



Warrumbungle Shire Council

Council meeting

Thursday, 15 August 2013

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

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)

Tony Meppem (Director Environmental &
Community Services)

Warrumbungle Shire Council

Vision

Excellence in Local Government

Mission

We will provide:

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

We Value

Honesty

Frank and open discussion, taking responsibility for our actions

Integrity

Behaving in accordance with our values

Fairness

Consideration of the facts and a commitment to two way communication

Compassion

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

Respect

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

Transparency

Open and honest interactions with each other and our community

Passion

Achievement of activities with energy, enthusiasm and pride

Trust

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

Opportunity

To be an enviable workplace creating pathways for staff development

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 15 August 2013

NOTICE is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 15 August 2013 at the Council Chambers, Coolah 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:

1C Tooraweenah Prime Lamb Marketing Co-operative

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STEVE LOANE
GENERAL MANAGER

WARRUMBUNGL SHIRE COUNCIL

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Matter to be dealt with “in committee”

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

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

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

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STEVE LOANE
GENERAL MANAGER

WARRUMBUNGL SHIRE COUNCIL

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Item 1 Minutes of Ordinary Council Meeting – 18 July 2013

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

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

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

10.02am

Forum

Nancy Wiese addressed the meeting concerning the Cemetery Wall Project aimed to be undertaken by the Coonabarabran Local & Family History Group Inc. Following investigation the Group now has 756 names to go on stainless steel plaques on the proposed double brick wall structure.

The Project is divided into 3 stages and the Group would like to complete all stages as soon as possible. They believe that the project will enhance the old cemetery environment, provide shelter and provide information for visitors.

The Group is seeking from Council landscaping and levelling of site and assistance with purchase of bricks.

10.10am

Ken Smith

Presentation by Ken Smith of background regarding State Road Safety Award and presentation of trophy to the Mayor for the 'Free Cuppa for the Driver' Scheme (driver fatigue program).

10.23am

Warwick Giblin provided an overview of the Cobbora Coal Project and the demise of the Coal Project.

01/1314 RESOLVED that given the State Government's indefinite deferment of the Cobbora Coal Project, Warrumbungle Shire Council ('Council') is most concerned at the direct and indirect costs that have already been transferred to its residents and ratepayers, caused by the Project's 32,500 ha land purchase.

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Council calls on the State Government to compensate the Shire community for the loss of population, loss of agricultural productivity and the adverse economic consequences that have flowed to local service suppliers as a result of the land buy out.

In addition, Council calls on the State Government to agree to Council playing a pivotal role in decisions and management regarding:

- a) The scope, preparation and implementation of the Integrated Site Management Plan (ILMP);
- b) The quantum and scope of the fund to be established to deliver the ILMP; and
- c) The identification of possible regional infrastructure upgrade works.
- d) The proposed means of ensuring local RFS brigades are adequately staffed.

Capel/ Todd

The motion was carried

11.47am

02/1314 RESOLVED that standing orders be suspended to break for morning tea.

Capel/Todd

The motion was carried

12.02am

03/1314 RESOLVED that standing orders be resumed.

C Sullivan/Andrews

The motion was carried

APOLOGIES: Cr Clancy

04/1314 RESOLVED that in accordance with Resolution 350/1213 granting leave of absence, that the apologies of Cr Clancy be accepted.

Andrews/Todd

The motion was carried

The Mayor called for Declarations of Interest (to declare pecuniary or non-pecuniary interest) from Councillors and Senior Staff in any matter listed in the Agenda for consideration at the meeting.

Councillor Schmidt declared a pecuniary interest in Item 2C - Claim for Provision of Sewer Junction to be considered in closed committee

The Director Technical Services, Mr Kevin Tighe, declared a non-pecuniary interest in Item 27 – Gift of Land - Baradine Tennis Courts

There were no further declarations made at this time.

REPORTS

Item 1 Minutes of Ordinary Council Meeting – 20 June 2013

05/1314 RESOLVED that the resolutions contained in the Minutes of the Ordinary Council meeting held on 20 June 2013 be endorsed.

Todd/Schmidt

The motion was carried

Item 2 Minutes of Traffic Advisory Committee Meeting - 27 June 2013

06/1314 RESOLVED:

1. That Council accepts the Minutes of the Traffic Advisory Meeting held on 27 June 2013 at Coolah.
2. That request for installation of a 40kph speed zone in Goddard Street near Coolah Hostel is refused as vehicle movements are not sufficient to warrant creation of a 40kph zone.

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Furthermore, pedestrian access ramps at Central Lane are referred to Urban Services for investigation and possible upgrade.

3. That within the parking area adjacent Lot 3, DP787413, two unbroken lines are painted on the surface of the car park at the entrance to the property. Furthermore, to reduce the risk of overtaking vehicles colliding with right turning vehicles accessing the property, a single unbroken centre line is installed in Binnia Street between the creek and a point adjacent the 50 kph speed limit sign.
4. That request by Baradine & District Progress Association to prohibit the use of skateboards, scooters and bicycles on footpaths in Wellington Street is refused on the basis that responsible use of skateboards, scooters and bicycles should be promoted. Furthermore, Council's Road Safety Officer will implement an education campaign on responsible use to school aged children and the wider Baradine community
5. That the request by the Coolah Caravan Park to install direction signs to the caravan park is approved for the following locations;
 - Eastern approach to Coolah
 - Intersection of Campbell Street and Binnia Street (it was noted that there are two direction signs at the intersection of Cunningham Street and Binnia Street and that one of these signs could be transferred to Campbell Street).
6. That approval by RMS for the installation of double unbroken centre lines on the Newell Highway south of Jack Halls Creek is noted.
7. That the following actions are taken to reduce the risk of driver confusion at the intersection of Charles Street and Binnia Street.
 - Removal of the black chevron sign.
 - Relocate direction sign to northern side of service station entrance.
 - Install edge lines on pavement in Binnia Street between Queensborough Street and Booyamurra Street.
8. That request for Wool Road intersections signs on the Oxley Highway are referred to the RMS.
9. That request by Coonabarabran Pony Club to close John Street for annual street parade between 2.45 pm and 3.30 pm on the 27 September 2013 is approved subject to the following conditions;
 - A B Double route along Edwards Street and Namoi Street is created by notice in the Government gazette.
 - The relevant application form is completed
 - A traffic control plan is completed and presented to the next meeting of the traffic committee
 - A public liability insurance policy of \$20m is in place
 - Road closure details forwarded to RMS Traffic Operations Manager
10. That proposal by Road Safety Officer to install roadside banners with safety messages about fatigue and speed is approved subject to signs being installed in accordance with guidelines and that the Committee is provided with details about final location of each sign.
11. That request by Baradine Junior Sports Club to close Darling Street, between Walker Street and Masman Street, on the following dates is approved subject to compliance with road closure guidelines; Saturday 13 July 2013, Saturday 24 August 2013.

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12. That information received from the National Heavy Vehicle Regulator about the commencement of the Heavy Vehicle National Law on the 1 September 2013 is noted.

Capel/Schmidt

The motion was carried

Item 3 Minutes of Robertson Oval Advisory Committee Meeting – 19 June 2013

07/1314 meeting held on 19 June 2013 at Dunedoo.

C Sullivan/Coe

The motion was carried

Item 4 Minutes Bushfire Appeal Advisory Panel – 13 June 2013

08/1314 RESOLVED:

1. That Council endorse the recommendations of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held on 13 June 2013
2. That the Warrumbungle Shire Mayors Bushfire Appeal allocate \$5,000 each to the four (4) local agencies being ADRA, Barnardos, Centacare and St Vincent de Paul to issue to residents who incurred infrastructure damage at their properties.
3. That Warrumbungle Shire Mayors Bushfire Appeal Panel allocate \$10,000 in Phase 4 of funding for plant hire for BlazeAid with a restriction that a local contractor is hired to complete the work.
4. That the Warrumbungle Shire Mayors Bushfire Appeal allocates \$2,000 for consumables for BlazeAid being \$1,000 each for a credit account at Coonabarabran Rural Supplies and Pursehouse Rural Supplies.
5. That the Warrumbungle Shire Mayors Bushfire Appeal accept tied donations for the National Parks and Wildlife Services nesting box program.

Schmidt/Capel

The motion was carried

Item 5 Minutes Bushfire Appeal Advisory Panel – 8 July 2013

09/1314 RESOLVED:

1. That Council endorse the recommendations of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held on 13 June 2013
2. That for reporting purposes the funds allocated for the Roadside and Internal Fencing Programs be combined.
3. That The Home Dislocation Payment and DPI Fodder Drive Programs be expired as at 31 July 2013 and advertised as such to ensure eligible families may apply for remaining funds.
4. That in principle support be given to reserve the available funds left from the Home Dislocation Program allocation when expired to maintain the BlazeAid Project Camp operating costs until August 2013 and FURTHERMORE an amount of \$751 to be allocated to the DPI Fodder Drive allocation to enable closure of this program.
5. That the Community Renewal and Rejuvenation Program Guidelines and Application Form be accepted.

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6. That the Warrumbungle Shire Mayors Bushfire Appeal allocate \$5,000 to Barnardos for the Rob Gordon Recovery Presentation.

Schmidt/Capel
The motion was carried

Item 6 Minutes of Baradine Community Consultation Meeting – 9 April 2013

10/1314 RESOLVED that Council accept the minutes from the Baradine Community Consultation Meeting held on 9 April 2013 at Baradine.

Todd/Capel
The motion was carried

Item 7 Minutes of Binnaway Community Consultation Meeting – 1 May 2013

11/1314 RESOLVED that Council accept the minutes from the Binnaway Community Consultation Meeting held on 1 May 2013 at Binnaway FURTHER that Item 18 (Sewerage scheme) of the General Business section of the Minutes be amended to show that 'A speaker stated that the majority of people do not want it to go ahead'.

Andrews/Todd
The motion was carried

Item 8 Minutes of Coolah Community Consultation Meeting – 30 April 2013

12/1314 RESOLVED that Council accept the minutes from the Coolah Community Consultation meeting held on 30 April 2013 at Coolah.

Capel/Todd
The motion was carried

Item 9 Minutes of Coonabarabran Community Consultation Meeting – 10 April 2013

13/1314 RESOLVED that Council accept the minutes from the Coonabarabran Community Consultation Meeting held on 10 April 2013.

Andrews/Capel
The motion was carried

Item 10 Minutes of Dunedoo Community Consultation Meeting – 29 April 2013

14/1314 RESOLVED that Council accept the minutes from the Community Consultation Meeting held on 29 April 2013 at Dunedoo.

C Sullivan/Coe
The motion was carried

Item 11 Minutes of Mendooran Community Consultation Meeting – 8 April 2013

15/1314 RESOLVED that Council accept the minutes from the Mendooran Community Consultation Meeting held on 8 April 2013.

Capel/Todd
The motion was carried

Item 12 Responses to Questions from last meeting

Received.

Item 13 Adoption of 2013 Agency Information Guide

16/1314 RESOLVED that Council endorse and adopt the 2013 Agency Information Guide.

Coe/Schmidt
The motion was carried

Item 14 Human Resources Activities Report

Received.

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Item 15 Freedom of the Shire of Warrumbungle

17/1314 RESOLVED:

1. That Warrumbungle Shire Council introduces an award 'Freedom of the Shire of Warrumbungle' to be granted in recognition of the exceptional impact a person or group has had on the shire or town or towns in the Shire. The person does not have to be a citizen of the shire. **FURTHER** that the Mayor and General Manager be authorised to affix the Council Seal to the Award.
2. That Laurie Dawson, Blazeaid Co-ordinator at Coonabarabran, be nominated to receive the award 'Freedom of the Shire of Warrumbungle'.

Shinton/Capel
The motion was carried

Item 16 Water extension to Yeulba Street Binnaway

18/1314 RESOLVED that a report be prepared including costings and brought back for consideration regarding Warrumbungle Shire Council extending the water main from Bullinda Street to the end of Yeulba Street Binnaway.

Andrews/Todd
The motion was carried

Item 17 Orana Education Centre (OEC)

19/1314 A motion was moved by Councillor Schmidt seconded Councillor Andrews that Warrumbungle Shire Council look at implementation of a community based project in conjunction with Orana Education Centre to provide suitable work 2 days per week for a 52 week trial period being cost neutral to Council, with the Old Power Station being a perfect starting point.
The motion was put and carried

Item 18 Orana Arts Board Meeting Report

Noted

20/1314 RESOLVED that Council accepts the notification from Councillor Shinton and grants a Leave of Absence from the Ordinary October 2013 Council meeting.

Coe/ C Sullivan
The motion was carried

Item 45 Request for Leave of Absence – Councillor Ron Sullivan

21/1314 RESOLVED that Council accepts the notification from Councillor Ron Sullivan and grants a Leave of Absence from the Ordinary August 2013 Council meeting.

Coe/Capel
The motion was carried

Item 20 Brick Bats and Bouquets

Received.

Item 21 LGNSW Annual Conference 2013

22/1314 RESOLVED that Council send Councillor Capel and Councillor C Sullivan to the LGNSW Annual Conference 2013.

Todd/R Sullivan
The motion was carried

Item 22 LGNSW Annual Conference 2013 Business sessions - Call for Council Input

23/1314 RESOLVED that the following motions be submitted for consideration:

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Issue 1

Heading: Environmental Offsets of Land

Details of issue: The current system of offsetting environmental damage caused by large projects requires the proponent's of those projects to acquire additional land which is often rateable and then donate that land to the NSW government for management thus making it not able to be rated in most cases. It appears this practice is adhoc and not targeted to a specific environmental goal and only increases the financial burden on the National Parks and Wildlife Service at a time when the service struggles to fund its existing portfolio of land.

Motion: That the association request the NSW Government to cease the practice of encouraging applicants for significant development to tie up productive rateable land for environmental offsetting and instead to encourage developers to make monetary contributions to the National Parks and Wildlife Service to assist them to manage their existing lands more effectively or to purchase lands already targeted on their preservation register.

Issue 2

Heading: Rating of Mining Land

Details of issue: Mines enter areas and place additional demands on Council infrastructure that isn't able to be absorbed by existing ratepayers due to rate pegging. At present the system used as a means to cover these costs requires the mine proponent to enter into voluntary planning agreements with Councils to fund these increased short term costs. The VPA process is uncertain and costly to negotiate and a much simpler system of meeting these costs would be to allow mining rate income to be considered outside the rate pegging limits. In using this system the existing ratepayers will not be required to fill the void left in revenue after a mine ceases operation unexpectedly.

Motion: That the association request that the new Local Government Act be drafted to allow Council's to rate land in the mining category as a supplementary rate in excess of the limits set by rate pegging to provide a viable alternative for a Council to increase revenue whilst the mines are impacting communities to fund mining impacts while they occur and to prevent rating increases of other rateable lands to frill the revenue void once mines close.

Issue 3

Heading: Costs of operating childcare centres

Details of issue: All levels of government are concerned about the increasing cost of childcare to parents and yet at the same time those same governments mandate increasing costs to operators of centres by increasing qualification levels of carers and thus wage costs and reducing ratio's of carer to child therefore increasing wage costs again in an industry where employee costs form the majority of expenses which need to be passed onto parents in higher fees.

Motion: That the association call on the federal and state governments to urgently review planned reductions in carer/child ratios and increased teacher qualifications for childcare due to be implemented from January 1 2014 with the aim of minimising the costs of operating childcare centres and family day care to avert increased cost of care to parents and reduced availability of childcare places.

Capel/Andrews
The motion was carried

Item 23 A R Bluett Memorial Award 2012 / 2013

24/1314 RESOLVED that Council submit an entry for the A R Bluett Memorial Award 2012/2013.

R Sullivan/Schmidt
The motion was carried

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Item 24 General Manager Key Performance Indicators 2013/2014

Received.

Item 25 Legal Assistance Mid-Western Regional Council

25/1314 RESOLVED that Council contribute \$2,780.41 to Local Government NSW to support Mid-Western Regional Council legal costs for the matter before the Land and Environment Court for Categorisation of Land as Mining for Ratings Purposes and **FURTHER** that a supplementary vote of \$2,780.41 be provided.

Schmidt/Coe
The motion was carried

Item 26 NSW Community Building Partnership Program

26/1314 RESOLVED that Council endorse the application to the NSW Community Building Partnerships for \$8,000 for the Bowen Oval Cricket Pitch Project.

Capel/Schmidt
The motion was carried

The Director Technical Services, Kevin Tighe, informed the meeting of a non-pecuniary interest in the next item due to his involvement with the Church.

Item 27 Gift of Land - Baradine Tennis Courts

27/1314 RESOLVED That Council accepts the offer from the Catholic Church Coonabarabran (St Lawrence's) to gift the ownership of the Baradine Tennis Court to Warrumbungle Shire Council being Lot 9 and 10, Section 11, DP758051 **FURTHERMORE** that Council authorise the Mayor and General Manager to affix the Council seal and execute the Land Transfer and Contract of Sale. Subject to the following;

1. That Council does not incur any legal expenses for the land transfer
2. That a Licence Agreement with the Baradine Tennis Club be executed.

