b>		<b>361,434.66</b>
<b>INTERFUND – due to/due by</b>		
<b>General Fund</b>		
Interfund Bank Account	5410-3000-0071	1,052,295.50
Interfund Bank Account	5410-3000-0081	42,196.61
<b>Total Due To General Fund</b>		<b>1,094,492.11</b>
<b>Water Fund</b>		
Bank Account	7081-3000-0001	-1,052,295.50
<b>Total Due To General Fund</b>		<b>-1,052,295.50</b>
<b>Sewerage Fund</b>		
Bank Account	8081-3000-0001	-42,196.61
<b>Total Due By General Fund</b>		<b>-42,196.61</b>
<b>INVESTMENTS</b>		
<b>General Fund</b>		
Investments	5220-3001-3001	13,776,243.59
Investments	5220-3001-5001	3,723,854.09
Investment Movement Account	5220-3003-0000	30,941.15
Investments Non-Current	5220-4701-0000	-6,500,000.00
<b>Total</b>		<b>11,031,038.83</b>
<b>Water Fund</b>		
Investments	7085-3001-0001	2,355,105.23
<b>Total</b>		<b>2,355,105.23</b>
<b>Sewerage Fund</b>		
Investments	8085-3001-0001	2,563,864.80
<b>Total</b>		<b>2,563,864.80</b>
<b>Trust Fund</b>		
Investments		0.00
<b>Total</b>		<b>0.00</b>

**Bank Accounts**

## **WARRUMBUNGLE SHIRE COUNCIL**

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Council's Bank Account Balance is as at the 30<sup>th</sup> September, 2011.

Unpresented Deposits are high this month as cash has been deposited into the Commonwealth Bank Agency at Coolah and Dunedoo and deposits are taking longer to process. As of the Week ending the 7<sup>th</sup> of September Coolah and Dunedoo have been depositing cash into the Westpac account.

Unpresented Payments are high this month due to Loan repayments being processed in Cash book but not withdrawn from the account until the due date.

### **Investments**

Council recalled \$927,808.86 from NAB Cash Maximiser At call account and Invested \$500,000.00 with NAB Cash Maximiser with an interest rate of 5.35%.

### **RECOMMENDATION**

That the Bank Reconciliation as at the 30<sup>th</sup> September, 2011 be received and noted.

## WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 20 October 2011 commencing at 11.00am Page 17

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

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

		RATE ARREARS	2010/2011 LEVY	PENSIONER WRITE OFF	ABAND- ONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTAND- ING 2011/2012	COLLECT- ION % 2011/2012	TOTAL OUTSTAND- ING 2010/2011	COLLECTION % 2010/2011
<b>GENERAL</b>	COONABARA- BRAN	88,637	1,008,924	48,131	1,885	1,047,545	363,087	684,458	<b>34.66%</b>	415,574	32.87%
	BARADINE	34,528	142,494	14,741	0	162,281	53,322	108,959	<b>32.86%</b>	283,931	13.79%
	BINNAWAY	13,087	69,722	10,018	1,344	71,447	25,519	45,928	<b>35.72%</b>	44,223	34.82%
	VILLAGE 1	10,443	32,381	2,775	1,493	38,555	16,932	21,623	<b>43.92%</b>	24,834	29.93%
	FARMLAND	301,331	4,289,833	18,662	92	4,572,410	1,343,134	3,229,276	<b>29.37%</b>	3,060,918	30.25%
	COOLAH	25,187	207,426	15,338	1,924	215,352	73,631	141,721	<b>34.19%</b>	134,936	34.19%
	DUNEDOO	23,240	224,437	15,805	1	231,872	76,098	155,774	<b>32.82%</b>	145,808	34.13%
	MENDOORAN	15,870	69,910	6,941	0	78,839	21,578	57,262	<b>27.37%</b>	52,706	29.87%
	VILLAGE 2	2,171	19,035	2,322	0	18,884	6,988	11,896	<b>37.00%</b>	11,813	40.58%
	COOLABAH ESTATE	2,443	15,877	1,590	0	16,730	4,188	12,542	<b>25.03%</b>	12,150	25.87%
	RUR/RES COBBORA	69	3,205	335	0	2,939	1,903	1,035	<b>64.77%</b>	400,314	37.46%
	RURAL RESD/BUS	82,373	604,274	26,750	2,109	657,788	253,142	404,646	<b>38.48%</b>	237,344	37.61%

## WARRUMBUNGLE SHIRE COUNCIL

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<b>WATER</b>	COONABARA-BRAN	29,654	464,370	26,202	63	467,759	161,792	305,967	<b>34.59%</b>	241,091	35.07%
	BARADINE	31,055	128,685	9,343	0	150,397	48,104	102,293	<b>31.98%</b>	89,854	30.48%
	BINNAWAY	23,706	223,905	8,488	1,847	237,277	40,873	196,404		81,420	36.54%
	VILLAGE 1	9,437	9,315	1,162	8,727	8,863	2,852	6,011	<b>32.18%</b>	16,327	15.71%
	FARMLAND	204.01	1,725.00	0.00	0.00	1,929	546	1,383	<b>28.29%</b>	251	27.01%
	COOLAH	22,300	162,150	9,669	2,387	172,394	62,097	110,297	<b>36.02%</b>	153,617	32.99%
	DUNEDOO	16,537	154,560	9,188	0	161,909	53,933	107,977	<b>33.31%</b>	101,588	35.19%
	MENDOORAN	36,939	162,384	4,616	0	194,707	53,298	141,409	<b>27.37%</b>	121,731	30.80%
	RURAL	14,786	90,087	3,150	1,302	100,421	30,294	70,127	<b>30.17%</b>		0.00%
	VILLAGE 2	2,663.35	7,935.00	875.00	0.00	9,723	3,229.60	6,494	<b>33.21%</b>		0.00%
<b>SEWERAGE</b>	COONABARA-BRAN	126,975	147,553	15,283	1,081	258,164	83,867	174,298	<b>32.49%</b>	28,185	31.50%
	BARADINE	48,294	33,497	4,642	2	77,147	20,733	56,415	<b>26.87%</b>	25,716	9.96%
	COOLAH	41,008	46,938	5,742	2,780	79,424	24,693	54,732	<b>31.09%</b>	14,674	12.95%
	DUNEDOO	38,331	42,489	5,299	2	75,519	23,942	51,577	<b>31.70%</b>	12,523	2.22%
<b>GARBAGE</b>	NORTH	73,403	836,797	60,793	5,887	843,519	313,353	530,166	<b>37.15%</b>	432,540	37.98%
	SOUTH	54,794	436,561	35,702	2,174	453,479	150,786	302,693	<b>33.25%</b>	319,306	35.25%
	FARMLAND/ RURAL	15,138	159,813	6,778	420	167,753	55,254	112,499	<b>32.94%</b>	32,833	31.37%



