



# **Warrumbungle Shire Council**

**Council meeting**

**Thursday, 15 December 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, 15 December 2011 commencing at 11.00am**

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Date: 9 December 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 15 December 2011. I further attach relevant reports from the Directors to me for the consideration of Council.

### **Forum**

### **Presentation**

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

### **Confirmation of Minutes**

**CONFIRMATION OF MINUTES** of the ordinary meeting of Warrumbungle Shire Council held on 24 November 2011

**ADOPTION OF THE RECOMMENDATIONS** of the Warrumbungle Shire Local Emergency Management Committee meeting held on 21 November 2011

**ADOPTION OF THE RECOMMENDATIONS** of the Waste Facilities Advisory Committee meeting held on 24 November 2011

**ADOPTION OF THE RECOMMENDATIONS** of the Warrumbungle Shire Social Services Advisory Committee meeting held on 29 November 2011

**MINUTES** of the special Consultative Advisory Committee meeting held on 30 November 2011 **for notation**

**ACCEPTANCE of the minutes** of the Baradine Town Committee meeting held on 15 November 2011

# **WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am**

---

**ACCEPTANCE of the minutes** of the Binnaway Town Committee meeting held on 14 November 2011

**ACCEPTANCE of the minutes** of the Coolah Town Committee meeting held on 16 November 2011

**ACCEPTANCE of the minutes** of the Coonabarabran Town Committee meeting held on 8 November 2011

**ACCEPTANCE of the minutes** of the Dunedoo Town Committee meeting held on 9 November 2011

**ACCEPTANCE of the minutes** of the Mendooran/Merrygoen Town Committee meeting held on 7 November 2011

## **Reports**

<b>GENERAL MANAGER'S REPORT</b>	<b>ANNEXURE 1</b>	<b>PAGE 02</b>
<b>CORPORATE SERVICES REPORT</b>	<b>ANNEXURE 2</b>	<b>PAGE 13</b>
<b>TECHNICAL SERVICES REPORT</b>	<b>ANNEXURE 3</b>	<b>PAGE 21</b>
<b>ENVIRONMENTAL SERVICES REPORT</b>	<b>ANNEXURE 4</b>	<b>PAGE 27</b>
<b>COMMUNITY SERVICES REPORT</b>	<b>ANNEXURE 5</b>	<b>PAGE 51</b>

## **Questions for Next Meeting**

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

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

Page 1

---

## INDEX

1.1	December Report from Manager Human Resources .....	2
1.2	Proposed Organisational Structure .....	3
1.3	Promoting Better Practice Review .....	3
1.4	2011 National Local Roads and Transport Congress Communique.....	4
1.5	Australia Day 2012 .....	6
1.6	Notice of Motion – Opening hours of public toilets .....	6
1.7	Notice of Motion – Coolah Town Improvement Fund .....	8
1.8	Tourism and Economic Development 2011 Report .....	8
2.1	Bank Reconciliation - Month Ending November 2011 .....	13
2.2	Rates and Charges Collection Report up to and Including November 2011.....	17
3.1	Draft Floodplain Risk Management Study and Plan for Teridgerie Creek at Baradine .....	21
3.2	Regional Tender for Supply and Delivery of Tyres .....	24
3.3	Building Improvements at Baradine Water Treatment Plant.....	25
4.1	Briefing Note - Mining Expansion Working Group .....	27
4.2	Development Application 30/1112 .....	30
4.3	Development Applications .....	48
4.4	Warrumbungle Shire Council 149 Certificates Processed.....	50
5.1	Youth Program – Coonabarabran.....	51

ATTACHMENT 1.0 – Organisational Structure

ATTACHMENT 2.0 – Promoting Better Practice Review

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

Page 2

---

## GENERAL MANAGER'S REPORT

## ANNEXURE 1

### 1.1 December Report from Manager Human Resources

The end of the 2011 calendar year finds the amount of staff vacancies in a much improved state. Although there still remain some vacancies in professional positions where it remains very difficult to attract suitable applicants, HR has managed to recruit some long term vacancies over the past few months. Early in the new year we will re-advertise several of those difficult to fill positions and will be recruiting new positions which have become available through Council's adoption of the new Warrumbungle Shire Council's Organisational Structure. It is envisaged the process of fully implementing the new structure could take until April 2012 with Job Evaluations and some Position Descriptions for new positions currently being written.

Since the November Council Meeting three positions have been successfully filled.

- Creditors Clerk (Maternity Leave)
- Plumber - Coonabarabran
- Patching Operator

#### Positions Currently Advertised – 7

- Manager Asset Design – On Web site only
- Roller Operator (Coolah)
- Concrete Operator (Coolah)
- Executive Assistant to General Manager
- Manager Water & Sewerage – Re-advertised
- Plumber Coolah – Re-advertised
- Director of Corporate Services

#### Positions Advertised – Applications closed and selection process underway – 8

- Apprentice Plumber (Coonabarabran)
- Apprentice Gardener (Coonabarabran)
- Indigenous Trainee Warrumbungle Community Care
- Indigenous Trainee Yuluwirri Kids
- Trainee Personal Assistant
- Trainee Administration
- Trainee Support Technician
- Youth Development Officer

This year has seen a newly created position of Training and Development Co-ordinator. The new position will undertake some training to individual staff and ensure training plans are completed. This will offer opportunities to staff to secure training to take on higher duties and be considered for succession planning in the future and will be of great benefit to not only staff but also the organisation.

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

Page 3

---

Last month HR purchased new HR software which will greatly benefit Workforce Planning, reporting statistics to management on a regular basis in the area of absenteeism, outstanding leave, overtime, training requirements and day to day HR documentation.

## **RECOMMENDATION**

For Council's information.

## **1.2 Proposed Organisational Structure**

At the Consultative Committee Meeting held on Wednesday November 30, 2011 the committee discussed feedback from staff on the proposed new organisational structure. This was the last process in the consultation process, several questions were directed to the General Manager and a minor change made. The consensus of the Consultative Committee was that the proposed Warrumbungle Shire Council Organisational Structure was agreed to.

## **RECOMMENDATION**

That the attached organisational structure (see **Attachment 1.0**) be fully endorsed by Council and the management team proceed with the implementation and recruitment of positions as required.

## **1.3 Promoting Better Practice Review**

In December 2010 Council resolved to note the contents of the Promoting Better Practice Review by the Division of Local Government and to adopt the reporting timetable set out on pages 66 to 73 of that report. Also it was noted that a further updated report is to be provided to the Division of Local Government within one year.

The Promoting Better Practice Review timetable with progress noted is attached as an addendum to this business paper (see **Attachment 2.0**).

## **RECOMMENDATION**

That Council note the progress made in the Promoting Better Practice Review timetable and further that this is submitted to the Division of Local Government.

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

Page 4

---

## **1.4 2011 National Local Roads and Transport Congress Communique – Mt Gambier, SA**

In November the Mayor Peter Shinton, General Manager Steve Loane and Councillor Denis Todd attended the 2011 National Local Roads and Transport Congress in Mt Gambier South Australia. The following communiqué is provided for Council's information.

*More than 300 representatives of councils from across Australia meeting as the National Local Roads and Transport Congress in Mount Gambier, South Australia, passed the following resolution calling on the Federal Government to:*

- *Recognise the successful delivery of the Roads to Recovery Program by local government since 2000;*
- *Continue the Roads to Recovery Program on a permanent basis to assist local government meet its responsibilities of providing access for its communities;*
- *Continue the Roads to Recovery Program with the current administrative arrangements; and*
- *Provide an increased level of funding under a future Roads to Recovery Program that recognises the shortfall of funding on local roads of \$1.2 billion annually.*

*In passing this resolution delegates committed their councils to an ongoing campaign to achieve the objectives of the resolution.*

*Delegates noted that much more needs to be done and reminded the Government of the estimated shortfall of \$1.2 billion annually in funding on local roads. They expressed concern that continued under-investment in local roads and will increasingly hinder social and economic development at the local level and ultimately the nation as a whole.*

*Delegates reaffirmed the obligation of councils to manage assets effectively and noted the significant efforts of councils to improve the management of local road assets. Delegates also reminded the Federal government that improved asset management alone could not meet the backlog of funding on local roads.*

*Delegates expressed dismay at the level of death and injury on Australian roads and committed local government to striving to achieve a 30% reduction in deaths and injuries by 2020 set in the National Roads Safety Strategy 2011-2012. Delegates reminded the Federal Government that one of the best ways of improving road safety, and recognised in the safe systems approach that underpins the National Roads Safety Strategy 2011-2020, is improving roads – better roads are safer roads.*

*Delegates expressed concern that no substantial additional funding had been committed by the Federal Government to achieving the National Road Safety Strategy 2011-2020 and called in it to devote additional funding to meet the road safety objective of 30% reduction in fatalities and serious injuries by 2020.*



# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

Page 5

---

*Delegates noted that the Federal Government's own analysis of the outcomes of Roads to Recovery funds by councils shows a strong emphasis on safety.*

*The Congress acknowledged the significant contribution that the Roads to Recovery funding has made to improving local roads and the economic, social and community benefits the program has achieved to date and congratulated the Federal Government for continuing the Program to 2014.*

*Delegates noted the compendium of Roads to Recovery Program funded projects as a small sample of the good work undertaken by local government with Federal funds.*

*Delegates welcomed the working arrangements for the National Heavy Vehicle Regulator which continue local government's control over access and looked forward to additional technical support from the Regulator. Delegates committed their councils to working cooperatively with the National Heavy Vehicle Regulator to establish effective and efficient access arrangements.*

*Delegates reminded the federal Government that:*

- *Over 80% of roads are local roads;*
- *36% of all kilometres travelled in Australia are on local roads;*
- *30% of kilometres by medium vehicles and 16% heavy vehicles, measured by is on local roads;*
- *Local roads are predominantly funded by councils from their own revenue sources;*
- *All Australians are entitled to expect adequate transport infrastructure that enables them to have reasonable access to basic facilities;*
- *Social cohesion and inclusion is dependent on access to social, medical and educational facilities in both urban and regional Australia and is critically dependent on an efficient and effective transport system;*
- *The movement of people in regional areas depends on good roads because of reduced rail and aviation services; and*
- *The importance of rail in both urban and regional Australia.*

*Finally, delegates confirmed the need for local government to be recognised in the Australian Constitution to ensure that the Federal Government can provide direct funding to local government, for example through the Roads to Recovery Program. Delegates noted the importance of bipartisan support and called on all major political parties at the federal and state level to support constitutional recognition of local government.*

## **RECOMMENDATION**

For Council's information only.

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

Page 6

---

## **1.5 Australia Day 2012**

At the ordinary August 2011 meeting Council resolved to again participate in the Ambassador Program for 2012:

***Resolved:***

- 1. That Council participates in the Australia Day Ambassador Program in 2012 hosting two (2) Ambassadors*
- 2. Council administers and presents the following awards for Australia Day 2012;*
  - i. Warrumbungle Shire Council Citizen of the Year*
  - ii. Young Citizen of the Year*
  - iii. Senior Citizen of the Year*
  - iv. Sportsperson of the Year and*
  - v. Young Sportsperson of the Year Award*
- 3. Council provide a contribution to each local organising Australia Day Committee in Baradine, Binnaway, Dunedoo, Coolah and Mendooran an amount of \$400 and Coonabarabran \$500 with the host community of the Warrumbungle Shire Council Citizen of the Year receiving an additional \$100 towards the function catering.*
- 4. Council pools be opened free of charge throughout the Shire on Australia Day 2012 as in past years.*

Council has now received advice from the Australia Day Council confirming the allocation of Ambassadors for the 2012 Australia Day celebrations.

The Ambassador allocated for the Northern end of the Warrumbungle Shire is Ms Barbara Asplet. Ms Asplet is the 2011 NSW Woman of the Year.

The Ambassador allocated for the Southern end of the Warrumbungle Shire is Mr Warren Potent. Mr Potent is an Olympic Shooter.

As further information is received, such as the Biographies and photographs of the Ambassadors, it will be disseminated to Councillors and the local press.

### **RECOMMENDATION**

For Council's information only.

## **1.6 Notice of Motion – Opening hours of public toilets**

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

*That the Warrumbungle Shire Council consider leaving the public toilets in the Shire open for 24 hours a day for a period of twelve months and conduct*

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

Page 7

---

*a cost analysis comparison study at the end of this time to cite differences in the cost of them being open .*

## **RATIONAL**

*Public toilets in most parts of the Shire are being closed & locked to the public in the early evenings depriving the general public of toilet facilities in the evenings and overnight.*

*This is providing a great disadvantage to the general & traveling public who on visiting a town, find the toilets shut and generally have to resort to finding a hotel that is open to use their toilets, which is not always appreciated by the Publicans. Late at night until morning this is not an option as they are then closed so there are no facilities able to be used at all.*

*These toilets are manned by Council everyday, as in, they are opened & closed daily, to leave them open overnight would decrease costs as they would only have to be visited once a day for cleaning & restocking.*

*75 percent of toilets on rural Australia are left open for 24 hours a day and there does not seem to be any more increase in vandalism than already occurs , whether open or shut, and it may well be cost effective to leave them open. There is also a personal hygiene matter to be considered as users are not then forced to use the public grounds as a toilet.*

*It may be an option to use a CCTV surveillance system in areas that are known to be problem spots & this is cost effective in that it has a deterrent effect on potential vandals.*

*A 12 month trial will be able to give Council an accurate picture of increased damage if any and compare costs of opening over the 12 or 24 hour periods.*

## **RECOMMENDATION**

For Council's consideration.

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

Page 8

---

## **1.7 Notice of Motion – Coolah Town Improvement Fund**

The following Notice of Motion has been received from Councillor Mark Powell.

*“Council transfer the sum \$24,344 from the Coolah Town Improvement Fund, a restricted asset, to the Coolah District Development Group to be used by the Bowen Oval Precinct, a sub-committee of the CDDG, for the purposes of creating a master plan for the development of Bowen Oval and other sporting facilities contained in the precinct.*

*An agreement was made at a workshop last year, involving all stakeholders and this plan of action was agreed to unanimously.*

*Total cost of plan, including community consultation etc, is a total of \$26,095.00 including GST.*

*It is intended that the balance of the cost of the above mentioned plan will be raised by the community.*

*To date \$1,800 has been received from the community donations toward the shortfall.*

**GM Note:** The balance in Restricted Asset for the Coolah Town Improvement Fund is \$22,544 as at 20 October 2011 Council meeting.

### **RECOMMENDATION**

For Council’s consideration.

## **1.8 Tourism and Economic Development 2011 Report**

Tourism and Economic Development across regional NSW has been impacted on by outside influences. The GFC has changed the way developers view opportunities and the mining industry across the issues of land acquisition, extraction procedures, employment and decision making has also impacted locally on development. The floods at the beginning of the year and cheap domestic air travel changed the travel patterns of tourists who traditionally travelled the Newell. Added to this is the way in which people use their leisure time; the short breaks to places closer to home, the short trip to our near Asian neighbours for a (comparatively) cheap pampering holiday, the time people are prepared to spend on their home renovation to create their own holiday destination in their backyard and the desire to purchase bigger, better plasma screen televisions reflect on the visitor numbers for inland tourism destinations.

However, for Warrumbungle Shire, the opportunities for development and tourism growth appear to redress some of those impacts.

# WARRUMBUNGLE SHIRE COUNCIL

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am**

**Page 9**

---

The confidence of people in our local economy is reflected in the changes of ownership of businesses .. in Coonabarabran there have been several new businesses open and several changes of ownership of tourism related businesses. The closure of Warrumbungle Holiday Camp is acknowledged as a loss to the tourism infrastructure particularly to the school excursion industry. School excursion numbers have declined over the past 5 years for a number of reasons – the high cost of transport, the 24 hour supervision and responsibility for teachers and family priorities have all contributed to the reduction in overnight excursions. A planned campaign of marketing to schools has commenced with the purchase of advertising in school excursion planners and the development by PFDC of a kit of materials aimed at Stage 1-3.

The RDA-Orana Regional Business Excellence Awards held in Narromine saw Warrumbungle Shire businesses take out several of the main awards – the Pilliga Forest Discovery Centre received the new tourism award and Acacia Motor Lodge and Restaurant. Across the shire, communities have nominated in various awards programs and the success of Coolah and Binnaway in the Tidy Towns Awards is acknowledged and the TED unit supported the attendance of Coolah representatives at the awards ceremony.

Community Workshops have been presented across the shire throughout the year with Visual Merchandising Workshops - “Retail Revamp” - in Coolah and Coonabarabran to encourage retailers to re-assess their presentations ( window displays, shop layouts and planning their stock purchases to coincide with specific seasons) has brought about a change in some of the businesses, and their enthusiasm has rubbed off on others; we are often told at the VIC that we have attractively presented businesses that could hold their own in any large shopping centre. We were fortunate to source funding through I & I Small Biz September to assist with funding the workshops. The Grant Writing Workshop in Coonabarabran was well attended and the participants left - armed with a lot of new ideas on approaches to funding and were better informed about how to prepare a grant application. Special interest workshops were encouraged and supported and included Photography workshops in Coolah and Coonabarabran, Cheese-making (x2) in Coonabarabran. While these target small groups of enthusiasts, at each session there have been participants from the broader region and the cheese-making workshops had people from interstate as well as regional NSW. It is small groups visiting regularly that generates further interest in our region. Volunteer Training was provided by VIC staff to the Bush Poetry Festival Committee people in Dunedoo in preparation for the 2011 event. A Customer Service Workshop will be held before the end of this year.