R Sullivan/Schmidt
The motion was carried

Item 28 Regional Development Australia Fund (RDAF) Round 5

28/1314 RESOLVED that Council endorse the proposed projects as follows and lodge a funding application under the Regional Development Australia Fund Round 5 for \$347,783 as per the guidelines and criteria for the following projects:

Mendooran Recreation/Sporting Oval Fence	\$ 20,000
Milling Park Playground Softfall and Shade	\$ 50,000
Len Guy Park Softfall and Shade	\$ 30,000
Yuluwirri Kids – Bike Track Project	\$ 35,000
Coonabarabran Pool Concourse Repairs	\$ 20,000
Baradine Oval Canteen	\$ 52,783
Baradine Tennis Courts – Resurface 2 Courts	\$ 60,000
Baradine Hall - Rewiring/Roof Project	\$ 20,000
Baradine Pool Playground and grass Shade	\$ 25,000
Bowen Oval Stage 3 - Mini Field	\$ 35,000

Schmidt/R Sullivan
The motion was carried

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Item 29 Committee Representative

29/1314 RESOLVED that Council accept the nomination of Ms Narelle Wood as a community representative on the Baradine Memorial Hall Committee.

Todd/Capel
The motion was carried

Item 30 Strategic Policy – Council Chambers and Meeting Rooms - Usage

30/1314 RESOLVED that Council endorses the following Council Chambers and Meeting Rooms – Usage Policy to be included in the Strategic Policy Register.

	Council Chambers and Meeting Rooms - Usage
	Strategic

1. Purpose

The purpose of this policy is to identify the usage and access to the Council Chambers as a meeting room.

2. Objectives of the Policy

The objective of this policy is to clarify the usage and access to the Council Chambers and Public Access Only Meeting Rooms for the purposes of meetings, conferences and training as a meeting room.

3. Policy Scope

The policy applies to both the Coonabarabran and Coolah Administration Buildings Council Chambers and Public Access Only Meeting Room.

4. Background

The Council Chambers have been used in the past as a meeting room by many different community groups. While this has offered a service to the community whilst there were no other meeting venues, the practice raised security and risk issues.

There are many Council associated public meetings however that a designated staff member is attending and may accept responsibility for security, in particular after hours.

5. Policy Statement

That the meeting rooms at both the Coonabarabran and Coolah Chambers be used only for directly related Council committee or community meetings, meetings of councillors and/or staff with community representatives.

Meeting rooms may only be provided to both NSW and Federal Government Agencies, Higher Education, Australian Astronomical Observatory or visiting Members of Parliament upon request, subject to availability and purpose or otherwise as resolved by Council.

For any after hours use a designated staff member needs to be in attendance at the meeting at all times and be responsible for security and control of public access within the building.

6. Associated Documents

Warrumbungle Shire Council Meeting Code of Practice

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7. Reviews and Version Control

Review Date: As needed


Staff Member Responsible for Review: Executive Assistant to General Manager

Policy	Version	Resolution	Date
Council Chambers Usage	1	33	14 August 2007
Council Chambers and Meeting Rooms Usage	2	30/1314	18 July 2013

Capel/R Sullivan
The motion was carried

Item 31 Strategic Policy – Statement of Business Ethics

31/1314 RESOLVED that Council endorses the following Statement of Business Ethics to be included in the Strategic Policy Register.

	Statement of Business Ethics
	Strategic

1. Purpose

Warrumbungle Shire Council's Business Ethics are formed on Council's desire to meet its obligation to act lawfully, ethically and in the best interest of the public. Council aims to build and maintain ethical relationships with all sectors of the community and in particular the private sector.

2. Objectives of the Policy

The Statement of Business Ethics (the Statement) is intended to provide guidance for all sectors of the community when conducting business with the Warrumbungle Shire Council. It helps set the ethical ground rules for all business dealings between Council and its suppliers including, but not limited to, providers of goods and services, contractors, tenderers and consultants.

The Statement sets out Council's expectations for Council officials and requirements for the private sector when doing business with Council. It defines Council's ethical standards and obligations, and establishes Council's expectation that all suppliers will be aware of and comply with these standards. It also provides suppliers with an understanding of what to expect from Council when doing business with Council.

3. Policy Scope

Council places significant value on open and accountable business transactions aiming to be consistent in all measures. Council will ensure probity and diligence when undertaking public duties and using public resources acting with impartiality, honesty and fairness at all times.

Fairness means being objective, reasonable and even-handed. It does not mean pleasing everyone. Council will strive to be fair ensuring that our processes are appropriate and demonstrate this by being open and accountable, wherever practicable. This does not mean that Council will always go to formal tender or call for bids for items of low monetary value. Council will only deal exclusively with suppliers where it can be demonstrated that there are valid reasons for doing so, based on sound probity principles.

Warrumbungle Shire Council expects all Council officials to behave ethically and in accordance with the statement. Council also expects the private sector and its representatives to maintain similar standards of ethical conduct in their dealings with Council.

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As a local government body, Council has a commitment to ensure community funds are expended efficiently, effectively and economically. Council aims to attain “best value for money” in its business dealings with the private sector.

“Best value for money” is determined by considering all the factors, which are relevant to a particular purpose, including:

- Experience
- Quality
- Reliability
- Timeliness
- Service
- Initial & ongoing costs

It is important to note that “Best value for money” does not automatically mean the “lowest price”. It means the offer that is most advantageous to Council after considering the above factors.

4. Legislative Requirements

The Local Government Act 1993

Local Government (General) Regulation 2005

The Independent Commission Against Corruption Act 1988

5. Policy Statement

The Statement outlines Council’s core values and aims to increase the private sector’s awareness of and respect for these values. The Statement explains what the consequences are for Council officials and suppliers of not complying with the requirements as outlined.

5.1. Procedure and Obligations

5.1.1 Council Officials

Code of Conduct

Council has a formally adopted Code of Conduct which Council officials must abide by. The Code embraces the concept of integrity, ethical conduct and accountability throughout the organisation. Council officials must treat others with respect at all times and not harass or discriminate against colleagues or members of the public.

Procurement and Tendering

Council officials must abide by the law and all its policies, procedures and practices, particularly those related to Procurement and Tendering, including relevant legislation and codes of practice. All Procurement and Tendering actions and decisions will be fully documented to a standard that will withstand scrutiny through an audit process. All pricing will remain confidential where it is considered that a commercial advantage may be gained or lost through disclosure. Information will only be released by a court or the GIPA (Act).

Council officials are expected to:

- Treat all potential providers of goods and services equally
- Abide by the law
- Avoid, disclose and resolve any conflicts of interest
- Strictly comply with Council’s adopted Code of Conduct, particularly in relation to incentives, gifts and benefits.

Councillors are expected not to contact or issue instructions to Council’s suppliers.

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5.1.2 Suppliers

General Requirement

Council requires all suppliers whom it deals with to observe the following principles:

- Act fairly, ethically and honestly in all dealings with Council
- Not to disclose confidential Council information
- Not to exert pressure or influence on Council officials that may cause them to waiver from Council's Code of Conduct
- To abide by relevant legislative processes and industry Codes of Practice in all procurement dealings
- To have respect for the obligation of council officials to act in accordance with the Statement
- Commit to not offer Council officials gifts or incentives such as money, benefits, entertainment, hospitality, employment opportunities, travel or accommodation.
- Not to harass or bully Council officials. Harassment includes verbal, non verbal and physical harassment such as sexual or suggestive remarks, offensive jokes, threats or insults, wolf whistling, offensive hand or body gestures, unnecessary physical contact or indecent or sexual assault. Further information can be obtained from Council's Workplace Bullying Policy.
- Treat requests for donations in accordance with Council's Donations Policy
- Ensure that all sub-contractors and other people employed by the supplier are aware of the Statement and the consequences of breaching it.

5.2 What is the impact of Business Ethics

5.2.1 Impact for Suppliers

By aligning business practices with Council's ethical expectations, suppliers can expect to:

- compete for business on an even playing field
- establish practices, which put them in good stead in competing for works with other public sector agencies.

If suppliers to Council do not comply with the Statement, then the consequences may be as follows:

- possible loss of work
- termination of contracts
- damage to reputation
- loss of rights (such as loss of operating or trade licences etc)
- formal investigations for corruption or other offences.

5.2.2 Impact for Council officials

If Council officials do not comply with the statement, then the consequences may be as follows:

- formal investigation
- disciplinary action
- dismissal
- potential criminal charges

5.2.3 ICAC Advice

It should be noted that the Independent Commission Against Corruption (ICAC) in NSW defines those people employed by Council as consultants or contractors to be "public officials". When employed by Council, consultants and contractors are subject to the jurisdiction of ICAC and are considered to be "public officials" for the purpose of the ICAC Act.

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In addition, any individual can be found corrupt by the ICAC (even if they are not a public official) if they try to improperly influence a public official or Council's honest or impartial exercise of its official functions.

Further information relating to the ICAC Act is readily available to all Suppliers (including tenderers, contractors and consultants) at the ICAC website – www.icac.nsw.gov.au and copies of all relevant Council policies are also available at any time.

5.2.4 Bribes, Gifts and Benefits

Council's Code of Conduct requires that Council officials do not seek or accept bribes, gifts or benefits of greater than nominal value.

Bribes should never be accepted. A person offered a bribe should refuse it and report the incident as soon as possible to their supervisor. Council will take steps to report the matter to the ICAC and the police immediately.

Nominal value gifts or benefits do not create a sense of obligation and may include things like inexpensive pens and pencils, notepads, key rings or diaries.

Council understands that the offering of gifts and incentives is common practice in the private sector to promote business relations. However, Council applies the principles of merit to all dealings of Council. There is no need or place for gifts or incentives when doing business with Council.

It should be made clear that gifts must not be given in connection with any prospective business dealings with Council and that Council officials are not permitted to ask for any reward or incentive for doing their job.

Suppliers are asked to respect that Council officials may refuse gifts or incentives because they wish to avoid any perception of conflicts of interest and comply with Council policy.

5.2.5 Conflicts of Interest

A conflict of interest exists when you could be influenced, or a reasonable person would perceive that you could be influenced, by a personal interest when carrying out your public duty.

Council's Code of Conduct requires that Council officials disclose and resolve any possible conflicts of interest they have. The Code requires that if any Council official has a conflict of interest, in any matter, they must not be involved in any discussion or decision making regarding the matter.

Council's Code of Conduct also requires a member of Council staff who is considering outside employment or contract work that relates to the business of Council or that might conflict with their Council duties must notify and seek the approval of the General Manager in writing.

The General Manager may prohibit employees from engaging in secondary employment if that work directly or indirectly conflicts or potentially conflicts with the business of Council or with the employee's function, duties or responsibilities at Council.

5.2.6 Communication Requirement

As a general principle, all communication with suppliers from Council should be clear, direct and accountable. Suppliers also have an obligation to ensure that their communication with Council abides by these three principles in order to minimise the risk of inappropriate influences being brought to bear on the business relationship.

There will be times where some communication needs to be strictly confidential for commercial-in-confidence or other reasons. This however should not preclude proper accountability and both

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parties should be able to explain the reasons for instituting specific communication protocols or keeping some communication confidential.

Public perception of inappropriate influence can be extremely damaging to the reputation of both parties, even if nothing has occurred. Therefore it is in the best interests of both parties to ensure that formal communication processes are observed at all times and that all communication supports Council's core values of integrity, transparency and fairness.

5.2.7 Tendering

This Statement will form part of the formal tendering process for Council and all tenderers will be asked to submit a signed declaration stating that they have read and fully understood the contents of the full Statement in relation to dealing with Council.

5.2.8 Public Awareness

Ethical Decision Making and Conflicts of Interest

A guiding checklist for Councillors, Officers and Community Committees has been established and will be included at the beginning of all Council and Committee meeting Business Papers and Agendas. The checklist is shown as Schedule A.

5.2.9 What happens if you think there is a breach?

If you are concerned about a possible breach of this Statement, or about any conduct that could involve fraud, corrupt conduct, maladministration or serious and substantial waste of public funds, please contact Council's General Manager, or one of Council's Directors. Please be aware that if you do approach a Council Director with such a report, it is a requirement of ICAC that the Director must inform the General Manager immediately.

It should also be noted that once the General Manager is made aware of a possible breach as described above, that it is incumbent upon him or her to report this directly to the ICAC.

For Council staff, please refer to Council's Policy Register, Strategic Policy titled "Protected Disclosures Act and Internal Reporting Policy" for more information on the processes that you are required to follow in the case of a possible breach of the Statement.

SCHEDULE A

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

A GUIDING CHECKLIST FOR COUNCILLORS, OFFICERS AND COMMUNITY COMMITTEES

Ethical decision making

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Do you stand to gain personally at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

Conflict of interest

A conflict of interest is a clash between private interest and public duty. There are two types of conflict:

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- Pecuniary – regulated by the *Local Government Act* and Department of Local Government
- Non-pecuniary – regulated by Codes of Conduct policy. ICAC, Ombudsman, Department of Local Government (advice only).

The test for conflict of interest

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of 'corruption' – using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest.

Identifying problems

1. Do I have private interests affected by a matter I am officially involved in?
2. Is my official role one of influence or perceived influence over the matter?
3. Do my private interests conflict with my official role?

Whilst seeking advice is generally useful, the ultimate decision rests with the person concerned.

6. Associated Documents

Council's Policy Register, Strategic policy titled "Protected Disclosures Act and Internal Reporting Policy"

7. Reviews and Version Control

Review Date: Within 12 months of ordinary election - by September 2018


Staff Member Responsible for Review: Executive Assistant to General Manager

Policy	Version	Resolution	Date
Statement of Business Ethics	Version 1	132	21 October 2010
Statement of Business Ethics	Version 2	31/1314	18 July 2013

R Sullivan/Schmidt
The motion was carried

Item 32 Strategic Policy – Vision, Mission and Values

32/1314 RESOLVED that Council endorses the following Vision, Mission and Values Policy to be included in the Strategic Policy Register.

	Vision, Mission and Values
	Strategic

1. Purpose

Council resolved to develop a vision for the future of Warrumbungle Shire Council that would include the generation of an agreed set of values, principles and goals, by which the future direction and strategies of council would be guided and governed.

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2. Objectives of the Policy

A shared vision developed by Council, staff and the community should form the foundation of Council's strategic approach and guide long term policy and decision making to sustain the community. Council's mission is a statement about the organisation's reason for existence. The mission statement should be unique to Warrumbungle Shire Council and one that is recognised by everybody in the organisation.

Corporate values define the acceptable standards which govern the behaviour of individual employees within the organisation.

3. Policy Scope

The policy applies to Warrumbungle Shire Council

4. Legislative Requirements

Nil

5. Policy Statement

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

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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

6. Associated Documents

Statement of Business Ethics

7. Reviews and Version Control

Review Date: As needed

Staff Member Responsible for Review: Executive Assistant to General Manager

Policy	Version	Resolution	Date
Vision Mission and Values	Version 1	246/1112	19 January 2012
Vision Mission and Values	Version 2	32/1314	18 July 2013

Schmidt/Capel

The motion was carried

12.43pm

Item 33 Organisation Restructure

Held over for consideration in Committee.

Item 34 Local Government Week 2013

33/1314 RESOLVED that Council endorse the celebration of Local Government Week 29 July to 2 August 2013 as an opportunity to create awareness of local government careers to the Youth and as an organisation operating as a business providing services to the communities across the Warrumbungle Shire.

Schmidt/Capel

The motion was carried

Item 35 Council Resolutions Report September 2012 – June 2013

Received.

Item 36 Bank Reconciliation for month ending 30 June 2013

34/1314 RESOLVED that Council accept the Bank Reconciliation Report for the month ending 30 June 2013.

R Sullivan/Capel

The motion was carried

Item 37 Investments and Term Deposits

35/1314 RESOLVED that Council accept the Investments Report for the month ending 30 June 2013.

Capel/Schmidt

The motion was carried

Item 38 Rates Report for Month Ending 30 June 2013

Received.

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Item 39 Stocktake Visitor Information Centre Stocks – Jan /June 2013

36/1314 RESOLVED that Council notes the results of the January to June 2013 Stocktake at the Coonabarabran Visitor Information Centre and approve a stock write-off of \$43.50.

R Sullivan/Schmidt
The motion was carried

Item 40 Authorisation of Weight of Load Officers to Operate in the Warrumbungle Local Government Area

37/1314 RESOLVED that the General Manager is authorised to sign a staff authorisation agreement with the North West Weight of Loads Committee and that Council's Common Seal is used to formalise the agreement.

R Sullivan/Todd
The motion was carried

Item 41 Warrumbungle Shire Council Road Safety Steering Committee

38/1314 RESOLVED that Council nominates Councillor Shinton to act as Council representative on the Warrumbungle Shire Council Road Safety Steering Committee.

Andrews/R Sullivan
The motion was carried

Item 42 2013/14 Technical Services Works Program – Road Operations & Urban Services

Received.

Item 43 Extension of Macquarie Regional Library Agreement

39/1314 RESOLVED that Council confirm its intention to participate in a new Macquarie Regional Library agreement upon the expiry of the current agreement in August 2014.

Andrews/Capel
The motion was carried

Item 44 Development Applications

40/1314 RESOLVED that Council note the Applications Approved during June 2013 under Delegated Authority.

