



Warrumbungle Shire Council

Council meeting

Thursday, 19 June 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)

Leeanne Ryan (Director Development 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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

NOTICE is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 19 June 2014 at the Council Chambers, John Street, Coonabarabran commencing at 10.00am

AGENDA

Welcome

Turn Off Mobile Phones

Order of Business

Forum

Apologies

Disclosure of Interest

 Pecuniary Interest

 Non Pecuniary Conflict of Interest

Reports

Questions and Matters of Concern

Reports to be considered in Closed Council

 Item 1C Proposal to Extend the Operating Life of Warrumbungle Quarry

 Item 2C Code of Conduct Investigation Report

 Item 3C Aged Debtors Account Write Off

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STEVE LOANE
GENERAL MANAGER

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

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 request for relief from charges and is classified CONFIDENTIAL under Section 10A(2)(c) and (i) 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.
- (i) alleged contraventions of any code of conduct requirements applicable under section 440.

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STEVE LOANE
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

INDEX

Item 1 Minutes of Ordinary Council Meeting – 15 May 2014.....	6
RECOMMENDATION	11
Item 2 Minutes of Traffic Advisory Committee Meeting held on 29 May 2014.....	12
RECOMMENDATION	15
Item 3 Minutes of Baradine Floodplain Management Advisory Committee Meeting.....	17
RECOMMENDATION	18
Item 4 Minutes of Consultative Advisory Committee Meeting – 29 April 2014.....	19
RECOMMENDATION	22
Item 5 Minutes of Work Health & Safety Meeting – 29 April 2014.....	23
RECOMMENDATION	25
Item 6 Minutes of Social Services Advisory Committee Meeting – 14 May 2014	26
RECOMMENDATION	27
Item 7 Economic Development and Tourism Advisory Committee Meeting Minutes.....	28
RECOMMENDATION	30
Item 8 Minutes of Baradine Community Consultation Meeting – 24 March 2014	31
RECOMMENDATION	33
Item 9 Minutes of Coolah Community Consultation Meeting – 25 March 2014	34
RECOMMENDATION	35
Item 10 Minutes of Coonabarabran Community Consultation Meeting 31 March 2014..	36
RECOMMENDATION	37
Item 11 Minutes of Dunedoo Community Consultation Meeting – 1 April 2014.....	38
RECOMMENDATION	39
Item 12 Minutes of Mendooran Community Consultation Meeting – 7 April 2014	40
RECOMMENDATION	42
Item 13 Minutes of Binnaway Community Consultation Meeting – 8 April 2014.....	43
RECOMMENDATION	44
Item 14 Notice of Motion – Councillor Coe	45
RECOMMENDATION	45
Item 15 Determination of the Local Government Remuneration Tribunal 2014.....	46
RECOMMENDATION	48
Item 16 2014 Local Government NSW Annual Conference	49
RECOMMENDATION	49
Item 17 Delegations of Authority to the General Manager	50
RECOMMENDATION	50
Item 18 Castlereagh Macquarie County Council Interest Free Loan.....	51
RECOMMENDATION	52
Item 19 Restart NSW Funding Deed – Cobbora Transition Fund	53
RECOMMENDATION	53
Item 20 Council Resolutions Report June 2014.....	54
RECOMMENDATION	54
Item 21 Report from Human Resources – May 2014.....	55
RECOMMENDATION	58

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 22 Youth Development Program Funding Agreement.....	59
RECOMMENDATION	59
Item 23 IT – Managed Services for User Support and Infrastructure	60
RECOMMENDATION	62
Item 24 Mobile and Voice (Fixed Line) Telephone Services	63
RECOMMENDATION	65
Item 25 NSW Public Library Funding Campaign.....	66
RECOMMENDATION	67
Item 26 Operational Plan and Delivery Program 2014/2015 to 2017/2018	68
RECOMMENDATION	70
Item 27 Long Term Financial Plan (LTFP) 2014/15 – 2023/24	76
RECOMMENDATION	79
Item 28 Interim Management Letter 2013/14 Financial Year	80
RECOMMENDATION	80
Item 29 Bank Reconciliation for month ending 31 May 2014	83
RECOMMENDATION	87
Item 30 Investments and Term Deposits for Month ending 31 May 2014	88
RECOMMENDATION	91
Item 31 Rates Report for Month Ending 31 May 2014	92
RECOMMENDATION	95
Item 32 Council Response to the Newell Highway Corridor Strategy.....	96
RECOMMENDATION	97
Item 33 Membership Warrumbungle Pedestrian & Mobility Access Committee	101
RECOMMENDATION	102
Item 34 2014 IPWEA Roads Congress.....	104
RECOMMENDATION	105
Item 35 2013/14 Technical Services Works Program	109
RECOMMENDATION	109
Item 36 Heritage Advisor Reports.....	119
RECOMMENDATION	120
Item 37 Household Chemical Waste Collection Program.....	121
RECOMMENDATION	121
Item 38 Stocktake Visitor Information Centre Stocks – November 2013 to May 2014..	122
RECOMMENDATION	123
Item 39 Development Applications	124
RECOMMENDATION	125

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 1 Minutes of Ordinary Council Meeting – 15 May 2014

Division:	Executive Services
Management Area:	Governance
Author:	Corporate Services Administration Officer – Erin Player
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF7 Ensure that communities of the shire have 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 Schmidt, Cr C Sullivan, Cr R Sullivan, General Manager (Steve Loane), Director Corporate Services (Rebecca Ryan), Director Technical Services (Kevin Tighe) and Director Development Services (Leeanne Ryan)

In attendance: Corporate Services Admin Officer (Erin Player) and Manager Administration & Customer Service (Sally Morris) (minutes)

APOLOGIES: Cr Denis Todd

338/1314 RESOLVED that the apologies of Cr Denis Todd be accepted.

C Sullivan / R Sullivan
The motion was carried

10.05am

Presentations

Don Ramsland – Castlereagh Macquarie County Council

Mr Ramsland addressed Council regarding the current situation with Castlereagh Macquarie County Council and loan request.

10.07am

Sue Freebairn – Rural Support Worker for the Rural Support Program.

Ms Freebairn talked about her role and the program which provides a valuable service to the NSW rural community. Rural Support Workers are located across NSW and play a critical role in providing reliable information and provide strategies to improve financial and health resilience for the community.

10.30am

Forum

Leonie Hutchinson addressed the meeting regarding the road surface damage caused by flooding on Cameron Place and about positioning of stalls at the Coolah Christmas Parade to be the same as other towns when they have a community event involving road closures.

10.36am

Declarations of Pecuniary and Non Pecuniary Interest.

Nil.

REPORTS

Item 1 Minutes of Ordinary Council Meeting – 17 April 2014

339/1314 RESOLVED that the resolutions contained in the Minutes of the Ordinary Council meeting held on 17 April 2014 be endorsed.

R Sullivan / Capel
The motion was carried

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 2 Minutes of Traffic Advisory Committee Meeting – 24 April 2014

340/1314 RESOLVED:

1. That Council accepts the Minutes of the Traffic Advisory Committee meeting held on 24 April 2014 at Coonabarabran.
2. That the carpark at the Bowling Club be monitored over the next twelve months with particular attention being paid to truck movements into and out of the carpark and length of stay by trucks.
3. That the following measures be taken in Bandulla Street, Mendooran, the aim of which is to reduce the frequency of speeding traffic:
 - Council to arrange for installation of edge lines in Bandulla Street, Mendooran.
 - Council to prepare a proposal for adjusting the location of speed zone on the eastern approach to Mendooran, including investigation of an 80 kph speed zone. The proposal to be submitted to RMS.
 - The Pedestrian Access Mobility Plan for Mendooran is completed with the aim of identifying access points on Bandulla Street.
4. That investigations be undertaken at the intersection of Manus Drive and Forest Road to determine if more or better warning signs are required.
5. That a review of street closure associated with the Coonabarabran Easter Bunny Bazaar event be held prior to the next meeting of the Traffic Committee, with invitation to attend sent to the Chamber of Commerce.
6. That Council arrange installation of a 'No Through Road' sign on Turee Vale Road.

Capel / Schmidt

The motion was carried

Item 3 Minutes of the Finance and Projects Committee Meeting – 1 May 2014

341/1314 RESOLVED:

1. That Council accepts the Minutes of the Finance and Projects Committee Meeting held on 1 May 2014 at Coolah.
2. That Council accepts the QBRS for the third quarter as correct and the supplementary vote of \$115,999 (decrease) be approved.
3. That the 3 Rivers Radio request for \$9,600 for a 1KW transmitter be included in the 2014/15 budget.
4. That the Draft 2014-2015 Operational Plan be accepted with a deficit budget of \$92,491.
5. That the 2014-2018 Draft Delivery Program adjustments be accepted resulting in a \$916k saving of capital expenditure over the outer 3 years with an additional saving of \$150k for the removal of Dunedoo Hall refurbishment from the capital program for the 2017/18 financial year, resulting in a total surplus of \$345k over the four years of the Delivery Program.
6. That the age of cemetery interment for child/infant be changed from 3 years old to 12 years old.
7. That the Draft Statement of Revenue Policy 2014/15 with amendments as noted be accepted.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

8. That the Draft Donation Policy 2014/15 with amendments as noted be accepted.

R Sullivan / Capel
The motion was carried

Item 4 Minutes of Robertson Oval Advisory Committee Meeting - 16 April 2014

342/1314 RESOLVED that Council accepts the Minutes of the Robertson Oval Advisory Committee Meeting held on 16 April 2014.

C Sullivan / Capel
The motion was carried

10.38am

Cr Coe joined the meeting.

Item 5 Brick Bats and Bouquets

Received.

Item 6 Report from Human Resources – May 2014

Received.

Item 7 Quarterly Staff Achievement Award – third quarter

343/1314 RESOLVED that Council approve MANEX's nomination of Darryl Watton Jnr for the winner of the Second Quarterly Staff Achievement Award.

R Sullivan / Capel
The motion was carried

Item 8 Adoption of 2014 Agency Information Guide

344/1314 RESOLVED that Council endorse and adopt the 2014 Agency Information Guide.

Schmidt / Capel
The motion was carried

Item 9 Council Resolutions Report May 2014

Received.

Item 10 Customer Service Charter Project – Warrumbungle Shire Council

345/1314 RESOLVED that Council approves the General Manager's proposal to undertake Community Consultation meetings followed by Staff/Councillor Workshops to develop the Warrumbungle Shire Council Customer Service Charter.

Schmidt / Capel
The motion was carried

10.43am

The General Manager announced the decisions of the Planning Assessment Commission regarding the Cobbora Coal Mine at Dunedoo.

10.45am

Item 11 Bank Reconciliation for month ending 30 April 2014

346/1314 RESOLVED that Council accept the Bank Reconciliation Report for the month ending 30 April 2014.

Schmidt / R Sullivan
The motion was carried

Item 12 Investments and Term Deposits for Month ending 30 April 2014

347/1314 RESOLVED that Council accept the Investments Report for the month ending 30 April 2014.

Schmidt / Capel
The motion was carried

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 13 Rates Report for Month Ending 30 April 2014

Received.

Item 14 Stocktake April 2014

348/1314 RESOLVED that Council note the results of the April 2014 Stores Stocktake and approve a stock write-off of \$435.30.

Coe / R Sullivan
The motion was carried

Item 15 Sale of Land for Unpaid Rates

349/1314 RESOLVED that Council write off all Rates and Charges as per the schedule presented, including any interest accrued in the amount of \$30,674.58.

Capel / C Sullivan
The motion was carried

Item 16 Macquarie Regional Library Service Agreement 2014-2018

350/1314 RESOLVED that Council authorise the Mayor and General Manager to sign the Macquarie Regional Library Agreement 2014-2018 **FURTHERMORE** that Council approves the Draft MRL 2014-2018 Draft Strategic Plan and 2014-2018 Draft Delivery Program, including the Annual Operating Plan, Budget and Revenue (fees and charges) Policy and place on public exhibition for a period of twenty-eight (28) days.

Schmidt / C Sullivan
The motion was carried

Item 17 Quarterly Budget Review Statement for the Quarter Ending 31 March 2014

351/1314 RESOLVED that Council accept the Quarterly Budget Review Statement for the quarter ending 31 March 2014, and approve the requested supplementary votes for a total value of \$116k.

Clancy / Capel
The motion was carried

Item 18 Operational Plan and Delivery Program 2014/2015 to 2017/2018

352/1314 RESOLVED that Council make adjustments to the Warrumbungle Shire Council Delivery Program 2014/15 - 2017/18 and Operational Plan 2014/15 to achieve a balanced budget in 2014/15 and then accept and place on public exhibition for at least 28 days the revised Warrumbungle Shire Council Delivery Program 2014/15 -2017/18 and Operational Plan 2014/15.

Schmidt / Capel
The motion was carried

Item 19 2013/14 Technical Services Works Program – Road Operations, Urban Services & Water Services

Received.

11.20am

Presentation of Prize to Jenny Quera for 3rd place Winner of the Young WSC Snapper Competition for 2014 National Youth Week.

Presentation of Warrumbungle Shire Council Employee Excellence in Achievement Award to Darryl Watton Jnr.

11.25am

353/1314 RESOLVED that standing orders be suspended to break for morning tea.

Schmidt / Capel
The motion was carried

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

11.50am

354/1314 RESOLVED that standing orders be resumed.

Schmidt / Capel
The motion was carried

Item 20 Waste Levy

355/1314 RESOLVED that Council advise the NSW EPA that no expansion of the levy (Option 1) is Council preferred option **FURTHERMORE** that in the event that a waste levy is expanded into the non-regulated area, that Council advise the NSW EPA it prefers that the opt in levy system (Option 4) whereby Councils currently outside the levy area can choose to implement a waste levy at set or chosen rates is our preferred option.

Capel / R Sullivan
The motion was carried

Item 21 Crown Land Management Review White Paper

356/1314 RESOLVED that Council formulate a response to all questions raised by the white paper that are relevant to Warrumbungle Shire Council.

Coe / Schmidt
The motion was carried

Item 22 Development Applications

357/1314 RESOLVED that Council note the Applications Approved, during April 2014, under Delegated Authority.

R Sullivan / Capel
The motion was carried

11.54am

358/1314 RESOLVED that:

- (a) Council go into closed committee to consider business relating to relief from charges
- (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)(b) 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.

C Sullivan / Capel
The motion was carried

11.59am

359/1314 RESOLVED that Council move out of closed Committee.

C Sullivan / Capel
The motion was carried

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

Item 1C Notice of Motion - Relief from Charges

360/1314 RESOLVED that

1. That Council's Cemetery Interment fees and charges schedule with respect to infants and minors be amended to apply to minors aged 0 - 12 years.
2. That in regards to the recent family burial that Council authorise the General Manager to refund and credit the amount of \$580.

Clancy / Coe
The motion was carried

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

12.00pm

Presentation from Director Technical Services regarding the Newell Highway Strategy.

There being no further business the meeting closed at 12.23pm.

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CHAIRMAN

RECOMMENDATION

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 15 May 2014 be endorsed.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 2 Minutes of Traffic Advisory Committee Meeting held on 29 May 2014

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

PRESENT: Cr Peter Shinton (Chair), Ms Jackie Barry (RMS), Mr Kevin Tighe (Director Technical Services), Sergeant Jason Conolly (NSW Police Force), Mr Ken Smith (Road Safety Officer), Mr Colin Harper (Minister's Representative) and Mr Bikram Joshi (Manager Asset & Design).

IN ATTENDANCE: Mr Shane Weatherall (Acting Manager Road Operations).

APOLOGIES: Nil

CONFIRMATION OF MINUTES:

46/1314 RECOMMENDED that the minutes of the Traffic Advisory Committee meeting held on Thursday, 24 April 2014 be confirmed.

Conolly/Shinton

BUSINESS ARISING FROM THE MINUTES

The following matters were noted as outstanding:

- Modification of Over Dimension Route in Coonabarabran to prevent over dimension parking in Edwards Street. Installation of broken centre line between John Street and Namoi Street.
- School Bus Parking at Mendooran Central School – Council and RMS to consult on preparing a design for the school bus parking area in front of the school.
- Investigations to be undertaken to install appropriate warning signs on Hawkins Road.
- 'Truck Turning' sign to be installed on Black Stump Way on approaches to the entrance of the Coolah Showground. Sign to be a temporary hinge type, T2-25 (black on yellow) and installed in accordance with guidelines.
- Proposal to Extend Centre Median in Binnia Street - Further investigations and site visit to be undertaken in relation to issue with northbound vehicles making a U turn at Campbell Street intersection. Plan to be prepared prior to site visit.
- Further investigations and site visit to be undertaken of sight distance concerns at the intersection of Digilah Street and Wallaroo Street.
- Investigate changing 'Give Way' signs in Namoi Street.
- Prepare a proposal for RMS consideration to change location of speed zone on the eastern approach to Mendooran.
- Copy of approval for 10 kph shared zone in Little Timor Street.
- Refer concerns about first curve east of Goolhi Road on Oxley Highway to RMS.

The Committee watched a video on each of the following issues:

- Access into Warrumbungle Quarry, which is Located Approximately 5km South of Coonabarabran on the Newell Highway.
- Intersection of Manus Drive and Forest Road, South of Mendooran.
- Access into 'Talbragar Park' on Golden Highway near Dunedoo.
- Eastern Approach to Mendooran on the Castlereagh Highway.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Recommendations on each of these issues are provided under General Business.

AGENDA ITEMS

- a) Request for Disabled Carparking in Front of Coolah School of Arts – Next to Driveway on Northern Side of Preschool Boundary

47/1314 RECOMMENDED that further information be sought on the request for a dedicated carpark for disabled drivers in front of the Coolah School of Arts building, in particular information about access from road shoulder to footpath and information about access from footpath to building **FURTHER** that access issues associated with this request are considered as part of the Pedestrian Access Mobility Plan.

Barry/Conolly

- b) Request for Disabled Carparking in Front of the Warrumbungle Community Care Office in Coolah

48/1314 RECOMMENDED that further information be sought on the request for a dedicated carpark for disabled drivers in front of the Warrumbungle Community Care Office in Coolah, in particular information about access from road shoulder to footpath and information about access from footpath to building **FURTHER** that access issues associated with this request are considered as part of the Pedestrian Access Mobility Plan.

Barry/Conolly

- c) Proposal to Install 'Rumble Strips' on Approach to the Dip in Bullinda Street, Binnaway

49/1314 RECOMMENDED that to encourage drivers to slow down on both approaches to the 'dip' in Bullinda Street, at the intersection with Renshaw Street in Binnaway, the following actions be taken:

- Investigate and prepare sketch plans for kerb blisters in Bullinda Street.
- Change traffic priority by placing 'Give Way' signs in Bullinda Street for a trial period of 12 months.

Harper/Conolly

- d) Mendooran Central School – Request for Closure of Benewa Street and River Road for Cross Country Carnival on 16 May 2014

The Committee noted that this event has already taken place. The school should be advised to lodge such requests at least three months prior to the event.

- e) Baradine Sesqui-Centenary Committee – Request for Closure of Wellington Street for Street Party and Parade on 2 & 4 October 2015

50/1314 RECOMMENDED that request from the Baradine Sesqui-Centenary Committee to close Wellington Street on Friday, 2 October 2015 between 6.00 pm and midnight, and again on Sunday, 4 October 2015 between 10.00 am and 12.00 pm, be approved subject to compliance with Council's Road Closure Policy.

Harper/Conolly

- f) RSO Monthly Report – April 2014

The report from the Road Safety Officer was noted. Discussion took place on the 'Free Cuppa' Program and that the program appears to be working well.

GENERAL BUSINESS

Access into Warrumbungle Quarry, which is Located Approximately 5km South of Coonabarabran on the Newell Highway

51/1314 RECOMMENDED that a review of sight distance and access advance warning signs be undertaken of the Warrumbungle Quarry off the Newell Highway, south of Coonabarabran **FURTHER** that information and safety concerns be forwarded to the Roads & Maritime Services.

Barry/Harper

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Intersection of Manusu Drive and Forest Road, South of Mendooran

52/1314 RECOMMENDED that in relation to the intersection of Forest Road and Manusu Drive, which is located south of Mendooran, the following actions be taken:

- Relocate the 'Neighbourhood Watch' sign from Forest Road to Manusu Road.
- Replace the 'Watch for Entering Traffic' sign, with a fluorescent 'School Bus Turning' sign – Size B.
- Confirm that distance of existing advance warning sign on the southern approach is in accordance with guidelines.
- Confirm extent of school bus movements at the intersection.

Barry/Harper

Access to 'Talbragar Park' off Golden Highway near Dunedoo

53/1314 RECOMMENDED that request by owner of 'Talbragar Park' for a school bus stop sign at the entrance to the property be refused unless the road shoulder opposite the entrance is upgraded, which is the owner's expense. The request from the owner for a 'Concealed Entrance' sign be refused as there is no warrant for such a sign **FURTHER** that Council investigate preparation of a Rural Bus Stop Policy.

Barry/Conolly

Eastern Approach to Mendooran on the Castlereagh Highway

It was noted that investigations of speed zone options should include installation of traffic counters that will provide information on vehicle speeds.

Annual Closure of John Street for Sorry Day

54/1314 RECOMMENDED that request by the Coonabarabran Local Aboriginal Lands Council to close John Street between the Tennis Club entrance and the Town Hall on Tuesday, 26 May 2015 for 15 minutes between 10.30 am and 10.45 am be approved subject to preparation of a Traffic Control Management Plan that involves the NSW Police Force implementing a 'rolling road closure' between the bridge and the Town Hall and also submission of public liability insurance coverage for the event **FURTHER** that RMS be advised of the proposed road closure event.

Shinton/Conolly

Traffic Management at the Coonabarabran Bunny Bazaar Event

A review of traffic management issues associated with the Bunny Bazaar Event that was held on the 19 April 2014, occurred at 9.00 am on Thursday, 29 May 2014, prior to the meeting of the Traffic Advisory Committee. From that review the following actions are recommended:

- 1) The closure of John Street is extended to include the section between Cassilis Street and Castlereagh Street, and Dalgarno Street between the Police Station on the eastern side of John Street to the Eat It Café on the western side of John Street.
- 2) The location of market stalls to remain in the section of John Street between Dalgarno Street and Cassilis Street. No stalls to be erected in Dalgarno Street or in John Street north of the roundabout as these roads will be used for emergency access.
- 3) Traffic priority is given to vehicles travelling on the Detour Route, which means that location of 'Give Way' signs at the following intersections are changed for the duration of the John Street closure:
 - a. Baradine Road & Saleyards Road;
 - b. Namoi Street and Dalgarno Street;
 - c. Namoi Street and Cassilis Street.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

- 4) Recommend to the Chamber of Commerce that an information brochure is made available to vehicles that are directed beyond the Detour Route.

The following matters were raised without Resolution:

- Advise RMS of damage and deterioration of fence panels on the Mary Jane Cain Bridge.

There being no further business the meeting closed at 12.10 pm.

The next meeting is to be held on Thursday, 26 June 2014 in the Gallery Meeting Room, Coonabarabran commencing 10.00 am.