## WARRUMBUNGLE SHIRE COUNCIL

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LEGAL FEES		142,996	20,328	0	13,728	149,597	27,463	122,135	18.36%	176,636	11.63%
DISHONOURS		143	132	0	0	275	99	176	<b>36.03%</b>		
INTEREST		181,037	50,178	0	0	231,215	0	231,215	<b>0.00%</b>	154,673	0.00%
	<b>TOTALS</b>	<b>1,508,783</b>	<b>9,866,918</b>	<b>370,337</b>	<b>49,249</b>	<b>10,956,115</b>	<b>3,396,728</b>	<b>7,559,387</b>	<b>31.00%</b>	<b>6,827,516</b>	<b>30.98%</b>
	<b>Note:</b> These do not include Legal / Interest / Waste Outstanding Amounts as they are not broken up into these localities										

### RECOMMENDATION

For Council's information.

# **WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 20 October 2011 commencing at 11.00am Page 20**

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## **2.3 Manager Building Services**

Ms Dainelle Meyers, Manager Building Services has tendered her resignation from Warrumbungle Shire Council effective from 14th October 2011. The General Manager has formally accepted the resignation. Ms Meyers has requested that she be given approval to remain a tenant of the Coolah residence at 139 Martin Street; for a period of three (3) months on a separate tenancy agreement concluding on 13th January 2012.

The house that Ms Meyers is moving to is being renovated and there is some uncertainty as to the work being finished by her resignation date in October.

There are currently 3 vacant Council residences Coolah being No's 84 (recently taken off the market) and 137 Martin Street and No 4 Irwin Street (both recently vacated). These houses are being used to promote the attributes of Coolah and those positions vacant within the Shire in recruitment advertising. At least one (1) could be required before Christmas.

Council has previously agreed to a private tenancy lease to a former employee in 2010 that was extended for a period of six (6) months, and leased another Council residence to an Ambulance Driver for a short period in 2011.

Ms Meyers would be happy to have the terms of the Lease Agreement state that upon been given two (2) weeks notice by Council, she could vacate earlier if required.

### **RECOMMENDATION**

That Council approve the private tenancy lease agreement of 139 Martin Street for a period of 3 months concluding 13th January 2012 at the current rental of \$150 per week.

## **2.4 Community Builders Program**

A report was provided to the April and September meetings 2011 in regards to Department of Human Services, Community Services (NSW) Community Builders (CB) Program.

The CSGP contract; which funded the Coonabarabran Community Access Project and the position of Community Liaison Officer/Community Development Officer, was rolled over to June 2011 whilst the new CB Guidelines and Service Agreement were developed. The 12 month Transition Plan, from CSGP to CB, commenced from 1st July 2011 for the Youth Development Project.

The time frame for the job redesign component is 31st December 2011. A new Position Description (PD) has been created and processed through Council's salary system (Wyatt) to align the role with the outcomes of the new Service Specifications as established in consultation between Council and NSW Department of Human Services, Community Services (NSW). The role of Community Development Officer will be replaced with the new position; Youth Development Officer.

# WARRUMBUNGLE SHIRE COUNCIL

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The Youth Development Officer position has been approved by the Consultative Committee and as reported to Council in April, it is proposed to be moved to Family Support Services under the direct supervision of Manager Family Support Services.

Repeatedly at the recent Community forums held throughout the Shire, a Youth Development Officer role was raised as a positive strategy to address the Youth issues being experienced. This Community Builders Program is a well timed response by Council to meet the needs of the community.

*The following members of the community are the priority target groups for service provision:*

- 1) *Socially and financially disadvantaged people*
- 2) *Aboriginal and Torres Strait Islanders*
- 3) *People aged 12-18 years.*

The role of this position is to:

- Source funding and coordinate Youth Activity Programs during school holidays
- Coordinate after school programs in partnership with local schools
- Support activities and coordination of Youth Clubs, sporting organisations and drop-in centres in the Shire
- Engage Interagency members to work together sharing facilities and programs aimed for youth
- Establish a Youth Council for Warrumbungle Shire to encourage Youth representation within the Shire
- Coordinate Youth Week and other Youth programs for the Shire
- Organise training and skills development opportunities for organisations working with young people
- Work with organisations which provide services to the priority groups to develop programs, source funding and create partnerships.

The Youth Development Officer salary grade is a Grade 12. It is a different position to the current Community Development Officer which is a Grade 10. Council resolved at the September 2011 meeting that if as a result of any change or review of a position where it is assessed at two (2) grades or more higher than the current position, then a formal recruitment process will be implemented (**Resolution No 112**).

Under Clause 35 of the Local Government (State) Award 2010 Council has a duty to notify the incumbent of the proposed changes and the effects the changes are likely to have. The incumbent has been notified formally of these changes.

## **RECOMMENDATION**

That Council approves the implementation of the Community Builders Program 2011-2012 transition plan, located within Family Support Services; under the supervision of

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 20 October 2011 commencing at 11.00am Page 22

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Manager Family Support Services **FURTHERMORE** Councils recruitment process be implemented for the position, Youth Development Officer.

## **2.5 Westpac Instore Agreement**

Westpac Banking Corporation has submitted for execution by Council an In-Store Banking Agreement for the In-store Operation at Dunedoo. The previous agreement with Coolah Shire Council terminated at the end of September. The term of this Agreement is three (3) years being from 1st October 2011 to 30th September 2014.

Fee Schedule includes an Annual Retainer \$35,074 and Transaction Commission for the 401st transaction and thereafter each month @ \$2.25 each; which will be adjusted for CPI each year. Product Referral and Settlement Commissions and a Net Promoter Score (NPS) Bonus is paid based on performance and benchmarks for the Instore.

The Agreement requires execution under Council seal.

### **RECOMMENDATION**

That the Mayor and General Manager be authorised to attach the Council Seal and sign the Agreement for the Westpac In-Store Banking facility at Dunedoo from October 2011-2014.

## **2.6 Reserves – Restricted Cash**

At the September meeting, Council received and approved the establishment of items listed as internally restricted assets (cash) and noted those items listed as externally restricted assets (cash) (**Resolution No 108**).

An incorrect figure in Externally Restricted Asset – Community Development Officer (Account No 5410-3004-0005) was reported to Council. The amount should have been \$18,042.58

Council also requested a further report be bought back on the Bio-solids Provision amounts of \$100,000 each and Coolah Town Improvements Restricted Asset of \$17,544 (**Resolution No 109**).

