



Warrumbungle Shire Council

Council meeting

Thursday, 20 February 2014

**to be held at the Council Chambers,
14-22 John Street, Coonabarabran**

commencing at 10.00 am

Mayor

Councillor Peter Shinton

Deputy Mayor

Councillor Murray Coe

COUNCILLORS

Councillor Gary Andrews

Councillor Anne-Louise Capel

Councillor Fred Clancy

Councillor Victor Schmidt

Councillor Chris Sullivan

Councillor Ron Sullivan

Councillor Denis Todd

MANAGEMENT TEAM

Steve Loane (General Manager)

Rebecca Ryan (Director Corporate Services)

Kevin Tighe (Director Technical Services)

Fiona Luckhurst (Acting Director Environmental &
Community Services)

Warrumbungle Shire Council

Vision

Excellence in Local Government

Mission

We will provide:

- Quality, cost effective services that will enhance our community's lifestyle, environment, opportunity and prosperity.
- Infrastructure and services which meet the social and economic needs and aspirations of the community now and in the future.
- Effective leadership and good governance, by encouraging teamwork, through a dedicated responsible well trained workforce.

We Value

Honesty

Frank and open discussion, taking responsibility for our actions

Integrity

Behaving in accordance with our values

Fairness

Consideration of the facts and a commitment to two way communication

Compassion

Working for the benefit and care of our community and the natural environment

Respect

To ourselves, colleagues, the organisation and the community listening actively and responding truthfully

Transparency

Open and honest interactions with each other and our community

Passion

Achievement of activities with energy, enthusiasm and pride

Trust

Striving to be dependable, reliable and delivering outcomes in a spirit of goodwill

Opportunity

To be an enviable workplace creating pathways for staff development

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 20 February 2014

NOTICE is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 20 February 2014 at the Council Chambers, John Street, Coonabarabran commencing at 10.00am

AGENDA

Welcome

Turn Off Mobile Phones

Order of Business

Forum

Presentation: Corey Philip – RFS – regarding proposed new Rural Fire Command Centre for Castlereagh Region

Apologies

Disclosure of Interest

Pecuniary Interest

Non Pecuniary Conflict of Interest

Reports

Questions and Matters of Concern

Reports to be considered in Closed Council

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STEVE LOANE
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

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Matter to be dealt with “in committee”

In accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005, in the opinion of the General Manager, the following business is of a kind as referred to in Section 10A(2) of the Act, and should be dealt with in a part of the meeting closed to the media and public.

The item relates to Tenders and is classified CONFIDENTIAL under Section 10A(2) (c) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.

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STEVE LOANE
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

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Item 1 Minutes of Ordinary Council Meeting – 19 December 2013

Division:	Executive Services
Management Area:	Governance
Author:	Manager Administration & Customer Service – Sally Morris
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF2.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

PRESENT: Cr Peter Shinton (Chairman), Cr Andrews, Cr Capel, Cr Clancy, Cr Coe, Cr Schmidt, Cr C Sullivan, Cr R Sullivan, Cr Todd, General Manager (Steve Loane), Director Corporate Services (Rebecca Ryan), Director Technical Services (Kevin Tighe) and Acting Director Environmental & Community Services (Fiona Luckhurst).

In attendance: Manager Administration & Customer Service (S Morris) (minutes)

10.04am Forum

Mr Richard Tanner addressed Council regarding the Cobbora Transition Fund and possible energy hub, linking coal, wind and gas. Spoke with Regional Development Australia regarding use of Transition funds to investigate scoping study and link energy sources and RDA will lodge an application seeking funds. Mr Tanner was seeking 'in principle' support from Council for this application.

10.17am APOLOGIES: Nil

Declaration of Pecuniary and Non-Pecuniary Interest

The Mayor called for disclosure of pecuniary and non-pecuniary interest and Cr Schmidt declared a pecuniary interest in Item 44 regarding Water and Sewerage Best-Practice; Implementation of Liquid Trade Waste Policy

REPORTS

Item 1 Minutes of Ordinary Council Meeting – 21 November 2013

190/1314 RESOLVED that the resolutions contained in the Minutes of the Ordinary Council meeting held on 21 November 2013 be endorsed.

Todd/Coe
The motion was carried

Item 2 Minutes of Traffic Advisory Committee Meeting – 28 November 2013

191/1314 RESOLVED:

- 1) That Council accepts the Minutes of the Traffic Advisory Committee meeting held on 28 November 2013 at Coonabarabran

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- 2) That traffic control plan put in place by Council for 2013 Bunny Bazaar event is used again for the 2014 Bunny Bazaar event with modification to allow northbound cars to be diverted to Cassilis Street rather than being directed along Edwards Street **FURTHER** RMS is notified and approval sought.
- 3) That request by Warrumbungle Eventing Club to close Reservoir Street, Coonabarabran on Sunday, 27 October 2013 between 9.00 am and 3.00 pm to conduct the Annual One Day Event be approved subject to compliance with Council's Road Closure Policy.
- 4) That request by Coinda Coonabarabran to close Cassilis Street between Neate Street and Horsley Street, Coonabarabran on Saturday, 12 October 2013 between 9.00 am and 2.00 pm to conduct the Spring Fete be approved subject to compliance with Council's Road Closure Policy.
- 5) That request by the Coolah Recreation Grounds Users Group to install a truck turning sign on Black Stump Way on approaches to the entrance of the grounds is approved subject to the sign being a hinge type temporary sign, T2-25 (black on yellow) and installed in accordance with guidelines.
- 6) That request by Baradine & District Progress Association to close Wellington Street between Narren Street and Darling Street, Baradine on Tuesday, 24 December 2013 between 5.00 pm and 11.00 pm to conduct the Christmas Eve Party be approved subject to compliance with Council's Road Closure Policy.
- 7) That that no further action is taken in relation to a request by St Lawrence's School to have a pedestrian crossing installed in Dalgarno Street in front of the school due to the fact that the volume of pedestrian and vehicle movements across the street did not meet warrant requirements **FURTHER** should the school require further information contact is made with RMS Officer for Safety Around Schools.
- 8) That in relation to repeated requests for a speed limit sign to be installed in Hawkins Road, no changes are made to Resolution 07/1314 **FURTHER** that liaison is undertaken by NSW Police Force with residents along Hawkins Road.
- 9) That no action is taken in relation to a request to remove roadside shrines on roads under Council's control unless the shrine presents as a traffic safety hazard.
- 10) That request by Coonabarabran Pony Club to close Reservoir Street, Coonabarabran on Sunday, 8 December 2013 between 9.00 am and 12.30 pm to conduct the One Day Event be approved subject to compliance with Council's Road Closure Policy.
- 11) That proposal to install concrete wheel stoppers is not approved due to concerns about pedestrians tripping, reduced length of the car park, and interruption to street sweeper operations.
- 12) That in relation to a perceived issue with northbound vehicles making a U turn at Campbell Street intersection, the matter is investigated further including a site visit by the Committee.
- 13) That approval be given to close the following roads on Friday, 25 April 2014 for the purpose of conducting ANZAC Day March and Ceremony, subject to compliance with guidelines and Road Closure Policy:
 - Coolah RSL Sub Branch - Binnia Street between Booyamurra Street and Campbell Street, between 10.00 am and 12.30 pm.

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- Coonabarabran RSL Sub Branch – John Street between Edwards Street and Essex Street, between 10.00 am and 1.00 pm.
- Dunedoo RSL Sub Branch – Bolaro Street between Wargundy Street and Merrygoen Street between 10.00 am and 12 noon.
- Mendooran RSL Sub Branch – Bandulla Street between Pampoo Street and Napier Street, between 9.30 am and 12 noon.
- Binnaway RSL Sub Branch – Renshaw Street between Bullindah Street and Yarran Street, between 9.30am and 12 noon.
- Baradine RSL Sub Branch – Wellington Street and Narran Street between 10.00 am and 12.30 pm.

FURTHER that a traffic control plan for each event should be submitted to the Committee prior to the event and advice provided to the RMS.

Schmidt/Clancy
The motion was carried

Item 3 Minutes of Local Emergency Management Committee Meeting – 18 November 2013
192/1314 RESOLVED that Council notes the minutes from the Local Emergency Management Committee held on 18 November 2013 at Coolah.

Capel/Schmidt
The motion was carried

Item 4 Minutes of Baradine Community Consultation Meeting – 18 November 2013
193/1314 RESOLVED:

- 1) That Council accept the minutes from the Baradine Community Consultation Meeting held on 18 November 2013 at Baradine.
- 2) That Council approves the installation of cement plinths, for brass family plaques on Commemorative Trees in Baradine
- 3) That Council revisit the proposal for installation of mains water and connection contribution by residents along Namoi Street and Aerodrome Road in Baradine.

Todd/Schmidt
The motion was carried

Item 5 Minutes of Binnaway Community Consultation Meeting
– 26 November 2013

194/1314 RESOLVED that Council accept the minutes from the Binnaway Community Consultation Meeting held on 26 November 2013 at Binnaway.

Todd/Capel
The motion was carried

Item 6 Minutes of Coolah Community Consultation Meeting – 20 November 2013

195/1314 RESOLVED that Council accept the minutes from the Coolah Community Consultation meeting held on 20 November 2013 at Coolah.

Capel/Todd
The motion was carried

Item 7 Minutes of Coonabarabran Community Consultation Meeting
– 19 November 2013

196/1314 RESOLVED that Council accept the minutes from the Coonabarabran Community Consultation Meeting held on 19 November 2013.

Schmidt/Capel
The motion was carried

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Item 8 Minutes of Dunedoo Community Consultation Meeting – 27 November 2013

197/1314 RESOLVED that Council accept the minutes from the Community Consultation Meeting held on 27 November 2013 at Dunedoo.

Sullivan/Andrews
The motion was carried

Item 9 Minutes of Mendooran Community Consultation Meeting – 25 November 2013

198/1314 RESOLVED that Council accept the minutes from the Mendooran Community Consultation Meeting held on 25 November 2013.

Schmidt/Andrews
The motion was carried

Minutes of Warrumbungle Cobbora Transition Fund Committee Meetings

199/1314 RESOLVED that the following three (3) sets of Minutes of the Cobbora Transition Fund Committee meetings and eleven (11) Recommendations be accepted:

Item 10 Minutes of Warrumbungle Cobbora Transition Fund Committee Meeting – 28 November 2013

Recommendation:

1. That Council accept the minutes from the Warrumbungle Cobbora Transition Fund Committee Meeting held on 28 November 2013 at Dunedoo.
2. That funds to be allocated from Council for a Coordinators position to report to the Warrumbungle Cobbora Transition Fund Committee to be drawn on for preparation of applications to the EOI.

Item 11 Minutes of Warrumbungle Cobbora Transition Fund Committee Meeting – 5 December 2013

Recommendation:

1. That Council accept the minutes from the Warrumbungle Cobbora Transition Fund Committee Meeting held on 5 December 2013 at Dunedoo.
2. That Mr Scott Russell be approved by Council as an additional community member to the Warrumbungle Cobbora Transition Fund Committee.
3. That Council note that the further recommendations referred to in the Minutes of the meeting held on 5 December 2013 have been superceded by the recommendations contained in the Minutes of the meeting held on 12 December 2013.

Item 12 Minutes of Warrumbungle Cobbora Transition Fund Committee Meeting – 12 December 2013

Recommendation:

- 1 That Council accept the minutes from the Warrumbungle Cobbora Transition Fund Committee Meeting held on 12 December 2013 at Dunedoo.
- 2 That Council correspond with the Minister for Health, Julian Skinner, and copy correspondence to Kevin Humphries MP and Deputy Premier Andrew Stoner to activate the transfer of the Old Dunedoo Hospital site to Warrumbungle Shire Council.
- 3 That Council seek quotes from suitably qualified consultants to prepare the project submissions for the EOI, and subsequent applications, to the Cobbora Transition Fund and **furthermore** authorises the General Manager and Chair of

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the Transition Fund Committee to prepare the engagement brief and select the consultant.

- 4 In no particular order, the following projects are recommended for EOI submission:
 - Warrumbungle Gas
 - The Hub
 - Aged Care Accommodation
 - Dunedoo District Infrastructure Revitalisation Project (DDIR)
- 5 That for \$1 MILLION Projects
 - a) That \$100,000 be allocated for construction of the toilet block to be located at the west end of Milling Park, to be in addition to Council's existing budget of \$50,000.
 - b) That \$50,000 be allocated for installation of street poles and banners for the Main Street.
 - c) That \$50,000 be allocated and an enquiry be undertaken to improve the heavy vehicle access, encompassing the silo site.
 - d) That \$20,000 be allocated to playground upgrades in Milling Park.
 - e) That \$130,000 be allocated for construction of two all weather surface netball courts at Robertson Oval
 - f) That \$50,000 be allocated to upgrades to the Dunedoo Pool
 - g) That \$100,000 be allocated for engaging consultant(s) for preparation of EOI submissions.
- 6 That the remaining \$500,000 be held in contingency for rehabilitation of the Dunedoo Old Hospital site if required following the EOI process.

Coe/C Sullivan
The motion was carried

Item 13 Mayoral Minute – Biomass Project in Coonabarabran

200/1314 RESOLVED that Council is encouraged by the concept of the Biomass Project for Coonabarabran and subject to more information being made available to Council, supports the proponents (Geomax Natural Resources) in the proposal to proceed with coordinating a subcommittee, undertaking of a cost analysis and preparation of a feasibility proposal for Warrumbungle Shire Council.

Shinton/Coe
The motion was carried

Item 14 – Notice of Motion – Previous decision's by Council

201/1314 A motion moved by Councillor Schmidt that where council recognises that a previous decision by Council has been made in error, Council acknowledges the error and repair or upgrades the issue at no cost to the community member or members.

The motion lapsed for want of a seconder.

Item 15 Brick Bats and Bouquets

Received

202/1314 RESOLVED that staff be acknowledged for their efforts in relation to the organizing of the Community Services Expo.

R Sullivan/Capel
The motion was carried

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Item 16 Nominations for Australia Day 2014 – Shire Wide Awards

203/1314 RESOLVED that the following awards be made for presentation on Australia Day 2013:

- that Council's Citizen of the Year Award be awarded to two (2) recipients being Rodney Williams of Coolah and Rob Deans of Coonabarabran.
- that Brendan Hawkins of Coonabarabran receive Council's Young Citizen of the Year Award.
- That Council's Senior Citizen of the Year Award be awarded to Tony Brain of Coonabarabran.
- that Council's Sportsperson of the Year Award be awarded to two (2) recipients being Kevin Williams of Coolah and Roy Mathews of Baradine.
- that Council's Young Sportsperson of the Year Award be awarded to two (2) recipients being Darcy Clifton of Coonabarabran and Albert Nolan of Neilrex.

Todd/Andrews

The motion was carried

11.35am

204/1314 RESOLVED that standing orders be suspended to break for morning tea.

Todd/Schmidt

The motion was carried

11.54am

205/1314 RESOLVED that standing orders be resumed.

Schmidt/R Sullivan

The motion was carried

Item 17 Report from Human Resources – December 2013

Received.

Item 18 Warrumbungle Cobbora Transition Fund

206/1314 RESOLVED:

That Council endorse the following recommendation from the Warrumbungle Cobbora Transition Fund Committee:

1. To modify **Resolution 143/1314** for \$100,000 of funds be assigned from the \$1 million allocated to Council for a Coordinator or Consultant be engaged for preparation of project applications to the EOI.

Coe/C Sullivan

The motion was carried

Item 19 General Manager Mid-term Performance Review Report

207/1314 RESOLVED that Council accept and endorse the summary report on the General Managers Mid-term Performance Review that is provided by Mark Anderson Manager, Local Government Management Solutions.

Coe/Schmidt

The motion was carried

Item 20 Council Resolutions Report December 2013

Received.

Item 21 Bank Reconciliation for month ending 30 November 2013

208/1314 RESOLVED that Council accept the Bank Reconciliation Report for the month ending 30 November 2013.

Schmidt/Capel

The motion was carried

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Item 22 Investments and Term Deposits

209/1314 RESOLVED that Council accept the Investments Report for the month ending 30 November 2013.

Schmidt/R Sullivan
The motion was carried

Item 23 Rates Report for Month Ending 30 November 2013

Received.

Item 24 Water Charge Request for Write Off Assessment No 2924-2

210/1314 RESOLVED that Council approve the write off of \$240.20 to the Water Charge Assessment No 02924-20000000-000.

R Sullivan/C Sullivan
The motion was carried

Item 25 Stocktake Visitor Information Centre Stocks – June/November 2013.

211/1314 RESOLVED that Council notes the results of the June to November 2013 Stocktake at the Coonabarabran Visitor Information Centre and approve a stock write-on of \$343.35.

Schmidt/Andrews
The motion was carried

Item 26 Stocktake November 2013

212/1314 RESOLVED that Council note the results of the November 2013 Stores Stocktake and approve a stock write-off of \$710.67.

Todd/Andrews
The motion was carried

Item 27 Cleaning Tender for Coonabarabran Sites

Confidential item to be considered In Committee (report Item 4C)

Item 28 Aboriginal Land Claims on Council owned land

Received.

Item 29 End of Lease with Essential Energy at Part of 3 Martin Street, Coolah

Received.

Item 30 Request for Assistance with Memorial Wall Project at Coonabarabran Cemetery

213/1314 RESOLVED that Council pre-empt the allocation and approval of \$1,523 from the Financial Assistance Grants Round 2 submissions being considered in February 2014, for the completion of Stage 1 Coonabarabran Cemetery Memorial Wall Project. **FURTHER** that this project be included in future Operational Plans until its completion.

Clancy/R Sullivan
The motion was carried

Item 31 Public Reserve Management Fund Program – Coonabarabran Race Course

214/1314 RESOLVED that Council approves the Warrumbungle Shire Council Reserve Trust Committee accepting the Public Reserve Management Fund Program grant of \$21,660 being for the Bore, Water Storage and Irrigations Project at the Coonabarabran Race Course.

R Sullivan/Schmidt
The motion was carried

Item 32 Public Reserve Management Fund Program – Mendooran Camping Ground

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215/1314 RESOLVED that Council approves the Warrumbungle Shire Council Reserve Trust Committee accepting the Public Reserve Management Fund Program grant of \$13,500 being for the installation of electricity and weatherproof lighting in the existing amenities block at the Mendooran Camping Ground Reserve.

Capel/C Sullivan
The motion was carried

Item 33 Coonabarabran Showground Trust

216/1314 RESOLVED that Council approves the Warrumbungle Shire Council Reserve Trust Committee registering an expression of interest to become the Reserve Trustee for the Coonabarabran Showground Reserve Trust.

Schmidt/R Sullivan
The motion was carried

Councillors Todd, Coe and Andrews recorded their votes against the motion.

Item 34 Compulsory Acquisition – Coonabarabran Visitor Information Centre Car Park

217/1314 RESOLVED that Council proceed with the acquisition of the Visitor Information Centre Coonabarabran Crown Land Reserve R120017 being Lot 589 DP721790 in Coonabarabran, Coonabarabran Parish, Gowen County by compulsory acquisition under the Land Acquisition (Just Terms Compensation) Act 1991.

Schmidt/R Sullivan
The motion was carried

Item 35 Outstanding Council Resolution - Economic Modelling

218/1314 RESOLVED that the matter of Economic Modelling be referred to the EDT Committee for investigation.

Schmidt/R Sullivan
The motion was carried

Item 36 Outstanding Resolution – Consumer Shows

219/1314 RESOLVED that in preparation for the 2013-2014 Operational Plan the Manager Economic Development and Tourism continues the investigation of 'real costs' of participation in Consumer Show.

Schmidt/R Sullivan
The motion was carried

Item 37 Funding Opportunity for Cycleway and or Pedestrian Access projects

220/1314 RESOLVED that in response to their invitation, application is made to RMS for funding in 2014/15 for the following projects, with Council contribution amount indicated;

- Construction of an off road cycleway along the Newell Highway between Kirban Street and the Coonabarabran High School and associated infrastructure such as ramps, holding rails and signs - \$30,000. Furthermore, the construction of a cycleway underpass at the Mary Jane Cain bridge is included as project proposal.
- Completion of a Pedestrian Access Mobility Plan for each of the six towns in the Shire - \$12,000.

Schmidt/Clancy
The motion was carried

Item 38 Renewal of Kerb and Guttering in Dalgarno Street Coonabarabran

221/1314 RESOLVED:

1. That a concept report is prepared for improving the appearance of the streetscape in Dalgarno Street between John Street and Robertson Street and presented to Council for consideration.

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2. That the 2013/14 budget allocation of \$70,000 for Dalgarno Street kerb and guttering replacement, west of John Street, is reallocated to the kerb and guttering replacement project in John Street between Cassilis Street and King Street.

Clancy/R Sullivan
The motion was carried

Item 39 Funding for Upgrade of Intersection at Campbell Street and Cunningham Street Coolah.

222/1314 RESOLVED that Council accept the offer of funding on a 50/50 basis for the proposed traffic safety improvement project at the intersection of Cunningham Street and Campbell Street, Coolah and that a supplementary budget allocation of \$18,000 is made for the project and that the existing allocation for the Booyamurra Street project is reduced by \$9,000.

Clancy/Andrews
The motion was carried

Item 40 Stormwater Drainage issues in Wallaroo Street between Bullinda Street and Mogimil Street, in Dunedoo

223/1314 RESOLVED that in principle support is given to the proposed concept design for the Wallaroo Street project, which involves removal of trees in the centre of Bullinda Street, between Wallaroo Street and Wargundy Street. Furthermore, the concept plan is placed on public exhibition and a final report prepared for Council consideration prior to implementation of the project.

Schmidt/C Sullivan
The motion was carried

Item 41 Invitation to join the Lower Macquarie Water Utilities Alliance

224/1314 RESOLVED:

1. That Council accepts the invitation from the Lower Macquarie Water Utilities Alliance and become a member of that Alliance.
2. The Council nominates Councillor Coe to attend Board meetings of the Lower Macquarie Water Utilities Alliance.

R Sullivan/Schmidt
The motion was carried

1.09pm

225/1314 RESOLVED that standing orders be suspended to break for lunch.

Schmidt/R Sullivan
The motion was carried

2.07pm

226/1314 RESOLVED that standing orders be resumed.

R Sullivan/Schmidt
The motion was carried

Item 42 Request to Extend Water Main in Namoi Street Baradine

A motion was moved by Councillor R Sullivan seconded Councillor Capel that a Report to be brought back to Council's February 2014 meeting.

The motion was put and LOST

227/1314 RESOLVED:

1. That Council proceed with the project to install a water main in Namoi Street, south of Walker Street Baradine subject to the following contributions model;
 - 1) The amount each property owner is liable to contribute is based on an average equal contribution of \$2,804 (excl GST).
 - 2) A 20% discount to the contribution amount of \$2,804 (excl GST) applies to those property owners who make a connection within the next two years.
 - 3) Ratepayers can enter into a repayment schedule with Council

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- 4) Standard Service connection fee is applicable when properties are connected to the proposed water main.
- 5) Those already connected to a water meter will not be re-charged the standard service connection fee however the capital contribution will be charged
2. That subject to installation of a water main in Namoi Street south of Walker Street, the following property is not to be connected to the water main and is immune from payment of water access charge: Lot 2, DP705634.

Todd/Coe

The motion was carried

Councillor R Sullivan, Cr C Sullivan and Councillor Capel recorded their votes against the motion.

Item 43 2013/14 Technical Services Works Program – Road Operations, Urban Services & Water Services

Received.

2.49pm

Councillor Schmidt declared a pecuniary interest in the next item before Council and left the room.

Item 44 Water and Sewerage Best-Practice; Implementation of Liquid Trade Waste Policy 228/1314 RESOLVED:

1. That the following steps are taken to implement Council's Liquid Trade Waste Policy; communication strategy involving public presentations and media releases, invitation to commercial property owners to submit an application, assessment of applications and monitoring of compliance.
2. That Council engage a consultant to assist in the implementation of the Liquid Trade Waste Policy at an estimated cost of \$30,000 and that a supplementary budget allocation for this amount is made.
3. The fees and charges listed in the following table are adopted. Furthermore, the commencement date for the application fee is from 1 July 2014 and the remaining discharge fees become applicable from 1 July 2015.

Liquid Trade Waste Classifications and Categories	Proposed 2014/15 Charges (incl GST)
Application for Approval to Discharge Trade Waste to Sewer	
- Concurrence Classification A	\$140.00
- Concurrence Classification B	\$140.00
- Concurrence Classification C	\$250.00
- Concurrence Classification S	\$250.00
Annual Trade Waste Fee	
Category 1 Discharger - per year	\$85.00
Category 2 2S Discharger - per year	\$85.00
Category 3 Discharger - per year	\$200.00
Re-Inspection Fee	
- per re-inspection	\$80.00
Trade Waste Usage Charge	
Category 1 Discharger with appropriate pre-treatment	Nil

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Liquid Trade Waste Classifications and Categories	Proposed 2014/15 Charges (incl GST)
Category 1 Discharger without appropriate pre-treatment - per kilolitre	\$1.60
Category 2 Discharger with appropriate pre-treatment - per kilolitre	\$1.60
Category 2 Discharger without appropriate pre-treatment - per kilolitre	\$14.50
Category 2S - see Tankered Trade Waste Charges below	
Category 3 - see Excess Mass Charges per kilogram below	
Food Waste Disposal Charge	
Based on \$23/bed in 2007/08, indexed. For existing dischargers only.	
- Food Waste Disposal Charge - per bed	\$24.00
Excess Mass Charges per kilogram	
Charges apply for large/industrial dischargers (Charging Category 3) for all wastes that exceed concentration of pollutants in domestic sewage. Formula applies with pollutant rates of charges per kilogram (kg).	
- Aluminium	\$0.73
- Ammonia (as N)	\$2.17
- Arsenic	\$72.00
- Barium	\$36.00
- Biochemical Oxygen Demand (BOD)	\$0.73
- Boron	\$0.73
- Bromine	\$14.50
- Cadmium	\$335.00
- Chlorinated Hydrocarbons	\$36.60
- Chlorinated Phenolics	\$1,450.00
- Chlorine	\$1.50
- Chromium	\$24.50
- Cobalt	\$14.80
- Copper	\$14.80
- Cyanide	\$72.00
- Fluoride	\$3.65
- Formaldehyde	\$1.48
- Oil & Grease (Total O&G)	\$1.32
- Herbicides/defoliant	\$718.00
- Iron	\$1.50
- Lead	\$35.00
- Lithium	\$7.30
- Manganese	\$7.30
- Mercaptans	\$72.50
- Mercury	\$2,395.00
- Methylene Blue Active Substances (MBAS)	\$0.73
- Molybdenum	\$0.73

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Liquid Trade Waste Classifications and Categories	Proposed 2014/15 Charges (incl GST)
- Nickel	\$24.00
- Nitrogen* (Total Kjeldahl Nitrogen - Ammonia) as N	\$0.20
- Organoarsenic Compounds	\$718.00
- Pesticides general (excludes organochlorines and organophosphates)	\$718.00
- Petroleum Hydrocarbons (non-flammable)	\$2.40
- Phenolic Compounds (non-Chlorinated)	\$7.30
- Phosphorus (Total P)	\$1.50
- Polynuclear Aromatic Hydrocarbons	\$14.60
- Selenium	\$50.50
- Silver	\$1.35
- Sulphate (SO ₄)	\$0.16
- Sulphide	\$1.50
- Sulphite	\$1.62
- Suspended Solids (SS)	\$0.95
- Thiosulphate	\$0.30
- Tin	\$7.20
- Total Dissolved Solids	\$0.06
- Uranium	\$7.20
- Zinc	\$14.60
Non Compliance Charges	
- Non-compliance pH charge	
Value of coefficient K in equation 3 of TW Policy	\$0.38
Non Compliance Excess Mass Charges - per kilogram (kg)	
Applied where a discharge quality fails to comply with approved concentration limits of substances specified in approval conditions. Formula applies with pollutant rates of charges per kg.	
Tankered Waste Charges (Charging Category 2S) – per kilolitre (kL)	
- Chemical Toilet	\$16.00
- Septic Tank and Pan Waste Disposal Charge	
- Effluent	\$2.15
- Septage	\$22.00

R Sullivan/Clancy
The motion was carried

2.57pm

Councillor Schmidt returned to the meeting

Item 45 OOSH Policies

229/1314 RESOLVED that Council endorse the Coonabarabran After School and Vacation Care philosophy, and furthermore, that Council endorse the Coonabarabran After School and Vacation Care policies being:

1. Daily Routines
2. Programs
3. Inclusion and Diversity
4. Excursions

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5. Videos and films

R Sullivan/Clancy
The motion was carried

Item 46 Development Applications

230/1314 RESOLVED that Council note the Applications Approved, during November 2013, under Delegated Authority.