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CHAIRMAN

RECOMMENDATION

1. That Council accepts the Minutes of the Traffic Advisory Committee meeting held on 29 May 2014.
2. That further information be sought on the request for a dedicated carpark for disabled drivers in front of the Coolah School of Arts building, in particular information about access from road shoulder to footpath and information about access from footpath to building **FURTHER** that access issues associated with this request are considered as part of the Pedestrian Access Mobility Plan.
3. That further information be sought on the request for a dedicated carpark for disabled drivers in front of the Warrumbungle Community Care Office in Coolah, in particular information about access from road shoulder to footpath and information about access from footpath to building **FURTHER** that access issues associated with this request are considered as part of the Pedestrian Access Mobility Plan.
4. That to encourage drivers to slow down on both approaches to the 'dip' in Bullinda Street, at the intersection with Renshaw Street in Binnaway, the following actions be taken:
 - Investigate and prepare sketch plans for kerb blisters in Bullinda Street.
 - Change traffic priority by placing 'Give Way' signs in Bullinda Street for a trial period of 12 months.
5. That request from the Baradine Sesqui-Centenary Committee to close Wellington Street on Friday, 2 October 2015 between 6.00 pm and midnight, and again on Sunday, 4 October 2015 between 10.00 am and 12.00 pm, be approved subject to compliance with Council's Road Closure Policy.
6. That a review of sight distance and access advance warning signs be undertaken of the Warrumbungle Quarry off the Newell Highway, south of Coonabarabran

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

FURTHER that information and safety concerns be forwarded to the Roads & Maritime Services.

7. That in relation to the intersection of Forest Road and Manus Drive, which is located south of Mendooran, the following actions be taken:
 - Relocate the 'Neighbourhood Watch' sign from Forest Road to Manus Road.
 - Replace the 'Watch for Entering Traffic' sign, with a fluorescent 'School Bus Turning' sign – Size B.
 - Confirm that distance of existing advance warning sign on the southern approach is in accordance with guidelines.
 - Confirm extent of school bus movements at the intersection.
8. That request by owner of 'Talbragar Park' for a school bus stop sign at the entrance to the property be refused unless the road shoulder opposite the entrance is upgraded, which is the owner's expense. The request from the owner for a 'Concealed Entrance' sign be refused as there is no warrant for such a sign **FURTHER** that Council investigate preparation of a Rural Bus Stop Policy.
9. That request by the Coonabarabran Local Aboriginal Lands Council to close John Street between the Tennis Club entrance and the Town Hall on Tuesday, 26 May 2015 for 15 minutes between 10.30 am and 10.45 am be approved subject to preparation of a Traffic Control Management Plan that involves the NSW Police Force implementing a 'rolling road closure' between the bridge and the Town Hall and also submission of public liability insurance coverage for the event **FURTHER** that RMS be advised of the proposed road closure event.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 3 Minutes of Baradine Floodplain Management Advisory Committee Meeting – 26 May 2014

Division:	Technical Services
Management Area:	Technical Services Management
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Rural and Urban Development
Priority:	RU1 – Land use planning across the Shire needs to ensure the retention of the rural character of the area whilst encouraging ecologically sustainable development.

PRESENT: Cr Denis Todd, Cr Gary Andrews, Mr Rick Crawley (Community), Mr Barry Johnston (Community), Mr Phil Southwell (Emergency Services Coordinator), Mr Brad Condon (Environmental Health Officer), Mr Kevin Tighe (Director Technical Services) and Mr Siva Varathan (Office of Environment & Heritage).

IN ATTENDANCE: Mr Brian Lyall (Lyll & Associates).

APOLOGIES: Mr Mitchell Evans (Community) and Mr Bob Cosgrove (SES).

CONFIRMATION OF MINUTES

02/1314 RECOMMENDED that the minutes of the Baradine Floodplain Management Advisory Committee meeting held on Tuesday, 5 November 2013 be confirmed.

Andrews/Crawley

BUSINESS ARISING FROM THE MINUTES

Nil

AGENDA ITEMS

a) Concept Report - Levee Options

The Committee received a verbal summary from Mr Lyall on the Options Report. Scheme 1 in the Options Report includes a flood protection levee along the eastern side of Teridgerie Creek and an upgraded stormwater drainage line on the town side of the railway line. Scheme 2 in the Options Report involves diversion of a portion of the flow in Teridgerie Creek to a tributary of Bugaldie Creek and a levee and upgraded drainage line. The key findings of the Options Report in relation to each Scheme is reproduced in a document attached to these minutes entitled 'S1 Key Findings of the Working Paper – Baradine Town Levee Concept Design, April 2014'.

03/1314 RECOMMENDED that further investigation and design be undertaken on Scheme 1 as outlined in the Report by Lyall & Associates entitled 'Levee Options Working Paper – April 2014'. The investigations to include incorporation of a LIDAR Survey in a two dimensional hydraulic model of flood inundation area **FURTHER** that no more investigation and design be undertaken on Scheme 2.

Andrews/Johnston

04/1314 RECOMMENDED that the Baradine Flood Planning Area Map (1% + 0.5m extent) on Council's website be updated to include the Flood Planning Area Map shown on Council's Local Environmental Plan.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Crawley/Johnston

GENERAL BUSINESS

The following matters were raised without Resolution:

- 3m height levee.
- Design for mowing and vehicle access.
- Size of levees to be presented later after final design.
- If we have another flood do we close off drains (railway)? A call that the SES should make at the time.
- LIDAR Survey to include 'Ashby' catchment, town and Crown Land at Warrigal Street.
- Aerial Laser Survey (or ALS) of Baradine should be advertised so that residents are aware of reasons for flyover.

There being no further business the meeting closed at 11.40 am.

The next meeting is to be held as and when required.

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CHAIRMAN

RECOMMENDATION

1. That Council accepts the Minutes of the Baradine Floodplain Management Advisory Committee meeting held on 26 May 2014.
2. That further investigation and design be undertaken on Scheme 1 as outlined in the Report by Lyall & Associates entitled 'Levee Options Working Paper – April 2014'. The investigations to include incorporation of a LIDAR Survey in a two dimensional hydraulic model of flood inundation area **FURTHER** that no more investigation and design be undertaken on Scheme 2.
3. That the Baradine Flood Inundation Map on Council's website be updated to include the Flood Inundation Map shown on Council's Local Environmental Plan.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 4 Minutes of Consultative Advisory Committee Meeting – 29 April 2014

Division:	Executive Services
Management Area:	Human Resources
Authors:	Environment & 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: Brad Condon (Chairperson), James O'Malley, Ben Smith, David Smith and Steve Loane (General Manager).

IN ATTENDANCE: Val Kearnes (Manager HR).

APOLOGIES: Tracy Cain, Rachel Carlyle, Noel Gilbert, Ron Howard and Martin Wynne (USU NW Organiser).

CONFIRMATION OF MINUTES

RECOMMENDED that the minutes of the Consultative Committee meeting held on Wednesday, 5 March 2014 be confirmed.

Smith/O'Malley

BUSINESS ARISING

Nil

AGENDA ITEMS

Motor Vehicle Leaseback Agreement

RECOMMENDED that the proposed changes to the Motor Vehicle Leaseback Agreement be accepted.

Consensus

Employees Drivers Licence Policy

Queries made regarding employee loss of licence and potential termination of employment. The General Manager explained that upon loss of licence for a period of three (3) months a review would be conducted regarding the employee. Review would take into account reasons for loss of licence; requirements of job; leave available; if others on work crew could fill in driving position and shuffling of crews etc.

The Committee inquired into loss of licence for periods of greater than three (3) months. The General Manager stated that if leave is available it can be taken. The General Manager also explained that those who do lose their jobs due to loss of licence the option of reapplying as an internal applicant will be available to them upon gaining their licence back.

The General Manager stated that he was happy to review the policy in the intermediate future if issues arise.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

RECOMMENDED that the new Employees Drivers Licence Policy be accepted.

Consensus

Manager Projects

RECOMMENDED that Agenda Item, Manager Projects be held over to the next Consultative Committee meeting.

Consensus

Review of Salary System

Ben Smith raised issues regarding Wyatt Salary System, and the need to look into alternatives. Issue also raised regarding manipulation of Form 19s for different positions. The General Manager raised issue that staff attraction and retention is an issue given the locality of Council.

The General Manager proposed that at the next meeting of the Consultative Committee, Council's Human Resources Department offer a demonstration explaining how the Form 19 and grading system works. Committee agreed for this demonstration to occur at the next meeting of the Committee.

RECOMMENDED that a demonstration on how the Wyatt Salary System Form 19 and grading system works be conducted by the Manager Human Resources at the next Consultative Committee meeting.

Consensus

Management Representative for Consultative Committee

The General Manager stated that he is a management representative for the Consultative Committee, and that the General Manager was responsible for organising an Alternate Delegate when required. The General Manager also advised that the Consultative Committee is a staff advisory committee and not a Committee of Council.

Family Support Services Grade Changes

Manager of HR explained that the current Supervisor Connect 5 and OOSH requested that OOSH responsibilities be transferred to the Supervisor Family Day Care (currently not filled). This would result in the Supervisor Connect 5 going from Grade 14 to Grade 13, and the Supervisor Family Day Care moving from Grade 10 to Grade 14. Current incumbent has made this request and Manager HR stated that incumbent was happy with the loss of one grade. Committee endorsed proposed changes.

RECOMMENDED that the Supervisor Connect Five and Supervisor Family Day Care positions be regraded to a Grade 13 and Grade 14 respectively due to the OOSH responsibilities being transferred to the Supervisor Family Day Care & OOSH position.

Consensus

Part Time Warrumbungle Community Care (WCC) Customer Service Officer

The Part Time WCC Customer Service Officer Position is to be removed from the Organisational Structure as of 1 July 2014. Position removed as Council has resolved to no longer provide this service. Other positions will be advertised in coming weeks and the incumbent will have the opportunity to apply for these positions. Manager HR stated that incumbent has made no submission regarding the issue.

RECOMMENDED that due to Council not renewing the Department of Human Services (DHS) Contract, formerly the Centrelink Agency, in Coonabarabran that the position of Part Time WCC Customer Service Officer be removed from the Organisational Structure effective 1 July 2014.

Consensus

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

GIS Officer

RECOMMENDED that proposed changes to the Essential and Desirable Criteria of the Position Description for the GIS Officer be accepted.

Consensus

Manager Children and Community Services

Committee endorsed changes to position description. Position is not a funded position, and a leaseback vehicle is available with the position.

RECOMMENDED that proposed changes to the Manager Children & Community Services Position Description, which include the addition of 'not a funded position' and 'leaseback vehicle available', be accepted.

Consensus

Manager of Regulatory Services

Waste Management added to position. Manager of HR stated that the adding of the waste supervision and budget made no difference to the grading of the position.

Queries were also raised regarding the essential criteria listing an A2 Level Accreditation as essential criteria, but also stating the position asks for an Environmental Health Officer or Town Planner. The query raised questions as to the requirement for A2 Certification cancelling out a Town Planner or EHO being suitable for the position. The General Manager explained that applicants must be able to obtain an A2 Level Certification, and must demonstrate they are capable of achieving this certification in time. Committee endorsed changes to position description.

RECOMMENDED that 'Deliver Waste Management Outcomes', including supervision and budget, as outlined in Section 4 – Duties of the Position Description for Manager Regulatory Services be accepted.

Consensus

Staff Annual Leave Policy

Manager of HR advised item to be removed from agenda on advice from LGNSW.

Excess Annual Leave

Ben Smith raised issues regarding staff being asked to use up Annual Leave. Query raised as to options available to staff to put Annual Leave away or 'bank'. Idea given that staff could bank leave that would be subject to depreciation and avoid any monetary risk to Council. The General Manager to bring response back to next Consultative Committee meeting.

RECOMMENDED that the General Manager investigate option of banking Annual Leave and that the outcome be brought back to the next Consultative Committee meeting.

Consensus

Consultative Committee Video Conferencing

Video and phone conferencing discussed as an option for meetings to limit travel times. Committee discussed that having committee meetings on the same day as WHS meetings should limit travel times required. Meeting times should be changed to earlier in the day. VOIP to be used when necessary.

RECOMMENDED that where possible the Consultative Committee meetings be held earlier in the day in conjunction with the Work Health & Safety Committee to limit time travelled **FURTHER** that VOIP be used when necessary as the preferred option for video and phone conferencing.

Consensus

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Consultative Committee Constitution Changes

The General Manager proposed to provide a minute taker for committee meetings. Minutes to be signed off and reviewed by Chairperson.

RECOMMENDED that the Consultative Committee Constitution be endorsed subject to the following amendments:

Section 8.2 – Chairperson

- f) review and approve meeting minutes.
- g) forward signed meeting minutes to committee members and to Human Resources for distribution to all staff.

Section 8.5 – Minute Taker

The Minute Taker will be provided by Council.

Consensus

There being no further business the meeting closed at 3.45 pm

The next meeting is to be held on Thursday, 26 June 2014 in the Upstairs Staff Meeting Room, Coonabarabran commencing 2.00 pm.

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CHAIRMAN

RECOMMENDATION

That Council notes the Minutes from the Consultative Advisory Committee meeting held on 29 April 2014 at Coonabarabran.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 5 Minutes of Work Health & Safety Meeting – 29 April 2014

Division:	Executive Services
Management Area:	Human Resources
Authors:	Workplace Health & Safety Officer – Frances Perry
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF8 Council undertakes its organisational, workforce and risk management responsibilities with efficiency and effectiveness

Present: S Loane, R Ryan, S Robinson, J O'Malley, D Smith, B Smith, A Carlyle, F Perry, S Johnston, V Kearnes, C Staniforth

Apologies: B Condon, T Hadfield, R Howard

Confirmation of Minutes of Previous Meeting

76/11 Recommended that the minutes of the Health & Safety Committee Meeting held on the 4th March 2014 be confirmed

Carlyle/D Smith

Matters arising from previous Minutes

- Lack of Amenities

Advised by the Manager Fleet Services that no caravan quotes will be obtained until the caravan specifications and inclusions are provided.

77/11 Recommended that the caravan specifications and inclusions are:

- 16ft
- Guttered with L-Shape bench and seating for max. 10 people installed
- Bench & sink with running water
- Access – 1 or 2 doors????

Consensus

Action: F Perry to investigate & report on how many access points are required
Action: F Perry to investigate & report on waste water collection requirements

- Ice Machines

J O'Malley reported that there are no specific timeframe set for cleaning/maintenance of machines

Action: Size/Capacity options to be researched:
Wellington & Orange Shire Councils – F Perry
Country Energy – D Smith

Action: B Condon to report on water supply & plumbing requirements

78/11 Recommended that 3 ice machines are purchased from Fleet Services budget

O'Malley/Ryan

- 1st Aid Officers

Award requirements allow for all outdoor staff to be trained in 1st aid without being paid a 1st Aid Officer allowance

Quarry – T Hadfield

Unsealed Roads – G Ford

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

79/11 Recommended that all outdoor staff offered the opportunity to obtain 1st aid training

Consensus

Action: F Perry to organize training through WSC Learning & Development Co-ordinator

Agenda Items

- Safety props for performing maintenance under slashers

80/11 Recommended that Manager of Fleet Services purchases stands for slashers

Ryan/O'Malley

- Dunedoo waste transfer report – D Smith

81/11 Recommended that a fence is erected at Dunedoo around waste transfer station – to be referred for budget consideration

Loane/Carlyle

Action: HR Manager to source training in asbestos identification for Supervisors

- No Smoking Signs

82/11 Recommended that “No Smoking” signs are purchased and erected at all depots.

Dangerous zones are to have additional signage

O'Malley/Loane

- Coona Pound Inspection – Carried to next meeting

Action Plan

- Email re Mendooran Depot amenities – noted
- Email re Baradine Water Treatment Plant – noted
- Bushfires
 - M Thompson to report to HR Manager hours recorded on Council Staffs timesheets
 - Spreadsheet to be created to list workers skills
 - Review of bushfire work practices
 - Meeting to be held in bushfire off season

Action: F Perry to email staff a skills & training memo

Incident Register – Discussed

83/11 Recommended that winches are purchased and fitted to all WCC trailers

Consensus

Recommendations Table - Discussed

General Business

- Back gate keypad at Coonabarabran office is not working. Gate is to be left open until keypad repaired as it is a fire exit
- Coolah office fire exits – discussed
- Prestart Checklists
 - C Staniforth advised that Council has been issued with an improvement notice in the past due to prestart checklists not being completed. It is a requirement that prestart checklists are completed.

84/11 Recommended that the Fleet Services Manager amend/draft policy to include prestart checklists and that “trailer/slashers & attachments” are added to the prestart checklist book

Consensus

Next Meeting: 10:30am - 26th June 2014

Meeting closed: 12.45pm

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Chairperson

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

RECOMMENDATION

That Council accept the minutes from the Work Health & Safety Committee meeting held on 29 April 2014 at Coonabarabran.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 6 Minutes of Social Services Advisory Committee Meeting – 14 May 2014

Division:	Corporate Services
Management Area:	Community Services
Authors:	Acting Manager Community Care - Samara Johnston
CSP Key Focus Area:	Community and Culture
Priority:	CC6 The causes and effects of economic and social disadvantage in communities across the shire are identified and addressed.

Present: Fiona Luckhurst, Betty Stanford, Leon Roach, Wendy Hill, Samara Johnston, Peter Shinton (Chairperson), Deanne Britton

Apologies: Nerida Waterford, Edna Chatfield, Helena Shaw, Joan Barrington
L Roach / B Stanford

Minutes of the previous meeting held 29.11.2011 accepted
B Stanford / L Roach

Business Arising

- Acquittals for 2012/13 completed and accepted by funding bodies
- Change over to frozen meals was smooth and all clients happy with meals being received
- Xmas Closure – Both offices now close over the xmas/new year period in line with Council
- Re-Structure approved & implemented

General Business

- \$70,000 Transition funding was received and was spent as follows
 - Consultant reviewed policy & procedures
 - Consultant reviewed WHS management systems
 - Handbooks reviewed
 - Brochures reviewed
 - IT system upgrade
 - Volunteer criminal checks
 - Implementing quality management system
 - Subscribed to online quality management system software
 - Staff training
 - \$20 000 still remaining
- Funding 2014/15
 - ADHC – Younger people with a disability
 - 1st July 2015 ADHC to be disbanded
 - 1st July 2015 WCC ADHC block funding to cease
 - 1st July 2015 ADHC to give funding directly to clients
 - WCC to lose \$90,000 funding at 1st July 2015
 - WCC will need to complete validation by 1st July 2015
 - WCC will need to be prepared as other community services may be competitive once block funding ceases

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

- DHS Contract - Centrelink
 - Council voted to not renew DHS contract. WCC will no longer have Centrelink agency in building as of 30th June 2014

- Restructure
 - WCC now integrated with Corporate Services Directorate
 - Community Services to become - Community & Children Services
 - WCC Manager position redundant
 - WCC Supervisor positions created
 - Coonabarabran – Deanne Britton
 - Coolah – Samara Johnston
 - New Children Services & Community Manager commences 1st July 2014

- Affects on Staffing & service levels
 - Unknown although staffing levels may decrease

Meeting closed 11:32am

RECOMMENDATION

That Council notes the Minutes from the Social Services Advisory Committee meeting held on 14 May 2014 at Coonabarabran.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 7 Economic Development and Tourism Advisory Committee Meeting Minutes

Division:	Development Services
Management Area:	Development and Tourism
Author:	Manager Economic Development and Tourism – Aileen Bell
CSP Key Focus Area:	Local Economy
Priority / Strategy:	LE3 Implementation of a cost effective tourism and marketing campaign aligned to market research

Present: Clr Schmidt (Chairperson), Clr Fred Clancy, Aileen Bell, Liz Cutts, Juleen Young, Nanice Kaloumaira, Amanda Wherrett (SSO)

Apologies: Kathryn Olsen, Maria Rickert,

22 RECOMMENDATION: That the apologies be accepted

Young/Clancy

Declaration of Pecuniary Interests: NIL

Minutes of Previous Meeting: circulated

23 RECOMMENDATION: That minutes be accepted.

Young/Kaloumaira

Business Arising: see Manager's report

Council at meeting of 17 April resolved the following issues from the March meeting:

- Binnaway and Dunedoo representation on the EDT Committee
- Danthonia quote and allocation of 3 signs
- Council allocation of a further \$20,000 to progress the installation of 3 additional signs in 2013-14 **was not resolved and will proceed at the discretion of the GM subject to budget.**
- Investigation of an Economic Modelling kit be no longer pursued.
- The concept of a Star Wall at the Coonabarabran Visitor Information Centre not be pursued.
- Adoption of Street Banner Policy
- Adoption of Website Calendar of Events Policy

Small Biz Bus: well received; followed up by Small Business Consultant.

Consumer Shows: attending Maitland C & C Show in May; awaiting confirmation for Penrith;

Newell Highway Promotions: new brochure to be published – print run lasts 18 months; Page costs for next publication is \$3700 per page with confirmation of participation required by end May.

Mved Clancy/Cutts that the Manager investigates the total costs, the tourism budget for 2014-15, and capacity for revenue raising to take 4 pages in the next publication of the Newell Promotions Brochure. CARRIED.

Mved Clancy/Cutts that Newell Highway Promotions Committee be advised that Warrumbungle Shire will take a minimum of three pages in the next publication and will consider extending this to four following consultation with advertisers. CARRIED

New Brochure for Warrumbungle Shire: currently less than 10,000 interim brochures left.

Costs will be about \$50,000 for 60,000 brochures @ 36 pages. Agreed to pursue current format which may even go to 40 pages; quotes are for design, development, selling of advertisements

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

and the printing for 36 pages. Brochure is funded by advertisers with a Council contribution to ensure profiling of small communities; concerns raised about the capacity of advertisers to meet costs of advertising. Funds held in Mayor's Bushfire Appeal may be an avenue of funding in light of business impacts.

24 RECOMMENDATION: That Council underwrite the cost of production, including design and publication, of a new tourism brochure for Warrumbungle Shire as a one off strategy with funds allocated from the Mayors Bushfire Appeal as a means of providing financial relief; the funds would subsidise those advertisers who have contributed to the previous brochure and a scaled subsidy would be offered to new advertisers.

Young/Cutts

Events: Communities need to load information to the Tourism Events website to ensure events are profiled to the wider tourism community. New events planned include Rotary Mental Health Conference 19-12 September and Warrumbungle Food Festival 3-6 April 2015.

Newell Highway Taskforce: report released; excess funding for repairs available - each town invited to assess their section of the Newell for repairs and work. Moree By-pass Stage 2 is scheduled for completion means Coonabarabran By Pass moves up the list of works. Submission on the Taskforce Report sought before end June.

Community Consultations: issue of insurance for community organisations referred to EDT and discussed; currently Coonabarabran Chamber of Commerce as the umbrella organisation offers reduced fees for Development/Progress Groups; some groups not financial at present; C of C following up.

Sydney Airport Advertising: proposal for digital advertising received. Cost is \$365/month - \$4,380 annually. Committee agreed to pursue for a trial period of six months pending budget.

25 RECOMMENDATION: That the Manager's report be accepted

Bell/Young

General Business

GPS Mapping & Google Maps: inaccuracies

Weather Station: because of inaccurate weather reporting for area it was suggested that a Weather Station and Radar be located at Dubbo to reflect the highlands in which we live.