The Bio-solids Provision is for upgrades at Coolah and Dunedoo Sewerage Treatment Plants so better described as such;

# WARRUMBUNGLE SHIRE COUNCIL

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Account No	Account Name	Value
5410-3003-0004	Dunedoo Sewerage Treatment Works	\$100,000
5410-3003-0004	Coolah Sewerage Treatment Works	\$100,000

In February 2010, the Coolah Town Improvement Fund balance as reported to Council was \$26,754 (**Resolution No 218**). In May 2010, \$5,918 was allocated to the Coolah and District Development Group (CDDG) being \$918 for the Coolah Historical Arts and Tourism Sub-Committee (CHATS) and \$5,000 for a Business Plan for the POD Project (**Resolution No 418 and 393**). In December 2010, Council resolved to transfer \$3,291.80 to the CDDG for CHATS being \$3,200 for promotion and advertising of Coolah and \$91.80 for GST component of the previous donation (**Resolution No 215**). This left a balance of \$17,544 (Account No 5410-3003-0045).

However payments to the CDDG of \$5,000 and \$3,200 have not been made to date. \$5,000 was Council's contribution and subject to a successful grant application.

The adjusted balance of unspent Coolah Town Improvement Fund should be \$25,744

## **RECOMMENDATION**

That Council approves the following Account Name or Value corrections to the following External and Internally Restricted Assets;

Account No	Account Name	Value (CR)
5410-3004-0005	Community Development Officer	\$ 18,042.58
5410-3003-0004	Dunedoo Sewerage Treatment Works	\$ 100,000
5410-3003-0004	Coolah Sewerage Treatment Works	\$ 100,000
5410-3003-0045	Coolah Town Improvement Fund	
	- POD Project	\$17,544
	- POD Business Plan	\$ 5,000
	- CHATS	\$ 3,200
		<hr/>
		\$ 25,744

## **2.7 IT Solutions – Managed Services**

At the October 2010 meeting, following a review of the delivery of Council's IT support and subsequent advertised tender process, Council awarded a 12 month contract to Andor Systems (Aust) Pty Ltd. After a complete audit an IT Strategic Plan was adopted in January 2011, which resulted in some urgent remediation work to stabilise the system followed by a major infrastructure upgrade of Council's servers. Desktops, network and operating systems. This project is nearing completion.

The delivery of 24 hour 7 days a week monitoring, remote virtual servers providing business continuity, back ups and security services, technical support and strategic

# **WARRUMBUNGLE SHIRE COUNCIL**

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planning meetings remains critical to the implementation of IT managed services for Council.

A further 12 month contract with Andor Systems has been negotiated at the current rate of same charge of \$2,766 ex GST. This provides the following;

- Proactive Maintenance
- Server Performance Monitoring
- Backup Monitoring
- Network Performance Monitoring
- Workstation Monitoring
- Firewall Monitoring
- Anit-Virus Software
- IT Consulting
- Service Desk 7 days per week

Since Council entered into this initial contract, Andor Systems has been approved by NSW Local Government Procurement for provision of IT services.

The IT Review Committee have recommended to the draft organisational structure to include an IT and Communications Manager to supervise the approved new Trainee IT Technical Support Officer. This position however will still require the high level technical IT support, maintenance and management of Council's networks. The most important being the business continuity solution that a remote virtual server backup provides Council.

## **RECOMMENDATION**

That Council continue the IT Proactive Managed Services Program with Andor Solutions (Aust) Pty Ltd for a further twelve (12) months at \$2,766 (ex GST) per month.

.....  
**REBECCA RYAN**  
**ACTING 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**

**ANNEXURE 3**

## **3.1 Request for Town Water Connection on Baradine Goorianawa Road**

### **Background**

A request has been received for town water connection to Lot 140 DP750246, which is a property on the Baradine Goorianawa Road opposite the town water reservoir. The property is on the extremity of the town supply system, however the land is zoned Rural 1c which places it outside the residential area of Baradine.

Council is being asked to make a determination on the request as there is no policy in relation to water supply connections to Rural 1c land. Furthermore Council resolved that no further connections are permitted on the Baradine Aerodrome Road which is within the residential 2v zone.

A map showing the location of the property relative to the residential area and properties connected to town is provided in attachment 1.0. A copy of the letter of request has been forwarded to Councillors under separate cover.

### **Issues**

The adjoining property, on the town side, is connected to water as are the two(2) properties on the opposite side of the road. These three(3) properties are all within the Rural 1c zone. However, Lot 140 is not paying a water access charge, nor did it pay water rates when charges were based on land value, even though the property is within the statutory 225 metres of a water main.

The water main is on the opposite side of Baradine Goorianawa Road and it is the supply line to the reservoir or 'rising main'. Whilst there are connections to the rising main already in existence, such a situation is not ideal because of pressure fluctuations and also because of difficulties in maintaining supply to the town if repairs are required on services that connect to the rising main.

A particular issue with the rising main on the Baradine Goorianawa Road is the lack of valves and in particular the lack of hydrants. The expectation of property owners connected to a reticulated water supply is that fire fighting hydrants are available close

# **WARRUMBUNGLE SHIRE COUNCIL**

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enough to the property to be of use to the local fire brigade. If the property is connected to the town water supply, Council will be under increased scrutiny to install fire fighting hydrants along the rising main. The rising main has a diameter of 200mm while the size of the main in the reticulated area, where hydrants are located, is 100mm.

## **Options**

Council has discretion in this matter however consideration will need to be given to previous decisions by Council in relation to water main extensions and water connection requests in Namoi Street and on the Baradine Aerodrome Road. Furthermore, consideration needs to be given to the desirability of having properties directly connected to the rising main and the requirement for installation of hydrants on the rising main.

## **Financial Considerations**

Should Council decide to permit a connection to the rising main, the applicant will be required to pay the standard fee of \$850. However, this fee will not cover the costs of connection to the rising main and it will not cover the cost of installing large diameter hydrants on the rising main.