The Team Leader designed a Shop Locally Campaign for the Coonabarabran Chamber of Commerce and while the project is focussing on Christmas shopping it is envisaged that this project will be grown over the next year to include periods where the regional centres advertise to drain our small communities. The loss of income to our communities due to shopping out of the shire has been reported as in excess of \$3m each Christmas!! This project can be duplicated across the shire.

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

Page 10

---

The Team Leader provides information to community groups and businesses on a regular basis about grant opportunities and has assisted with preparation of applications and letters of support where requested.

- The Coonabarabran Arts Council accessed funding to establish a Drama Club in Coonabarabran with CASP funding;
- Baradine Central School's application to the Stephanie Alexander Kitchen Garden Projects (Fed Govt funding) has netted the school \$60,000 over two years for a garden and nutrition project;
- A TQAL Funding application for the Milroy Observatory was successful, however the first round of funding for RDA-F was not. Council established a consortium to progress the application to refurbish The Exploratory Centre at SSO;
- The second round of funding closed on 1 December and a second attempt has been made at this fund; noting that in the first round, inland NSW fared poorly with only Armidale (drug and alcohol facility) and Griffith (airport upgrade) funded.

The TED Unit has hosted TASAC, RDA and the EDO meetings – each brings people to town overnight and provides an opportunity to promote the area to prospective return visitors. In addition to Expressions of Interest to host the motox events in 2012, an EOI has been prepared for the Women in Local Government Conference in 2013 and support given to St Lawrence's School for its inaugural art show in 2012.

The Team Leader has also provided assistance to two local businesses who are working on international projects. One operator is a member of the China Business Chamber and has presented his product at a seminar in Beijing, taking with him Warrumbungle Shire promotional materials; his project is quite advanced and marketable. The second client is still sourcing information on the potential of his product.

The buyers of Council's industrial block sold last year are currently negotiating with state government on a project to utilise portion of the property.

Despite a national decline in domestic tourism, the numbers recorded at the Coonabarabran VIC are still healthy and at the time of this report numbers to the Centre for the 12 month period – November to November were more than 32,000.

The regional tourism brochure print run of 60,000 was distributed/consumed well within the predicted period and so a re-print of the wrap was done to ensure there was collateral available for spring and summer holiday periods and the Canberra Home & Leisure Show. A decision on the format for a new brochure will be finalised by the TED committee in December. A new padmap has been designed, published and distributed to complement the brochure. VIC staff maintain several websites that promote tourism product in Warrumbungle Shire. These include the Statewide Tourism Data Warehouse (which is on sold to Tourism Australia) requires regular updating and liaison with all tourism operators and the [www.warrumbungleregion.com.au](http://www.warrumbungleregion.com.au) is our own dedicated website which has updates done daily; statistics from this website show a high level of traffic for information

# WARRUMBUNGLE SHIRE COUNCIL

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am**

**Page 11**

---

and stats highlight to us that the events calendar is an important vehicle for promoting events in the shire.

The recent NSW Tourism Awards saw the Sculptures in the Scrub achieve silver status in the Indigenous Tourism Awards.

Warrumbungle Shire is now a member of the newly constituted Inland Regional Tourism Organisation; several regional tourism organisations have amalgamated to build a stronger focus on inland as a tourism destination and while we are a small player in a large field, there appears to be better opportunities to access Destination NSW funding for local and inter-regional projects. The Warrumbungle Cluster Digital Tourism Project has been a successful activity with positive feedback and shows us the value of collaborating with other shires to promote ourselves. The project has been something of a teething exercise as we grapple with the digital technologies available for tourism promotion.

The Team Leader and Promotions Co-ordinator attended a tourism symposium in Gunnedah which presented further information on digital tourism promotion – the potential of apps is currently being explored.

Our commitment to and participation in the Newell Promotions Committee continues; the location of Coonabarabran on the Newell and the opportunities to influence Newell travellers should never be discounted.

The tourism unit has participated in a number of consumer shows throughout the year with positive results .. Sydney Caravan and Camping saw record crowds on several days, the Hunter Caravan and Camping Show was said to have its best response in six years and the Canberra Home & Leisure Show had an excellent response.

The newly established Goanna Tracks MotoX Complex has hosted the National Titles in 2011 and the TED Unit prepared Expressions of Interest for two major events in 2012 and responded to requests for information related to a further event – in 2012 Goanna Tracks will be the site for a round of the National Titles, the Australian Off Road Championships and the NSW Titles. This has the potential to bring 7,000 people to the shire over three weekends. Accommodation is already booking out for the July event.

The annual Tour d'Bungles and the Tour d'Coolah are two very different cycling events – community driven, good fun with supported from outside the shire. The Team Leader has been liaising with Bicycle NSW for the hosting of a major event in 2012. Marathon and fun-runners are also drawn to the region and the TED unit has been working with the Hash Harriers for their annual event in March 2012.

Warrumbungle Shire in partnership with DECCW (park services) hosted a team of 5 journalists and a PR consultant for three days. The initial focus of the famill was national parks product but we were able to influence the agenda and provide a broader range of

# **WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am**

**Page 12**

---

experiences. To date there have been two excellent articles in travel sections of The Australian and The Sunday Telegraph. Each of the journalists were impressed with the range of experiences on offer within the shire and the links we make with like product outside our region.

Coonabarabran VIC maintained as a Level 1 accredited VIC meeting all standards and requirements. Building and grounds are maintained in line with OH&S requirements with several works scheduled for next quarter. Staff have participated in training opportunities – retail, marketing, customer service and OH&S. Famill undertaken with volunteers to observe new product in the Baradine/Warrumbungle/Coonabarabran area with further famill to southern end of shire to be confirmed.

## **RECOMMENDATION**

For Council's information..

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



# WARRUMBUNGLE SHIRE COUNCIL

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 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 November 2011**

### **BANK STATEMENTS**

Bank	Balance \$	Adjusted For: Outstanding Deposits Unpresented Cheques	Outstanding Deposits \$	Unpresented Cheques \$	Bank Charges and Fees \$
<b>GENERAL</b>					
Commonwealth	401,148.95	539,636.17	336,770.41	198,283.19	545.41
Westpac	448,265.17	468,057.21	19,792.04		
NAB	583,907.18	583,907.18			1,216.76
Commonwealth Rates	670	670			
Westpac Replenishing	0	0			
<b>Total</b>	<b>1,433,991.30</b>	<b>1,592,270.56</b>	<b>356,562.14</b>	<b>198,283.19</b>	<b>1,762.17</b>
<b>INVESTMENTS</b>					
Securities	7,000,000				
IBD	7,750,000				
<b>Total</b>	<b>14,750,000</b>				
<b>TRUST</b>					
Commonwealth	151,667.71	148,660.31	3,006.60	6,014	
Westpac	0	0			
<b>Total</b>	<b>151,667.71</b>	<b>148,660.31</b>	<b>3,006.60</b>	<b>6,014</b>	
<b>INVESTMENTS</b>					
<b>TOTAL BANK ACCOUNTS</b>		<b>16,490,930.87</b>			

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

Page 14

## INVESTMENT SECURITIES

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

## TERM DEPOSITS

Bank	Balance \$	Maturity Date	Percentage
National Australia Bank	1,000,000	05.01.2012	6.25
Suncorp Metway 4/10	1,000,000	16.12.2011	5.78
Suncorp Metway 5/10	750,000	16.12.2011	5.78
NAB Cash Maximiser – At Call	1,500,000	At Call	5.38
	1,000,000	04.12.2011	5.68
Suncorp Metway 9/10	1,000,000	04.01.2012	6.28
Suncorp Metway 10/10	1,500,000	16.12.2011	6.28
<b>Total</b>	<b>7,750,000</b>		

# WARRUMBUNGLE SHIRE COUNCIL

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am**

Page 15

## GENERAL LEDGER

Account	Account Number	Balance \$
<b>BANK</b>		
General Fund	5410-3000-0001	1,592,270.56
Trust Fund	9000-3000-0000	148,660.31
<b>Total Ledger Bank</b>		
<b>INTERFUND – due to/due by</b>		
<b>General Fund</b>		
Interfund Bank Account	5410-3000-0071	1,146,882.95
Interfund Bank Account	5410-3000-0081	-294,484.36
<b>Total Due To General Fund</b>		
<b>Water Fund</b>		
Bank Account	7081-3000-0001	-1,146,882.95
<b>Total Due To General Fund</b>		
<b>Sewerage Fund</b>		
Bank Account	8081-3000-0001	294,484.36
<b>Total Due By General Fund</b>		
<b>INVESTMENTS</b>		
<b>General Fund</b>		
Investments	5220-3001-3001	6,650,000
Investments	5220-3001-5001	3,119,147.67
Investment Movement Account	5220-3003-0000	61,882.30
Investments Non-Current	5220-4701-0000	0
<b>Total</b>		
<b>Water Fund</b>		
Investments	7085-3001-0001	2,355,105.23
<b>Total</b>		
<b>Sewerage Fund</b>		
Investments	8085-3001-0001	2,563,864.80
<b>Total</b>		
<b>Trust Fund</b>		
Investments		0.00
<b>Total</b>		<b>0.00</b>

# **WARRUMBUNGLA SHIRE COUNCIL**

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am**

**Page 16**

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## **Bank Reconciliation**

### **Bank Accounts**

Council's Bank Account is balanced and reconciled with the General Ledger as at the 30<sup>th</sup> November, 2011.

### **Investments**

Council has had no investment movements this month.

### **RECOMMENDATION**

That the Bank Reconciliation as at the 30 November, 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, 15 December 2011 commencing at 11.00am  
Page 17

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

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

GENERAL	RATE ARREARS	2011/2012 LEVY	PENSIONER WRITE OFF	ABANDONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2011/2012	COLLECTION % 2011/2012	TOTAL OUTSTANDING 2010/2011	COLLECTION % 2010/2011
COONABARA -BRAN	88,637	1,008,924	48,487	1,886	1,047,189	517,177	530,012	49.39%	461,028	53.69%
BARADINE	34,528	142,494	14,742	0	162,280	74,806	87,474	46.10%	90,989	42.84%
BINNAWAY	13,087	69,722	10,018	1,344	71,447	34,739	36,708	48.62%	34,424	49.19%
VILLAGE 1	10,443	32,279	2,709	1,493	38,519	20,787	17,732	53.96%	19,561	44.70%
FARMLAND	299,590	4,285,733	19,412	99	4,565,812	2,184,701	2,381,111	47.85%	2,181,880	50.29%
COOLAH	25,187	207,426	15,448	0	217,166	105,683	111,483	48.66%	103,531	50.18%
DUNEDOO	23,240	224,437	15,763	0	231,915	110,795	121,120	47.77%	108,474	51.01%
MENDOORAN	15,870	69,603	7,165	1	78,307	33,338	44,969	42.57%	40,680	45.87%
VILLAGE 2	2,171	19,035	2,322	0	18,884	10,571	8,313	55.98%	9,211	52.75%
COOLABAH ESTATE	2,443	15,877	1,590	0	16,730	6,977	9,753	41.70%	9345	42.98%
RUR/RES COBBORA	69	3,205	335	0	2,939	1,984	955	67.52%	769	74.47%
RURAL RESD/ BUS	84,114	606,084	26,958	2,110	661,129	348,334	312,795	52.69%	298,185	52.42%

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011  
commencing at 11.00am

Page 18

GENERAL		RATE ARREARS	2011/2012 LEVY	PENSIONER WRITE OFF	ABAND- ONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTAND- ING 2011/2012	COLLECTION % 2011/2012	TOTAL OUTSTAND- ING 2010/2011	COLLECT- ION % 2010/2011
	COONABARA -BRAN	29,654	464,370	26,399	63	467,562	231,773	235,789	49.57%	169,246	54.29%
	BARADINE	31,055	128,685	9,346	0	150,394	69,069	81,326	45.93%	71,336	44.77%
	BINNAWAY	23,706	99,705	8,488	1,847	113,077	54,618	58,459	48.30%	61,892	51.74%
	VILLAGE 1	9,437	9,315	1,099	8,727	8,926	3,969	4,957	44.46%	13,842	28.21%
	FARMLAND	204.01	1,725.00	0.00	0.00	1,929	804	1,125	41.70%	166	51.60%
	COOLAH	22,300	162,150	9,756	2,387	172,307	87,328	84,979	50.68%	81,190	51.63%
	DUNEDOO	16,537	154,905	9,168	0	162,274	78,345	83,928	48.28%	75,077	52.11%
	MENDOORAN	36,939	161,568	4,769	4	193,734	82,430	111,304	42.55%	93,508	46.84%
	VILLAGE 2	2,663.35	8,970.00	875.00	0.00	10,758	5,362.14	5,396	49.84%		
	RURAL	14,786	90,087	3,150	1,302	100,421	46,684	53,738	46.49%	35,184	42.10%

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011  
commencing at 11.00am

Page 19

GENERAL		RATE ARREARS	2011/2012 LEVY	PENSIONER WRITE OFF	ABAND- ONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTAND- ING 2011/2012	COLLECTION % 2011/2012	TOTAL OUTSTAND- ING 2010/2011	COLLECT- ION % 2010/2011
<b>SEWERAGE</b>	COONABARA -BRAN	126,975	147,553	15,283	1,081	258,164	178,765	79,399	69.24%	57,367	72.04%
	BARADINE	48,294	33,497	4,642	2	77,147	45,177	31,970	58.56%	34,144	51.46%
	COOLAH	41,008	46,938	5,755	0	82,191	53,424	28,767	65.00%	25,120	62.38%
	DUNEDOO	38,331	42,489	5,299	0	75,522	48,642	26,879	64.41%	23,955	58.21%
	RURAL	2,100.45	1,593	0	0	3,693	1,847.26	1,846	50.02%		
		<b>1,041,271</b>	<b>8,236,775</b>	<b>268,977</b>	<b>22,348</b>	<b>8,986,722</b>	<b>4,436,283</b>	<b>4,550,439</b>	<b>49.36%</b>	<b>4,100,104</b>	<b>51.33%</b>
<b>GARBAGE</b>	NORTH	73,403	838,117	60,883	5,888	844,749	433,808	410,942	51.35%	313,073	55.11%
	SOUTH FARMLAND/ URAL	66,589	530,516	42,412	2,596	552,097	267,975	284,122	48.54%	237,701	51.10%
		3,344	66,754	612	4	69,481	33,530	35,951	48.26%	26,423	51.24%

**WARRUMBUNGLE SHIRE COUNCIL**

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am  
 Page 20

GENERAL	RATE ARREARS	2011/2012 LEVY	PENSIONER WRITE OFF	ABANDONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2011/2012	COLLECTION % 2011/2012	TOTAL OUTSTANDING 2010/2011	COLLECTION % 2010/2011
LEGAL FEES	143,961	38,839	0	13,728	169,072	38,839	130,233	22.97%	176,639	19.44%
INTEREST	181,037	61,267	0	0	242,304	0	242,304	0.00%	204,173	0.00%
<b>TOTALS</b>	<b>1,509,605</b>	<b>9,772,267</b>	<b>372,884</b>	<b>44,562</b>	<b>10,864,426</b>	<b>5,210,435</b>	<b>5,653,991</b>	<b>47.96%</b>	<b>5,058,113</b>	<b>49.85%</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.

.....

**REBECCA RYAN**  
**ACTING DIRECTOR OF CORPORATE SERVICES**



# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

Page 21

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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 Draft Floodplain Risk Management Study and Plan for Teridgerie Creek at Baradine**

### **Background**

Council will be aware of the current project to develop a floodplain study and risk management plan for the town of Baradine. The plan is being prepared in accordance with the State Government's Flood Policy which includes the following four sequential stages:

- |                                     |  |
|-------------------------------------|--|
| 1. Flood Study                      | Determines nature and extent of flooding   |
| 2. Floodplain Risk Management Study | Evaluates management options for the floodplain in respect of both existing and proposed development.  |
| 3. Floodplain Risk Management Plan  | Involves formal adoption by Council of a plan of management for the floodplain   |
| 4. Implementation of the Plan       | Construction of mitigation works to protect existing development; use of Local Environmental Plans and flood related controls to ensure new development is compatible with the flood hazard. |

The first three stages of the process have been completed in draft form. Council's consultant has produced two reports, which covers the first three stages of the process. Whilst the reports are in draft form they are sufficiently detailed and advanced where it is now appropriate for Council to consider adoption of the plans. Refinement of the Risk Management Plan is currently being undertaken by the Consultant to address potential impacts from an overflow channel along the eastern side of the railway line in the urban

# **WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am**

**Page 22**

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area and the potential impacts from an option to divert some of the flood flow above the urban area.

At the core of the Plan is a map of the town showing the flood planning area and a table with recommended flood management measures. Both the flood planning area and the table (table S.2) are reproduced in attachment 1.0. Should Council determine to adopt the draft plan, it will be giving in principle approval to the list of recommendations in table S.2.