Schmidt/R Sullivan
The motion was carried

QUESTIONS AND MATTERS OF CONCERN

Councillor Schmidt

- Debrief of Crooked Mountain Concert – electricity supply issues – report back about possible use of council generator
- Christmas wishes

Councillor Andrews

- Namoi Street \$44 per lineal metre – Yeulba Street at \$108 per metre based on property frontage – report back on actual versus estimate
- Quarry – feedback on quality of products and pricing – supply and demand
- Christmas wishes

Councillor Todd

- 3 dog attacks on sheep – dogs not registered – crack down on unregistered dogs – Cr Todd to provide information about location of dogs
- Sewerage – Darling Street – odour very strong – currently under review
- Drought declaration – council needs to seek drought declaration for area
- Christmas wishes

Councillor Clancy

- Quarry – no signage that quarry is accessible, no contact numbers.
- Flying of Flags – determined at November meeting
- Christmas wishes

Councillor C Sullivan

- Comments regarding Cobbora Transition Fund meetings and need for special Council meeting
- Christmas wishes

Councillor Capel

- Enquiry regarding any announcement from Coroner regarding Wambelong Fire – informed no press release or notification issued.

Councillor Coe

- Maintenance grading required on Merotherie Road, which could be done whilst plant is working on the Golden Highway
- Castlereagh Macquarie County Council – decision to sell depots and staff to operate out of council depots.
- Christmas wishes

3.16pm

231/1314 RESOLVED:

- (a) that Council go into closed committee to consider business relating to commercial information

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

Capel/C Sullivan
The motion was carried

3.45pm

232/1314 RESOLVED that Council move out of closed Council and into open Council.

Capel/Schmidt
The motion was carried

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

Item 1C Financial Tendering For Supply of Hardware

233/1314 RESOLVED that Council awards Tender T041314OROC for the Supply and Delivery of Hardware to Warrumbungle Shire Council for the period 1 January 2014 to 31 December 2015, **FURTHERMORE** that a provision be allowed for a 12 month extension based on a satisfactory supplier performance which may take the tender through to 31 December 2016.

R Sullivan/C Sullivan
The motion was carried

Item 2C Financial Management Information System Upgrade

234/1314 RESOLVED that Council approve the purchase of the core modules of Civica Authority at an initial installation/licence cost of \$126,513, with an annual maintenance charge of \$64,560 the funding of which to be provided by re-allocating \$126,513 from the Disaster Recovery Capital project budget to fund the initial capital purchase **FURTHERMORE** that Council negotiate with Civica to include an option in the current contract for the purchase of the non-core modules in two (2) years time.

Schmidt/Coe
The motion was carried

Item 3C IT – Managed Services for User Support and Infrastructure

235/1314 RESOLVED that Council contracts the Agreement for Managed Services – Support and Maintenance IT End User Support to Tamworth Regional Council from 1 January to 30 June 2014 at \$18,925/month to provide both Infrastructure and Help Desk Support.

C Sullivan/Capel
The motion was carried

Item 4C Cleaning Tender for Coonabarabran Sites

236/1314 RESOLVED that Council approves the engagement of Total Facility Cleaning for the Contract Cleaning Tender for Coonabarabran offices and buildings at a contracted price of \$102,607 per annum for a three (3) year contract commencing 6 January 2014.

Schmidt/Clancy
The motion was carried

Item 5C Staffing Issue

There were no resolutions made and no further action is required regarding the staffing matter discussed in confidence.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 20 February 2014

There being no further business the meeting closed at 3.50pm.

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CHAIRMAN

RECOMMENDATION

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 19 December 2013 be endorsed.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 20 February 2014

Item 2 Minutes of Consultative Advisory Committee Meeting – 20 November 2013

Division:	Executive Services
Management Area:	Human Resources
Author:	Environmental Health Officer – Brad Condon
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF7 Council is presented with a range of organisational challenges including its aging workforce, skills shortages, increasing regulatory demands and the management of risk

PRESENT: James O'Malley, Ron Howard, Ben Smith, Steve Loane, Brad Condon (Chairperson), Tracy Cain, Noel Gilbert

NON MEMBERS: Chris Kennedy, Martin Wynne

APOLOGIES: David Smith, Michael Marks, Val Kearnes, Rachael Carlyle

Meeting started 9.35 am

Brad Condon was appointed Chairperson.

Consensus

CONFIRMATION OF MINUTES:

RECOMMENDED that the Minutes of the Consultative Committee meeting held on 23 October 2013 be endorsed

T Cain/B. Smith

BUSINESS ARISING

- Administration person to be present at future meetings to take minutes.
- missing agenda items: appointment of Chairperson; positions not on agenda; review of constitution.
- T Cain - Questions regarding positions in new structure to be deferred to next meeting as Manager Human Resources required to answer

Consensus

AGENDA ITEMS

Review of Positions

Concrete Operator – discussion about why positions had changed. Concern expressed that two Concrete Labourers classifications had been changed to Concrete Operators without complying with Council's 2011 resolution regarding need to advertise positions that change by two or more grades. The General Manager suggested that this requirement should be re-visited.

Council to advertise the two Concrete Operator positions through a formal recruitment process.

Consensus

GIS Officer – desirable criteria regarding certificate qualification to be removed as this duplicates essential criteria. No objections to other changes.

Consensus

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Assistant to Finance Accountant – clause 4 item regarding “undertake other duties” to be copied over to Supervisor Finance position description as being more appropriate. No objection to other changes.

Consensus

Supervisor Finance – no objections, one amendment as above.

Consensus

The Committee requested a report similar to the one provided for the finance positions where any change of grade was put to the Committee.

Consensus

The Director Corporate Services, Mrs Rebecca Ryan, joined the meeting.

Draft Staff Travel and Sustenance Expenses Policy

GM stated that full allowance is to be paid. The two sentences starting “Where an advance payment is made” are to be removed. Word ‘reimbursement’ changed to ‘allowance’.

Consensus

Discussion of tolls when travelling. Committee advised that e-pass should be arranged prior to departure and that doing it online was cheaper than by phone. HR and Managers to ensure staff are aware of this. The Manager of Fleet Services currently investigating account options.

Report regarding organisation e-pass accounts to be brought back to the Committee.

Consensus

Query of definition of “Council directed”. GM stated that if it was signed off by the Director he accepted that as “Council directed”.

Policy endorsed subject to the two sentences starting “Where an advance payment is made” being removed.

Consensus

Draft Employee Funded Purchased Leave Scheme

The Director Corporate Services outlined how the scheme worked. The GM expressed concern about how it would work with key positions. The DCS advised that a plan was required for the 12 month period, setting out when leave was to be taken. The Committee was informed that any purchased leave would not be extended to unforeseen circumstances, that it could not be banked, and that staff could choose to opt out of it. Mrs Ryan advised that this scheme was devised as a retention strategy, designed to support work-life balance.

The possibility of some flexibility in designating leave dates was raised by R Howard where it might be possible to nominate a two to three month period during which the leave would be taken, to make it more attractive to outdoor staff.

The Draft Employee Funded Purchased Leave Scheme policy was endorsed by the Committee.

Consensus

Draft Employee Funded Deferred Salary Scheme

The DCS explained that this scheme allowed employees to purchase 12 months away from the office while remaining employed by Council. There would be a four year program, whereby the employee would work, receiving 75% of their salary each year for three years and then being paid 75% of their salary during the fourth year while they were absent from Council. Alternately, a five year scheme would mean 80% of the annual salary for four years, and then a year away on 80%

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of their salary. This would offer a retention/succession incentive. The DCS stated that if the employee's circumstances changed Council would come to an arrangement with them. The Draft Employee Funded Deferred Salary Scheme was endorsed by the Committee.

Consensus

Draft Private Use of Council Vehicles by Employees under a Lease Agreement and Leaseback Agreement

T Cain

- Leaseback rates have changed from four different amounts to a single amount of \$92.38.
- Who is able to drive has been amended to include "P" and "L" platers
- Concern about "specialist position or consent of GM" as to who is eligible.

R Ryan

- Spelling error in title of policy
- Policy requires definitions
- Standard accessories to include Bluetooth
- Include clause where modifications paid for by the employee are transferred / carried over to future vehicles.

B Condon

- Specialist / professional positions – Professional positions to be included in policy. discussion of meaning of these terms.
- Query about five weeks leave – limitation requiring vehicle to be handed over for terms in excess of this amount.
- Query about whether preference should be given to Australian manufactured vehicles.

R Ryan

- Must be need and budget for a vehicle for a particular position before it can be offered with a leaseback option.

T Cain to query Fleet Manager about choice of vehicles and preference for Australian manufactured vehicles.

Draft Private Use of Council Vehicles by Employees under a Lease Agreement and Leaseback Agreement to be brought back to Committee with clarification.

Consensus

Manager Human Resources to check changes made to structure as agreed previously, including

- Coolah Administration Officer returned to Administration & Customer Service branch
- Streetsweeper returned to Regulatory Services branch
- Title of Senior Family Day Care Coordinator changed to Nominated Supervisor Family Day Care.

Meeting closed: 11.35 am

Next meeting: 9.30 am, Wednesday 4 December 2013

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CHAIRMAN

RECOMMENDATION

That Council notes the minutes from the Consultative Advisory Committee meeting held on 20 November 2013 at Coonabarabran.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 20 February 2014

Item 3 Minutes of Consultative Advisory Committee Meeting – 17 December 2013

Division:	Executive Services
Management Area:	Human Resources
Author:	Environmental Health Officer – Brad Condon
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF7 Council is presented with a range of organisational challenges including its aging workforce, skills shortages, increasing regulatory demands and the management of risk

PRESENT: James O'Malley, Ron Howard, Ben Smith, Steve Loane, Brad Condon (Chairperson), Tracy Cain, Noel Gilbert, Val Kearnes,

NON MEMBERS: Liz Webster (Minute Taker)

APOLOGIES: David Smith, Rachael Carlyle, Martin Wynne

Meeting started 2:05 pm

CONFIRMATION OF MINUTES:

RECOMMENDED that the Minutes of the Consultative Committee meeting held on 20 November 2013 be endorsed

N Gilbert/T Cain

BUSINESS ARISING

- Leaseback Tracy reported back to the committee as per previous meeting. Policy is currently in discussions with MANEX and will return to consultative committee once finalised.
- Concrete Operator position no recruitment process commenced as yet.
- Structure Changes - Coolah Administration officer from Finance to Admin, Street Sweeper from Environmental to Urban Services, extra position created at Waste Handling Facility to compensate, Senior Family Day Care Coordinator title changed to Nominated Senior Family Day Care Coordinator.

Consensus

AGENDA ITEMS

Review of Consultative Constitution - to be submitted to the next meeting following further amendments. Changes done to date discussed briefly but are to be discussed further at next meeting. Further discussion to take place regarding roles of minute taker and secretary role. Minute taker for next meeting will be provided by General Manager

Consensus

Staff Recruitment Policy – Amendments made to section 3 of policy in regards to Advertise the Job Internally. The following amendment to be added to **3. Advertise the Job Internally**:

- c) *Where an internal applicant has applied for a new or vacant position and their application is unsuccessful, the employee may, prior to Council re-advertising the position externally:*
- i) *Request in writing the reasons as to why they were not appointed; and*

WARRUMBUNGL SHIRE COUNCIL

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ii) *Upon such request Council shall provide the reasons in writing.*
Amended policy to be put to Council.

Consensus

Environmental Health Officer – position to be held over for next meeting as amendments have been made to the position. Request for Position Description, competency document and new form 19 to be bought to next meeting.

Consensus

Senior Compliance Officer – position to be held over for next meeting as amendments have been made to the position. Request for Position Description, competency document and new form 19 to be bought to next meeting.

Consensus

Compliance Officer – position to be referred to MANEX as no amendments have been made to the position.

Consensus

Manager Property & Risk – Position Description to be amended to move Associate Diploma/Diploma or equal qualification from Desirable Selection Criteria to Essential Selection Criteria. Addition of 4-8 years relative experience post qualification as essential selection criteria.

Consensus

Manager of Projects – not discussed as matter subject to a dispute.

Consensus

Coolah Administration Officer – to remain in Administration section of Council structure.

Consensus

Manager of Children Services – Tracy Cain raised question as she was absent from the relevant meeting if Linda Miller's comments regarding the position were discussed. Tracy was advised that Rebecca Ryan was present at meeting and questions and comments were discussed and taken on board.

Consensus

GENERAL BUSINESS

Corporate Services Administration Officer – previous meeting minutes reflected that the position would be amended on Organisational Structure as job share and re-evaluated on vacancy. General Manager advised it was an error and apologised. Organisational Structure would not be amended and job share is available to all positions under the award subject to operational viability.

Meeting closed: 3.35 pm

Next meeting: Thursday, 16 January 2014

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CHAIRMAN

RECOMMENDATION

That Council notes the minutes from the Consultative Advisory Committee meeting held on 17 December 2013 at Coonabarabran.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 20 February 2014

Item 4 Minutes of Consultative Advisory Committee Meeting – 23 January 2014

Division:	Executive Services
Management Area:	Human Resources
Authors:	PA to Director Corporate Services – Liz Webster
CSP Key Focus Area:	Local Governance and Finance
Priority / Strategy:	GF7 Council is presented with a range of organisational challenges including its aging workforce, skills shortages, increasing regulatory demands and the management of risk

PRESENT: Brad Condon (Chairperson), Tracy Cain, Noel Gilbert, Ron Howard and Ben Smith.

IN ATTENDANCE: Val Kearnes (Manager HR), Rebecca Ryan (Director Corporate Services) and Liz Webster.

APOLOGIES: David Smith, Rachel Carlyle, Martin Wynne, Steve Loane (General Manager) and Jim O'Malley.

CONFIRMATION OF MINUTES

RECOMMENDED that the minutes of the Consultative Committee meeting held on Tuesday, 17 December 2013 be confirmed.

Gilbert/Smith

BUSINESS ARISING

Staff Recruitment Policy

Amendments in relation to Section 3 - 'Advertise the Job Internally' of the Staff Recruitment Policy to be presented to Manex. Manager HR to provide copy of amended version to Tracy Cain for confirmation.

AGENDA ITEMS

Consultative Committee Constitution

RECOMMENDED that the following amendments be made to the proposed Consultative Committee Constitution:

- a) Section 8.3 – Vice Chairperson
Nomination of Vice Chairperson to be held over to the next Consultative Committee meeting.
- b) Section 8.4 – Secretary
Tracy Cain was nominated and accepted the position of Secretary for the Consultative Committee.
- c) Section 8.5 - Minute Taker
PA to Director Corporate Services or Corporate Services Administration Officer to undertake the Minute Taker position subject to approval by the General Manager. Noted that duties were restricted to preparing and producing the minutes.

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d) Section 10a – Date, Time and Place of Meetings

A minimum of four (4) meetings were to be conducted per calendar year ie one (1) per quarter (3 months). Meetings were to be held in the Gallery / Training Room of the Coonabarabran Council Chambers commencing 2.00 pm.

The following meeting dates for 2014 were confirmed:

Wednesday, 5 February 2014 (Special Meeting)
Thursday, 27 February 2014
Thursday, 24 April 2014
Thursday, 26 June 2014
Thursday, 28 August 2014, and
Thursday, 23 October 2014

PA to DCS to reserve meetings and gallery / training room in the Outlook Community Calendar.

e) Section 10b – Production of Agenda

It was confirmed that the current timeframe of ten (10) days for receipt of agenda items and supporting documentation prior to the Consultative Committee meeting remain. Exceptions may be made for Special / Extraordinary meetings.

Consensus

Review of New and Changed Positions

RECOMMENDED that new or changed positions for review by the Consultative Committee be presented with a cover sheet report that details the comparisons / amendments to the proposed position **FURTHER** that the DCS develop a cover sheet report that includes review of position descriptions, grade changes and revised competencies.

Consensus

Brad Condon declared a pecuniary interest in Agenda Item ‘Environment and Health Officer’ and stood down from the Chair. Ron Howard assumed the role of the Chair.

Environment and Health Officer

It was noted that the grade review for the Environment and Health Officer (EHO) position was presented to the committee without the amended competency documents. The initial request for a grade review was submitted to Council in July 2013. Due to the lengthy timeframe for finalisation of the grade review the following recommendation was made.

RECOMMENDED that review by the Consultative Committee of the Environment and Health Officer position be held over to a Special Consultative Committee meeting on 5 February 2014 **FURTHER** that the Manager HR organise an urgent meeting with the incumbent and Acting DECS to finalise the grade review and competencies.

Consensus

Brad Condon resumed the role of the Chair.

Senior Compliance Officer

It was noted that the new Senior Compliance Officer position was presented to the committee for review without the competency documents.

The committee confirmed, as per previous Consultative Committee minutes, that the Senior Compliance Officer position would be advertised internally / externally and should the position not be filled then the recruitment process would commence for the Compliance Officer position. The delay in filling this position has had a significant impact on the Regulatory Services section of Council.

WARRUMBUNGLE SHIRE COUNCIL

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RECOMMENDED that review by the Consultative Committee of the Senior Compliance Officer position be held over to a Special Consultative Committee meeting on 5 February 2014

FURTHER that the Manager HR organise an urgent meeting with the Acting DECS to finalise documentation for this position.

Consensus

Compliance Officer

It was noted that there had been changes made to the position description (PD) for the Compliance Officer position, however the proposed amendments were unable to be identified. It was requested that a cover sheet report outlining the changes be completed and presented at the next Consultative Committee meeting.

RECOMMENDED that review by the Consultative Committee of the Compliance Officer position be held over to the next meeting on 27 February 2014 **FURTHER** that the Manager HR completes a cover sheet report to outline the proposed amendments for this position.

Consensus

Manager Property and Risk

As per previous Consultative Committee minutes of 17 December 2013 it was requested that the essential criteria in the PD reflect the Form 19 evaluation of the position. An amended version of the PD was presented to the meeting, however the post qualification experience was omitted from the essential criteria.

RECOMMENDED that essential criteria in the PD for Manager Property and Risk position be amended to include Diploma in Property Management, Risk Management or related field and 4-8 years post qualification experience **FURTHER** that Manager HR provide the Secretary with a copy of the amended version for confirmation.

Consensus

Manager Projects

As per Clause 35C(ii) of the Local Government (State) Award 2010 this matter was not considered by the committee as it is currently subject to grievance / dispute procedures.

Alcohol and Other Drugs Policy and Procedure

It was noted that the Draft Alcohol and Other Drugs Policy and Procedure had been reformatted to comply with Council's new policy template. Concerns were raised that Council may not be complying with the Local Government Industry Standard.

RECOMMENDED that the Draft Alcohol and Other Drugs Policy and Procedure be held over to the next Consultative Committee meeting on 27 February 2014 **FURTHER** that the Manager HR completes a Policy Review cover sheet and presents the Draft Policy to Manex for consideration **FURTHER** that Delegate, Tracy Cain seek advice from USU to ensure compliance with the Local Government Industry Standard.

Consensus

GENERAL BUSINESS

Motor Vehicle Leaseback Policy

The DCS enquired as to the status of the Motor Vehicle Leaseback Policy. It was confirmed that the Draft Policy and proposed amendments were considered by the Consultative Committee on 20 November 2013. Further amendments were required to be made to the Draft Policy by the DTS and then reconsidered by Manex prior to review by the Consultative Committee.

RECOMMENDED that Manager HR pursue the Draft Motor Vehicle Leaseback Policy with the DTS and Manager Fleet Services to ensure completion of the review process.

Consensus

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Distribution of Consultative Committee Information

Concerns were raised regarding the appropriateness of emailing Consultative Committee information to members and their spouses / partners personal email addresses. Discussions were held in relation to the difficulties some members were experiencing in receiving / printing the documentation.

RECOMMENDED that Consultative Committee members personal email addresses be removed from Council's mailing list and that the Secretary liaise with delegates on the appropriate distribution and access methods for receipt of documentation.

Consensus

There being no further business the meeting closed at 3.15 pm.

The next Special Meeting is to be held in the Gallery / Training Room of the Coonabarabran Council Chambers on 5 February 2014 commencing 2.00 pm.

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CHAIRPERSON

RECOMMENDATION

That Council notes the Minutes of the Consultative Advisory Committee meeting held on 23 January 2014.

WARRUMBUNGLE SHIRE COUNCIL

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Item 5 Minutes of the Finance and Projects Committee Meeting – 6 February 2014

Division:	Corporate Services
Management Area:	Financial Services
Author:	Acting Director of Corporate Services - Stefan Murru
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF8.1 Council undertakes periodic performance reviews to ensure the effective and efficient management of its assets, finances and workforce and modifies its actions to deliver better outcomes for the community

PRESENT: Cr Peter Shinton(Mayor), Cr Murray Coe (Deputy Mayor),Cr Denis Todd, Cr Anne Louise Capel, Cr Gary Andrews, Cr Chris Sullivan, Cr Ron Sullivan, Cr Fred Clancy, Steve Loane (General Manager) Kevin Tighe (Director of Technical Services) Fiona Luckhurst (Acting Director of Environmental and Community Services) Stefan Murru (Acting Director of Corporate Services)

APOLOGIES: Cr Victor Schmidt, Rebecca Ryan (Director Corporate Services)

ATTENDING: Rebekah Elliott (Graduate Accountant), Liz Webster (Acting PA Director Corporate Services), Chris White (Manager Communications and IT) and Daniel Murphy (Tamworth Regional Council)

1. Chris White introduced Dan Murphy of Tamworth Regional Council as a representative of our IT provider (TRC). Chris and Dan explained the service and projects currently being provided.

Chris White & Daniel Murphy left the meeting

2. MINUTES RECOMMENDATION

That the minutes of the Finance and Projects Committee meeting held on 6 November 2013 be accepted.

M Coe/G Andrews

BUSINESS ARISING

- Nandi Park and Hickey Falls Toilets – Kevin Tighe advised a report was being prepared to present to the February Council meeting for Councils consideration.
- Mendooran Water Supply – Stefan Murru advised a report was being prepared for the February Council meeting for Councils consideration. He also gave an outline of what would be included in the report – funding arrangements for the Mendooran water supply.

3. QBRS – 1 OCTOBER 2013 - 31 DECEMBER 2013

Chief Financial Officer presented second quarter (1 October 2013 – 31 December 2013) QBRS. Including; Income Statement, KPI's, Statement of Cash Flows, Balance Sheet, Revenue, Operational Expenditure and Capital Budget Reviews. Noting some of the following issues;

- Bushfire and Emergency Funding, some payments for the S44 incident are still outstanding, and part of our claim is unlikely to be recouped from the State Government;

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- Although Council is currently tracking well against budget at 31 December, issues with the seasonality of expenditure and lower than prior year capital expenditure (resulting in salaries being expensed against recurrent jobs) could mean a worse P&L result at year end compared to 2012/13;
- Repair and Maintenance Program - unsealed road maintenance (predominantly grading) is overspent however, current issues with lack of water will affect the program going forward;
- Quarry revenue is currently trending under budget, although it is hoped that this will pick up once crushing is complete, and a new Quarry Supervisor is employed.

RECOMMENDATION

That the QBRs for the second quarter be accepted.

F Clancy/R Sullivan

GENERAL BUSINESS

Matters raised without resolution

1. Electricity Supply Coonabarabran Aerodrome.

Aerodrome committee discussed the possibility of an electricity supply being connected to the facilities at the airstrip. The cost of this work was quoted at \$11,193.88. As this connection would involve underground cabling two (2) poles could be removed which would result in an Essential Energy pole rebate of \$9,724.00. Total expenditure after this would be an amount of \$1,469.88 in total. The application for the rebate would need to be lodged within six (6) weeks.

Matter to be brought to the next Council meeting 20 February 2014 for consideration by Council.

2. Dial before you dig and Street name recognition

Clr Capel enquired about addressing and Dial before you dig as a resident in Cole Street Coolah had been advised the street did not exist on the system.

DTS to ensure Cole Street is registered into the Dial before you dig system.

NEXT MEETING: Thursday 1 May 2014 Coolah Council Chambers

MEETING CLOSED: 1:00pm

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CHAIRPERSON

RECOMMENDATION

That Council accepts the Minutes of the Finance and Projects Committee Meeting held on 6 February 2014 at Coonabarabran.

WARRUMBUNGL SHIRE COUNCIL

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Item 6 Minutes Bushfire Appeal Advisory Panel – 17 January 2014

Division:	Executive Services
Management Area:	Governance
Author:	Director Corporate Services – Rebecca Ryan
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF2.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

PRESENT: Mayor Peter Shinton (Chairperson), Steve Loane (General Manager), Lois Sutton (St Vincent de Paul), Carolyn Eves (Barnardos), Sue Freebairn (DPI), John Sawyer (Rotary), Bob Fenwicke (BlazeAid) and Vicki Poyser (ADRA).

APOLOGIES: Cheryl Pope (DPI), Catherine Wood (Barnardos).

ATTENDING: Rebecca Ryan (Director Corporate Services), Glennis Mangan (Disaster Recovery Manager)

RECOMMENDED that the apologies be accepted.

Loane / Freebairn

CONFIRMATION OF MINUTES

RECOMMENDED that the minutes of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held on 13 August 2013 be accepted.

Loane / Freebairn

UPDATE ON FUND STATUS

The fund has raised \$819,523 as at Monday 13 January 2014

Funds allocated:

Phase 1	\$ 160,000
Phase 2	\$ 370,000
Phase 3	\$ 130,000
Tied Donations	\$ 75,981
Phase 4	\$ 37,000
Phase 5	\$ 8,508
TOTAL	\$ 781,489

Allocated Funds Not Expended	\$ 309,173
Unallocated Funds	\$ 38,034
TOTAL	\$ 347,207

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 February 2014

SUMMARY OF ALLOCATIONS

Council provided a break down Mayors Appeal Assistance Payments and agency allocations detailing funds allocated and expended.

Agency Assistance Program	Total Allocation	Amount Expended	Funds Remaining
Home Dislocation	\$30,000	\$30,000	-
Roadside and Internal Fencing	\$140,000	\$119,875	\$20,125
Home Re-establishment	\$210,000	\$30,000	\$180,000
Shed Rebuild	\$20,000	\$11,000	\$9,000
ADRA	\$26,000	\$26,000	-
Barnados	\$26,000	\$26,000	-
Centacare	\$26,000	\$26,000	-
St Vincent de Paul	\$26,000	\$26,000	-
DPI Fodder	\$12,482	\$12,482	-
Potable Water	\$20,000	\$20,000	-
BlazeAid Project - Camp	\$101,641	\$101,641	-
BlazeAid - Plant Hire & Materials	\$18,116	\$18,116	-
Bird Boxes	\$250	\$250	-
Community Renewal	\$55,000	\$10,000	\$45,000
Restart NSW Gov	\$70,000	\$14,952	\$55,048
Total	\$781,489	\$472,316	\$309,173

A net adjustment of \$8,508 to close the Home Dislocation, BlazeAid Camp and Materials/Plant Hire Project and DPI Fodder Programs required.

RECOMMENDED that the following adjustments and allocations be made that will close the following Programs; Home Dislocation -\$30,000, BlazeAid Camp +\$21,641, BlazeAid Materials/Plant Hire +\$6,116 and DPI Fodder +\$751; being a net allocation of \$8,508 for Phase 5.
Poyser/Freebairn

COMMUNITY RENEWAL AND REJUVEATION PROGRAM

WARRUMBUNGLE SHIRE COUNCIL

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Two applications have been submitted and assessed against the funding criteria guidelines; the Badhii Grandmothers Group Inc for \$5,000 for a Community Garden, Court Support, a Christian Rally and Arts and Craft activities, held over from August 2013 meeting and the Coonabarabran Rotary Club for \$5,000 for a Celebration One Year On BBQ.

RECOMMENDED that the Warrumbungle Shire Mayors Bushfire Appeal endorse the Mayor and General Manager approving the \$5,000 for the Celebration One Year from the Community Renewal and Rejuvenation Program.

Loane / Sutton

RECOMMENDED that the Badhii Grandmothers Group Inc application of \$5,000 for a Community Garden, Court Support, a Christian Rally and Arts and Craft activities be declined.