26 RECOMMENDATION: That Council make representations re the establishment of a weather station within the local area that would provide accurate readings and forecasts reflective of the highlands in which we live.

Young/Cutts

27 RECOMMENDATION: That an amended budget be prepared for consideration at the next meeting for the 2014-15 financial year with calculations included for Consumer Shows, Newell Highway Promotions participation, Sydney Airport Promotional Campaign.

Cutts/Bell

Meeting Closed: 4.40pm. **Next meeting** 12 June @ 9am. Upstairs Meeting Room.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

RECOMMENDATION

1. That Council underwrite the cost of production, including design and publication, of a new tourism brochure for Warrumbungle Shire as a one off strategy with funds allocated from the Mayor's Bushfire Appeal as a means of providing financial relief to advertisers; the funds would subsidise those advertisers who have contributed to the previous brochure and a scaled subsidy would be offered to new advertisers
2. That Council make representations re the establishment of a weather station within the local area that would provide accurate readings and forecasts reflective of the highlands in which we live
3. That an amended budget be prepared for consideration at the next meeting for the 2014-15 financial year with calculations included for Consumer Shows, Newell Highway Promotions participation, Sydney Airport Promotional Campaign.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 8 Minutes of Baradine Community Consultation Meeting – 24 March 2014

Division:	Executive Services
Management Area:	Governance
Author:	PA to Director Corporate Services – Liz Webster
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF2 The demographic makeup of the community is well-represented in local activities, service delivery and decision-making.

PRESENT: Steve Loane (General Manager), Clr Dennis Todd, Clr Gary Andrew, Clr, Anne-Louise Capel, Leeanne Ryan (Director Development Services), Kevin Tighe (Director Technical Services), Rebecca Ryan (Director Corporate Services), Irene Worrell, Nea Worrell, Roslyn Kildey, Janet Fitzgerald, Sonya Clarkson, Gaye Farrell, Jennifer Hotchkiss, Allan Hotchkiss, Greg Smith, Lorraine Condon, Paul Condon, Liz Cutts, Jean Henley, Judy Hayman, Ted Hayman.

CHAIR: Steve Loane (General Manager)

APOLOGIES: Clr Peter Shinton (Mayor), Clr Chris Sullivan, Clr Victor Schmidt, Clr Fred Clancy

CONFIRMATION OF MINUTES

RECOMMENDED: that the minutes of the Town Community Consultation Meeting Baradine, held on 18 November 2013 be accepted.

Ted Hayman/Gaye Farrell

BUSINESS ARISING FROM PREVIOUS MINUTES

- Ramp on boundary of Coonamble Shire Council and Warrumbungle Shire Council Gorianawa - DTS to Investigate.

AGENDA ITEMS

- 1. Budget 2014/2015**
 - Submissions invited
- 2. Lions Park**
 - Playground Equipment
 - The shade cover has been damaged by a storm, to be considered in Budget
 - Planning and Budget deliberations
- 3. Pedestrian and Mobility Plan/Advisory Committee**
 - Gophers – Skateboard/Bikes issues on footpath
 - Advertisement for membership of Pedestrian and Mobility Access Advisory Committee to be publicised and interested community representatives welcome
- 4. Baradine swimming pool**
 - Update on shade for the shallow end of the large pool provided by DTS
- 5. Dog Complaints**
 - RSPCA need to be called as they are the authority
 - Council responsible for Companion Animals Act

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

- Condition of Dogs a concern at a number of properties
- Dog mauling sheep – Hotchkiss Road – Report to police

6. Sewerage Pumping Plant Worrigal Street

- Concern raised by residents affected by smell exuding from Sewerage Treatment Works
- DTS advised options being investigated
- Residents encouraged to record smell occurrences

GENERAL BUSINESS

1. Butcher is gone

- IGA EOI if people wanted to start up a bakery, Could council help? – GM responded Council can provide guidance.

2. Aerodrome

- Why can't we use it to train pilots or for refuelling?

3. Rubbish Tip

- All the tyres? Could we sell them for raised garden beds?
- Shredded to a grade for horse exercise areas

4. Need an area for Dead Animals

- How about a Pet Cemetery in town?

5. Flag poles in town

- To advertise Dandry Gorge, Salt Caves, Annual Show

6. Streets

- Burrs in the street near the School (Cat heads) need spraying

7. Pavement repairs Wellington Street

- Thank you extended to DTS

8. Worrigal Street

- Bitumen drops off
- Shoulder needs fixing, just near railway line

9. Kerb and Gutter

- planned for corner of Bowling Club

10. Trees

- Need to plant trees at the swimming pool

11. RV Area

- Signs to be installed

12. Road in between Oval and new Netball oval

13. Emergency Plan

- Meetings and Regional Emergency Manager
- Progress Association will be an information hub
- LEMC meeting
- Education by RFS for making individual emergency plans

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

14. Central School Ag Plot

- Could council ask the central school to limit number of cattle in the Ag plot due to the smell
- Clean up of creek behind central school
- Approval process had been streamlined

ICT – Two (2) Projects ongoing

1. Replacement of bridges over Worrigal St, Baradine Creek
2. Floodplain Management Committee – updated report on levy proposal

CLOSED AT 6.50PM

RECOMMENDATION

That Council accept the minutes from the Baradine Community Consultation Meeting held on 24 March 2014 at Baradine.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 9 Minutes of Coolah Community Consultation Meeting – 25 March 2014

Division:	Executive Services
Management Area:	Governance
Author:	PA to Director Corporate Services – Liz Webster
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF2 The demographic makeup of the community is well-represented in local activities, service delivery and decision-making.

PRESENT: Cr Anne-Louise Capel, Cr Dennis Todd, Cr Fred Clancy, Cr Gary Andrews, Rebecca Ryan (Director Corporate Services), Leanne Ryan (Director Development Services), Chris White (Manager Communication & IT), Graeme Booker, Sal Edwards, Greg Piper, Rod Williams, Peter Quera

CHAIR: R Ryan

APOLOGIES: P Shinton (Mayor), Cr Chris Sullivan, Cr Victor Schmidt, Cr Chris Sullivan, Steve Loane (General Manager) Kevin Tighe (Director Technical Services), Carroll Richard, Matilda Quera

CONFIRMATION OF MINUTES

RECOMMENDED that the minutes of the Town Community Consultation Meeting Coonabarabran, held on 19 November 2013 be accepted.

Cr Capel/Cr Andrews

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Drummuster – Build up of drums to be referred.
2. Bridge timber – Supervisor to arrange on site meeting.
3. Median Strip – Referred to Traffic Committee.
4. Rubbish.- On Binnaway Road; referred to Manager Regulatory Services.
5. Awnings/Facades- DDS to investigate
6. MR55.- Progressing, water is an issue.

AGENDA ITEMS

- I. Budget 2014-2015
Submissions invited.
- II. Men's Health Night (\$500 Council donation)
Thanked Warrumbungle Shire Council for \$500 donation received.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

- III. Shovel ready Projects Cobbora Coal Transition Fund – Coolah
Projects for Cobbora Coal Transition Fund were identified by Council Advisory Committee.
- IV. Endangered Vegetation - Council owned land
Concern for recent road works and cutting away of hill
- V. Solar energy possibilities - Council buildings
Council to investigate possibilities.
- VI. Rural Road works
Consultation with land holders on rural roads – plans for maintenance and upgrading
- VII. Community Strategic Plan - priority issues or needs for Coolah and actions will be discussed at upcoming Council Meetings..
- VIII. Insurance issues for small community groups.

GENERAL BUSINESS

- 1. Booyamurra Street – Conditions; concerns for near misses.
- 2. 15kms South Black Stump Way (Peter Quera) – Road works complaint; signage; water build up.
- 3. Boomerah Cemetery - Council taking over trust status.
- 4. Turleevale Cemetery - Private cemetery.
- 5. Bridgework over river on Orana Road (Orana Crossing).
- 6. Ewaste collection
- 7. Drummuster

Meeting Closed at 6:33pm

RECOMMENDATION

That Council accept the minutes from the Coolah Town Committee meeting held on 25 March 2014 at Coolah.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 10 Minutes of Coonabarabran Community Consultation Meeting – 31 March 2014

Division:	Executive Services
Management Area:	Governance
Author:	PA to Director Corporate Services – Liz Webster
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF2 The demographic makeup of the community is well-represented in local activities, service delivery and decision-making.

PRESENT: Clr Gary Andrews, Clr Fred Clancy, Clr Anne-Louise Capel, Clr Ron Sullivan, Clr Victor Schmidt, Clr Denis Todd, Mayor Peter Shinton, Kevin Tighe (Director of Technical Services), Leeanne Ryan (Director of Development Services), Guy Andrews, Peter Small, Simon Pockley, Martyn Wilkin, Anne Maree Elton, Julie Shinton

CHAIR: Peter Shinton (Mayor)

APOLOGIES: Steve Loane, Rebecca Ryan and Heather Edgell
RECOMMENDED that the apologies be accepted.

Clr Capel/ Clr Schmidt.

CONFIRMATION OF MINUTES

RECOMMENDED that the minutes of the Town Community Consultation Meeting Coonabarabran, held on 19 November 2013 be accepted

Clr Schmidt/Clr Capel

BUSINESS ARISING FROM PREVIOUS MINUTES

- Update on windfarm – by Clr Capel
- Senate Enquiry (Standing Committee No 5 into the Wambelong Fire) to be heard 3 & 4 September 2014, no venue yet, submissions closed 31 January 2014. Coronial enquiry 19 – 29 August 2014 for Wambelong Fire.
- Dalgarno Street beautification update back to council, further investigations April/May meeting
- Essex Street – VRA shed, willows, channels update. Trees to be lopped, Kevin to follow up
- Trees in centre of main street, fairy lights were not bright enough and were hard to keep in place
- New Flags for main street, Flags have been received (2 sets were ordered so Council does have a spare set for events).
- PAMP advisory committee calling EOI for this soon, Clr Clancy is chairman

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

AGENDA ITEMS

i. Budget 2014/2015.

- External Budget requests close 11 April 2014
- External Budget request forms were distributed at the meeting.

No Further Discussion

ii. Liquid Waste and Future Budgets

- Issue was raised regarding contractor out of Narrabri paying to dump liquid waste in our sewer treatment plant as Narrabri Shire Council will not accept it. Concern raised is that we are not aware of what is actually being dumped and that we should not be dealing with another council's waste. Kevin took matter on notice and will investigate.

iii. HACC – Taxi Voucher System

- Kevin Tighe read out the information provided to the meeting as to how the system works and who is entitled to participate in the scheme funded by Transport for NSW.

iv. Bottom Weir

- Martin Wilkin spoke regarding the bottom weir and increasing the size of the weir by 2 metres to create a recreation area and sand beach area. He asked if the weir pool could be desilted to create a swimming area and also if Council could look at having a boating area like Goondiwindi and Moree. Initial response by Kevin indicated this would probably not happen due to NSW Fisheries requirements.

GENERAL BUSINESS

1. Councillor Schmidt advised that during a function held at the Shire Hall in Coonabarabran this week that a patron was unable to manoeuvre their wheelchair into the disabled toilet in the hall. Could Council please move the divider within the toilet to enable wheelchairs to move around. DDS took on notice.
2. Coolroom at Hall was turned off, could Council make the switch inaccessible. Guy Andrews advised lockable switches are already installed.
3. Question was raised seeking an update on Derringula Abattoir, Mayor Peter Shinton advised that work has stopped at this stage.
4. Julie Shinton spoke about advertising and promotion of the Community Consultation Meetings to attract more of the Coonabarabran residents to the meeting. Could Council provide a better explanation of what the meeting is about using different types of media (Facebook, ABC Radio, 3 Rivers Radio and our local newspapers).
5. Councillor Schmidt asked Peter Small and Simon Pockley to update the meeting on CSG (Coal Seam Gas)
6. Councillor Capel advised of faulty road repair - pound yard creek, ??
7. Siding Spring are having another open day and have asked about flags, they have been directed to Manager of Economic Development and Tourism.
8. Kerb & Guttering outside Town Hall will be replaced next week, did not start this week due to a wedding occurring over the weekend that will be utilising the hall.
9. Council advised of steel posts in middle of street, dangerous need pulling out.

Meeting Closed at 6.23 PM

RECOMMENDATION

That Council accept the minutes from the Coonabarabran Community Consultation Meeting held on 31 March 2014

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 11 Minutes of Dunedoo Community Consultation Meeting – 1 April 2014

Division:	Executive Services
Management Area:	Governance
Author:	PA to Director Corporate Services – Liz Webster
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF2 The demographic makeup of the community is well-represented in local activities, service delivery and decision-making.

PRESENT: Steve Loane (General Manager), Leeanne Ryan (Director Development Services), DTS Tighe (Director Technical Services), Clr Anne-Louise Capel, Clr Gary Andrews, Clr Chris Sullivan, Clr Denis Todd, Mayor Peter Shinton, Sue Graham, Wendy Hill, Lloyd Graham, John Horne

Chair: Steve Loane (General Manager)

APOLOGIES: Clr Fred Clancy, Clr Murray Coe Rebecca Ryan and Barbara Smith

RECOMMENDED that apologies be accepted

Clr Sullivan/Clr Capel

CONFIRMATION OF MINUTES

RECOMMEND that the minutes of the Town Community Consultation Meeting Dunedoo, held on 27 November 2013 be accepted

Clr Sullivan/W Hill

BUSINESS ARISING FROM PREVIOUS MINUTES

- Style/type of toilet for western end of Milling Park. Clr Sullivan reported that a number of people have inspected potential sites.
- Update provided by Steve Loane on Abattoir
- Intersection Digilah/Wallaroo Streets cars parked in the middle of the street

AGENDA ITEMS

1. Budget 2014/2015
 - Application forms distributed – discussed extending closing date until 11 April 2014.
2. White lines to be renewed at Give Way signs as needed
3. Lions Park Toilet Block
 - External Closed Circuit TV – is this available?
 - The disabled toilet should be left open 24/7 , Coin operation
4. Enquiry for Trees to be planted on Bolaro Street
 - Shade trees on road shoulder, northern side of road.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

5. Underground Power lines on Bolaro Street between Wallaroo and Merrygoen Street
 - Costing to be undertaken.
6. Dump Point
 - Next two towns Coolah & Dunedoo for 2014/2015.
 - Funding not available in 2013/2014.
 - Suggested sites – Hall, Showground, Depot and parking area near Milling Park
 - DTS to provide further information on suitable sites
7. Western end Park toilets
8. Dunedoo Water Restrictions
 - Residents updated on water restrictions. Information provided on water levels in the bore.
9. Cobbora transition fund projects update
 - Clr Sullivan provided detailed update on the two projects still under consideration, i.e.: Old Hospital site redevelopment and Dunedoo revitalisation
 - Updated on \$1m Fund – Jubilee Hall
10. Dust concerns at the Dunedoo Waste transfer site
 - Dust concerns for operators of the site with wind blowing into the shed
11. Tree trimming inspections
 - Trees overhanging the school
 - Digilah Street centre
 - Tallawang Street, centre of street
 - Dead tree in Whiteley Street

GENERAL BUSINESS

1. More 50k signs
 - Stoddart's
 - Road Blisters
 - T Intersection
 - Caravan Park
2. Comment made about unsightly houses
3. Letter and photos tabled by Clr Anne-Louise Capel from resident of Dunedoo regarding the road signage in Mudgee advising the route to take to Coolah. The signage directs them via Cassilis. In the residents opinion is the route taken by most would be through Gulgong to the Craboon Junction and then back on to the Black Stump Way (via Leadville) for the remainder of the trip.

Meeting Closed 6.45pm

RECOMMENDATION

That Council accept the minutes from the Community Consultation Meeting held 1 April 2014 at Dunedoo.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 12 Minutes of Mendooran Community Consultation Meeting – 7 April 2014

Division:	Executive Services
Management Area:	Governance
Author:	PA to Director Corporate Services – Liz Webster
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF2 The demographic makeup of the community is well-represented in local activities, service delivery and decision-making.

PRESENT: Steve Loane (*General Manager*), Leeanne Ryan (*Director Development Services*) Kevin Tighe (*Director Technical Services*) Cr Gary Andrews, Cr Anne-Louise Capel, Cr Fred Clancy, Cr Dennis Todd, Cr Chris Sullivan, Pip Archer, Jenny Lloyd, Judy Henderson, Dennis Althofer, Philip McCormack, Sandy Binns, Brenda Jenkins, Shirley Savisyar, Fred Sciberras, John Yeo, Bev Bush, Milee Asher

Chair: Steve Loane

APOLOGIES: Mayor Peter Shinton, Rebecca Ryan (*Director Corporate Services*), Stuart Skinner, Charlie Knight, Mick Asher

Apologies moved and seconded
Cr C Sullivan /Cr Capel

CONFIRMATION OF MINUTES

Recommended that the minutes of the Community Consultation Meeting Mendooran, held on 25 November 2013 be accepted.

Cr Capel/Cr Sullivan

BUSINESS ARISING FROM PREVIOUS MINUTES

1. **Sand Creek Causeway** – Road Narrow sign, not a Give Way sign
2. **Intersection Manusu Drive/Forest Road** - Speed limit reduced from 100 to 80. Site inspection completed. School bus stop at the corner needs to be cleared or speed limit reduced. Request for bus driver to write a letter detailing requirements. Technical Services to have another look at intersection and take back to Traffic Committee
3. **Doctor and Nurse for Mendooran** – Considerable discussion took place on the absence of a nurse and doctor at Mendooran. Local Residents advise they have lobbied with no success. At present Mendooran is service by one doctor who is not taking new patients. Mendooran residents to form a committee and approach Dr Ferguson to see if she is willing to see patients at Mendooran again.
4. **Water Pressure** - Fluctuations

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

AGENDA ITEMS

i. Budget 2014/2015 - GM advised of budget being considered. Forms handed out. Local residents raised the following matters;

- Napier street – sealing
- Merrygoen Street, Bramble (Fred Sciberries laneway)
The General Manager advised that some projects could go into planning as long term project for future years

ii. The availability of the HACC car/bus.

- Needed vehicle at different times and it was not in town. People not booking as they can't get to Dubbo in time for appointments, hence they don't use the car/bus. Statistics provided to meeting from HACC.. GM emphasized the need to book the vehicle. Cr Clancy suggested when making appointments a month out, ring HACC straight away to book car/bus. GM advised car is based in Baradine and starts its run there. Community members said Council should provide car based at Mendooran as they have no doctor.
- Claims not support by the HACC Statistics, however all unmet needs should be reported to Warrumbungle Community Care.
- **Water pressure in town**
- Complaints were made about water pressure and quality. Only time it is any good is when pumps are on for example, this morning, no water pressure, couldn't have showers, Gas HWS turns on and off due to low pressure. Worse at bottom of both Napier and Bandulla Streets. DTS requested events to be noted down and recorded so they can be checked.
- Boiled water alert lifted or not? GM advised lifted after 6 weeks. Community stated they had no communication received regarding this – DTS to follow up

iii. Dump site at the Rest Area

- **Dump site in Mendooran, will it happen? GM advised no dump site planned as no sewer - not feasible to connect RV dump site to septic tank.**
- Lighting for Camp Area – needs improving.

iv. Speed in the main street

- DTS advised concept plan being developed to encourage traffic to slow down. Community suggested speed humps. DTS advised wouldn't get approved.
- Speed limit sign – eastern approach, near old hotel not visible. DTS to check.
- Pedestrian Crossing requested, DTS advised wouldn't get approved.
- Concern for children and wheelchairs trying to get across road. To be dealt with under mobility access committee.

v. Park toilets –refurbishment

- \$35k – two contractors providing quotes. Is there any undertaking so it doesn't end up like prison toilets with stainless steal fixtures.
- Lighting – Onsite meeting with Essential Energy.

vi. Town Mowing –

- Weather – held up mowing. Tyres sent away to be solid filled to stop punctures from catheads, is a lot better. Community members thanked DTS for mowing streets.

vii.Mendooran Showground Reserve Trust – Cobbora Coal Transition fund

- **Pip Archer – acknowledged Council assistance with submission and has been successful for Multipurpose Function Building at showground.**
- Pip sought clarification on VPA, when will it happen? GM advised when the mine commences.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

- Also sought clarification on \$1m – how is it to be allocated? GM advised it will allocated via resolution of council

viii. Old Mendooran Hotel

- Flooding/Drainage Issue – Residence in Bandulla Street DTS to follow up.
- Discussed bird nesting under awning and is a health issue – DDS to follow up
- Also shop with murals over run with rats – DDS to follow up.

GENERAL BUSINESS

- Complaint regarding roaming dogs. Had been reported to Police – DDS to follow up with police.
- Mower from Coolah, Community Services – has no catcher on it. Have to wash walls after mowing could a catcher be supplied.
- Toilets camp area – Power is sufficient to run lights for toilets. GM advised in progress.

Meeting Closed at 7:03pm

RECOMMENDATION

That Council accept the minutes from the Mendooran Community Consultation Meeting held on 7 April 2014.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 13 Minutes of Binnaway Community Consultation Meeting – 8 April 2014

Division:	Executive Services
Management Area:	Governance
Author:	PA to Director Corporate Services – Liz Webster
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF2 The demographic makeup of the community is well-represented in local activities, service delivery and decision-making.

PRESENT: Steve Loane (General Manager) Cr Anne-Louise Capel, Cr Gary Andrews, Cr Chris Sullivan, Cr Denis Todd, Cr Fred Clancy, Rebecca Ryan (Director Corporate Services), Leeanne Ryan (Director Development Services), Noel Mackey, Jim Strachan, Tim Kemp, Shane Bennett, B, Pam Southwell, Larry Tolmie, M. Haley, K McLennon, D Mcpherson, G Hancock, G Halliday, P C Bradley, Len Guy, Noel Markey, B Suckley

APOLOGIES: Kevin Tighe (*Director Technical Services*), Cr Victor Schmidt, Mayor Peter Shinton, George Haley

Cr Sullivan/Cr Clancy

CONFIRMATION OF MINUTES

RECOMMENDED that the minutes of the Town Community Consultation Meeting Binnaway, held on 26 November 2013 be accepted.

Cr Clancy/ Cr Capel

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Abattoir update - General Manager has had a discussion with proponents; remains positive.
2. Sewerage Project Update
 - Funding in budget for investigation
 - Letter from member for Barwon re. Country Sewerage Scheme. Still some projects being completed.
 - Cr Andrews advised field trip to Parkes to have a look at another system
 - Need an affordable sewerage scheme for Binnaway
3. Mow Creek – Preliminary survey underway
 - Design yet to be done
 - Block grant project; is next one on list for funding

AGENDA ITEMS

- a) Budget 2014/2015 – Budget submissions invited
- b) Straying Stock
 - Grazing Permits approved to graze stock, however straying stock on road (Binnaway to Coolah Road)- GM advises will refer the Ranger.
- c) Support for a permanent doctor

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

- A chemist is now open in town. Has been open for 12 months. How can we attract a permanent Doctor in Binnaway?
- GM advised councils role is limited. Will however make representation to local member, Western Area health Service. Local Doctor may be working on supporting Binnaway advised by local resident.