A copy of the 'Summary' from the draft report has been forwarded to Councillors under separate cover.

## **Issues**

The flood planning area is at the centre of a flood policy and is used to control development within the town of Baradine affected by floodwaters. The types of controls have been graded relative to the severity and frequency of potential floods. For example 'high hazard floodway' is the most flood affected land and the area where highest flow velocities would be expected at the 100 year ARI flood – "This zone should be kept clear of future development, although minor additions to existing residences and small out buildings may be permitted..." (page A-4 of Draft Flood Policy).

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

The implementation of the remaining recommended measures do require ongoing Council and Government funding. In particular under measure 4 and 5, the existing system of un-coordinated levees will be replaced by 2.4km levee along the eastern side of the floodplain.

## **Options**

Council is in a position to endorse the draft Floodplain Risk Management Study and Plan. Prior to the final draft being prepared, further consultation with the Floodplain Advisory Committee may be undertaken, given that refinement of the options is currently underway. Endorsement of the draft plan will allow Council to continue to apply for State Government funding to advance the implementation of mitigation measures particularly in relation to pre construction planning and design of the 2.4km long levee.

## **Financial considerations**

Funding under the NSW Government Floodplain Management Program is on the basis of \$1 Council and \$2 State Government. Council was advised in January 2011 that cost of current project expected to be \$88,660. With additional survey and investigation to refine options, the plan is now expected to cost \$116,660. Council's contribution to the revised cost of the plan is covered within existing 2011/12 budget allocations.

# **WARRUMBUNGLA SHIRE COUNCIL**

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am**

**Page 23**

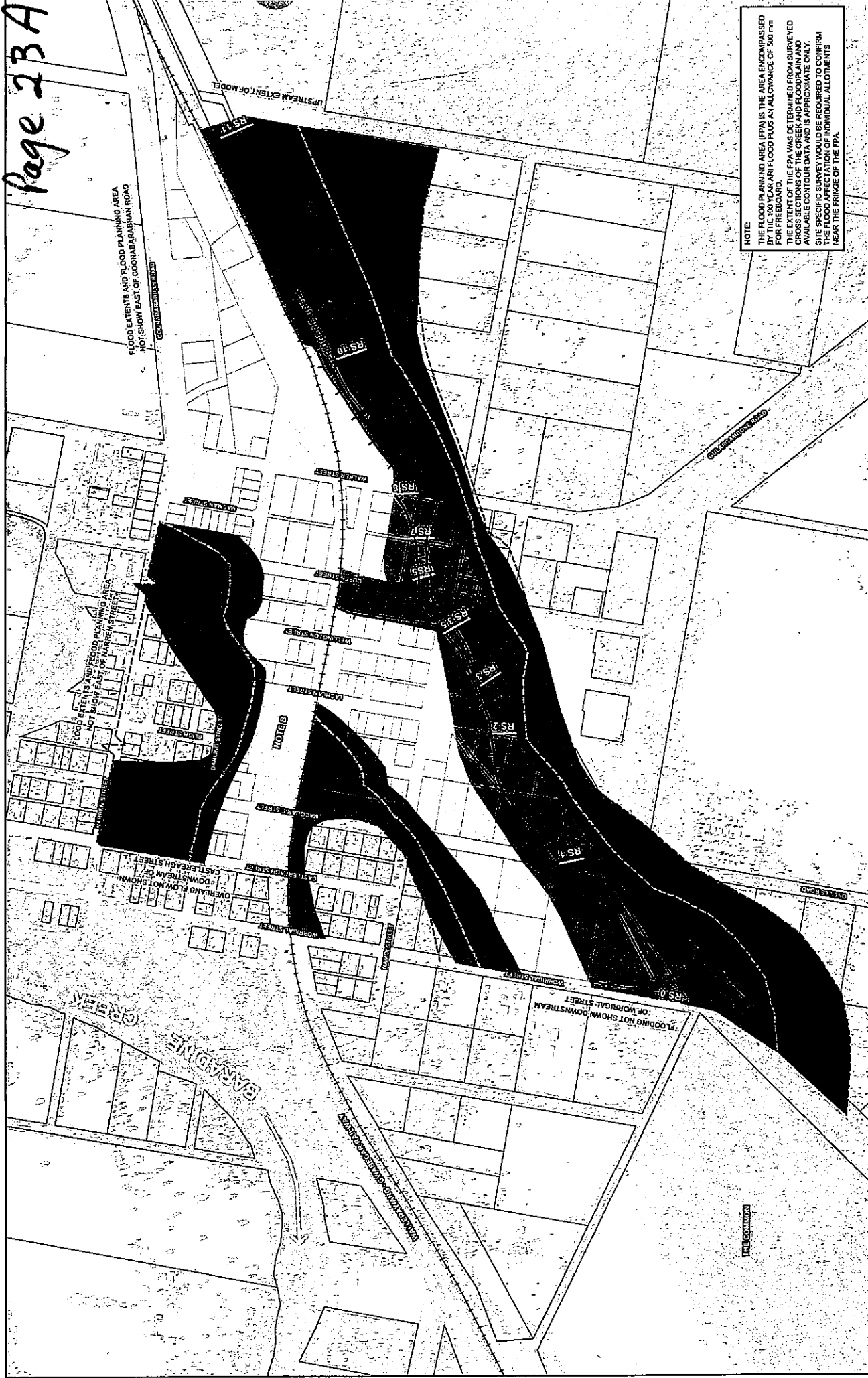
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The total estimated cost of the preferred strategy for mitigating impacts of flooding in Baradine is \$2.95 million. This estimate will be adjusted once investigations currently underway are completed, however, the adjustment is not expected to be significant. Clearly, a project of this size will take possibly 10 to 15 years to complete and may require Council to give consideration to a special levy.

## **RECOMMENDATION**

That Council endorses the Baradine Floodplain Risk Management Study and Plan prepared by Lyall & Associates, October 2011, with the knowledge that refinement of mitigation options is currently underway.

Page 23A



**TERIDGERIE CREEK AT BARADINE  
FLOODPLAIN RISK MANAGEMENT STUDY**

Figure A1.1  
FLOODWAY - FLOOD PLANNING AREA

**LEGEND**

- Indicative Extent of 100 Year ARI Flood
- ... Indicative Extent of Extreme Flood
- ▨ High Hazard Floodway
- ▨ Overland Flow Zone
- ▨ Intermediate Floodplain (Indicative Extent of Flood Planning Area)
- RS0 River Station

Scale: 1:8,000

80 0 80 160 240 m

THE COUNCIL

TABLE S.2  
RECOMMENDED MEASURES FOR INCLUSION IN  
DRAFT FLOODPLAIN RISK MANAGEMENT PLAN

Measure	Required Funding	Features of the Measure	Priority
1. Implement controls over future development in urban areas of Baradine affected by flooding from Terridge Creek, based on the draft Flood Policy of Appendix A, as amended by Council.	Council's staff costs	<ul style="list-style-type: none"> <li>Control residential development in floodplain as summarised in the draft Flood Policy (ref. Section 3.6 and Appendix A).</li> <li>Graded set of flood controls based on location within the Flood Planning Area, defined as land inundated by the 100 Year ARI flood plus 500 mm freeboard and therefore subject to flood related development controls.</li> <li>Floodplain divided into zones: High Hazard Floodway, Overland Flow Zone, Intermediate Floodplain, and Outer Floodplain.</li> <li>Council's evaluation of development proposals to use data presented in Flood Study, 2011 and in this FRMS, 2011.</li> </ul>	Priority 1: this measure has a high priority for inclusion in the FRMP. It does not require Government funding.
2. Ensure flood data in this Floodplain Risk Management Study and Plan are available to SES for inclusion in flood response procedures.	SES costs	<ul style="list-style-type: none"> <li>SES's Warrumbungle Shire Local Flood Plan to be updated using information on patterns of flooding shown in Flood Study, 2011. Locations of flood prone development are incorporated in the FRMS and shown in Figure B8.3 of Appendix B.</li> </ul>	Priority 1: this measure would improve SES's emergency management procedures and has a high priority. It does not require Government funding.
3. Implement flood awareness and education program for residents bordering the creek.	SES, Council staff costs	<ul style="list-style-type: none"> <li>Council and SES to prepare FloodSafe Brochure to inform residents of the flood risk, based on the information presented in the FRMS.</li> </ul>	Priority 1: this measure would reduce flood losses and has a high priority. It does not require Government funding.
4. Feasibility Study of a flood protection levee along the eastern side of Terridge Creek, with consideration of diversion of flows to Baradine Creek (alternative Schemes 1 or 2).	\$120,000	<ul style="list-style-type: none"> <li>Survey along routes of levee and flow diversion.</li> <li>Prepare concept design; refine initial costing and economic analysis presented in this FRMS.</li> <li>Undertake environmental studies and Community Consultation, as well as liaison with Agencies to gain regulatory approval.</li> <li>Prepare a submission for Council and Government funding of the construction.</li> </ul>	Priority 1: this measure is the first step in providing the diversion/levee scheme and has a high priority in view of the economic impacts resulting from flooding. It requires Council and Government funding.
5. Preparation of detailed design and construction of the levee/diversion scheme (dependent on the results of the feasibility study)	\$2.83 Million	<ul style="list-style-type: none"> <li>Liaison with landowners for land acquisition and easements.</li> <li>Prepare detailed design and documentation of scheme (indicative cost applies for diversion to Baradine Creek plus levees).</li> <li>Works are to be implemented by Council when funding available.</li> <li>Annual maintenance costs are not included (1% of capital cost adopted in economic analysis of Table 3.3).</li> </ul>	Priority 1: this measure would depend on a favourable outcome from the above Feasibility Study and on the availability of Council and Government funding.
6. Feasibility Study of a floodway/riparian corridor along Terridge Creek (Scheme 4).	\$120,000	<ul style="list-style-type: none"> <li>Survey along corridor route.</li> <li>Prepare concept design; refine initial costing and economic analysis presented in this FRMS.</li> <li>Undertake environmental studies and liaison with Agencies to gain regulatory approval and Community Consultation.</li> <li>Prepare a submission for Council and Government funding of the construction.</li> </ul>	Priority 2: this measure is an alternative to the diversion/levee scheme should the feasibility study (Measure 4) show that it is not viable. It requires Council and Government funding.
7. Preparation of detailed design and construction of the floodway/riparian corridor scheme	\$6.3 Million	<ul style="list-style-type: none"> <li>Liaison with landowners for land acquisition and easements.</li> <li>Prepare detailed design and documentation of scheme (indicative cost applies for riparian corridor plus levees).</li> <li>Works are to be implemented by Council when funding available.</li> <li>Annual maintenance costs are not included (1% of capital cost adopted in economic analysis of Table 3.5).</li> </ul>	Priority 2: this measure would depend on a favourable outcome from the Feasibility Study and the availability of Council and Government funding.
8. Implementation of Flash Flood Warning System	\$200,000	<ul style="list-style-type: none"> <li>Cost is the capital cost only and allows for instrumentation, software, training and public flood awareness program.</li> <li>Allow an additional annual cost of \$15,000 for maintenance of the system (Council costs).</li> <li>Costs comprise capital and annual maintenance costs.</li> </ul>	Priority 3: implementation of this measure would depend on a favourable outcome from the above Feasibility Study and the availability of Council and Government funding.
<b>Total Estimated Cost (Preferred Strategy)</b>	<b>\$2.95 Million</b>	<b>Note: the currently preferred strategy comprises Measures 1 to 5.</b>	

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

Page 24

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## **3.2 Regional Tender for Supply and Delivery of Tyres**

### **Background**

Council will be aware that it has engaged the services of Hunter Councils Regional Procurement Initiative to call tenders on behalf of OROC for supply of various products. Recently, tenders were sought for the supply and delivery of tyres including passenger tyres, truck tyres and earthmover tyres. The tender also included pricing for provision of roadside assistance to vehicles. The period of the proposed contract is between 1 November 2011 and 30<sup>th</sup> October 2013.

Four(4) tender submission were received and they were assessed by a panel comprising staff representatives from several Councils in the OROC group. The panel has made a recommendation and Council is being asked adopt the recommendation.

### **Issues**

The panel uses a range of criteria to assess each tender including, delivery times, past performance, warranty as well as price.

Council has a procurement policy which provides a price advantage for local businesses and this policy will be taken into account by Council staff in relation to each of the products tendered.

### **Options**

Tenders were received from the following companies;

- Bridgestone Australia
- Tyres4u
- Toyo Australia
- Dowells Fuel

Council is not bound to accept any of the tenders and can continue to obtain supplies from current sources. However, prices and timeliness of deliveries may fluctuate without a contract agreement.

A copy of the report and panel recommendations has been forwarded to Councillors under separate cover.

### **Financial considerations**

The products associated with each tender are considered to be general operational items and are included in current budget allocations.

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

Page 25

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## **RECOMMENDATION**

1. That all tenders for supply and deliver of tyres be accepted as per the evaluation matrix as Panel source suppliers to Warrumbungle Shire Council for the period 1<sup>st</sup> November 2011 to 30<sup>th</sup> October 2013. Furthermore, provision is made for 12 month extension based on satisfactory supplier performance which may take the contract through to October 2014.

## **3.3 Building Improvements at Baradine Water Treatment Plant**

### **Background**

Council may recall a report on the condition of the Baradine Water Treatment plant, which identified several workplace health and safety issues. In particular access to the overhead tanks used in the backwash process and the lack of adequate office facilities were identified. Work is now almost completed on relocating the backwash tank and plans are now available for a new office within the existing building.

A budget allocation for the necessary improvement works has been made each year over the last three years, however, the funds have not been expended and the allocation not carried over. The current budget allocation is not sufficient to complete both projects and a supplementary budget allocation is sought.

### **Issues**

The existing backwash tank is on an elevated platform centred over the clarifier at the WTP. The platform is made from timber that has deteriorated, the access ladder does not comply with regulations and the tank itself is in poor condition. A new backwash tank has been constructed in concrete at ground level alongside the existing building and instead of gravity flow, backwashing of the filters will be undertaken by pumps.

The office and laboratory bench and sink in the existing building has long been recognised as inadequate, however several internal modifications were necessary before the office could be upgraded. The modifications were necessary to address a range of other operational and OHS issues including removal of an old filter tank and removal of redundant piping. Furthermore, installation of a dedicated fluoride building within the WTP building delayed progress on upgrading the office.

### **Options**

Council has little discretion in this matter as the projects are long overdue for completion and they address a number of workplace health and safety issues. Council does have discretion in relation to scheduling completion of the projects.

### **Financial considerations**

There is a provisional allocation of \$50,000 in the budget for improvements to the Baradine WTP. The budget allocation was made before detailed plans were available for either the backwash tank or the office building. The cost of construction a new tank,

# **WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am**

**Page 26**

---

installation of two pumps and associated wiring is \$95,000. The cost of constructing an office within the WTP building is expected to be around \$25,000.

The cost to remove the existing overhead tank, once the new backwash tank is operational, has not yet been determined. It is expected that this cost will be subject to future budgetary considerations.

## **RECOMMENDATION**

That a supplementary expenditure vote of \$70,000 is made for works at Baradine Water Treatment Plant to construct a new backwash tank and to upgrade the office facilities within the building.

.....  
**KEVIN TIGHE**  
**DIRECTOR TECHNICAL SERVICES**



# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

Page 27

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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 Briefing Note - Mining Expansion Working Group**

Council's town planner recently attended the Mining Expansion Working Group meeting. The aim of the Working Group is to develop a regional services strategic framework that will focus on the social and human services challenges and rapid population growth. The challenges include relevant service delivery, facilities, local infrastructure and amenity issues resulting from the expansion of coal mining in the western region.