## **RECOMMENDATION**

That the application by the owner of Lot 140 DP750246 to have a connection to the town water supply is refused for the following reasons;

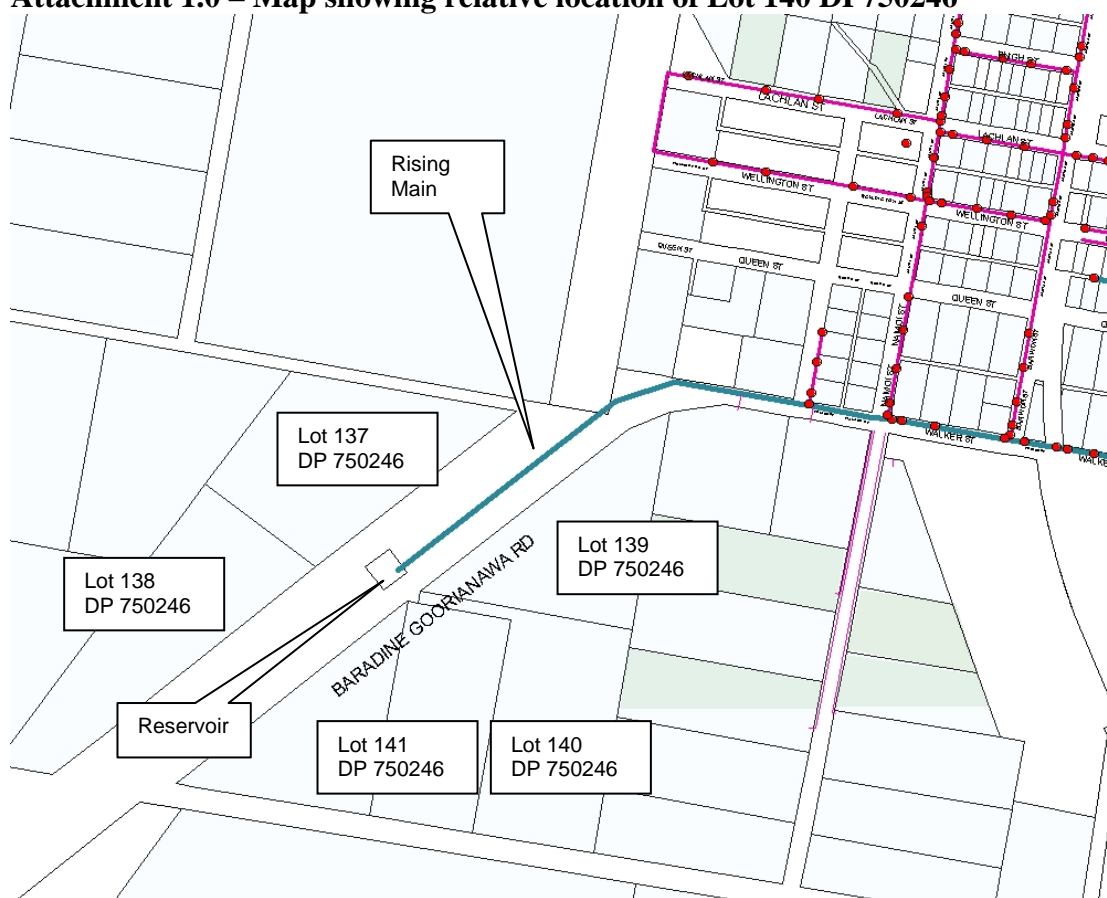
- The land is zoned Rural 1c and hence is outside the residential area of Baradine and the property has not been subject to annual charges or water rates.
- A direct service connection to the town reservoir rising main is very undesirable because of pressure fluctuations and the inability to maintain supply during any repairs and maintenance on the service connection.
- There is no fire fighting hydrant on the rising main within 700 metres of the property.



# WARRUMBUNGLE SHIRE COUNCIL

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## Attachment 1.0 – Map showing relative location of Lot 140 DP750246



## 3.2 Funding For Coolah Cycleway

### Background

Within the 2011/12 budget an expenditure allocation was made for continuation of the Coolah Cycleway Project. The budget was prepared on the basis of a contribution from the RTA and a contribution from the Coolah community, as well as funding from Council. Advice has been received from the RTA that none of the funding contribution sought from them will be available in 2011/12. Consequently a Council determination is now required on whether or not to proceed with the project, either on the basis of a reduced scope or increased contribution from Council.

### Issues

The Coolah cycleway project commenced in 2009/10 when funding contribution from the RTA was first received. Funding was also received from the RTA in 2010/11. The project was well supported by volunteers in the Coolah community, particularly during placement of the concrete. The RTA advise that funding is not available in 2011/12 because other Council's have not received funding in previous years and there is insufficient funds to meet all the request throughout the western region.

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The section of the cycleway project between Binnia Street and Campbell Street has been completed. Design plans have been completed for the next stage, which takes the cycleway across Campbell Street, in front of the Caravan Park, to a point on the riverbank south of Booyamurra Street. The length of this section is 250 metres. The overall project is to continue the cycleway along the top of the riverbank to the silos in Charles Street.

## **Options**

Council has discretion in this matter, however, consideration should be given to the effectiveness of undertaking the next stage of the cycleway project without RTA funding. Council may wish to abandon the project for the current year and divert to the Council funding towards another project in Coolah such as the footpath project in Campbell Street. Council may also wish to consider making an application for the funding for 2012/13 when submissions are next invited from the RTA.

## **Financial Considerations**

Over the last two financial years the total expenditure on the cycleway project is \$110,203. This amount does not include the volunteer contribution. The length of cycleway constructed to date is 540 metres.

The expenditure allocation in 2011/12 for the cycleway is \$60,000. The expected funding contribution from the RTA is \$35,000.

The length of cycleway expected to be constructed for \$25,000, with the assumption of a similar level of community volunteer effort, is around 120 metres. That is, it is possible to complete a section of the current design, from Campbell Street to Booyamurra Street, in front of the Caravan Park.

The current allocation for the footpath project in Campbell Street is \$30,000.

## **RECOMMENDATION**

1. That due to no financial contribution from the RTA, the 2011/12 Council funding allocation of \$25,000 for the Coolah Cycleway project be completely redirected to the proposed footpath construction project in Campbell Street.
2. That an application is made for funding for the Coolah cycleway project in the 2012/13 financial year.

.....  
**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

**ACTING DIRECTOR OF ENVIRONMENTAL SERVICES ANNEXURE 4**

## **4.1 Request To Consolidate Land By Rural Fire Service**

### **Background**

The RFS originally purchased a shed for the Dunedoo rural fire brigade to be erected on land subdivided from railway lands, however issues relating to accessibility of sewer and the location of a rising sewer main have led the service to plan the relocation of the shed to Coonabarabran for use as the headquarters for the Coonabarabran fringe brigade.

In July 2010 Council resolved in minute 33 *“that Council agree to the proposal and subsequent lodgement of Development Application for the Coonabarabran RFS Fringe Brigade and operations at the Essex Street Depot and allow the Rural Fire Service Castlereagh Zone to proceed with the project with no cost to Council.”*

In May 2011 Council resolved that *“Council agree in principle with the Rural Fire Service proposal to consolidate lots 1 & 2 DP 208692 and lot 3 DP758281 Essex Street Coonabarabran subject to:*

- (i) the costs of consolidation being met by the Rural Fire Service, and*
- (ii) the lease agreements with other users of the land being investigated to ensure that the change in property description will not have a detrimental effect upon those lease agreements.”*

The plan of consolidation has been received by Council to be affixed with Council's seal.