GENERAL BUSINESS

1. Pedestrian Access Mobility Committee - Shire wide looking at needs, recommendations of issues will be seeking community to be members of that committee. Cr Clancy is chairing that committee, would like representation across the shire.
2. Footpaths – enquire about upgrade of Footpaths in Binnaway; stones, holes, trip hazards. Referred to Technical Services.
3. Crossing on Chinaman's Gully – Cement has broken away Reo/Mesh is sitting on causeway. People getting flat tyres.
 - Leaders Road 10 km - Culvert has a hole in the road
 - K & G Railway Street/Napier Street Corner
 - Refer to Technical Services.
4. Trees along Coonabarabran Road on Binnaway Road – Overhanging branches a concern.
5. Mow Rock Road is wonderful. Thanks to Council fixing a tree that had lightening struck, was quickly attended to.

Meeting Closed at 6:10pm

RECOMMENDATION

That Council accept the minutes from the Binnaway Community Consultation Meeting held on 8 April 2014 at Binnaway.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 14 Notice of Motion – Councillor Coe

Notices of Motion

Item Name

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

“That the Warrumbungle Shire Council apply to the geographical names board to rename the Cobbora road to Charlie Nott Drive.”

Rationale

The rationale for the motion is the road from Wellington to the Golden Highway is called the Cobbora road, I believe it is creating confusion, particularly with government officials where funding is concerned, ie the VPA with CHC. I am also of the belief that neighbouring councils were not to have a duplication of a road name for different roads. To name the road Charlie Nott Drive would be just recognition for the late C E G Nott past president of the old Coolah shire for many years.

**CR MURRAY COE
COUNCILLOR**

RECOMMENDATION

For Council's consideration.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 15 Determination of the Local Government Remuneration Tribunal 2014

Division:	Executive Services
Management Area:	Executive Services
Author:	Executive Assistant to the General Manager – Melissa Bennett
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF 7 Council provides strong civic and regional leadership, and undertakes its governance and service delivery tasks with integrity

Reason for Report

The Local Government Remuneration Tribunal has determined an increase to Mayoral and Councillors fees of 2.5 per cent for the 2014/15 financial year, with effect from 1 July 2014.

Background

The Local Government Remuneration Tribunal is constituted under Chapter 9, Division 4 of the Local Government Act 1993. The Tribunal is responsible for categorising councils, county councils and mayoral offices to determine the maximum amounts of fees to be paid to councillors, members of county councils and mayors in each category. The Tribunal is required to make a determination by no later than 1 May each year and make a report to the Minister within 7 days of making that determination. The Report is to be published in the Government Gazette and also laid before each House of Parliament.

In accordance with Section 239 of the Local Government Act the Tribunal is required to determine the categories of councils and mayors offices at least once every 3 years. The Tribunal last undertook a fundamental review of the categories of councils in 2012 and will next consider this matter in 2015.

Issues

Determination No 1 is pursuant to section 239 of Categories of Councils and County Councils. The level of fees paid will depend on what category the council is in . Warrumbungle Shire Council is determined as Rural.

Determination No 2 is pursuant to Section 241 of Fees for Councillors and Mayors. *Pursuant to s.241 of the Local Government Act 199, the annual fees to be paid in each of the categories to councillors, mayors , members and chairpersons of county council effective on and from 1 July 2014 are determined as follows:*

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

	Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee*	
	Minimum	Maximum	Minimum	Maximum
Principal City	24,430	35,820	149,460	196,660
Major City	16,280	26,880	34,600	78,300
Metropolitan Major	16,280	26,880	34,600	78,300
Metropolitan Centre	12,210	22,800	25,950	60,580
Metropolitan	8,130	17,930	17,310	39,110
Regional Rural	8,130	17,930	17,310	39,110
Rural	8,130	10,740	8,640	23,440
(Warrumbungle)				
County Council – Water	1,620	8,960	3,460	14,710
County Council – Other	1,620	5,360	3,460	9,780

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

The full Report and Determination of the Local Government Remuneration Tribunal can be found at www.remtribunals.nsw.gov.au/local_government/current_determinations

Options

In making its determinations the Tribunal is required to have regard to the provision of the existing LG Act. The LG Act prevents the Tribunal from demining any fees for Deputy Mayors and also requires that the tribunal apply the Government's wages policy, which currently provides for a cap on increase of 2.5 per cent.

Financial Considerations

The Tribunal has reviewed the key economic indicators, including the Consumer Price Index and Wage Price Index, and finds that the full increase of 2.5 per cent available to it is warranted. On that basis, and having regard to the tribunals findings, and after taking the views of the Assessors into account, the Tribunal considers that an increase of 2.5 per cent in the fees for Councillors and Mayors is appropriate and so determines.

Council cannot fix a fee higher than the maximum amount as determined by the Tribunal and if Council does not fix a fee, the minimum fee as determined by the Tribunal must be paid.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

RECOMMENDATION

That Warrumbungle Shire Council adopts the maximum annual fee of \$10,740 for Councillors and \$23,440 for the Mayor for the 2014-2015 financial year, being in accordance with the determination of the Local Government Remuneration Tribunal under Sections 239 and 241 of the Local Government Act 1993.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 16 2014 Local Government NSW Annual Conference

Division:	Executive Services
Management Area:	Executive Services
Author:	Executive Assistant to the General Manager – Melissa Bennett
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF7 Council provides strong civic and regional leadership, and undertakes its governance and service delivery tasks with integrity

Reason for Report

Local Government NSW (LGNSW) has now announced that the LGNSW Annual Conference will be held Sunday 19 October to Tuesday 21 October 2014 at Coffs Harbour. The draft program can be located at <http://www.lgnsw.org.au/events-training/local-government-nsw-annual-conference> .

Background

This event brings together all 152 of NSW's local government areas to provide a forum in which to debate important issues pertinent to local communities. The conference also provides the opportunity to hear from state and federal government leaders, business representatives, community groups and academics.

Issues

Nil

Options

Nil

Financial Considerations

The delegates registration fees for the conference are;

1. Early bird - \$880.00 (closes 8 September 2014)
2. Standard registration - \$990.00

Costs are yet to be determined for accommodation, meals, transport and transfers.

RECOMMENDATION

That the Mayor, General Manager, Councillorand Councillor accompanied by their partners attend the 2014 LGNSW Conference and that all transport, transfers, accommodation and meals be provided as per the Payment of expenses and Provision of facilities to Elected Members policy.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 17 Delegations of Authority to the General Manager

Division:	Executive Services
Management Area:	Executive Services
Author:	Executive Assistant to the General Manager – Melissa Bennett
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF4 Council's governance practices and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan.

Reason for Report

To update the General Managers delegations with additional legislation as prescribed below.

Background

In pursuance of Section 335 of the Local Government Act, 1993, the General Manager is generally responsible for the efficient and effective operation of the Council's organisation and for ensuring the implementation, without undue delay, of decisions of the Council.

At the April 2014 Council meeting it was resolved (318/1314) that any amendments to legislation is automatically bestowed to the General Manager however any new legislation is to be endorsed by Council.

Issues

Council maintains a subscription to a delegations database that advises Council of changes to acts and regulations.

The following legislation is to be added to the General Managers register of delegations;

- Contaminated Land Management Act 1987
- Plumbing and Drainage Act 2011

Options

Nil

Financial Considerations

Nil

RECOMMENDATION

That Council delegate to the General Manager the additional legislation; Contaminated Land Management Act 1987 and Plumbing and Drainage Act 2011.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 18 Castlereagh Macquarie County Council Interest Free Loan

Division:	Development Services
Management Area:	Noxious Weeds
Author:	Director Corporate Services – Rebecca Ryan
CSP Key Focus Area:	Natural Environment
Priority:	NE5 There is minimal evidence of local environmental degradation of the natural environment.

Reason for Report

Following a request from Castlereagh Macquarie County Council (CMCC) at the April meeting Council resolved to advertise for 28 days that Council propose to make a resolution to provide Castlereagh Macquarie County Council with an interest free loan of \$50,000 for a period of three (3) years (**Resolution No 337/1314**).

Background

On 12 March 2014 the Warrumbungle Shire Council (WSC) General Manager received a letter of request from Castlereagh Macquarie County Council (CMCC).

The letter alerted WSC of the action that the CMCC has resolved to undertake to address its immediate and longer term financial problems. Requested if WSC could undertake any of the following:

1. Relocation of CMCC employees on a permanent redeployment or secondment basis.
2. Provision of a \$50K Interest Free Loan for three (3) years.
3. Provision of administrative and accounting services.
4. Access to Depot Facilities for CMCC storage.

Council has not considered nor resolved to provide anything other than item 2. namely the \$50K Interest Free Loan for three (3) years.

Issues

Council has expressed its support in principle of the request for a short term interest free loan for a period of up to three years.

Council has given at least 28 days public notice of the proposal to provide such financial support, as per s356 of the Local Government Act (1993), advertising in local papers and publications. The closing date for submissions was 4pm Friday 6 June 2014.

Council was very clear in the press release that the loan request was to address immediate and longer term financial constraints, not for additional weed control.

Options

One submission has been received from a resident of the shire, who expresses their concern of the proposed resolution stating that other funding avenues should be pursued by CMCC, and that this money will not be spent on weed eradication.

WARRUMBUNGL E SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Council may provide financial assistance to the CMCC subject to due consideration of any public submissions.

Financial Considerations

This would equate to reduced interest income of \$4,500 over the three (3) year period, assuming a 3% interest rate.

CMCC have requested that this loan is paid as soon as practicable this financial year.

RECOMMENDATION

That Council provide Castlereagh Macquarie County Council with an interest free loan of \$50,000 for a period of three (3) years, noting a reduced interest income in the Delivery Program of \$4,500 for the period of the loan.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 19 Restart NSW Funding Deed – Cobbora Transition Fund

Division:	Governance
Management Area:	Executive Services
Author:	Manager Communications and IT – Chris White
CSP Key Focus Area:	Local Economy
Priority:	LE4 There are diverse products and services locally available and minimal economic leakage to larger regional centres.

Reason for Report

To seek Council approval for the General Manager and Mayor to affix Council's Seal, sign and execute the Restart NSW Funding Deed.

Background

On 23 May 2014, the Honorable Kevin Humphries MP, Member for Barwon announced \$1 million funding from the Cobbora Transition Fund to Warrumbungle Shire Council. This followed Council submitting an application in April 2014 to Infrastructure NSW (**Resolution 319/1314**) where the Warrumbungle Cobbora Transition Fund Committee made the following recommendation that the \$1 million be allocated as follows:

- \$50,000 to the Mendooran Tennis Club
- \$100,000 to the Dunedoo Tennis Club
- \$850,000 towards refurbishment and upgrades to Jubilee Hall and the Old Bank Multi Purpose Building.

Issues

In order to receive the grant funds, Council must agree to the terms and conditions as set out in the contractual arrangement between NSW Infrastructure and Council. This Funding Deed encompasses all of the operational and reporting items such as financial accounting, audit requirements, GST, GIPA, Insurances, Records Management and end of term arrangements.

Options

The Restart NSW Funding Deed is a pre-requisite for payment to be made into Councils nominated bank account.

Financial Considerations

Revenue of \$1 million will be recognised in the 2013/2014 financial year. However at year end the amount received will be held aside as a Restricted Asset for use against the approved capital projects in the 2014/15 financial year.

RECOMMENDATION

That Council approves the General Manager and Mayor to affix Council's Seal, sign and execute the Restart NSW Funding Deed.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 20 Council Resolutions Report June 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 March 2013 to May 2014. 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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 21 Report from Human Resources – May 2014

Division:	Corporate 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

Reason for Report

This report is to inform Council of activities undertaken by the Human Resources Department and provide an update on the status of Staff Recruitment, Training and Workplace Health and Safety (WHS) matters.

Background

Human Resources are responsible for Recruitment, Learning and Development, Workplace Health and Safety. Since the last Council Meeting in April 2014 positions have been advertised either internally or externally:

- Trainee Plant Operator – Dunedoo – Internal
- Trainee Plant Operator – Coolah - Internal
- Manager Children and Community Services - External
- Manager Road Operations - External
- Pre School Teacher - External
- Sewer Operator – Coolah - External
- Plumber – Coolah & Dunedoo – External
- Service Co-ordinators – Coolah and Coonabarabran - Internal
- Manager Regulatory Services – Internal
- Cook – Yuluwirri Kids – Job Share - External
- GIS Officer – Internal
- RMS Contract Officer – Internal - Interview scheduled

To date the following positions have been filled.

- Manager Children and Community Services
- Manager Road Operations
- Sewer Operator – Coolah
- Plumber – Coolah
- Service Co-ordinators – Coolah and Coonabarabran
- GIS Officer

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Resignations

Two resignations from Water Services this month

Issues

Recruitment is ongoing with the successful filling of several long term difficult to fill positions this month.

The first trial running of payroll in the new Authority System was undertaken in preparation to going live in July. There has been much preparation undertaken by payroll staff to ensure the new system is ready for implementation.

Council is hosting several work experience students from Binnaway Central School in Child Care, Urban Services, IT and Design Services.

Options

HR continues to work towards filling vacant positions with skilled and experienced staff.

Council staff members continue to support local high school students who undertake work experience from Years 9 to Years 11. This gives students the opportunity to experience the wide range of jobs available in Local Government.

Learning and Development

Five Staff members from the Technical Services Directorate attended training in Tamworth in Skid steer Loader Operations. The training took place over 3 days with the final assessment on the competency of the user on the third day

LGNSW have facilitated training workshops for Warrumbungle Shire Council in May which included:

- Selection Techniques and Effective Selection Panel Convenor Skills
- Minute Taking Skills
- Customer Care Professionalism

The Customer Care Professionalism workshop will introduce frontline staff to a Customer Service Charter and Customer Journey Mapping.

Other training which has been undertaken in May includes:

- Counselling Skills for the Accidental Counsellor
- Sprayed Sealing Field Procedures
- Sprayed Sealing Selection & Design
- Authorised Inspection Station Heavy Vehicles and Examiner
- Intersections and Roundabouts (Road Design)
- State Debt Recovery Commercial Client Forum
- ICAC workshop for outdoor staff – Procurement
- RMS Blue Card

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

The following are the total numbers of staff who have attended in house training or have undertaken a course in their field of expertise during the 2013/14 financial year.

Total staff trained	970
Total workshops	57
Total Traineeships	28
Total courses being undertaken via correspondence	9

Issues

An issue to keep in mind for the Learning and Development area is the time taken out of normal duties to undertake appropriate training which enriches both the organisation's skills base while offering the opportunity to expand staff knowledge and expertise.

Options

All training offered to staff is carefully considered for its value to both the organisation and the benefit to the staff undertaking the training.

Workplace Health and Safety

On 21 and 22 May the Dust Diseases Board visited Dunedoo Depot to conduct health monitoring for high risk workers. Human Resources saw this as a health initiative as part of a wellness program and also to comply with legislative requirements.

Over 60 staff were screened and the feedback from those staff was very positive and indicative of the streamlined and painless process. Logistically the organisation of the visit was enormous and a number of staff provided much appreciated help to set up the bus ensuring that everything ran smoothly over the 2 days.

It was also pleasing that Council could resource share with Gilgandra Council and 8 staff travelled down to Dunedoo to be screened.

Issues

The attending Doctor was very pleased with the results and the general fitness of the staff screened and happy to see the amount of out of hours exercise that staff undertake. Council was congratulated for the organisation over the 2 days and effort that was put in to ensure that staff were present for their appointments and that all forms were completed correctly.

Options

An option to send staff to Dubbo to have x rays and then send them to a GP was disregarded as the cost to Council would be significantly more than the \$100 paid to the Dust Diseases Board.

Investigations were conducted for all near miss/incidents and appropriate actions taken

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Workers Compensation and Incidents:

Directorate	Near Misses	Incidents	New Claims
Corporate Services			
Executive Services			
Development Services		1	
Technical Services		3	1

Financial Considerations

The Lung Bus visit was at a cost of \$100 per person and the time taken by staff to attend the screening at Dunedoo. As this is a legislative requirement, cost was paid from Human Resources Health and Safety budget.

RECOMMENDATION

For Council's information

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 22 Youth Development Program Funding Agreement

Division:	Corporate Services
Management Area:	Children's and Community Services
Author:	Director Corporate Services – Rebecca Ryan
CSP Key Focus Area:	Community and Culture
Priority:	CC1 Opportunities and support mechanisms are developed to ensure that communities across the shire attract and retain young people and families.

Reason for Report

The NSW Department of Community Services has changed the way it contracts with organisations, and has introduced Funding Deeds which will take effect from 1 July 2014. This initial three (3) year Deed requires the signing by Council's authorised representatives and affixing of Councils seal to execute the Agreement.

Background

NSW Family and Community Services provide funding for the provision of a Youth Development Officer for Warrumbungle Shire.

Issues

Separate Program Level Agreements, formerly known as Service Specifications, set out the program description, \$ funded and payment schedule, service provider obligations, service levels, targets and performance measures.

This separation of Funding Deed from Program Level Agreement means that the Deed is now solely the contractual arrangement between the NSW Department of Community Services and Council, and can exist without any funding being provided. It encompasses operational and reporting items such as financial accounting, audit requirements, GST, GIPA, Insurances, Records Management and end of term arrangements.

Options

This Funding Deed is a pre-requisite for payments to be made into Councils nominated bank account as per the individual Program Level Agreements.

Financial Considerations

Each program is to be fully self funded operated as a separate business unit and reported as such to Council, with the objective of being cost neutral to the organisation. Unused funds are retained in a separate restricted asset account at year end and transferred for use by the program the following year.

RECOMMENDATION

That Council authorise the Mayor and General Manager to sign and affix Councils seal to the NSW Department of Family and Community Services Funding Agreement 1 July 2014-30 June 2017.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 23 IT – Managed Services for User Support and Infrastructure

Division:	Corporate Services
Management Area:	Communications & IT
Author:	Manager Communications & IT – Christine White
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 review and endorse the Agreement for Managed Services – Support and Maintenance IT End User Support contract for Warrumbungle Shire Council (WSC).

Background

Council's IT and VoIP telephony Support is currently provided by Tamworth Regional Council (TRC) under contracts expiring 30 June 2014.

IT Support is currently delivered under two (2) contracts across three functions:

- 1A. Managed Service Program – IT End User Support at \$9,800/month from
- 1B. Managed Service Program – IT Infrastructure at \$9,125/month
2. Managed Service Program – Mitel System (VoIP telephony) at \$500/month

These IT Managed Support contracts were endorsed in December 2013 (**Resolution 235/134**) as a fixed fee proposal for both Managed and Operational Support Services.

Council's IT Infrastructure comprises of a Communications Room located in the Coonabarabran Administration Office that hosts the Servers for all of Council's IT Network. The Coolah Office has a smaller Communications Room, supporting VoIP telephone and Printer functions, and is connected to the Coonabarabran Communications Room via a 20/20mbps datalink. Six (6) remote sites across the shire are networked directly to the Coonabarabran Communications Room via an ADSL2+ datalink or a private point to point wifi to be installed by June 30 2014. A further four (4) remote sites can access the IT network through remote login via a public internet service, and staff are able to access the WSC IT network with a secure remote login using public internet when away from the office.

Council's IT End User Support provides help desk service for 200 staff logins and email addresses with around 105 Personal Computer workstations, 20 laptops, and 70 mobile devices such as tablets and mobile phones.

Council's telephony system is based on VoIP (Voice over Internet) with Mitel software and a Telstra ISDN datalink. This supports eight (8) Council sites within the WSC IT Network. The remaining four (4) remote sites are provided with telephone services via Telstra.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

The Fixed Fee Contract includes weekly on-site visits by TRC IT technicians in addition to a help desk service available 7.30am to 5.30pm Monday to Friday by telephone or a web portal for WSC staff. Feedback from staff to date has indicated the support from onsite TRC technicians, and Help Desk support over the phone, have been positive.

Issues

In making a recommendation and assessment of IT Support Services the appraisal is based on the ability to support Council's Business Continuity Plan, Service Level Agreement expectations and monitoring as per the Draft Operational Plan and Delivery Program 2014/15-2017/18, fees charged and the capacity to develop alliances with services across Local Government Areas (LGA's).

Tamworth Regional Council (TRC) have proposed continuing with providing IT Support services to WSC with a 24 month contract at current pricing. The contract is linked to the annual CPI increase and includes a 6 month review period. The proposal supports the Independent Local Government Review Panel recommendation to develop alliances of shared services between LGAs.

Negotiations with TRC have included reference to the current rental agreements on Council's IT Infrastructure Hardware (data storage environment) which expire in November 2014. TRC IT support will include facilitating replacement of the IT Infrastructure Hardware and implementation of Disaster Recovery as per Council's Business Continuity Plan.

Options

TRC are able to provide a *Managed Services – Support and Maintenance IT End User Support* contract to encompass IT support for VoIP, IT infrastructure and end user until 30 June 2016. The infrastructure support is costed at \$9,125/month, end user support at \$9,800/month and VoIP support at \$500/month – a total of \$19,425/month. TRC have a fixed monthly fee proposal featuring a credit roll over of unused IT technical hours into subsequent months. This contract clause ensures transparency of IT technician charges, and mitigates the risk of contract creep with IT costs.

The Local Government Act (1993) enables councils to provide goods, activities and services to their community jointly with another council or councils, providing they meet the statutory obligations of the LG Act and other legislation. As per s55 Part 3 (c) of the Act a council is not required to tender for a contract entered into with another council for a contract or for the purchase of goods, materials or services.

This TRC contract is comparable on the commercial market following a review of three (3) quotes as presented in the December 2013 Business Paper.

A second option is for Council to call for tender IT Support Services.

Financial Considerations

The 2014/2015 IT budget allows for Managed Support Services based on the current TRC contract. There is no net additional cost to Council and provides opportunity for savings in the overall management and operations of Council's IT systems.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

RECOMMENDATION

That Council accepts the *Agreement for Managed Services – Support and Maintenance IT End User Support* contract with Tamworth Regional Council from 1 July 2014 to 30 June 2016 to provide Network Infrastructure, End User Help Desk and Telephony VoIP Support services to Warrumbungle Shire Council.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 24 Mobile and Voice (Fixed Line) Telephone Services

Division:	Corporate Services
Management Area:	Communications & IT
Author:	Manager Communications & IT – Christine White
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 review and endorse the Telstra Local Government Procurement Services Agreement contract for Warrumbungle Shire Council (WSC).

Background

Council's voice (fixed land lines) and mobile services are currently provided by Telstra Business under multiple contracts for each individual voice or mobile service. Telstra Local Government Procurement (LGP) proposes a single contract for all of Council's mobile and voice services at lower charges than that available through Telstra Business.

Issues

An exit fee for mobile phone services currently under contract with Telstra Business will be around \$10,000 as at 1 July 2014. However, the expected cost savings from reduced voice and mobile charges together with rebates of \$200/handset purchased will negate this one off exit fee in the 2014/15 financial year.