The recent meeting was the first opportunity extended to Warrumbungle Council to participate in developing a regional service strategic framework alongside Mid-Western Regional Council, Wellington Shire Council, Dubbo City Council and independent agencies. Considerations of the Working Group include;

- Common goal across community and government organisations based on rapidly expanding coal industry
- Population growth scenarios, including a baseline for key locations with projected timelines
- Service thresholds and critical pathway for service provision
- Opportunities and risk analysis to be tested with government, industry and community interests
- Individual strategies for service delivery, training and employment, housing and other agreed priority needs

Manidis Roberts, a consulting firm, are in the process of collecting baseline information to assist in developing the framework. The main area for this study in the Mid-Western Local Government Area, however the scope of study extends to surrounding areas. Another meeting will be held in February to engage the mining companies and extend the consultancy. The project also involves liaising with individual agencies to establish baseline reports; a brief overview of these reports was presented as follows;

## WARRUMBUNGLE SHIRE COUNCIL

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am**

**Page 28**

<b>Agency</b>	<b>Infrastructure and Thresholds</b>	<b>Types of services</b>
Health	<p>Dubbo Hospital services 12,000 across 13 local government areas. Expansion of a range of services is planned.</p> <p>Mudgee has some capacity to meet future acute care demand.</p> <p>Redevelopment of "Gulgong Health Service" Wellington and Warrumbungle demand over the past four years unchanged with capacity to meet future demand.</p> <p>Use of technology to provide safe and effective health services.</p> <p>Demand for health and aged services is constantly monitored and managed through key performance indicators</p>	<p>Hospitals, community mental health, community health, GP medical services, RFDS, Aboriginal Medical Services, Residential Aged Care Services, School of Rural Health</p>
DET	<p>Mid-western Primary schools OK. Mudgee High School growth options.</p> <p>Several small primary schools adversely affected by mining development and likely to close in med term.</p> <p>Dubbo, Wellington and Warrumbungle have some capacity-thresholds are based on additional residential lots.</p> <p>2000-2500 for new primary school and 7500 for high school.</p> <p>1700 new lots planned for Mudgee</p>	<p>Primary and High School Education</p>
TAFE-Western Institute	<p>Sites at Dubbo, Mudgee and Wellington (being upgraded)</p> <p>Can respond to growing needs of region subject to funding.</p> <p>Using technology and mobile units</p>	<p>TAFE Western Connect Program- upgrade training facilities.</p> <p>Training heavy vehicle apprentices and performing arts at Dubbo. Tourism and hospitality at Mudgee</p>
Communities	<p>Staff based in Dubbo.</p> <p>Number of small projects in Warrumbungle shire- no capacity to expand.</p> <p>Mid-western priority community but no additional resources allocated</p> <p>Escalating demand requires additional resources. Supports funding applications and corporate support through Local Govt and community organisations</p>	<p>Alignment of need for facilities, access and capacity, community development, provide funding for clubs, halls, sporting complex, community infrastructure, youth programs.</p> <p>Mitigation of social challenges</p>

## WARRUMBUNGLE SHIRE COUNCIL

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am**

**Page 29**

<b>Agency</b>	<b>Infrastructure and Thresholds</b>	<b>Types of services</b>
ADHC	All services currently at capacity but have potential to expand to accommodate growth subject to state and federal funding and recruitment (waiting lists). Assessed annually based on increased demand, eligible groups, available capacity and population increases.	Ageing, Disability and Home Care including; community participation, social support, carer assistance, children therapy transition to work, disability services, community transport, home modifications, Aboriginal programs, respite, boarding houses, meals on wheels, occupational therapy, early childhood intervention, group accommodation...
Community Services	Infrastructure in Mudgee (serviced by Orange), Dubbo and Coonabarabran but not Wellington-serviced from Dubbo. No capacity to expand except in Dubbo which is limited. Expansion in education and health is likely to drive increased demand for community services. Child protection work cannot be offset to private sector. Services historically based rather than on data or thresholds. Population based model would be used to redistribute services based on rurality, isolation, availability of transport, Aboriginal and other disadvantaged population groups and age distribution. Consideration given to miners and families but also displaced disadvantaged local families.	Statutory Child Protection Services
CMA	Dubbo based service	Regional conservation planning
Trade and Investment	Staff in Orange and Dubbo	Provides contributions to common use business and mining related infrastructure (eg roads, power, water) depending on level of investment jobs created.

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

Page 30

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Agency	Infrastructure and Thresholds	Types of services
Juvenile Justice	Provides a service in each LGA with regional office in Dubbo. Capacity to expand if warranted. Family migration and social demographics. Low income families being forced out of rental accommodation resulting in living in caravan parks or overcrowding in other accommodation...	Court order assessments, community supervision, individualized case management including linking clients to community services. Drug rehabilitation centre in Dubbo. Western College TAFE including an employment skilling program

Through the engagement of the wide range of interests expressed a practical framework for regional service strategies is proposed to be developed. An outline of key priorities and drivers of change that were established include;

- Economic, environmental and social impacts
- Employment and training
- Housing and Accommodation
- Community Services
- Local infrastructure and utilities
- Local environment
- Local economic diversity and culture

## **RECOMMENDATION**

For Council's information.

## **4.2 Development Application 30/1112 RELOCATED DWELLING**

**ADDRESS:** Lot: 31 DP: 262520  
71-73 Booyamurra Street, Coolah

**APPLICATION No:** DA 30/1112

**PROPOSAL:** Relocated dwelling

**OWNER:** Sherryl Weller

**APPLICANT:** Sherryl Weller

**DATE LODGED:** 18 October 2011

**DATE OF REPORT:** 2 December 2011

# **WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am**

**Page 31**

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## **SUMMARY**

**ISSUES:** Submission received from adjoining property owner questioning the existence of the lot.

**SUBMISSIONS:** One (1)

**RECOMMENDATION:** Approval

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## **DESCRIPTION OF PROPOSAL**

The application is for a 15.3m x 6.3m relocated home (with a height of 2.7 metres) on brick piers (plans attached as Appendix 1). The dwelling is proposed to be relocated to the vacant block on the corner of Booyamurra and Cameron Place; to be set back 10m from Cameron Place and 10m from Booyamurra Street. 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 31 in DP 262520, 71-73 Booyamurra Street Coolah. The site is located within a residential area of Coolah.

## **RELEVANT HISTORY**

There is no relevant history for this development that Council is aware of.

## **SUBMISSIONS**

Surrounding properties were notified of the development proposal between 26 October 2011 and 9 November 2011.

One (1) submission was received. The extract is shown below;

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

Page 32

RECEIVED  
02 NOV 2011

75-77 Booyamurra St  
Coolah 2843  
28-10-2011

BY:.....

The General Manager  
Warrumbungle Shire Council

Dear Sir,

In response to your notification of an intended relocation of dwelling from Little Hartley to 71 Booyamurra St. I offer the following information.

My wife and I own a dwelling at 75-77 Booyamurra St. Between Cliff Drive and Cameron Place are three building blocks. The one next to Cliff Drive is owned by Ticehurst, leaving two blocks, ascribed as 77 and 75. Our dwelling occupies both blocks. 77 is contiguous to 75 and it receives overflow from 77 which was too small to accommodate the dwelling. The block ascribed 75 extends to Cameron Place, being occupied by part of building from 77 and open space which is planted to trees. There appears no space to accommodate 71 or 73.

Upon purchase of property from Mr Ray Murphy, I enquired re boundaries from your council, first verbally from local office, and receiving no satisfactory response by letter to yourself. Having not received satisfactory I contacted Dept of Lands. According to their records the area is owned by a Mr Faucett.

I have not been successful in contacting Mr Faucett. A phonecall to a Mr Faucett produced a response from a lady not interested in discussing the subject. I have encountered a couple of elderly people who advised me that a Mr Faucett moved a house from Coolah to Mudgee. Not recently. He is said to have conducted a business in lower Church St. approximately opposite the church. Possibly a tobacconist.

71 Booyamurra St. and 73 appear to be phantoms lacking reality. Certainly there appears no space between Cliff Drive and Cameron Place for their existence.

Sincerely

## 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 2000

The subject site is zoned Village 2 (v) under the Coolah Local Environmental Plan 2000. A relocated dwelling is permissible within the Village Zone as defined in the Standard LEP Dictionary ; *dwelling - a room or suite of rooms occupied or used or so constructed or adapted as to be capable of being occupied or used as a separate domicile.*

The objective of the 2 (v) Village zone is to promote development in existing towns and villages in a manner which is compatible with their urban function. The proposed development is consistent with the zone objectives.

# **WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am**

**Page 33**

---

## **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 plan supplied indicates that access to the lot will be via Cameron Place

### **Utilities**

Electricity, water and connection to sewer are available to the subject site.

### **Water**

Town water is available on the subject site. Stormwater is proposed to run to street guttering by licensed plumber.

### **Waste**

Sewage and waste water will be managed through the town system. Normal residential waste is expected to be generated.

### **Noise**

Some noise will be emitted during the initial phase of the relocation, however, restricted hours can be conditioned as part of consent.

### **Cumulative Impacts**

No cumulative impacts have been identified.

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

The proposed development is considered to be consistent with the surrounding residential use of land in the vicinity. As the locality is zoned residential 2 (v) the development proposal is not considered to be inappropriate.

## **THE PUBLIC INTEREST**

The proposed development is not considered to detrimentally affect the public interest as it is a suitable development for a residential area.

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

Page 34

---

## 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 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 consistent with the specific aims of the plan and the objectives of the zone as outlined in this report and as such, consent should be granted.

### CONCLUSION

The applicant has provided the following response to the concerns raised in the submission for Council's further consideration.



# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

Page 35

---

## To Whom It May Concern

Re: Development Application No. 30/1112, Lot: 31 DP 262520, Relocated Dwelling

This is an answer to the response to your notification of the intended relocation of a dwelling from Little Hartley to 71 Booyamurra Street, Coolah.

As the present owner of the above Lot31, I find it difficult to understand that "71 Booyamurra St and 73 appear to be phantoms lacking reality". The council plans, recently accessed by my lawyer who conducted searches during my recent purchase of this lot, should clear up this problem. Could we send the writers a copy so they feel more comfortable about this situation?

The land where this Little Hartley dwelling is to be relocated is a very large town block and will accommodate the proposed house with metres to spare to the boundary of 75-77 Booyamurra Street.

We propose to paint the house, landscape the block to suit the house and create a home for a family to enjoy. This little house will add value to the area.

I am looking forward to managing this project myself over the next couple of months and, to the best of my ability I am willing to answer any questions that may arise.

Trusting this letter will help towards allaying any fears of the writers.

Yours Sincerely,

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

Page 36

---

## RECOMMENDATION

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

That Council grant development consent to Development Application No. 30/1112 for development of a relocated dwelling on land at Lot: 31 DP 262520, 71-73 Booyamurra Street Coolah, 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 ELEVATIONS & CROSS SECTION and FLOOR PLAN drawn by Shafer design, PLAN OF FOOTINGS drawn by GJ Moore Pty Limited, received on 18 October 2011 and SITE PLAN drawn by GJ Moore Pty Limited received on November 30 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 if required for the work incorporating certification of conditions of approval) 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.

## WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

Page 37

---

(Reason: Prescribed - Statutory)

4. The Applicant is to demonstrate that the relocatable home is designed, constructed and installed in accordance with Division 4 of the Local Government (Manufactured Homes Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005.

(Reason: To ensure compliance with the Local Government Act 1993)

5. (1) Building work that involves residential building work (within the meaning and exemptions provided in the Home Building Act) must not be carried out unless the Principal Certifying Authority for the development to which the work relates:
- (a) in the case of work to be done by a licensee under that Act:
    - (i) has been informed in writing of the licensee's name and contractor licence number, and
    - (ii) is satisfied that the licensee has complied with the requirements of the Home Building Act, or
  - (b) in the case of work to be done by any other person:
    - (i) has been informed in writing of the person's name and owner-builder permit number, or
    - (ii) has been given a declaration, signed by the owner of the land, that states that the reasonable market cost of the labour and materials involved in the work is less than the amount prescribed for the purposes of the definition of owner-builder work in section 29 of that Act, and is given appropriate information and declarations under paragraphs (a) and (b) whenever arrangements for the doing of the work are changed in such a manner as to render out of date any information or declaration previously given under either of those paragraphs.

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

Page 38

---

Note: The amount referred to in paragraph (b)(ii) is prescribed by regulations under the Home Building Act 1989. As at the date on which this Regulation was Gazetted, that amount was \$5,000. As those regulations are amended from time to time, that amount may vary.

(2) A certificate purporting to be issued by an approved insurer under Part 6 of the Home Building Act 1989 that states that a person is the holder of an insurance policy issued for the purposes of that Part is, for the purposes of this clause, sufficient evidence that the person has complied with the requirements of that Part.

(3) If arrangements for doing residential building work are changed while the work is in progress so that the information submitted to Council is out of date, further work must not be carried out unless the Principal Certifying Authority for the development to which the work relates (not being the Council), has given the Council written notice of the updated information.

(Reason: Prescribed - Statutory)

6. 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 THE ISSUE OF A CONSTRUCTION CERTIFICATE**

7. Evidence is to be provided demonstrating payment of the prescribed Long Service Levy fee prior to the issue of a Construction Certificate.

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

Page 39

---

(Reason: To ensure that the requirements of the Long Service Levy Corporation are satisfied.)

8. The applicant shall design the sealed vehicular access way in compliance with the following:

- (a) the width of the vehicular layback shall be 4.5 metres (including the wings);
- (b) the crossing (between the layback and the property boundary) shall be placed on a single straight grade of 5%, falling to the back of the layback;
- (c) any twisting of the driveway access shall occur entirely within the subject property; and

(Reason: To facilitate appropriate vehicular access to private sites, without disruption to pedestrian and vehicular traffic prior to the issue of an Occupation Certificate)

9. No works shall commence on site until such time as a Construction Certificate has been issued for either part or all of the works.

(Reason: Prescribed - Statutory)

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

10. 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.

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

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

Page 40

---

11. 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)

12. 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
- (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)

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

Page 41

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13. 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)

14. 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)

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

15. 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.)

16. Prior to any Occupation Certificate being issued for the building works, the person acting upon this consent must apply to Warrumbungle Shire Council and receive written confirmation of the allocated street address(es) or house number(s) for the completed project. These are the numbers that will be recorded in Council records and must be displayed at the property in accordance with the provisions of AS/NZS 4819:2003 – Geographic information – Rural and urban addressing.

## WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

Page 42

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(Reason: To ensure that Council records are accurate and that house numbering complies with the requirements of Council's House Numbering Policy. Proper house numbering also assists emergency services in readily locating properties.)

17. The premises shall be connected to the sewer system in accordance with the Australian Standard 3500. A works as executed plan (drawn by an appropriately qualified Contractor), on Council's approved form is to be submitted to Council within seven (7) days following the final drainage inspection and prior to any Occupation Certificate being issued.

(Reason: To ensure compliance with the Australian Standard & Local Authority requirements.)

18. Prior to the issue of the Occupation Certificate the applicant is to make suitable arrangements with Council for garbage disposal and recycling facilities for each dwelling.

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

19. Prior to the issue of the Occupation Certificate each dwelling is to have a mailbox, wholly situated on the subject site in accordance with Australia Post Requirements.

(Reason: To ensure services are provided)

20. 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 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.



# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

Page 43

---

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

## **5. CONDITIONS THAT MUST BE COMPLIED WITH AT ALL TIMES**

21. All external lighting is to be of a fully shielded design and directed in a downward position.

(Reason: To minimise upward light spill and to comply with the requirements of the Orana Regional Environmental Plan)

## **6. ADVICE**

22. If Council is the Certifying Authority, a Certificate prepared by an appropriately qualified and practising structural engineer, certifying the structural adequacy of the existing structure to be relocated will be required to certify that the structure will be capable of withstanding the most adverse loads expected for its new location, prior to the issuing of a Construction Certificate.
23. 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

## **WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am**

**Page 44**

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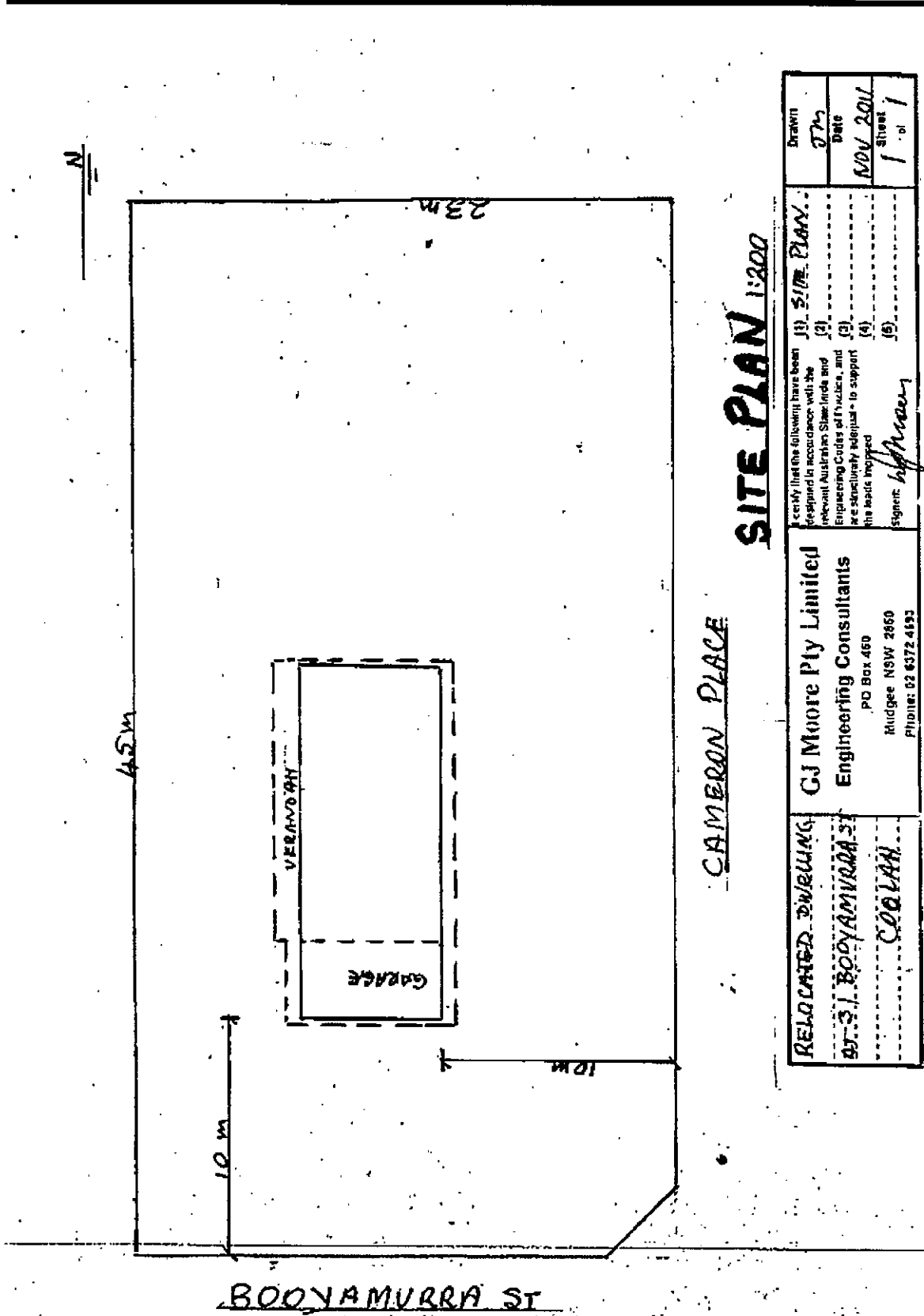
Any additional Council inspection needed to verify the compliance of any work will be charged at the individual inspection rate nominated in Council's Fees and Charges Schedule.