### **RECOMMENDATION**

That Council agree to affix Council's seal to the plan of subdivision to consolidate lots 1 & 2 DP 208692 and lot 3 DP758281, Essex Street Coonabarabran.

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## **4.2 Development Application 20/1112**

### **Concrete Batching Plant**

**ADDRESS:** Lot: 1 DP: 1044785  
1 Regan Street Coolah

**APPLICATION No:** DA 20/1112

**PROPOSAL:** Concrete batching plant

**OWNER:** G & L Keane

**APPLICANT:** Gregory Keane

**DATE LODGED:** 5 September 2011

**DATE OF REPORT:** 13 October 2011

---

#### SUMMARY

**ISSUES:** Inappropriate land use, inconsistent with zoning, illegal toilet

**SUBMISSIONS:** One (1)

**RECOMMENDATION:** Refusal

#### **DESCRIPTION OF PROPOSAL**

The application is for a 9m x 9m colorbond shed (with a height of 6.31 metres) on a 100mm slab which will contain a concrete batching plant (plans attached as Appendix 1). The applicant proposes to operate 6 days per week 7am to 4pm with one (1) staff member. There are existing facilities in the existing shed which do not appear to have been approved by Council. The application is being referred to Council as one (1) submission has been received.

#### **STATUTORY CONTROLS**

Environmental Planning & Assessment Act 1979

Coolah Local Environmental Plan 1990

- Zoning – Village 2 (v)

Local Development

#### **DESCRIPTION OF LOCALITY**

The subject site is identified as Lot 1 in DP 1044785, 1 Regan Street Coolah. The site is located within a residential area of Coolah, with natural bushland surrounding the properties.

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## RELEVANT HISTORY

A Notice of Determination (DA 33/0203) for the erection of the existing domestic shed in 2003. The shed application did not include application for any sanitary facilities. There is no Occupation Certificate issued yet for this shed.

## SUBMISSIONS

Surrounding properties were notified of the development proposal between 7 September 2011 and 23 September 2011.

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

<b>Name &amp; Address of Submitter</b>	<b>Basis of Submissions</b>
--	-----------------------------

- |               |  |
|---------------|--|
| In Confidence | <ul style="list-style-type: none"><li>▪ this area has a natural under ground water course my main concern with this is the trapment of the concrete slurry if this is not contained and ends up in the water course it could stop the natural water flow which would inturn be detrimental to the lower part of Coolah township</li><li>▪ the extra traffic on the area which will mean more maintenance cost for the shire on streets surrounding the plant</li><li>• noise generated from the activities of the plant will have an effect on the neighbourhood and on the resale value of surrounding properties</li></ul> |
|---------------|--|

## CONSIDERATION

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

## ENVIRONMENTAL PLANNING INSTRUMENTS

### COOLAH LEP 1990

The subject site is zoned Village 2 (v) under the Coolah Local Environmental Plan 2000. A concrete batching plan is considered to be an offensive industry as defined in the Standard LEP Dictionary - *offensive industry means a building or place used to carry out an industrial activity that would, when carried out and when all measures proposed to reduce or minimise its impact on the locality have been employed (including, for example, measures to isolate the activity from existing or likely future development on other land in the locality), emit a polluting discharge (including, for example, noise) in a manner that would have a significant adverse impact in the locality or on existing or likely future development on other land in the locality.*

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An offensive industry is prohibited in the Village 2 (v) zoning under the Coolah LEP 2000. This type of industry is contradictorily to the objectives of the Village 2 (v) zone, to promote development in existing towns and villages in a manner which is compatible with their urban function. Coolah has land zoned Industry 4 (a) specifically for industrial purposes. This industry would be better suited to land in the Industrial zone, where the objectives are to enable industrial development, to encourage the establishment of industry on land which has good road access and can economically be serviced and to accommodate a broad range of industrial uses in appropriate locations by excluding offensive or hazardous industries, or industries that will adversely affect residential amenity, from such industrial localities as are in the vicinity of urban areas.

## **DRAFT ENVIRONMENTAL PLANNING INSTRUMENTS**

There are no draft environmental planning instruments that apply to the proposed development.

## **LIKELY IMPACTS OF DEVELOPMENT**

### **Context and Setting**

The subject site is a residential site, zoned Village 2 (v) within the residential zone of Coolah. The surrounding area is characterised by residential development.

### **Access**

The applicant has proposed the plan submitted showing car parking and access details does not provide sufficient information for assessment. The plan supplied identifies two driveways however a designated entry and exit point are not identified.

### **Utilities**

Electricity and water are available to the subject site.

### **Water**

Town water is available on the subject site. The toilet (which does not have approval) is most likely connected to town sewer. This is not shown on Council's current drainage diagram for the lot. There are no details about drainage of the allotment.

### **Waste**

There is no mention of waste management in the application.

### **Noise**

Due to the close proximity of neighbouring dwellings to the proposed facility it is considered that noise will still be emitted from the facility which could cause nuisance to neighbours.

### **Cumulative Impacts**

It is considered that the cumulative impacts of the development could be potentially detrimental to the surrounding residential area. The application, if approved, would leave a precedent set for industrial buildings in residential areas in Coolah. This is not

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an appropriate land use and should not be approved. The approval of the development would result in further fragmentation of the Industrial area in Coolah.

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

The proposed development is considered to be inconsistent with the existing land use (residential) in the vicinity. As the locality is zoned residential 2 (v) and is a developing area, the proposal is not considered to be an appropriate form of development for the locality.

## **THE PUBLIC INTEREST**

The proposed development is not considered to be in the public interest as the concrete batching plant is not a suitable development for a residential area.

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

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

<b>ENVIRONMENTAL APPRAISAL</b>	<b>CONSIDERED</b>
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 Car parking 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 inconsistent with the specific aims of the plan and the objectives of the zone as outlined in this report and as such, consent must not be granted.

## **CONCLUSION**

The applicant has provided the attached response to the concerns of the objectors to his proposal for Council's further consideration; however, it is still considered that the development is inappropriate in what is predominantly a residential area.

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## **RECOMMENDATION**

**PURSUANT TO SECTION 80 OF ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979 (AS AMENDED)**

THAT Council refuse development consent to Development Application No. 20/1112 for development of a concrete batching plant on land at Lot: 1 DP 1044785, 1 Regan Street Coolah, for the following reasons:-

1. The proposed development is located in a residential area and as such the likely noise and dust which would be emitted from the facility would have a detrimental impact on the occupants of adjoining land and therefore render the development detrimental with the amenity of the area.
2. There is sufficient industrial land zoned for industrial uses in Coolah without using residential land.
3. There was not sufficient information submitted with the application.
4. The applicant has started work illegally and has a toilet and bathroom in the existing shed that is illegal.