Southern Phones, who Warrumbungle Shire Council is a shareholder of, provide mobile and voice (fixed line) services through Optus, Telstra and Vodafone. However, Southern Phones could not guarantee that the specific Telstra network utilised for their mobile services could be supported across the Warrumbungle local government area. In addition, not all voice services utilised by Warrumbungle Shire Council and the NSW Rural Fire Service, as per the RFS Service Level Agreement, can be supplied by Southern Phones.

Southern Phones dividend payment to Warrumbungle Shire Council would likely increase if Council were to contract all mobile and voice services to Southern Phones. Southern Phones estimated in March 2014 that the 2012-13 dividend received by Council would be increased by around \$50,000 if all mobile and voice services were contracted. However, as outlined above, it is apparent that Southern Phones are unable to provide all mobile and voice services that Council requires. Instead, only some of the voice services may be contracted with Southern Phones, and the remaining mobile and voice services retained with Telstra Business at current charges.

It is not possible to contract services between Southern Phones and Telstra LGP as Telstra LGP requires over 85% of all Council telephone mobile and voice services to be under the single contract to be eligible for the lower charges.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Mobile Plans:

The following table presents a summary of the current Telstra Business \$45 Mobile Plan charges compared to that available from Southern Phones and Telstra LGP. Plans have been selected based on voice and data usage across all of Council's mobile services over the past nine (9) months. Please note that it is difficult to compare accurately across all mobile plans, however it is anticipated around 35% saving on mobile service charges with Telstra LGP and up to 26% saving with Southern Phones compared to the current Telstra Business plans.

	Telstra Business \$45 Mobile	Telstra LGP \$20 Mobile	Telstra LGP \$30 Mobile	Southern Phones \$40 Council Mobile
Plan fee	\$45	\$20	\$30	\$40
Discount	nil	2.50%	5.00%	nil
Call connection fee	11c	nil	nil	10c
call rate/30sec	21.6c	4.5c	4.5c	25c
Intra-call rate/30sec	free	4.5c	4.5c	free
SMS	14c	7.83c	7.83c	14c
Messagebank retrieval	14c	11.07c	11.07c	14c
Message bank diversion	6c	4.35c	4.35c	6c
Mobile data	600MB	250MB*	600MB* subsidised Iphone 5 at	600MB
Handset Subsidy	nil	\$200/handset	\$349	nil

*data shared between all mobile services – if one mobile service goes over the monthly limit unused data from all other mobile services will be utilised before incurring additional data usage charges.

Voice (fixed line) Plans:

The following table compares voice plans for current Telstra Business, Telstra LGP and Southern Phone Council Plan. Please note that it is difficult to compare accurately across all plans, however it is anticipated up to 50% saving in charges with Telstra LGP and up to 40% with Southern Phones to that of Telstra Business.

	Current Fixed Line Charges	Telstra LGP Fixed Line	Southern Phone Council Fixed Line Plan
Local Calls ISDN	9c	4.35c	9c
Locals Calls PSTN	12c	4.35c	11c
STD calls	8c/min	3.9c/min	6c/min
CustomNet (RFS)	12c	4.35c	not available
Fixed calls to Telstra mobile	18c/min	11.8c/min	12c/min
Fixed calls to non-Telstra mobile	30c/min	11.8c/min	12c/min
PSTN line rental/month	\$45.95	\$27.64	\$29.90
ISDN20/month	\$718	\$313.60	\$790
Priority 1300/month	12c	15mins free then 3.5c/min	not provided

*ISDN charges for all voice calls made from Council offices and sites on the WSC IT Network via VoIP (Voice over Internet).

**PSTN charges for all voice calls from sites not on Council's network such as Swimming Pools and Waste Transfer Stations.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Options

To contract those voice services suitable to Southern Phones, with the remaining voice and mobile services to be retained with Telstra Business.

A second option is for Council to call for tender for Telephone mobile and voice services.

Financial Considerations

The 2014/2015 IT budget allows for mobile and voice charges as per the current Telstra Business service charges. The anticipated longer term cost savings with Telstra LGP will be less than budget. However, the exit fee incurred from terminating mobile service contracts with Telstra Business to move over to the LGP single contract may negate short term cost savings.

The share holding Warrumbungle Shire Council has with Southern Phones provides an annual dividend. This dividend may be increased based on any telephone services provided by Southern Phones to residents or businesses within the Warrumbungle local government area.

RECOMMENDATION

That Council accepts the Telstra LGP Services Agreement Terms for Warrumbungle Shire Council.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 25 NSW Public Library Funding Campaign

Division:	Corporate Services
Management Area:	Children's and Community Services
Author:	Director Corporate Services – Rebecca Ryan
CSP Key Focus Area:	Community and Culture
Priority:	CC3 Our shire is home to vibrant arts and cultural life of the shire is promoted and supported as an essential aspect of community well-being.

Reason for Report

The NSW Public Associations (NSWPLA), representing country and metropolitan libraries, are co-ordinating a targeted campaign to bring the situation of the lack of funding from the State Government for public libraries to the attention of politicians and funding decision makers. The NSWPLA has requested Councils support in this campaign by making and representations to the Local State Member of Parliament and the NSW Minister for the Arts and by placing posters and a petition to the State Government for the public to sign in Branch Libraries.

Background

The NSW Libraries Act (1939) and Local Government Act (1993) set out the NSW Government and Local Government responsibilities for provision of library services to communities. Libraries are provided in all NSW local government areas, and Warrumbungle Shire Council is a member of the Macquarie Regional Library Service with Wellington Shire, Narromine Shire and Dubbo City Councils.

Issues

The per capita component of the total state funding provided to public libraries has remained constant since 1995 at \$1.85 per capita, with no indexation along even rate peg or CPI increase regardless of increasing costs.

The state contribution towards the cost to operate libraries was 23.56% in 1980 to under 8% in 2013.

Libraries are valued and recognised in the Warrumbungle Shire Community Strategic Plan as important social, cultural and community access hubs.

Options

Council can determine to not provide support for the NSWPLA campaign.

Financial Considerations

There is no cost associated with this recommendation. The financial burden of local government filling in the gap for library services funding is one that needs to be addressed in future Delivery Programs, and service level expectations in partnership with Macquarie Regional Library Service.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

RECOMMENDATION

That Council provide support to the campaign mounted by the NSW Public Library Associations for increased state funding to local government for public libraries by:

1. Making representation to the Local State Member in relation to the need for additional funding from the NSW State Government for the provision of public library services.
2. Writing to the Hon Troy Grant MP, Minister for the Arts, calling upon the NSW Government to implement the Reforming Public Library Funding submission of the Library Council of NSW in 2012 for the reform of the funding system for NSW public libraries.
3. Placing posters and a petition to the State Government for the public to sign in the Coonabarabran, Baradine, Dunedoo, Coolah, Binnaway and Mendooran Libraries in relation to the need for additional funding from the NSW State Government for the provision of public library services.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 26 Operational Plan and Delivery Program 2014/2015 to 2017/2018

Division:	Corporate Services
Management Area:	Finance
Author:	Chief Financial Officer – Stefan Murru
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF5 Council is severely burdened by the increasing costs of service provision and asset management and its reliance on grants and other funding, together with a limited rate base, rate capping and restricted capacity to source income from other areas.

Reason for Report

To seek Council approval for the adoption of the Warrumbungle Shire Council Operational Plan and Delivery Program 2014/15-2017/18.

Background

At the May meeting, Council endorsed the draft Warrumbungle Shire Council Operational Plan and Delivery Program 2014/15-2017/18 and placed it on public exhibition for 28 days (**Resolution No 352/1314**) inviting community comment, closing Friday 13 June 2014.

Council must consider this feedback and formally accept the combined Delivery Program (DP) and Operational Plan (OP) which details the principal activities it will undertake to achieve the objectives of the Community Strategic Plan (CSP).

Issues

Per the practice of many other Councils, Warrumbungle Shire Council has combined its DP and OP into one (1) document this financial year.

DP Requirements

Council must have a DP detailing the principal activities it will undertake to achieve the objectives of the CSP. This is the point where the community's high level goals are translated into actions, within the available resources ie, assets, financial and staff under the Resourcing Strategy. The DP must be adopted by 30 June in the year following an election, and must go on public exhibition for at least 28 days. The DP should address the full range of Council operations and allocate high level responsibilities for each action.

The General Manager is responsible for ensuring progress reports are provided to Council with respect to the principal activities at least every six (6) months. It is designed as a fixed term plan to align with the Council electoral cycle, and the outgoing council will report to the community on what it has achieved in this regard as per (s404 parts 1-5) of the Local Government Act (1993). The Delivery Program is reviewed every year in preparation of the annual Operational Plan.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

OP Requirements

Supporting the DP is an annual sub plan, the OP which details the individual projects and activities to be undertaken within that year. Like the former Management Plan, the OP must have a Statement of Council's Revenue Policy and include a detailed budget for the activities/projects to be completed in the year.

The OP must be adopted before the beginning of each year as part of the DP, after being placed on public exhibition for a minimum of 28 days with detailed maps of each rating category. In deciding on the final OP Council must consider any submissions that have been made concerning the draft plan.

Statement of Revenue Policy Requirements

As per the requirements of s405(2) of the Act, the OP must include a statement of the Council's Revenue Policy for the year covered by the OP. These include;

- a detailed estimate of Council's income and expenditure,
- each ordinary rate and each special rate proposed to be levied,
- each charge proposed to be levied,
- the types of fees proposed to be charged by Council
- Council's proposed pricing methodology for determining the prices of goods and the approved fees
- the amounts of any proposed borrowings (other than internal borrowing), the sources from which they are proposed to be borrowed and the means by which they are proposed to be secured.

Options

In accordance with s535 and 496 of the Act, a rate or charge must be made by resolution of Council. The proposed rates and charges are as per Council's Statement of Revenue Policy in Council's OP.

Council's draft OP and DP 2014/15-2017/18 meets the requirements of the Act, and as at Friday 13 June will have been on public exhibition for the required 28 days.

Any submissions from members of the public will be provided to Council prior to the meeting and Councillors comments and feedback is sought for any changes to be made to the draft DP and OP. Council must consider community feedback and formally adopt the combined Delivery Program and Operational Plan.

As at Thursday 12 June, only two submissions have been received from members of the public. The first submission was from a property owner on Gentle Annie Road requesting that Council allocate funding to widen sections of Gentle Annie Road (saw out crossing back to Yarragrin). The second submission was from a resident requesting that Council allocate \$50k in the 2014/15 financial year to install photovoltaic solar panels on the roof of the new Council Chambers in Coonabarabran, and further allocate a similar amount each year to enable the progressive installation of solar power on all Council buildings and other suitable infrastructure.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Financial Considerations

Features of Council's 2014/15 OP budget include:

- A **balanced cash budget (\$8k surplus)**;
- An **accrual deficit of \$0.672m** predominantly due to the quantum of depreciation on Council's extensive asset network;
- **Total recurrent expenditure excluding depreciation of \$34.472m** representing a \$2.146m increase over 2012/13 actuals;
- **Total revenue of \$44.572m** representing a \$2.086m increase over 2012/13 actuals;
- A **capital program of \$10.088m focused more on renewal of Council's existing assets than expansion**;
- **Full cost recovery in the business arms of Council** as required by legislation.

This budget represents an improvement over prior years, and if achieved will represent a considerable step in improving Council's financial future.

Significant features and deliverables of the 2014/15 – 2017/18 DP include:

- A combined **cash surplus of \$445k** over the four years of the Delivery Program;
- Completion of **\$37.7m worth of capital works** over the four years;
- **Completion of Council's Timber Bridge Replacement Program** with the use of LIRS funding resulting in Council having only one timber bridge within the shire as at 30 June 2016;

RECOMMENDATION

That Council adopts the Warrumbungle Shire Council Operational Plan and Delivery Program 2014/2015 to 2017/2018 **FURTHERMORE:**

1. In accordance with s514 of the Local Government Act 1993, Council has declared the category of each parcel of rateable land within its area within one or other of the following categories:
 - Residential
 - Farmland
 - Business
 - Mining
2. In accordance with s535 of the Local Government Act 1993 that Council make and levy the following ordinary rates and annual charges for the 2014/2015 financial year.

Residential Rate (sub category Baradine) ad valorem amount be set at two point four one two three cents (\$0.024123) in the dollar plus a base rate amount of one hundred and seventy two dollars (\$172.00). The amount raised via base amount is equal to 42% of the total levy.

Residential Rate (sub category Binnaway) ad valorem amount be set at one point two two eight eight cents (\$0.012288) in the dollar plus a base rate amount of one hundred and twenty six dollars (\$126.00). The amount raised via base amount is equal to 47% of the total levy.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Residential Rate (sub category Coolah) ad valorem amount be set at one point three five zero two cents (\$0.013502) in the dollar plus a base rate amount of two hundred and nineteen dollars (\$219.00). The amount raised via base amount is equal to 45% of the total levy

Residential Rate (sub category Coonabarabran) ad valorem amount be set at zero point nine two six four cents (\$0.009264) in the dollar plus a base rate amount of two hundred and fifty three dollars (\$253.00). The amount raised via base amount is equal to 42% of the total levy.

Residential Rate (sub category Dunedoo) ad valorem amount be set at zero point six nine eight five six cents (\$0.0069856) in the dollar plus a base rate amount of two hundred and sixty six dollars (\$266.00). The amount raised via base amount is equal to 47% of the total levy.

Residential Rate (sub category Mendooran) ad valorem amount be set at one point eight six eight two cents (\$0.018682) in the dollar plus a base rate amount of one hundred and eighty eight dollars (\$188.00). The amount raised via base amount is equal to 46% of the total levy.

Residential Rate (sub category Cobbora) ad valorem amount be set at zero point four seven eight nine cents (\$0.004789) in the dollar plus a base rate amount of one hundred and nineteen dollars (\$119.00). The amount raised via base amount is equal to 44% of the total levy.

Residential Rate (sub category Coolabah Estate) ad valorem amount be set at zero point four three six one cents (\$0.004361) in the dollar plus a base rate amount of one hundred and thirty seven dollars (\$137.00). The amount raised via base amount is equal to 46% of the total levy.

Residential Rate (sub-category Rural) ad valorem amount be set at zero point seven four seven nine two cents (\$0.0074792) in the dollar plus a base rate amount of two hundred and twenty three dollars (\$223.00). The amount raised via base amount is equal to 32% of the total levy.

Residential Rate (sub category – Villages One – Kenebri, Ulamambri, Neilrex, Bugaldie, Rocky Glen, Purlewaugh) ad valorem amount be set at two point two two five cents (\$0.02225) in the dollar plus a base rate amount of one hundred and fourteen dollars (\$114.00). The amount raised via base amount is equal to 43% of the total levy.

Residential Rate (sub category Village Two – Leadville, Merrygoen, Uarbry) ad valorem amount be set at one point four two five two cents (\$0.014252) in the dollar plus a base rate amount of ninety five dollars (\$95.00). The amount raised via base amount is equal to 46% of the total levy.

Farmland Rate ad valorem amount be set at zero point four three two two two seven cents (\$0.00432227) in the dollar plus a base rate amount of five hundred and thirty six dollars (\$536.00). The amount raised via base amount is equal to 20% of the total levy.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Business Rate (sub category Baradine) ad valorem amount be set at three point three seven nine two cents (\$0.033792) in the dollar plus a base rate amount of two hundred and fifty three dollars (\$253.00). The amount raised via base rate amount is equal to 43% of the total levy.

Business Rate (sub category Binnaway) ad valorem amount be set at two point two five four two cents (\$0.022542) in the dollar plus a base rate amount of one hundred and ninety six dollars (\$196.00). The amount raised via base rate amount is equal to 41% of the total levy.

Business Rate (sub category Coolah) ad valorem amount be set at two point seven zero two five cents (\$0.027025) in the dollar plus a base rate amount of three hundred and fifty dollars (\$350.00). The amount raised via base amount is equal to 46% of the total levy.

Business Rate (sub category Coonabarabran) ad valorem amount be set at two point nine eight seven eight five cents (\$0.0298785) in the dollar plus a base rate amount of four hundred and eighteen dollars (\$418.00). The amount raised via base amount is equal to 17% of the total levy.

Business Rate (sub category Dunedoo) ad valorem amount be set at one point one two eight cents (\$0.01128) in the dollar plus a base rate amount of three hundred and seventeen dollars (\$317.00). The amount raised via base amount is equal to 46% of the total levy.

Business Rate (sub category Mendooran) ad valorem amount be set at one point seven zero three cents (\$0.01703) in the dollar plus a base rate amount of one hundred and ninety one dollars (\$191.00). The amount raised via base amount is equal to 40% of the total levy.

Business Rate (sub category General) ad valorem amount be set at two point four zero nine one cents (\$0.024091) in the dollar plus a base rate amount of two hundred and eighty one dollars (\$281.00). The amount raised via base amount is equal to 14% of the total levy.

Business Rate (sub category Village One – Kenebri, Ulamambri, Neilrex, Bugaldie, Rocky Glen, Purlewaugh) ad valorem amount be set at six point zero six eight cents (\$0.06068) in the dollar plus a base rate amount of one hundred and forty four dollars (\$144.00). The amount raised via base amount is equal to 21% of the total levy.

Business Rate (sub category Village Two – Leadville, Merrygoen, Uarbry) ad valorem amount be set at six point nine six two cents (\$0.06962) in the dollar plus a base rate amount of one hundred and twelve dollars (\$112.00). The amount raised via base amount is equal to 24% of the total levy.

Mining Rate ad valorem amount be set at twenty cents (\$0.2) in the dollar plus a base rate amount of ten thousand dollars (\$10,000.00).

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Water Access Charges

Mendooran Water Access charge be set at eight hundred and sixteen dollars (\$816.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Mendooran Water supply and further any other properties outside the town boundary that are connected to or able to be connected to the water supply.

Coonabarabran Water Access charge be set at three hundred and sixty dollars (\$360.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Coonabarabran Water supply and further any other properties outside the town boundary that are connected to or able to be connected to the water supply.

Timor Gravity Main Water access charge be set at three hundred and sixty dollars (\$360.00) for all properties connected to the Timor Dam Gravity Main outside of the town boundary.

Baradine Water access charge be set at three hundred and sixty dollars (\$360.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Baradine Water supply and all rural properties not within the town boundary that are connected to or able to be connected to the Baradine Water supply.

Binnaway Water access charge be set at three hundred and sixty dollars (\$360.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Binnaway Water supply and all rural properties not within the town boundary that are connected to or able to be connected to the Binnaway Water supply

Village Water access charge be set at three hundred and sixty dollars (\$360.00) for all properties in the villages of Kenebri, Bugaldie and Merrygoen that are connected to the village water supplies.

Coolah Water Access charge be set at three hundred and sixty dollars (\$360.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Coolah Water supply and further any other properties outside the town boundary that are connected to or able to be connected to the water supply.

Dunedoo Water Access charge be set at three hundred and sixty dollars (\$360.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Dunedoo Water supply and further any other properties outside the town boundary that are connected to or able to be connected to the water supply.

Water Usage Charges

Water Usage Charge in all areas be set at one dollar and eighty cents (\$1.80) per kilolitre.

Sewerage Charges

User Pay Sewerage Charges Residential Properties - Connected be set at four hundred and fifty eight dollars (\$458.00)

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

User Pay Sewerage Charges Residential Properties – Not Connected be set at two hundred and ninety four dollars (\$294.00)

User Pay Sewerage Charges Non-Residential Properties - minimum charge be set at four hundred and fifty eight dollars (\$458.00)

User Pay Sewerage Charges Non-Residential Properties - Access Charge 20mm water meter size be set at two hundred and ninety four dollars (\$294.00)

User Pay Sewerage Charges Non-Residential Properties - Access Charge 25mm water meter size be set at four hundred and fifty nine dollars (\$459.00)

User Pay Sewerage Charges Non-Residential Properties - Access Charge 32mm water meter size be set at seven hundred and fifty two dollars (\$752.00)

User Pay Sewerage Charges Non-Residential Properties - Access Charge 40mm water meter size be set at one thousand and one hundred and seventy four dollars (\$1,174.00)

User Pay Sewerage Charges Non-Residential Properties - Access Charge 50mm water meter size be set at one thousand eight hundred and thirty five dollars (\$1,835.00)

User Pay Sewerage Charges Non-Residential Properties - Access Charge 80mm water meter size be set at four thousand six hundred and ninety seven dollars (\$4,697.00)

User Pay Sewerage Charges Non-Residential Properties- Access Charge 100mm water meter size be set at seven thousand three hundred and thirty nine dollars (\$7,339.00)

User Pay Sewerage Charges Non-Residential Properties – Not Connected be set at two hundred and ninety four dollars (\$294.00)

User Pay Sewerage Charges Non-Residential Properties - consumption charge be set at zero point seven seven cents per kL (\$0.77/kL)

3. In accordance with s496 of the Local Government Act, 1993 that Council make and levy the following annual charges for the provision of domestic and non domestic waste management services, and recycling charge for each parcel of rateable land for which the service is available for the year 2014/2015.

Base Charge

Waste Management Charge on all rateable properties be set at one hundred dollars (\$100.00).

Additional Usage Charges – Domestic

Domestic Waste Charge (Urban – Occupied) be set at three hundred and ten dollars (\$310.00) for the rendering of one (1) weekly service.

Domestic Waste Charge (Urban – Vacant) be set at zero dollars (\$0.00)

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Domestic Waste Charge (Rural Run – Used) be set at three hundred and ten dollars (\$310.00) for the rendering of one (1) weekly service.

Domestic Waste Charge (Rural Run – Not Used) be set at zero dollars (\$0.00)

Additional Usage Charge – Non Domestic

Non Domestic Waste Service charge be set at three hundred and ten dollars (\$310.00) for the rendering of one (1) weekly service.

Non Domestic Waste – Recycling Charge be set at two hundred and five dollars (\$205.00) for the rendering of one (1) weekly service.

4. In accordance with s566 (3) of the Local Government Act 1993, the Council adopt the maximum allowable interest rate of 8.5% as determined by the Minister to apply to all overdue Rates and Charges for the financial year 2014/2015.
5. That the schedule of Fees and Charges contained within the Operational Plan and Delivery Program for the financial year 2014-2015 be adopted.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 27 Long Term Financial Plan (LTFP) 2014/15 – 2023/24

Division:	Corporate Services
Management Area:	Finance
Author:	Graduate Accountant – Rebekah Elliott
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF5 Council is severely burdened by the increasing costs of service provision and asset management and its reliance on grants and other funding, together with a limited rate base, rate capping and restricted capacity to source income from other areas.

Reason for Report

To present the Warrumbungle Shire Council 2014/15 Long Term Financial Plan for Council review and endorsement.

Background

Council completed its first Long Term Financial Plan (LTFP) in the 2011/12 financial year per DLG requirements, formally endorsing the LTFP 2011/12-2021/22 in June 2012 (**Resolution No 420/1112**) as part of Council's Resourcing Strategy.

Council is required to review all IP&R Resourcing Strategy documents following the election of a new Council prior to 30 June the following year, and must update their LTFP annually when developing the Operational Plan. Council has now completed the update of the current LTFP a copy of which has been provided under separate cover for review and adoption.