**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.

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

Page 45



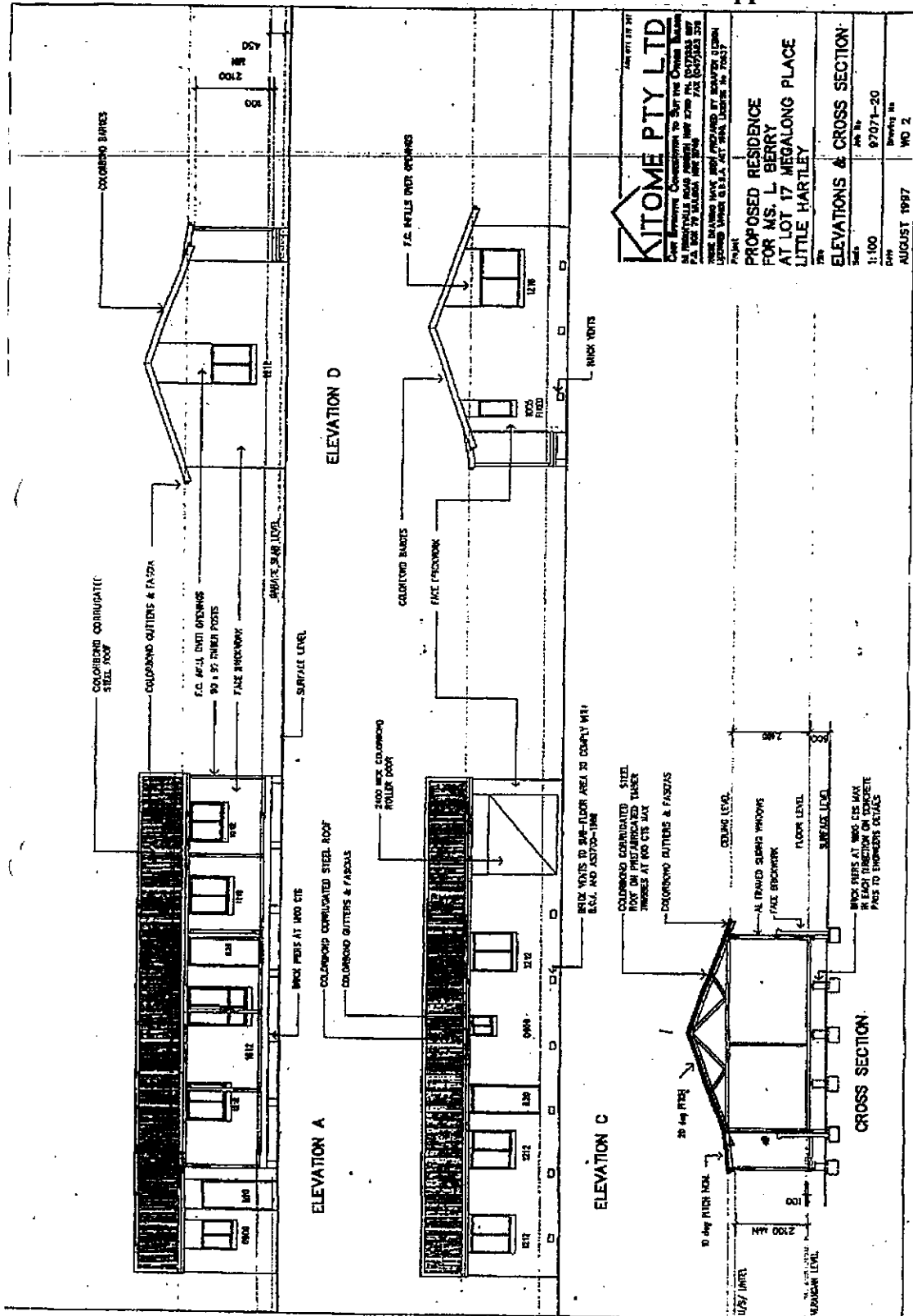
<p><b>RELOCATED DWELLING</b> 99-101 BOOYAMURRA ST COOLAH</p>	<p><b>GJ Moore Pty Limited</b> Engineering Consultants PO Box 460 Mudgee NSW 2850 Phone: 02 6372 4193</p>	<p>I certify that the following have been prepared in accordance with the relevant Australian Standards and Engineering Codes of Practice, and are structurally adequate to support the loads imposed.</p> <p>Signature: <i>[Signature]</i></p>	<p><b>SITE PLAN 1:200</b></p> <p>Drawn: <i>[Signature]</i> Date: NOV 2011 Sheet 1 of 1</p>
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# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

Page 46

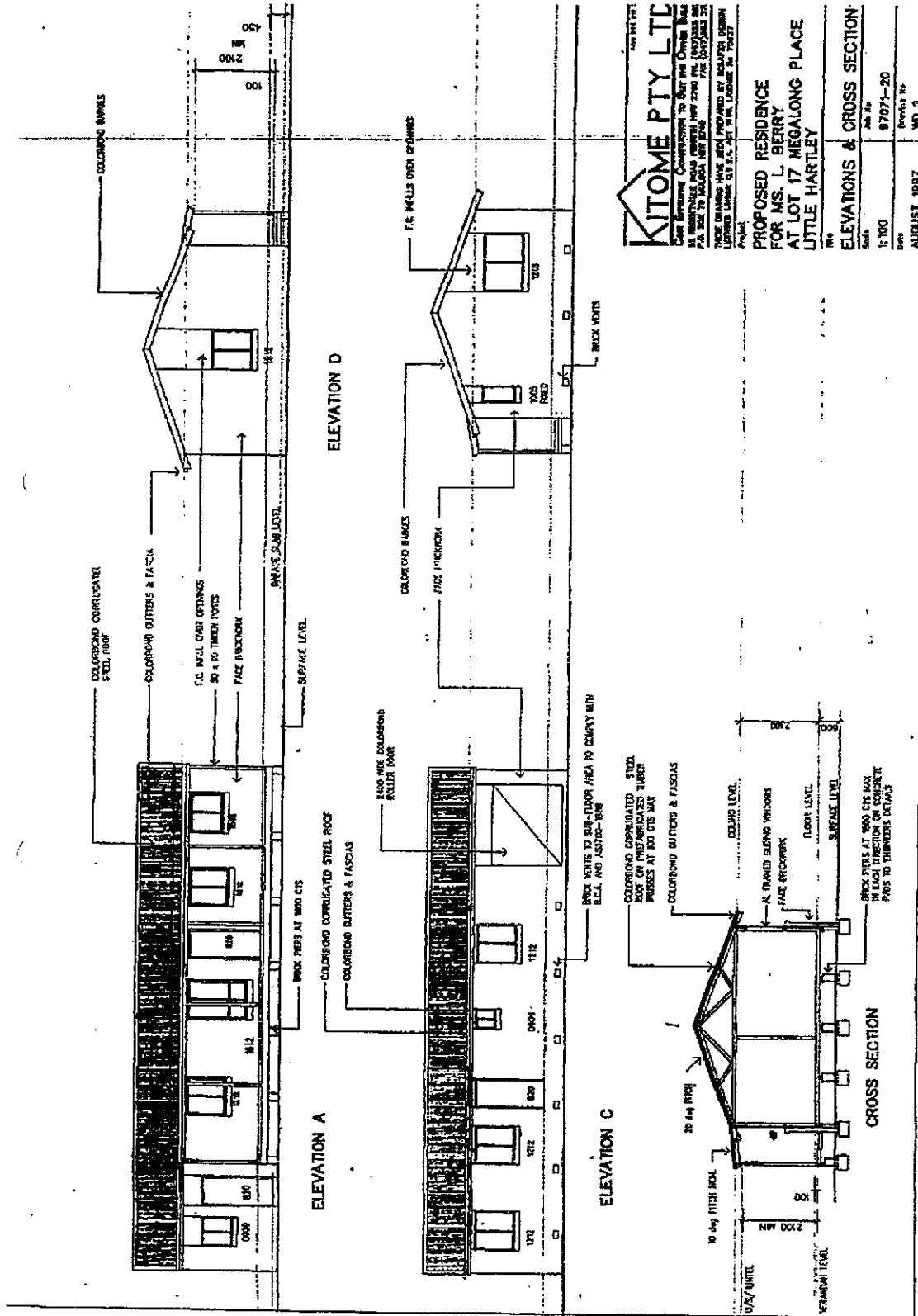
## Appendix 1: Plans



# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

Page 47



# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am

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## 4.3 Development Applications

### i) Approved – November 2011

Complying Development (set criteria) Development Application (Specialised Conditions)	Date Approved	APPLICANT'S NAME	LOCATION	Town	Type of Development
DA 27/1112	10/11/2011	Peter Munns	Baradine	Baradine	Erect Sign
DA 28/1112	29/11/2011	Signcraft (CBA)	John Street	Coonabarabran	Erect Signs
DA 31/1112	16/11/2011	Sam Bragg	Newell Highway	Coonabarabran	Build New Machinery Shed
CDC 32/1112	08/11/2011	Northwest Pools	Timor Road	Coonabarabran	New Swimming Pool
DA 35/1112	29/11/2011	Chris Donelan	Quirindi-Premier Rd	Premier	Single Story Dwelling
CDC 38/1112	22/11/2011	Mark Gallagher	Yarrow Street	Dunedoo	Alterations and Extensions to Existing Dwelling
DA 42/1112	30/11/2011	Roger Row	Baradine Road	Coonabarabran	Erection of Patio Cover & Car Port

## WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011  
commencing at 11.00am

---

Page 49

### ii) Applications Received – November 2011

CD or DA	Date Received	APPLICANT'S NAME	LOCATION	Town	Type of Development	Status
DA 35/1112	02/11/2011	Chris Donelan	Quirindi Premier Road	Premcr	Erect a Single Story Dwelling	Approved
DA 36/1112	02/11/2011	S & P Chapman	Carrington Lane	Coonabarabran	Install a Manufactured Home	Pending
DA 37/1112	08/11/2011	Baradine Pre School	Macquarie Street	Baradine	Alterations & Additions	Pending
CDC 38/1112	14/11/2011	Mark Gallagher	Yarrow Street	Dunedoo	Alterations & Additions	Approved
CDC 39/1112	18/11/2011	Andrew Chambers (Picton Bros)	Jubilee Street	Coonabarabran	Erection of Patio Cover	Pending
DA 40/1112	23/11/2011	Thomas Davis	Oxley Highway	Coonabarabran	Creation of a Three Lot Subdivision	Pending
DA 41/1112	25/11/2011	Allan Callejja	Warrumbungles Way	Binnaway	Erect Temporary Cabin Accommodation	Pending
DA 42/1112	15/11/2011	Roger Row	Baradine Road	Coonabarabran	Erect a Patio Cover & Car Port	Approved
CDC 43/1112	28/11/2011	Peter Small	Newell Highway	Coonabarabran	Construct New Machinery Shed	Approved

### RECOMMENDATION

That Council note the Applications Received for the month of November 2011, the Applications Held Pending as at 30 November 2011 and their status, and of those approved during November 2011, under Delegated Authority.

# WARRUMBUNGLE SHIRE COUNCIL

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am**

## 4.4 Warrumbungle Shire Council 149 Certificates Processed November 2011

149 Certificate Number:	Date Received:	APPLICANT'S NAME:	Date Issued:
128/1112	03/11/2011	Murphy Partners	07/11/2011
129/1112	07/11/2011	W.A Baxter & Co	08/11/2011
Drainage Diagram	09/11/2011	Dear Loneragan & Hogan	09/11/2011
130/1112	09/11/2011	Dear Loneragan & Hogan	11/11/2011
131/1112	10/11/2011	Reimer Winter Williamson	11/11/2011
132/1112	11/11/2011	Clarke & Cunningham	11/11/2011
133/1112	11/11/2011	Orana Conveyancing	17/11/2011
134/1112	11/11/2011	Ptolemy Legal	17/11/2011
135/1112	11/11/2011	Denman Legal	17/11/2011
136/1112	11/11/2011	Clarke & Cunningham	17/11/2011
137/1112	11/11/2011	Clarke & Cunningham	17/11/2011
138/1112	16/11/2011	Clarke & Cunningham	17/11/2011
139/1112	18/11/2011	Murphy Partners	22/11/2011
140/1112	18/11/2011	Peacocks Solicitors	22/11/2011
141/1112	18/11/2011	Leap Searching	22/11/2011
142/1112	22/11/2011	RJ O'Halloran & Co	24/11/2011
143/1112	16/11/2011	GlobalX Information Service	24/11/2011
144/1112	18/11/2011	Ptolemy Legal	24/11/2011
145/1112	17/11/2011	Paul Gowran & Co Solicitors	24/11/2011
146/1112	25/11/2011	The Shire Conveyancer (Cronulla)	28/11/2011
147/1112	25/11/2011	The Shire Conveyancer (Cronulla)	28/11/2011
148/1112	25/11/2011	The Shire Conveyancer (Cronulla)	28/11/2011
149/1112	25/11/2011	The Shire Conveyancer (Cronulla)	28/11/2011
150/1112	17/11/2011	Nelson Keanne & Hemmingway	01/12/2011
151/1112	28/11/2011	Jenners Title Searching Co	01/12/2011
152/1112	15/11/2011	W.A Baxter & Co	01/12/2011
153/1112	24/11/2011	Clarke & Cunningham	01/12/2011
154/1112	29/11/2011	Clarke & Cunningham	01/12/2011

### RECOMMENDATION

For Council's information.

.....  
**TONY MEPPEM**

**ACTING DIRECTOR ENVIRONMENTAL SERVICES**



# WARRUMBUNGLE SHIRE COUNCIL

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am**

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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 COMMUNITY SERVICES      ANNEXURE 5**

## **5.1 Youth Program – Coonabarabran**

In 2011 Council auspiced a youth holiday program which was funded by the Australian Government Department of Families, Housing Community Services and Indigenous Affairs (FaHCSIA) Indigenous Coordination Centre (ICC) Tamworth. The program was delivered over two school holiday periods in January and April through a partnership of Interagency services including Centacare, Mission Australia - Youth Connections, NSW Human Services, Mary McKillop - Reconnect, Coonabarabran Aboriginal Lands Council, Drop in Centre, Coonabarabran Youth Club, NSW Police, Orana Arts and Warrumbungle Shire Council.

The youth program was a great success. 30 -50 participants attended each session and a variety of activities including sporting, musical, art, craft and games activities were provided. This inaugural program has been fully acquitted and funds expended.

The ICC has recently contacted Council offering to provide further funding of \$10 000 to support a similar program for 2012. This funding will enable employment of casual youth workers, purchase of resources, materials and supplies for workshops and events/activities. It is envisaged the youth program will run over three weeks in January 2012 and funding permitted for two weeks in the April school holidays. The Interagency partnership are now working together to coordinate and promote the youth holiday program.