R Sullivan/Schmidt
The motion was carried

1.05pm

41/1314 RESOLVED that standing orders be suspended to break for lunch.

Todd/Andrews
The motion was carried

1.50pm

42/1314 RESOLVED that standing orders be resumed.

Schmidt/Capel
The motion was carried

Director Technical Services, Mr Kevin Tighe, did not return to the meeting.

QUESTIONS AND MATTERS OF CONCERN

C Sullivan

- Congratulations on the reduction of glare through the roof and thanks for the cap

Cr Andrews

- Café in Binnaway has informed Cr Andrews that dogs of a night time are being released and get into rubbish bins. Different bins are required and a new bin in front of café for garbage.

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Cr Capel

- Could Council hold public meeting in Dunedoo to let community know what is happening with Cobbora coal mine.
- Roads complaints received from retired Councillor Arthur Williams have been passed on to Director Technical Services.

Cr Todd

- There is a need for a toilet sign at the intersection of Worrigal and Darling Streets Baradine. Also need to have footpath as wheelchairs getting bogged.
- Concerns raised about wandering dogs.

Cr Coe

- Contractors complaining about lack of work – not much work going on. Is lack of work going to be a problem for our own crews and contractors?
- The General Manager advised that a report to come back re workload.

Cr Schmidt

- Report brought back on state of Napier Lane – road repairs upgraded, culverts redone
- Issues on road way (to include state of cattle grids and condition of road)
- Mark Coulton was in town on Tuesday, Chamber will probably host night with Santos. Questions regarding venue and also would Council want to send a representative from Council to reiterate Council's position.
- Still waiting for Specifications for solar lights – re lighting for RV area at Mendooran

Cr Ron Sullivan

- Andrew Higgins - issues regarding erosion on property and payment for gravel taken.
- 3-5 tonne Treated grain tipped at road intersection of Main Road 129 and trunk road 55. Dangerous to birds and stock. Request that EPA be approached to let them know and let public know the dangers of this practice.
- DPS Society – Council to work with them regarding their work

Cr Peter Shinton

- Ibara City (sister city) preparing to visit Warrumbungle shire

2.20pm

43/1314 **RESOLVED** that Council move into closed committee

Todd/Capel
The motion was carried

3.43pm

44/1314 **RESOLVED** that Council move out of closed Council and into open Council.

Todd/Capel
The motion was carried

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

1C Rental Relief for Tenant Dunedoo Medical Practice

45/1314 RESOLVED that Council rent the Medical Practice at 2 Digilah Street Dunedoo as per the draft 3x3x3 year Lease Agreement plus rates and charges at base year rate per annum, increasing the rent only component by CPI or minimum 3% on every 12 month anniversary and **FURTHER** that the General Manager negotiate lease arrangement to include sublet provisions.

Andrews/Capel
The motion was carried

Councillor C Sullivan recorded his vote against the motion

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2.27pm

Councillor Schmidt declared a pecuniary interest in the next item as owner of the property and left the room.

2C Claim for Provision of Sewer Junction

46/1314 RESOLVED that Council agree to provide a sewer junction to the boundary of the lot shown as proposed lot 10 in the plan provided with DA136/0910 subject to the owner entering into a legally binding agreement at Council's costs to release Council from all future claims in relation to the approval of DA 47/2003 concerning the boundary location relative to the building approved.

R Sullivan/Capel

The motion was carried

2.38pm

Councillor Schmidt returned to the meeting.

3C Renewal of Coonabarabran Library Building Lease

47/1314 RESOLVED:

1. That Council advise the owner of the current library building that it does not wish to renew the lease for a further 15 years under the same terms and conditions as currently exists and further that the General Manager attempt to negotiate a new lease at more favourable terms to Council for further deliberation by Council.
2. That the General Manager make enquiries regarding the availability of other suitable property to either rent or purchase to house the library to enable potential savings in library operating costs to be considered.
3. That Council confirms that it is not interested in relocating the library to the existing ground floor of the existing Council offices in John Street Coonabarabran due to the high cost of fit out and relocation costs.

Andrews/Schmidt

The motion was carried

4C Organisational Structure

Held over for consideration after Item 5c

5C Drilling and Blasting, Screening and Crushing in Council's Hardrock Quarry

48/1314 RESOLVED:

1. That the contract agreement with CZL Group to provide drilling and blasting, crushing and screening services is cancelled as the company is unable to comply with contract requirements **FURTHERMORE** options for recovery of costs associated with breach of contract are explored.
2. That Council engage the services of BMR Quarries to undertake drilling and blasting, screening and crushing services at Council's hardrock quarry to process product at their offered rates up to a total value of \$1,598,400.

R Sullivan/Schmidt

The motion was carried

4C Organisational Structure

Powerpoint presentation received.

49/1314 RESOLVED that Council endorse the proposed Organisational Structure **FURTHERMORE** that the General Manager be authorised to enter into consultation with the Consultative Committee and relevant Unions to progress the implementation of the new Warrumbungle Shire Council Organisational Structure as presented.

Capel/R Sullivan

The motion was carried

WARRUMBUNGL SHIRE COUNCIL

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There being no further business the meeting closed at 3.43 pm.

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CHAIRMAN

RECOMMENDATION

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 18 July 2013 be endorsed.

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Ordinary Meeting – 15 August 2013

Item 2 Minutes of Traffic Advisory Committee Meeting – 25 July 2013

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), Senior Sergeant Mal Unicomb (NSW Police), Ms Jackie Barry (RMS), Mr Kevin Tighe (Director Technical Services), Mr Ken Smith (Road Safety Officer) and Mr Colin Harper (Community).

APOLOGIES: Sergeant Peter Trow (NSW Police), Mr Bikram Joshi (Manager Asset & Design).

CONFIRMATION OF MINUTES:

01/1314 RECOMMENDED that the minutes of the meeting held on Thursday, 27 June 2013 be confirmed.

Barry/Smith

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. Further investigation to be undertaken by Police and RMS particularly in relation to proposed installation of unbroken centre line. Email received from RMS re linemarking – centre line (unbroken) couldn't park within 3 metres – require broken centre line. 12 metres between kerb – reconfirm dimensions
- 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.
- Final Design Plan for Intersection at Cunningham Street and Campbell Street, Coolah – Council to forward final plan to RMS for approval and lodge a funding submission under the Minor Facilities Grant. Final plan is still under consultation.
- Design Plan for Traffic Calming in Bandulla Street, Mendooran – lodgement of the design plan and additional information for traffic calming devices to be brought back for further consideration by the Traffic Committee.
- Incorrect installation and location of 'Exhaust Brake' sign on Newell Highway – RMS to investigate.
- Council to upgrade road approaches to the new cattle grid located on Caigan Road, including road widening, removal of existing grid and restoration of site.
- Proposed Plan for Intersection of John Street and Edwards Street – Changes be made to existing proposed intersection at John Street and Edwards Street by removing the centre line relocation and extending the blisters on the pedestrian crossing south of the intersection.
- B Double route sign to be installed on Baradine Road at the intersection of Namoi Street.
- Old Coolah Saleyards – Placement of 2 unbroken lines in the carpark at the entrance to property, Lot 3, DP787413; single unbroken centreline to be installed in Binnia Street between the creek and a point adjacent to the 50kph speed limit sign.

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- RSO to implement an education campaign on responsible use of skateboards, scooters and bicycles to school aged children and the wider Baradine community.
- Coolah Caravan Park – Direction signs to be installed on the eastern approach to Coolah and at the intersection of Campbell Street and Binnia Street.
- Intersection of Charles Street and Binnia Street, Coolah – Removal of black chevron sign; relocate direction sign to northern side of service station entrance; install edge lines on pavement in Binnia Street between Queensland Street and Booyamurra Street.
- Wool Road intersection signs on the Oxley Highway to be referred to RMS.
- Closure of John Street for Coonabarabran Pony Club Parade on 27/09/13 – B Double Route along Edwards Street and Namoi Street created by notice in the Government Gazette; completion of relevant application form; completion of traffic control plan and presented at Traffic meeting on 25/07/13; public liability insurance policy of \$20m; road closure details forwarded to RMS Traffic Operations Manager.
- Road Safety Banners – Signs to be installed in accordance with guidelines and details on final location of each sign to be provided to the Traffic Committee.

AGENDA ITEMS

- a) Request by St Lawrence's School for a School / Pedestrian Crossing in Dalgarno Street near Entrance to the School

The School P&F are concerned about the safety of children when crossing Dalgarno Street to access the school entrance from the other side of the road. It was noted that there was a restriction on parking in front of the school in Dalgarno Street between the hours of 8.00-9.30 am and 2.30-4.00 pm. It was proposed that following results of the survey it may be determined that a refuge be installed to allow narrowing of traffic or that the school drop off / pick up areas be reviewed.

02/1314 RECOMMENDED that further investigations be undertaken with Council and RMS on options for crossings in Dalgarno Street in front of St Lawrences School, **FURTHERMORE** that this matter be formally referred to the RMS Safety Around Schools Officer.

Barry/Unicomb

- b) Coonabarabran Pony Club – Traffic Control Plan for Closure of John Street for Annual Street Parade on 27 September 2013

The Traffic Control Plan (TCP) for closure of John Street, Coonabarabran on 27 September 2013 for the Annual Street Parade was presented to the committee for review. It was noted that the TCP was similar to the Easter Bunny Bazaar Event held in Coonabarabran earlier in the year. Duration for traffic diversion would be for approximately half an hour. The following matters are to be completed prior to the event:

- Special Events Form to be completed and referred to RMS.
- Gazettal Notice to be prepared and forwarded to RMS.

The TCP was noted and determined that the plan be referred to RMS for consideration, and confirmation sought that the parade is a Class 1 Event.

- c) Review of Traffic Access to Little Timor Street, Coonabarabran between Bakery and Newsagency

The Road Safety Officer (RSO) advised the committee of his observations in relation to a 19 metre truck with trailer travelling south that had attempted to enter the Little Timor Street laneway. The truck had encountered problems when he had to navigate obstacles including a parked vehicle, pole and brick wall.

The committee determined that no action be taken and that the situation be monitored.

WARRUMBUNGLER SHIRE COUNCIL

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d) RSO Monthly Report – June 2013

RSO Monthly Report for June 2013 was received and noted. The following items of interest were discussed without Resolution:

- Results of 'Warrumbunglers Go Green' speed reduction program conducted in May 2013 on the Mendooran Road.
- Progress on 'Free Cuppa for the Driver 2012' scheme. Council received a 'Highly Commended' Award from IPWEA for the program. Funding approved for 2013/2014 Program.
- Speed trailer currently located on Baradine Road. A significant reduction in speeding vehicles had been noted.
- Planning and statistical research for 'Just Slow Down' speed reduction program on 'crash roads', which include the Black Stump Way, Mendooran, Baradine and Premer Roads is due to commence in October 2013. Crash statistics from January to November 2012 indicate as many injuries on Black Stump Way as on all highways in the Shire. RSO to forward crash data to RMS and Police.

GENERAL BUSINESS

'No Entry' sign at Neilson Park – Police observed a number of motorists disobeying the signage in Essex Street due to their location. Drivers were genuinely unaware that Essex Street was a 'One Way' street. Council to investigate relocating a sign closer to the intersection.

03/1314 RECOMMENDED Council investigate relocating 'One Way' sign closer to the intersection of Essex Street and Charles Street

Unicomb / Tighe

'No Parking' signs in Little Timor Street – signs have faded and are unable to be read. The two 'No Standing' signs are also too high. Council to investigate signs located east and west of the intersection at John Street and Little Timor Street.

04/1314 RECOMMENDED That signs in Little Timor Street on the eastern and western side of John Street are replaced and upgraded as required.

Harper / Unicomb

Parking of Refrigerated Trucks in Crane Street – Restricted parking signs are in place however they are having limited success

05/1314 RECOMMENDED That council investigate the repositioning of large additional restricted parking signs in Crane Street to prevent overnight parking of trucks with refrigeration units on board.

Unicomb / Harper

The following matters were raised without Resolution:

- Newell Highway Taskforce meeting in Dubbo – Matter was raised regarding the 'No Stopping' zone for trucks opposite the Shell Service Station. Signs were installed to enable trucks to park for 15 minutes to allow drivers to eat and use the rest rooms. Safety issue with intersection.
- Discussion on a recent accident that occurred at the Rest Area on the Black Stump Way (MR55). Noted that this section of road was particularly rough and that 'Reduce Speed' and '80 kph' signs had been erected. Police indicated that the road condition was the cause of the accident. RSO to provide crash data on Black Stump Way to Police and RMS.
- Linemarking in George Street at Coonabarabran Public School – Report to Council. Linemarking to be placed on works program.

There being no further business the meeting closed at 1.25 pm.

The next meeting is to be held on Thursday, 29 August 2013 commencing 10.00 am.

WARRUMBUNGL SHIRE COUNCIL

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CHAIRMAN

RECOMMENDATION

1. That Council accepts the Minutes of the Traffic Advisory Meeting held on 25 July 2013 at Coonabarabran.
2. That further investigations be undertaken with Council and RMS on options for crossings in Dalgarno Street in front of St Lawrences School, **FURTHERMORE** that this matter be formally referred to the RMS Safety Around Schools Officer.
3. That Council investigate relocating 'One Way' sign closer to the intersection of Essex Street and Charles Street
4. That signs in Little Timor Street on the eastern and western side of John Street are replaced and upgraded as required.
5. That Council investigate the repositioning of large additional restricted parking signs in Crane Street to prevent overnight parking of trucks with refrigeration units on board.

WARRUMBUNGLE SHIRE COUNCIL

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Item 3 Minutes of Warrumbungle Aerodromes Advisory Committee Meeting – 1 August 2013

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

PRESENT: Cr Gary Andrews, Cr Denis Todd, Mr John Farrell (Baradine), Mr John Gill (Coolah), Mr Colin Tink (Coonabarabran), Mr Kevin Barrington (Coonabarabran), Mr Kevin Tighe (Director Technical Services) and Mr Shane Weatherall (Acting Manager Road Operations).

APOLOGIES: Mr Garry Connelly (Coolah), Mr Darren Worrell (Baradine)

CONFIRMATION OF MINUTES:

01/1314 RECOMMENDED that the minutes of the meeting held on Tuesday, 10 July 2012 be confirmed.

Tink/Farrell

BUSINESS ARISING FROM THE MINUTES

The following matters were noted as outstanding:

- Repairs to the runway lights at Coolah
- Loose stones at ends of runway in Coolah
- Investigation of tie down options for Coolah aerodrome
- Confirmation required that BAE Systems Tamworth still use the Coolah runway for touch downs.

AGENDA ITEMS

- e) Replacement / Maintenance of All Ramps at the Coonabarabran Aerodrome – In Particular the Top Ramp

02/1314 RECOMMENDED that Council investigate condition of ramps on David Knight Drive and the top ramp in particular and that action as required is taken to repair the ramps.

Tink/Barrington

- f) Removal of Gate and Fence Repair at New Hangar - Coonabarabran Aerodrome

It was noted that a letter has been written to the hangar owner about the illegal gate and that some action has been taken by the owner to rectify the situation.

- c) Maintenance of Road Surface at Top Ramp of Coonabarabran Aerodrome

03/1314 RECOMMENDED that Council investigate the condition of the road surface on David Knight Drive Coonabarabran above the top ramp and that action as required is taken to repair the road surface.

Tink/Barrington

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d) Plan for Hangar Expansions at the Three (3) Aerodromes

Discussion was held on the need for a master plan for development of hangar space. In relation to Coonabarabran the distance between the centre of the grass runway and the new hangar should be checked against guidelines. Some guidance may be found in the obstacle limitation survey.

04/1314 RECOMMENDED that a master plan is prepared for the development of hangar space at each of the three aerodromes

e) Repair of Runway Lights at Coolah Aerodrome

05/1314 RECOMMENDED that urgent action is taken to have the lights at Coolah runway repaired.

Gill/Tink

f) Construction of Taxiway to New Hangar at Coonabarabran Aerodrome

Following discussion it was agreed that this matter be left in abeyance

g) Replacement / Maintenance of Electric Perimeter Fence at Coonabarabran Aerodrome

It was noted that the electric perimeter fence at Coonabarabran is now working satisfactorily and that there has been a noticeable drop in the number of kangaroos on the runway. It was also noted that Council staff regularly inspect the fence and use a meter to monitor electrical current in the fence.

h) Skydive Oz – Request for the Use of Coonabarabran Aerodrome for Tandem Skydiving Operations on 12 August 2013

06/1314 RECOMMENDED that use of the Coonabarabran aerodrome for skydiving event on the 12 August 2013 is approved subject to all necessary insurances being in place

Tink/Barrington

GENERAL BUSINESS

Bitumen sealing the threshold area on the Coolah runway.

07/1314 RECOMMENDED that a cost estimate is prepared to bitumen seal the last 50 metres on either end of the Coolah runway and presented for consideration during preparation of the 2014/15 budget.