By consensus

REVIEW OF AGENCY ACQUITTALS AND REPORTS

ADRA: \$1,200 remains available in Emergency Assistance fund.

St Vincent de Paul: There remains \$15,325 in the Potable Water Fund, however because there has been no rain the first loads have run out and requests have been made for second. \$1,321 remains in Emergency Assistance fund.

Barnardos and Centacare to provide acquittals.

RECOMMENDED that the Potable Water Program guidelines be relaxed to make permissible a second load of water.

Sutton / Poyser

EMERGING ISSUES

- Mental Health remains a big issue: DPI to raise matter with Salvation Army who will make area home visits.
- Fodder shortages and Noxious weeds infestations are being compounded by drought which is hampering the recovery process.
- Some families in a very bad way with fencing – very remote, hilly and difficult country to re-fence and is not suitable for BlazeAid Volunteers, some of whom have been returning and assisting individuals.
- National Parks are providing materials for 47 neighbours of which only 14 Agreements have been signed off. In some cases areas of intractable country is being fenced off.
- Options for support by Salvation Army officers at Coonabarabran Show in RFS tent.

BLAZE AID

BlazeAid are having a reunion at the Coonabarabran Racecourse for the Coonabarabran Show. Are assisting the PAI&H with the preparation and clean up for the Show. A dinner will be held on the Sunday, and PAI&H are providing free tickets to Show for BlazeAid Volunteers. Proposal and options for Mayors Appeal to support bushfire affected residents or whole community for a day at the Coonabarabran Show to be discussed by PAI&H.

COONABARABRAN ROTARY

BBQ held on the 13 January at the Coonabarabran Racecourse was very successful, with Rotary catering for 330 people for dinner. Feedback has been very positive. Refund provided back to Mayors Appeal of \$1,490 unspent funds.

NEXT MEETING: Late February

MEETING CLOSED: 10.15 am

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CHAIRPERSON

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 February 2014

RECOMMENDATION

That:

- (i) Council endorse the recommendations of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held on 17 January 2014.
- (ii) that the following adjustments and allocations be made that will close the following Programs; Home Dislocation -\$30,000, BlazeAid Camp +\$21,641, BlazeAid Materials/Plant Hire +\$6,116 and DPI Fodder +\$751; being a net allocation of \$8,508 for Phase 5.
- (iii) that the Warrumbungle Shire Mayors Bushfire Appeal endorse the Mayor and General Manager approving the \$5,000 for the Celebration One Year from the Community Renewal and Rejuvenation Program.
- (iv) that the Badhii Grandmothers Group Inc application of \$5,000 for a Community Garden, Court Support, a Christian Rally and Arts and Craft activities be declined.
- (v) that the Potable Water Program guidelines be relaxed to make permissible a second load of water.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 February 2014

Item 7 Minutes of Warrumbungle Liquor Accord Incorporated Meeting – 6 February 2014

Division:	Technical Services
Management Area:	Asset Design
Author:	Road Safety Officer – Ken Smith
CSP Key Focus Area:	Local Governance and Finance
Priority:	Council provides strong civic and regional leadership and undertakes its governance and service delivery tasks with integrity.



President: Bowen Ward Vice-President: Garry Chapman Treasurer: Stuart Gelder Publicity Officer: Vacant

MINUTES

Tuesday 06 February 2014

ANNUAL GENERAL MEETING

At Golf Club, Coonabarabran 12:00noon

Welcome, introduction of visitors and new members.

Meeting commence: 1:00pm:

Attendees

Victor Schmidt Warrumbungle Shire Council, Ron Byron Binnaway Golf Club, Sally Perram Warrumbungle Mountain Motel, Jason Mills Police, Mal McMaster Coolah Sporting Club, Bowen Ward Coolah Valley Hotel, Garry Chapman Coonabarabran Golf Club, Stuart Gelder Coolah Black Stump Inn, Stella Murray Coonabarabran Hotel, Ken Smith Warrumbungle Shire Council.

Apologies

Jenny Short RMS, Bob Tootell Coonabarabran Bowling Club.

1. Victor agreed to act as chairman and declare all positions vacant.

2. Election of President

Bowen Ward elected unanimously

3. Election of Vice President

Garry Chapman elected unanimously

4. Election of Secretary

Ken Smith elected unanimously

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 February 2014

5. Election of Publicity Officer

Deferred.

Ordinary meeting of Warrumbungle Liquor Accord Incorporated Thursday 6 February 2014 after Annual General Meeting

Confirmation of previous minutes 21 May 2013

Confirmed:

Presentations

1. .

Business arising from previous meeting

1. Benefits of alternate transport schemes in all towns discussed. Coolah planning a scheme during sporting season.

Membership renewal drive required to update memberships to Warrumbungle Liquor Accord. Membership pegged at \$50.00 per licensee.

New Agenda Items

1. Consider inclusion of a new position to the executive of Treasurer.
Moved Mal/Victor add (e) to Section 10 to include position off Treasurer. Moved unopposed.
2. Stuart Gelder elected Treasurer unanimously.
3. Consider removing current and Constitution provision that Council act as secretary for the Accord.
Executive to review Constitution.
4. Consider "Terms" for WLA before OLGR Workshop at Coonabarabran 27 May 2014.
Executive to draft a Terms document for members to consider.

Correspondence

1. Letter of resignation from President Kevin Birchall.

Finance report

1. As at 31 December 2011 \$683.52 Cr

Police Matters

1.

OLGR matters (Social Profile Report 2009)

1. Warrumbungle Shire Council (WSC) has twice the number of liquor licenses per 100,000-population at 418 than does NSW at 220.
2. Alcohol related assaults per 100,000-population WSC 418, 25% higher than NSW 311.
3. Driving under the influence of alcohol per 100,000-population WSC 367, same as NSW 396.
4. Alcohol related hospitalisations higher than NSW and alcohol related deaths about the same as NSW.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 February 2014

Council Report

1. Road crash data. In the Warrumbungle Shire speeding is a factor in 30% of all crashes, fatigue is a factor in 18%, Alcohol a factor in 9% and distraction 6%.
2. Currently crashing drivers are locals 30%, adjoining shires 24%, country towns 24% and interstate 22%.
3. Any feedback would be greatly appreciated.

General Business *Any additional items may be raised in General business*

1. .

Attachments

1. Nil

Close of meeting and confirmation of next meeting

1. Next meeting Tuesday 13 March 2014, location Coonabarabran Golf Club
2. Meeting Close 1345

Secretary, Warrumbungle Liquor Accord

Contact details ken.smith@warrumbungle.nsw.gov.au phone 6849 2145 or mobile 0427 452 476

RECOMMENDATION

That Council notes the Minutes of the Warrumbungle Liquor Accord Incorporated Meeting held on 6 February 2014 at Coonabarabran

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 February 2014

Item 8 Minutes of Warrumbungle Aerodromes Advisory Committee Meeting – 6 February 2014

Division:	Technical Services
Management Area:	Technical Services Management
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI1 – Public transport alternatives including bus and rail services connect local towns and villages and provide links with other regional centres.

PRESENT: Cr Denis Todd (Chair), Cr Gary Andrews, Mr John Farrell (Baradine), Mr John Gill (Coolah), Mr Gary Connolly (Coolah), Mr Colin Tink (Coonabarabran), Mr Kevin Barrington (Coonabarabran) and Mr Kevin Tighe (Director Technical Services).

IN ATTENDANCE: Mr Col Mercer (President Coonabarabran Aero Club) and Cr Fred Clancy

APOLOGIES: Mr Darren Worrell (Baradine) and Mr Shane Weatherall (Acting Manager Road Operations).

Cr Todd invited Mr Mercer to address the Committee. Mr Mercer advised the committee that some time ago power was disconnected to the hangar under their control. Recently a flight simulator was installed in the hangar, which will be used by high school students as well as aero club members. Electricity to the hangar was supplied by overhead wires. Mr Mercer advised that a quote from a local electrician for installation of power underground is \$11,200.00. However, a rebate proposal has also been received from Essential Energy for \$9,700 as two of their power poles will be removed under the proposal. The Coonabarabran Aero Club has six (6) weeks to respond to the proposal from Essential Energy and they are asking Council to fund the \$1,500 difference.

Mr Tink advised that there may be some issues with rock during excavation to install power underground.

14/1314 RECOMMENDED that a report be prepared for Council consideration on the request by the Coonabarabran Aero Club to install power between the club building and their hangar underground and that Council fund the shortfall of \$1,500.00.

Tink/Barrington

CONFIRMATION OF MINUTES:

15/1314 RECOMMENDED that the minutes of the meeting held on Thursday, 7 November 2013 be confirmed.

Connolly/Tink

BUSINESS ARISING FROM THE MINUTES

The following matters were noted as outstanding:

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 February 2014

- Repair of runway lights at Coolah. It was noted that an electrician has inspected the lights and is confident that they can be repaired. The electrician requires all the lights to be delivered to his workshop in Coonabarabran.
- Installation of tie down wire rope at Coolah Aerodrome.
- Obtain confirmation that BAE Systems Tamworth still use Coolah runway for training exercises. This matter was again discussed and the possibility that donation from BAE towards upkeep was discussed.
- Repairs and maintenance to ramps and road surface on approach to Coonabarabran Aerodrome.
- Master plan for development at Aerodromes in Baradine, Coolah & Coonabarabran.
- Cost estimate for bitumen resealing of threshold areas on the runway strip at Coolah Aerodrome and painting of white landing markers.
- Replacement of windsock and lights at Baradine airstrip.
- Spraying of weeds at end of Coolah runway. It was noted that Castlereagh Macquarie County Council should be engaged to undertake this project.
- Remove grass, reseal bitumen and replace marker cones around windsock at Coolah Aerodrome.

16/1314 RECOMMENDED that BAE Systems in Tamworth are asked to make a weekly contribution of \$10.00 to cover landing exercises at the three aerodromes in the Shire.

Tink/Connolly

17/1314 RECOMMENDED that the Rural Fire Service is asked to make a contribution to repair each of the three ramps on David Knight Drive.

Tink/Barrington

Toilets at Coolah Aerodrome

It was noted that the existing prefabricated toilet structure is no longer useable and that restoration of the structure may not be feasible. Any upgrade of the existing structure or construction of a new toilet should provide for wheelchair access.

AGENDA ITEMS

a) Skim Grading of Runway at Baradine Aerodrome

18/1314 RECOMMENDED that rather than grading, the grass clumps on Baradine runway are slashed as low as possible to the ground.

Tighe/Farrell

b) Taxiway Lighting at Baradine Aerodrome

Mr Farrell advised that he is arranging installation of taxi way lights for the Baradine airstrip, which will be on a separate switch to the runway lights.

c) Inspection of Aerodrome Sites Prior to Commencement of Meetings

It was noted that where possible and where required, an inspection of the site is undertaken prior to an onsite meeting.

d) Confirmation of Committee Meeting Dates - Frequency

It was agreed that meetings occur more frequently until a number of outstanding issues are resolved.

GENERAL BUSINESS

CASA – Notification of Surveillance of Coolah and Coonabarabran Aerodromes for Period 5-7 February 2014

It was noted that CASA would be undertaking surveillance and audit of Coolah and Coonabarabran Aerodromes between the period 5-7 February 2014.

WARRUMBUNGLE SHIRE COUNCIL

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Water Storage at Coonabarabran Aerodrome for use by Rural Fire Service

The meeting was advised that the roof gutter down pipe is no longer connected to the storage tank and that maintenance is required. A recommendation was made following discussion on the needs of aerial operations of the Rural Fire Service.

19/1314 RECOMMENDED that investigations be undertaken and the Rural Fire Service asked to contribute on a concept to harvest rainwater from the roof of each hangar and stored in a large reservoir or tank in readiness for aerial fire fighting operations.

Tink/Connolly

The following matters were raised without Resolution:

- That President of the Coonabarabran Aero Club receives minutes from each Committee meeting.
- The Committee was advised on preliminary findings of the CASA inspection including the need to remove tyres near the fertilise dump or at least indicate with a marker. Also, CASA is requiring the development of management plan and procedures during aerial fire fighting operations.

There being no further business the meeting closed at 10.30 am.

The next meeting is to be held in the Gallery Room of the Coonabarabran Administration Office on either the 17/18 March 2014.

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CHAIRMAN

RECOMMENDATION

1. That Council accepts the Minutes of the Warrumbungle Aerodromes Advisory Committee Meeting held on 6 February 2014.
2. That a report be prepared for Council consideration on the request by the Coonabarabran Aero Club to install power between the club building and their hangar underground and that Council fund the shortfall of \$1,500.00.
3. That BAE Systems in Tamworth are asked to make a weekly contribution of \$10.00 to cover landing exercises at the three aerodromes in the Shire.
4. That the Rural Fire Service is asked to make a contribution to repair each of the three ramps on David Knight Drive.
5. That rather than grading, the grass clumps on Baradine runway are slashed as low as possible to the ground.
6. That investigations be undertaken and the Rural Fire Service asked to contribute on a concept to harvest rainwater from the roof of each hangar and stored in a large reservoir or tank in readiness for aerial fire fighting operations.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 20 February 2014

Item 9 Minutes of Plant Advisory Committee Meeting held on 6 February 2014

Division:	Technical Services
Management Area:	Technical Services Management
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF4 – Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan.

PRESENT: Cr Ron Sullivan (Chair), Cr Murray Coe, Cr Gary Andrews, Cr Fred Clancy, Steve Loane (General Manager), Stefan Murru (Acting Director Corporate Services), Kevin Tighe (Director Technical Services) and Mark McWhirter (Fleet Manager).

IN ATTENDANCE: Cr Chris Sullivan and Cr Anne-Louise Capel.

APOLOGIES: Rebecca Ryan (Director Corporate Services).

CONFIRMATION OF MINUTES

12/1314 RECOMMENDED that minutes of the Plant Committee meeting held on 6 November 2013 be accepted.

Andrews/Sullivan

BUSINESS ARISING FROM THE MINUTES

- Manager advised that Caterpillar 928 Loader has been delivered. Also, advice provided that delivery of Volvo truck and super dog is expected in May 2014.

AGENDA ITEMS

a) Budget v Actuals Plant Replacement Program 2013/2014

Discussion took place on apparent over expenditure of \$229,500.00, however it was explained that this was a carry over from the 2012/13 Replacement Program.

b) Recurrent Financial Statement for Fleet Services 2013/2014

It was noted that the budget figures for the 6 month period to 31 December 2013 appear satisfactory. However, current drought conditions are causing concern for utilisation rates of earthmoving plant over coming months.

c) Replacement of Plant Item Nos 111, 113 & 116 – Rollers

13/1314 RECOMMENDED that

1. Plant No 111

That Council purchase one (1) Amman ASC 150D Smooth Drum Roller fitted with the optional reversing camera from Conplant Australia Pty Ltd that complies with the tender specifications at a price of \$149,750.00 (ex GST) and that Council trade in Plant No 111 to Amman Australia Pty Ltd for \$80,000.00 resulting in a changeover price of \$69,750.00 being \$25,250.00 under budget.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 February 2014

2. Plant No 113
That Council purchase one (1) Amman ASC 150D Smooth Drum Roller fitted with the optional reversing camera from Conplant Australia Pty Ltd that complies with the tender specifications at a price of \$149,750.00 (ex GST) and that Council trade in Plant No 113 to Amman Australia Pty Ltd for \$65,000.00 resulting in a changeover price of \$84,750.00 being \$10,250.00 under budget.
3. Plant No 116
That Council purchase one (1) Amman AP240T3 (24,000 kg) Multi Tyre Roller fitted with the optional reversing camera from Conplant Australia Pty Ltd that complies with the tender specifications at a price of \$151,750.00 (ex GST) and that Council trade in Plant No 116 to Amman Australia Pty Ltd for \$25,000.00 resulting in a changeover price of \$126,750.00 being \$16,750.00 over budget.

Clancy/Andrews

GENERAL BUSINESS

Proposal to Sell Street Sweeper Truck to Gilgandra Shire Council

The Manager Fleet Services advised that Gilgandra Shire Council expressed interest in purchasing Council's street sweeper. Council previously resolved to sell the street sweeper at auction.

14/1314 RECOMMENDED that Council offer to sell the street sweeper truck to Gilgandra Shire Council for a price of \$65,000.00 (ex GST).

Sullivan/Andrews

Use of Bulldozer for Fire Fighting Operations

Discussion took place on the hazards of operating a bulldozer at night time during fire fighting operations.

15/1314 RECOMMENDED that Council not operate the bulldozer for fire fighting operations during night time.

Sullivan/Clancy

The following matters were discussed without resolution:

- A request was made that future reports on plant items to be traded or sold should include information on engine hours.

There being no further business the meeting closed at 2.15 pm.

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CHAIR

RECOMMENDATION

1. That Council accepts the Minutes of the Plant Advisory Committee meeting held on 6 February 2014.
2. That Council purchase one (1) Amman ASC 150D Smooth Drum Roller fitted with the optional reversing camera from Conplant Australia Pty Ltd that complies with the tender specifications at a price of \$149,750.00 (ex GST) and that Council trade in Plant No 111 to Amman Australia Pty Ltd for \$80,000.00 resulting in a changeover price of \$69,750.00 being \$25,250.00 under budget.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 20 February 2014

3. That Council purchase one (1) Amman ASC 150D Smooth Drum Roller fitted with the optional reversing camera from Conplant Australia Pty Ltd that complies with the tender specifications at a price of \$149,750.00 (ex GST) and that Council trade in Plant No 113 to Amman Australia Pty Ltd for \$65,000.00 resulting in a changeover price of \$84,750.00 being \$10,250.00 under budget.
4. That Council purchase one (1) Amman AP240T3 (24,000 kg) Multi Tyre Roller fitted with the optional reversing camera from Conplant Australia Pty Ltd that complies with the tender specifications at a price of \$151,750.00 (ex GST) and that Council trade in Plant No 116 to Amman Australia Pty Ltd for \$25,000.00 resulting in a changeover price of \$126,750.00 being \$16,750.00 over budget.
5. That Council offer to sell the street sweeper truck to Gilgandra Shire Council for a price of \$65,000.00 (ex GST).
6. That Council not operate the bulldozer for fire fighting operations during night time.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 February 2014

Item 10 Minutes of Warrumbungle Cobbora Transition Fund Committee Meeting – 19 December 2013

Division:	Executive Services
Management Area:	Governance
Author:	Manager Communications & IT – Chris White
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF2.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

PRESENT:

A Kensit, P Campbell, T Ferguson, S Russell, G Bowman, Cr C Sullivan, Cr M Coe (chair), S Loane

APOLOGIES:

G Stuart, M Hensley, S Dent

Sullivan/Russell

ATTENDING: Aaron Parker (Project Officer) and Chris White (Manager Communications and IT)

GUESTS: Barry Evans, Warren Hogden, Ron Cosgrove

MINUTES OF PREVIOUS MEETING:

Moved to be accepted

Loane/Ferguson

BUSINESS ARISING:

REPORT FROM COUNCIL:

M Coe presented a summary of the Council deliberations for the 19 December. All recommendations were supported unanimously by Council for submission.

Note that M Hensley as the Dunedoo District Development Group coordinator be reimbursed for work undertaken to date in preparation for meeting agendas on the Cobbora Transition Fund project proposals. To be part of the \$100,000 allocated to engaging consultants for project submissions from the \$1 million funding.

Dick Tanner, Coolah resident, presented to Council a project submitted by Orana RDA for a scoping study of a tri-energy hub inclusive of CSG, Coal and Wind energy entities across the Warrumbungle area.

AGENDA ITEMS:

1. Warrumbungle Gas

Proposed by Cr Fred Clancy at Council meeting to include Coolah in the Gas proposal given the pipeline access through both Coolah and Dunedoo.

Awaiting information from APA in January. Cr Coe to continue communications with APA on the project.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 February 2014

2. Dunedoo District Infrastructure Revitalisation Fund (DDIR)

S Russell presented to meeting on discussions with the sporting clubs around Dunedoo. Most popular request was a proposed amalgamation of the bowling club and sports club to construct a new sports club, possibly located on the golf course near the highway. Other improvements include upgrade of sand greens on golf course, squash courts, gym, resurfacing tennis courts, showground arena and pavillion.

C Sullivan reported on the Main Street. Email correspondence from Gus Stuart tabled. A Masterplan needs to be developed to incorporate all suggestions, and engage the community.

A Kensit reported on discussions with schools. Requests were prioritised as upgrades to facilities including classroom fitouts, playground sofffall, school hall, footpaths, and playground equipment.

G Bowman reported on discussions on agricultural opportunities. Following a review of community feedback from October consultation sessions, possible projects include an ag college, saleyard upgrade, farmers market, and mobile phone coverage improvements.

3. Guest Speakers - Club Amalgamation

Tabled a report by Warren Hogden, President Dunedoo Sports Club. Concept to amalgamate Bowling Club and Sports Club to locate a new building near the highway on the golf course. Envisaged new location and facilities will increase patronage and subsequent employment opportunities. Discussion on different options for amalgamation of all sporting clubs in Dunedoo. Estimated a minimum \$4million project.

Ron Cosgrove, President Dunedoo Bowling Club, tabled a proposal to harvest rain water to use for reticulation on the bowling greens, installation of solar panels for electricity supply and upgrade of kitchen facilities.

4. Aged Care Accommodation

Cr Chris Sullivan presented a summary of a visit to Gilgandra Shire Council to look at the aged care facilities run by Council. The self care aged accommodation component of their facilities provides a foundation for developing a Dunedoo region aged self-care facility.

5. The Hub Project

Peter Campbell presented and update on The Hub project, including contribution to preparation of the project brief.

GENERAL BUSINESS:

Discussions on the government dam regarding storm water runoff and access to site by local residents.

RECOMMENDATION:

It was proposed allocation of savings from the \$500,000 nominated for improvements to Dunedoo township be put towards construction of a fence around the dam (known as the government dam).
Coe/Russell

Briefs have been prepared for each of the four proposed EOI projects, to be forwarded to consultants for quotes to be received by Monday December 23.

MEETING CLOSED: 6.15pm

NEXT MEETING: 9 January 2014 Dunedoo Sports Club 4pm

Murray Coe.....
CHAIRPERSON

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 20 February 2014

RECOMMENDATION

1. That Council accept the minutes from the Warrumbungle Cobbora Transition Fund Committee Meeting held on 19 December 2013 at Dunedoo.
2. It was proposed allocation of savings from the \$500,000 nominated for improvements to Dunedoo township be put towards construction of a fence around the dam (known as the government dam).

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 February 2014

Item 11 Minutes of Warrumbungle Cobbora Transition Fund Committee Meeting – 16 January 2014

Division:	Executive Services
Management Area:	Governance
Author:	Manager Communications & IT – Chris White
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF2.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

PRESENT:

S Russell, M Hensley, G Bowman, A Stuart, A Kensit, Cr C Sullivan, Cr M Coe (chair), S Loane

APOLOGIES:

T Ferguson, S Dent, P Campbell

C Sullivan/S Dent

ATTENDING:

A Parker (Project Officer), C White (Manager Communications and IT)

GUESTS:

Barry Evans, Neville Stanford, Mary Warren, Cr Anne-Louise Capel

MINUTES OF PREVIOUS MEETING:

Moved to be accepted.

G Bowman/S Loane

BUSINESS ARISING:

Nil

AGENDA ITEMS:

1. Warrumbungle Gas

Murray Coe presented an update on the Gas feasibility study and commercial industry opportunities associated with the project.

2. Aged Care

The draft submission prepared by the Dunedoo-Mendooran Aged Hostel Ltd Inc. Committee will be forwarded to Debbie McCowan as the consultant to incorporate the information into the submission.

Clarification is needed of ownership of the Old Hospital Site for development of the Aged Care project in reference to the requirement to maintain ownership of the land for the community for 10 years.

Steve Loane to correspond with the Lands Department regarding acquisition of crown land at the old hospital site. If possible, the Dunedoo-Mendooran Aged Care Committee seek to have the title transferred to them. Murray Coe to clarify with Kevin Humphries the option to transfer title direct to the Dunedoo-Mendooran Aged Hostel Ltd Inc..

Project Name to be the Three Rivers Regional Retirement Community (TRRRC).

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 February 2014

Committee Members requested to provide feedback by Friday 17 January to forward to Debbie McCowan.

Council to approach RMS regarding access design and specification to the site.

3. The Hub

Aaron Parker described plan details of The Hub to be sited at Dunedoo Bank MPS and Jubilee Hall. Mel Trethowan suggested to change name to The Business Hub which was accepted by the committee.

Provide feedback to Chris White by 17 January 2014 to forward to Melanie Trethowan.

Impacts to Dunedoo (Question 2a):

Marie Hensley presented an update on impacts to the Dunedoo community. Waiting on further information to confirm. Marie to liaise directly with the consultants for each respective project.

4. DDIR

Draft proposal reviewed with some suggestions presented. Committee asked to review with further feedback by 17 January 2014.

Tech Services to be asked to review the Silo Entry Road to the west of the existing Heavy Vehicle parking area.

Upgrade to current heavy vehicle parking area is \$416,000 for resurfacing of parking area and \$90,000 for installation of kerbing and guttering on park side.

5. Rail Trails

The Rail Trails EOI to be included as a project with Melanie Trethowan as the consultant engaged to develop the EOI.

G Bowman/S Loane
Motion Carried

6. Warrumbungle Way Heritage Trail

Coolah District Development Group coordinator Sally Edwards submitted by correspondence a project brief for the committee's reference.

GENERAL BUSINESS:

Cr Coe and Cr Sullivan proposed to meet with Troy Grant, MP, on 28 January 2014.

Cr Coe to meet with Kevin Humphries on Monday 20 January to discuss commercial opportunities for Warrumbungle Gas project.

Murray Coe briefed the meeting on the process of engaging consultants. Submissions were invited for quotes from consultants, and due to the short time frame the quotes were not advertised. Allocation of projects to consultants was considered on availability to meet the time frame, price quoted and experience in the project area.

Debbie McCowan - Aged Care

Melanie Trethowan, Heart of the Bush - The Hub

Baradine Progress Association (Liz Cutts) - DDIR

Copy of Cobbora Holdings buyout map with LGA boundaries to be circulated to committee members.

Next Meeting 23 January 2014 Dunedoo Bank MPS 4pm

Meeting Closed 7pm.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 20 February 2014

RECOMMENDATION

1. That Council accept the minutes from the Warrumbungle Cobbora Transition Fund Committee Meeting held on 16 January 2014 at Dunedoo.
2. That the Rail Trails EOI to be included as a project with Melanie Trethowan as the consultant engaged to develop the EOI.

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Item 12 Minutes of Warrumbungle Cobbora Transition Fund Committee Meeting – 23 January 2014

Division:	Executive Services
Management Area:	Governance
Author:	Manager Communications & IT – Chris White
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF2.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

PRESENT:

G Bowman, T Fergusson, S Dent, A Stuart, Cr M Coe (chair), Cr C Sullivan

APOLOGIES:

S Russell, A Kensit, S Loane, P Campbell

Sullivan/Stuart

ATTENDING:

A Parker (Project Officer), C White (Manager Communications and IT)

GUESTS:

Barry Evans, Neville Stanford, Mary Warren, Cr Anne-Louise Capel, Melanie Trethowan, Liz Cutts

MINUTES OF PREVIOUS MEETING:

Moved to be accepted.

Sullivan/Stuart

BUSINESS ARISING:

Troy Grant's appointment has been deferred to 7 February at 2.30pm.

C Sullivan has contacted Andrew Gee, MP, office for an appointment and awaiting response.

M Coe spoke to staff member of Andrew Stoner's office, Minister for Lands, regarding transfer of the Dunedoo Old Hospital Site to the Dunedoo Mendooran Aged Care Committee. To be followed through pending successful application to the Cobbora Transition Fund for the Three Rivers Retirement Community project.

AGENDA ITEMS:

Dunedoo District Infrastructure Revitalisation Project (DDIR) - L Cutts presented an overview of the components of this project. Includes heavy vehicle and recreational vehicle parking, visitor information facilities, RV Dump site, Bolaro Street/Robertson Oval/Milling Park upgrades, Masterplans for Sport and Recreation Facilities and Main Street. Budget estimated around \$2.2million.

The Hub - Melanie Trethowan presented an overview of The Hub project. Comprising of a Business Hub located at the Bank of New South Wales MPS building and upgrade of Jubilee Hall to incorporate facilities for a Farmers Market. Discussions on location of museum.