### **RECOMMENDATION**

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

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

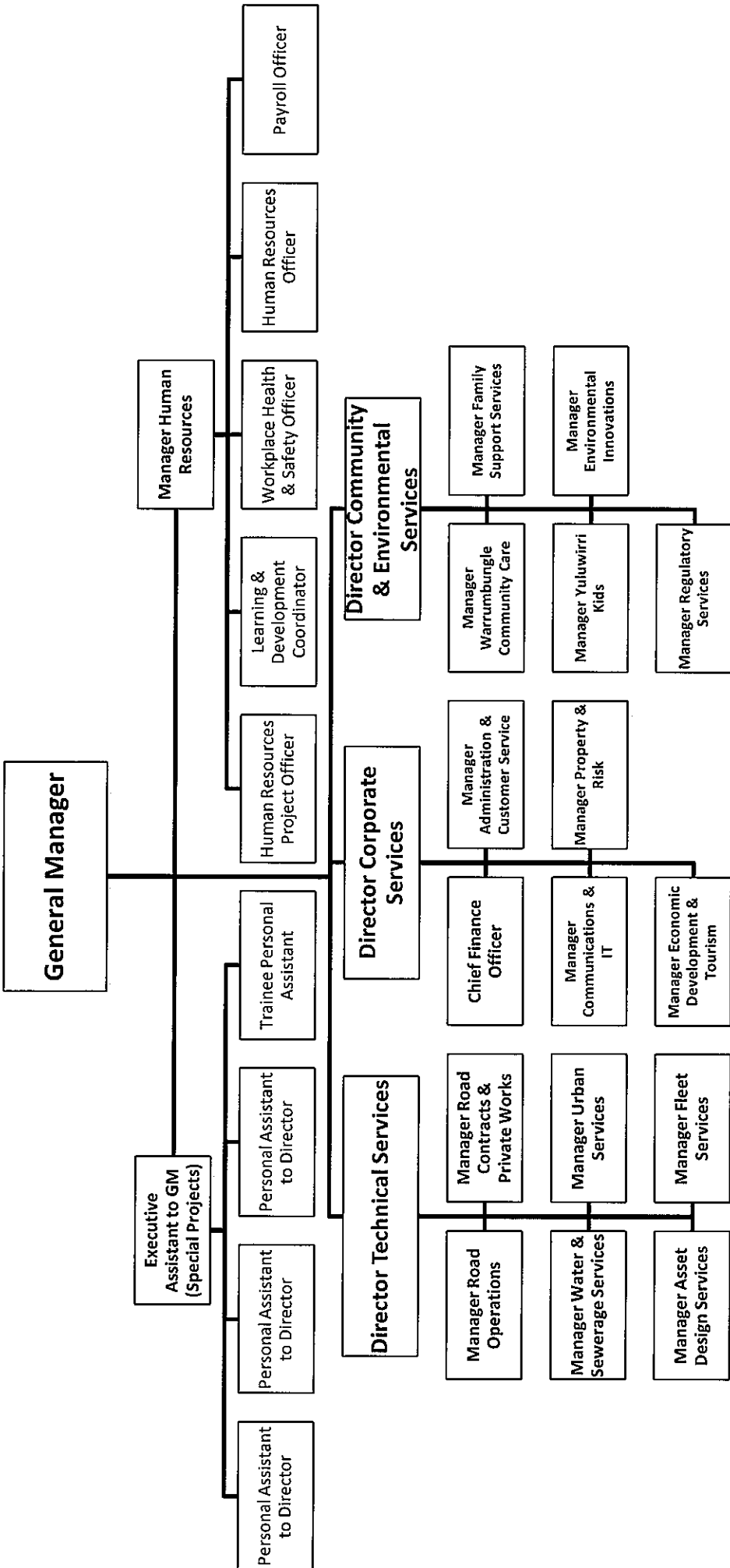
# **WARRUMBUNGLA SHIRE COUNCIL**

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am**

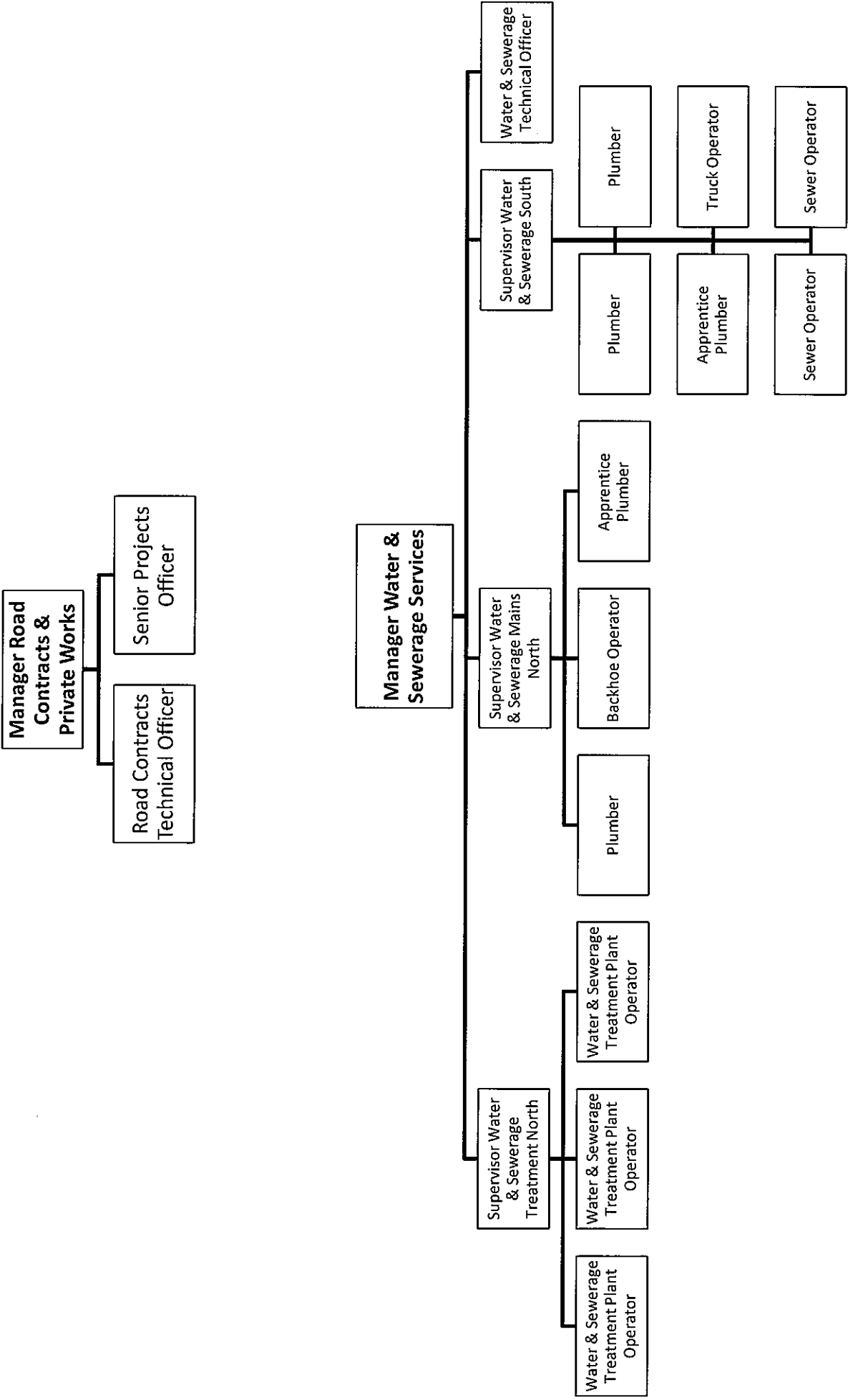
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## **ATTACHMENT 1.0 – Organisational Structure**

# Warrumbungle Shire Council Organisation Structure 2011







Manager Road  
Contracts &  
Private Works

Road Contracts  
Technical Officer

Senior Projects  
Officer

Manager Water &  
Sewerage Services

Supervisor Water  
& Sewerage  
Treatment North

Water & Sewerage  
Treatment Plant  
Operator

Water & Sewerage  
Treatment Plant  
Operator

Water & Sewerage  
Treatment Plant  
Operator

Plumber

Backhoe Operator

Apprentice  
Plumber

Supervisor Water  
& Sewerage Mains  
North

Supervisor Water  
& Sewerage South

Plumber

Plumber

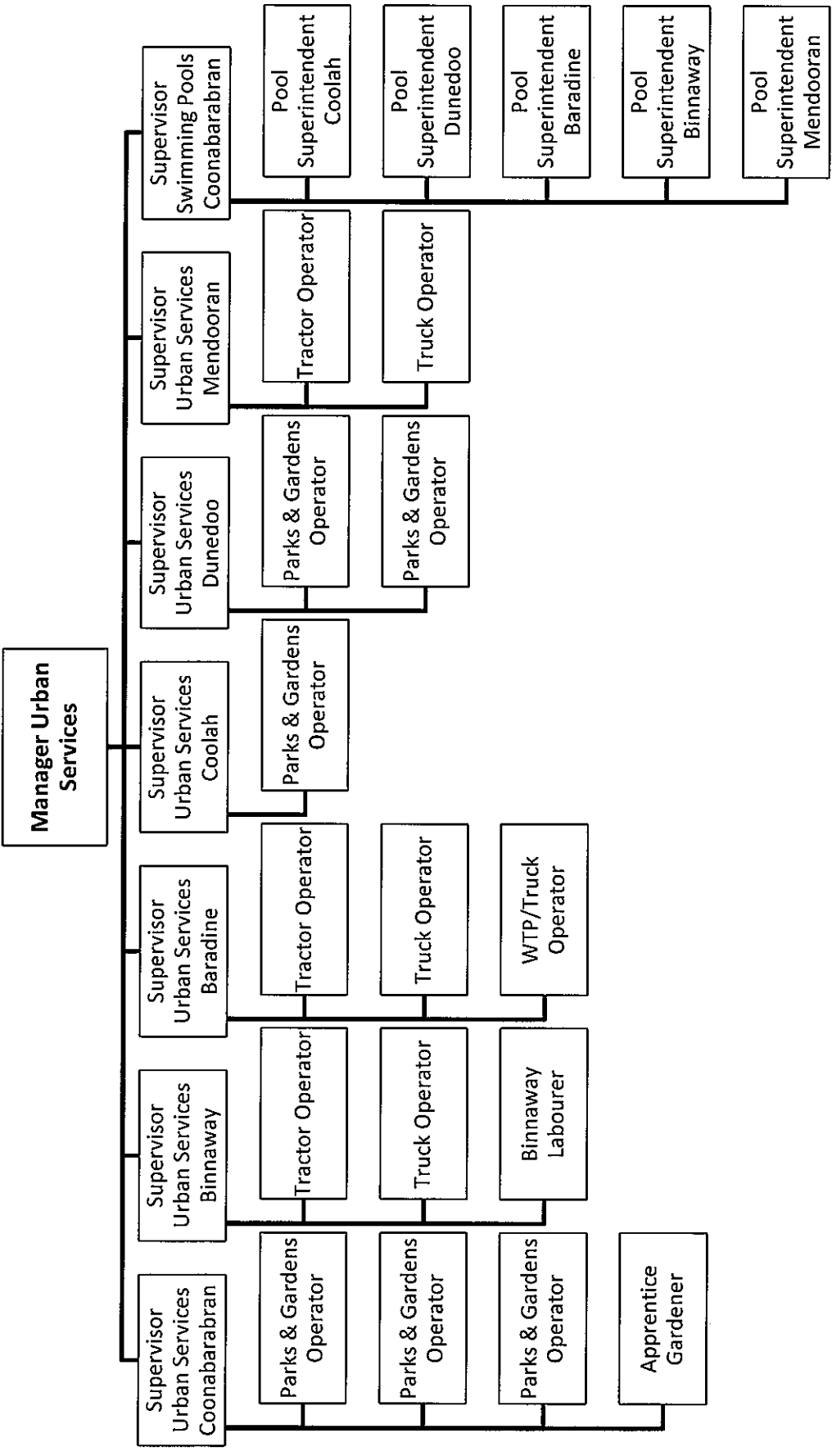
Apprentice  
Plumber

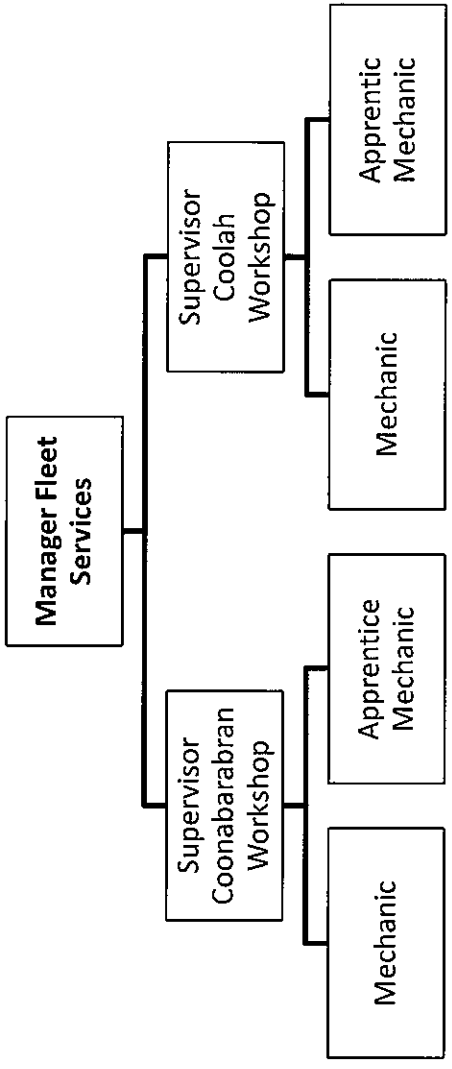
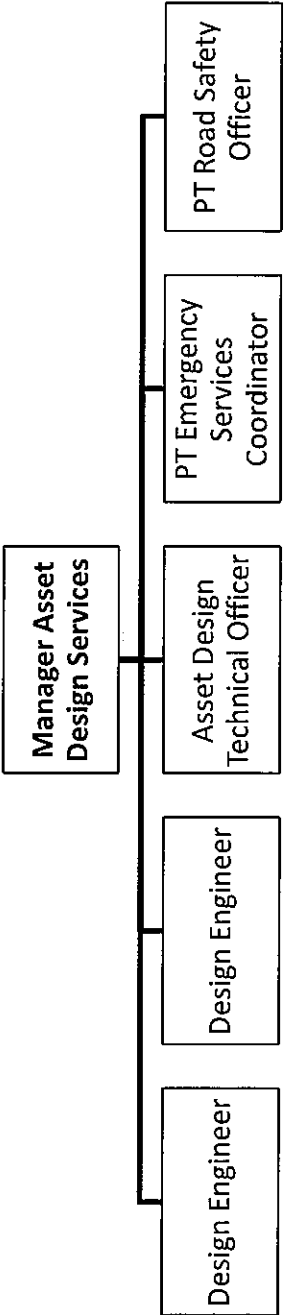
Truck Operator