The following matters were raised without Resolution:

- The electrical cabinet at the Coolah aerodrome is not locked.
- John Farrell has ordered threshold lights for the Baradine runway
- John Farrell will investigate the toilet situation at Baradine aerodrome.
- Col Tink advised that should it be required the water tank near the Coonabarabran aero club could be used to supply water to the tank at the terminal building.
- It was noted that the Coonabarabran building terminal needs repainting.

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

The next meeting is to be held at the Coolah aerodrome at 9.00am on Thursday the 7 November 2013.

.....
CHAIRMAN

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 15 August 2013

RECOMMENDATION

1. That Council adopts the Minutes of the Warrumbungle Aerodromes Advisory Committee Meeting held on 1 August 2013 at Coonabarabran
2. That Council investigate condition of ramps on David Knight Drive and the top ramp in particular and that action as required is taken to repair the ramps.
3. That Council investigate the condition of the road surface on David Knight Drive Coonabarabran above the top ramp and that action as required is taken to repair the road surface.
4. That a master plan is prepared for the development of hangar space at each of the three aerodromes
5. That urgent action is taken to have the lights at Coolah runway repaired.
6. That use of the Coonabarabran aerodrome for skydiving event on the 12 August 2013 is approved subject to all necessary insurances being in place
7. That a cost estimate is prepared to bitumen seal the last 50 metres on either end of the Coolah runway and presented for consideration during preparation of the 2014/15 budget.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 August 2013

Item 4 Minutes of the Finance and Projects Committee Meeting – 2 August 2013

Division:	Corporate Services
Management Area:	Financial Services
Author:	Director Corporate Services – Rebecca Ryan
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF7.1 Council undertakes periodic performance reviews to ensure the effective and efficient management of its assets, finances and workforce

PRESENT: Cr Peter Shinton (Chairperson), Cr Ron Sullivan, , Cr Gary Andrews, Cr Anne-Louise Capel, Cr Victor Schmidt, Steve Loane (General Manager), Tony Meppem (Director Community and Environmental Services), Rebecca Ryan (Director Corporate Services) and Kevin Tighe (Director Technical Services) and Stefan Murru (Chief Financial Officer).

APOLOGIES: Cr Chris Sullivan, Cr Fred Clancy and Cr Murray Coe

1. MINUTES

RECOMMENDATION

That minutes of the Finance and Projects Committee meeting held on 1 May 2013 be accepted.

V Schmidt/G Andrews

2. BUSINESS ARISING

Nil

3. QBRS / FINANCIAL STATEMENTS - 30 JUNE 2013

Chief Financial Officer presented final QBRS whilst raising issues relating to completion of Financial Statements 2012-2013. Including; Income Statement, KPI's, Statement of Cash Flows, Balance Sheets, Revenue, Operational and Capital Budget Reviews. Issues still to be resolved prior to completion of Financial Statements include; Macquarie Regional Library Joint Venture Statements, Land and Building Revaluation, Asset Impairment from the S44 Fire and Reversal of Prior Year Impairment, Claims for Disaster Recovery and Asbestos Clean Up and accounting treatment for Warrumbungle Quarries.

RECOMMENDATION

That a report be bought back to Council in regards to the operations and rehabilitation expense of Council Quarries, Tips and Sanitary Depots under the care and control of Warrumbungle Shire Council.

R Sullivan/D Todd

RECOMMENDATION

That Council approve the final QBRS for 2012-13.

R Sullivan/G Andrews

RECOMMENDATION

That Council staff be congratulated on savings made and rebate received for Workers Compensation Premium for 2012-2013.

R Sullivan/V Schmidt

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 15 August 2013

4. EXTERNAL AUDIT

Director Corporate Services advised of External Audit onsite visit week commencing 19 August 2013. Tender for External Audit Services 2013-14 to 2018-19 currently being advertised as part of an OROC cooperative, whereby Auditors will be able to tender for External Audit Services for one or more Councils.

5. INTERNAL AUDIT

Internal Audit Report May 2013 presented for Committee information, with recommendations related to Asset Management, Delegations, Disaster Recovery and Business Continuity, Policies and Procedures, Bad Debts and Statutory Registers. This report will be main subject of next Audit and Risk Management Committee (ARMC) Meeting.

6. GENERAL BUSINESS

• LIRS Round 2

The General Manager advised the Committee that Council has received formal notification from the DLG that the LIRS Round 2 application for a 3% Interest Subsidy on 3.1M Loan for the remaining Timber Bridge replacement program has been approved. A report will be presented to August Council meeting.

• TPLMC - Abattoir

11.00am: Director Corporate Services declared a pecuniary interest in the following matter and left the room.

Mayor and General Manager advised Committee in regards to Tooraweenah Prime Lamb Marketing Cooperative (TPLMC) proposal to Council re former Abattoir (Bunganbah Meats).

Action: TPLMC Board invited to make presentation to August Council Meeting.

General Manager to investigate issues with DLG.

11.25am: Director of Corporate Services returned to meeting.

• Coonabarabran Men's Shed

Cr Sullivan enquired about the Coonabarabran Men's Shed Lease. Men's Shed have written to Council requesting new Lease for Coonabarabran Shed which will be presented to Council for consideration.

• Ulamambri Hall

Cr Sullivan advised that Ulamambri Hall Committee paying rates, electricity and insurances.

Action: President of Ulamambri Hall Committee to write to General Manager with concerns.

• Coolah Medical Centre

Committee advised that a formal report will be presented to August Council meeting in regards to purchase not proceeding.

• Staff Housing

Report being prepared for Council from a previous Council Resolution.

NEXT MEETING: Thursday 7 November 2013

MEETING CLOSED: 11.30am

.....
CHAIRPERSON

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 August 2013

RECOMMENDATION

1. That Council accepts the Minutes of the Finance and Projects Committee Meeting held on 2 August 2013 at Coonabarabran.
2. That a report be brought back to Council in regards to the operations and rehabilitation expense of Council Quarries, Tips and Sanitary Depots under the care and control of Warrumbungle Shire Council.
3. That Council approve the final QBRS for 2012-13.
4. That Council staff be congratulated on savings made and rebate received for Workers Compensation Premium for 2012-2013.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 15 August 2013

Item 5 Minutes of Economic Development & Tourism Advisory Committee Meeting – 27 June 2013

Division:	Corporate Services
Management Area:	Economic Development and Tourism
Author:	Manager Economic Development & Tourism – Aileen Bell
CSP Key Focus Area:	Local Economy
Priority:	LE3 New tourism opportunities and initiatives across the shire need to be identified, developed and well-coordinated.

PRESENT: Cr Fred Clancy (chairman), Aileen Bell (Manager Economic Development and Tourism), Liz Cutts, Juleen Young, Maria Rickert, Scott Coleman

The Chairperson declared the meeting open at 2pm and welcomed committee members.

APOLOGIES: Jenny Lloyd, Sal Edwards, Kathryn Olsen

ATTENDING: Karen Weatherall, Clr Gary Andrews

1 **RECOMMENDED** that apologies be accepted.

F Clancy/L Cutts

DECLARATION OF PECUNIARY INTERESTS

NIL

CONFIRMATION OF MINUTES

2 **RECOMMENDED** that the minutes of the March 27, 2013 meeting be accepted.

J Young/L Cutts

MATTERS ARISING

Recommendations from previous meeting were accepted by Council and status reported by Manager EDT

- Recommendation 23: to contact universities to gauge interest in enviro studies time lapse project post fires – letters sent out .. no response to date; also included opportunities to utilise this area as a field studies subject.
- Recommendation 24: dumpsites – application to CMCA sent – awaiting response .. Council has agreed to fund additional 2 sites.
- Recommendation 25: congratulations to VIC staff on audit.

It was noted that Clr Clancy had also proposed investigation of a site in Crane Street in the industrial area

All other items referred to in Manager's Report

COMMITTEE

It is necessary to confirm the appointment of Sal Edwards as Coolah District Development Group (CDDG) representative on the committee, replacing Eleanor Cook.

3 **RECOMMENDED** that Sal Edwards be endorsed as the Coolah District Development Group Inc representative on the Warrumbungle Shire Council Economic Development and Tourism Advisory Committee.

L Cutts/J Young

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 August 2013

MANAGER'S REPORT

Regional Communities Conference: agreement by committee to fund accommodation for Coolah DDG to attend this conference held in Narrabri in June – report to be provided by Coolah DDG.

Keeping Place: Council approved in principle.

RDAF: Round 5 of the Regional Development Australia Fund (RDAF) was announced - closing 22 July for Council projects. Funds to be used for building and renewing community infrastructure. Round 5 is about providing a boost for 'shovel-ready' projects in communities and, as such, councils and shires may resubmit previously unsuccessful RDAF applications within their allocated funding amounts.

Skills Attraction Strategy: Response from local communities has been poor, extending the survey period another month, need to have a minimum of 500 responses, survey totals at present are 240. Evaluation on the project will include recommendations to government. The Orana EDO Skills Project involved seven Councils and aiming to identify:

- Current skill shortages and community perceptions on areas of skill shortage
- Existing skills in the community that are not being utilised
- Areas for training opportunities
- Factors restricting business growth or forcing closure of businesses (related to access to skilled staff)
- Business opportunities for skilled persons

Economic modelling program – Remplan or Profile ID: Dubbo has requested ABS to present a Table Builder seminar in Dubbo to assist in finding the best model.

Welcome to Warrumbungle Shire signs: Council allocated \$20,000 each year for installation of signs at 19 boundaries to the shire. Quote received from Danthonia for \$9,000 per sign; Manager EDT to contact Narrabri Shire Council and Dubbo sign companies. The committee to recommend a strategy for staging installations once signmaker agreed on.

VIC Visitor Statistics: Easter figures are down by approximately half which can be attributed to January fires and National Park together with non alignment of school holidays and Easter. No statistics available from Coolah

Website: May visits were about half of April; variation may have been checking the website in preparation for Easter and school holidays in April.

Consumer Shows: Did not attend Sydney Caravan and Camping Show as no collateral or staff available. Attended Maitland C & C Show – successful with over 20,000 attendees, staff on stand engaged directly with more than 1,200 potential visitors. A lot of people were under the impression that the whole park would be closed for 2 years post fires, so it was essential to attend the show. Warrumbungle Region was represented at the Brisbane show June 5th – 11th by the Newell Highway Promotions Team. Application for a site at the Penrith C/show 6 – 8 September with the Warrumbungle Cluster. Site confirmed for Canberra Show for 26 – 28 October

CHANNEL ZERO: Scoped the area and prepared a draft which is available. The \$3,000 allocated from LGSA Conference should be used to implement projects so funds need to be placed in Restricted Assets

- 4 **RECOMMENDED:** that the \$3000 currently held in Tourism from LGSA Conference be transferred to Restricted Assets for a future Tourism Project.

F Clancy/S Coleman

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 August 2013

Interim Brochure : Drafts being edited; publication within 2 weeks

Festival of the Stars: 4-21 October

- Festival Program ready for printing
- Street banners – changes to Essential Energy requirements for banner erection indicate it may be better to install our own banner poles in CBD. Quote for easy to use banner poles is \$10,000 for 10 poles in main street. Sliding Springs Observatory (SSO) will fund production of banners for CBD but because of the issues with Essential Energy have moved to 10 teardrop banners to be placed at VIC and at event sites for this years event.

Changeable Sign: VIC Investigating an electronic board similar to Coona High.

Town Brochures: Reprint of Coolah, Mendooran and Binnaway brochures undertaken.

- 5 **RECOMMENDED** that the Managers Report be received.

A Bell/J Young

Budget Report

- 6 **RECOMMENDED** that the budget report for the financial year ended 30 June 2013 be accepted noting that the \$3,000 received from LGSA for State Your Case prize be transferred to Restricted Assets..

J Young/ S Coleman

Budget for 2013/2014 - \$35,000 for Tourism Promotion and a further \$15,000 for Economic Promotions – allocations discussed

- 7 **RECOMMENDED:** that the budget for 2013/2014 be adopted.

S Coleman/L Cutts

General Business

1. S Coleman spoke of the satisfaction surveys undertaken at SSO and the Dubbo experience. After customer service he felt the next thing for us to work on is how we might differentiate ourselves from others in the region – astronomy tourism and the immersion in astronomy is that point of difference.

Suggested we consider ways in which we might “tell our story” as a community engagement activity.

That we have a collection point for stories, a Yarn Barn where people might drop in and share, or listen to a story at a regular time. Flicks Theatre and Woop Woop Café site were suggested as venues. Invite people to share their story, which can later be published. This project is something that is beyond budget and scope of tourism but important enough to gain support. Could be “talk of the town” and promoted as “Be the town that has the ... “ Could funds be sourced from the Mayors Bushfire Appeal Fund. Eventually there should be a permanent venue with displays of the town and stories as well as retail opportunities.

2. Liz Cutts spoke of a visit by ABC Documentary who will be documenting the story of Moorambilla.
3. SBS will televise the North West Cycling Classic who spoke glowingly of the assistance provided by Council and staff. Event went well with no protestors.
4. Catalyst will be at SSO on Tuesday 2 July.
5. CTC has now closed – still finalising www.coonabarabran.com transfer.

There being no further business, the meeting was closed at 3.50pm with the next meeting to be held on Thursday 25 July at 2.30pm in the VIC, noting that Clr Clancy will be an a apology but Clr Andrews will attend in his place.

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Chairperson

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 August 2013

RECOMMENDATION

- 1 That Council accepts the Minutes of the Economic Development & Tourism Advisory Meeting held on 27 June 2013 at Coonabarabran
- 2 That Sal Edwards be endorsed as the Coolah District Development Group Inc representative on the Warrumbungle Shire Council Economic Development and Tourism Advisory Committee.
- 3 That the \$3,000 currently held in Tourism from LGSA Conference be transferred to Restricted Assets for a future Tourism Project.
- 4 That the budget report for the financial year ended 30 June 2013 be accepted noting that the \$3,000 received from LGSA for State Your Case prize be transferred to Restricted Assets.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 15 August 2013

Item 6 Minutes of Economic Development & Tourism Advisory Committee Meeting – 25 July 2013

Division:	Corporate Services
Management Area:	Economic Development and Tourism
Author:	Manager Economic Development & Tourism – Aileen Bell
CSP Key Focus Area:	Local Economy
Priority:	LE3 New tourism opportunities and initiatives across the shire need to be identified, developed and well-coordinated.

Meeting opened at 2.30pm with Clr Capel chairing in the absence of Council delegates to the committee.

Present: Aileen Bell, Liz Cutts, Kathryn Olsen, Sal Edwards, Clr Anne-Louise Capel, Scott Coleman

Apologies: Juleen Young, Maria Rickert, Clr Clancy, Clr Andrews, Clr Schmidt, May Fleming, Jenny Lloyd

Attending: Karen Weatherall

8 RECOMMENDATION: that the apologies be accepted

Cutts/Olsen

Declaration of Pecuniary Interests: NIL

Minutes of Previous Meeting: circulated;

9 RECOMMENDATION: that minutes be accepted.

Cutts/Edwards

Manager's Report:

Dump Points: contract signed with CMCA – initial order to be despatched to Coona' Depot.
Shire Boundary Signs: further investigation indicated that Narrabri had also used Danthonia Signs; discussion whether expensive signs should be placed on every boundary point – a total of 19 signs required and whether this was best use of Council funds given that there are simple signs in place already; visitors do not necessarily care about boundaries – they are looking at experiences and road conditions; Danthonia are on the Procurement list and so meet all the requirements for QC for signage for local government. Allocation would only cost 2 signs each year.

Ibara Exchange: approach made by CLAIR re a return visit by Ibara-shi delegation. Draft itinerary sent to CLAIR for consideration. Suggestion was during Festival of the Stars; awaiting confirmation.

Milroy Observatory: official opening on Sunday 6 October – with Japanese dignitaries invited.

Keeping Place: MOU with Lands Council.

Channel Zero: brand marketing group approached for input to strategy for future planning and action – will utilise the \$3000 from LG Tourism Conference as part of costs for implementation of actions.

Warrumbungle National Park: working towards opening camp ground and establishment of temporary visitor centre. High level of interest in the park.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 August 2013

Statistics: Visitor Centre numbers show an increase for the June/July holidays over same period in 2012. Facebook pages increasing profile for events – highlights the need for communities to contribute information on events.

Skills Attraction Survey: limited response to survey opportunity across the Shire; survey closing off within the week.

Funding Programs: in response to discussion on RDA-F it was agreed that there needs to be a series of projects that are shovel ready so that Council can pick up and submit.

10 RECOMMENDATION: that the Managers Report be received.

Bell/Olsen

BUDGET REPORT:

Expenditure to date on projects for Tourism Promotion \$10,101 of \$35,000 noting that participation in the Penrith Consumer Show participation will be part of Warrumbungle Cluster campaign and the CCIA membership provides for promotion of all caravan parks in the shire; Economic Promotion \$170 of \$15,000.

11 RECOMMENDATION: that the Budget Report be accepted

Bell/Edwards

GENERAL BUSINESS:

1. Siding Spring Observatory: utilised Channel Zero for forward planning for SSO site; seeking approvals for new building for Visitor Centre complex at a new site on Mt Woort; with expanded services and facilities. Staff appointed to implement a new guiding program with all staff contributing and being developed. Discussion on a Yarn Barn where we might exchange stories and then an attraction where story telling occurs on a regular timed basis. In discussing the opportunities at SSO it was agreed that the site offers much more than “the stars” as problem solving requires other knowledge.