Council's LTFP details Council's external operating environment and the financial challenges Council faces, the forecast level of revenue available to Council over the following ten (10) years, and Council's forecast recurrent and capital expenditure over this time period. The LTFP measures Council's expected financial performance based on the information above, and provides a forecast income statement, balance sheet, cash flow statement, and asset movement schedule based on this information. Council's assumptions are reviewed towards the end of the plan by way of a sensitivity analysis, and a set of KPIs are used to measure Council's performance. The LTFP also discusses the potential impact of the Federal budget announced on 13 May 2014.

The 2014/15 Long Term Financial Plan is structured in the same way as the previous report with the following minor changes:

- Council's sensitivity analysis section has been reviewed and more emphasis has been placed on the impact of the Federal Budget;
- A greater emphasis on comparing Council's overall financial performance under the alternative scenarios (i.e. base, optimistic and pessimistic) has been provided including high level comments on each KPI grouping;

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

- An analysis detailing the financial position and performance for Council's separate funds including General Fund, Sewer Fund and Water Fund has also been provided;

Issues

The LTFP forecasts that Council's revenue will increase from \$37.161m to \$46.174m, which is a 24.3% increase. In the same time period, Council's recurrent expenditure has been forecast to increase from \$37.833m to \$48.455m, which represents a 28.08% increase. Capital expenditure is forecast to average \$9.362m per annum over the life of the plan.

A summary of Council's forecast financial performance in the 2014/15 updated LTFP split by four (4) indicators as detailed in the measuring Council's financial performance section of the plan can be found in the following table.

Indicator	Details
Financial performance and flexibility	<ul style="list-style-type: none">• Council is forecast to continue to report operating deficits with a total deficit over the 10 years of \$16.568m in the best case scenario, \$19.121m in the base case scenario and \$26.848m in the worst case scenario. While the deficit amount increases over time, the forecast deficits in the 2013/14 LTFP are lower than the previous LTFP forecast;• Council is forecast to face risks around financial flexibility due to its high reliance on grant funding although there is an improvement over the timeframe of the LTFP in the base scenario;• Council's underlying operational performance is forecast to improve slightly (see EBITDA), with the main reason for increased deficits being depreciation increases and the freezing of the Federal Assistance Grants in the worst case scenario;• Depreciation expense assumptions are a large driver of the operating result (accounting for 26.11% of total expenses on average), and if incorrect, could be making Council's performance appear worse (or better) than it is.
Cash position and liquidity	<ul style="list-style-type: none">• Council is expected to maintain a sufficient cash balance (in total) however, in the worst case scenario Council's cash balance decreases from \$9.908m to \$2.323 (76.5% decrease) over the 10 year period;• Council's Business Arms of Council are forecast to be financially stable (unlike the general fund) and the buildup in cash above is mostly due to these funds not spending sufficient monies on capital in the short run, with savings being used to fund major capital replacements in several years time;• For the base and best case scenarios, Council's cash position will improve post 2022 (by approximately \$1m per annum) as all loans are paid off;

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Indicator	Details
Loan Exposure and Debt Servicing	<ul style="list-style-type: none">• Council's debt servicing ratio is well within the DLG 10% benchmark;• Loan repayments are around \$0.795m per year (excluding interest repayments) putting a drag on cash available for other uses, such as further capital works;• As a result of the loans Council has managed to bring forward the replacement of all Council's timber bridges (bar one) and the construction of the new admin building.
Asset renewal and capital works	<ul style="list-style-type: none">• Assuming Council's depreciation assumptions are correct, Council is under spending on asset renewals (total renewal deficit of \$34m over ten years within the base case scenario);• Council's capital program above is the maximum achievable given current cash constraints. In the worst case scenario, capital expenditure is consistent with the base scenario. However, Council may have to consider reducing capital expenditure due to the significant decrease in the availability of funds;• Assuming depreciation assumptions are correct, the condition of Council's assets is expected to decline over the ten years of the plan;• Prima facie Council is under spending on water and sewer assets over the plan despite having sufficient cash to cover the full cost of the necessary capital works;• Council is still forecast to spend monies on asset expansion which may be better applied to asset renewals;• Figures above may be skewed by the fact that many large capital items do not need to be replaced for several years.

Note: These findings should be read in conjunction with the graphs in the measuring Council's financial performance section of the plan.

Options

Council has two options in regard to the 2014-15 LTFFP:

1. Endorse the LTFFP and use the three scenarios provided within the plan for Council discussion and the financial modelling to make informed decisions;
2. Review the LTFFP and offer suggestions for improvement.

Financial Considerations

Hard decisions made in Council's recent budget process have resulted in some considerable improvements in Council's forecast financial performance and position over the following ten years including:

- Council's business arms are forecast to achieve full cost recovery;
- Council is forecasting a slight improvement in Council's EBITDA over the life of the plan;
- Council's total cash balance is forecast to stay constant at just over \$13m;
- Council's current ratio is well above the DLG benchmark of 2 (in total);

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

- Council's exposure to debt is clearly manageable with the debt service ratio decreasing over the life of the plan, and the majority of loans to be paid back by the end of the 2023/24 financial year;
- Council's financial flexibility is forecast to improve slightly over the plan;
- Although not in the ratios above, Council's cashflow will improve post 2023/24 due to the repayment of the majority of Council's debt;
- Over the LTFP Council is forecast to replace all its timber bridges (bar one) at a cost of \$5.4m and has recently completed the construction of the new administration building in Coonabarabran (\$3m).

Despite these considerable gains, Council does still face significant financial challenges, including:

- Insufficient forecast revenue to cover non business arms of Council activities over the life of the plan (although this should improve post 2023/24);
- A significant capital backlog with insufficient funding to address the issue;
- Forecast declining asset condition as a result of the backlog;
- Forecast increasing operating deficits due to income growth not keeping pace with total expenditure growth (including depreciation);
- The worst case scenario poses a significant challenge for Council due to liquidity issues as the unrestricted current ratio falls to approximately 1 in the worst case scenario with cash balances decreasing by 76.5% over the ten year period.

It should be noted that changes from the federal budget which are outside of Council's control may significantly impact Council's future financial position. Due to the significant impact of the federal budget changes, Council will review its LTFP as soon as the final financial impact of the budget is known.

RECOMMENDATION

That Council endorse the updated 2014/15 Long Term Financial Plan.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 28 Interim Management Letter 2013/14 Financial Year

Division:	Corporate Services
Management Area:	Finance
Author:	Chief Financial Officer – Stefan Murru
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF5 Council is severely burdened by the increasing costs of service provision and asset management and its reliance on grants and other funding, together with a limited rate base, rate capping and restricted capacity to source income from other areas.

Reason for Report

To present to Council the findings of the 2013/14 Interim Management Letter from Council's external auditors.

Background

Each year Council's external auditors carry out both an interim and a final audit. The final audit aims to provide an opinion on Council's financial statements as to whether they have been prepared in accordance with the requirements of Division 2, Part 3 of the Local Government Act; are consistent with Council's accounting records; and present fairly in all material respects Council's financial position and results of its operations at year end.

The interim audit on the other hand assesses Council's systems of internal controls and conducts testing of transactions to assist in the year end procedures by making sure that Council has sufficient internal controls in place.

Council's external auditors have completed their interim audit, and have presented Council with the Interim Audit Management Letter which identifies all internal control issues picked up as part of the interim audit. A listing of issues identified is provided in the issues section below, and a copy of the Interim Audit Management Letter has been provided to Councillors attached under separate cover.

Issues

A list of issues with Council's response is provided in the table below.

Options

For Council information.

Financial Considerations

Nil

RECOMMENDATION

For Council information

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Issue	Observation	Implications	Recommendations	Management Response
Stocktake Sheets	Stocktake sheets provided to the staff for counting were printed with the expected quantity of goods per the system.	Printing expected quantities on stocktake sheets increases the risk counters may rely on expected quantity as opposed to actual quantity on hand. If there was stock in excess of the expected quantity these items could be removed by staff and sold.	Stocktake sheets should be modified to remove expected quantities.	Council agrees with the recommendation and will adjust future stocktake procedures accordingly.
Current Delegations Listing	The creditors department holds an outdated version of the delegations listing. Through discussions with management it was discovered that an updated listing is in existence.	An outdated delegations listing may lead to authorising officers approving purchases over their delegation limit. If the listing held by the creditors department is outdated, authorisations of purchases over a delegation limit may not be picked up by creditors staff.	An updated version of the delegations listing be available at all times. This listing should be updated when changes occur and be provided to the appropriate staff as necessary.	Council agrees with the recommendation. Post the implementation of Civica Authority, delegation limits will be managed in the system itself via delegation limits built into the organisational structure hierarchy, thus ensuring that delegations are always up to date.
Review of delegation limits	There are a number of employees that appear on the delegations listing that are not required to authorise purchases. Stores had a number of lower level staff able to authorise purchase orders.	Having a large number of staff able to authorise payments can lead to a lack of control over purchasing.	A review of the delegations listing should be performed on a regular basis. Senior staff should control authorisation of the majority of purchases, with special delegations allowed for when senior staff are unavailable.	Council agrees with the recommendation. The new Civica Authority Online Requisition system will keep delegation limits in the organisational structure hierarchy which will ensure that delegations are up to date and reflect any changes in the organisational structure. Council will also review the current delegations relating to lower level staff post the implementation of OLR.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Issue	Observation	Implications	Recommendations	Management Response
Segregation of purchasing roles	During discussions with staff we were advised that through the electronic purchase order system it is possible for the same delegating officer to raise an order, authorise a purchase and receipt the goods if it is below their delegation limit.	There should always be a segregation of duties between staff ordering, authorising and receiving goods. Otherwise, there is a risk of fraud and over ordering.	It is noted that a new accounting system is to be implemented by the council in July 2014. During the implementation of this system it is recommended that council reviews purchase order procedures to ensure that it is not possible for the same employee to raise an order, authorise it and receive the goods.	Council agrees with the recommendation and will be implementing Civica Authority Online Requisitions (OLR) as at 1 July 2014. OLR in Civica Authority can be set up to enforce segregation of duties via the same person not being able to raise and authorise a requisition. Council plans to set up OLR in such a way, which will completely eliminate risks around segregation of purchasing roles. It should be noted that this issue has been ongoing for several years now, and the reason for this weakness in the past has been the inability of Practical (Council's current finance system) to enforce segregation of duties through its electronic purchase order system. It should also be noted, that there are manual segregation of duties controls in place which require that all purchase orders are authorised by an officer other than the person raising the order.
Authorisation of purchases	Authorisation of purchase orders does not always take place before the order is placed, goods received and or even invoice obtained.	While it is noted that there is a subsequent control in that purchases are authorised before payment, this can be considered to be ineffective as by the time the invoice is received a commitment to buy already exists. This may result in the council purchasing unnecessary goods.	It is noted that a new accounting system is to be introduced in July 2014. It is recommended that when this system is introduced that the purchase order system be reviewed to ensure authorisation on purchases occurs before goods are ordered.	As per the segregation of purchasing roles, this issue is related to shortcomings of Council's current finance software and the introduction of Civica Authority Online Requisitions should completely eliminate this risk, as purchase orders can only be raised in OLR once the requisition has been approved by the requisitioner's manager.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 29 Bank Reconciliation for month ending 31 May 2014

Division:	Corporate Services
Management Area:	Financial Services
Author:	Senior Finance Officer – Lisa Grammer
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

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 Councils General Ledger.

Options

Nil

Financial Considerations

Nil

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Summary

Balance per General Ledger – 31 May 2014

Bank	Account Number	Balance
General Fund	5410-3000-0001	812,954
Trust Fund	9000-3000-0000	181,477
WSC Mayor's Bushfire Appeal	9200-3000-0000	367,320
Investments - General	5220-3001-3001	3,080,667
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		11,393,545

Balance as per Bank Account – 31 May 2014

Bank	Balance
<u>General</u>	
Commonwealth	419,483
Westpac	29,247
NAB	235,607
Total - General	684,337
<u>Trust</u>	
Commonwealth	180,654
Total - Trust	180,654
<u>WSC Mayors Bush Fire Appeal Trust</u>	
Commonwealth	84,535
Commonwealth	286,785
Total - WSC Mayors Bush Fire Appeal Trust	371,320
<u>Investments</u>	
Securities	3,000,000
IBD	7,031,794
Total Investments	10,031,794

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Total All Bank Accounts	11,268,105
<i>Add:</i>	
Outstanding Deposits - General	140,754
Outstanding Deposits - Trust	823
Outstanding Deposits – WSC Mayors Bushfire Appeal	-
<i>Less:</i>	
Unpresented cheques - General	12,137
Unpresented cheques - Trust	-
Unpresented cheques- WSC Mayors Bushfire Appeal	4,000
Balance adjusted for outstanding deposits & Unpresented cheques (Final Bank Balance)	11,393,545
Variance between Final Bank Balance and General Ledger	-

WARRUMBUNGLE SHIRE COUNCIL

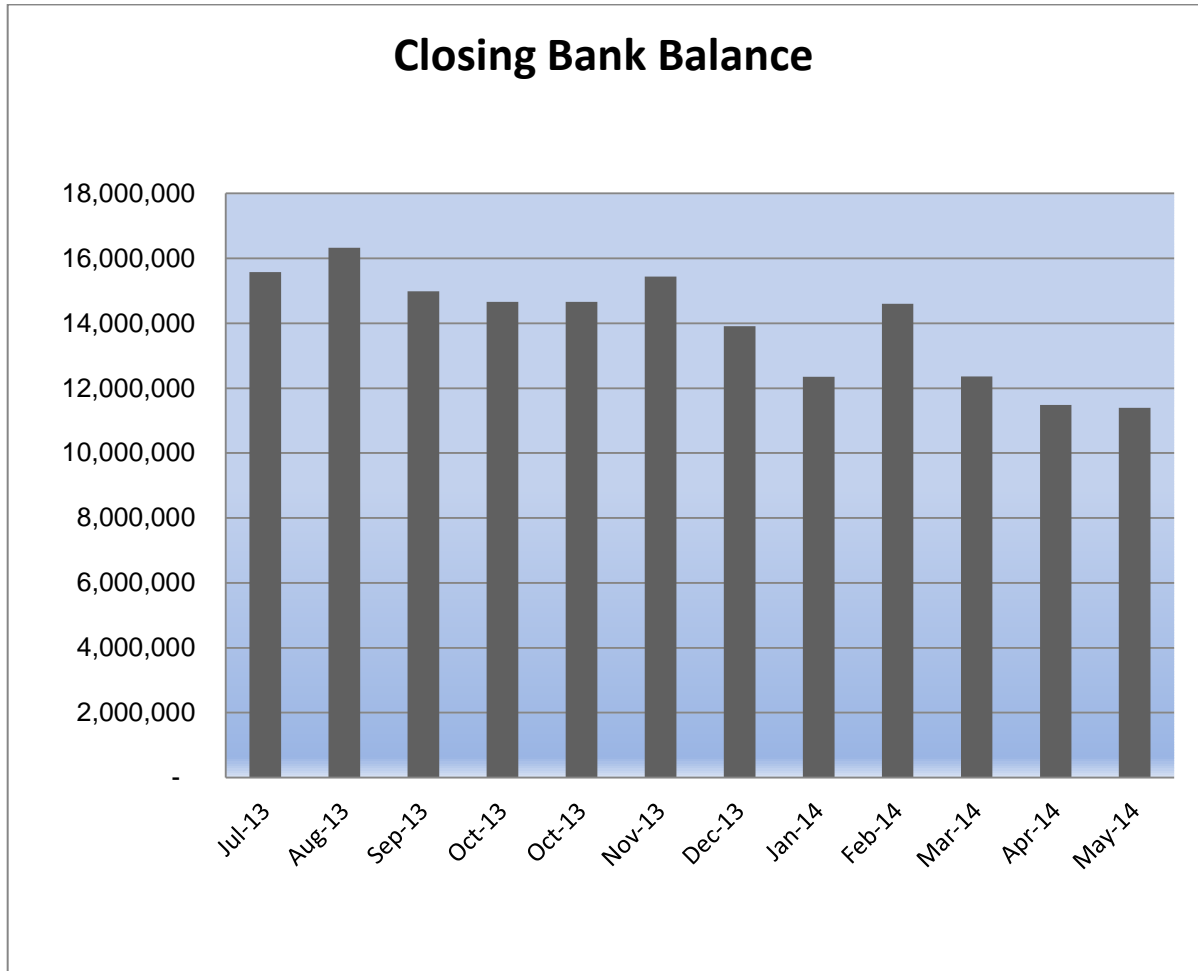
Ordinary Meeting – 19 June 2014

Balance as per Bank Account History as at 31 May 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
Feb-14	746,029	179,684	382,447	13,138,471	14,446,631	150,243	14,596,874
Mar- 14	353,569	214,370	382,976	11,647,952	12,598,867	(233,141)	12,365,726
Apr-14	490,748	217,152	383,562	10,313,035	11,404,497	83,550	11,488,047
May-14	684,337	180,654	371,320	10,031,794	11,268,105	125,440	11,393,545

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014



RECOMMENDATION

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 30 Investments and Term Deposits for Month ending 31 May 2014

Division:	Corporate Services
Management Area:	Financial Services
Author:	Senior Finance Officer – Lisa Grammer
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

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 May BBSW 3 month rate was 2.69%. Council's term deposits returned an average rate of 3.33% for the month of May, outperforming Council's benchmark.

During the month of May one of Council's Term Deposits of \$1.5m held with NAB fell due earning a total of \$18,347.

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

Council adheres to the DLG Investment Guidelines and Ministerial Investment Order 2011 and Councils Investment Policy is consistent with this order and any guidelines issued.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Summary

Investment Securities: Council currently holds the following investment securities:

Bank	Purchase Price	Indicative Bid	Valuation based on indicative bid as at 31 May 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)	May Interest Earned/Accrued	Closing Balance	Lodgement date	Maturity Date	Rating	Current Yield
NAB Cash Maximiser #	1,368,358	792,011	572,319	4,029	1,368,359	At Call	At Call	AA-	3.04%
ANZ At Call	2,663,436	2,021,025	637,348	5,063	2,663,436	At Call	At Call	AA-	3.10%
NAB Term Deposit	-	1,517,228	(1,518,347)	1,119	-	7/01/2014	6/05/2014	AA-	3.72%
ANZ Term Deposit	1,000,000	1,005,086	-	3,092	1,008,178	10/03/2014	10/06/2014	AA-	3.65%
Bank Of Queensland	1,000,000	1,004,820	-	3,049	1,007,869	12/03/2014	16/06/2014	BBB+	3.60%
NAB Term Deposit	1,000,000	1,008,094	-	3,176	1,011,270	10/02/2014	11/08/2014	AA-	3.75%
Total:	7,031,794	7,348,264	(308,680)	19,528	7,059,112				3.33%

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

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 May 2014.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 31 Rates Report for Month Ending 31 May 2014

Division:	Corporate Services
Management Area:	Financial Services
Author:	Water Debtor Officer – Rachael Carlyle
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 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 May 2014, is 15.85%. This figure is higher than the 10% benchmark proposed by the DLG. Although Council's Rates Outstanding ratio is still trending under the previous year balance for the same period.

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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

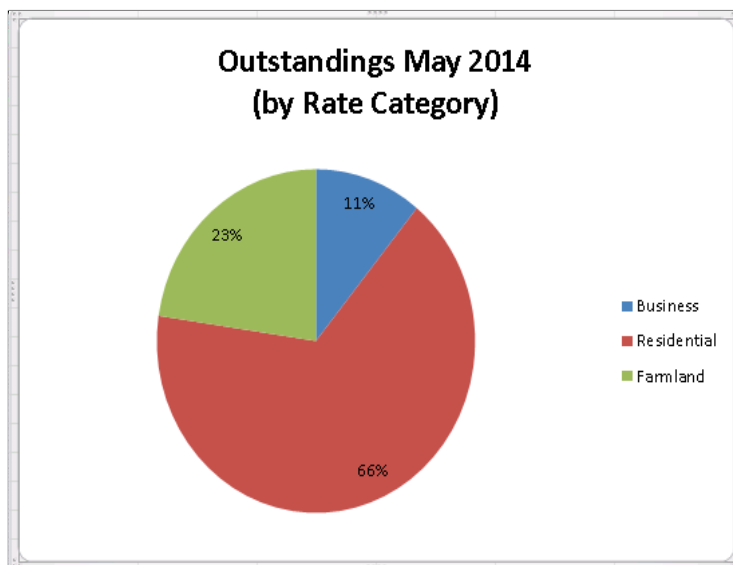
RATE/CHARGE TYPE	RATE ARREARS 2012/13	2013/2014 LEVY	PENSIONER WRITE OFF	ABANDONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2013/2014	COLLECTION % 2013/2014	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	675,157	7,156,654	184,580	15,049	7,632,182	6,980,940	651,242	91%	798,529	11%
Water	191,749	1,315,066	73,991	9,647	1,423,177	1,239,537	183,639	87%	227,860	17%
Sewerage	444,871	1,222,928	56,210	7,495	1,604,094	1,100,589	503,504	69%	197,711	16%
Garbage	176,185	1,803,783	91,062	3,862	1,885,043	1,670,228	214,815	89%	251,301	14%
TOTAL RATES AND ANNUAL CHARGES	1,487,962	11,498,431	405,843	36,053	12,544,496	10,991,294	1,553,200	88%	1,475,401	13%
Water Consumption	608,369	1,224,000	-	474	1,831,894	1,467,838	364,057	80%	352,715	29%
Sewer Consumption	78,637	120,000	-	2	198,635	136,284	62,351	69%	19,068	16%
TOTAL WATER SUPPLY SERVICES	687,006	1,344,000	-	476	2,030,529	1,604,122	426,408	79%	371,783	28%
LEGAL FEES	124,995	223,343	-	12,361	335,978	141,094	194,884	42%	243,482	-
INTEREST	269,420	125,475	-	-	394,895	-	394,895	0%	-	-
GRAND TOTAL	2,569,383	13,191,249	405,843	48,890	15,305,898	12,736,510	2,569,387	83%	2,090,666	15.85%

- 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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Analysis by Council staff has indicated that a majority of the rates and annual charges outstanding amount 66% relates to residential properties, while 23 % relates to farmland and 11% 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 316 assessments with a total of \$417,576 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	77,145	33,119	20,930	22,612	43,591	19,068	11,820	228,285
Residential	320,156	200,428	206,930	175,099	309,124	-	177,204	1,388,941
Farmland	401,228	17,754	-	-	-	-	54,457	473,439
Total	798,529	251,301	227,860	197,711	352,715	19,068	243,481	2,090,666