Recommendation to expand the museum facilities into the current meeting room space of the MPS. Conference Room with Operable Wall and six offices/consultant rooms plus WC facilities to be in design for new building to be located along western side of existing building. Will also include Landscaping to incorporate the buildings and access to rear carparking area.

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Budget estimate of \$3.135m, comprising of \$2.565m for The Business Hub at the old bank building and \$570,000 for upgrades to Jubilee Hall, plus purchase of the Crown Land site estimated at \$100,000 market value.

Rail Trails - Melanie Trethowan presented a brief on the Rail Trails project. Huge growth industry from a tourism perspective encompassing cycling, walking and equestrian trail recreational activities for western NSW, with stage one based on the Dunedoo-Cobbora rail line as part of the Warrumbungle local government area. Budget estimate of \$1.5million, comprising \$100,000 feasibility study and \$1.4m for construction.

Warrumbungle Gas - M Coe briefed attendees. Awaiting feasibility study from APA, however are intending to submit their own EOI.

Three Rivers Regional Retirement Community - B Evans and M Warren provided an overview. Dunedoo Mendooran Aged Care Ltd. committee have liaised with Debbie McCowan, the engaged consultant, and Felicity Taylor-Edwards of Orana RDA to contribute to the EOI submission. Estimated budget of \$5.5million.

GENERAL BUSINESS:

Circulation of the Cobbora Holding Company buy out map to all committee members.

Clarification of the EOI submission process. WSC receiving submissions from consultants by COB 28 January, to then be submitted to Infrastructure NSW by 31 January 2014 as per Fund criteria.

G Bowman extended appreciation to the efforts of the engaged consultants.

Communications - story on the EOI submissions was published in the Dunedoo Diary 22 January 2014 edition. Communications plan to be implemented.

Graincorp - C Sullivan to meet with Graincorp to liaise over possible option of purchase of Silo site.

Marie Hensley presented an update on the impacts to Dunedoo for inclusion in the EOI submissions for question 2(a).

M Coe presented an update on meeting with commercial industry entities interested in establishing in the Dunedoo area with possible funding from the Cobbora Transition Fund and access to Warrumbungle Gas.

Next Meeting

13 February 4pm Dunedoo Bank MPS 4pm

Meeting Closed 5.50pm

RECOMMENDATION

That Council accept the minutes from the Warrumbungle Cobbora Transition Fund Committee Meeting held on 23 January 2014 at Dunedoo.

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Item 13 Engagement of Consultants from the Local Government Shires Association & Local Government NSW

Notices of Motion

Item Name

Cr Clancy has advised that at this meeting of Council he intends moving the following Notice of Motion:

“Councillors be provided with a report detailing Warrumbungle Shire Council's engagement of consultants sourced from both the Local Government Shires Association and Local Government NSW. This report should reflect the period December 2010 to date. Details required are;

1. Date of engagement
2. Reason for engagement
3. Fees paid
4. Officer providing services

Support

Councillors Todd & Andrews have agreed to support this motion going forward.

**CR FRED CLANCY
COUNCILLOR**

RECOMMENDATION

For Council's consideration.

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Item 13A Drought Support Officer

Notices of Motion

Drought Support Officer

Cr R Sullivan has advised that at this meeting of Council he intends moving the following Notice of Motion:

That Council apply for a Drought Support Officer to be based in our Shire.

Support

In response to the drought assistance available to Warrumbungle Shire farmers.

**CR RON SULLIVAN
COUNCILLOR**

RECOMMENDATION

For Council's consideration.

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Item 14 Report from Human Resources – February 2014

Division:	Executive Services
Management Area:	Human Resources
Authors:	Manager Human Resources – Val Kearnes Learning & Development Co-ordinator – Glennis Mangan
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF7 Council is presented with a range of organisational challenges including its aging workforce, skills shortages, increasing regulatory demands and the management of risk

Reason for Report

This report is to inform Council of activities undertaken by the Human Resources Department

Background

Since the last Council Meeting in December 2013 Human Resources has undertaken activities with regards to Recruitment, Learning and Development, Workplace Health and Safety. Attached are reports covering those areas.

Issues

Nil

Options

Nil

Financial Considerations

No financial considerations above budget constraints.

RECRUITMENT

Positions Advertised

Since the December 2013 Council Meeting nine positions have been advertised both internally and externally:

- Receptionist - Coonabarabran
- Water & wastewater Supervisor
- Quarry Superintendent
- Sewer Operator
- Concrete Operator x 2 - Coolah
- Urban Services Operator – Coolah
- Grader Operator – Coolah
- Relief Plant Operator - Coonabarabran

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Positions Recruited

To date the following positions have been filled.

- Director Development Services
- Temporary Youth Development Officer
- Indigenous Child Care Trainee
- Administration Trainee – Coonabarabran
- Receptionist - Coonabarabran
- Town Planner
- Concrete Operators x 2
- Grader Driver - Coolah

RESIGNATIONS

One resignation received this month in Community Services

INDUSTRIAL RELATIONS

No industrial dispute received

GRIEVANCES

Two grievances received – matters resolved

LEARNING AND DEVELOPMENT

January, as promised, has been a busy month for training. A total of 60 outdoor staff has been involved in training over the past month. Workshops included Chemical Awareness and RMS Traffic Control training in Blue Card, Yellow Card, Red Card and Orange Card.

Early February will see the first 40 outdoor staff undertake Risk Assessment training. This will be followed by the remaining outdoor staff in late February. The training is being conducted by Safety in Focus and the outcomes will include:

- The WHS Legislation
- Duty of Care and Due Diligence
- Roles and Responsibilities
- Classification of Hazards
- Risk Assessment Process
- Hierarchy of Controls
- Acceptable Risk
- Risk Management Documentation
- Risk Management in a changing environment

Two new trainees commenced with Warrumbungle Shire this month. Tylissa Crawford is undertaking her traineeship with Yuluwirri Kids in the Childcare area while Finlay McCartney is the successful applicant for the trainee Admin Officer position. Both trainees will be signed up in early February and will commence their studies immediately.

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Thalia Brown Scott successfully completed her Certificate III in Childcare and will progress to the Diploma.
Finally competency training in the operation of plant is being organised for the Civil Construction trainees and it is expected that this will be concluded by the end of first term.

Future training include; Working at Heights, Recruitment Selection, Customer Care Professionalism, Minute Taking Skills and Chairing Effective Meetings.

RECOMMENDATION

For Council's information.

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Item 15 2014 Staff Achievement Award

Division:	Executive Services
Management Area:	Human Resources
Authors:	Manager Human Resources – Val Kearnes
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF7 Council is presented with a range of organisational challenges including its aging workforce, skills shortages, increasing regulatory demands and the management of risk

Background

Each quarter all staff are asked to nominate a staff member who they believe go above and beyond the normal requirements for their position and show excellence in their profession.

2014 Staff Achievement Award

Applications for the First Quarterly Warrumbungle Shire Employee Excellence in Achievement Award (2014) closed on December 31, 2013. The previous recipient of this Award (Fourth Quarter) was Mike Myers (Youth Development Officer).

MANEX considered the following staff, nominated by their fellow employees for their excellence and dedication in their individual positions:

- Darryl Watton – Grader Driver
- Kirk Pettet – Crew Leader Concrete Crew Coolah
- Urban Services Team of David Smith, Trevor Honeysett and Philip Large
- Glennis Mangan – Learning and Development Officer

Issues

Nil

Options

Nil

Financial Considerations

One of the four quarterly award winners will be selected in December to receive the yearly award. This staff member will be awarded an extra one week's annual leave as their prize.

Summary

Winner of the First Quarterly Excellence in Achievement Award is Kirk Pettet.

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RECOMMENDATION

Council accepts the recommendation from MANEX and presents Kirk Pettet with the First Quarterly 2014 Warrumbungle Shire Council Employee Excellence Award.

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Item 16 Winner of the Yearly Staff Excellence in Achievement Award

Division:	Executive Services
Management Area:	Human Resources
Author:	Human Resource Manager – Val Kearnes
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF8 Council undertaken its organisational, workforce and risk management responsibilities with efficiency and effectiveness

Reason for Report

Each quarter staff is asked to nominate a staff member who they believe go above and beyond the normal requirements for their position and show excellence in their profession. From each of the quarterly winners Managers and MANEX vote for their choice for the winner of the 2013 Staff Excellence in Achievement Award to be presented at the Staff Christmas Breakup Party.

Background

The previous winner of the 2012 Yearly Excellence Achievement Award was Michelle Capewell from Yuluwirri Kids

Issues

Nil

Options

This initiative be removed

Financial Considerations

An extra week of annual leave entitlement will be award to the winner of the

2013 STAFF EXCELLENCE IN ACHIEVEMENT AWARD

Those staff nominated for the winner of the Yearly 2013 Excellence in Achievement Award were:

First Quarter Winner – Maree Thompson

Maree joined Council in March 1999 as a Relief Payroll Officer and Creditors Clerk and was then appointed as full time Payroll Officer in 2001. She is a valued staff member who is highly respected by fellow workmates for her high standard of work and wealth of knowledge gained through many years in her position as Payroll Officer. Maree's attention to detail and commitment to ensure payment to staff is correct and on time is recognized by all. Maree is always ready to help staff when they are in need and answer any questions. Maree steps up and organizes most staff farewells in Coonabarabran as well as the End of Year function.

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Second Quarter Winner - Andy Roper

Andy joined Council in July 1977. During his time with Council Andy has worked on concrete construction, surveying, signs and associated maintenance work, tar patching, general road maintenance and tip man duties where he was in charge of gravel contractors on construction and maintenance work. Andy currently works as a Roller Operator in road construction. Andy is a valued member of staff who is highly respected by his fellow workmates for his high standard of work and his wealth of knowledge gained through many years with Council in various positions. Andy's quiet nature and attention to detail is an attribute recognised by all. He is always ready to help staff when they are in need and answer any questions; he is a great example to other Council workers.

Third Quarter Winner – George Kertesz

George is a valued member of staff who is highly respected by his fellow workmates for his commitment and high standard of work. Since working at the gates of Coolah and Mendooran transfer stations over the past seven months he has received numerous letters citing his high level of customer service and efficiency. George has raised the profile of recycling in Coolah, Dunedoo and Mendooran districts and this is recognised with the presentation of this award. George is a great example to other Council workers.

Fourth Quarter Winner – Mike Myers

Mike joined Council in January 2012 as a Youth Development Officer. During his time with Council Mike has run a range of community youth programs throughout the shire in all towns. He has used some innovative ideas to attract youth ensuring involvement of all cultural groups. His involvement in all age groups is reflected in the success of the holiday programs and youth groups. Mike's commitment, enthusiasm and ability to involve himself in his work have impressed not only his fellow workmates but also those within the community.

WINNER

Maree Thompson was announced the winner of the Yearly Staff Excellence in Achievement Award at the 2013 Christmas Breakup Party in Dunedoo.

RECOMMENDATION

For Council's information.

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Item 17 Conduct Review Panel - Warrumbungle Shire Council

Division:	Corporate Services
Management Area:	Governance
Author:	Director Corporate Services – Rebecca Ryan
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF 4 Council governance practices and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan.

Reason for Report

To provide Council with an update on the eligibility and selection criteria of Council's Code of Conduct Review Panel as prescribed by the Division of Local Government (DLG) and seek approval for the Warrumbungle Shire Council Code of Conduct Panel being a committee of Council.

Background

At the September 2013 meeting, Council approved the appointment of members to Warrumbungle Shire Council Code of Conduct Review Panel of Conduct (**Resolution No 102/1314**). This is a shared panel coordinated by the Orana Regional Organisation of Council (OROC), whereby one or more panel members are selected from the panel and called upon on an as needs basis by the individual OROC member Council requiring their services to investigate a complaint.

Issues

The DLG has issued a Practice Direction (13-14 19 November 2013 A345539) to all NSW Councils, which added an additional eligibility and selection criteria requirement for conduct reviewers. This being that any conduct reviewer must either hold an 'operator licence' under the *Commercial Agents and Private Inquiry Agents Act (2004)* or be exempt from holding a licence under the Act.

Similarly, one OROC Council appointed the Code of Conduct Review Panel as members of a Council Committee set up by way of Section 355 of the *Local Government Act 1993*. This was different to the remaining 11 members, including Warrumbungle Shire which presumed that the Conduct Reviewer would be appointed as a contractor to Council, providing a service to Council when and as required.

Both of these issues have ramifications for those panel members who OROC have been deemed meeting the eligibility and selection criteria however are not a police officer, auditor, insurance assessor, officer of a financial institution, lawyer or private investigator.

Options

Advice from the DLG is that Code of Conduct Reviewers should not be used at the moment if they do not have an operator's license issued by way of the *Commercial*

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Agents and Private Inquiry Agents Act 2004 unless they have an exemption under that Act e.g. legal practitioners. This issue is to be clarified by the receipt of advice from the Crown Solicitors that has been sought by the DLG.

The DLG argue that whilst a Code of Conduct Panel (or Committee or Reviewers) may be appointed as members of a Council Committee set up by way of Section 355(b) of the *Local Government Act 1993*, this would not be preferable as it has a very limited life span and may or may not be exercising a function of Council as required by s355.

Financial Considerations

There are no financial considerations to this report.

RECOMMENDATION

That the Warrumbungle Shire Council Code of Conduct Panel as convened be approved as a Committee of Council; with a quorum of three (3) being;

- one (1) or more Panel members
- the Mayor and/or General Manager and
- one (1) of the appointed Complaints Coordinators.

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Item 18 Council Resolutions Report February 2014

Division:	Executive Services
Management Area:	Governance
Author:	Executive Services Administration Officer – Joanne Hadfield
CSP Key Focus Area:	Local Government and Finance
Priority:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

Reason for Report

The Council Resolution Report includes Council resolutions from November 2012 to December 2013. This report is attached under separate cover. Items completed are noted then deleted from the report in the following month.

Background

The General Manager is responsible for providing the management oversight in relation to all information progressing from appropriate staff to Council via the Business Paper and monthly Council meetings.

Similarly the role of the General Manager is to ensure appropriate information in relation to Council resolutions and deliberations is provided to Directors and relevant staff. After each Council meeting, each Council resolution is allocated to a directorate for responsibility in actioning the particular Council instruction. Directors and Managers then provide feedback to the General Manager as to the progress of these resolutions on a monthly basis.

Resolutions that remain 'In Progress' for a 12 month period will be reported to Council as a separate agenda item with a new Recommendation. This will provide Council staff the opportunity to detail history and issues in the review of outstanding items before Council reconsider the matter.

Issues

This feedback is provided to Council for information purposes.

Options

Nil.

Financial Considerations

Nil.

RECOMMENDATION

For Council's information.

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Item 19 2013 Wambelong Bushfire Report

Division:	Executive Services
Management Area:	Executive Services
Author:	General Manager – Steve Loane
CSP Key Focus Area:	Community & Culture
Priority:	CC4.1 Create support mechanisms to building community and resilience and self reliance

Reason for Report

To provide a general overview of the Wambelong Bush Fire.

To place on Warrumbungle Shire Council's Website the Compilation of Reports provided by Agencies involved in the Wambelong Redbank Section 44 Bushfire January 2013 for the public to view.

[The Report can be located here under the Enclosures Tab.](#)

Background

On Sunday 13 January 2013 Council was notified that a fire which started in the Wambelong Valley in the Warrumbungle National Park sometime on Saturday 12 January had escalated. In the first instance the action was to watch and prepare. During Sunday 13 the fire had escaped the Park and developed into "out of control" status and by 6pm had already claimed homes, sheds and livestock.

Evacuation orders were issued and the Coonabarabran Bowling Club was co opted as the evacuation centre and was the focus of daily then twice weekly public information meetings. Power was lost to Baradine and most consumers on Timor Road, Morrisseys Road and Bugaldie areas. During the fire event in excess of 130 power poles were lost and replaced by Essential Energy. Baradine was placed on standby evacuation. The wind conditions were pushing in a northerly direction through the area. Some people evacuated ahead of the order. At its height, 18 helicopters, including the Sky Crane "Malcolm", 10 fixed wing air tractors and 60 fire truck units manned by approximately 600 fire-fighters on rotation shift were in attendance.

Combat agencies from Rural Fire Service (RFS), Police, Fire and Rescue, Volunteer Rescue Association (VRA), State Emergency Services (SES) and National Parks formed the Command centre (Comms) and the Emergency Operations Centre (EOC) located at RFS headquarters and the VRA. These two operation centres were 24 hrs' /7 days a week for the duration of the fire event.

Coonabarabran Airport served as the air attack base with a fleet of water tanker trucks delivering water to the fixed wing air borne and the helicopters utilised the nearest dams and water bodies.

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The Coonabarabran Town Hall was used, in the beginning, as a mess hall for all firefighters and command centre personnel. By the end of week one a staging post had been established at the Coonabarabran Race Course. Eight shipping containers full of equipment arrived and their contents were developed into a large camp with approximately 100 air-conditioned accommodation tents and a large kitchen. The firefighters then occupied this camp leaving the town hall operation for the growing staff numbers at the Comms centre. The Town Hall mess hall and kitchen was set up and operated by local volunteers and students on school holidays. An assembly line of people making up to 2000 sandwiches a day was operating every day.

The supper room at the town hall was converted into a recovery centre for government agencies to assist fire affected residents. The recovery centre was established with the guidance and assistance of staff from the Ministry of Police and Emergency Services (MPES). The recovery centre was managed and administered by council staff. The construction was conducted by NSW Public Works.

A Recovery Coordinator, Mr Steve Bradshaw, was appointed by the MPES. A recovery Centre Committee was established, chaired in the first instance by the General Manager then by Mr Bradshaw. This committee met immediately following each public meeting responding to emerging issues. Agencies in attendance at the Recovery Centre were: Adventist Development Relief Agency (ADRA Emergency Housing), Disaster Welfare, Commonwealth Bank (CBA), Orana Credit Union (OCU), Centre Link, NSW Health, Rural Assistance Authority (RAA), NSW Housing, Australian Tax Office (ATO), National Australia Bank (NAB), Legal Aid, Ministry of Police and Emergency Services (MPES) Social services groups in attendance were: Red Cross, Salvation Army, NSW Disaster Chaplains Network (Uniting Church).

From the outset of the Section 44 event, Council provided staff and equipment on request. There were 5 admin staff and 4 operations staff in attendance at the Comms centre around the clock. Council's graders, dozer, water tankers, loaders and numerous utes and ancillary equipment were on site. Staff and equipment were lent by neighbouring Councils and Dubbo City Council sent grader operators and support staff. A fleet of contract dozers was also engaged by the RFS.

A total of 53 houses and approximately 131 rural sheds and structures were lost to the fire. Many of these buildings contained asbestos. When asbestos is burnt the building board delaminates and the particles become friable. In this state there is a danger from airborne asbestos fibres. Immediate remedial treatment is required. Various agencies were in attendance at the recovery centre to develop an Asbestos Management Plan. Led by MPES, NSW Public Works, NSW Health, NSW EPA and NSW Work Cover these agencies convened over 9 days to complete the plan. This document is the guidance brief toward clean-up of properties contaminated by asbestos.

The Coonabarabran Landfill was specifically licensed by the EPA to receive the asbestos contaminated rubble. Three assessment teams made up of expert representatives from Workcover, Public Works, EPA and led by Council carried out extensive assessment of all fire destroyed and damaged buildings to assess the presence of asbestos. All asbestos identified properties were logged and the clean-up was managed by Public Works.

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Concerns about water quality after the fire prompted NSW Health to undertake extensive testing of town and private water supplies. No significant problems were identified.

On Monday 14 January Mayor Peter Shinton established the Warrumbungle Shire Mayor's Bushfire Appeal.

The 'Section 44' declaration was revoked at 4pm Tuesday 29th January; the fire event was effectively 2.5 weeks in duration.

During the event Coonabarabran was visited by; the Prime Minister, Senator Matt Thistlethwaite, Federal Member for Parks Mark Coulton, Acting Premier NSW Andrew Stoner, Minister Police and Emergency Services Mike Gallagher, Minister Environment and Heritage Robyn Parker, Minister Western NSW and Mental Health Kevin Humphries, Mayor Parkes Ken Keith, Councillors from Wellington, Gunnedah, Commissioner Rural Fire Service Shane Fitzsimons and numerous senior Council staff from surrounding Shires.

Her Excellency the Governor General, Quentin Bryce visited and inspected the fire ground on the 18 February 2013. The Governor General hosted a BBQ at the Coonabarabran Bowling Club for fire affected residents.

State and Federal Natural Disaster declarations were announced during the visitation of various politicians facilitating access to emergency funding.

A large media contingent was in attendance. All major commercial television and radio networks were present. ABC television and radio were very active and served as the official emergency broadcaster. All national and some international print media journalists were in attendance.

The Mayor represented Council on most media which on occasions was 17 interviews in one day. Numerous Councillors offered assistance during the event and have been involved in the recovery in a voluntary capacity. This presence and support was much appreciated by staff, volunteers and bush fire affected residents.

A NSW Government Mini Cabinet meeting was held in Dubbo 11 February 2013 at which Council was able to secure commitments from Minister Tourism, Major Events, Hospitality and Racing George Souris, on funding for tourism and economic recovery and Minister Environment and Heritage, Robyn Parker for replacement of National Park boundary fencing materials, rebuild of the park visitor centre and a continuance of the Crooked Mountain Concert.

WSC has shown true community leadership during and after the Wambelong Fire but this has come at great expense to the Council financially. We are a close knit community and the fire has also impacted personally on Council's staff, with some staff terminating their employment due to the emotional drain.

WSC, in conjunction with other government agencies, developed a comprehensive asbestos management plan that is now being used nationally and internationally. WSC lent staff to the Blue Mountains fire event to assist in recovery and asbestos clean up.

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Council staff stepped up to defend their community and we express our humble gratitude to the hundreds of volunteers who came to help our community.

I am pleased to praise the combat and management efforts of the Rural Fire Service (RFS). In any emergency event things could always have been done better. WSC has participated in a number of post fire debrief and “lessons learnt” forums and I trust that those discussions have lead to improvements in operational matters.

Statistics for the Fire:

- Fatalities 0
- Injuries FF 28 (no critical injuries)
- Civilian 1
- Homes 53
- Outbuildings 131
- Pasture 33,060 ha (est) Total 53,000 hectares of land (National Park & Crown Land)
- Sheep 850 (est)
- Cattle 320 (est)
- Fences 1700 Kms (est)
- Other 2.7m (est)
- Fence around Timor Dam (town water supply) was ruined at a cost of \$200,000.
- 78 properties registered for clean up
- Volumes and types of waste material calculated
- Suspected asbestos sites were sampled and tested for verification
- Lab results to confirm actual asbestos contamination Lab results returned within 24hrs
- 34 structures returned a positive for asbestos material
- A free tipping ticketing system was developed and 265 tickets have been issued so far with amounts ranging from 1 to 100 m3
- Asbestos cells were created at Coonabarabran land fill
- RFS fire truck used 4800l of water for wash down and dust suppression
- Buried 4300m3 of asbestos contaminated material in first cell
- Buried 3150m3 of asbestos contaminated material in second cell
- First cell covered 25th April 2013 being covered with 8500m of clean fill
- Second cell closed 22nd May 2013 to be covered with 7500m of clean fill
- Tip has also received 9000m3 of general building waste material with the rubble of 14 properties listed as clear of asbestos yet to arrive
- Over 3000m3 of waste metal

Thanks is extended to the following for their assistance in the clean up

- 1) Rural Fire Service
- 2) Ministry of Police and Emergency Services (MPES)
- 3) NSW Public Works

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- 4) Environment Protection Authority NSW
- 5) Workcover NSW
- 6) Department of Health
- 7) Warrumbungle Shire Council staff
- 8) And the many contractors engaged in the clean-up and cartage

Financial Considerations

The cost impact on our shire will be felt for years to come .Our main tourism icon was destroyed and in many cases will never recover. A large sector of the rural sector was burnt out and now is in the grip of crippling drought. Many farm dams were depleted by the aerial fire fighting offensive. The direct dollar impact on Council is \$2.68 million with an unrecoverable value at \$583,000. Regional councils cannot sustain a financial hit of this magnitude without service levels suffering.

Council is very grateful for the assistance given by all agencies, however the pledges of financial assistance and the actual result don't match up. Many hours have been spent battling with Treasury, Public Works and other agencies that are involved in the assessment process to try and recover outstanding funds.

RECOMMENDATION

For Council's information.

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Item 20 RFS Command Centre Coonabarabran

Division:	Executive Services
Management Area:	Executive Services
Author:	Executive Services Administration Officer – Joanne Hadfield
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI2.2 Ensure that local emergency services are equipped and trained and prepared to manage natural disasters and critical incidents

Reason for Report

On 19 July 2013 the Assistant Rural Fire Service (RFS) Commissioner Bruce McDonald announced that \$2.5 million is approved for a new Fire Control Centre for the Castlereagh Region which is to be built on Council land.

District Manager of Castlereagh Zone Corey Philip will address Council on 20 February 2014 where a detailed report will be provided on the proposed new RFS Command Centre for the Castlereagh Region.

Council's support is sought for the development of the proposed RFS Command Centre for the Castlereagh Region to be built in Coonabarabran.

Background

After the devastating fires in January 2013 the current RFS Command Centre's facilities were shown to be too small in such a large scale disaster for the amount of personnel and equipment which were required to assist with the fire's strategic plan of attack. The RFS plans to take steps to ensure that the Castlereagh region, which encompasses the whole of both the Warrumbungle Shire and the Gilgandra Shire, will be able to handle future large scale fire events. The Warrumbungle and Gilgandra Shire have a joint Zone Liaison Committee (ZLC) and Mayor Peter Shinton is the chairman of the Bushfire Management Committee (BFMC). The new facility will cover operational and administrative roles in future fires.

Issues

The proposed location of the new RFS Command Centre in Coonabarabran is in the industrial area of the town close to the Essential Energy block. It is Lot 2 DP 1152569, Ulan Street, Coonabarabran. The size of the block of land which is available will be able to accommodate the proposed facility, including parking areas for all sizes of emergency vehicles and room for a heli-pad for helicopter landings.

Options

Two other blocks were considered but the block in the industrial estate is the largest and has the best access and suited the requirements for the project best.

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Financial Considerations

The proposed RFS Command Centre will be owned by the Warrumbungle Shire Council upon its completion. The land on which it is to be built is already owned by the Council and will require a subdivision to be lodged as it is one large portion. Council will be responsible for the ongoing land and water rates and maintenance of the building after its completion. The RFS will become the Tenant. Cost for the building and its fitting out will be funded by the RFS.


RECOMMENDATION

That Council nominates the proposed land site, part of Lot 2 DP 1152569 as per plan approximately 3.855 ha in size and furthermore supports development of the proposed RFS Command Centre for the Castlereagh Region.


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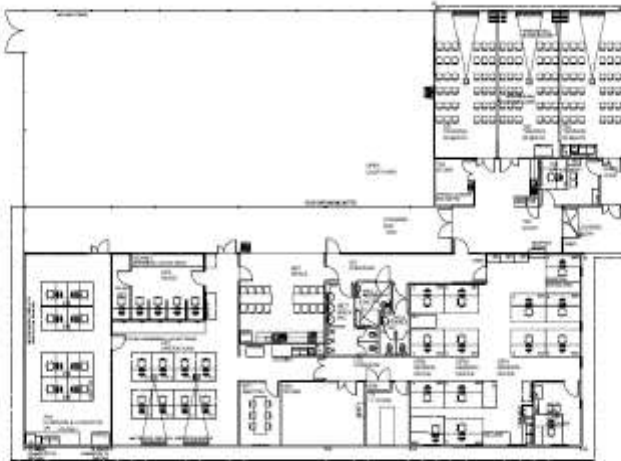
NSW RFS – LARGE FIRE CONTROL CENTRE



Side Entrance Perspective




Courtyard Walkway Perspective



Furniture Plan View

CATEGORY	OVERALL DEPTH (m) (Includes courtyard)	OVERALL WIDTH (m) (Includes courtyard)	Area Including courtyard but excluding external services (sqm)	Total Internal Building Area (sqm)	Seating in Office Module	Meeting Room Capacity
Large	27.5	39	1009	659	<ul style="list-style-type: none"> • 1 Manager Office • 13 Work Stations 	<ul style="list-style-type: none"> • 3 Meeting Rooms seating 36 (118 in Total) • 1 Internal Meeting Room in Ops Centre seating 6 • 1 Meeting/Office near Foyer seating up to 6

Where to obtain plans or find more information?
 Please refer to [5.1.10 – Fire Control Centre Accommodation and Facilities](#) for more details.
 Contact Fixed Assets and Infrastructure



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<p>Important Notice! This notice is a notice of the proposed subdivision of land under the Land Use Management Act 2005. It is intended to provide information to the public and to the Council about the proposed subdivision of land. It is not intended to provide a guarantee of any kind. The Council is not responsible for the accuracy of the information provided in this notice. The Council is not responsible for the accuracy of the information provided in this notice. The Council is not responsible for the accuracy of the information provided in this notice.</p>	<p>Part Lot 2 DP 1152569 Ulan Street, Coenabarabran</p>	<p>Scale: 1:10000 at A4</p>
		<p>Map Scale: 1:10000 at A4</p>

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Item 21 Final Report of the NSW Independent Local Government Review Panel – Revitalising Local Government

Division:	Executive Services
Management Area:	Executive Services
Author:	Executive Assistant – Melissa Bennett
CSP Key Focus Area:	Community & Culture
Priority:	CC5.1 Work regionally and across all levels of government to identify and address the long term needs of smaller rural communities

Reason for Report

The final report of the Independent Local Government Review Panel: *Revitalising Local Government* has been released. Council has an opportunity to comment on the final reports of the Panel.