2. NPWS – Baradine: new cycling event in the Pilliga – *Tour de Gorge*. New art exhibition to coincide with Moorambilla Festival at Coonamble – *Dandry Dabblers* – exhibition by local artists with local interpretations of Pilliga/Dandry experiences – any media.

3. Baradine: hosting an event during Moorambilla as a fund raiser for the Memorial Hall; working towards tidying up empty shop fronts in time for Moorambilla; grant submissions.

4. Coolah: reported on Sustaining Rural Communities Conference – new volunteerism, community welcome kits; involvement with Festival of the Stars – embraced astronomy with events on festival program; grant submissions.

5. Coonabarabran: it was noted that Clr Schmidt is now the Coonabarabran Chamber of Commerce President and that the Chamber of Commerce had hosted a successful information session with Orana Credit Union with Mark Coulton, Member for Parkes.

6. Festival of the Stars: program with printers; SSO has distributed flyer to 280 schools within 200km radius of Coonabarabran inviting to Open Day and utilise SSO for excursions.

7. Scott Coleman: a need to rebrand – Education and Tourism – why not an “open Science Scheme” which promotes tourism, science, education, environment, sporting facilities – cover in Channel Zero project.

8. Website: essential to maintain Warrumbungle Shire presence – accurate information – bad information provides bad experiences – Coolah has closed website – maintenance issues, Baradine site being re-vamped, Dunedoo site also requiring updating – suggestion to use the schools to do this activity. VIC has Facebook and suggest this is a better way – more immediate, less workload but still require communities to provide the initial information.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 15 August 2013

9. Events: Tourism Promotions Coordinator manages website and Calendar of Events; new events include Tour de Gorge (7/9) – a “Discovery Ride” not a race, success of this event will see it as an annual event, Dandry Dabblers Exhibition (Sept), Tour de Coolah (14/9) mountain bike event through private property, Westpac Bike Ride (13/9). Highlights the need to create Calendar of Cycling; Coolah Campdraft (17/18/29 Feb).

There being no further business Meeting Closed at 5.35 with the next meeting set for Wednesday 24 October

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Chairperson

RECOMMENDATION

That Council accepts the Minutes of the Economic Development & Tourism Advisory Meeting held on 25 July 2013 at Coonabarabran.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 15 August 2013

Item 7 Responses to Questions from last meeting

Cr Andrews

Café in Binnaway has informed Cr Andrews that dogs of a night time are being released and get into rubbish bins. Different bins are required and a new bin in front of café for garbage.

Response From: Director Environmental and Community Services

Response: Rangers increasing patrols including night patrols and fines being issued for dogs not being contained.

Response From: Director Technical Services

Response: No funding for new bins in the 2013/14 budget.

Cr Capel

Could Council hold public meeting in Dunedoo to let community know what is happening with Cobbora coal mine.

Response From: Executive Services

Response: Public Meeting attended by Council and Kevin Humphries held Tuesday 6 August was well attended with approximately 70 Dunedoo community members.

Cr Todd

There is a need for a toilet sign at the intersection of Worrigal and Darling Streets Baradine. Also need to have footpath as wheelchairs getting bogged.

Response From: Director Technical Services

Response: Sign for Worrigal Street is under investigation.

Concerns raised about wandering dogs.

Response From: Director Environmental and Community Services

Response: Rangers increasing patrols including night patrols and fines being issued for dogs not being contained.

Cr Coe

Contractors complaining about lack of work – not much work going on. Is lack of work going to be a problem for our own crews and contractors?

The General Manager advised that a report to come back re workload.

Response From: Director Technical Services

Response: Any issues with the works program are reviewed on a monthly basis and formally reported to Council on a quarterly basis.

Cr Schmidt

Report brought back on state of Napier Lane – road repairs upgraded, culverts Redone. Issues on road way (to include state of cattle grids and condition of road).

Response From: Director Technical Services

Response: Napier Lane has been resurfaced over the last 12 months. Inspection of culverts and ramps is ongoing.

Mark Coulton was in town on Tuesday, Chamber will probably host night with Santos. Questions regarding venue and also would Council want to send a representative from Council to reiterate Council's position.

Response From: Executive Services

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 15 August 2013

Response: Town Hall could be utilised as a venue. Council can attend pending invitation from Chamber of Commerce .

Still waiting for Specifications for solar lights – re lighting for RV area at Mendooran

Response From: Director Technical Services

Response: The specification for the recently installed solar light in Baradine is a 40 watt LED with two (2) 75 watt solar panels.

Ron Sullivan

Ratepayer issues regarding erosion on property and payment for gravel taken.

Response From: Executive Services

Response: In progress.

3-5 tonne Treated grain tipped at road intersection of Main Road 129 and trunk road 55. Dangerous to birds and stock. Request that EPA be approached to let them know and let public know the dangers of this practice.

Response From: Executive Services

Response: Report to EPA.

DPS Society – Council to work with them regarding their work

Response From: Director Environmental and Community Services

Response: Council assisting with plans and in talks to see if a Development Application is required.

Cr Shinton

Ibara City (sister city) preparing to visit Warrumbungle shire

Response From: Manager Economic Development and Tourism

Response: Ibara yet to confirm a suitable date for a return visit to Coonabarabran and Warrumbungle Shire for the establishment of a Sister-City style relationship. In the meantime official opening of the Milroy Observatory on Sunday 6th October at Milroy is proceeding and Japanese dignitaries have been invited to participate in this event. Once Ibara-shi confirm their availability the Mayor and in turn Council will be informed of the decision.

RECOMMENDATION

For Council's information.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 15 August 2013

Item 8 Council Resolutions Report September 2012 – July 2013

Division:	Executive Services
Management Area:	Governance
Author:	Corporate Services Administration Officer – Erin Morley
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 September 2012 to July 2013. This report has been forwarded to Councillors 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.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 15 August 2013

Item 9 Volunteer Lifeguards

Notices of Motion

Volunteer Lifeguards

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

Investigate the possibility of using volunteer lifeguards at Baradine, Binnaway and Mendooran pools to allow the community more flexible hours to utilise the pools.

Support

There is a community member of Baradine who holds the qualifications as a lifeguard. This community member would like to see the Baradine pool made available to the public on a more regular basis and is prepared to provide a volunteer service as a lifeguard for Baradine pool.

This type of volunteer service could be of benefit to all towns within the Shire. If a number of volunteers were trained as lifeguards this could allow for a rotational roster which could extend the opening hours. Volunteers could be reimbursed for their service by being provided with a free season ticket to the pool.

**CR D TODD
COUNCILLOR**

RECOMMENDATION

For Council's consideration.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 15 August 2013

Item 10 2013 National Local Roads and Transport Congress

Division:	Executive Services
Management Area:	Executive Services
Author:	Executive Assistant – Melissa Bennett
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF4 Council builds strategic relationships with other levels of government to ensure that the shire receives an equitable allocation of resources.

Background

The Australian Local Government Association is holding the 2013 National Local Roads and Transport Congress this year at Alice Springs Convention Centre in Northern Territory from 12-14 November 2013.

The theme is 'Sustaining our Roads – Good Business, Good Governance, Good Bottom Line' to reflect on the state of our nation's roads and the future direction of roads and transport in Australia. The full program for 2013 congress can be located at <http://alga.asn.au/>.

Issues

Ongoing federal funding.

Options

That Council do not register delegates to attend the 2013 congress.

Financial Considerations

The cost of registration is \$945 per delegate and includes; attendance at all congress sessions, welcome reception, congress dinner, morning tea, lunch and afternoon tea as per the congress program, congress satchel and material.

Meals, travel and accommodation is yet to be determined.

RECOMMENDATION

That the Mayor, General Manager and Councillor (to be nominated) attend the 2013 National Local Roads and Transport Congress.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 15 August 2013

Item 11 Resignation Director Environmental and Community Services

Division:	Executive Services
Management Area:	Management and Leadership
Author:	Director Corporate Services – Rebecca Ryan
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 CSP.

Reason for Report

Following the resignation of Council's Director of Environmental and Community Services, the General Manager has implemented an Interim Organisational Structure to ensure the Directorate service levels are maintained.

Background

The General Manager advised Councillors the following;

'It is with great regret that I must inform you that Council's Director of Environmental and Community Services Mr Tony Meppem, has handed me his letter of resignation. That letter is attached for your information.'

Tony will be sorely missed in the senior executive MANEX team and Warrumbungle Shire Council will be poorer for his absence.

I'm sure that every one will share with me in extending my best wishes to Tony for his future endeavours.'

Issues

Whilst this is a resignation, as per s337 of the Local Government Act (1993) the General Manager is required to inform and consult with Council as to the appointment and dismissal of senior staff. The resignation of Council's Director of Environmental & Community Services is effective 29 August 2013.

Options

MANEX have considered a range of options the least disruptive with the best outcome is to implement a transition or temporary Organisational Structure from the date Mr Meppem leaves to at least January 2014.

This means the review of the Warrumbungle Shire Council Organisational Structure may be completed by September 2013 as scheduled then embedded prior to the recruitment of a new Director Development Services.

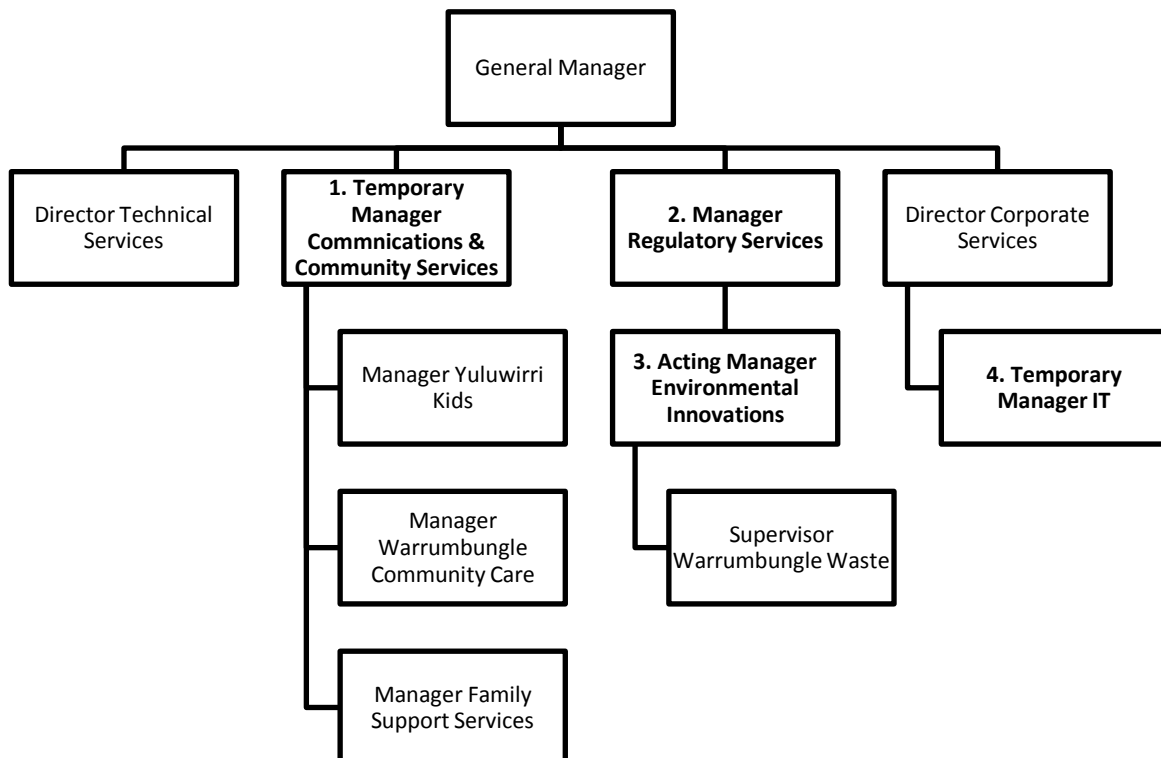
It is proposed to split the Directorate into two (2) and appoint Managers who will be part of the Senior Executive MANEX team and attend Council meetings.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 August 2013

In summary;

1. The current Manager Communications and IT will be appointed Temporary Manager Communications & Community Services with some additional Responsibilities to current role to include; Orana Arts, MRL, NAIDOC, Seniors Week, IWD and Children's Services. Supervising Manager Yuluwirri Kids, Family Support Services and Warrumbungle Community Care.
2. The current Manager Regulatory Services be given some additional responsibilities to current role being Health Services supervising all of the existing Environmental Services staff.
3. To be supported by the current Environmental Health Services Officer to be appointed Acting Manager Environmental Innovations with additional responsibilities to current role being Warrumbungle Waste
4. The current Projects Officer be appointed Temporary Manager IT with additional Responsibilities to current role being the IT Managed Services and Support, Disaster Recovery Project Implementation and supervising the IT Trainee.



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Financial Considerations

The higher grade duties for the incumbent staff will be covered by the vacant Director Environmental and Community Service position.

RECOMMENDATION

That Council endorse the General Manager appointing the temporary and amended current Manager positions; Temporary Manager Communications and Community Services, Manager Regulatory Services, Acting Manager Environmental Innovations and Temporary Manager IT.

WARRUMBUNGL SHIRE COUNCIL

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Item 12 Brick Bats and Bouquets

Division:	Executive Services
Management Area:	Executive Services
Author:	Executive Assistant – Melissa Bennett
CSP Key Focus Area:	Public Infrastructure and Services
Priority :	PI2.1 Ensure the long-term provision and retention of high quality services for our community

Background

Nil

Issues

Nil

Options

Nil

Financial Considerations

Nil

Summary

Council are in receipt of letters of appreciation. Copies of the letters are to follow.

RECOMMENDATION

For Council's information.

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28-7-2013

To The Staff of the
Warrumbungle Community
Centre and their helpers

Thank you for a very
enjoyable day on Friday

26th July, best meal
enjoyable company, top class
entertainment a very relaxing
enjoyable day, sorry I couldn't
stay longer, but I had another
appointment (which I was late
for, but the day worth it). A
good time was had by all

yours in friendship
Joan Maguire

Keep up the good work
Thank for the privilege.

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The North West Equestrian Expo committee
thank and acknowledge the generous support of
Warrumbungle Shire Council
EXPO 2013

Next Expo: May 30 to June 3, 2014

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Item 13 Human Resources Report – August 2013

Division:	Executive Services
Management Area:	Human Resources
Author:	Manager Human Resources – Val Kearnes Learning & Development Coordinator- Glennis Mangan Workplace Health & Safety Officer – Frances Perry
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF7 Council is presented with a range of organisational challenges including its ageing workforce, skills shortages, increasing regulatory demands and the management of risk.

Reason for Report

Report on activities undertaken by the HR Department

Background

Nil

Issues

Nil

Options

Nil

Financial Considerations

Nil

RECRUITMENT

Since the July Council Meeting seven positions have been advertised either internally or externally:

Water & Waste Water Operator – Coonabarabran – External
Pre School Teacher – External – Recruitment process under way
Part Time Child Care Assistant/Educator x 3 - Internal
Plumber – Dunedoo – External
Administration Officer Corporate Services – External
Senior Finance Officer – Coonabarabran – Internal
Supervisor Waste - Internal

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The following positions have been filled:
Administration Officer Corporate Services
Senior Finance Officer – Coonabarabran
Supervisor Waste
Teacher Yuluwirri Kids
Part Time Child Care Assistant/Educator x 2

RESIGNATIONS

There has been one resignation this month in Environmental and Community Services.

All staff will be undertaking their annual Competency Assessments and Appraisals over the coming few weeks. These assessments will be used to structure training plans and also to recognise skills gained over the past twelve months with the aim to achieving a higher step in their grade and a wage increase.

INDUSTRIAL DISPUTES

No industrial disputes received

LEARNING AND DEVELOPMENT

Managers and Supervisors participated in CIMS (Contractor Information Management System) and Risk Assessment training in July. The training was presented by State Wide and looked at the procedures which must be followed for engaging contractors/employees for the Shire. Staff were also taken through Risk Assessment training and the use of Council designed forms and matrix. Training in the use of Council forms will mean that staff will have a good knowledge of how to complete these forms when undertaking their site risk assessments or completing incident report forms.

Outdoor Staff from the Southern end of the Shire and with cards soon to expire participated in the RMS Yellow Card training. Those staff from the Northern end of the Shire will undertake their update training in early August.

A total of 6 outdoor staff has recently been signed up to do the Civil Construction Roads Maintenance Certificate III course with New England Institute of TAFE. This is a 2 year course for road maintenance staff to learn how to plan and organise work, handle construction materials, use plant and equipment, excavation and compaction techniques and reading and interpret plans and specifications to name a few of the units undertaken.

We now have a further 3 staff trained in their First Aid Certificate with future courses for August being; Implementing a Retention and Disposal Authority for Local Government Records, Removal of Non-Friable Asbestos, Chemical Handling, Certificate IV in Frontline Management and Assess and Appraise Capability training for Managers and Supervisors.