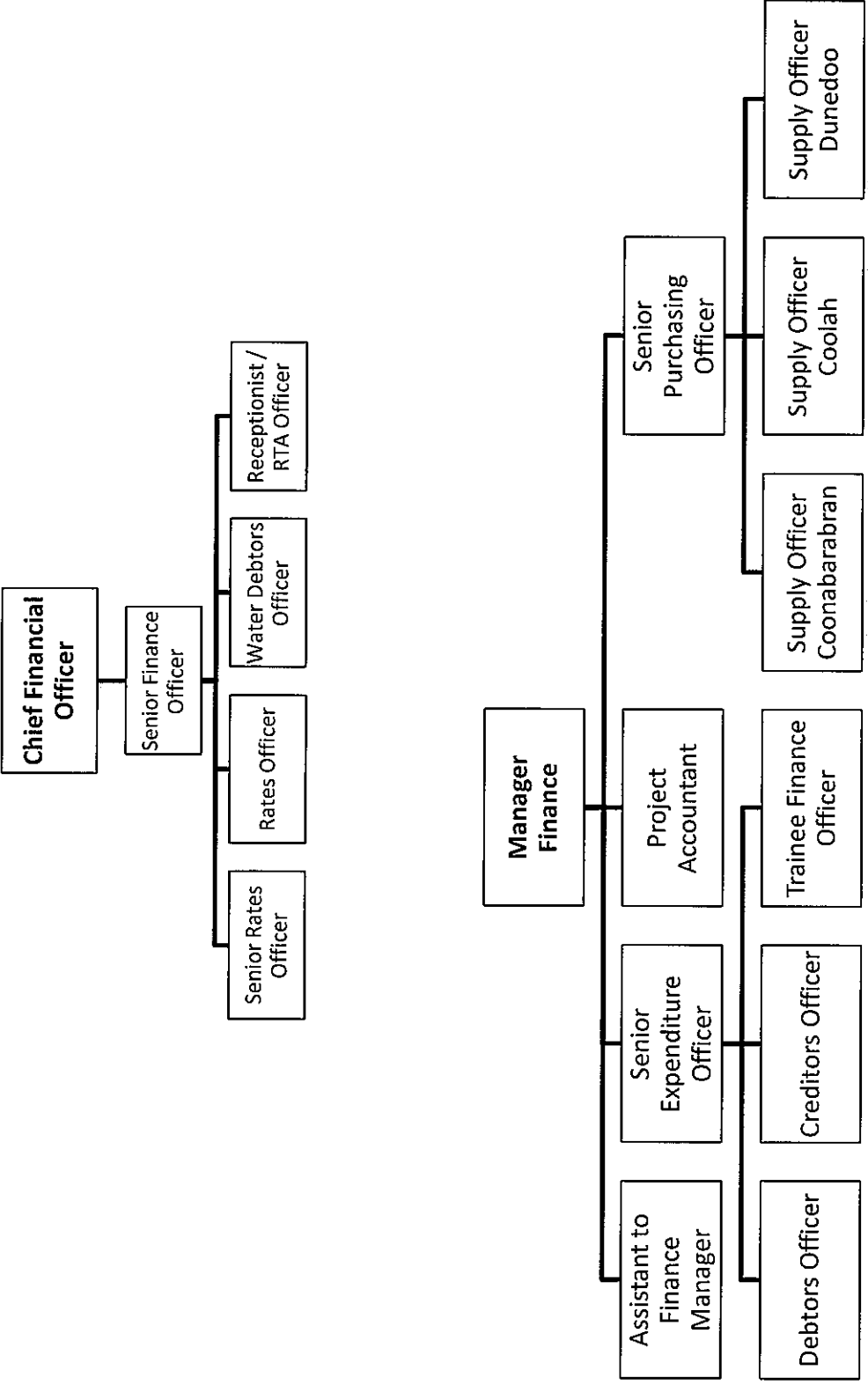
Sewer Operator

Sewer Operator

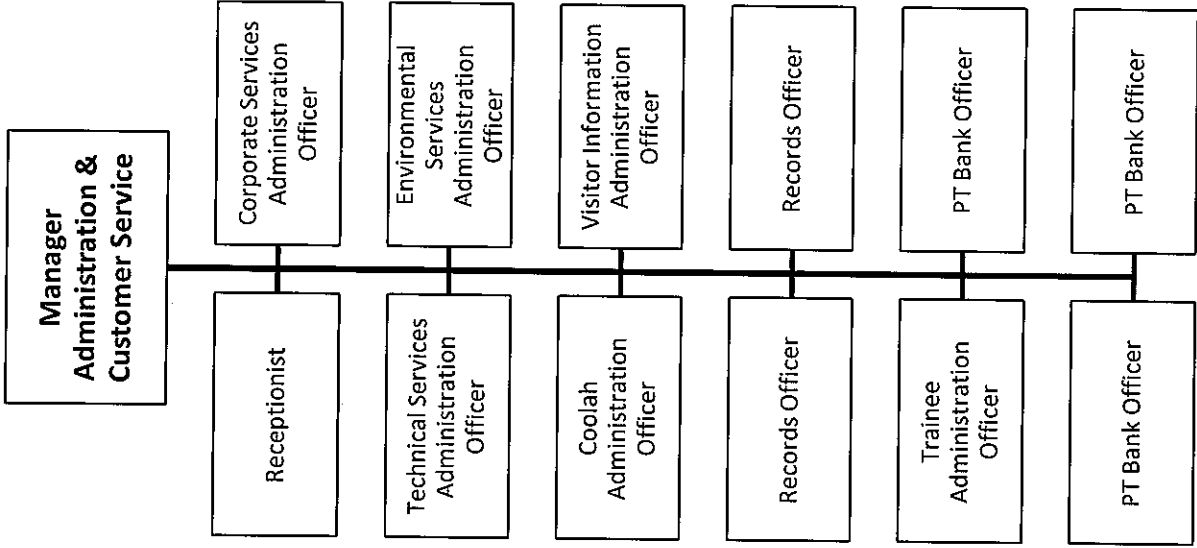
Water & Sewerage  
Technical Officer

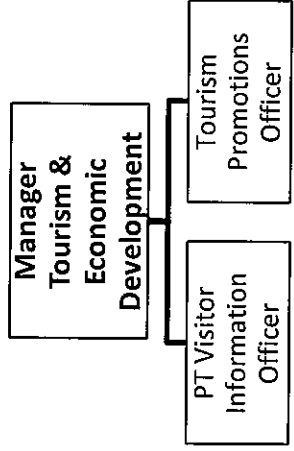
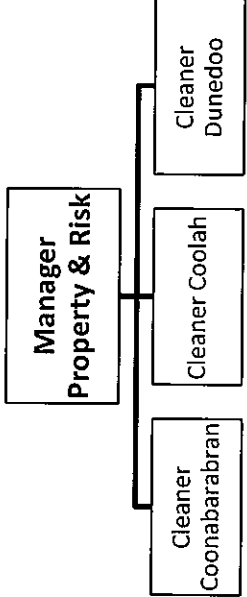
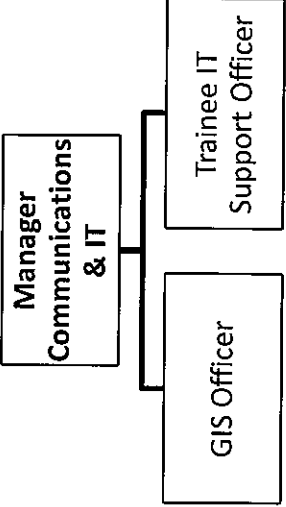


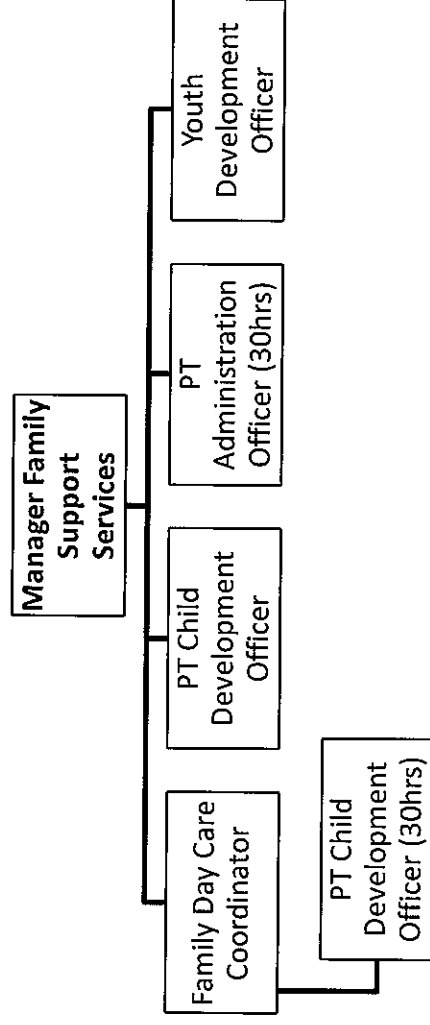
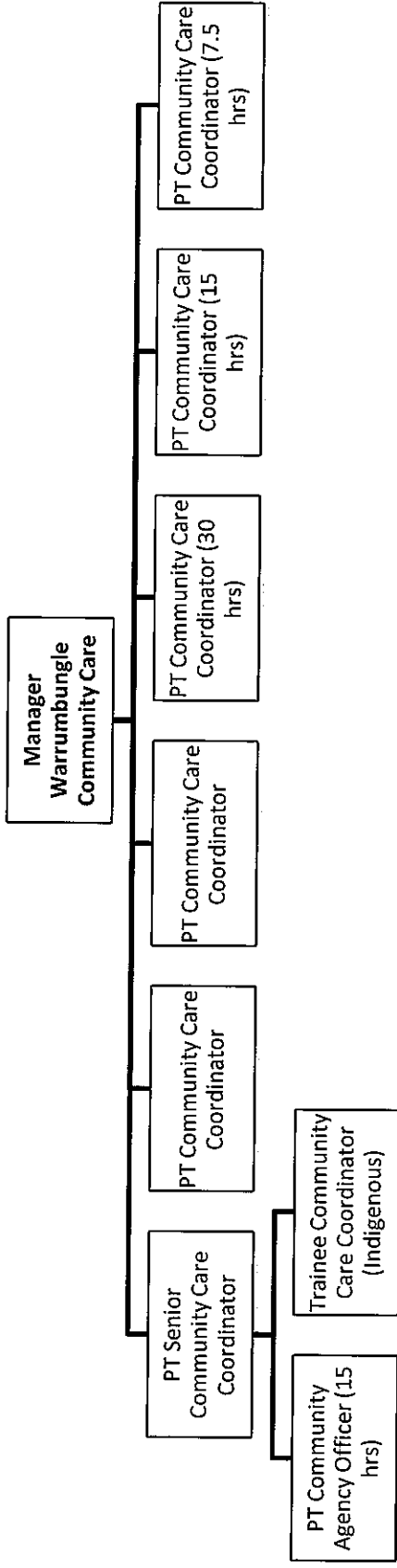


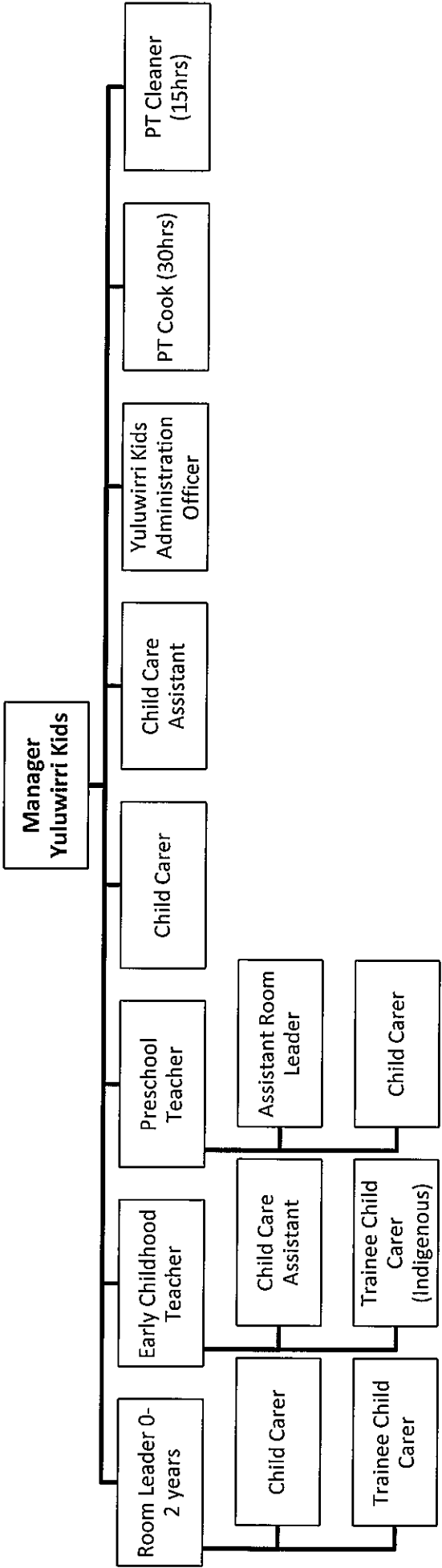


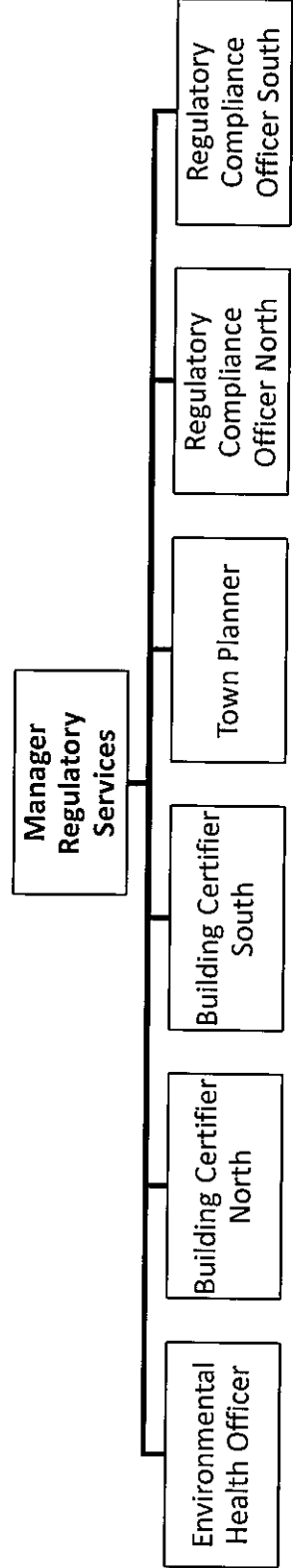
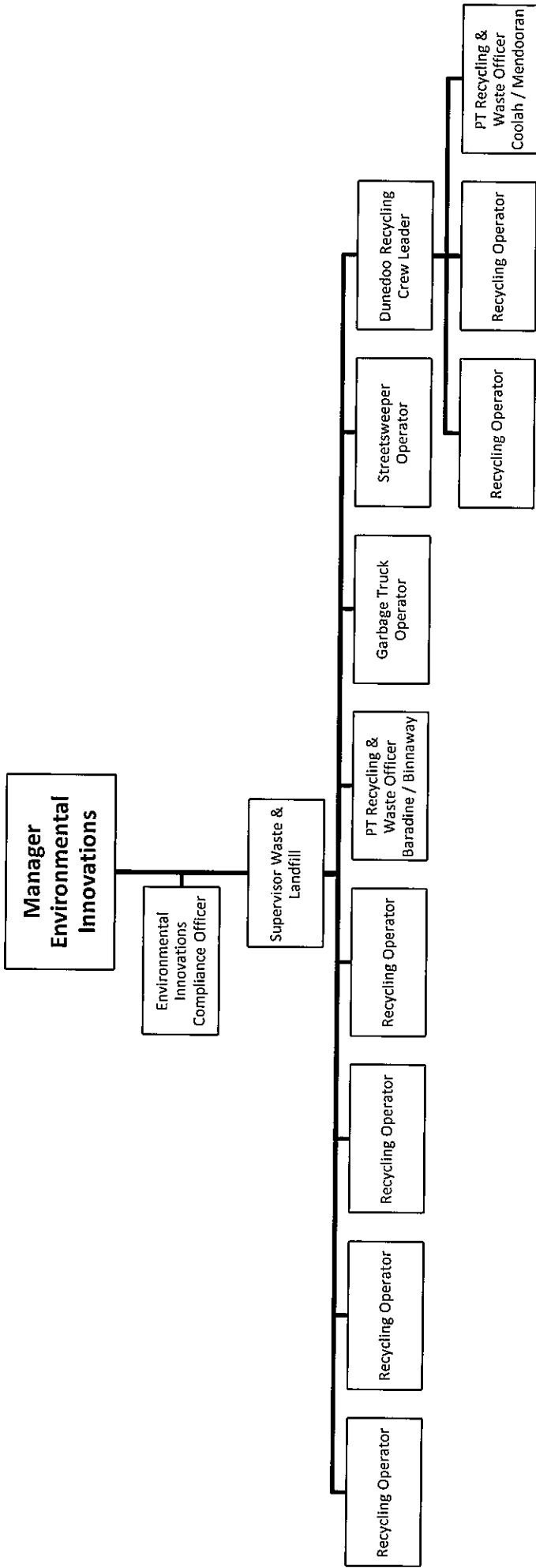












# **WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting of the Warrumbungle Shire Council to be held at the Council Chambers, Coolah on Thursday, 15 December 2011 commencing at 11.00am**

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**ATTACHMENT 2.0 – Promoting Better Practice Review**

## PART IV. RISK RATING OF RECOMMENDATIONS

The recommendations made in this report have been assessed for a priority ranking based on the following risk analysis.

		CONSEQUENCE		
		Significant	Moderate	Minor
<b>Almost certain</b>		Significant risk to the operations of council and if not addressed could cause public outrage, non-compliance with council's statutory responsibilities, severe disruption to council's operations and council's ability to meet its goals.	Moderate risk to the operations of council and if not addressed could cause adverse publicity, some disruption to council's operations and council's ability to meet its goals.	Minimal risk to the operations of council, little disruption to council's operations and will not limit council's ability to meet its goals.
<b>Possible</b>				Low
<b>Rare</b>			Low	Low
<b>LIKELIHOOD</b>				

<p><b>Priorities for recommendations:</b> <i>(based on application of risk analysis)</i></p>	<p><b>Risk categories could include:</b></p>
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<ul style="list-style-type: none"><li>• <b>High</b></li><li>• <b>Medium</b></li><li>• <b>Low</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Reputation</b></li><li>• <b>Compliance with statutory requirements</b></li><li>• <b>Fraud/corruption</b></li><li>• <b>Financial</b></li><li>• <b>Legal liability</b></li><li>• <b>OH&amp;S</b></li></ul>
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**PART V. ACTION PLAN**

The Action Plan is to be completed and adopted by Council to guide the implementation and monitoring of the recommendations in this report. The review team have allocated notional priority rankings using the risk rating analysis in the previous section. Council is encouraged to review and revise these, if necessary.

RECOMMENDATION	PRIORITY	ACTION PROPOSED	TIME FRAME	OWNER	PROGRESS REPORT	RESOURCES/COMMENTS
1. Council should, as a matter of priority, determine a shared vision and mission to underpin its strategic directions, operations and delivery of services to the communities of the Warrumbungle Shire.	High	Council has engaged an independent consultant to assist it in developing a vision and mission statement. Workshops were held on the 6 <sup>th</sup> and 27 <sup>th</sup> September. A draft will be prepared and returned to Council for agreement. That draft will be work shopped with operational staff and will be honed to reflect their ideals for the organisation. A finalised vision and mission will then be endorsed by Council.	November 2010 Draft adopted by Council  End February 2011 finalised version adopted by Council	General Manager	Report presented to the March council meeting 2011. Resolved that this report be held over until the new General Manager commences duties.	In progress.
2. The General Manager, in consultation with the Management Executive Team and Council, should adopt a clear and collaborative approach to establishing the new planning and reporting framework within Council. This approach should be communicated to all council employees and the community.	High	Council has been accepted into Group 3 of Councils to meet the delivery date of July 2012. Workshops held in March for Councillors and Senior Staff as well as Managers. Project teams established to progress the operational aspects of IP&R.	October 2010 report to MANEX Monthly  Communications strategy in place	Manex Members  General Manager	Workforce Plan – In progress.  Long Term Financial Plan – No Action	Community Strategic Plan – Draft CSP to November 2011 Council meeting.  Asset Management Policy – Endorsed by Council 20 January 2011.  CFO appointed – Action plan being developed.
3. Council should give due consideration to adopting the findings and recommendations contained in the Warrumbungle Shire Council Organisation Review Report, Local Government Management Solutions, February 2010.	High	Local Government Management Solutions Report accepted by Council in July. A briefing report will go to the October Council meeting.	Briefing Report to Council  Strategy Adopted	General Manager  Council	LGMS Report presented to Council.	Recommendations considered and being worked though. New Organisation Structure developed and to be presented in draft at the December Council meeting for endorsement.