Background

The final report is a significant milestone in the journey towards a stronger, more sustainable local government and contains a series of recommendations for reform. The Division of Local Government (DLG) encourages Council to take this opportunity to access and review the reports. The reports can be located on the link below [Final Report of the NSW Independent Local Government Review Panel](#)

Issues

The final report has been discussed at a workshop conducted by Orana Region of Councils (OROC) on 3 February 2014. The Mayor and General Manager attended the workshop with the outcome being that OROC will make a written submission. The report has WSC designated as a stand alone council in a JOINT ORGANISATION OF COUNCILS. There is no real or immediate affect on the WSC structure. Resource sharing will be a high priority. Prior to the meeting the General Manager sent an email to all Councillors seeking comments and three responses were received.

Options

Council convene Community Consultation meetings and a workshop to discuss the report and write a submission. Submissions close on 4 April 2014.

Financial Considerations

Cost of convening meetings and workshop.

RECOMMENDATION

That Council do not write a submission taking into considering that Orana Region of Councils (OROC) will be making a submission based on the workshop conducted for OROC on 3 February 2014.

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Item 22 Financial Assistance Requests 2013-2014 (Round Two)

Division:	Executive Services
Management Area:	Governance
Author:	PA to Director Corporate Services – Liz Webster
CSP Key Focus Area:	Community and Culture
Priority:	CC4 There is a high degree of public involvement in community activities including volunteerism.

Reason for Report

Council has a Donations Policy, whereby donations are made to community and not for profit organisations in the form of waiving of rates, fees and charges or assistance of in-kind works or monetary grants.

Background

The complete list of 2012-2013 donations as per Section 356 of the Local Government Act (1993) is noted in the Operational Plan and Delivery Program pages 160-163.

The complete lists of 2013-2014 Round One successful applications are listed under separate cover.

Issues

The assessment criterion has been prescribed as follows:

Assessment Criteria

Council will use the following general criteria when considering requests for financial assistance;

- *Activities which address gaps in service or community development;*
- *Activities which promote community development in a multicultural context and seek to address issues of access and equity;*
- *Involvement from volunteers and self help initiatives which build upon Council's contribution;*
- *Consumer / use participation in management of services / activities*
- *Innovative and creative approaches to identified needs; and*
- *Activities, which use Council funding to attract further resources.*

There will be a cap of \$500 for Financial Assistance Grants.

Council will give low priority to following types of requests for financial assistance;

- *Activities/services which do not attempt to become self-supporting where the potential exists through fees or other feasible income – producing activities.*
- *Activities of a purely social nature, which do not address the needs of disadvantaged groups.*
- *Activities which are eligible for support from state- wide or regional parent bodies.*

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- *Organisations, which have not observed accountability requirements for past Council assistance.*

Options

Public submissions were sought from November to February for this second round; which was well promoted and did attract a great number of applications as apposed to the first round which only attracted eleven (11) applications.

To assist Council in its deliberations, a description of the request has been included in the listing of submissions. The following list of applications received is for Council consideration

Round Two (2) Financial Assistance Grants

Ref.	Applicant	Amount Requested	Amount to be Considered	Description of Project	General Criteria
1	Mendooran PA & H Assoc Inc *	\$200.00	\$200.00	Champion Award in fine arts section of the Mendooran Show	Involvement from Volunteers
2	Coolah Volunteer rescue Association (VRA)	\$398.00	\$398.00	Purchase to two (2) Oztrail Gazebos to be used on VRA rescue operations	Involvement from volunteers
3	Coolah District Development Group	\$500.00	\$500.00	Mental Health Evening	Involvement from volunteers Activities which address gaps in service or Community Development Activities
4	Coolah District Development Group	\$500.00	\$500.00	Fit out kitchen in new Canteen at Bowen Oval	Involvement from volunteers,
5	Coonabarabran Rescue Squad (VRA)	\$500.00	\$500.00	Signage on sides of Oxtans truck to promote VRA in communities within Shire and promote membership	Innovative and creative approaches to identified needs
6	Rotary Club of Coonabarabran	\$500.00	\$500.00	Assist with cost of Rotary Youth Driver Awareness Program	Activities which address gaps in service or community development Involvement of Volunteers Activities which promote community development in a multicultural context and seek to address issues of access and equality

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Ref.	Applicant	Amount Requested	Amount to be Considered	Description of Project	General Criteria
7	The Mendooran Old Time Dancers	\$113.00	\$113.00	Dance in aid of Can-Assist Dunedoo	Involvement of Volunteers Address gaps in Service or Community Development
8	Mendooran Youth Group	\$500.00	\$500.00	Regular ongoing youth activities in Mendooran	Involvement of Volunteers Address gaps in Service of Community Development
9	Warrumbungle Shire Council Youth Development Officer	\$275.00	\$275.00	Youth Week excursion for youth to travel to Tamworth Skate Park	Involvement of Volunteers Address gaps in Service of the Community Development Promote Community Development in a multicultural context and seek to address issues of access and equity Consumer use/participation of in management of services/activities
10	Binnaway Mens Shed	\$500.00	\$500.00	Extension to existing Mens Shed (DA fee)	Involvement of volunteers Consumer use/participation in management of services/activities
11	Coonabarabran CWA –Day Branch **	\$500.00	\$500.00	Installation of disabled toilet at CWA rooms Coonabarabran	Address gaps in service or community development Activities which promote community development and seek to address issues of access and equity

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Ref.	Applicant	Amount Requested	Amount to be Considered	Description of Project	General Criteria
12	Coonabarabran CWA – Evening Branch **	\$500.00	\$500.00	Installation of disabled toilet at CWA rooms Coonabarabran	Address gaps in service or community development Activities which promote community development and seek to address issues of access and equity
13	Baradine Golf Club	\$458.00	\$458.00	Payment of 3 rd Instalment of Rates	Activities which address gaps in service or community development
14	Bugaldie Hall	\$500.00	\$500.00	Supply of rainwater tank, chairs, fans and tables to hall	Involvement of volunteers
15	Ulamambri Hall	\$500.00	\$500.00	Repair and replace exit doors in Hall	Involvement of volunteers
16	Baradine Aged Care Association	\$400.00	\$400.00	Garden/tool shed at Doctors residence	Involvement of volunteers
17	Girl Guides Driver Reviver	\$500.00	\$500.00	Construction of Wind Break at Driver Reviver building Coonabarabran	Involvement of volunteers
18	Coolah Lions Club	\$500.00	\$500.00	Catering Trailer	Involvement of volunteers
19	Coolah Historical Society	\$500.00	\$500.00	Restoration of historical sign	Involvement of volunteers
20	Badhii Aboriginal Grandmothers Group	\$500.00	\$500.00	Community Garden – rubbish removal and equipment	Involvement of volunteers Consumer use participation in management of services/activities
21	Friendship Meetings Coonabarabran	\$200.00	\$200.00	Cooinda Friendship meetings singing and activities	Involvement of volunteers Address gaps in service or community development?

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Ref.	Applicant	Amount Requested	Amount to be Considered	Description of Project	General Criteria
22	Coona Drop in Centre	\$500.00	\$500.00	Development of website to promote and encourage use of drop in centre	Involvement of volunteers Address gaps in service or community development
23	Baradine P.A & H. Assoc. Inc.	\$500.00	\$500.00	Fireworks and children's entertainment at Baradine Show 2014	Involvement of volunteers
24	Binnaway Progress Association	\$500.00	\$500.00	Repair of Community Notice Board in Renshaw Street	Involvement of volunteers
25	Coonabarabran and District Greyhound Racing Club	\$500.00	\$500.00	Fill and level parking area of Greyhound track	Involvement of volunteers
26	Dunedoo Bowling Club	\$Not Specified	Not Specified	Sponsorship of Bowls event held January	Activities which address gaps in service or community development
27	Dunedoo Polocrosse Club	\$500.00	\$500.00	Purchase replacement esky and upgrade BBQ	Involvement of volunteers
28	Binnaway Rail Heritage & Preservation Group Inc	\$500.00	\$500.00	BBQ at Railway Barracks Binnaway	Involvement of volunteers
29	Coonabarabran Aero Club	\$1500.00	\$500.00	Installation of Underground power	See report Item No. 34 – late application
30	Lions Club of Binnaway Inc	\$500.00	\$500.00	Running an Old Time Dance	Activities which address gaps in service or community development
31	Dunedoo Preschool	Family Season Ticket to Pool	\$220.00	Auction to raise funds for preschool maintenance, staffing and play equipment	Activities which address gaps in service or community development

TOTAL = \$13,264

*Mendooran Show does not receive a regular contribution from Warrumbungle Shire Council in the delivery program.

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**Applications are for the same project

Council has been provided with a copy of each request under separate cover. An assessment has been made by MANEX against the general criteria and a recommendation has been based on funding those projects of Higher Priority order only.

Financial Considerations

Financial Assistance Grants Round Two (2) currently has a total amount available of \$15,011 following Round one (1) donations totalling \$4,989 being granted in August.

However, Council has already resolved to provide funding of \$1,523 to the Coonabarabran DPS (Council Resolution 213/1314 as specified below), and in addition Council will be required to pay development application fees out of the donation other budget for DA costs on Council owned facilities to Coonabarabran Rotary Club and Baradine SES (Rotary an amount \$790 and Baradine SES \$1,230). The final amount available for Council to donate to the 31 applicants in the table above, is \$11,468 (see table below for calculations), which is \$1,796 less than the amount applied for.

Original Budget per Donations Policy	\$20,000
Less:	
Donations from Round 1	(\$4,989)
Coonabarabran DPS (resolution 213/1314)	(\$1,523)
Coonabarabran Rotary Club	(\$790)
Baradine SES	(\$1,230)
Final amount Available for Distribution	<u>\$11,468</u>

213/1314 RESOLVED that Council pre-empt the allocation and approval of \$1,523 from the Financial Assistance Grants Round 2 submissions being considered in February 2014, for the completion of Stage 1 Coonabarabran Cemetery Memorial Wall Project.

FURTHER that this project be included in future Operational Plans until its completion.

Clancy/R Sullivan
The motion was carried

RECOMMENDATION

That Council provide financial assistance to the February 2014 applicants listed for a total amount of \$11,468.

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Item 23 Bank Reconciliation for month ending 31 December 2013

Division:	Corporate Services
Management Area:	Financial Services
Author:	Senior Finance Officer – Lisa Grammer
CSP Key Focus Area:	Local Governance and Finance
Priority / Strategy:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

Reason for Report

The following report provided to Council is a summary of Council's monthly bank reconciliation.

Background

Reconciliations are being completed monthly and balanced, payments and receipts reconcile to monthly bank statement. They are completed by the Senior Finance Officer and signed off by the Chief Financial Officer then referred to Director Corporate Services for final review as part of Council's Monthly checklist procedures.

Issues

Outstanding deposits refers to cash amounts recorded in the Council's General Ledger that have not yet been deposited at the bank. eg. Direct debit authority receipted in cashbook but not deposited in the physical bank account until the next day.

Unpresented cheques refers to cheques that have still not been cashed by the cheque recipient but are recorded as being paid in Council's General Ledger.

Options

N/A

Financial Considerations

N/A

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Summary

Balance per General Ledger – 31 December 2013

Bank	Account Number	Balance
General Fund	5410-3000-0001	704,602
Trust Fund	9000-3000-0000	173,986
WSC Mayor's Bushfire Appeal	9200-3000-0000	381,407
Investments - General	5220-3001-3001	5,703,877
Investments - General	5220-3001-5001	2,520,000
Investments Movement - General	5220-3003-0000	(480,869)
Investments - Water Fund	7085-3001-0001	4,270,894
Investments Sewerage Fund	8085-3001-0001	641,102
Total per General Ledger		13,914,999

Balance as per Bank Account – 31 December 2013

Bank	Balance
<u>General</u>	
Commonwealth	544,779
Westpac	19,621
NAB	122,005
Total - General	686,405
<u>Trust</u>	
Commonwealth	186,047
Total - Trust	186,047
<u>WSC Mayors Bush Fire Appeal Trust</u>	
Commonwealth	98,709
Commonwealth	283,948
Total - WSC Mayors Bush Fire Appeal Trust	382,657
<u>Investments</u>	
Securities	3,000,000
IBD	9,655,004
Total Investments	12,655,004

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Total All Bank Accounts	13,910,113
<i>Add:</i>	
Outstanding Deposits - General	23,823
Outstanding Deposits - Trust	190
Outstanding Deposits – WSC Mayors Bushfire Appeal	-
<i>Less:</i>	
Unpresented cheques - General	5,626
Unpresented cheques - Trust	12,251
Unpresented cheques- WSC Mayors Bushfire Appeal	1,250
Balance adjusted for outstanding deposits & Unpresented cheques (Final Bank Balance)	13,914,999
Variance between Final Bank Balance and General Ledger	-

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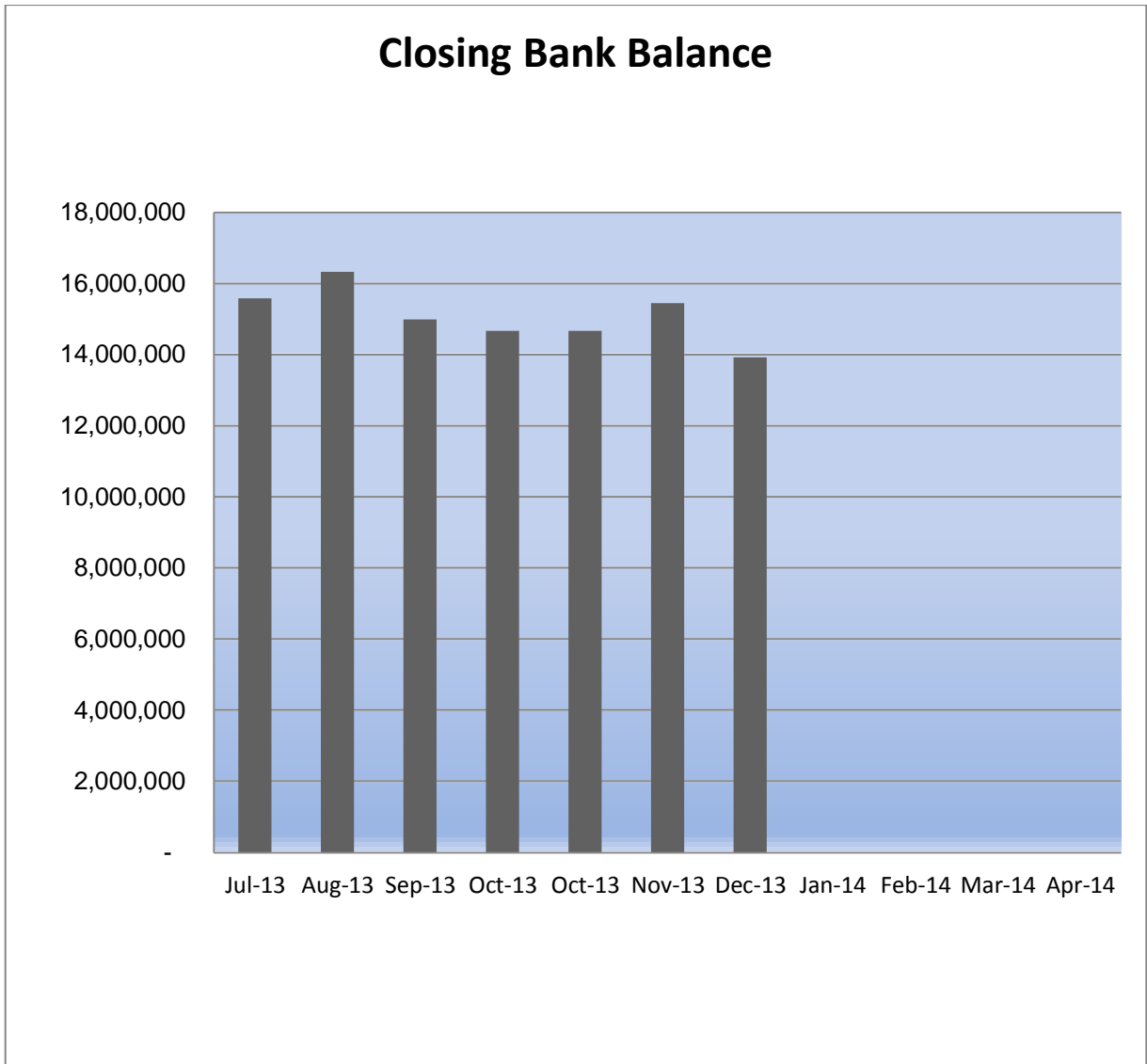
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Balance as per Bank Account History as at 31 December 2013

Month	Funds Held in General Account	Funds Held in Trust Account	Mayors Bushfire Appeal Trust Account	Investment	TOTAL	Net of Outstanding Deposits and Unpresented Cheques	End of Month Closing Bank Balance
Jul-13	1,354,197	269,335	368,794	13,552,995	15,545,321	37,033	15,582,354
Aug-13	1,237,351	272,549	372,478	14,270,308	16,152,686	175,034	16,327,720
Sep-13	723,046	264,460	402,268	13,640,443	15,030,217	(39,768)	14,990,449
Oct-13	913,911	180,908	365,708	13,175,102	14,635,629	29,276	14,664,905
Nov-13	470,130	185,440	373,591	14,333,986	15,363,147	76,096	15,439,243
Dec-13	686,405	186,047	382,657	12,655,004	13,910,113	4,886	13,914,999

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RECOMMENDATION

That Council accept the Bank Reconciliation Report for the month ending 31 December 2013.

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Item 24 Bank Reconciliation for month ending 31 January 2014

Division:	Corporate Services
Management Area:	Financial Services
Author:	Senior Finance Officer – Lisa Grammer
CSP Key Focus Area:	Local Governance and Finance
Priority / Strategy:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

Reason for Report

The following report provided to Council is a summary of Council's monthly bank reconciliation.

Background

Reconciliations are being completed monthly and balanced, payments and receipts reconcile to monthly bank statement. They are completed by the Senior Finance Officer and signed off by the Chief Financial Officer then referred to Director Corporate Services for final review as part of Council's Monthly checklist procedures.

Issues

Outstanding deposits refers to cash amounts recorded in the Council's General Ledger that have not yet been deposited at the bank. eg. Direct debit authority receipted in cashbook but not deposited in the physical bank account until the next day.

Unpresented cheques refers to cheques that have still not been cashed by the cheque recipient but are recorded as being paid in Council's General Ledger.

Options

N/A

Financial Considerations

N/A

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Summary

Balance per General Ledger – 31 January 2014

Bank	Account Number	Balance
General Fund	5410-3000-0001	405,459
Trust Fund	9000-3000-0000	174,179
WSC Mayor's Bushfire Appeal	9200-3000-0000	380,438
Investments - General	5220-3001-3001	4,438,024
Investments - General	5220-3001-5001	2,520,000
Investments Movement - General	5220-3003-0000	(480,869)
Investments - Water Fund	7085-3001-0001	4,270,894
Investments Sewerage Fund	8085-3001-0001	641,102
Total per General Ledger		12,349,227

Balance as per Bank Account – 31 January 2014

Bank	Balance
<u>General</u>	
Commonwealth	313,383
Westpac	21,921
NAB	30,348
Total - General	365,652
<u>Trust</u>	
Commonwealth	173,606
Total - Trust	173,606
<u>WSC Mayors Bush Fire Appeal Trust</u>	
Commonwealth	95,905
Commonwealth	284,533
Total - WSC Mayors Bush Fire Appeal Trust	380,438
<u>Investments</u>	
Securities	3,000,000
IBD	8,389,151
Total Investments	11,389,151

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Total All Bank Accounts	12,308,847
<i>Add:</i>	
Outstanding Deposits - General	40,920
Outstanding Deposits - Trust	1,077
Outstanding Deposits – WSC Mayors Bushfire Appeal	-
<i>Less:</i>	
Unpresented cheques - General	1,112
Unpresented cheques - Trust	505
Unpresented cheques- WSC Mayors Bushfire Appeal	-
Balance adjusted for outstanding deposits & Unpresented cheques (Final Bank Balance)	12,349,227
Variance between Final Bank Balance and General Ledger	-

WARRUMBUNGL SHIRE COUNCIL

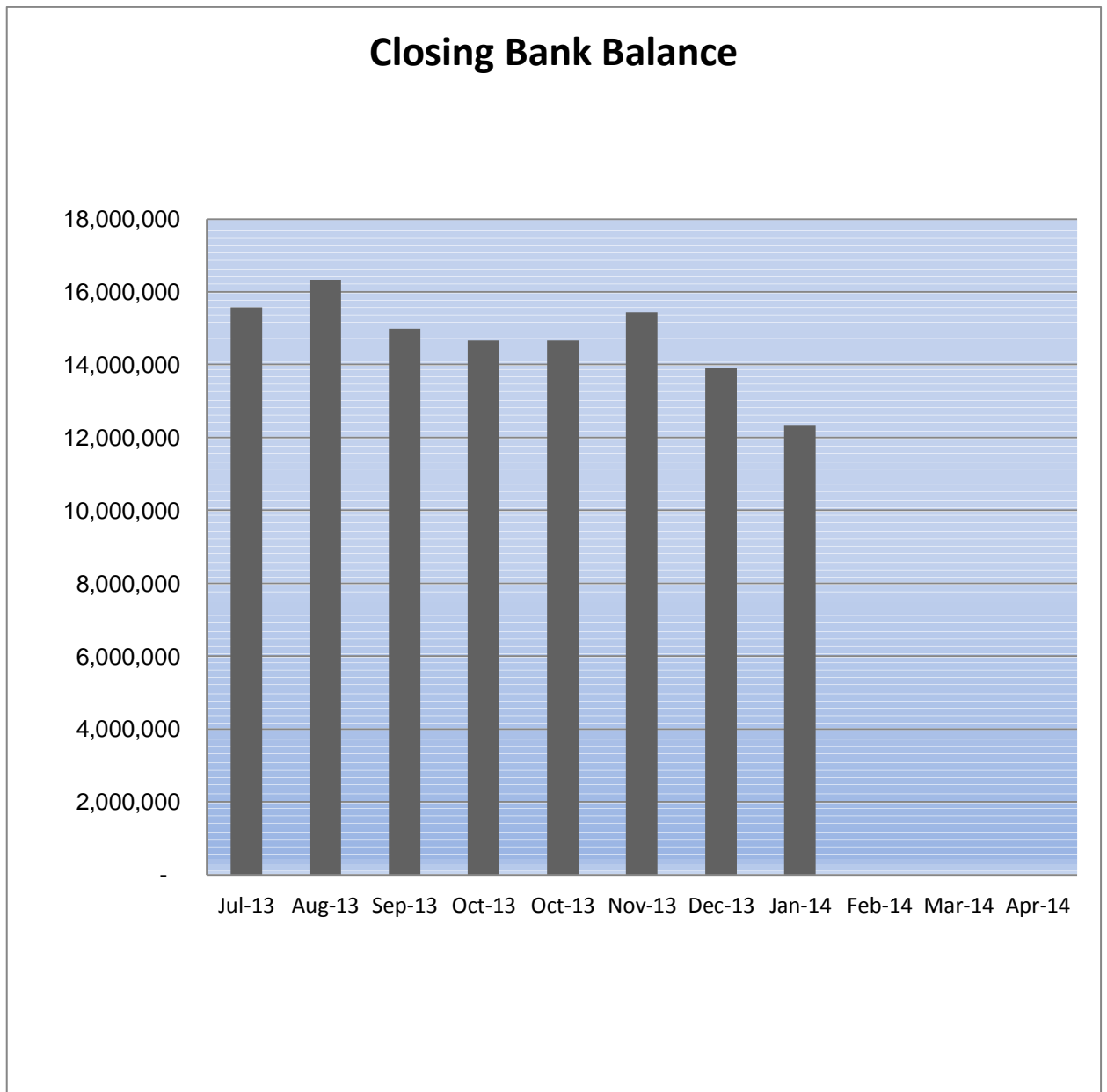
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Balance as per Bank Account History as at 31 January 2014

Month	Funds Held in General Account	Funds Held in Trust Account	Mayors Bushfire Appeal Trust Account	Investment	TOTAL	Net of Outstanding Deposits and Unpresented Cheques	End of Month Closing Bank Balance
Jul-13	1,354,197	269,335	368,794	13,552,995	15,545,321	37,033	15,582,354
Aug-13	1,237,351	272,549	372,478	14,270,308	16,152,686	175,034	16,327,720
Sep-13	723,046	264,460	402,268	13,640,443	15,030,217	(39,768)	14,990,449
Oct-13	913,911	180,908	365,708	13,175,102	14,635,629	29,276	14,664,905
Nov-13	470,130	185,440	373,591	14,333,986	15,363,147	76,096	15,439,243
Dec-13	686,405	186,047	382,657	12,655,004	13,910,113	4,886	13,914,999
Jan-14	365,652	173,606	380,438	11,389,151	12,308,847	40,380	12,349,227

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RECOMMENDATION

That Council accept the Bank Reconciliation Report for the month ending 31 January 2014.

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Item 25 Investments and Term Deposits

Division:	Corporate Services
Management Area:	Financial Services
Author:	Senior Finance Officer – Lisa Grammer
CSP Key Focus Area:	Local Governance and Finance
Priority / Strategy:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

Reason for Report

As required by Clause 212 of the Local Government (General) Regulation 2005, the details of all monies invested by Council under Section 625 of the Local Government Act 1993 must be reported to Council at each monthly ordinary meeting.

Background

Council currently benchmarks its investment performance against the three (3) month Bank Bill Swap Reference Rate (BBSW) as per Council's Investment Policy. The December BBSW 3 month rate was 2.57%. Council's term deposits returned an average rate of 3.68% for the month of December, outperforming Council's benchmark.

During the month of December no Council Term Deposits fell due, however Council's At Call Investment Accounts continue to earn interest revenue each month. A total of \$25,018 in interest revenue was earned by the At Call Accounts for the month of December.

A net value of \$1.704m was transferred into Council's General account to cover daily operating expenses.

All of Council's investment securities are currently not paying coupons although all of the remaining two (2) investments are expected to be redeemed at higher than original purchase price. Council's investment securities underperformed against Council's benchmark

Issues

Reconciliations are being completed monthly and balanced, payments and receipts reconcile to monthly investment statements and investment interest is recorded. This is completed by Senior Finance Officer and signed off by Chief Financial Officer for referral to Director Corporate Services for final review as part of Council's monthly checklist procedures.

Options

N/A

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Financial Considerations

As Council no longer receives monthly reports on the performance and analysis of each of the long term investment funds from investment advisors, Amicus Advisory Pty Ltd (formerly Structured Credit Research and Advisory Pty Ltd), the latest analysis of Council's two outstanding investments dates back to 30 June 2013. This information is provided below.

FIIG All Seasons CPPI	Council is essentially holding a Swedish Export Bond rated AA+. Will pay \$4 above par at maturity. Bid price well short of fair value.
Octagon Ltd Linked	Backed by International Bank for Reconstruction & Development rated AA. Few concerns if any. Bid well below fair value. Low risk.