The annual staff Competency Audit documents are currently being provided to Managers and Supervisors. Managers and Supervisors will meet with their staff and go through these documents to determine a) what training is required to undertake the duties in the position and b) if a staff member has progressed to the next Step in the competency. From this assessment the individual staff training plans are developed and arrangements

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made for the necessary training or licencing as per the WHS Legislation and Code of Practice requirements.

WORKPLACE HEALTH AND SAFETY

3 workplace inspections have been conducted in consultation with the appropriate Supervisor:

- *Coolah Sewerage Treatment Plant.* The inspection was conducted with the Manager Water Services and Sewer Operators. Six (6) WHS issues were highlighted and an action plan has been formulated to address these. Staff was happy with their working environment, risk assessment forms and incident forms.
- *McMaster Park Maintenance.* The inspection was conducted with Urban Services Operator and Safety Officer. The work area was good with only 3 issues highlighted. An action plan has been formulated and given to Manager Urban Services.
- *Goorianawa Road Construction, Bugaldie.* The inspection was conducted with Supervisor Road Operations north and Safety Officer. Staff were generally happy with their work environment and happy with current risk assessments and incident forms. Three issues were highlighted and an action plan has been formulated to address these.

The Workplace Health & Safety Officer attended training sessions conducted by State Wide on Contractor Insurance Management System and the completion of risk assessments along with managers and supervisors, staff were informed of the processes involved and the importance of CIMS and risk assessments.

The Chemical Management Plan is progressing following regular contact with Procure, a draft report and procedure is near to completion.

A meeting was held with State Wide to discuss the Risk Management Action Plan and Safe Work Method Statements will be reviewed and formulated in the near future in consultation with staff where necessary.

The Annual StateCover WHS Audit has been completed and submitted.

WHS Committee members have been elected and training will be organised in the near future.

The following policies have been drafted and will be presented to the Occupation Health and Safety Committee in the near future:

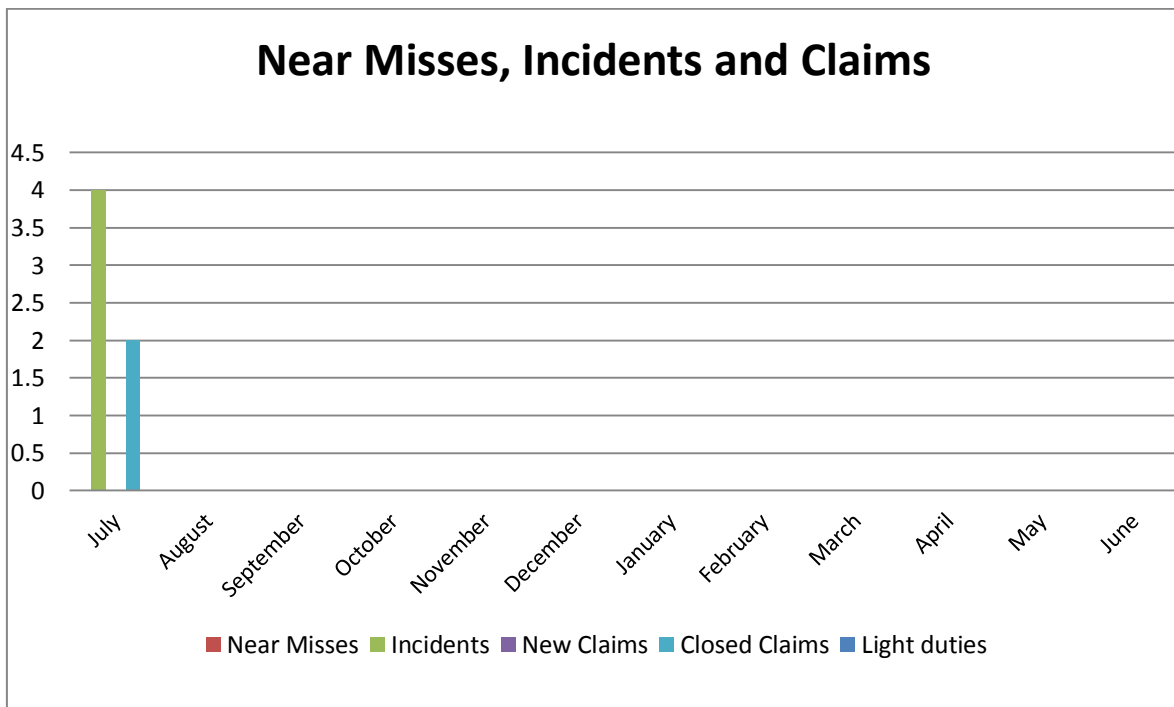
- Work Health & Safety Policy
- Issue Resolution Policy and Procedure
- WHS Committee Constitution

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Workers Compensation and Incidents - July:

Directorate	Near Misses	Incidents	Claims
Corporate Services			
Executive Services		1	
Environmental & Community Services		2	
Technical Services		1	



RECOMMENDATION

For Council's information

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Item 14 Employee Excellence in Achievement Award

Division:	Executive Services
Management Area:	Human Resources
Author:	Val Kearnes
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF7 Maintain relationships between management, staff and unions

Background

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

2013 STAFF ACHIEVEMENT AWARD

Applications for the Third Quarterly Warrumbungle Shire Employee Excellence in Achievement Award (2013) closed June 30, 2013. The previous recipient of this Award (Second Quarter) was Andrew Roper (Plant Operator)

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

- Gale Stanley - Administration
- Greg Donovan – Casual Bus Driver
- George Kertesz – Waste Operator
- Kobie Frances - Administration
- Mandy Doolan – Tourism and Economic Development
- Frances Perry - HR

Issues

Staff

Options

Nil

Financial Considerations

One of the four (4) quarterly award winners will be selected in December to receive the yearly award. This staff member will be awarded an extra one week's annual leave as their prize.

Summary

Winner of the Third Quarterly Excellence in Achievement Award is George Kertesz. George joined Council in August 2005 and during his time with Council he has worked in Waste and Recycling in Dunedoo. His duties include kerbside and commercial collection of waste and processing recycled materials in Coolah, Dunedoo and Mendooran.

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George is a valued member of staff who is highly respected by his fellow workmates for his commitment and high standard of work. Since working at the gates of Coolah and Mendooran Transfer Stations over the past seven (7) months he has received numerous letters citing his high level of customer service and efficiency. George has raised the profile of recycling in the Coolah/ Dunedoo/Mendooran district and this is recognised with the presentation of this award. George is a great example to other Council workers.

RECOMMENDATION

Council accepts the recommendation from MANEX and presents George Kertesz, Waste Operator with the Third Quarter Warrumbungle Shire Council Employee Excellence in Achievement Award 2013.

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Item 15 Financial Assistance Requests 2013-2014 (Round One)

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

Reason for Report

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

Background

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

Issues

The assessment criterion has been prescribed as follows:

Assessment Criteria

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

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

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

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

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

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Options

Public submissions were sought from June – July for this first round; which was well promoted and did not attract a great number of applications.

To assist Council in its deliberations, a description of the request has been included in the listing of submissions.

The following list of applications received is for Council consideration

Round One (1) Financial Assistance Grants

Ref.	Applicant	Amount Requested	Amount to be Considered	Description of Project	General Criteria
1	Mendooran Singers Association*	\$300	\$300	A concert scheduled for November 2013.	Address gaps in service or community development Involvement from volunteers
2	Coolah Ambulance	\$500	\$500	Fundraising for Coolah Hospital X-Ray Machine by painting house numbers on guttering. Requesting funds for paint.	Address gaps in service or community development Involvement from volunteers
3	Coolah Youth and Community Centre Inc.	\$500	\$500	Install outside lighting at rear and side of the Coolah Youth and Community Centre.	Self help initiatives which build upon Council's contribution
4	Rotary Club of Coonabarabran	\$500	\$500	Rotary Youth Driver Awareness Program promoting the road safety message for young drivers. 100-120 students will attend.	Address gaps in service or community development Involvement from volunteers

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5	Sub Committee of Coolah MPS Hospital Auxiliary	\$500	\$500	The purchase of a Digital X-Ray machine reader and the training of appropriate staff.	Address gaps in service or community development Involvement from volunteers
6	Coonabarabran DPS Local and Family History Group Inc. #	\$489	\$489	To purchase lockable metal cupboard to store historical records and to purchase materials to construct shelving.	Involvement from volunteers Self help initiatives which build upon Council's contribution
7	Baradine PAI & H Association #	\$200	\$200	Art exhibition prizes at Baradine Show 2014.	Involvement from volunteers
8	Baradine Preschool	\$1,600	\$500	75 tonne of road base required for ingress and egress drop off area at new preschool.	Self help initiatives which build upon Council's contribution
9	Mullaley Gymkhana Association	\$500	\$500	Paint the ring fence, campdraft yard, marshalling fence and toilets at the Mullaley Sports Ground. People undertaking community service will complete the work.	Address gaps in service or community development
10	Coonabarabran Girl Guides	\$500	\$500	Improving safety and neatness of the entrance to the Coonabarabran Guide Hall with a safe, non-slip concrete step entrance.	Involvement from volunteers Self help initiatives which build upon Council's contribution

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11	Mendooran Tennis Club	\$500	\$500	Repair cracks which have developed on the tennis courts.	Involvement from volunteers Self help initiatives which building upon Council's contribution
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TOTAL = \$4,989

*The Mendooran Singers Association were successful in Round 2 (2012-2013) Financial Assistance Grants however the funds were not paid as the event was cancelled.

The Coonabarabran DPS Local and Family History Group Inc and Baradine PAI and H Association are listed in Council's Donations Policy and receive a \$500 and \$50 monetary grant respectively.

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

Financial Considerations

The Financial Assistance Grants Round One (1) has a budget of \$10,000.

RECOMMENDATION

That Council provide financial assistance to the August 2013 applicants listed for a total amount of \$4,989.

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Item 16 Memorandum of Understanding (MOU) - Community Development Coordinator Program

Division:	Executive Services
Management Area:	Governance
Author:	Executive Assistant – Melissa Bennett
CSP Key Focus Area:	Community and Culture
Priority:	CC5 Smaller communities across the shire remain sustainable

Reason for Report

The 2013-2017 Memorandum of Understanding (MOU) for Community Development Coordinator Program is presented to Council (Attachment 1).

Background

The MOU is between the individual Progress Association or Development Group (the Group) and Warrumbungle Shire Council for the four year period commencing 1 July 2013 and terminating 30 June 2017.

Historically this has been an annual MOU renewed each year, however now Council has adopted the four (4) year Delivery Program, this provides an opportunity to streamline the administration process for the Groups who receive this funding. Being Baradine and District Progress Association, Binnaway Progress Association, Mendooran and District Development Group, Coolah and District Development Group and Dunedoo and District Development Group.

Issues

The positions of Development Coordinators for Binnaway and Dunedoo are currently vacant and unfortunately Dunedoo has not had a person fulfilling the role of Development Coordinator for 12 months.

The MOU states that *'in the event of the position becoming vacant, a full and proper recruitment process must be implemented and a Council representative (Councillor or staff) to be invited to join the selection panel'*.

Options

Council has remained at arms length in terms of the management of these positions, leaving the Group responsible for the day to day supervision of the person undertaking the Development Coordinator role. The MOU is being between the Group and Council.

Council staff however provide support and facilitate funding opportunities, networking and training of the Development Coordinator when appropriate.

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The success of this program is demonstrated by these 'local' champions who source external grants for community groups and they provide a conduit for Council information and feedback.

Baradine & District Progress Association (BDPA) have submitted a proposal to Council to amalgamate with Dunedoo and Binnaway and provide a Development Coordinator on a fee for service basis. Whilst this proposal has merit, it is paramount that each group have ownership of this process and how they choose to employ or contract the position of Development Coordinator. Should Dunedoo and Binnaway elect to work with Baradine Progress Association then this should be their decision.

Council has written to each Group with the new four (4) year MOU for signing and returning to Council. There are a number of targets and reports required from each Group prior to the first instalment for the 2013-2014 period being paid as itemised in the MOU. This is to ensure accountability and transparency of the Council grant being provided.

Should Dunedoo and District Development Group or Binnaway Progress Association choose to not sign the MOU or wish to discuss with Council alternative models, such as the one on offer by Baradine and District Progress Association, then Council will be advised as to the outcome.

What is important is that the smaller communities of the shire be given as much opportunity in participating in this innovative program. Staff will be available to assist with the recruiting process to fulfil the role of Development Coordinator as per the MOU.

As far as the expected sourcing of funds per annum of \$50k is concerned, this is an average figure and based on history the Development Coordinators are doing this already. Council is certainly aware that grants availability and success thereof are a bit cyclic in nature. The Groups have been reassured that this service level may be reviewed.

Financial Considerations

A cash grant of \$16k per annum is provided to each Development Group which is payment for the employment or contracting of services of a part-time Community Development Coordinator. This total budget of \$80k is funded in the current Operational Plan and Delivery Program (2013-2017).

Since Dunedoo did not have a Development Coordinator for the past 12 months, the 2012-2013 expenditure was only \$64k in total, as reported in the final quarter QBRS.

RECOMMENDATION

That Council endorse the Development Coordinator MOU 2013-2017 for Baradine and District Progress Association, Binnaway Progress Association, Mendooran and District Development Group, Coolah and District Development Group and Dunedoo and District Development Group.

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Attachment 1

MEMORANDUM OF UNDERSTANDING Community Development Coordinator Program - Warrumbungle Shire Council 2013 - 2017

This Memorandum of Understanding is made on the 30th day of June, 2013 between the (hereinafter named 'the Group') and Warrumbungle Shire Council, (hereinafter called 'Council'), for the four (4) year period commencing the period 1 July 2013 and terminating 30 June 2017.

Council undertakes to provide the Group with the following:

A cash grant of \$16,000 per annum towards the employment or contracting of services of a part-time Community Development Coordinator.

Payments will be made upon receipt of a Tax Invoice from the Development Group on the following basis:

July	\$6,000 plus GST
November	\$5,000 plus GST
March	<u>\$5,000 plus GST</u>
	<u>\$16,000 plus GST</u>

Council's direct financial contribution to the Group is limited to that stated above, aside from professional support and coordination of the program facilitating networks and shire wide funding opportunities for local projects.

The Group undertakes to meet the following conditions as part of this agreement:

1. Be incorporated and maintain public liability insurance coverage of \$20 million (a copy of the Group's Incorporation number and Certificate of Currency should be affixed to this agreement);
2. Council's financial contribution of \$16,000 is limited to be used for the following employment related expenses:
 - 2.1. the engagement of a Community Development Coordinator (CDC) employed for a minimum of ten (10) hours per week on a contract or employee basis.
 - 2.2. employment related expenses which shall include the payment of respective workers compensation premium, and tax and superannuation for the employee where applicable.
 - 2.2 Community Development Coordinator office related expenses.
3. The Group must adhere to all employer responsibilities for Equal Employment Opportunities and Workplace Health and Safety.
 - 3.1. In the event of the position becoming vacant, a full and proper recruitment process must be implemented and a Council representative (Councillor or staff) be invited to join the selection panel.
4. The CDC program is to achieve the following outcomes:
 - 4.1. It is expected that the Coordinator source with, or on behalf of the Community Group or other community groups, external funding equivalent to \$50,000 per annum over the four (4) year period.

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- 4.2. CDC and/or a representative of the Group to attend at least 80% Tourism and Economic Development (TED) meetings and actively participate in TED activities as relevant.
- 4.3. Provide support to locally based community organisations to coordinate and promote local events.
- 4.4. Meet the following reporting regime:
 - 4.4.1. Quarterly to Council – Copy of Coordinator’s Report
 - 4.4.2. Annually to Council – Copy of the Coordinators Annual Report and Groups Financial Statement
5. The Coordinators annual report and outcomes will be reviewed by Council and the Group on an annual basis prior to the next years funding being approved.
6. The Community Development Coordinator will not hold a position on the executive of the Group ie. President, Secretary, Public Officer or Treasurer.