Promoting Better Practice Report – Warrumbungle Shire Council

RECOMMENDATION	PRIORITY	ACTION PROPOSED	TIME FRAME	OWNER	PROGRESS REPORT	RESOURCES/COMMENTS
<p>4. The General Manager should:</p> <p>a. Review the agenda and operation of ManEx and Project Control Group meetings to facilitate more strategic decision making and the monitoring of priority projects.</p> <p>b. Consider introducing a regular meeting forum for middle managers to foster improvement communication and facilitate effective project management. Mechanisms to link this forum with the ManEx Group should also be implemented.</p>	High	<p>a. Manex dealing with operational issues. Agenda process has had minor changes however, further changes will be developed.</p> <p>b. Middle Management meetings to be considered by Manex. Improvements in communications and management of programmes will be looked at.</p>	<p>Immediately</p> <p>Commence 1<sup>st</sup> December 2010</p>	<p>General Manager</p> <p>General Manager</p>	<p>Agenda Changed.</p> <p>Considered by Manex.</p>	<p>Complete.</p> <p>Regular Manager's Meetings held on a monthly basis.</p> <p>Complete.</p>
<p>5. Council should develop corporate values linked to its vision and mission to foster a more cohesive and outcomes focussed organisation.</p>	High	<p>Facilitator engaged to assist in the development of a vision and mission for Council and as part of that a statement of values. Input from general staff will be sought and this will encompass the corporate values.</p> <p>Councils Code of Meeting Practice to be reviewed to establish a process of when to resolve into a "committee of the whole".</p>	By October 2010 Council Meeting	General Manager	Report held over at the March meeting awaiting the commencement of the new GM.	See Point 1.
<p>6. Council should consider, when appropriate, resolving itself into the "committee of the whole" under section 373 of the Act to overcome the limits, set by clause 250 on the number and duration of speeches.</p>	Medium		By November 2010 Council Meeting	General Manager	Decision by council at November meeting.	Complete.

RECOMMENDATION	PRIORITY	ACTION PROPOSED	TIME FRAME	OWNER	PROGRESS REPORT	RESOURCES/COMMENTS
7. The General Manager should further review the Delegations Register and determine a means for clearly communicating the delegated authority to each staff member concerned. This could include incorporating these delegated authorities into their position description.	Medium	Staff delegations reviewed and formalised in February 2010. Manex reviewed the Delegations to ensure the operational needs of the Directors are met.	By 1 <sup>st</sup> September 2010	General Manager	Review done and completed. Delegations Register updated as and when amendments or new delegations are approved.	Complete.
8. Council should form an audit committee and establish an internal audit framework as per the Division of Local Government's Internal Audit guidelines.	High	Council will establish an Audit committee and develop a framework based around the LG Internal Audit Guidelines.	Discussion with OROC under way	General Manager	OROC currently establishing an Audit Committee.	OROC positions of Chairman and Internal Auditor appointed. Council to now appoint a representative. In progress.
9. In carrying out risk assessments of its development assessment and determination processes, Council is encouraged to consider using Development Assessment Internal Audit Tool designed by the Independent Commission Against Corruption.	High	Council will introduce a process using the Development Assessment Internal Audit tool developed by ICAC to manage its future assessment process.	February 2010 Council Meeting	Director of Environmental Services	Report to be prepared for Council.	Tool will be considered when needed.
10. Council should ensure that a risk management plan is finalised and implemented as soon as practicable.	High	A risk management plan will be developed.	Draft prepared by January 2010	General Manager	End of each quarter to Council. A risk management plan and matrix developed and adopted by Council. Staff training has been held.	Complete.

Promoting Better Practice Report – Warrumbungle Shire Council

RECOMMENDATION	PRIORITY	ACTION PROPOSED	TIME FRAME	OWNER	PROGRESS REPORT	RESOURCES/COMMENTS
11. In accordance with Council's Fraud and Corruption Policy, the Management Executive Team should ensure fraud risk assessments of the core areas of organisational risk and manage these in a manner which limits exposure to fraudulent and corrupt activities.	Medium	Fraud and Corruption item to be included in the agenda of Manex Meetings. Areas of fraud risk will be progressively monitored.	3 <sup>rd</sup> November 2010	General Manager	Fraud and Corruption Policy endorsed by Council Resolution number 272 of 19 March 2009. (Management Procedures 5.4)	Internal Auditor has now been employed. New operating system has now addressed the areas of risk.
12. Council should review its fuel management system and modify it accordingly to safeguard Council assets.	High	A monthly fuel store review will be carried out. Reports will go the monthly Council meetings. The systems of purchasing, accounting for and distribution of fuels is being reviewed in concert with this closer scrutiny.	Monthly reports done and to Council	Director of Corporate Services	Reports done since August 2010.	Complete.
13. Council should develop a system or process to ensure that its legislative and regulatory obligations are met.	High	A monitoring system will be looked at to formally track the distribution of advice notices.	Immediately and ongoing	Director of Corporate Services	New position of Manager of Administration and Customer Services to be responsible for monitoring.	Organisation Structure with new positions will be progressively implemented.
14. Council should develop policies, procedures and processes relating to purchasing, tendering and the disposal of asset. Where relevant, these should be consistent with the Tendering Guidelines issued by the Division of Local Government.	High	A Procurement Policy is being developed – consultation within the organisation is completed. A draft is to be available for staff comment.	To November Council Meeting	General Manager	Adopted by Council by Resolution number 310 at the ordinary March 2011 Council meeting.	Complete.
15. Council should consider integrating its manual purchase order system with its current accounting software package.	Medium	An electronic ordering system to be integrated with its accounting software after a strategy has been developed for the management of stock items.	Review done by February 2011	Director of Corporate Services	Implemented and being used by staff.	Complete.

Promoting Better Practice Report – Warrumbungle Shire Council

RECOMMENDATION	PRIORITY	ACTION PROPOSED	TIME FRAME	OWNER	PROGRESS REPORT	RESOURCES/COMMENTS
16. Council should prepare a statement of business ethics which is integrated with its procurement and tendering policies, procedures and documentation. The statement should also be displayed on its website and distributed those it intends to do business with.	Medium	Statement of Business Ethics Policy to be submitted to the Council meeting in October. To be then incorporated into the Procurement Policy.	To October Council Meeting	General Manager	Adopted by Resolution number 132 of Council's Ordinary October 2010 meeting.	Complete.
17. Council should develop and implement an Information Communication Technology Strategic Plan which aligns with its Community Strategic Plan and all relevant operational plans. The plan should be reviewed and updated regularly to reflect the changing needs and emerging developments of technology, and Council's directions and business requirements.	High	Recommendation to October meeting for a technology partner. Information Technology Strategic Plan will be developed from that engagement.	To October Council Meeting	Director of Corporate Services	IT Partner engaged for a further 12 months.	Complete.
18. Council should provide all staff with an intranet site as soon as practicable	High	Intranet facility to be introduced. Expected to be online by October.	By 1 <sup>st</sup> November 2010	Director of Corporate Services	Report to Council on how it is working - January 2011 Intranet site developed. Managers trained.	Complete.
19. Council should improve its systems and processes to ensure that it can meet its statutory reporting requirements on time.	High	Review of processes to be undertaken and system introduced to monitor the adequacy of the process then formulated.	By December 2010	Director of Corporate Services	Statements completed, annual Report to be lodged by middle of November.	Complete.
20. In reviewing its organisational structure, Council should ensure that the management of land use planning and other regulatory services is adequately resourced.	High	An additional building certifier to be recruited for Coonabarabran.	November 2010 Meeting	Council	Special Meeting to be held in November	Complete. New Manager of Properties & Risk and Manager Regulatory Services included in new organisation structure.

Promoting Better Practice Report – Warrumbungle Shire Council

RECOMMENDATION	PRIORITY	ACTION PROPOSED	TIME FRAME	OWNER	PROGRESS REPORT	RESOURCES/COMMENTS
21. Council should finalise its single Local Environmental Plan and single Development Control Plan as soon as practicable.	Medium	Plans to be concluded by new Consultant, including DCP's.	October 2010 Council Meeting	Director of Environmental Services	Monthly reports of progress to Council	Ready for exhibition. Completed.
22. Council should include a notification policy in its single Development Control Plan.	Medium	Notification requirements to be included in the LEP and DCP's.	October 2010 Council Meeting	Director of Environmental Services	Monthly reports of progress to Council	Review being undertaken.
23. Council should update its Stormwater Management Plan to reflect the requirements of the entire Warrumbungle Shire.	Medium	Review of Storm Water Management Plan to be undertaken. Scoping assessment will be done to determine the resources needed then presented to Council for financial support.	March 2011	Director of Technical Services	End of each quarter to Council	Technical Staff recruited to assist with this project.
24. Council should update its Waste Management Strategy to reflect the requirements of the entire Warrumbungle Shire.	Medium	Ongoing assessment of the Waste Management System is being undertaken and monitored. Wide advertising has taken place.	In time for Budget 2011	General Manager	Reports already done monitoring in place.	Complete.
25. Council should ensure that its Rangers are accurately reporting dog attacks on the Register as required under clause 33A of the Companion Animals Regulation 2008	Low	A review of current registers will be undertaken.	1 <sup>st</sup> October 2010	Director of Environmental Services	Registers reviewed.	Ongoing.
26. Council should forward all outstanding registration and other fees to the Division for inclusion in the Companion Animals Fund as a matter of priority. Future payments should be made in a timely manner.	High	A review of the accounting system backing the collection of payments will be undertaken.	1 <sup>st</sup> October 2010	Director of Corporate Services	Fees as raised and required to be paid have been paid	Complete.

Promoting Better Practice Report – Warrumbungle Shire Council

RECOMMENDATION	PRIORITY	ACTION PROPOSED	TIME FRAME	OWNER	PROGRESS REPORT	RESOURCES/COMMENTS
27. The General Manager should ensure that financial information is presented to councillors in a format which is easily understood to enable informed decision making in relation to Council's financial position and resources.	High	A review of the new quarterly reporting guidelines will be undertaken and will include a complying set of reports to Council. New Format to be submitted to the ordinary November Council meeting.	To be done by November Council Meeting	General Manager	Amended format to November Council Meeting.	Complete.
28. Council should appoint one officer to oversee the coordination and production of its annual budget. Under Council's current structure this would probably be the domain of the Director of Corporate Services.	High	The Director of Corporate Services to be responsible for the development and coordination of the annual budget.	1 <sup>st</sup> October 2010	General Manager	Director Corporate Services responsible for the production of the annual budget.	Complete.
29. Council should develop a long-term financial plan.	High	Project Teams established to progress the components of the IP&R Framework. Long-Term Financial Plan component to be lead by the DCS. Progress is provided to Manex on a monthly basis.	1 <sup>st</sup> October 2010	Director of Corporate Services	Regular item on MANEX Agenda	In progress. Pending CSP.
30. Council should develop an asset management framework to ensure that it complies with statutory requirements.	High	A review of the framework to be undertaken as part of the IP&R.	1 <sup>st</sup> October 2010	Director of Environmental services	Regular item on MANEX Agenda	See Point 2.
31. Council should consider transferring its current asset register (spreadsheet) to the dedicated software program available in its accounting software.	Medium	Spreadsheet data will be transferred to the current accounting software package.	March 2011	Director of Corporate Services	Reported to Council April 2011.	2010/2011 complete. In progress.
32. Council needs to ensure that adequate provision is made for expenditure on asset maintenance.	High	Provision of ongoing assets maintenance is included in the annual budget. Operational issues to be addressed and funds linked to asset maintenance.	October 2010	General Manager to oversee	At the end of each quarter to Council.	Complete.

Promoting Better Practice Report – Warrumbungle Shire Council

RECOMMENDATION	PRIORITY	ACTION PROPOSED	TIME FRAME	OWNER	PROGRESS REPORT	RESOURCES/COMMENTS
33. Council should develop plans of management for its land holdings that are classified as community land.	High	Management Plan to be developed by each Division for land under its control.	By December 2010	Director of Environmental Services	Organisation Structure to include Manager Properties and Risk who will be responsible for this area.	Manager Properties and Risk in new Organisation Structure.
34. Council should ensure that income generated from Crown reserves under Council's care and control is deposited into its trust fund.	High	A review will be undertaken on Council Crown reserve holdings and any income will be put into a trust.	By February 2011	Director of Corporate Services	At the end of each quarter to Council.	Complete.
35. Council should consider giving one officer or Division responsibility for coordinating the management of community land under its care and control.	High	The Environmental Services Division will be appointed as the manager of community land.	1 <sup>st</sup> October 2010	General Manager	Appointment completed.	Complete.
36. Council develop an accounting policy/manual as soon as practicable and make it readily available to all staff.	Med/High	An accounting policy/manual is being developed and will be concluded by December 2010. This will form part of the corporate information data base and be available for staff through the intranet.	January 2011	Director of Corporate Services	Draft partly completed	In progress.
37. Council should better align its Community Social/Cultural Plan with its Management Plan and Annual Report.	Medium	A review of the budget format will be undertaken and that will align with the Management Plan and Annual Report. A new Community Service Plan will be included in the future developments for both the Management Plan and Annual Report.	By March 2011	Director of Corporate Services Director of Community Services	Revised Management Plan format 2011/2012.	Complete.
38. Council should develop customer service standards and turnaround times as part of a Guarantee of Service linked to complaints handling policies and processes.	Medium	A Guarantee of Service Statement will be developed covering the expectations of interactions with both internal and external customers.	November 2011 council Meeting	General Manager	Draft to be developed but must await development of Vision, Mission and Values as these are a necessary adjunct to a guarantee of service.	Ongoing.



RECOMMENDATION	PRIORITY	ACTION PROPOSED	TIME FRAME	OWNER	PROGRESS REPORT	RESOURCES/COMMENTS
39. Council should finalise and adopt a workforce management strategy to address the human resource requirements arising from its Community Strategic Plan.	High	Project Teams have been established to progress the three components of the IP&R Framework's Resource Strategy.	Commenced by October 2010	General Manager	IP&R Framework progressing with a Workforce Management Plan to be established.	In progress.
40. Council should consider adopting and implementing the recommendations responding to Human Resources issues contained in the Warrumbungle Shire Council Organisation Review February 2010 and if necessary, implement additional strategies to address the concerns raised in the climate survey.	High	An action plan is being developed to consider each of the recommendations in the Local Government Management Solutions Report.	By December 2010	General Manager	Recommendations reviewed and worked through progressively.	Complete.
41. Council should consider the introduction of an intranet facility for all staff and make all relevant human resources policies and procedures available for their ongoing reference.	High	An intranet facility is being launched in October at the ordinary Council meeting.	By 1 <sup>st</sup> November 2010	Director of Corporate Services	Intranet facility launched and available to staff. Manager's trained.	Complete.
42. Council should consider purchasing a dedicated Human resources software program to more efficiently manage its human resources functions and requirements.	Medium	A Human Resources Software Package is needed and the resources have been referred to Council for additional funding.	January 2011	MANEX	Software package purchased and to be implemented in early 2012.	Complete.
43. Council should develop and adopt an Occupational Health and Safety Management Plan/System to guide this area and ensure that it meets its legislative requirements	High	An OH&S Management Plan will be completed by March 2011. The plan will then be presented to the April council meeting for endorsement.	By April 2011	Team Leader Human Resources	Risk Management Plan undertaken. All staff trained.	Complete.

RECOMMENDATION	PRIORITY	ACTION PROPOSED	TIME FRAME	OWNER	PROGRESS REPORT	RESOURCES/COMMENTS
44. Council should develop and document a succession plan.	Med/High	The issue of succession planning within Council's workforce is acknowledged. From the Workforce Management Strategy succession planning is a critical component outcome of developing the strategy.	January 2011	MANEX	New Organisation Structure includes the position of Learning and Development Coordinator. Succession and training plans to be introduced with the implementation of the new HR software.	In progress.
45. Council should consider conducting exit interviews with all staff members leaving its employ.	Medium	Exit Interviews to be held by the HR Team Leader. A more structured process is to be developed using both the interview and questionnaire techniques.	October 2010	Team Leader Human Resources	Exit interviews held and copies of questionnaire provided to Manex.	Complete.