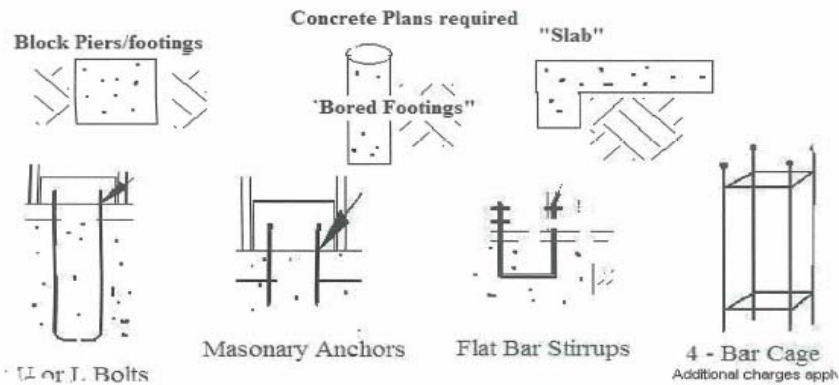
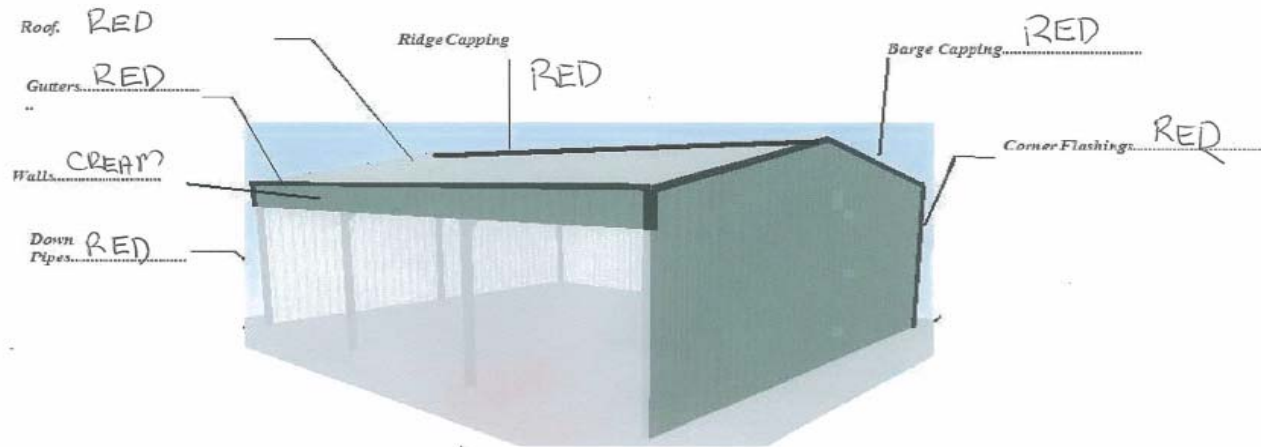


# WARRUMBUNGLE SHIRE COUNCIL

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Your Name: Greg Keane

Quote Number: MT30519



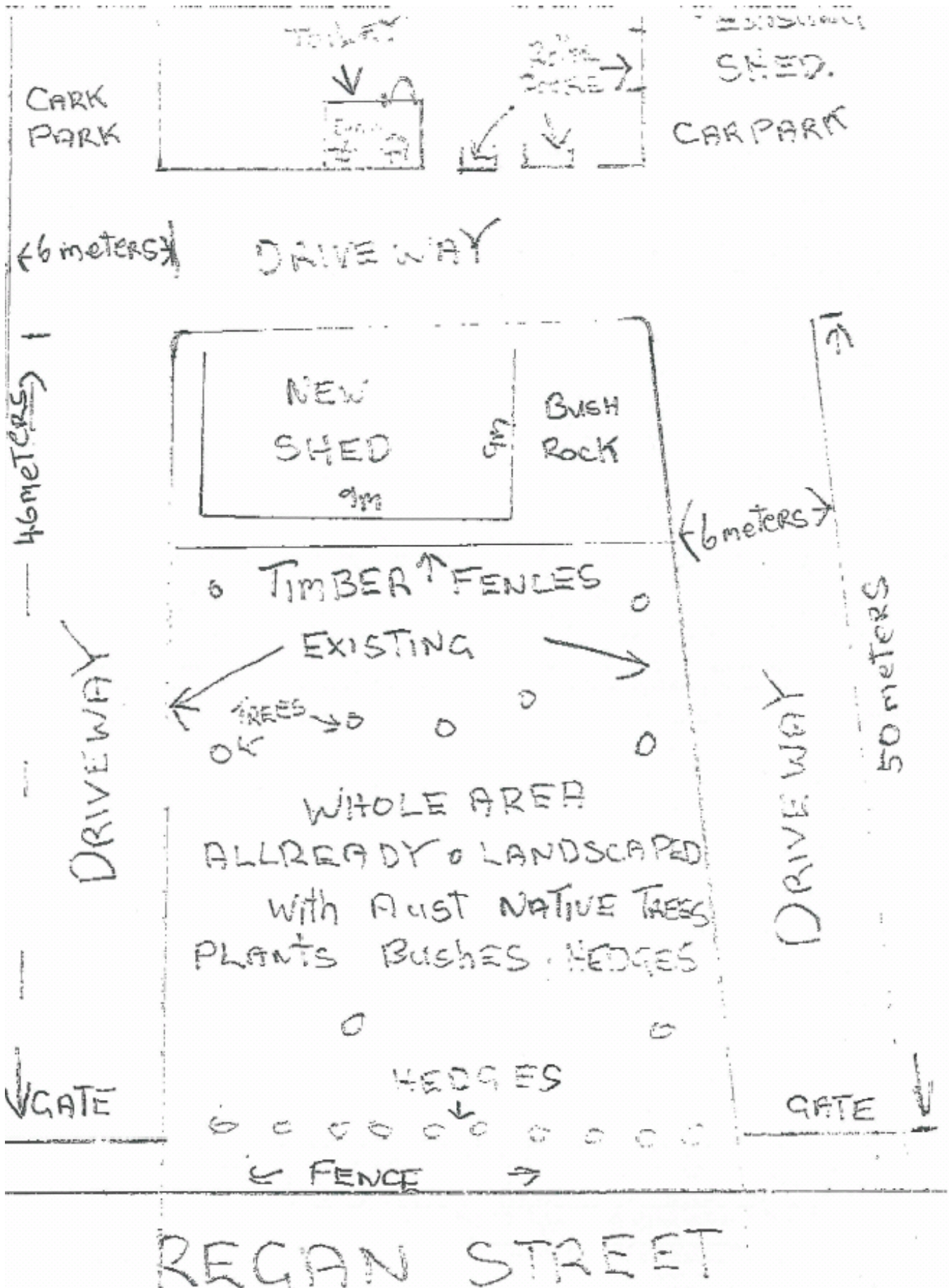
Customer's signature

Date 22/8/11

Appendix 1: Plans

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# WARRUMBUNGLE SHIRE COUNCIL