The Group

Warrumbungle Shire Council

President

Mayor

Secretary

General Manager

Date Date _____

WARRUMBUNGLA SHIRE COUNCIL

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Item 17 Bank Reconciliation for month ending 31 July 2013

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

Reason for Report

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

Background

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

Issues

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

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

Options

N/A

Financial Considerations

N/A

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Summary

Balance per General Ledger – 31 July 2013

Bank	Account Number	Balance
General Fund	5410-3000-0001	1,408,740
Trust Fund	9000-3000-0000	268,640
WSC Mayor's Bushfire Appeal	9200-3000-0000	351,979
Investments - General	5220-3001-3001	5,452,994
Investments - General	5220-3001-5001	2,520,000
Investments Movement - General	5220-3003-0000	13,127
Investments - Water Fund	7085-3001-0001	2,920,254
Investments Sewerage Fund	8085-3001-0001	2,646,620
Total per General Ledger		15,582,354

Balance as per Bank Account – 31 July 2013

Bank	Balance
<u>General</u>	
Commonwealth	1,309,557
Westpac	7,764
NAB	36,876
Total - General	1,354,197
<u>Trust</u>	
Commonwealth	269,335
Total - Trust	269,335
<u>WSC Mayors Bush Fire Appeal Trust</u>	
Commonwealth	32,489
Commonwealth	336,305
Total - WSC Mayors Bush Fire Appeal Trust	368,794
<u>Investments</u>	
Securities	3,000,000
IBD	10,552,995
Total Investments	13,552,995
Total All Bank Accounts	15,545,321

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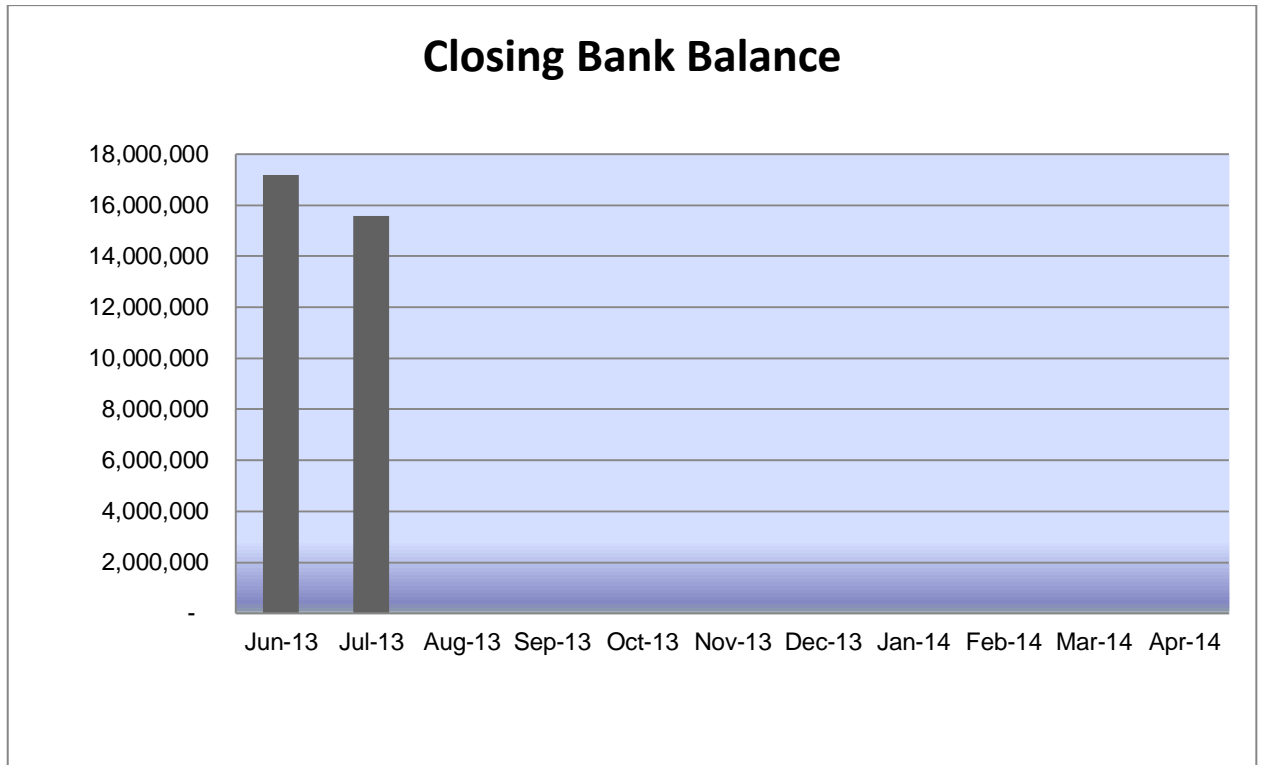
<i>Add:</i>	
Outstanding Deposits - General	56,213
Outstanding Deposits - Trust	15
Outstanding Deposits – WSC Mayors Bushfire Appeal	-
<i>Less:</i>	
Unpresented cheques - General	1,670
Unpresented cheques - Trust	710
Unpresented cheques- WSC Mayors Bushfire Appeal	16,815
Balance adjusted for outstanding deposits & Unpresented cheques (Final Bank Balance)	15,582,354
Variance between Final Bank Balance and General Ledger	-

Balance as per Bank Account History as at 31 July 2013

Month	Funds Held in General Account	Funds Held in Trust Account	Mayors Bushfire Appeal Trust Account	Investment	TOTAL	Net of Outstanding Deposits and Unpresented Cheques	End of Month Closing Bank Balance
Jun-13	613,393	267,283	377,447	15,904,221	17,162,344	6,273	17,168,617
Aug-12	1,354,197	269,335	368,794	13,552,995	15,545,321	37,033	15,582,354

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RECOMMENDATION

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

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Item 18 Investments and Term Deposits

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

Reason for Report

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

Background

Council currently benchmarks its investment performance against the three (3) month Bank Bill Swap Reference Rate (BBSW) as per Council's Investment Policy. The July BBSW 3 month rate was 2.59%. Council's term deposits returned an average rate of 4.12% for the month of July, outperforming Council's benchmark.

During the month of July two (2) of Council's Term Deposits totalling \$2.5m fell due, earning Council \$29k in interest revenue (over the life of the deposit). These funds were transferred into Council's ANZ At Call Account.

A net value of \$99k was transferred into Council's general account from its NAB At Call account to cover operating expenses and a further \$218k was transferred into Council's ANZ At Call account.

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

Issues

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

Options

N/A

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Financial Considerations

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

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

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Summary

Investment Securities: Council currently holds the following investment securities:

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

Term Deposits: Council currently holds the following Term Deposits:

Bank	Current Investment	Opening Balance	Buy/(Sell)	July Interest Earned/ Accrued	Closing Balance	Lodgement date	Maturity Date	Rating	Current Yield
NAB Cash Maximiser #	1,011,931	1,108,427	-99,000	2,504	1,011,931	At Call	At Call	AA-	3.29%
ANZ At Call	7,541,064	7,295,794	218,470	26,800	7,541,064	At Call	At Call	AA-	4.25%
Suncorp Treasury	-	1,009,916	-1,010,405	489	-	4/04/2013	5/07/2013	A+	4.22%
ANZ	-	1,514,225	-1,518,471	4,246	-	12/04/2013	22/07/2013	A-	4.45%
Bank of Queensland	1,000,000	1,007,296	-	3,769	1,011,065	6/05/2013	7/08/2013	BBB+	4.45%
Westpac	1,000,000	1,003,002	-	3,447	1,006,449	3/06/2013	2/09/2013		4.07%
Total:	10,552,995	12,938,660	-2,409,406	41,255	10,570,509				4.12%

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Certification of Responsible Accounting Officer

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

Responsible Accounting Officer

RECOMMENDATION

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

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Item 19 Rates Report for Month Ending 31 July 2013

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

Reason for Report

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

Background

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

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 15.42% 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, environmental factors such as the recent drought, and previous changes to Council's Rating Policy.

Issues

The outstanding rates and annual charges ratio as at 31 July 2013, is 14.69%. This figure is higher than the 10% benchmark proposed by the DLG.

Options

N/A For Council Information

Financial Considerations

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

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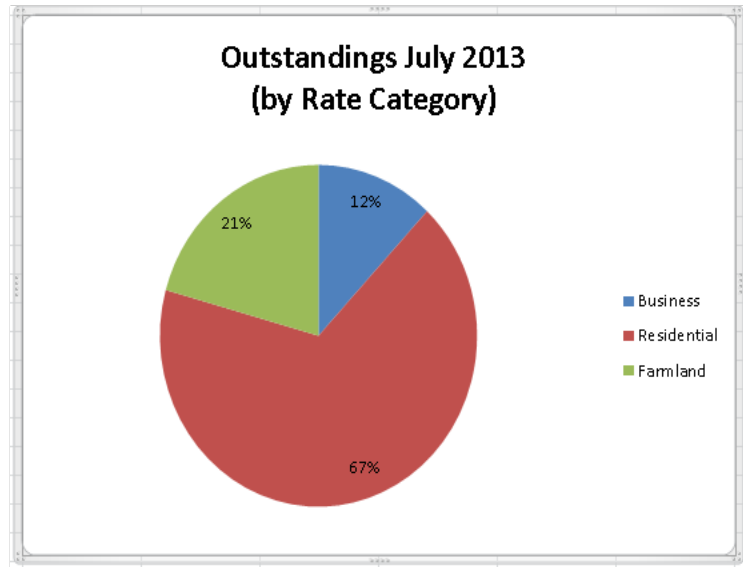
RATE/CHARGE TYPE	RATE ARREARS 2012/13	2013/2014 LEVY	PENSIONER WRITE OFF	ABANDONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2013/2014	COLLECTION % 2013/2014	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	675,157	7,159,138	177,124	2,549	7,654,621	306,752	7,347,869	4%	639,680	9%
Water	191,662	1,314,817	71,690	5	1,434,785	87,907	1,346,877	6%	190,999	15%
Sewerage	444,871	1,222,928	56,210	3	1,611,586	209,588	1,401,998	13%	264,651	22%
Garbage	176,185	1,802,100	88,619	8	1,889,658	105,536	1,784,122	6%	162,809	9%
TOTAL RATES AND ANNUAL CHARGES	1,487,875	11,498,983	393,643	2,565	12,590,650	709,784	11,880,866	6%	1,258,139	11%
Water Consumption	608,369	1,224,000	-	5	1,832,364	248,638	1,583,725	14%	409,341	33%
Sewer Consumption	78,637	120,000	-	-	198,637	41,181	157,456	21%	40,766	34%
TOTAL WATER SUPPLY SERVICES	687,006	1,344,000	-	5	2,031,001	289,819	1,741,181	14%	450,107	33%
LEGAL FEES	124,995	35,759		80	160,674	10,782	149,893	7%	184,457	
INTEREST	269,420	9,011			278,432		278,432			
GRAND TOTAL	2,569,296	12,887,753	393,643	2,650	15,060,756	1,010,385	14,050,371	7%	1,892,703	14.69%

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

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Analysis by Council staff has indicated that a majority of the rates and annual charges outstanding amount 67% relates to residential properties, while 21% relates to farmland and 12% to business. See graph to the right, and table of outstanding balances by rate group and rate/charge type below for further details.



Of the amount outstanding, Council currently has a total of 304 assessments with a total of \$477,459 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	46,711	16,982	13,503	38,892	64,388	40,766	5,791	227,032
Residential	253,000	139,773	177,495	225,760	344,953	-	133,205	1,274,186
Farmland	339,970	6,054	-	-	-	-	45,461	391,485
Total	639,680	162,809	190,999	264,651	409,341	40,766	184,457	1,892,703

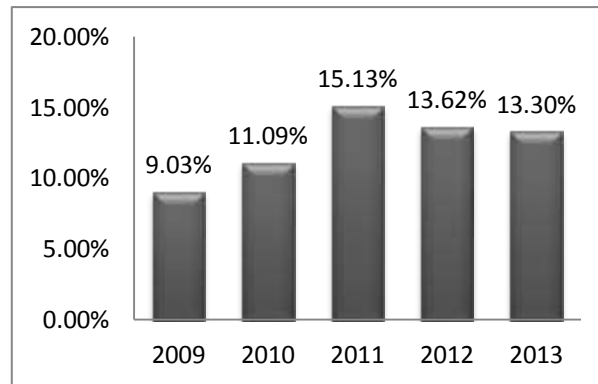
Collection of outstanding rates commences with an overdue letter which is received from Council giving 14 days to pay or contact Council requesting an arrangement, if no payment or contact is made a letter of demand is sent out by Council's Debt Recovery Agency giving 7 days to make a payment or contact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

Council will be instructing its Debt Recovery Agency to issue a Statement of Claim on Assessments with overdue amounts that have not entered into an arrangement or paid in full in the month of June.

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

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RECOMMENDATION

For Council's information.

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Item 20 LIRS Round 2 Bridge Replacement Project

Division:	Corporate Services
Management Area:	Financial Services
Author:	Director Corporate Services – Rebecca Ryan
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	P13 Roads throughout the shire are safe, well maintained and appropriately funded.

Reason for Report

Council has received formal notification from the NSW Division of Local Government (DLG) that the application for a 3% loan interest subsidy under the NSW Governments Local Infrastructure Renewal Scheme (LIRS) Round Two for the Timber Bridge Replacement Project with a total project value of \$3.1M has been successful. Council will be asked to execute a LIRS Round 2 Funding Agreement.

Background

Council received a report in relation to the replacement of Timber Bridges on Local Roads in June 2011, and resolved to undertake a rolling works program over a six (6) year period to replace the remaining 12 Timber Bridges in order of priority and fund the program from loan borrowings (**Resolution No 412/1011**). In May 2012, Council lodged and was successful in an application for funding to accelerate the first stage of this asset replacement program under LIRS Round One. This project will see the completion of Baby Creek, Tongy, Bugaldie Creek and Grandchester by 31 December 2013 at a total project value of \$2.3M.

At the November 2012 meeting, Council resolved to lodge an application for the completion of the Timber Bridge Replacement Program, less Montague Bridge; at a total project cost of \$3.1M (**Resolution No 159/1213**) under the LIRS Round Two program. This project includes the replacement of the following Timber Bridges over two (2) years;

Timber Bridge Name	Assessment points	Priority ranking for Replacement	Replacement Budget
Ross Crossing	22	5	\$400K
Aerodrome Baradine	30	6	\$200K
Coonagooney	24.5	7	\$200K
Baradine Creek	21.5	8	\$1.48M
Kenebri	20.5	9	\$500K
Black Gully	19.5	10	\$200K
Warkton	17.5	11	\$120K
		TOTAL	\$3.1M

Note: Assessment points and ranking as per Council Resolution 412/1011.

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The criteria established for prioritising the Timber Bridge Replacement program included;

- Road safety
- Regional economic development
- Achievement of asset maintenance strategy
- Improved access for heavy vehicles
- Access to remote communities
- School bus route reliability.

Issues

A letter of offer and Funding Agreement has been received for the Replacement of seven (7) Timber Bridges Project at a total project value of \$3.1M, and requires the affixing of Council Seal and signing by the Mayor and General Manager.

As per Local Government Regulations (2005) (s400 part 4) *'the seal of a Council must not be affixed to a document unless the document relates to the business of the Council and the Council has resolved (by resolution specifically referring to the document) that the seal be so affixed'*.

Therefore a Council resolution is required to affix the Council seal authorising the Mayor and General Manager to execute the LIRS Funding Agreement.

Issues

Round Two applications were assessed by an Assessment Panel in accordance with the funding criteria set out in the LIRS guidelines which was overseen by a Probity Advisor, and included technical specialist analysis for each project and a second financial assessment undertaken by NSW Treasury (TCorp).

Options

Bank quotations for fixed interest rate, principal and interest payable, in arrears loan were sought and applications progressed for the LIRS submission.

Details of Council's current and proposed loans over the 2013-2017 Delivery Program is as follows:

Loan	Principal Outstanding at 1 July 2013	Interest Rate	Term	Activity
Current				
LIRS Round 1	2,213,714	5.80%	10 years	Local Roads
Administration Building Loan	1,472,066	5.80%	10 years	Property & Risk
Regional Road Bridges	720,000	7.75%	15 years	Regional Roads
Mendooran Water Loan	860,178	5.22%	20 years	Water
Proposed				
LIRS Round 2	3,100,000	5.80%	10 years	Local Roads
Grand Total:	8,365,958			

This budget was prepared based on a draft Letter of Offer for \$3.1M from the National Australia Bank for a 10 year term fixed rate loan, with an indicative rate (as at November

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2012) of 5.80%. New quotations will be sought from the NAB and the other financial institutions and a report bought back for Council consideration.

Financial Considerations

LIRS subsidy claims for reimbursements of the 3% interest subsidy payments on the loan will be paid by the DLG on a 6-monthly basis in June and November each year, subject to the receipt of the required documentation as per the funding agreement. The interest subsidy is paid on a reimbursement basis.

Council's Operational Plan (2013-2014), Delivery Program (2013-2017) and Long Term Financial Plan (2012-2022) all identify the Timber Bridge asset replacement program.

A detailed repayment schedule split between the repayment of interest (net of the LIRS Subsidy) and principal is provided below:

	LIRS Round 2 Bridges Loan
Interest	
2013/14	84,352
2014/15	77,599
2015/16	70,446
2016/17	62,868
Total Interest (net LIRS Subsidy)	295,265
Principal	
2013/14	235,994
2014/15	249,982
2015/16	264,800
2016/17	280,495
Total Principal	1,031,271
Total Cash Outflows	
2013/14	320,346
2014/15	327,581
2015/16	335,245
2016/17	343,364
Total Cash Outflows	1,326,536

RECOMMENDATION

That Council authorise the Mayor and General Manager to sign and affix the Council Seal to the NSW Division of Local Government Local Infrastructure Renewal Scheme 3% Interest Subsidy Funding Agreement for the Replacement of seven (7) Timber Bridges replacement project at a total project value of \$3.1M.

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Item 21 2012/13 Financial Statements

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

Reason for Report

To approve the referral to audit of Council's General Purpose Financial Statements (GPFS) and Special Purpose Financial Statements (SPFS), and to seek Council approval for the "making of the statements" for both the GPFS and SPFS.