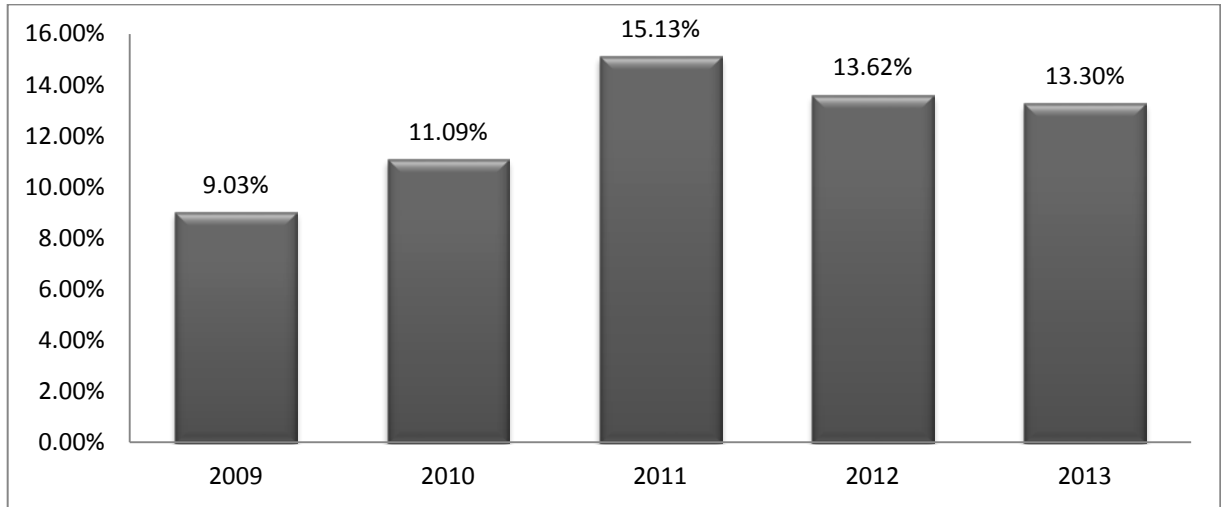
Collection of outstanding rates commences with an overdue letter which is received from Council giving 14 days to pay or contact Council requesting an arrangement, if no payment or contact is made a letter of demand is sent out by Council's Debt Recovery Agency giving 7 days to make a payment or contact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

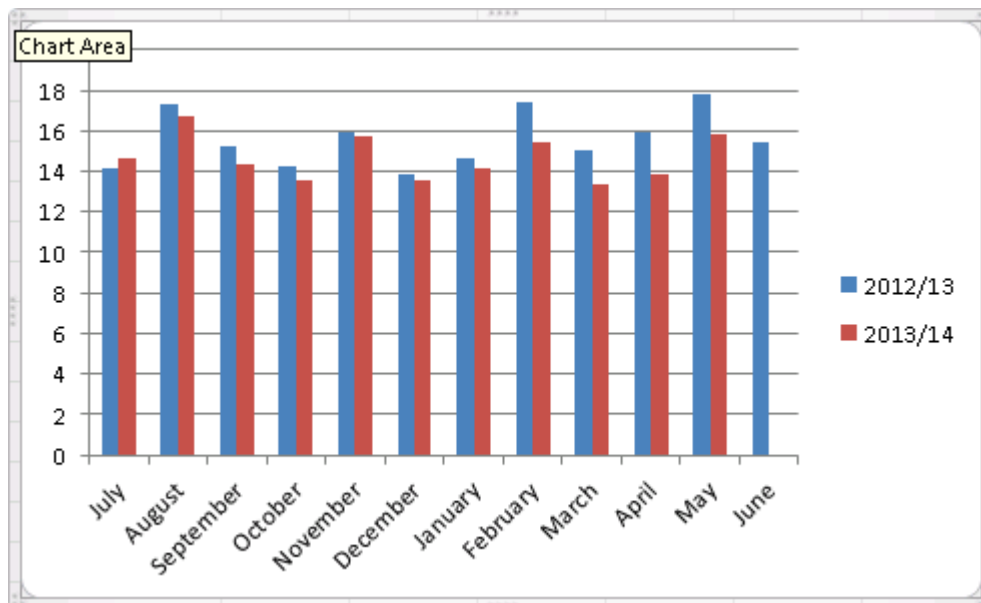
WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Graph 1: Ratio by Year



Graph 2: Ratio Month by Month



RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 32 Council Response to the Newell Highway Corridor Strategy

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 NSW State Government has placed on exhibition a Strategy document that details proposed upgrades along the Newell Highway. Council is being asked to consider making a submission in response to the Strategy document.

Background

The Newell Highway traverses the Shire and has a particular impact upon the social and economic wellbeing of Coonabarabran. John Street (Newell Highway) runs through the Central Business District of Coonabarabran. For decades now, the community of Coonabarabran has debated the merits of having a major highway running through the CBD. As the volume of traffic grows and the nature and type of vehicles changes, it is appropriate that Council respond to a Strategy and Planning document which aims to improve the efficiency and safety of vehicles travelling the route.

Issues

The Strategy document provides details on the many and various types of deficiencies along the 1060 kilometre route and presents a schedule of upgrades. The document is very focused on the Newell Highway as a freight route and most of the upgrades aim at opening the entire route to Higher Productivity Vehicles (HPV). It appears that the road grades and curves on the hills to the south of Coonabarabran will no longer be a barrier to use of the route by HPV. The Strategy appears to accept that B Triples and AB Triples will be able to travel across the Warrumbungle range and then travel through the Coonabarabran CBD.

There are several issues affecting Warrumbungle Shire and in particular the community of Coonabarabran that are not adequately addressed in the Strategy document:

a) **Timeframe for the Coonabarabran Highway Bypass**

The Strategy presents the schedule of upgrades in terms of 'short term', 'medium term' and 'long term' investment priorities. However there is no definition of timeframe for each of these terms. The Coonabarabran bypass is a long term priority, however without a timeframe there is uncertainty, which then impacts upon investment decisions of the Coonabarabran business community and Council.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

b) **Wide Load Detour Route**

Vehicles wider than 3 metres are required to detour via Edwards Street, Namoi Street and Saleyards Road.

However, there is increasing frequency of wide vehicles and there is an increase in the mass of these wide vehicles. Hence these urban streets of Coonabarabran, and in particular the top weir crossing of the Castlereagh River, have become an Over Size Over Mass route. The Strategy document makes no reference at all to the OSOM vehicles and in particular the use of residential streets in Coonabarabran for these vehicle types.

c) **Incident Response Plans**

The Strategy document makes no reference to the impact on pavement condition of local and regional roads when vehicles on the Newell Highway are diverted as a result of an incident or closure on the highway.

d) **Rest Areas**

The Strategy document outlines significant work being done in relation to establishing and upgrading rest areas on the highway in rural areas. However, the issue of truck drivers preferring to rest overnight in the urban areas and in particular the Crane Street area of Coonabarabran is not addressed.

e) **Rail Level Crossing**

The Strategy refers to nine rail level crossings on the Newell Highway; however the crossing in Coonabarabran is not one of them. Even though the train line in Coonabarabran is not operational, the crossing should not be ignored as it impacts upon noise levels and road condition.

Options

A draft submission in response the Newell Highway Corridor Strategy is included in attachment 1.0. Council has the option of making changes to the proposed submission or indeed Council has the option of not making a submission at all.

Financial Considerations

The Newell Highway Corridor Strategy has no direct and immediate impacts on Council's budget. However, the use of the wide load detour by over mass vehicles is considered to be unsustainable in the long term and if not addressed the cost of repairs and renewal of pavement and drainage structures will become a Council responsibility. Furthermore, there are cost implications to Council if truck rest areas are not adequately addressed and cost implications if trucks are diverted to local and regional roads.

RECOMMENDATION

That a submission, based on the draft document in Attachment 1.0, is prepared by Council in response to the NSW Government's Newell Highway Corridor Strategy.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Attachment 1.0

Draft Submission in Response to the NSW Government's Newell Highway Corridor Strategy

Warrumbungle Shire Council appreciates the opportunity to make a submission on the Newell Highway Corridor Strategy currently out on public exhibition. Council acknowledges the importance of the Newell Highway to the economic and social wellbeing of the State and indeed the Nation and commends the State Government for developing an upgrade strategy for the route. The Newell Highway traverses the Warrumbungle Shire Local Government Area and it has a significant impact upon the economic, social and environmental well being of the Shire. The Newell Highway and the traffic that uses the route, impacts on the condition and use of the adjacent network of local and regional roads. In particular though, the Newell Highway has significant impact upon the local economy of the town of Coonabarabran.

The town of Coonabarabran is referred to throughout the Strategy document. In particular one of the long term recommendations refers to a highway bypass of Coonabarabran.

The Strategy focuses almost entirely on works necessary to upgrade the corridor to remove road safety hazards and to improve movement efficiency of vehicles travelling the road. Furthermore, the Strategy recognises that movement of freight will be more efficient if the full length of the route is open to use by Higher Productivity Vehicles. As a consequence many of the recommendations aim to improve road conditions for these vehicles.

Whilst the Strategy does provide extensive detail on upgrade works and the reasons for them, Warrumbungle Council is of the view that there are several route issues that must be addressed in order for the Strategy to make the claim of being truly 'comprehensive'. Council will consider the Strategy to be comprehensive if the following issues are addressed in the final document:

1. Timeframes

The strategy actions or investment priorities are grouped into either short term, medium term or long term. However, there is no indication of what the time period is for each of these groups.

It is of vital importance that the town of Coonabarabran has some certainty about timeframe for the highway bypass proposal. For decades now the prospect of a highway bypass has stymied the investment decisions of local business owners. Council understands that a highway bypass will change the operating conditions of many local businesses, however Council also understands that timeframe certainty will allow these business operations to more effectively plan and make investment decisions.

The Strategy indicates that a preferred route has been determined for the highway bypass of Coonabarabran. However, it is Council's understanding that a land corridor over the preferred route has not been gazetted or identified in the Local Environment Plan. Furthermore, Council has never made a resolution in relation to a preferred route and therefore more consultation with Council is required to

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

ensure that as far as possible local business owners can take advantage of 'passing trade'.

2. Coonabarabran Over Dimension Route

Whilst the Strategy focuses heavily on the need to improve road capacity to allow more productive freight trucks to travel the entire length of the route, there is no reference at all in the Strategy to Over Size Over Mass vehicles. The increasing frequency of OSOM vehicles on the highway is of particular concern to Council as these vehicles, when they pass through Coonabarabran, do not travel along the highway. OSOM vehicles travelling through Coonabarabran use a network of local streets, because the highway through Coonabarabran is not wide enough.

The Wide Load Detour is not designed for the heavy loads that are incorporated in the wide load vehicle. The frequency of OSOM using the Detour Route is increasing and so to is the size and mass of the loads. It is not uncommon for loads weighing in excess of 150 tonnes to travel along what should be a quiet residential street in Coonabarabran.

The OSOM Route in Coonabarabran is not addressed in the Strategy, which is of concern to Council as the route is not sustainable in the long term. Of particular concern to Council is the causeway crossing of the Castlereagh River, which is on the Wide Load Detour Route. This causeway is constructed in concrete of unknown structural capacity and furthermore the causeway forms a weir, which is an integral component of the water supply system for Coonabarabran.

Also of concern to Council is the condition of two large concrete culverts and the condition of the pavement. The street pavement, box culverts and the river weir crossing were not designed for loads that now accompany the many wide loads travelling on the route.

3. Incident Response Plans

The highway may be closed in response to emergencies and for various reasons including, bushfire, flooding and vehicle accident. The Strategy discusses in very general terms implementation of an Incident Response Plan (p. 80) if any section of the Newell Highway is closed.

The Strategy does not recognise pavement condition impacts on the adjoining road network if the Newell Highway is closed as a result of an incident. Warrumbungle Shire Council is particularly concerned that damage to the local and regional road network accelerates during periods of high rainfall and when the Highway is closed. During the flooding events on the Newell Highway in 2012, freight trucks used a network of regional and local roads through the Warrumbungle Shire LGA to access the New England Highway. As a result, the rate of pavement damage accelerated on these roads, most of which were already 'water logged' due to the prevailing high rainfall period.

Warrumbungle Shire Council is not aware of any Incident Response Plans for the Newell Highway and in particular if any of those plans rely on accessing regional or local roads within Warrumbungle Shire LGA. The impact of closure of the Newell Highway on local and regional roads must be recognised and addressed in the Strategy.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

4. Rest Areas

The Strategy details significant investment planned and being undertaken for provision of truck rest areas along the Newell Highway (p. 91). The Strategy does not detail though the facilities to be provided at each of these rest areas. Furthermore, the Strategy does not refer to proposals for establishment of a rest area/ service centre at the intersection of the Newell Highway and Oxley Highway.

Various streets in Coonabarabran are used every night by truck owners as a place to rest. In particular, Crane Street on the northern side of Coonabarabran is a place to rest for at least six (6) trucks on a nightly basis. There are no public toilet facilities in the Crane Street area of Coonabarabran and Council receives frequent complaints from adjoining property owners about the condition of the street. Even though the nearest sign posted rest area with toilet facilities is just 10km away, there is a preference amongst truck drivers to rest in an urban area and this fact should be recognised in the Strategy and provision should be made to provide appropriate facilities.

5. Rail Crossing

The Strategy makes reference to nine rail level crossings on the Newell Highway (p. 120), however this list does not include the rail level crossing in Coonabarabran near the Mary Jane Cain Bridge. The rail level crossing in Coonabarabran is not active in the sense that trains are operating on the line and hence does not present the same safety risk as the nine listed crossings, nevertheless the crossing is a structure that needs to be managed. The rail level crossing in Coonabarabran impacts upon the roughness of the road and noise levels as the condition of the crossing deteriorates.

Thank you again for the opportunity to comment on the Draft Newell Highway Corridor Strategy and Council looks forward to the issues raised in this submission being addressed in the final document.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 33 Membership of the Warrumbungle Pedestrian and Mobility Access Advisory Committee

Division:	Technical Services
Management Area:	Asset and Design Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure & Services
Priority:	P12 The long term wellbeing of our communities is dependent on the provision of high quality services.

Reason for Report

To accept or reject nominations from members of the community for membership of the Warrumbungle Pedestrian and Mobility Access Advisory Committee.

Background

Council will recall making a resolution on the 20 February 2014 to create a Committee to advise Council on pedestrian access and mobility issues in each of the urban centres in the Shire. A public call for nominations for membership of the Committee has now closed and Council is asked to consider the nominations, which have been forwarded to Councillors under separate cover.

Nominations have been received from the following people;

- Mr Kevin Carberry
- Ms Wendy Hill
- Ms Ellen Mahne
- Ms Jennifer Tucker

A copy of the adopted Committee charter is included attachment 1.0 for reference.

Issues

The purpose of the Pedestrian and Mobility Access Advisory Committee is to ensure fair and objective judgement of pedestrian mobility issues and hence members of the Committee should have the capacity to make such judgements.

Options

Council will need to assess the capacity of nominations to meet objectives of the advisory committee.

Financial Considerations

The establishment of the Pedestrian and Mobility Access Advisory Committee is not expected to impact upon existing budget allocations.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

RECOMMENDATION

That Council accept the nominations for membership of the Warrumbungle Pedestrian and Mobility Access Advisory Committee from the following people; Mr Kevin Carberry, Ms Wendy Hill, Ms Ellen Mahne & Ms Jennifer Tucker.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

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)

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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 34 2014 IPWEA Roads Congress

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

Provide Council with a report on the IPWEA (NSW) Roads Congress and present the Conference communique.

Background

The annual NSW Local Roads Congress was held at State Parliament House on the 2nd June 2014. The Congress is organised by the Roads and Transport Directorate, which is a division of the NSW Institute of Public Works Engineering Australia.

The Congress was attended by the Director Technical Services and Councillor Clancy.

The conference program included presentations from the following people;

- Clr Keith Rhoades, President of Local Government NSW
- Mr Ray Williams MP Parliamentary Secretary for Roads
- Mr Graham Sansom, Chair NSW Local Government Review Panel
- Mr Brian Dollery, Director UNE Centre for Local Government
- Mr John Comrie, JAC Comrie Pty Ltd
- Mr Dave Stewert, Secretary, Transport for New South Wales
- Mr Jeff Roorda, Jeff Roorda & Associates
- Mr Michael Caltabiano, CEO of Australian Asphalt Paving Association

A copy of the Congress Communique is provided in attachment 1.0

Issues

A range of issues were canvassed and discussed in relation to Local Government's ability to fund maintenance and renewal projects on local roads. A common theme was that State Government funding of roads was not going to increase. Furthermore, the State Government would prefer to negotiate with less Local Government entities in relation to maintenance contracts on the State roads and in relation to roads of regional significance. However, there was discussion about the Federal Government's apparent funding increases in the Roads to Recovery program and the possibility that the method of distributing Federal Assistance Grants (FAGs) may change.

The creation of a national local government finance authority was discussed. It was suggested that because Local Government generally has low levels of debt and because it has control over assets that have a long life, that Local Government is in a good position to take on more debt to finance road renewal projects.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

A presentation on road pavement construction techniques suggested that technology surrounding roads is constantly changing, particularly in relation to bitumen sealing and hence there may be more efficient methods of road construction in various situations.

Options

Council has discretion in relation to the Congress communique. Council may wish to publish the communique locally, also Council may wish to formally submit the Communique to The Member for Barwon.

Financial Considerations

Attendance at the NSW Local Roads Congress will not impact on current budget allocations

RECOMMENDATION

That Council note the contents of the communique from the NSW Local Roads Congress and furthermore the communique is presented to The Member for Barwon.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Attachment 1.0

NSW Local Roads Congress

2nd June 2014

Congress Communiqué

The NSW Roads & Transport Directorate, a partnership between the Institute of Public Works Engineering Australia (IPWEA) and Local Government NSW in holding the 2014 NSW Local Roads Congress resolved to announce the following communiqué.

Local & regional roads are absolutely critical to the social and economic well-being of communities across NSW, and particularly in regional NSW where alternate transport options are limited. These same roads are also critical to the efficient movement of freight including delivering loads via high productivity trucks to/from point of source over the 'first mile'.

The Congress notes government advice that the freight task is predicted to double in the next 20 years and acknowledges many local & regional roads were not designed to cater for higher productivity vehicles. In addition, the State Government must review the increased use of the rail network the increased freight task.

Local & regional roads are under-funded in NSW by more than \$600M per annum, without accounting for works to meet demand from growth or upgrades to meet the increasing pressures to support higher productivity trucks. This shortfall is inclusive of existing Federal Assistance Grants and Roads to Recovery programs.

The Australian government is to be congratulated for continuing Roads to Recovery (\$349.8M/yr across Australia) and introducing a fund to assist with bridges (\$60M/yr) through to June, 2020. However, greatly increased funding is still required for timber bridges to address the access problem.

The flatlining of Federal Assistance Grants announced in the recent Budget means this funding is being significantly eroded (\$95.8M, \$200.4M, \$307.8M & \$321.1M from 2014/15 to 2018/19 respectively). This represents a major loss of much needed funding.

The NSW Local Road Construction Cost Forecast 2010-2020 (February, 2011) highlights the increasing cost of construction as being over 4.1% per annum over this decade. This far exceeds the rate pegging limit for NSW of 2014/15 of 2.3%, resulting in a decline in available funding in real terms.

In NSW this means accepting further decline in the condition of road & bridge infrastructure, with worsening road safety outcomes, negative impacts on business and the NSW and regional economies, increasing maintenance costs and litigation, and reduced ability to meet the extra demands of growth in population and provide for higher productivity vehicles.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

The NSW Congress therefore calls on the State and Australian governments to take the following measures:

NSW government

The NSW government should:

- i. immediately direct IPART to increase the rate pegging limit by a further 2.5% (total 4.8%) for the 2014/15 financial year to account for the decreased Financial Assistance Grants (FAG) announced in the May, 2014 Federal Budget and the real cost of construction increases
- ii. in the longer term, remove rate pegging in NSW and allow Councils to determine appropriate rating increases in conjunction with their own communities using the Integrated Planning and Reporting framework . Failing that, the NSW Government should set rate pegging to take account of the real costs of undertaking construction and service provision to the community
- iii. implement changes to allow the re-distribution of Financial Assistance Grants to assist the areas of highest need in regional NSW and modify rating arrangements on high density development to permit urban Council's to sustain current rate revenue levels. This proposal must be part of a total package based on the development of asset management plans based on auditable data.
- iv. the Department of Planning develop strategies to determine and mitigate the cumulative impact of State Significant Development on communities and transport infrastructure beyond the immediate development area.

NSW & Australian Government

The Congress calls on the State and Australian governments to work together to provide:

- i. a National Local Government Finance Authority (NLGFA) to source lower interest borrowing for Local Government across NSW & Australia
- ii. produce guidelines for Local Government on effective use of borrowing to address short and long term funding needs including renewal and upgrade of local and regional roads
- iii. increased funding arrangements to facilitate increased productivity in road transport and works designed to meet future growth
- iv. greater support for rail in regional NSW to reduce the increasing freight loads on local and regional roads, including resolving institutional impediments for access to existing rail
- v. recognition of Local Government in the Australian Constitution
- vi. consider and address the cumulative impact of increasing road and rail freight on communities and initiate infrastructure improvements, such as rail overpasses to improve transport efficiency.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Australian Government

The Congress calls on the Australian government to:

- i. Restore the CPI increase in Financial Assistance Grants to Local Government
- ii. Progressively increase funding to Local Government tied to a percentage of the GST equivalent to 1% of national GDP.

Australian Local Government Association

The NSW Congress seeks the support of ALGA to further the case for improved funding and recognition of Local Government as outlined in this communique.

NSW Local Government

The Congress calls on Local Government in NSW to:

- i. support the Congress outcomes by writing to the relevant Ministers and their local State and Australian government MPs seeking their support for the outcomes outlined herein
- ii. support the expenditure of all FAG-Roads Component Funding on roads
- iii. Continue to pursue improved asset management across all Council's through capacity building and peer support
- iv. Continue to strive for gains in efficiency in service delivery

Further enquiries:

Greg Moran, President IPWEA (NSW)

Warren Sharpe, Director IPWEA (NSW)

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 35 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 for period ending 31 May 2014 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. Also, this report now includes 2014/15 projects where survey and design and investigation has commenced.

Attachment 2.0 contains a list of unsealed roads that have been maintenance graded since 1 July 2013. The attachment also include roads that schedule for maintenance grading over the next two months.