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**1 ENDWALL EXTERIOR ELEVATION**  
SCALE: 1:100

**2 SIDEWALL EXTERIOR ELEVATION**  
SCALE: 1:100

**3 ENDWALL EXTERIOR ELEVATION**  
SCALE: 1:100

**4 SIDEWALL EXTERIOR ELEVATION**  
SCALE: 1:100

**CLIENT INFORMATION:**  
 SHEETS: 1 OF 2  
 JOB NO: L.P. 22898  
 DATE: 3/09/12  
 CHECKED: LN  
 DCIT: AT  
 DRAWN: AT  
 PROJECT: STEEL BUILDING BY  
**LINKY-DI-SHEDS & AFFORDABLE HOMES**  
 1800 785 224  
**GREG KEANE**  
 1 REGAN STREET  
 COOLAH

**DESIGNER INFORMATION:**  
 SHEETS: 1 OF 2  
 JOB NO: L.P. 22898  
 DATE: 3/09/12  
 CHECKED: LN  
 DCIT: AT  
 DRAWN: AT  
 PROJECT: STEEL BUILDING BY  
**LINKY-DI-SHEDS & AFFORDABLE HOMES**  
 1800 785 224  
**GREG KEANE**  
 1 REGAN STREET  
 COOLAH

**ENGINEER INFORMATION:**  
 SHEETS: 1 OF 2  
 JOB NO: L.P. 22898  
 DATE: 3/09/12  
 CHECKED: LN  
 DCIT: AT  
 DRAWN: AT  
 PROJECT: STEEL BUILDING BY  
**LINKY-DI-SHEDS & AFFORDABLE HOMES**  
 1800 785 224  
**GREG KEANE**  
 1 REGAN STREET  
 COOLAH

**REGISTRATION:**  
 REGISTRATION NO: 12345  
 REGISTRATION EXPIRES: 31/12/11  
 REGISTRATION STATUS: ACTIVE

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## **Appendix 2: Possible Conditions of consent**

### **Attachment A - Conditions of the Certificate**

**This consent is 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 numbered 1 OF 7, 2 OF 7, 3 OF 7, 4 OF 7, 5 OF 7, 6 OF 7, 7 OF 7 and SITE PLAN, dated 23 AUGUST 2011, drawn by FAIR DINKUM SHEDS, and received by Council on 5 SEPTEMBER 2011.

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

- 2) A copy of all stamped approved plans, specifications and documents (including the Construction Certificate) must be kept on site at all times so as to be readily available for perusal by any officer of Council or the Principal Certifying Authority.

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

- 3) All building work must be carried out in accordance with the provisions of the Building Code of Australia and any Australian Standards adopted there under.

(Reason: Prescribed - Statutory)

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

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

- 5) Building materials and painting or other external finishes shall be of dark natural tones with low reflective quality, or such other treatment as may be appropriate to ensure that the buildings are not intrusive in the residential setting. Details are to be provided with the Construction Certificate.

(Reason: To minimise the visual impact of building and structures in the landscape.)

- 6) Building materials and equipment must be stored wholly within the work site, unless prior written approval has been obtained from council. Equipment must not be operated on the footpath or roadway, unless prior written approval has been obtained from council.

(Reason: To ensure public safety and amenity on public land)

- 7) Should Aboriginal relics be discovered work shall cease immediately and application be made for consent for Destroy and Care and Control Permits under the provisions of the NSW National Parks and Wildlife Act 1974. Any applications for permits shall be supported by written documentation from the Local Aboriginal Land Council demonstrating appropriate consultation.

(Reason: To ensure compliance with the NSW National Parks and Wildlife Act 1974.)

- 8) 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 does not adversely affect traffic or pedestrian amenity)

- 9) The business may be open for business only between the following hours:-

Monday to Friday – 7:00 am to 4:00 pm.

Weekends and Public Holidays – No operation.

Upon expiry of the permitted hours, all operation 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.

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

- 10) Only one access to the shed(s) on site shall be approved, which is the existing access on the western side of the block on Regan Street. Vehicles are to enter and exit the site in a forward direction and a sign shall be erected stating this.

(Reason: For the safety of the travelling public)

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

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

- 12) The implementation and intensity of this development shall not adversely affect the amenity of the neighbourhood by reason of excessive levels of illumination (internal or external), solar glare arising from the building materials utilised in any construction processes or fit-out, the emission of noises, noxious fumes, smoke, vapour, steam, soot, ash, dust, grit, oil, odours, waste or otherwise.

(Reason: To ensure that the amenity of the surrounding locality is not adversely affected by the nature of the approved activity.)

- 13) A total of one (1) off-street car-parking spaces, shall be constructed, paved, line marked and signposted in accordance with the approved development plans, appropriate Australian Standards and industry best practice as appropriate.

(Reason: To ensure ongoing compliance with this development consent and Australian Standards relating to manoeuvring and access of vehicles)

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

- 14) Prior to the commencement of any earthworks on site the applicant is to ensure that appropriate erosion and sedimentation controls are in place in accordance with Land Com Soils and Construction Managing Urban Stormwater Guidelines.

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(Reason: To protect the environment from the effects of sedimentation and erosion from development sites.)

## **3. CONDITIONS TO BE COMPLIED WITH PRIOR TO THE ISSUE OF A CONSTRUCTION CERTIFICATE**

- 15) No works shall commence on site until such time as a Construction Certificate has been issued for either part or all of the works. If a certificate is issued for part of the works it must cover the works being undertaken onsite.

(Reason: Prescribed – Statutory.)

## **4. CONDITIONS TO BE COMPLIED WITH DURING BUILDING WORK**

- 16) The applicant shall bear the cost of all works associated with the development that occurs on Council's property.

(Reason: To ensure the proper management of public land and funds)

- 17) Subject to this clause, building construction is to be carried out during the following hours:
- (a) between Monday to Friday (inclusive)—7.00am to 5.00pm,
  - (b) on a Saturday—8.00am to 1.00pm.

Building construction must not be carried out on a Sunday or a public holiday.