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Summary

Investment Securities: Council currently holds the following investment securities:

Bank	Purchase Price	Indicative Bid	Valuation based on indicative bid as at 31 December 2013	ISIN Number	Lodgement date	Maturity Date	Rating	Coupon Payments
FIIG All Seasons CPPI Note	1,500,000	95.00%	1,425,000	AU300SEKA021	29.08.2008	29.08.2014	AA+	0%
Octagon Ltd Linked	1,500,000	89.00%	1,335,000	XS023170158	25.10.2005	25.10.2015	AA	0%
Total:	3,000,000		2,760,000					0%

Term Deposits: Council currently holds the following Term Deposits:

Bank	Current Investment	Opening Balance	Buy/(Sell)	December Interest Earned/ Accrued	Closing Balance	Lodgement date	Maturity Date	Rating	Current Yield
NAB Cash Maximiser #	727,793	629,710	96,000	2,083	727,793	At Call	At Call	AA-	3.04%
ANZ At Call	5,927,211	7,704,276	(1,800,000)	22,935	5,927,211	At Call	At Call	AA-	3.70%
Bank Of Queensland	1,500,000	1,509,500	-	4,828	1,514,328	30/09/2013	1/04/2014	BBB+	3.80%
NAB Term Deposit	1,500,000	1,509,450	-	4,802	1,514,252	30/09/2013	6/01/2014	AA-	3.78%
Total:	9,655,004	11,352,936	(1,704,000)	34,648	9,683,584				3.68%

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Certification of Responsible Accounting Officer

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

Responsible Accounting Officer

RECOMMENDATION

That Council accept the Investments Report for the month ending 31 December 2013.

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Item 26 Investments and Term Deposits

Division:	Corporate Services
Management Area:	Financial Services
Author:	Senior Finance Officer – Lisa Grammer
CSP Key Focus Area:	Local Governance and Finance
Priority / Strategy:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

Reason for Report

As required by Clause 212 of the Local Government (General) Regulation 2005, the details of all monies invested by Council under Section 625 of the Local Government Act 1993 must be reported to Council at each monthly ordinary meeting.

Background

Council currently benchmarks its investment performance against the three (3) month Bank Bill Swap Reference Rate (BBSW) as per Council's Investment Policy. The January BBSW 3 month rate was 2.63%. Council's term deposits returned an average rate of 3.51% for the month of January, outperforming Council's benchmark.

During the month of January one of Council's Term Deposits of \$1.5m held with NAB fell due earning a total of \$15,224, this was reinvested for a further 4 months at an interest rate of 3.72%.

A further \$3m was transferred from Council's ANZ At Call Investment Account, of which \$2m was invested with Commonwealth Bank for a period of 30 days at a rate of 3.31% and \$1m was invested with ANZ for a period of 90 days at a rate of 3.45%.

A net value of \$1.290m was transferred into Council's General account to cover daily operating expenses.

All of Council's investment securities are currently not paying coupons although all of the remaining two (2) investments are expected to be redeemed at higher than original purchase price. Council's investment securities underperformed against Council's benchmark

Issues

Reconciliations are being completed monthly and balanced, payments and receipts reconcile to monthly investment statements and investment interest is recorded. This is completed by Senior Finance Officer and signed off by Chief Financial Officer for referral to Director Corporate Services for final review as part of Council's monthly checklist procedures.

WARRUMBUNGLA SHIRE COUNCIL

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Options

N/A

Financial Considerations

As Council no longer receives monthly reports on the performance and analysis of each of the long term investment funds from investment advisors, Amicus Advisory Pty Ltd (formerly Structured Credit Research and Advisory Pty Ltd), the latest analysis of Council's two outstanding investments dates back to 30 June 2013. This information is provided below.

FIIG All Seasons CPPI	Council is essentially holding a Swedish Export Bond rated AA+. Will pay \$4 above par at maturity. Bid price well short of fair value.
Octagon Ltd Linked	Backed by International Bank for Reconstruction & Development rated AA. Few concerns if any. Bid well below fair value. Low risk.

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Summary

Investment Securities: Council currently holds the following investment securities:

Bank	Purchase Price	Indicative Bid	Valuation based on indicative bid as at 31 January 2014	ISIN Number	Lodgement date	Maturity Date	Rating	Coupon Payments
FIIG All Seasons CPPI Note	1,500,000	95.00%	1,425,000	AU300SEKA021	29.08.2008	29.08.2014	AA+	0%
Octagon Ltd Linked	1,500,000	89.00%	1,335,000	XS023170158	25.10.2005	25.10.2015	AA	0%
Total:	3,000,000		2,760,000					0%

Term Deposits: Council currently holds the following Term Deposits:

Bank	Current Investment	Opening Balance	Buy/(Sell)	January Interest Earned/ Accrued	Closing Balance	Lodgement date	Maturity Date	Rating	Current Yield
NAB Cash Maximiser	1,248,401	727,793	518,824	1,784	1,248,401	At Call	At Call	AA-	3.04%
ANZ At Call	1,140,750	5,927,211	(4,794,000)	7,539	1,140,750	At Call	At Call	AA-	3.65%
Bank Of Queensland	1,500,000	1,514,328	-	4,828	1,519,156	30/09/2013	1/04/2014	BBB+	3.80%
NAB Term Deposit	-	1,514,252	(1,515,224)	972	-	30/09/2013	6/01/2014	AA-	3.78%
ANZ Term Deposit	1,000,000	-	1,000,000	2,262	1,002,262	7/01/2014	10/03/2014	AA-	3.45%
NAB Term Deposit	1,500,000	-	1,500,000	3,659	1,503,659	7/01/2014	6/05/2014	AA-	3.72%
Commonwealth Bank CDA	2,000,000	-	2,000,000	4,160	2,004,160	8/01/2014	10/02/2014	AA-	3.31%
Total:	8,389,151	9,683,584	(1,290,400)	25,204	8,418,388				3.51%

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Certification of Responsible Accounting Officer

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

Responsible Accounting Officer

RECOMMENDATION

That Council accept the Investments Report for the month ending 31 January 2014.

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Item 27 Rates Report for Month Ending 31 December 2013

Division:	Corporate Services
Management Area:	Financial Services
Author:	Water Debtor Officer – Rachael Carlyle
CSP Key Focus Area:	Local Governance and Finance
Priority / Strategy:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

Reason for Report

To report on Council's monthly rates and annual charges collection performance.

Background

Council levies rates and annual charges on an annual basis commencing in the month of July. Council closely monitors the repayment of these rates and annual charges and measures its debt recovery performance for rates and annual charges through the use of the Rates and Annual Charges Outstanding Ratio.

The Division of Local Government (DLG) recommends (via their accepted benchmark) a ratio of less than 5% for Urban and Coastal Councils and less than 10% for Rural Councils. Council's outstanding ratio as at 30 June 2013 was 13.3% which is above the DLG recommended benchmark.

Some factors that affect this indicator should be considered when assessing Warrumbungle Shire Council's performance against this indicator such as the socioeconomic characteristics of the area, and previous changes to Council's Rating Policy.

Issues

The outstanding rates and annual charges ratio as at 31 December 2013, is 13.59%. This figure is higher than the 10% benchmark proposed by the DLG.

Options

N/A For Council Information

Financial Considerations

A high arrears balance affects Council's cash flow, and represents monies outstanding that Council could be gaining a return on if invested in a term deposit.

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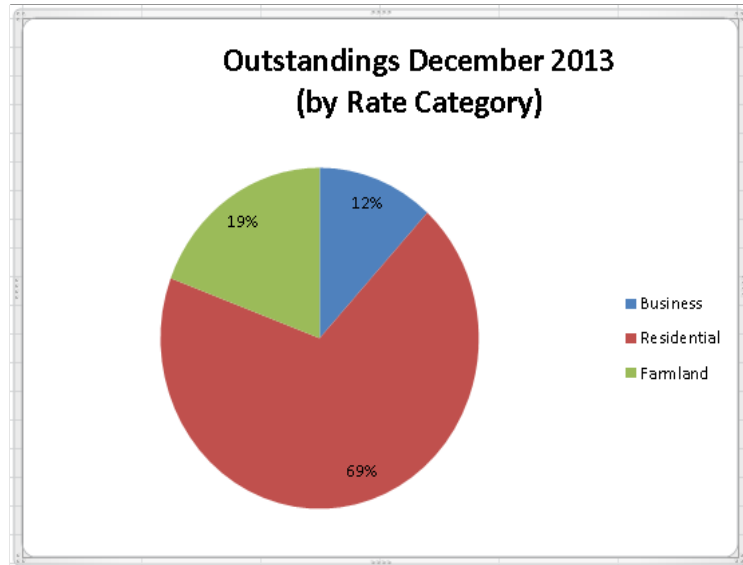
RATE/CHARGE TYPE	RATE ARREARS 2012/13	2013/2014 LEVY	PENSIONER WRITE OFF	ABANDONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2013/2014	COLLECTION % 2013/2014	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	675,023	7,158,039	181,526	6,692	7,644,844	4,215,816	3,429,028	55%	611,637	9%
Water	191,662	1,315,066	73,040	1,404	1,432,284	769,199	663,086	54%	211,361	16%
Sewerage	444,688	1,222,928	56,210	2,411	1,608,995	543,725	1,065,270	34%	199,141	16%
Garbage	176,091	1,803,723	90,225	1,054	1,888,534	1,054,774	833,760	56%	198,864	11%
TOTAL RATES AND ANNUAL CHARGES	1,487,464	11,499,756	401,001	11,561	12,574,657	6,583,514	5,991,144	52%	1,221,003	11%
Water Consumption	608,198	1,224,000	-	8	1,832,190	582,098	1,250,092	32%	292,457	24%
Sewer Consumption	78,637	120,000	-	-	198,637	71,189	127,448	36%	27,507	23%
TOTAL WATER SUPPLY SERVICES	686,835	1,344,000	-	8	2,030,827	653,287	1,377,540	32%	319,964	24%
LEGAL FEES	124,995	135,555		91	260,459	66,731	193,729	26%	232,524	
INTEREST	269,405	68,785			338,191		338,191			
GRAND TOTAL	2,568,699	13,048,096	401,001	11,660	15,204,134	7,303,532	7,900,604	48%	1,773,491	13.59%

- Interest charges in the 'Total Arrears' column are classified under the relevant charge type above, as opposed to being recorded separately per the 'Total Outstanding' column.
- The outstanding figures for sewer consumption, water consumption and sewerage rates and charges need to be viewed in total as Council's finance systems is currently grouping a majority of the arrears amounts for these items under sewer consumption. Total arrears at End of Month, include interest in arrears under the relevant Rate/Charge Type and is not separately disclosed as interest.

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Analysis by Council staff has indicated that a majority of the rates and annual charges outstanding amount 69% relates to residential properties, while 19 % relates to farmland and 12% to business. See graph to the right, and table of outstanding balances by rate group and rate/charge type below for further details.



Of the amount outstanding, Council currently has a total of 308 assessments with a total of \$429, 514 outstanding under an arrangement to pay the outstanding rates and annual charges on a weekly, fortnightly or monthly basis.

Rates Type	Rates levy			Water levy			Legal	Grand Total
	General	Domestic Waste	Water Access	Sewer Access	Water Usage	Sewer Usage		
Business	53,921	23,317	17,259	33,059	45,253	27,507	9,405	209,721
Residential	277,260	164,330	194,102	166,082	247,204	-	172,930	1,221,908
Farmland	280,456	11,217	-	-	-	-	50,190	341,862
Total	611,637	198,864	211,361	199,141	292,457	27,507	232,525	1,773,491

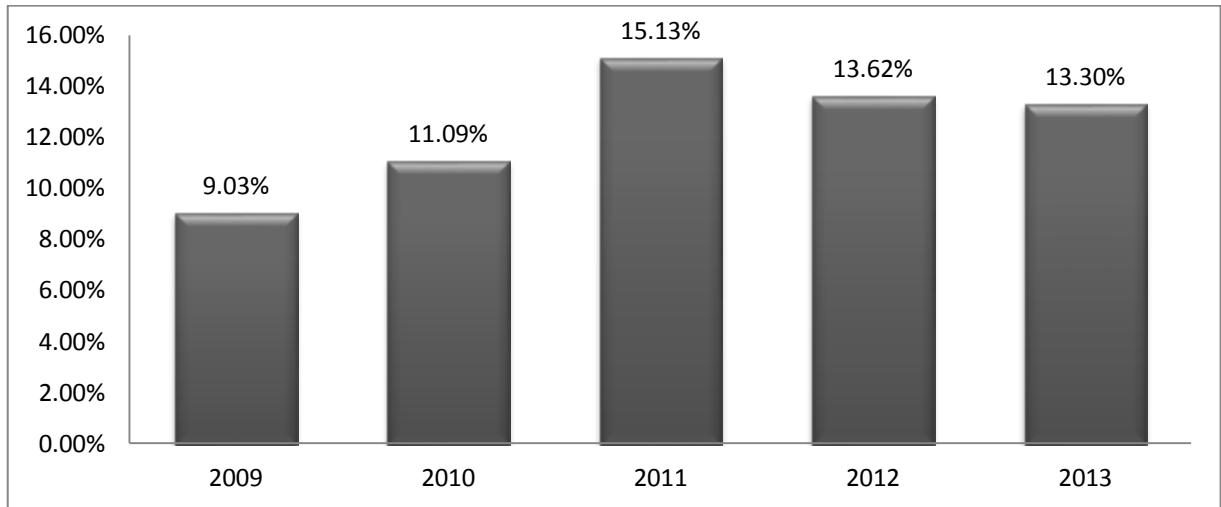
Collection of outstanding rates commences with an overdue letter which is received from Council giving 14 days to pay or contact Council requesting an arrangement, if no payment or contact is made a letter of demand is sent out by Council's Debt Recovery Agency giving 7 days to make a payment or contact Council requesting an arrangement.

Council's historical debt recovery performance as measured by the rates and charges outstanding ratio is detailed in the graph below.

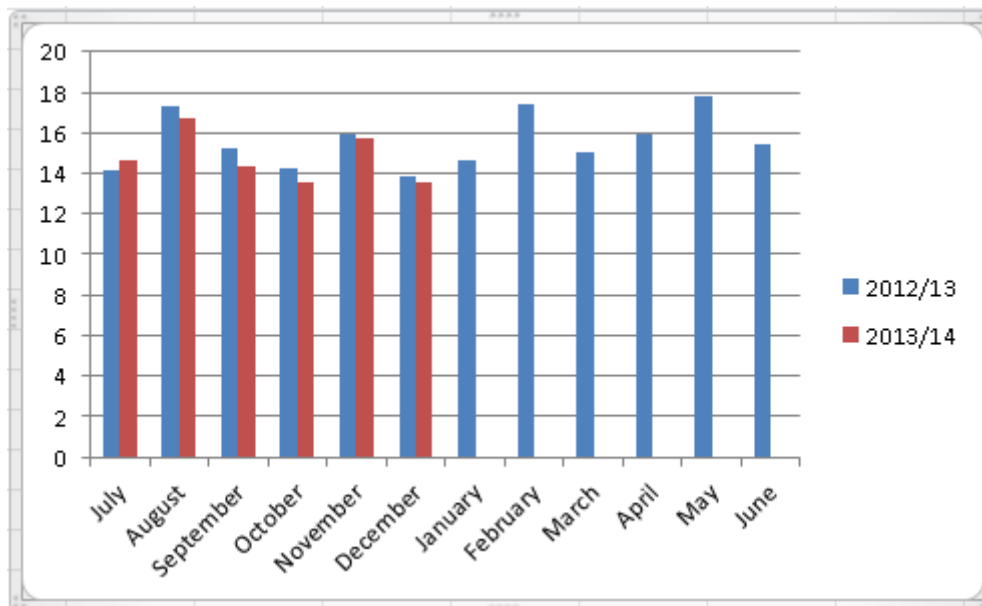
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Graph 1: Ratio by Year



Graph 2: Ratio Month by Month



RECOMMENDATION

For Council's information.

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Item 28 Rates Report for Month Ending 31 January 2014

Division:	Corporate Services
Management Area:	Financial Services
Author:	Acting Water Debtor Officer – Alira Carlyle
CSP Key Focus Area:	Local Governance and Finance
Priority / Strategy:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

Reason for Report

To report on Council's monthly rates and annual charges collection performance.

Background

Council levies rates and annual charges on an annual basis commencing in the month of July. Council closely monitors the repayment of these rates and annual charges and measures its debt recovery performance for rates and annual charges through the use of the Rates and Annual Charges Outstanding Ratio.

The Division of Local Government (DLG) recommends (via their accepted benchmark) a ratio of less than 5% for Urban and Coastal Councils and less than 10% for Rural Councils. Council's outstanding ratio as at 30 June 2013 was 13.3% which is above the DLG recommended benchmark.

Some factors that affect this indicator should be considered when assessing Warrumbungle Shire Council's performance against this indicator such as the socioeconomic characteristics of the area, and previous changes to Council's Rating Policy.

Issues

The outstanding rates and annual charges ratio as at 31 January 2014, is 14.18%. This figure is higher than the 10% benchmark proposed by the DLG. The slight increase for January 2014 is due to the second water bill falling due at the end of January.

Although Council's Rates Outstanding ratio is still trending under the previous year balance for the same period, Council expects that there may be some impact on the ratio later this financial year due to the worsening drought conditions facing rural landholders in the region.

Options

N/A For Council Information

Financial Considerations

A high arrears balance affects Council's cash flow, and represents monies outstanding that Council could be gaining a return on if invested in a term deposit.

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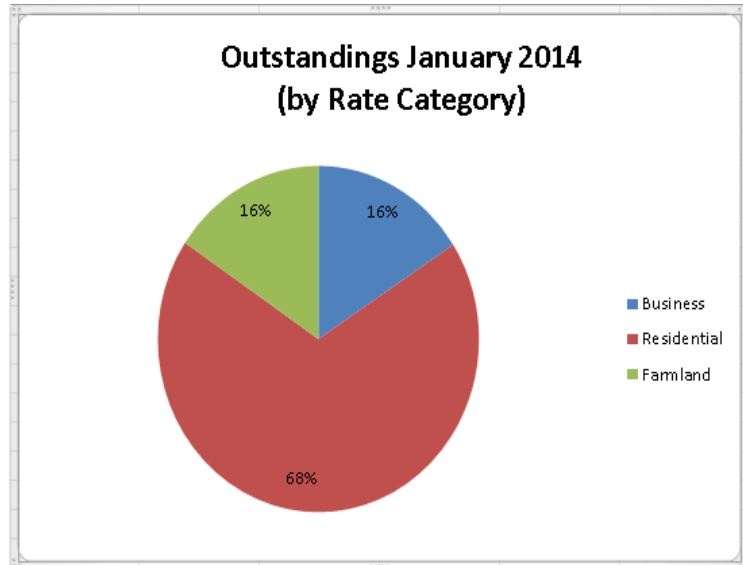
RATE/CHARGE TYPE	RATE ARREARS 2012/13	2013/2014 LEVY	PENSIONER WRITE OFF	ABANDONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2013/2014	COLLECTION % 2013/2014	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	675,157	7,158,039	182,017	7,280	7,643,899	4,420,295	3,223,603	58%	525,313	7%
Water	191,749	1,315,066	73,174	1,406	1,432,235	824,248	607,987	58%	184,782	14%
Sewerage	444,871	1,222,928	56,210	2,411	1,609,178	740,536	868,642	46%	269,371	22%
Garbage	176,185	1,803,723	90,364	1,132	1,888,412	1,119,729	768,684	59%	170,847	9%
TOTAL RATES AND ANNUAL CHARGES	1,487,962	11,499,756	401,765	12,229	12,573,724	7,104,808	5,468,916	57%	1,150,313	10%
Water Consumption	608,369	1,224,000	-	8	1,832,361	853,846	978,515	47%	447,769	37%
Sewer Consumption	78,637	120,000	-	1	198,636	88,076	110,560	44%	37,084	31%
TOTAL WATER SUPPLY SERVICES	687,006	1,344,000	-	9	2,030,997	941,922	1,089,075	46%	484,853	36%
LEGAL FEES	124,995	142,029	-	99	266,925	81,516	185,410	31%	217,281	-
INTEREST	269,421	80,740	-	-	350,160	-	350,160	-	-	-
GRAND TOTAL	2,569,384	13,066,525	401,765	12,337	15,221,806	8,128,246	7,093,561	53%	1,852,447	14.18%

- Interest charges in the 'Total Arrears' column are classified under the relevant charge type above, as opposed to being recorded separately per the 'Total Outstanding' column.
- The outstanding figures for sewer consumption, water consumption and sewerage rates and charges need to be viewed in total as Council's finance systems is currently grouping a majority of the arrears amounts for these items under sewer consumption. Total arrears at End of Month, include interest in arrears under the relevant Rate/Charge Type and is not separately disclosed as interest.

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Analysis by Council staff has indicated that a majority of the rates and annual charges outstanding amount 68% relates to residential properties, while 16% relates to farmland and 16% to business. See graph to the right, and table of outstanding balances by rate group and rate/charge type below for further details.



Of the amount outstanding, Council currently has a total of 333 assessments with a total of \$460,455 outstanding under an arrangement to pay the outstanding rates and annual charges on a weekly, fortnightly or monthly basis.

Rates Type	Rates levy			Water levy			Legal	Grand Total
	General	Domestic Waste	Water Access	Sewer Access	Water Usage	Sewer Usage		
Business	50,717	19,320	15,391	54,983	107,304	37,084	8,633	293,431
Residential	241,082	143,075	169,391	214,388	340,465	-	161,448	1,269,849
Farmland	233,514	8,453	-	-	-	-	47,200	289,167
Total	525,313	170,847	184,782	269,371	447,769	37,084	217,281	1,852,447

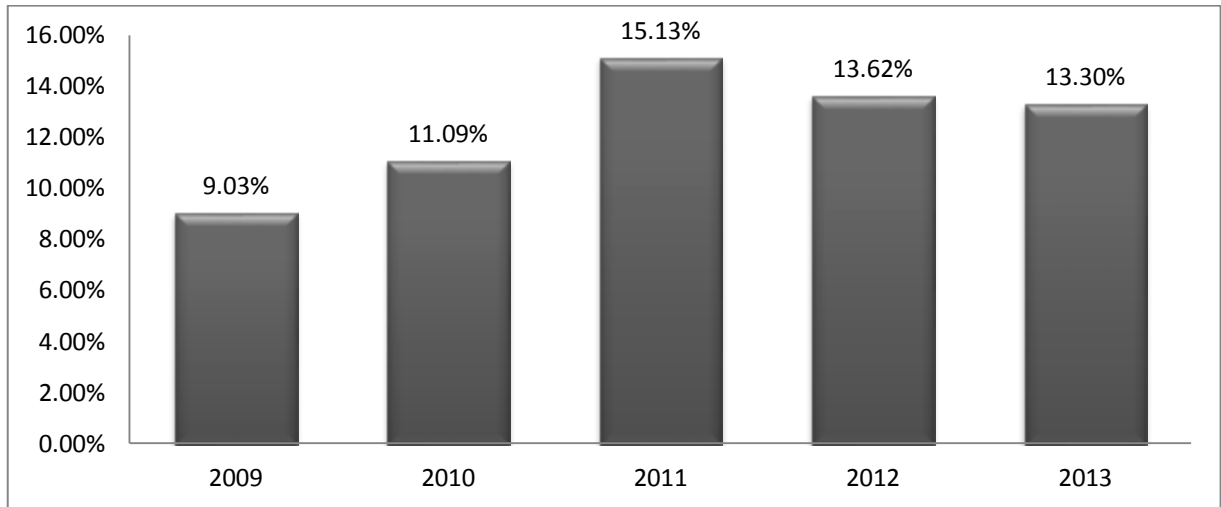
Collection of outstanding rates commences with an overdue letter which is received from Council giving 14 days to pay or contact Council requesting an arrangement, if no payment or contact is made a letter of demand is sent out by Council's Debt Recovery Agency giving 7 days to make a payment or contact Council requesting an arrangement.

Council's historical debt recovery performance as measured by the rates and charges outstanding ratio is detailed in the graph below.

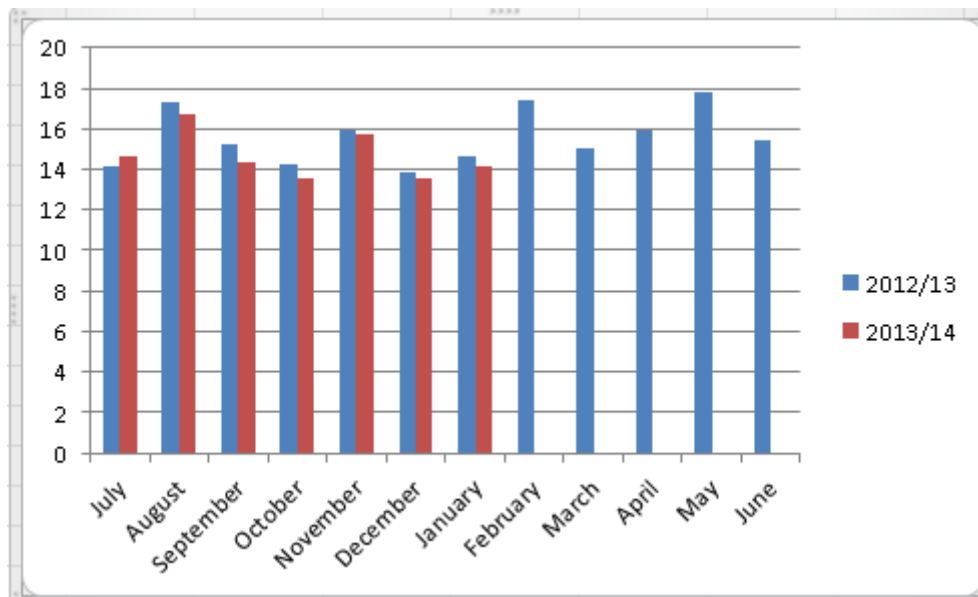
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Graph 1: Ratio by Year



Graph 2: Ratio Month by Month



RECOMMENDATION

For Council's information.

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Item 29 Mendooran Water Augmentation Scheme Loan

Division:	Technical Services
Management Area:	Warrumbungle Water
Author:	Director Corporate Services – Rebecca Ryan
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF4 Councils governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan (CSP)

Reason for Report

Warrumbungle Shire Council's Mendooran Water loan fixed rate facility with the National Australia Bank (NAB) was refinanced on 22 January 2014 with a new 10 Year; 5 year fixed term facility with the ANZ.

Background

On the 22 January 2009 Council entered into a \$1 million loan facility with the NAB at a fixed interest rate of 5.22% for a 5 year period. The purpose of the loan was to implement the Mendooran Water Augmentation Scheme.

This Fixed Rate Business Markets Loan facility with NAB expired on 22 January 2014, the balance of which was \$841,673. The loan facility was established on a 5 year contract that expires completely, not just the fixed rate term. Council was therefore not bound to refinance the balance outstanding with the NAB.

Issues

In June 2007, Council called for tenders for the construction of the Mendooran Water Treatment Plan and resolved to accept the offer from the Minister for Water Utilities of funding to a rate of 49.8% for the project costs associated with construction of the Mendooran water treatment plant and associated works (Resolution No 395). The funding Agreement from the Department of Water and Energy Country Towns Water Supply and Sewerage Scheme provided \$1,691,684 (ex GST) and included a set of six (6) project milestones.

These included;

1 to 5	Preconstruction Construction and Completion of Land Matters	\$1,366.994
6	Completion of Best Practice Compliance	\$ 324,690

The Best Practice compliance included;

1. Complete new SBP and FP's
2. Implement complying residential step pricing

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3. Introduce uniform residential sewerage charge independent of land value for Coonabarabran
4. Introduce complying non-residential pay-for-use sewerage pricing
5. Complete Trade Waste Policy
6. Issue an approval to all existing trade waste discharges
7. Implement appropriate Trade Waste Fees and charges
8. Complete Demand Management Plan
9. Complete Drought Management Plan
10. Complete IWCM Evaluation

Council is nearing the completion of these requirements and by July 2014 will be in a position to submit a claim for the final \$324,690; which to date has been funded from Warrumbungle Water funds.