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 and attachment 2.0 is noted for information only.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

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

Task Name	Finish Date	Budget (\$)	Year to Date Exp(\$)	% Work Complete
Technical Services		14,478,784	11,771,888	80%
Asset Design Services	Fri 28/11/14	40,900	24,443	55%
Survey Equipment	Fri 27/06/14	12,000	12,000	100%
Software Upgrades	Fri 30/05/14	18,000	2,660	50%
Binnia St Median Ext.	Fri 1/08/14	0	0	0%
Bridge design - Orana Rd	Fri 1/08/14	0	0	0%
Dalgarno St, Median	Fri 28/11/14	0	0	0%
Road Safety Program	Fri 27/06/14	10,900	9,783	100%
Keep our kids safe	Thu 9/10/14	3,000	2,404	100%
Just slow down	Fri 23/05/14	4,000	3,975	100%
Watch out people about	Fri 25/10/13	1,200	1,010	100%
Free Cupp for the driver	Fri 27/06/14	1,500	1,498	100%
Wkshps Sup of L Drivers	Thu 21/08/14	1,200	896	100%
Fleet Services	Fri 27/06/14	3,337,767	3,345,288	90%
Minor Plant Purchases	Fri 30/05/14	21,510	26,981	100%
Plant Purchases	Wed 30/07/14	3,316,257	3,318,307	100%
Road Contracts	Fri 27/06/14	3,216,644	3,489,432	95%
RMS Work Orders	Fri 27/06/14	2,187,144	2,187,144	95%
Reseals	Mon 18/11/13	1,029,500	1,302,288	100%
Baradine reseals	Thu 14/11/13	17,200	22,488	100%
Binnaway reseals	Wed 6/11/13	15,400	18,701	100%
Coolah reseals	Fri 15/11/13	25,600	34,571	100%
Coonabarabran reseals	Mon 4/11/13	82,000	74,394	100%
Dunedoo reseals	Tue 5/11/13	23,100	39,522	100%
Mendooran reseals	Mon 18/11/13	15,400	14,311	100%
Local roads reseals	Fri 8/11/13	420,300	576,473	100%
Regional Rd reseals	Tue 12/11/13	430,500	521,828	100%
Road Operations	Fri 5/06/15	5,559,514	3,742,121	55%
Local Roads	Fri 5/06/15	3,141,469	1,110,366	75%
Bridge - Grandchester	Thu 31/10/13	200,000	121,001	85%
Bridge - Tongy	Fri 16/08/13	116,689	297,439	100%
Bridge - Bugaldie Ck	Fri 11/10/13	116,689	174,294	100%
Bridge-Baby Creek	Fri 30/08/13	20,000	29,204	100%
Garrawilla Ck (fld damage)	Fri 16/08/13	164,791	222,722	100%
Premer Estate Cwy	Fri 16/05/14	38,300	34,239	100%
Bridge - Barad/Aero Rd	Fri 26/09/14	250,000	12,685	5%
Bridge- Baradine Creek	Fri 5/06/15	1,500,000	65,000	5%
Borambitty Rd Crest	Fri 6/09/13	25,000	16,148	100%

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Task Name	Finish Date	Budget (\$)	Year to Date Exp(\$)	% Work Complete
Coolah Ck Rd Rehab	Fri 21/02/14	110,000	134,910	100%
Bridge - Kenebri	Fri 2/01/15	600,000	2,724	0%
Gravel Road Resheeting	Fri 13/06/14	855,000	744,650	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	25,058	100%
Box Ridge Rd	Fri 18/04/14	110,000	90,852	100%
Wyuna Road	Fri 30/05/14	90,000	78,195	100%
Regional Roads	Fri 26/06/15	1,563,045	1,887,105	50%
Bridge - Saltwater Crk No 2	Tue 30/12/14	594,045	1,127,172	85%
MR55 Pavement Rehab	Fri 7/02/14	800,000	572,889	60%
MR129 Pavement Rehab	Fri 25/04/14	169,000	187,044	100%
Mow Creek	Fri 26/06/15	0	0	0%
Mow Creek design	Fri 26/09/14	0	0	0%
Mow Crk, Construct.	Fri 26/06/15	0	0	0%
Urban Services	Fri 26/06/15	1,498,405	740,534	15%
Horticulture	Fri 26/06/15	244,590	144,619	13%
Binnaway Progress Ass'n	Mon 31/03/14	5,000	5,000	100%
Milling Park Playground	Fri 13/12/13	70,000	70,067	100%
Mendooran Park Toilets	Wed 19/11/14	35,000	2,091	25%
Milling Park Toilet	Fri 26/06/15	50,000	0	0%
Neilson Park - Fitness Equip	Fri 27/06/14	14,590	14,590	0%
Timor Park Toilet	Fri 26/09/14	25,000	19,871	0%
Nandi Park Toilet	Fri 26/09/14	45,000	33,000	0%
Ovals	Fri 27/06/14	196,148	123,645	36%
Robertson Oval, irrigation	Fri 27/09/13	56,595	58,352	95%
Bowen - Turf Wicket	Fri 24/01/14	8,000	1,854	100%
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 27/06/14	37,553	35,009	65%
Coona. Netball crts	Fri 30/05/14	0	0	0%
Site plan	Thu 24/04/14	0	0	0%

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Task Name	Finish Date	Budget (\$)	Year to Date Exp(\$)	% Work Complete
geotechnical invest	Fri 30/05/14	7,000	0	0%
Swimming Pools	Fri 27/12/13	72,000	68,138	100%
Coona Concrete repairs	Fri 27/09/13	20,000	40,000	100%
Coolah pool cover	Mon 23/12/13	12,000	17,275	100%
Baradine leak prevent	Fri 27/12/13	40,000	10,863	100%
Town Streets Baradine	Fri 27/06/14	159,932	43,687	30%
Street light - Lachlan Street	Fri 26/07/13	4,632	5,052	100%
Flood Levee Invest	Fri 27/06/14	120,000	38,635	33%
Baradine Foot Rehab	Fri 27/06/14	5,300	0	0%
Walker street k&g	Fri 27/06/14	30,000	0	3%
Walker desing	Tue 18/02/14	0	0	100%
Walker construct	Fri 27/06/14	0	0	0%
Town Streets Binnaway	Fri 27/06/14	60,000	4,250	30%
David street k&g	Fri 25/04/14	60,000	4,250	1%
David design	Fri 27/06/14	0	0	60%
David construction	Fri 27/06/14	0	0	0%
Town Streets Coolah	Fri 26/06/15	249,100	89,638	20%
Coolah cycleway	Fri 30/08/13	10,814	10,478	100%
Binnia St. kerb blisters	Fri 9/05/14	90,286	46,138	50%
Binnia design	Thu 28/11/13	0	0	100%
Binnia construction	Fri 30/05/14	0	0	7%
Booyamurra St. rehab	Fri 30/05/14	110,000	0	2%
Booyamurra design	Fri 27/06/14	0	0	8%
Booyamurra const	Fri 26/06/15	0	0	0%
Coolah Foot Rehab	Fri 10/10/14	20,000	13,402	1%
Campbell St. Traffic Calming	Fri 30/05/14	18,000	19,620	75%
Town Streets Coona	Fri 27/06/14	316,832	214,927	42%
Edwards street footpath (baths)	Fri 27/06/14	8,774	0	0%
Culvert Ext Dalgarno St	Wed 9/10/13	51,713	49,936	95%
Cassilis St footpath	Fri 2/08/13	5,345	5,342	100%
Robertson St, rain garden	Fri 30/05/14	16,000	292	0%
Dalgarno Foot Rehab	Mon 28/10/13	45,000	4,685	3%
Dalgarno Foot design	Fri 28/02/14	0	0	75%
Dalgarno Foot construct	Fri 27/06/14	0	0	0%
John St kerb rehab	Fri 29/11/13	70,000	33,219	31%
John St Kerb desing	Fri 15/11/13	0	0	100%
John St kerb constr	Fri 30/05/14	0	0	8%
Cycleway Newell Hwy	Fri 13/09/13	120,000	121,453	95%
Cycleway desing	Fri 2/08/13	0	0	100%

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Task Name	Finish Date	Budget (\$)	Year to Date Exp(\$)	% Work Complete
Coona cycleway constr	Fri 27/09/13	0		100%
Cycleway under bridge - design		0	0	0%
Town Streets Dunedoo	Fri 26/06/15	184,803	29,661	30%
Wallaroo St construction	Fri 20/12/13	150,000	3,421	2%
Wallaroo design	Fri 30/08/13	0	0	75%
Wallaroo constr	Fri 26/06/15	0	0	0%
Dish drain const	Fri 21/02/14	17,230	15,956	100%
Dunedoo Foot Rehab	Fri 27/06/14	17,573	10,284	60%
Town Sts Mendooran	Fri 18/10/13	15,000	21,969	100%
Mendooran Foot Rehab	Fri 18/10/13	21,970	21,969	100%
Water	Tue 22/12/15	670,146	349,659	65%
Baradine	Tue 22/12/15	70,325	17,729	50%
WTP building renovations-Invest.	Wed 18/02/15	2,000	1,850	100%
WTP clarifier rehab	Tue 22/12/15	1,038	1,038	10%
Namoi Street-Water main extension	Fri 27/06/14	67,287	14,841	0%
Binnaway	Wed 17/12/14	66,079	29,052	50%
Main Replac. Napier St	Wed 17/12/14	50,357	13,330	20%
Mains extension - Yeulba St	Thu 1/05/14	12,643	12,643	100%
Bitumen sealing treatment plant road	Fri 2/05/14	3,079	3,079	100%
Coolah	Fri 18/10/13	23,958	11,173	10%
Wentworth St - Reservoir relining	Fri 18/10/13	12,785	0	0%
Main exten. Gilmore Street	Thu 1/08/13	11,173	11,173	100%
Coonabarabran	Tue 25/11/14	180,500	82,998	73%
Meter replacements	Wed 30/04/14	500	203	100%
Main replacement, Cassilis St.	Tue 25/11/14	70,000	30,909	10%
Main extension, Robertson/John	Wed 28/05/14	60,000	43,459	100%
Main extension, Queenie Street	Thu 30/10/14	50,000	8,427	10%
Dunedoo	Tue 29/04/14	299,284	201,276	45%
Meter replacements	Thu 1/08/13	5,000	0	0%
Main. Bolaro (Tallawang-Merrygoen)	Fri 14/03/14	5,000	2,394	100%
New Bore	Fri 27/06/14	228,284	198,645	90%
Reservoir rehab.	Thu 30/10/14	61,000	237	0%
Mendooran	Fri 11/10/13	30,000	7,431	20%
water pressure project	Fri 25/07/14	30,000	7,431	20%
Sewerage	Thu 3/12/15	155,408	80,411	1%
Baradine	Tue 18/03/14	10,000	7,872	0%
Replac. vacuum components	Fri 26/09/14	10,000	7,872	80%
Coonabarabran	Thu 26/11/15	59,295	6,795	1%
Mains relining	Thu 26/11/15	50,000	0	0%

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Task Name	Finish Date	Budget (\$)	Year to Date Exp(\$)	% Work Complete
Replace steel rods	Sat 28/06/14	6,795	6,795	100%
Sewer dump point, incl Baradine	Fri 30/05/14	2,500	0	100%
Coolah	Thu 3/12/15	71,113	65,080	1%
STP upgrade	Thu 3/12/15	10,000	3,967	1%
Water jet cleaner	Fri 28/03/14	61,113	61,113	100%
Dunedoo	Fri 27/06/14	15,000	664	5%
STP upgrade	Fri 27/06/14	15,000	664	5%

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Attachment 2.0 – Maintenance grading on unsealed local rural roads

Unsealed Road - Maintenance Grading

Roads Graded since 1 July 2013

Road Name	Category	Length Graded (km)
All Weather Rd	1	2.49
Avonside Rd	1	10.65
Beni Crossing Rd	1	8.23
Boomley Rd	1	3.5
Box Ridge Rd	1	28.01
Brooklyn Rd	1	5.83
Brooks Rd	1	3
Brooks Rd	1	23.06
Carmel Lane	1	5.03
Cobborah Rd	1	14.75
Coolah - Neilrex Rd	1	9.78
Dennykymine Rd	1	27.05
Dennykymine Rd	1	13
Dennykymine Rd	1	14.05
Digilah East Rd	1	5.8
Digilah West Rd	1	12
Dinby Lane	1	4.24
Evans Rd	1	4.3
Fairfield Rd	1	5.13
Flags Rockedgiel Rd	1	13.21
Gentle Annie Rd	1	4.56
Goolhi Rd	1	13.26
Gundare Rd	1	7.79
Homeleigh Drive	1	1.62
Indians Lane	1	1.7
Lawson Park Rd	1	3.36
Morrisseys Rd	1	4.95
Mt Nombi Rd	1	7
Neilrex Rd	1	9.78
Newbank Lane	1	7.56
Piambra Rd	1	2.5
Piambra Rd	1	1.32
River Rd	1	4.86
River Rd	1	4.86
Ropers Rd	1	17.57
State Forest Rd	1	11.09
Tannabah Rd	1	2.13
Wyuna Rd	1	34.06

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Wyuna Rd	1	34.06
Yarragrinn Rd	1	13.09
Yarrow Rd	1	3.75
Birrawa Rd	1	1.14
Ameys Rd	2	4.41
Angus Rd	2	10.11
Bellings Rd	2	3.8
Bingie Grumble Rd	2	5.01
Borah Creek	2	11.93
Doganabuganaram Rd	2	7.27
Forans Lane	2	8.49
Gamble Creek Rd	2	18.19
Gamble Creek Rd	2	18.19
Keeches Rd	2	8.33
Kilchurn Rd	2	7.41
Lambing Hill Rd	2	4.14
Leaders Rd	2	18.77
Lockerbie Rd	2	9.76
Mancers Lane	2	12.72
McEvoy's Rd	2	4.25
Merotherie Rd	2	1.79
Merryula Rd	2	9.95
Merryula Rd	2	9.95
Mia Mia Rd	2	6
Mia Mia Rd	2	5.24
Monks Rd	2	1.09
Moorefield Rd	2	8.02
Mooren Rd	2	6.79
Orana Rd	2	8.9
Premer Estate Rd	2	4.19
Round Mountain Rd	2	11
Sandy Creek Rd	2	27.29
Sandy Creek Rd	2	6
Schumacks Rd	2	3.51
Sleightholmes Rd	2	4.59
Toorawandi Rd	2	3.19
TV Rd	2	6.91
Uphills Lane	2	5.2
Wangmans Rd	2	4.47
Wattle Springs Rd	2	5.3
Willicombes Rd	2	3.92
Wingabutta Rd	2	10.17
Wongoni Rd	2	5.6

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Yaminbah Rd	2	14.45
Yearinan Station Rd	2	7.9
Yuggel Rd	2	10.86
Yuggel Rd	2	10.86
Bakers Lane	3	4.21
Banoon Rd	3	6.2
Blackburns Rd	3	1.23
Bullinda Rd	3	7.29
Bungabah Rd	3	2.26
Burma Rd	3	6.37
Carmichaels Rd	3	0.7
Deihm Rd	3	1.83
Eastburns Rd	3	2.86
Eckroyds Rd	3	2.21
Eshmans Rd	3	1
Hawkers Rd	3	1.68
Heads Rd	3	1.5
Jerrys Lane	3	0.6
Kurrajong South Rd	3	2.82
Masmans Rd	3	4
Melrose Rd	3	1.88
Merebene Rd	3	2.22
Minnedah Rd	3	1.09
Mow Rock Rd	3	5.06
Mt Bangalore Rd	3	7.1
Narangarie Rd	3	5.29
Narrawa Rd	3	5.85
Nullawa Rd	3	2.91
Old Common Rd	3	1.64
Pandora Rd	3	4.2
Railway Rd	3	1.84
Reddens Rd	3	2.77
Sherbrookes Rd	3	1.51
Stoney Point Rd	3	2.28
Tibuc Rd	3	1.95
Tibuc Rd	3	1.95
Ulungra Springs Rd	3	1.53
Kurrajong Road North	3	2.86

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Roads Scheduled for Maintenance next 2 months	Category
Sansons Lane	1
Mitchell Springs Rd	1
Napier Lane	1
Brooks Rd	1
Ropers Rd	1
Dandry Rd	1
North Pine Ridge Rd	1
Berowra Rd	1
Kanoona Rd	1
Brooklyn Rd	1
Bugaldie Guinema Rd	1
Boltons Creek Rd	2
Coybil Rd	2
Pibbon Rd	2
Salaks Rd	2
Wardens Rd	2
Myall Plains Rd	3
Tothills Rd	3
Rowbotham Rd	3
Dungeon Rd	3
Homestead Rd	3

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 36 Heritage Advisor Reports

Division:	Development Services
Management Area:	Town Planning
Author:	PA to Director Development Services – Kelly Dewar
CSP Key Focus Area:	Rural and Urban Development
Priority:	RU4 Our towns and villages are characterised by their attractiveness, appearance, safety and amenity.

Reason for Report

To provide Council with the Heritage Advisor Reports for the 2013/2014 funding year. Council's Heritage Advisor Mr Ray Christinson has completed the Heritage Advisory Service Report, Local Heritage Fund Annual Report and prepared Council's 2014/2017 Draft Heritage Strategy; these reports are provided in the accompanying attachments. As per our funding agreement the Local Heritage Fund and Heritage Advisory Services reports have been submitted to the Office of Environment and Heritage.

Background

During the 2013/2014 financial year activity has generally focused on providing heritage advice to property owners and on continuation of the Local Heritage Fund. Inspections and provision of advice has been provided for a wide range of sites across the Shire including the preparation of the Baradine Heritage Main Street Study.

To enable Council to continue to receive funding for our Local Heritage Fund and Heritage Adviser Program from Office of Environment and Heritage it is necessary for Council to prepare a three year Heritage Strategy outlining actions Council will be taking to improve heritage across the Shire. The attached draft three year strategy has been prepared by Council's Heritage Adviser and is presented for Council's adoption. The strategy recommends that Council continue on with the following key performance areas and outcomes;

1. Increased community participation, awareness and appreciation of heritage
2. Increased community participation, with proactive heritage urban design and management
3. Proactive heritage and urban design management
4. Increased community participation, and proactive conservation and management of heritage
5. Council, owners and the community actively participate in active, attractive and well-managed heritage main streets
6. Council proactively conserves and manages its heritage assets
7. Promote sustainable development as a tool for heritage conservation
8. Increased knowledge and proactive management of heritage
9. Increased awareness and appreciation of heritage by the Council, owners and the community.

The strategy is in draft form at present and can be changed if required.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Issues

Nil noted at time of writing report.

Options

Council has the option to:

1. adopt the Heritage Advisory Services and Local Heritage Fund reports
2. adopt the draft Heritage Strategy without change or;
3. amend the draft Heritage Strategy and adopt the amended version

Financial Considerations

Council resolved at the November 2013 meeting to allocate money through the Local Heritage Fund and seek reimbursement from the Office of Environment and Heritage (OEH). Reimbursement has been received from the OEH for the Local Heritage Fund and payments can commence for the completed projects listed in the Local Heritage Fund Annual Report.

RECOMMENDATION

1. That Council adopt the reports on the Heritage Advisory Service and Local Heritage Fund report for 2013/2014.
2. Furthermore Council adopt the 2014/2017 Draft Heritage Strategy.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 37 Household Chemical Waste Collection Program

Division:	Environmental & Community Services
Management Area:	Warrumbungle Waste
Author:	Director Development Services – Leeanne Ryan
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	P18.1 Options are explored and identified for the improvement of local waste and recycling services.

Reason for Report

To provide Council with an update on the Household Chemical Waste Collection Program.

Background

A number of months ago Netwaste applied for funding through the NSW EPA to run a Household Chemical Waste Collection Program. It is pleasing to report Netwaste have been successful in securing funding for this program. Council previously indicated an interest in this program, and it is advised it will now be going ahead across Warrumbungle Shire. Dates and collection locations are not available at this point in time, however will be advertised in the future.

Council has participated in this program in previous years.

Issues

Report provided for Council information.

Options

Nil

Financial Considerations

Collection costs fully funded by EPA. Council's contribution is through in kind support by making a site available and promoting locally.

RECOMMENDATION

For Council Information

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 38 Stocktake Visitor Information Centre Stocks – November 2013 to May 2014

Division:	Development Services
Management Area:	Tourism and Economic Development
Author:	Manager EDT – Aileen Bell
CSP Key Focus Area:	Local Governance and Finance
Priority:	G4 Council's governance and organisational Structure reflects the vision, directions and priorities outlined in the CSP

Reason for Report

On 12 May 2014 Financial Services undertook a stocktake of the saleable items stock held at the Coonabarabran Visitor Information Centre.

Background

Council conducts stocktakes in order to reconcile the physical sales stock with what is recorded in Council's accounting records system. Stocktakes are an important internal control that ensures the accuracy of Council's stock records and also acts as a process for detecting and preventing fraud.

A disparity between Council's stock records in its financial systems and Council's stocktake results will mean that there has been a failure of either the system for physically controlling the stock or in the operations of recording the stock. A retail operation such as the VIC will present a different set of issues to an internal stores/depot stock take and discrepancies in stock counts to the stock records may indicate a number of issues for the VIC. "Shrinkage" of stock may be due to lost or misplaced stock, stolen or broken stock or goods wrongly located in the store or shelves. Stocktakes ensure that any disparities are identified and then be rectified.

Issues

Difficulties experienced at the November stocktake related to the installation of a new cash register have continued and are being addressed when identified. This has included the timing of stock being entered onto the Stock Control of the register and the agreement from Council to write-off or write back stock.

The VIC is dependent on the services of volunteers who may enter goods sold incorrectly; they may use the wrong barcode or not know the correct procedures for certain transactions.

The actual count of stock also presented issues which delayed operations at the VIC.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Financial Considerations

Opening Stock Value (@27.11.13)	\$19,668.98
Closing Stock Value (@12.05.14)	\$15,878.75
Sales/Revenue 27.11.13 – 12.5.14	\$41,455.30
Stock purchases for period	\$20,201.88

Stocktake of 12.5.14 indicates:

a GAIN of \$484.97

and a LOSS of \$408.38

Resulting in a Variance of +\$76.59

The count of stock held resulted a Nett Write On of \$76.59

RECOMMENDATION

That Council notes the results of the November to May 2014 Stocktake at the Coonabarabran Visitor Information Centre and approves a nett stock write-on of \$76.59.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Item 39 Development Applications

Division: Development Services

Management Area: Regulatory Services

Author: Development Services Administration Officer – Kobie Francis

CSP Key Focus Area: Rural and Urban Development

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

Development Applications

(i) Approved – May 2014

Complying Development (Set Criteria) Development Application (Specialised Conditions)	Date Approved	Applicant's Name	Location	Town	Type Of Development
DA 37/1314	6/05/2014	Scott & Sarah Witton	19 Oban Street	Coolah	Subdivision and relocatable dwelling
DA 63/1314	27/05/2014	Melanie Evans	790 River Road	Coonabarabran	Extensions to existing dwelling
DA 64/1314	13/05/2014	Christopher Campbell	12 Galaxy Place	Coonabarabran	Erect new shed
DA 71/1314	09/05/2014	Rotary Club	Little Timor Street	Coonabarabran	Erect shelters in Rotary Park
DA 77/1314	26/05/2014	Filimone Ratatagia	85-95 Martin Street	Coolah	New single storey dwelling
DA 78/1314	30/05/2014	David Hunter	38 Blackburn Road	Coonabarabran	Erect new shed
CDC 79/1314	29/05/2014	Amber Burton	50 Sirius Lane	Coonabarabran	Erect new shed
DA 85/1314	30/05/2014	Warrumbungle Steel Buildings	939 Timor Road	Coonabarabran	Erect new shed

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 June 2014

Development Applications

(ii) Bushfire – as of May 2014

Development Application (Specialised Conditions)	Date Received	Applicant's Name	Location	Town	Type Of Development	Status
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 22/1314	5/09/2013	Taylor Made Buildings	10 Blackburn Road	Coonabarabran	Install manufactured home	Approval to install issued
DA 85/1314	16/05/2014	Warrumbungle Steel Buildings	939 Timor Road	Coonabarabran	Replace shed	NOD issued
DA 90/1314	26/5/14	Taylor Made Buildings	747 Guinema Road	Bugaldie	Install manufactured home	Assessing

RECOMMENDATION

That Council note the Applications Approved, during May 2014, under Delegated Authority.