(Reason: To ensure that works do not interfere with reasonable amenity expectations of residents and the community)

- 18) A sign must be erected in a prominent position on any work site on which work involved in the erection or demolition of a building is being carried out:
- (a) stating that unauthorised entry to the work site is prohibited;
  - (b) showing the name of the principal contractor (or person in charge of the work site), and a telephone number at which that person may be contacted at any time for business purposes and outside working hours; and

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- (c) showing the name, address and telephone number of the Principal Certifying Authority for the work.

Any such sign must be maintained while to building work or demolition work is being carried out, but must be removed when the work has been completed.

This condition does not apply to building works being carried out inside an existing building.

(Reason: Statutory requirement)

19)

- Toilet facilities must be provided on the work site at the rate of one toilet for every 20 persons or part of 20 persons employed at the work site.
- Each toilet provided must:
  - be a standard flushing toilet, connected to a public sewer, or
  - if connection to a public sewer is not available, to an on-site effluent disposal system approved by the council, or
  - a portable toilet.
- The provision of toilet facilities must be completed before any other work is commenced.

(Reason: To ensure the health and safety of the community and workers on the site)

## **5. CONDITIONS TO BE COMPLIED WITH PRIOR TO THE ISSUE OF AN OCCUPATION CERTIFICATE**

- 20) An Occupation Certificate must be issued by the principal certifying authority before the building is used or occupied. The Occupation Certificate shall not be issued until such time as all relevant conditions of development consent have been complied with.

(Reason: To ensure the requirements of the Environmental Planning & Assessment Act 1979 are satisfied.)

- 21) All excess roof water is to be conveyed to the appropriate street drainage structure by means of storm water drainage piping which has been sized in accordance with AS3500. In instances where



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it is impractical to dispose of roof water to the street the water shall be disposed on site into a suitable rubble drain with minimum dimensions of 1m wide by 1m deep by the length determined by allowing 1m for every 100m<sup>2</sup> or part thereof of roof surface area.

(Reason: To ensure disposal of roof water without causing a nuisance)

### 6. ADVICE

#### A. Location of Services

Prior to construction work commencing you should ensure that all services have been clearly located and identified by contacting "Dial before you Dig" by telephoning 1100.

#### B. Inspections

A minimum of 48 hours notice must be given for the following inspections (**if required**) if Council is chosen as the Principal Certifying Authority:

- a. Pre-commence, prior to the starting of building works
  - b. Pier holes, pads or bulk piers before concrete is poured.
  - c. Steelwork in place for reinforced slab or footings.
  - d. All drainage prior to backfilling of trenches.
  - e. Wet area water-proofing
  - f. Framework at "lockup" stage. (Roof may be loaded, gutters and downpipes in place, veneer tied off to frame, plumbing installed and electrical wiring installed.)
  - g. Stormwater connections
  - h. Final at occupation stage – all aspects complete
- 
- a. Any additional Council inspection needed to verify the compliance of any work will be charged at the individual inspection rate nominated in Council's Fees and Charges Schedule.
  - b. **Note:** - Council is required to inspect every mandatory critical stage inspection as listed above. Failure to notify for inspection at the required time will result in a breach of this requirement and the inability of Council to issue the necessary Occupation Certificate.

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### 4.3 Development Applications

#### i) Approved – September 2011

Complying Development (set criteria) Development Application (Specialised Conditions)	Date Approved	APPLICANT'S NAME	LOCATION	Town	Type of Development
CD 21/1112	06/09/2011	Ted Spackman	Timor Road	Coonabarabran	Patio Cover
DA 22/1112	06/09/2011	Jill Smith	Timor Street	Coonabarabran	Dwelling
CD 21/1112	12/09/2011	Ted Spackman	Timor Road	Coonabarabran	Patio Cover
DA 19/1112	16/09/2011	Talbragar Broadcasting Inc	Bolaro Street	Dunedoo	Radio Transmitter Tower
DA 22/1112	22/09/2011	Jill Smith	Timor Street	Coonabarabran	Dwelling

#### ii) Applications Received – September 2011

CD or DA	Date Received	APPLICANT'S NAME	LOCATION	Town	Type of Development	Status
DA 20/1112	05/09/2011	Greg Keane	Regan Street	Coolah	Concrete Batching Plant	Pending – Council meeting
DA 23/1112	09/09/2011	RFS/WSC	Essex Street	Coonabarabran	Construction of footings, cladding and roof of Brigade Centre	Awaiting Council Seal
DA 24/1112	26/09/2011	WSC	Cnr Darling and Wellington Street	Baradine	Toilet Block	Pending - approval

### RECOMMENDATION

That Council note the Applications Received for the month of September 2011, the Applications Held Pending as at 31 September 2011 and their status, and of those approved during September 2011, under Delegated Authority.

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## **4.4 Warrumbungle Shire Council 149 Certificates Processed September 2011**

<b>149 Certificate Number:</b>	<b>Date Received:</b>	<b>APPLICANT'S NAME:</b>	<b>Date Issued:</b>
76/1112	1/09/2011	Flynns Solicitors	8/09/2011
77/1112	5/09/2011	Anna Atkinson	7/09/2011
78/1112	6/09/2011	Waterford Ryan Solicitors	7/09/2011
79/1112	6/09/2011	Murphy Partners	8/09/2011
80/1112	6/09/2011	Citilink & Legalities	13/09/2011
81/1112	6/09/2011	Citilink & Legalities	13/09/2011
82/1112	7/09/2011	Orana Conveyancing	13/09/2011
83/1112	8/09/2011	Lovett & Green Pty Ltd	13/09/2011
84/1112	8/09/2011	Morris Hayes and Edgar	13/09/2011
85/1112	15/9/2011	Ptolemy Legal	21/09/2011
86/1112	16/9/2011	Enrights Solicitors	21/09/2011
87/1112	19/9/2011	Clarke & Cunningham	21/09/2011
88/1112	20/9/2011	LEAP Searching	21/09/2011
89/1112	15/09/2011	Booth Brown Samuels & Olney	23/09/2011
90/1112	15/09/2011	Booth Brown Samuels & Olney	23/09/2011
91/1112	16/09/2011	Dear Loneragan & Hogan	23/09/2011
92/1112	19/09/2011	LEAP Searching	28/09/2011
93/1112	22/9/2011	H J Palmer & Co	22/09/2011
94/1112	22/09/2011	Shaddicks	28/09/2011
95/1112	23/09/2011	LEAP Searching	28/09/2011
96/1112	29/09/2011	Nelson Keane & Hemingway Solicitors	30/09/2011
97/1112	28/09/2011	WA Baxter & Co	30/09/2011
98/1112	28/09/2011	Clarke & Cunningham	30/09/2011

### **RECOMMENDATION**

For Council's information.

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**TONY MEPPEM**

**ACTING DIRECTOR ENVIRONMENTAL SERVICES**