Council resolved to borrow \$1,000,000 to be applied against the Coolah Water Supply and the associated report to Council in January 2009 stated the following;

'The total cost of the project has been estimated at \$3,838,965 of which the community must find 50%. That contribution comes from the southern area water scheme and must find \$1,927,161.

<i>Of that amount, General Fund contributed</i>	<i>\$200,000</i>
<i>An increase of rates over 3 years</i>	<i>\$171,900</i>
<i>Coolah Shire contributed</i>	<i>\$550,000</i>
TOTAL	\$921,900

Which left an amount of \$1,000,000 to be borrowed.'

Council authorised the Mayor and General Manger to accept the loan in the best terms to Council and attach the Council seal to any documentation at the January 2009 meeting (**Resolution No 208**).

Options

Nil

Financial Considerations

Quotes were sought from four (4) banks for both a 10 year Fixed Principal and Interest Loan Facility and 5 Year Fixed/10 Year Principal and Interest Loan Facility.

Interest Rate Quotes in order of lowest to highest are as follows

	<u>10 Years</u>	<u>5 Years</u>
ANZ	6.120%	4.95 %
NAB	6.153%	5.529%
WPAC	6.414%	
CTB	6.560%	

Council had total borrowings of \$5.101m as at 31 December 2013. The re-financing of the Mendooran Water loan will leave the total level of Council borrowings unchanged,

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although the lower interest rate should reduce interest repayments slightly over the following five years.

A recommendation was made to the General Manager and Mayor to refinance with the ANZ with a 5 Year Fixed/10 Year Principal and Interest Loan Facility at 4.95%. Quarterly Repayments for this facility are \$26,800.

The fixed interest rate will be renegotiated in January 2019 for whatever term is most financially acceptable.

RECOMMENDATION

For Council's information.

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Item 30 Quarterly Budget Review Statement for the Quarter Ending 31 December 2013

Division:	Corporate Services
Management Area:	Finance
Author:	Chief Financial Officer – Stefan Murru
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

Reason for Report

To present a summary of Council's financial position as at the end of the December quarter.

Background

The Quarterly Budget Review Statement (QBR) presents a summary of Council's financial position at the end of each quarter. It is the mechanism whereby Councillors and the community are informed of progress against the management plan.

In December 2010 the NSW Division of Local Government developed a set of minimum requirements for reporting the financial position of Council, to facilitate explanations and major variations and recommend changes to the budget for Council approval. The reports also enable the Responsible Accounting Officer (RAO) to indicate if Council will be in a satisfactory financial position at the end of the financial year.

The minimum requirements for the QBR are included in the Code of Accounting Practice and Financial Reporting and form part of the legislative framework in accordance with clause 203 (3) of the Regulations.

The new reporting format came into effect on 1 July 2011. The QBR is composed of, but not limited to, the following budget review (BR) components:

- A statement by the responsible accounting officer on council's financial position at the end of the year based on the information in the QBR (**QBR: Part 2**);
- Budget Review Income and Expenses Statement in one of the following formats (**QBR: Parts 3, 5 & 6**):
 - consolidated
 - by fund (e.g. General Fund; Water Fund; Sewer Fund)
 - by function, activity, program etc to align with the management plan / operational plan;
- Budget Review Capital Budget (**QBR: Parts 7 & 8**);
- Budget Review Cash and Investments position (**QBR: Part 10**);
- Budget Review Key Performance Indicators (**QBR: Part 12**);

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- Budget Review Contracts and Other Expenses (**QBRs: Part 13**);

The following important financial information has also been provided in addition to the information required as part of the QBRs reporting framework:

- Balance Sheet as at 31 December 2013 (**QBRs: Part 9**);
- A Summary of Results that links the function view of Council's activities back to Council's income statement and cashflow statement (**QBRs: Part 4**);
- A Loan Movement Schedule (**QBRs: Part 11**).

A copy of Council's first quarter QBRs for the quarter ending 31 December is provided under separate cover as an Appendix to the February 2014 business paper.

Issues

Significant points to note from Council's December quarter QBRs include:

- Council's YTD surplus/ (deficit) from Council's income statement is a surplus of \$588k. This is predominantly due to the recognition of rates and annual charges revenue at 1 July;
- Council is currently forecasting an accrual deficit (per Council's income statement) of (\$2.837m) which represents a \$69k decrease relative to the original budget;
- Council has currently spent \$4.252m of its proposed \$13.753m (31%) capital program;
- Council's cash and investments balance is currently forecast to increase from \$13.678m as at 31 December 2013 to \$13.742m at 30 June 2014;
- Council's unrestricted cash and investments balance is \$1.254m as at 31 December 2013;
- Council's cash surplus/ (deficit) which includes capital expenditure and loan movements, but excludes other balance sheet movements and depreciation is forecast to be (\$3.273m) at year end. This figure includes supplementary votes submitted for approval below as well as revotes of \$3.261m that are to be funded from restricted assets.
- As revotes and some supplementary votes are funded from restricted assets, Council's real forecast cash surplus/ (deficit) is a deficit of \$12k.

Some issues to note as at 31 December include:

- Although Council is currently tracking well against budget at 31 December, issues with the seasonality of expenditure and lower than prior year capital expenditure (resulting in salaries being expensed against recurrent jobs) could mean a worse P&L result at year end compared to 2012/13 (forecast result of \$2.837m deficit vs 929k deficit in 2012/13), and the possibility of some expenditure line items trending slightly over budget;
- Some payments for the S44 incident are still outstanding, and part of our claim is unlikely to be recouped from the State Government;
- Unsealed road maintenance (predominantly grading) is considerably overspent however, current issues with lack of water will affect the program going forward;
- Quarry revenue is currently trending under budget, although it is hoped that this will pick up once crushing is complete, and a new Quarry Supervisor is employed.

The QBRs is Council's opportunity to explain major variations and recommend changes to Council's original budget for Council approval. Explanations for major variations are

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reported within the QBRS, and Council has also included in the QBRS supplementary votes for approval (total \$27k increase in cash outflows, of which \$14k is to be funded by restricted assets):

- Suggested recurrent expenditure decreases of \$39k;
- Suggested capital expenditure increases of \$19k (\$14k is funded by restricted assets);
- A decrease in revenue of \$46k.

Options

The suggested supplementary votes for the December quarter results in a \$27k (\$12k reduction in unrestricted cash) reduction in Council's cash position. Council has two options in regard to the supplementary votes suggested in the December QBRS:

1. Approve the supplementary votes per the recommendations of the Finance and Projects Committee;
2. Approve the suggested supplementary votes but either postpone selected current year capital projects to 2014/15 or reduce recurrent expenditure budgets to reduce Council's forecast deficit.

Financial Considerations

Council's original cash surplus for the 2013/14 financial year per Council's Operational Plan was \$207k. Council subsequently revoted \$3.247m worth of capital expenditure budgeted for in the 2012/13 financial year (funded from restricted assets) into the 2013/14 financial year leaving the current year forecast surplus/ (deficit) unchanged.

In the September QBRS Council approved supplementary votes of \$206k, reducing the surplus to \$1k. The December Quarter QBRS includes a total supplementary vote of \$27k (\$14k funded from restricted assets) which if approved will result in a forecast cash deficit of \$12k.

Statement by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005.

It is my opinion that the Quarterly Budget Review Statement for Warrumbungle Shire Council for the quarter ended 31 December 2013 indicates that Council's projected financial position as at 30 June 2014 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

RECOMMENDATION

That Council accept the Quarterly Budget Review Statement for the quarter ending 31 December 2013, and approve the requested supplementary votes for a total value of \$27k in which \$14k is to be funded by restricted assets.

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Item 31 Orana – RDA Regional Plan

Division:	Corporate Services
Management Area:	Tourism & Economic Development
Author:	Manager Economic Development & Tourism Aileen Bell
CSP Key Focus Area:	Local Economy
Priority:	LE1 – LE5

Reason for Report

To report on release of the 2013-2016 Regional Plan developed by Regional Development Australia – Orana (RDA-Orana).

Background

The Orana NSW Regional Plan 2013–2016 was developed in 2013, after months of extensive community and local government consultations across the 13 Local Government areas that make up the Orana region.

The Board and staff of Orana RDA travelled around the region to meet with community, business and industry and to hear directly from local people about the issues they face in their communities. This was done to ensure that the plan reflects the matters highlighted and assists communities in driving economic development.

The Regional Plan:

- Describes the region, its attributes, industry and employment base and key strengths and weaknesses;
- Articulates the RDA Committee's vision for the region and Regional Priorities for the next three years, building on the strengths of the people and the diverse industry base, the rich history and geographical uniqueness and the natural assets of the region; and
- Aims to inform all levels of government of the strategic direction of RDA Orana and the Orana Region.

It is an important tool for the organisation and the RDA Orana Committee as it sets out the economic, environmental and social visions for the region, aligning with the State Plan and Regional Action Plan as well as other strategic plans of government departments and regional organisations.

Issues

In describing the Region it becomes obvious that issues and priorities for this region are different to most other RDA regions in NSW; the region is the largest and most diverse region in the State, covering an area of almost 199,078sq kms (approximately 25% of the land mass of NSW) and services a population of around 115,643. The region

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consists of 13 Local Government Areas with the 13 major towns. Dubbo is considered to be the main provincial centre with the highest town population at just over 38,805. There are over 13,000 businesses in the Orana region, with the majority of these concentrated in the Dubbo and Mid-Western Regional LGAs. The Orana region contributes almost \$5 billion to the NSW Gross Regional Product.

While distance presents challenges, the vast open spaces provide the people of Orana with lifestyle, business and employment opportunity in agriculture, mining and service industries such as health and education with increasing opportunity around agriculture, mining, alternative energy production, carbon farming, the bio-industry and the digital economy.

The RDA Orana Committee recognises the unique role of local government in the region; noting that local government is the largest employer and the major provider of services in many LGAs and often is required to absorb costs when Commonwealth or State government budgets are reduced.

Like other regional centres, the Orana faces many challenges which are acknowledged and include:

- an ageing population;
- inadequate and ageing infrastructure;
- persistently high unemployment in a number of regions;
- the loss of localised government services and large businesses;
- difficult rural trading conditions;
- significant under-class which causes huge social services consumption; and
- ineffective government policy and legislation based on centralised decision making.

The consultations across the Region in 2013 provided community input and raised a number of topics from which the following themes were derived:

- Diversification
- Social Policy/Economic Development balance
- Place-Based Policy
- Infrastructure
- Sustainability
- Promotion
- Communities
- Social Capacity
- Environment
- Social Inclusion

These themes formed the basis for Regional Priorities for 2013-16; strategies have been identified and initiatives outlined in the document

The areas of action for Regional Priorities include:

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- **DIVERSIFICATION:** to diversify the economic base of the Orana Region to reduce reliance on the agricultural sector, to spread risk and generate additional income streams
- **GOVERNMENT POLICY:** work with government agencies (State & Federal) to improve and better align regional policy, legislation and funding in rural communities to improve economic and social outcomes and reduce funding duplication
- **INFRASTRUCTURE:** improve aging and inadequate infrastructure to support existing and future populations, industry and growth; noting that this includes LG infrastructure – roads etc.
- **SUSTAINABILITY:** support the existing industry base to grow and diversify, particularly in agriculture, mining and tourism industries; creating strategies to address the critical skills shortages across industry and the region.
- **PROMOTION:** to leverage on existing industry and natural assets to increase productivity and competitiveness
- **COMMUNITIES:** support communities by ensuring adequate services, housing and transport linkages are available
- **LOCAL PLANNING:** negotiate planning restrictions and LEP process adjustments to support regional growth
- **SOCIAL CAPACITY:** improve social capacity, knowledge and leadership
- **SOCIAL INCLUSION:** recognise and value the demographic of the entire region and have respect to the significant Indigenous cultural history that contributes to the Orana, recognising the importance of social inclusion for all people
- **ENVIRONMENT:** improve the legislation, policy and access around water ways, National Parks, water security, land planning and native vegetation restrictions
- **INTEGRATION & ENGAGEMENT GOALS:** an enhanced whole of government approach; enhanced community engagement and consultation; improved planning and enhanced awareness of government programs

Options

The RDA Orana Regional Plan will be discussed by the EDT and elements of the Plan will be incorporated into the EDT Plan with a report to Council.

A copy of the RDA Orana Regional Plan 2013-2016 is being made available under separate cover.

Financial Considerations

The adoption of initiatives in this report need to be considered in the context of the operational and Delivery Plans for WSC.

RECOMMENDATION

For Council's information.

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Item 32 GIPA Hearing ADT

Division:	Corporate Services
Management Area:	Corporate Services Management
Author:	Director Corporate Services – Rebecca Ryan
CSP Key Focus Area:	Governance and Finance
Priority:	GF7.1 Ensure that Communities of the shire have opportunities to be informed about and involved in Council's activities and decision making

Reason for Report

To inform Council of the outcome of a Hearing at the Administrative Decisions Tribunal NSW (ADT) as a result of a request for information under the Government Information Public Access (GIPA) Act 2009 (NSW).

Background

On 11 July 2013 Warrumbungle Shire Council received an access application under the GIPA Act (file reference No 1314-2) in which access to the following documents were sought:

'All financial reports on its Road Maintenance Contract with Roads and Traffic Authority of NSW and subsequently Roads and Maritime Services for the period 1 July 2012 through 30 June 2013 ie the 2012/2013 financial year. The information may in hard copy form or electronic format.

The information includes;-

- 1. Breakdown of information into 'routine road maintenance' works and specific 'works order' maintenance/construction work including works order numbers.*
- 2. The amount Council expended for each nominated breakdown.*
- 3. The amount Council received from RTA/RMS for the specified works for the nominated breakdown.*
- 4. Information to identify what works the 'Works Orders' refer to such as a copy of the 'Works Order'*

Issues

As the authorised principal officer, for the purposes of s. 9(3) of the GIPA Act, the Director of Corporate Services decided under s. 60(1)(a) of the GIPA Act to refuse to deal with the access application. This was on the basis that dealing with the application would require an unreasonable and substantial diversion of Council's resources.

The premise being that the workload involved in reviewing and consolidating the Financial Reports and Works Orders is a significant workload for a small rural Council and Council resources were endeavouring to complete the 2012-2013 Financial Statements in preparation for external audit. Furthermore, consideration of the Works

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Orders and whether information included in them is commercially sensitive and consideration of the public interest factors for and against disclosure would require more staff time.

In refusing this access application, the applicant was referred to the Council website as some of this information was already available at Activity Level via the first three (3) Quarterly Budget Review Statement (QBRS) which have been presented to Council in the November 2012, February 2013 and May 2013 Council meetings. In addition, at the time of the application the final QBRS for the 2012-2013 financial year was being presented to the August 2013 Council meeting on Thursday 15 August 2013.

Options

Council has no option in this matter.

The GIPA Act establishes a comprehensive system for public access to government information in NSW. The objective of the GIPA Act is to make government information more accessible to the public by requiring government agencies to make certain sorts of information freely available. The GIPA Act also encourages government agencies to release as much other information as possible. Like the FOI Act before it, the GIPA Act gives the public an enforceable right to access government information, subject to certain restrictions where there is an overriding public interest against disclosure.

The matter was referred to the ADT and following two unsuccessful mediation teleconference hearings with additional statements from both parties made, the presiding Member ordered Council's and the applicant's presence at the Dubbo Court on Tuesday 28 January 2014.

After hearing the matter, and evidence provided by both the Director Corporate Services, the Chief Financial Officer and the applicant, Council's General Manager addressed the Member presenting options for settlement. Given consideration of these options and with the consent of the applicant the Member issued orders for Council to provide a subset of the information requested. The actual order was:

"By consent by 28 February 2014 the Council shall provide the applicant with breakdown of costs and income associated with the RMCC contract for 2012/2013 year allowing for

a. Routine Maintenance work

b. Specific works orders (Identified by order number)

Total expenditure on each and income received from RMS for undertaking each of those works"

Financial Considerations

There were no professional legal advice or representation sought for this ADT Hearing. The expense to date and for Council to implement the Order will be staff time.

RECOMMENDATION

That Council note the GIPA access request and accepts the Administrative Decisions Tribunal (NSW) Order per the options section above.

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Item 33 Strategic Policy – Temporary Grazing Permit

Division:	Corporate Services
Management Area:	Property and Risk
Author:	Manager Property and Risk – Jennifer Parker
CSP Key Focus Area:	Natural Environment
Priority:	NE5.1 - Work with appropriate agencies and land holders to ensure that the proliferation of weeds and pest animals is monitored and minimised.

Reason for Report

Warrumbungle Shire Councils Temporary Grazing Permit Policy was approved by Council at the September 2013 ordinary Council meeting. Subsequent changes in legislation and responsible governing bodies require that the Policy to be updated to reflect current State Departmental and Act changes. Council has also been asked to update the requirements for Local roads and include ovine species as Livestock able to utilise these reserves.

Background

Council's current Temporary Grazing Permit Policy was endorsed on 19 September 2014 (**Resolution No.19/1314**). The Local Health and Pest Authority (LHPA) merged into the Local Land Services (LLS) on 1 January 2014 and administer Road Side Grazing Permits on Local Roads under the Local Land Services Act 2013, Section 78.

Council has also been requested to amend the document to include ovine species (sheep and goats). In the previous Policies the policy related to Cattle only. Upon discussion with the LLS it is understood that this was in place due to the higher potential for cross contamination with medullated fibre sheep breeds and wool sheep breed varieties.

Issues

With the restructure of the Local Health and Pest Authority merging into Local Land Services (LLS), the Policy needs to be amended to show that they are the authorising body relative to changes in the legislation of the Local Land Services Act 2013.

The LLS has asked Council to modify our policy to include ovine species. The issue of cross contamination is now managed by the LLS through direct Risk Management with each individual application. Consequently, the applications need only to refer to Livestock.

Options

That Council acknowledge with the changing of the State Authority for control over temporary grazing permits from LHPA to LLS, and alter the document to define livestock

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to include sheep and goats with access to these Temporary Grazing Permits on Local Roads Section 78.

Financial Considerations

Nil

RECOMMENDATION

That Council endorses the following Temporary Grazing Permit to replace the current policy and to be included in the Strategic Policy Register.

	Temporary Grazing Policy
	Strategic

1. Purpose

The purpose of this policy is to outline the management of Temporary Grazing Permits within the Warrumbungle Shire Local Government area.

2. Objectives of the Policy

The objective of this policy is to ensure that the process of granting Temporary Grazing Permits under Council's care are maintained and managed professionally.

3. Policy Scope

This policy applies to Warrumbungle Shire Council Staff who engage in the assistance to issue Temporary Grazing Permits

4. Background

This policy will take over from the previous policies regarding Temporary Grazing Permits Policy (endorsed by Council 19 September 2013, resolution 19/1314).

The policy need to be updated as a requirement of legislation changes including; the need for a more extensive policy to cover Council and the assistance Council gives in issuing Temporary Grazing Permits across the shire.

5. Definitions

LLS - the Central West Local Land Services (LLS) a district constituted under the Local Lands Services Act 2013;

Council – the Warrumbungle Shire Council;

Local Land Services Act 2013

Local Government Act - the Local Government Act 1993;

Permit - a Road side grazing permit issued pursuant to Section 78, Local Land Services Act 2013

RMS – Roads and Maritime Services;

MR – Main Road

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6. Policy Statement

6.1 Local Roads

6.1.1 Issue of Permits

- a) The issue of a permit for a road is the responsibility of the LLS.
- b) Council is not authorised to issue temporary grazing permits.
- c) A permit may only be issued by a LLS:
 - i For those parts of the road not normally used by road vehicles;
and
 - ii With the prior approval of Council.
- d) Council will not unreasonably refuse to grant approval of a permit. In particular, but without limiting the generality of this provision, Council will, subject to its obligations as a road authority, provide as much assistance as possible in times of drought or other natural difficulty or disaster.
- e) Council may charge a fee, pursuant to Section 608 of the Local Government Act 1993, for the granting of an approval, but that fee shall be related to the actual cost to the Council of processing an application for the approval.

6.1.2 Conditions of Council Agreement to Issue Permits

- a) A permit is subject to the conditions prescribed in Section 78 of the Local Land Services Act 2013.
- b) A permit shall be subject to such other conditions as the LLS prescribes, including:
 - a. a requirement for the display of stock warning signs in accordance with Section 78 of the Local Land Services Act 2013; and
 - b. any conditions stipulated by the Council subject to its approval.
- c) Council will stipulate as a condition of its approval that the permit holder shall indemnify it from all claims arising as a result of the presence of the stock on the road reserve - the subject of the permit - meaning that Warrumbungle Shire Council must be shown as an Interested Party on the Public Liability Certificate of Currency (to the value of \$20,000,000)
- d) The provisions of Section 78 of the Local Land Services Act 2013 are to be observed strictly.

6.1.3 General Conditions

- a) The LLS will notify, by way of confirmation to Council of the issue of every permit, the name and address of the permit holder, the duration of the permit and the conditions to which the permit is subject.

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- b) The LLS will not issue a permit in cases where the Council objects to the issue of the permit.
- c) Council is not authorised to issue temporary grazing permits.
- d) Approval for the issue of permits will not be given to any landowner unless the permit sought is to land adjacent to the applicant's property.
- e) That no fee is charged for the granting of approvals by Council.
- f) The above conditions apply for applications to graze livestock only on local roads controlled by Council.

6.2 Regional Roads

6.2.1 Approval to issue a permit

Road and Maritime Services (RMS) Conditions of Permits – Regional Roads

The RMS controlled regional roads will only allocate Grazing Permits if there is a drought declaration for the region and the following additional conditions for applications for grazing on these regional roads apply:

- a) "Stock Ahead" signs – whatever sign is deemed appropriate by the LLS is to be displayed on both sides of the road formation on both approaches to the occupied area; monitoring of signs during the day is required to ensure that they give a timely warning and clear display to approaching traffic,
- b) Stock at all times are to be under constant surveillance,
- c) Stock are to be kept off the road formation at all times,
- d) At night, Cattle are to be removed from the road reserve and securely fenced to prevent any livestock from straying onto the road,
- e) In the event of wet weather, all stock is to be removed from the road reserve,
- f) The holder of the permit is to indemnify the RMS from all claims arising as a result of the presence in the road reserve of the stock subject to the permit – this means that both the RMS and Warrumbungle Shire Council must be shown as Interested Parties on the Public Liability Certificate of Currency,
- g) The approval of the relevant Council is obtained.
- h) At the end of the grazing period, all fencing materials including posts, wires and electric tapes are to be removed from the road reserve. Failure to do this will mean that Council will carry out these works at cost to the adjoining property owner and/or the person who made application for grazing rights.
- i) Stay on designated regional roads unless specified by Council

The Regional Roads in Warrumbungle Shire are:

MR 129	(Coonabarabran – Premer, Baradine - Coonamble)
MR 329	(Baradine – Gwabegar)
MR 4053	(Timor Road)

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MR 396 (Coonabarabran – Coolah)
MR 55 (Coolah – Mullaley)
MR 618 (Coolah – Merriwa)
MR 7519 (Mendooran – Dubbo)

Applications to graze stock on the following Highways or MR 334 must be obtained direct from the RMS Parkes Office Ph.: 131 782 (PO Box 334 Parkes 2870)

Newell Highway
Oxley Highway
MR 334 (Mendooran Road)
Golden Highway (Merriwa – Dubbo)
Castlereagh Highway (Mudgee – Gilgandra)

7. Responsibilities

The Manager Property and Risk will hold responsibility over this policy

8. Associated Documents

Operational Plan and Delivery Program 2013/14 – 2016/17
Warrumbungle Shire Council Temporary Grazing Permit Procedures
Local Land Services Bill 2013
Local Land Services Act 2013
Local Land Services Regulations 2013
Local Government Act 1993

9. Getting Help

The staff member/s that can assist with enquiries about the policy
Position: Manager Property and Risk

10. Version Control

Review Date: September 2017 or when relevant legislation changes.
Staff Member Responsible for Review: Manager Property and Risk

Policy Name	Action	Resolution No.	Date
Temporary Grazing Permits Policy	<i>Endorsed</i>	235	16 June 2005
Temporary Grazing Permits Policy	<i>Endorsed</i>	19/1314	19 September 2013

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Item 34 Funding Assistance Request to Install Underground Power at the Coonabarabran Aerodrome

Division:	Technical Services
Management Area:	Technical Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Community and Culture
Priority:	CC4 Public involvement in community activities including volunteerism needs to be increased

Reason for Report

Consider a request from the Coonabarabran Aero Club for financial assistance.

Background

During the scheduled Aerodrome Committee meeting on the 6 February 2014, the President of the Coonabarabran Aero Club addressed the Committee to request financial assistance from Council. The President advised the Committee that some time ago power was disconnected to the Aero Club's hangar. Recently a flight simulator was installed in the hangar, which will be used by high school students as well as aero club members, however a connection to power is required. The President is requesting assistance with reconnection of the power.

Issues

The Coonabarabran Aero Club has received a quotation from a local electrician to install power underground. The Club also received a quotation from Essential Energy under their low voltage pole rebate scheme. The scheme applies to situations where poles are removed and power installed underground. There is limited time available for the Club to accept the quotation from Essential Energy.

It is unclear at the time of writing this report if underground rock is a potential issue for the electrical contractor installing the power.

Options

Council has discretion in this matter. Council may wish provide funds to the Aero Club to make up the difference between the cost of the underground installation and the rebate offered by Essential Energy. Council may wish to consider this financial request in a similar manner to other requests for financial assistance.

Financial Considerations

The quotation from a local Contractor to install underground power to the hangar is \$11,193.88. The quotation from Essential Energy under the low voltage pole rebate entitlement is \$9,724. That is, there is a difference of \$1,469 and it is this amount that is the subject of a request from the Coonabarabran Aero Club.

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Under Council's policy of providing financial assistance grants to local community groups, there is \$500 cap on the funding.

RECOMMENDATION

That \$500 is provided to the Coonabarabran Aero Club for the installation of underground power to the Club's hangar at the Coonabarabran Aerodrome and funded from Council's policy of financial assistance to local community groups,

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Item 35 Proposal to install toilets at Nandi Park, Timor Rock Park and Hickeys Falls

Division:	Technical Services
Management Area:	Urban Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Local Economy
Priority:	LE3 New tourism opportunities and initiatives across the shire need to be identified, developed and well coordinated.

Reason for Report

The Finance and Projects Committee requested a report on a proposal to install public toilets in Nandi Park in Coonabarabran and at the rest area at Hickeys Falls on Newell Highway

Background

Council received an offer of funding from the Minister for Tourism, The Hon George Souris MP for establishment of public toilets. The offer was made in February 2013 as recovery assistance and in recognition of the economic impact that the Wambelong bushfire has had on Coonabarabran and the Shire.

Council nominated two sites which has the potential to increase tourist activity; Hickeys Falls on the Newell approximately 30km south of Coonabarabran, and Nandi Park on Timor Road in Coonabarabran.

Issues

The funding offer from the Minister is for the establishment of the toilets and does not cover recurrent maintenance or operational costs. There is no formal funding agreement attached to the offer.

There is gravity sewer available at Nandi Park, hence connection of the proposed toilet to sewer is feasible. There is no sewer available at Hickeys Falls.

The type of toilet proposed is a single unisex cubicle, suitable for wheelchair access. It is expected that construction of the toilet will utilise a prefabricated 'off the shelf' product, with concrete slab and plumbing undertaken on site. Toilet construction must be vandal proof as much as possible and Council's experience indicates that stainless steel bowls have a longer life.

Camping at Nandi Park is currently prohibited and the establishment of a toilet is not expected to change this situation. That is, there are many issues, other than establishment of a toilet, that must be considered prior to establishment of a primitive camping area. There are no controls in place in relation to camping at Hickeys Falls.

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The toilet at Timor Rock Park on Timor Road has not yet been replaced. Funding for replacement of this toilet is expected to come from Council's insurance company. A development application is required for each public toilet proposal. An environmental assessment of each proposal will need to be submitted with each development application.

Options

Council has discretion in this matter. Consideration should be given to funding availability for construction of the toilet at all three sites. That is, Council may wish to use available funding to replace the toilet at Timor Rock Park and construct a new toilet at Nandi Park and reschedule construction of a toilet at Hickeys Falls until further funding becomes available.

Financial Considerations

The offer from the Minister for the toilet facilities is \$50,000 (excl GST). To date two thirds of this amount has been received by Council. A preliminary cost for establishment of a prefabricated, single room toilet at the Nandi Park is \$30,300. A toilet at Hickeys Falls is expected to cost around \$31,600 to construct.

Annual cleaning and maintenance costs will depend upon frequency of cleaning. The annual cost of cleaning the toilets each day, Monday to Friday, is \$15,000 for Nandi Park, \$16,000 for Timor Rock Park and \$35,000 for Hickeys Falls.

The allocation from Council's insurance company for replacement of the toilet at Timor Rock Park is \$20,570.

RECOMMENDATION

1. That the funding offer from the Minister for Tourism, Major Events, Hospitality and Racing, Minister for Arts, is used to replace the toilet at Timor Rock Park and for construction of a new toilet at Nandi Park.
2. A Development Application is lodged for construction of a toilet at Timor Rock Park and for construction of a toilet at Nandi Park.

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Item 36 Warrumbungle Pedestrian and Mobility Advisory Committee

Division:	Technical Services
Management Area:	Urban Services
Author:	Road Safety Officer – Ken Smith
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	P12 The long term wellbeing of our communities is dependent on the provision of high quality services.

Reason for Report

Establishment of a committee to advise Council on pedestrian and mobility access issues on land under the care and control of Council.

Background

Council's Pedestrian and Mobility Plan (PAMP) is being developed to identify and prioritise an upgrade of key pedestrian routes and enhance a connected pedestrian network in Baradine, Coonabarabran, Binnaway, Mendooran, Dunedoo and Coolah.

Additionally, PAMP will provide a strategic and coordinated framework for investment in pedestrian infrastructure on routes that have been identified the proposed Committee as important, sustainable, safe, convenient and comfortable for all pedestrians.

PAMP identifies required enhancements to pedestrian safety issues relating to footpaths, locations where pedestrians cross the road, ramps, refuges, the future pedestrian network and time frames of infrastructure works.

Reason for Committee

The Warrumbungle Pedestrian and Mobility Access Advisory Committee will recommend planning and construction priorities for Council's Pedestrian and Mobility Plan (PAMP). A proposed committee charter is provided in Attachment 1.0.

Objectives

Warrumbungle Pedestrian and Mobility Access Advisory Committee will:

1. Identify and recommend priority of individual footpath projects to Council.
2. Integrate PAMP priorities with consideration of Council's Footpath Strategy, Bicycle Path Plan, Development Control Plans and Master Plans including parks, waterways, used and unused railway areas and public transport plans.

Purpose

The purpose of the Pedestrian and Mobility Access Advisory Committee (PAMAAC) is to ensure fair and objective judgement of pedestrian mobility issues and transparency of priority justification and funding.

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Members

The PAMAC is comprised of key stakeholders including Council representatives (Urban Services) and Community representatives.

Meetings

Bi-monthly or as determined by the committee and at locations determined by the committee. Council's committee clerk will send meeting reminder and agenda to members and provide a copy of minutes.

One (1) Councillor representative is proposed.

Financial Considerations

Councillor expenses are allocated to Councillor Travel in Governance within the Executive Services Management Activity. The cost of the Committee is minimal but may be held in any of the towns.

RECOMMENDATION

1. That a Pedestrian and Mobility Access Advisory Committee is establishment by Council with a charter as set out in attachment 1.0.
2. That a Councillor is nominated to Chair the committee
3. That nominations are invited to fill each of the four positions of community representative with a report to Council to determine representatives.

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Attachment 1.0 – Committee Charter

PEDESTRIAN AND MOBILITY ACCESS ADVISORY COMMITTEE

PURPOSE

Provide advice to Council through recommendation of planning and construction priorities for Council's Pedestrian and Mobility Plan (PAMP).

REPORTS TO

Report to Warrumbungle Shire Council by written submission.

TERM

The Warrumbungle Pedestrian and Mobility Access Advisory Committee shall dissolve at the General Election of Warrumbungle Shire Council. Council may dissolve the Committee at any time.

MEMBERSHIP

One Councillor (whom shall be Chairperson).
Manager, Urban Services, Warrumbungle Shire Council or nominee.
4 community representatives.
Council staff as required (non-voting and Committee secretary).
The committee can seconde other interested parties as required.

COMMITTEE CLERK

The General Manager will provide a Committee secretary. The secretary will conduct the administration of the committee.

QUORUM

Quorum will be 3 community members and Councillor. No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.

MEETING DATES AND TIMES

Bi-monthly or as determined by the committee and at locations determined by the committee. Council's committee secretary will send meeting reminder and agenda to members and provide a copy of minutes.

VOTING

Each member of the Committee is entitled to one vote only. In the equality of votes, the matter is to be referred to Council for determination.

REPORTS AND RECORDING

Matters to be considered by the Committee must be included in the agenda for the meeting, and must be provided in writing at least 10 days before the meeting. Formal minutes of meetings of the Committee will be produced by Council. The Committee will make recommendations directly to Council. Council may adopt, amend or decline any recommendation.

VACANCIES

Vacancies may arise during the term of the Committee. If a vacancy does occur, the Committee may invite an individual to join the Committee, or seek expressions of interest to fill the vacancy.

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Item 37 2013/14 Technical Services Works Program – Road Operations, Urban Services & Water Services

Division:	Technical Services
Management Area:	Road Operations & Urban Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure & Services
Priority:	P13 Road networks throughout the Shire need to be safe, well maintained and adequately funded.

Reason for Report

The works program for the technical services division of Council is presented for information

Background

The 2013/14 works program for all projects in Technical Services is presented in attachment 1.0. The report includes projects included in the 2013/14 budget and projects carried over from 2012/13.

Issues

The works program presented in attachment 1.0 contains draft finish dates for each project.

Options

Council has discretion in relation to the capital works program and the works program in general. However, any changes must include consideration of funding sources, time requirements for pre construction activities, and impact on staff resources.

Financial Considerations

The works program in attachment 1.0 contains budget allocations and year to date expenditure for all projects.

RECOMMENDATION

That 2013/14 works program presented in attachment 1.0 is noted for information only

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Attachment 1.0 – Technical Services Works Program Report for Period
Ending 31 January 2014

Task Name	Forecast Finish	Budget (\$)	Year to Date Exp (\$)	% Work Complete
Technical Services	Fri 27/06/14	13,286,469	6,402,803	52%
Asset Design Services	Wed 2/04/14	40,900	7,876	47%
Survey Equipment	Wed 2/04/14	12,000	454	10%
Software Upgrades	Wed 2/04/14	18,000	2,660	30%
Road Safety Program	Fri 23/05/14	10,900	4,762	47%
Keep our kids safe	Fri 23/05/14	3,000	810	30%
Just slow down	Fri 23/05/14	4,000	2,466	60%
Watch out people about	Fri 23/05/14	1,200	0	0%
Free Cupp for the driver	Fri 23/05/14	1,500	1,059	60%
Wkshps Sup of L Drivers	Fri 23/05/14	1,200	427	35%
Fleet Services	Wed 2/04/14	2,265,000	2,353,495	61%
Minor Plant Purchases	Wed 2/04/14	15,000	12,924	50%
Plant Purchases	Wed 2/04/14	2,250,000	2,340,571	72%
Road Contracts	Fri 23/05/14	3,054,500	1,303,826	41%
RMS Work Orders	Fri 23/05/14	2,025,000	1,274,396	60%
Rehabilitation	Fri 23/05/14	2,025,000	1,274,396	60%
Reseals	Mon 14/04/14	1,029,500	29,430	22%
Baradine reseals	Mon 14/04/14	17,200	0	0%
Binnaway reseals	Mon 14/04/14	15,400	0	0%
Coolah reseals	Mon 14/04/14	25,600	4,275	0%
Coonabarabran reseals	Mon 14/04/14	82,000	0	40%
Dunedoo reseals	Mon 14/04/14	23,100	10,844	80%
Mendooran reseals	Mon 14/04/14	15,400	14,311	100%
Local roads reseals	Mon 14/04/14	420,300	0	0%
Regional Rd reseals	Mon 14/04/14	430,500	0	0%
Road Operations	Mon 30/06/14	5,469,514	2,142,509	64%
Local Roads	Mon 30/06/14	3,141,469	895,576	47%
Bridge - Grandchester	Fri 11/04/14	200,000	20,148	40%
Bridge - Tongy	Fri 20/12/13	116,689	297,439	100%
Bridge - Bugaldie Ck	Fri 11/04/14	116,689	164,015	95%
Bridge-Baby Creek	Fri 14/03/14	20,000	3,231	95%
Garrawilla Ck (fld damage)	Fri 14/03/14	164,791	222,722	95%
Premer Estate Cwy	Fri 16/05/14	38,300	34,239	100%
Bridge - Barad/Aero Rd	Mon 30/06/14	250,000	0	0%
Bridge- Baradine Creek	Fri 27/03/15	1,500,000	0	0%
Borambitty Rd Crest	Fri 6/09/13	25,000	16,148	100%

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Task Name	Forecast Finish	Budget (\$)	Year to Date Exp (\$)	% Work Complete
Coolah Ck Rd Rehab	Fri 21/02/14	110,000	134,910	100%
Bridge - Kenebri	Mon 27/03/15	600,000	2,724	0%
Gravel Road Resheeting	Fri 13/06/14	765,000	662,996	100%
Tothills Rd	Mon 4/11/13	45,000	33,048	100%
Salacks Rd	Mon 2/06/14	45,000	25,935	100%
Narrawa Rd	Mon 9/09/13	45,000	33,594	100%
Borambitty Rd	Mon 3/03/14	100,000	70,233	100%
Guinema Rd	Fri 27/12/13	180,000	183,027	100%
Keerrawah Rd	Fri 13/12/13	50,000	40,918	100%
Goolma Rd	Mon 19/05/14	45,000	50,996	100%
Gollan Rd	Fri 11/04/14	45,000	38,613	100%
Flags Rockedgial Rd	Fri 20/12/13	75,000	74,181	100%
Collier Rd	Fri 13/06/14	25,000	21,599	100%
Box Ridge Rd	Fri 18/04/14	110,000	90,852	100%
Regional Roads	Fri 25/04/14	1,563,045	583,937	53%
Bridge - Saltwater Crk No 2	Mon 9/05/14	594,045	343,898	75%
MR55 Pavement Rehab	Fri 11/04/14	800,000	234,350	30%
MR129 Pavement Rehab	Fri 11/04/14	169,000	5,689	5%
Urban Services	Fri 30/05/14	1,344,271	378,142	44%
Horticulture	Mon 30/05/14	160,000	7,091	20%
Binnaway Progress Ass'n	Mon 31/03/14	5,000	5,000	100%
Milling Park Playground	Fri 14/03/14	70,000	0	25%
Mendooran Park Toilets	Fri 30/05/14	35,000	2,091	0%
Milling Park Toilet	Mon 27/01/14	50,000	0	0%
Ovals	Fri 30/05/14	189,148	79,495	76%
Robertson Oval, irrigation	Fri 28/02/14	56,595	47,950	80%
Bowen - Turf Wicket	Fri 24/01/14	8,000	1,854	80%
Baradine Grandstand	Fri 14/03/14	40,000	12,600	60%
Binnaway Grandstand	Fri 28/03/14	47,000	15,830	66%
Bowen Oval - construct	Fri 30/05/14	37,553	1,261	10%
Swimming Pools	Fri 30/05/14	72,000	58,499	97%
Coona Concrete repairs	Fri 27/09/13	20,000	40,000	100%
Coolah pool cover	Mon 23/12/13	12,000	12,000	100%
Baradine leak prevent	Fri 30/05/14	40,000	6,499	20%
Town Streets Baradine	Wed 21/05/14	164,932	21,267	31%
Street light - Lachlan Street	Fri 26/07/13	4,632	5,052	100%
Flood Levee Invest	Fri 28/11/14	120,000	16,215	30%
Baradine Foot Rehab	Wed 21/05/14	10,300	0	0%

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Task Name	Forecast Finish	Budget (\$)	Year to Date Exp (\$)	% Work Complete
Walker street k&g	Fri 28/03/14	30,000	0	0%
Town Streets Binnaway	Fri 25/04/14	60,000	0	0%
David street k&g	Fri 25/04/14	60,000	0	0%
Town Streets Coolah	Fri 30/05/14	186,814	19,684	41%
Coolah cycleway	Fri 30/08/13	10,814	10,478	100%
Binnia St. kerb blisters	Fri 9/05/14	90,286	382	0%
Booyamurra St. rehab	Fri 30/05/14	110,000	0	0%
Coolah Foot Rehab	Fri 30/05/14	20,000	8,824	10%
Town Streets Coona	Fri 9/05/14	304,058	141,125	59%
Edwards street footpath (baths)	Fri 9/05/14	12,000	0	0%
Culvert Ext Dalgarno St	Wed 9/05/14	51,713	46,172	95%
Cassilis St footpath	Fri 2/08/13	5,345	5,342	100%
Dalgarno Foot Rehab	Mon 28/10/13	45,000	0	0%
John St kerb rehab	Fri 29/11/13	70,000	0	0%
Cycleway Newell Hwy	Fri 13/09/13	120,000	89,611	80%
Town Streets Dunedoo	Fri 27/06/14	185,349	29,012	34%
Wallaroo St construction	Fri 27/06/14	150,000	2,318	5%
Dish drain const	Fri 21/02/14	17,776	17,776	100%
Dunedoo Foot Rehab	Fri 9/05/14	17,573	8,918	50%
Town Sts Mendooran	Fri 18/10/13	21,970	21,969	100%
Mendooran Foot Rehab	Fri 18/10/13	21,970	21,969	100%
Water	Fri 22/01/16	849,284	205,529	22%
Baradine	Wed 11/03/15	150,000	20,180	5%
Meter replacements	Wed 30/04/14	5,000	0	0%
WTP building renovations	Wed 18/02/15	50,000	1,850	10%
WTP clarifier rehab	Wed 11/03/15	95,000	0	10%
Binnaway	Fri 23/06/14	65,000	18,330	93%
Meter replacements	Thu 8/05/14	5,000	5,000	100%
Main Replac. Napier St	Fri 23/06/14	60,000	13,330	20%
Coolah	Fri 23/06/14	55,000	11,173	2%
Meter replacements	Fri 23/06/14	5,000	0	0%
Main extension - rem dead end	Fri 23/06/14	50,000	11,173	25%
Coonanbarabran	Thu 24/07/14	240,000	41,938	45%
Meter replacements	Wed 30/04/14	10,000	1,988	50%
Main replacement	Thu 24/07/14	70,000	7,269	10%
Main extension, Robertson/John	Wed 28/05/14	60,000	24,254	75%
Main extension, Queenie Street	Wed 25/06/14	100,000	8,427	0%

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Dunedoo	Mon 30/05/14	304,284	112,731	0%
Meter replacements	Mon 30/05/14	5,000	0	0%
Main. Bolaro (Tallawang-Merrygoen)	Fri 14/03/14	60,000	0	0%
Main. Ext (Evans street)	Fri 2/05/14	50,000	0	0%
New Bore	Fri 14/03/14	128,284	112,494	90%
Reservoir rehab.	Fri 19/12/14	61,000	237	0%
Mendooran	Fri 28/03/14	35,000	1,177	0%
Meter replacements	Fri 28/03/14	5,000	0	0%
water pressure project	Fri 28/03/14	30,000	1,177	10%
Sewerage	Thu 24/07/14	263,000	11,426	1%
Baradine	Fri 25/05/14	10,000	0	0%
Replac. vacuum components	Fri 25/04/14	10,000	0	0%
Coonabarabran	Fri 21/03/14	133,000	6,795	5%
Mains relining	Fri 21/03/14	130,000	0	0%
Replace steel rods	Fri 20/12/13	3,000	6,795	100%
Coolah	Fri 6/06/14	105,000	3,967	5%
STP upgrade	Fri 6/06/14	10,000	3,967	5%
Water jet cleaner	Fri 28/03/14	95,000	0	15%
Dunedoo	Fri 27/06/14	15,000	664	5%
STP upgrade	Fri 27/06/14	15,000	664	5%

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Item 38 Warrumbungle Local Environmental Plan 2013

Division:	Environmental & Community Services
Management Area:	Town Planning
Author:	Acting Director Environmental and Community Services - Fiona Luckhurst
CSP Key Focus Area:	Rural and Urban Development
Priority:	RU 1.1 Council conducts periodic reviews of its planning instruments to ensure that land use planning supports the long term sustainability of our local communities and our local economy.

Reason for Report

To provide Council with information in relation to Warrumbungle Local Environmental Plan 2013.

Background

The Warrumbungle Local Environmental Plan 2013 was made and took effect on 29th November 2013 under Section 59 (2) of the Environmental Planning and Assessment Act.

Issues

The following matters were not included in the Plan as they were considered to be of a scale that would require re-exhibition of the LEP and inconsistent with Council's current strategic planning direction:

1. Proposed rezoning of Part Lot 90 DP 750774 Golden West Highway at Dunedoo
2. Proposed rezoning of Part Lot 3 DP 1151751 off Black Stump Way, Coolah.

Council were encouraged to submit a planning proposal if they wish to pursue these re-zonings.

Financial Considerations

Further information to support the planning proposals will involve consultant costs.

Options

Council may initiate a planning proposal to make minor amendments to the LEP in relation to the two matters above. Landowners of the properties involved would be required to provide information to support the rezoning proposals. This would likely involve the hiring of consultants to provide the information required

Summary

Nil

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RECOMMENDATION

That Council initiate planning proposals to make minor amendments to the LEP in relation to proposed rezoning of Part Lot 90 DP 750774 Golden West Highway at Dunedoo and Part Lot 3 DP 1151751 off Black Stump Way, Coolah.

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Item 39 Companion Animals Fees

Division:	Development Services
Management Area:	Compliance Services
Author:	Michael Marks – Manager Regulatory Services
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF6 That Council is financially sustainable over the long term.

Reason for Report

The Companion Animals Act 1998 and Companion Animals Regulation 2008 have been amended, with changes commencing 1 January 2014. Part of the amendments were an increase in certain fees relating to companion animals.

Background

Council carries out various functions with regard to pet cats and dogs under the Companion Animals Act. One of these functions is taking payment for the one-off lifetime registration fees for cats and dogs, which is mandatory once an animal reaches six months of age. The fees payable are prescribed by the Companion Animals Regulation and have been increased effective 1 January 2014. This is the first increase in fees since 2006.

Issues

The fees are prescribed and Council is not able to apply the old fee for any cat or dog registered on or after 1 January 2014.

Financial Considerations

The funds collected by Council for payment of lifetime registration fees are sent to the NSW Companion Animals Fund. Council is then reimbursed the majority of the registration fees from the NSW Companion Animals Fund to spend on activities related to companion animal control.

It is estimated that Council will receive an increase of registration fee revenue of 14% from the increased fees.

The new fees are indicated in the table below:

	2013 fee	2014 fee
Desexed animal	\$40	\$49
Non-desexed animal	\$150	\$182
Breeder concession	\$40	\$49
Pensioner concession (desexed animal only)	\$15	\$19

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RECOMMENDATION

That Council amend the 2013/2014 fees and charges to reflect the new prescribed lifetime registration fees for cats and dogs effective 1 January 2014.

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Item 40 Swimming Pools Inspection Program

Division:	Development Services
Management Area:	Building Control
Author:	Michael Marks – Manager Regulatory Services
CSP Key Focus Area:	Rural and Urban Development
Priority:	RU4.2 Take enforcement action against owners of properties with unsafe, dangerous or unhealthy conditions

Reason for Report

The implementation of the Swimming Pools Amendment Act 2012 has put greater responsibility on Council to regulate swimming pool safety barriers within the local government area. As part of these new responsibilities council is required to develop and implement an affordable Swimming Pool Inspection Program in consultation with our community.

Background

A draft Swimming Pool Inspection Program was developed in response to the amendments to the Swimming Pools Act and Regulations. The program outlined the methodology for inspecting swimming pool barriers within the Shire with higher priority given to high risk pools and pools prescribed under legislation.

At the October 2013 Council meeting it was resolved (157/1314) to place on public exhibition the draft Warrumbungle Shire Swimming Pool Inspection Program for a minimum of 28 days.

This draft program was on public exhibition from Monday 28th October till Monday 25th November and was available for public comment. No comments were received from the community regarding the draft program.

Issues

Council has an obligation to implement the Swimming Pools Amendment Act 2012. The Swimming Pool Inspection Program, if adopted, will impact on Council's current resources due to the additional inspections required to be carried out, compliance action to be taken for non-complying pool barriers and financial administration costs for receiving applicable fees.

Options

Council can adopt the Swimming Pool Barrier Inspection Program as was publically exhibited or make amendments to the program and publically exhibit the amended program for a further 28 days.

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Financial Considerations

Implementing the swimming pool inspection program will require a substantial amount of time to be allocated to swimming pool inspections and associated compliance functions. The program itself will generate revenue with Council allowed to issue a maximum fee of \$150 for each swimming pool inspection and \$100 for follow up inspections.

At this point it is unknown exactly how many pools are within the Warrumbungle Shire and the full financial implications.

RECOMMENDATION

That Council adopt the Warrumbungle Shire Swimming Pool Inspection Program as publically exhibited.

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Item 41 Nandi Park

Division:	Environmental & Community Services
Management Area:	Regulatory Services
Author:	Acting Director Environmental and Community Services - Fiona Luckhurst
CSP Key Focus Area:	Local Economy
Priority:	LE3 Tourism opportunities and initiatives across the shire are identified, developed and well coordinated.

Reason for Report

To inform Council of correspondence from local resident in relation to Nandi Park.

Background

Council has received an email expressing concerns about free camping in Nandi Park

Issues

Nandi Park is a designated no camping area. This area is being used by travellers for camping.

A copy of the letter from the complainant and Council's response has been forwarded to Councillors under separate cover.

Financial Considerations

Nil

Options

Nil

Summary

Nil

RECOMMENDATION

For Council's information.

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Item 42 Family Day Care - Policies

Division:	Environmental & Community Services
Management Area:	Community Services
Author:	Senior Coordinator, Castlereagh Family Day Care - Meredith Shannon
CSP Key Focus Area:	Community and Culture
Priority:	CC 2 Identify the constraints in service provision and create partnerships that address those gaps across all demographic and special needs groups in the area.

Reason for Report

It is a regulatory requirement that Family Day Care (FDC) services review their policies on a regular basis, at a minimum of every 18 months. Castlereagh FDC has reviewed all policies and made amendments to ten of its policies.

Background

Castlereagh FDC is funded by the Department of Education to provide a quality childcare service for children aged 0 –12 years in the private homes of registered educators within the Warrumbungle, Gilgandra and Coonamble Shires. This service is provided throughout these Shires with support from the Coordination Unit staff, based in the Family Support Services (FSS) office in Coonabarabran. As an Approved Service it must meet the requirements of the Children (Education and Care Services) National Law 2010 and the Education and Care Services National Regulations 2011.

Issues

Castlereagh FDC Policies that have been amended:

- Professional Development policy - policy updated to include annual CPR refresher for First Aid for management of Asthma and Anaphylaxis for Registered FDC Educator annually, a requirement under the Children and Care Services National Law (2010) Regulations (2011).
- Registration of Family Day Car Educator Assistants -minor changes to reflect our current named forms. From Educator assistant authorisation to relief educator authorisation form.
- Support Visits -minor edits in grammar
- Inclusion and Diversity Policy-minor edits in grammar/wording
- Positive Guidance of Children's behaviour policy -minor edits in grammar/wording
- Delivery and collection of children from the Service policy - minor edits in grammar
- Excursion Policy -Excursion definitions have been changed from regular outings to regular routine excursions. Excursions have been changed to non-routine (once off occurrence). Changed to reflect educators comments and feedback.
- Fencing Procedure - added in accordance of Swimming pools act 1992, and added Swimming Pool Regulations 2008.

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- Sleep and Rest policy -the provision of waterproof cover has been amended to; wherever possible and practical use a waterproof cover. In the event of leakage follow Best practice procedure 5th Edition in Childcare Page 54.
- Water Safety Policy - the term wading pool has been changed to paddle pool for water play experiences only under direct supervision.

Options

N/A

Financial Considerations

here is no cost to Council as the service is funded externally.

Summary

Castlereagh Family Day Care Policies are submitted for endorsement by Council. A copy of the these policies has been sent to Councillors under separate cover.

RECOMMENDATION

That Council endorse the amended Castlereagh Family Day Care policies being:

- Professional Development Policy
- Registration of Family Day Car Educator Assistants Policy
- Support Visits Policy
- Inclusion and Diversity Policy
- Positive Guidance of Children's behaviour Policy
- Delivery and collection of children from the service Policy
- Excursion Policy
- Fencing Procedure
- Sleep and Rest Policy
- Water Safety Policy

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Item 43 Development Applications

Division: Environmental and Community Services

Management Area: Regulatory Services

Author: Corporate Services Administration Officer – Erin Player

CSP Key Focus Area: Rural and Urban Development

Priority / Strategy: RU4 The attractiveness appearance and amenity of our towns and villages need to be improved

Development Applications

(i) **Approved – December 2013 and January 2014**

Complying Development (Set Criteria) Development Application (Specialised Conditions)	Date Approved	Applicant's Name	Location	Town	Type Of Development
DA 23/1314	03/01/2014	Cassie Carslake	145-147 Binnia Street	Coolah	Installation of a relocatable home
DA 25/1314	08/01/2014	Taylor Made Buildings	56-62 Binnaway Street	Coolah	Installation of a Manufactured home
DA 32/1314	31/01/2014	Elaine Gardiner	"Raglan" 74 Tibuc Road	Coonabarabran	Replacement Gallery and Café
DA 38/1314	04/12/2013	Kerri Newman	70 John Street	Coonabarabran	Change of use to an Art Gallery
DA 45/1314	07/01/2014	Frank Keeble	1 Dalgarno Street	Coonabarabran	Steel carport structure
DA 52/1314	08/01/2014	Rawson Homes	41-43 King Street	Coolah	Dwelling and attached shed

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Development Applications

(ii) Bushfire – as of January 2014

Development Application (Specialised Conditions)	Date Received	Applicant's Name	Location	Town	Type Of Development	Status
DA 69/1213	4/04/2013	Taylor Made Buildings	74 Tibuc Road	Coonabarabran	New house	Complete
DA 70/1213	8/4/2013	Wayne and Elizabeth Taylor	1675 Timor Road	Coonabarabran	Install manufactured house	Approval to install issued
DA 75/1213	8/05/2013	David French	803 Timor Road	Coonabarabran	Replacement shed	Complete
DA 76/1213	9/05/2013	Arnold and Annette Sims	2210 Timor Road	Coonabarabran	Install manufactured home	Approval to install issued
DA 81/1213	5/06/2013	Peter and Jan Miller	44 Guinema Road	Bugaldie	Install manufactured home	Approval to install issued
DA 86/1213	27/06/2013	Melanie Harris	881 Timor Road	Coonabarabran	New shed and alterations	Complete
DA 88/1213	28/06/2013	John and Jan Shobbrook	"Springbrook" Timor Road	Coonabarabran	New shed	CC issued
DA 4/1314	29/07/2013	Michael and Jan Kanonczuk	102 Tibuc Road	Coonabarabran	Steel shed	CC issued
DA 12/1314	19/08/2013	Paul Wilson	1788 Timor Road	Coonabarabran	Studio	CC issued
DA 15/1314	27/08/2013	Lee Poulton	1244 Timor Road	Coonabarabran	Shed	CC issued
DA 17/1314	28/08/2013	Catherine Hutton	941 Timor Road	Coonabarabran	Replacement shed	CC issued
DA 21/1314	5/09/2013	Taylor Made Buildings	502 Guinema Road	Bugaldie	Install manufactured home	Approved
DA 22/1314	5/09/2013	Taylor Made Building	10 Blackburn Road	Coonabarabran	Install manufactured home	Approval to install issued
DA 27/1314	3/10/2013	Dak-Wal Constructions	1311 Timor Road	Coonabarabran	Replace dwelling and shed	CC issued
DA 28/1314	9/10/2013	Chris Walton	823 Timor Road	Coonabarabran	Replace shed/garage	CC issued
DA 30/1314	14/10/2013	Rawson Homes	2112 Timor Road	Coonabarabran	Replace dwelling	CC issued
DA 32/1314	16/10/2013	Elaine Gardiner	74 Tibuc Road	Coonabarabran	Replace gallery/café	Approved

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RECOMMENDATION

That Council note the Applications Approved, during December 2013 and January 2014, under Delegated Authority.