Background

Council has now completed its 2012/13 Annual Financial Statements. These Statements have been prepared to comply with the requirements of the Local Government Act 1993, the Australian Accounting Standards, and the Local Government Code of Accounting Practice and Financial Reporting. A copy of the Financial Statements has been provided under separate cover for review by Council. A QBRs format analysis of Council's performance has also been provided as a separate attachment.

Section 413(2)(c) of the Local Government Act 1993 requires that Council, by resolution, provide statements that the GPFS has been prepared in accordance with the relevant Acts, Standards and Codes of Accounting Practice, and that they present fairly Council's financial position.

A statement must also be made in relation to the SPFS and (also per the requirements for the GPFS) must be made by resolution of Council; signed by the Mayor, at least one other member of the Council, the Responsible Accounting Officer, and the General Manager. The statement by Council must indicate whether or not the Council's SPFS have been prepared in accordance with the following codes/guidelines:

- The Local Government Code of Accounting Practice and Financial Reporting;
- The Department of Local Government guidelines "Pricing and Costing for Council Businesses: A Guide to Competitive Neutrality";
- The NSW Office of Water, Department of Environment, Climate Change and Water Guidelines – "Best Practice Management of Water and Sewerage"; and
- The NSW Government Policy Statement "Application of National Competition Policy to Local Government".

As indicated above the statements are required to be made to enable the GPFS and SPFS to be submitted for audit. The GPFS and SPFS are also required to be referred to audit per Section 413(1) of the Local Government Act 1993. The audit of Council's

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Financial Statements is currently scheduled to Commence on the week ending 23 August 2013.

Issues

Some of the significant accounting issues Council faces this financial year include:

- The revaluation of Council's buildings and operational land;
- The accounting treatment of Council's Quarry business;
- Accounting for reimbursements from the Wambelong fire;
- The write off of replaced seal and pavement assets;
- The reversal of part of Council's prior year impairment of flood damaged roads;
- Recognition of further impairment of Council's road assets as a result of the S44 Wambelong fire.

Options

N/A

Financial Considerations

N/A

RECOMMENDATION

1. That the statement in accordance with Section 413(2)(c) of the Local Government Act 1993, and Clause 215 of the Local Government (General) Regulation 2005, for the General Purpose Financial Statements for the year ending 30 June 2013 be made.
2. That the statement in accordance with the requirements of the Code of Accounting Practice in relation to the Special Purpose Financial Statements for the year ending 30 June 2013 be made.
3. That the statements be signed by the Mayor, Deputy Mayor, the General Manager and the Responsible Accounting Officer.
4. That the General Purpose Financial Statements and Special Purpose Financial Statements be referred to audit per the requirements of Section 413(1) of the Local Government Act 1993.

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Item 22 Revote Request Capex 2012/13

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

Reason for Report

To seek Council approval to revote uncompleted capital projects into the 2013/14 financial year.

Background

Council's capital works program for the 2012/13 financial year includes a number of projects that remain incomplete as at 30 June 2013. Each year Council will generally review the listing of projects yet to be completed and revote a portion of the amount relating to these projects into the following financial year. A list of CAPEX (Annexure A) for which a revote of the Budget is necessary to complete the works is attached to this report.

The total suggested revote for the 2013/14 financial year is \$3.247m. Assuming that Council approves the revote above, Council's capital works program for the 2013/14 financial year will be \$13.451m.

Issues

Points of consideration in relation to the revote include:

- The financial impact of the revote as detailed in the financial considerations section below;
- Community expectations associated with Council's capital program. Assuming a project is in Council's capital works program, there would be a valid community expectation that the works will be completed by Council.
- Many projects would have already commenced meaning any cessation of funding to these projects would result in expenditure and works to date being a dead loss to Council.

Options

Council has three options in regard to the revote amount above:

1. Revote the whole amount of \$3.247m into the 2013/14 financial year;
2. Exclude individual projects from the revote request to arrive at a lower revote amount;
3. Approve the amended revote request but postpone selected current year projects to reduce the 2013/14 capital budget;

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Financial Considerations

The total cost to Council of the suggested revote is \$3.247m. As at 30 June 2013 Council's cash and cash equivalents balance was \$14.171m (\$16.931m including investments).

Council has budgeted for a surplus of \$206k in the 2013/14 financial year as per Council's 2013-2014 Operational Plan and any revotes will reduce this surplus by the amount revoted, less the balance of grant funded projects where the grant has not been received (\$38k). The total amount revoted will be treated as a restricted asset.

RECOMMENDATION

That Council approve the 2012-2013 CAPEX revote request totalling \$3.247m which will result in a total capital program budget of \$13.451m and a deficit of \$3.003m (cash basis including capital and loan movements) for the 2013/14 financial year.

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ANNEXURE A

Description	Project Details	Potential Revote	Asset being created	Expansion / Renewal	Source of Funds	Current Status
Corporate Services						
Disaster Recovery Centre	Capital expenditure related to the set up of a disaster recovery centre for Council's IT platform	144,564	Plant and equipment	Expansion	General	Final design still under discussion
Coonabarabran Depot (ex RTA) - Facilities Upgrade	Upgrade to depot facilities	19,496	Furniture fixtures and fittings	Expansion	General	Final decision on works originally to be made post completion of new office building. Discussion in progress.
Dunedoo Depot Capital - Underground Storage	Completion of storage bunkers	43,478	Building	Expansion	General	Contractor unable to complete this financial year.
Baradine Depot Capital	Upgrade to staff amenities	2,938	Furniture fixtures and fittings	Expansion	General	Delayed due to staff availability issues.
Coonabarabran Community Services Building Capital	Repairs to the mall theatre at the Coonabarabran Community Services Building. Includes refurbishment of kitchen, painting, and installation of a hanging ceiling.	15,727	Building	Renewal	Grant funding	Works delayed due to S44 fire and lack of available tradesmen.
Total:		226,203				

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Description	Project Details	Potential Revote	Asset being created	Expansion / Renewal	Source of Funds	Current Status
E&C Services						
Expansion of Coonabarabran Waste Landfill Site	Expansion of existing landfill site	127,000	Land Improvement	Expansion	General	Project originally for the expansion of Coonabarabran landfill. Project delayed due to further research indicating that current sight has further capacity. Funds to be diverted to other waste capital works.
Replacement of Library Shelves (OH&S requirement)	Replacement of Library Shelves (OH&S requirement)	34,315	Furniture fixtures and fittings	Renewal	General	Delayed pending expiry of lease in November.
Total:		161,315				
Executive Services						
New Office Fittings - Admin Building	Purchase of furniture, fixtures & fittings for new Admin building	44,811	Furniture fixtures and fittings	Expansion	General	Items still to be purchased
Total:		44,811				

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Description	Project Details	Potential Revote	Asset being created	Expansion / Renewal	Source of Funds	Current Status
Technical Services						
Design Services Software Upgrade	Software upgrade costs for design software	5,478	Software	Renewal	General	Completed, however amount remaining to be revoted for GIS and transferred to Corporate Services.
Plant & Equipment Purchases	Replacement of Plant as per plant replacement program.	1,066,257	Plant and equipment	Renewal	General	Still awaiting vehicles. Some vehicles still in transit. Note: budget is on a net trade in basis, while actuals are on a gross basis.
Minor Plant Purchases	Replacement of small plant and upgrading of pool equipment.	6,510	Plant and equipment	Renewal	General	Minor items outstanding
Radio Network Capital	Upgrade radio links and coverage.	15,000	Plant and equipment	Renewal	General	Minor items outstanding
Coona & Coolah Workshop Capital	Purchase of plant and equipment for the Coolah Workshop	4,318	Plant and equipment	Renewal	General	Minor items outstanding
Local Roads Bridges – LIRS	Replacement of Baby Creek Bridge in the village of Ulamambri, Tongy Creek Bridge on Tongy Lane, Bugaldie Creek Bridge and Grandchester Bridge – Replaced as under the LIRS program	432,527	Bridge	Renewal	Loan	Guardrail and some road works remaining on Tongy, Bugaldie and Baby Creek bridges. Grandchester bridge still behind schedule.

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Description	Project Details	Potential Revote	Asset being created	Expansion / Renewal	Source of Funds	Current Status
Premier Estate Rd Causeway	Construction of causeway to better control flood flows across Premier Estate road	38,300	Road	Expansion	Grant Funded	Approval received late in financial year, wet conditions mean construction is now scheduled for late August.
Mr7519 Capital Works	Various minor works on regional roads	169,000	Road	Renewal	Grant Funded	Works now to be redirected to Saltwater Creek.
Mr129 Saltwater Creek Bridge	Construction of bridge over Saltwater creek and 1km plus of associated road works	574,538	Bridge	Expansion	Grant Funded	Road works have commenced, expected completion date September 2013. Contractual issues with Bridge contractor.
Baradine Streets - Streetlighting	Street lighting program	4,632	Structure	Expansion	General	In progress - works to be completed in July.
Clh Sts-Binnia St Kerb Blisters	Streetscape improvements in Binnia Street including kerb blisters on corner of Martin St and Binnia St, and drainage and road pavement improvements.	44,286	Kerb and Guttering	Expansion	General	Design 80% complete, community consultation and construction works deferred to 2013/14.
Tech Serv-Clh-Cycleway Project-Cap	Continuation of the Coolah Cycleway	9,247	Footpath	Expansion	Grant / General	Works to be completed early July

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Description	Project Details	Potential Revote	Asset being created	Expansion / Renewal	Source of Funds	Current Status
Dalgarno Street Drainage	Major street Improvement project in Dalgarno to extend concrete culvert, construct Kerbing and Guttering and new earth footpath.	57,713	Culverts and Drainage	Expansion	General	Works in progress expected completion early August.
Footpath - Edwards Street	Improvement project to construct concrete footpath in Edwards Street, Coonabarabran near swimming pool.	(18,126)	Footpath	Expansion	General	Edward st 80% complete, partial revote of remaining funds to Cassilis st. (Revote underspend as a surrender to Cassilis street footpath)
Cassilis Street Footpath - Admin building	Construction of footpath around the new Admin building in Cassilis St. Coonabarabran	18,126	Footpath	Expansion	General	Works ongoing. Remaining unspent budget from Edwards street to be transferred to Cassilis st.
Wallaroo Street Construction	Reconstruction and bitumen sealing.	150,000	Culverts and Drainage	Expansion	General	Design and Planning has commenced construction estimated to commence in the 2013/14 financial year
Streets Trees General Capital	Identification of street trees for inclusion in electronic maps, includes risk assessment.	13,666	Other	Expansion	General	Funds not yet spent
Mendooran Oval Project	Involves continuing work on the amenities block, connection of water supply, and interior plumbing at Mendooran oval	5,690	Building	Expansion	Restricted Asset A/c	Work has commenced. Expected completion next financial year.

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Description	Project Details	Potential Revote	Asset being created	Expansion / Renewal	Source of Funds	Current Status
Robertson Oval Capital Projects	Repair of bore, tank, pump, pressure unit and pipes on Robertson Oval in Dunedoo; Also includes repair of amenities on Robertson oval	36,595	Structure	Renewal	General	In progress
Coonabarabran Pool Non Recurrent	Proposed renovation of Coonabarabran pool. Relates to DA to be approved for use in grant submissions to fund capital works	25,000	Building	Renewal	General	Internal footpath rehabilitation works scheduled for end of season.
Total:		2,658,757				
Water & Sewer						
Coonabarabran W Reservoir Fence-Cap	Work on Reservoir fence	5,000	Structure	Renewal	Water Fund	In progress
Coolah Water Mains Replacements	Replacement of water mains on Gilmore St. Coolah	7,793	Water Supply Network	Renewal	Water Fund	Awaiting final restoration of road.
Wentworth St Reservoir Lining	Lining of Reservoir in Wentworth st. to repair leak.	12,785	Water Supply Network	Renewal	Water Fund	In progress
Dunedoo W Backup Bore & Dev /Imp	Back Up Bore Development & Implementation	128,284	Water Supply Network	Expansion	Water Fund	Bore has been constructed, pump, pump shed and pipework to be completed in 2013/14
Coonabarabran Sewer Access Dump Points	Dump points for RVs (all towns)	2,500	Sewerage Network	Expansion	Sewerage Fund	To be completed in 2013/14
Total:		156,362				
Grand Total:		3,247,448				

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Item 23 Inaugural End of Financial Year Sale Fundraiser July 2013

Division:	Corporate Services
Management Area:	Financial Services
Author:	Director Corporate Services – Rebecca Ryan
CSP Key Focus Area:	Local Governance and Finance
Priority:	G4 Council's governance practices and organisational structure reflects the vision, directions and priorities outlined in the CSP.

Reason for Report

An excess sale of items in the store that have been written off and other surplus to needs furniture, equipment or other items was conducted on Friday 5 July at the Coonabarabran Town Hall.

This auction was advertised as the Warrumbungle Shire Mayors Bushfire Appeal Stocktake Clearing Sale which created good interest and positive feedback.

Background

Stocktakes undertaken at Council stores at Coonabarabran, Coolah and Dunedoo have resulted in a number of out of date, or non usable items that have remained in storage. In addition, there was a large amount of old furniture, tools, office equipment and other items that had built up in storage over the years in both Administration Offices in Coonabarabran and Coolah that were taking up space and collecting dust. A total of 204 lots were collated and listed for sale.

There were 173 likes on the Facebook page with a total of 2,692 hits on the site whilst promoting items up for auction for the sale. The most popular hits was the initial Sale announcement of 543, wire strainers/picks of 315 and the Roadside Lanterns of 233.

There were 3,500 flyers distributed as a householder letterbox drop across the shire, and an advertisement placed in the North West magazine that was run in the week leading up to the sale and notices placed in all the local papers in the three weeks preceding the sale.

A great turn out of buyers attended and there was a full clearance of items on the day from 58 registered buyers from across the shire and interstate. There was an estimated crowd of 300 people at the commencement of the Auction.

Stand out items sold include antique roadside lamps for \$105 each, a Chubb Safe for \$450 and swing sets for \$40. For the home office a Canon printer was knocked down to \$100, filing cabinets at \$40 and a laptop for \$75.

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Issues

Previously Council has cleared excess stock via an online auction system, however due to the amount and variety of items and the opportunity to raise funds for the Bushfire Recovery it was decided to host a Warrumbungle Shire Clearing Sale.

This provided the local community an opportunity to purchase a range of vehicle, machinery, tools, office equipment and collectable items that Council had surplus to requirements.

Council staff were involved in the operation and set up for the day, so the skillset and experience gained is considered valuable and the General Manager, a licensed Auctioneer conducted the auction. In addition, staff donated some furniture and novelty items with the request that proceeds be donated to the Warrumbungle Shire Mayors Bushfire Appeal.

Coonabarabran Rotary Club provided a BBQ and retained the earnings for drinks and food sales for their fundraising efforts.

Options

It is recommended that Council donate the total proceeds to the Warrumbungle Shire Mayors Bushfire Appeal.

Council may choose to deduct the costs of the Auction and donate the 'net' proceeds only.

The sale costs have been allocated to the Stores operation and is split between the 2012-2013 and 2013-2014 financial years.

Financial Considerations

The final costs are to be collated, as accounts are just been finalised however to date the best estimated total expenditure includes;

Labour	\$ 665
Plant	\$ 190
Float	\$ 455
Advertising	\$ 1,376
TOTAL	\$ 2,686

The total proceeds banked was \$ 2,898 which resulted in a net estimated profit of \$ 212.

RECOMMENDATION

That Council donates the total proceeds of the End of Financial Year Sale held on Friday 5 July being \$2,898 to the Warrumbungle Shire Mayors Bushfire Appeal.

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Item 24 Purchase of Coolah Medical Centre

Division:	Corporate Services
Management Area:	Property and Risk
Author:	Manager Property and Risk – Jennifer Parker
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI2 The long-term wellbeing of our communities is supported by ongoing provision of high quality health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management.

Reason for Report

Council has been notified that the vendor of the Coolah Medical Centre, 16 Cole Street Coolah, has formally withdrawn from the proposed sale of the property being Lot 15 Section 3 DP 979105.

Background

Council received a report in April 2013 regarding the progress of the Contract of Sale for the Coolah Medical Centre. Council was advised that following some delay due to the owner negotiating with other persons, the vendor had returned to their solicitor a signed Contract of Sale of the Coolah Medical Centre. In the best interests of the Coolah community, Council resolved to continue with the purchase. **(Resolution No. 322/1213)**

On the 16 July 2013 Council was informed via the vendor's solicitor that the sale of the property would not be proceeding.

Issues

Despite Council's best efforts, the acquisition of the Medical Centre facility as a community asset to encourage the recruitment and retention of Medical Services to the Coolah region has not come to fruition.

Options

Council has no option other than accepting, despite a signed Contract of Sale being received at an earlier period that the sale will not proceed. The exchange of Contracts did not occur and the deposit was returned. The issue of the legal costs incurred is a matter of discussion, however the cost to retrieve is deemed not worth the expense.

Financial Considerations

The agreed purchase price of \$151,800 plus stamp duty of \$3,803 included in the supplementary vote request will no longer be required and a supplementary adjustment can be made to the 2012-2013 budget. However Council will be invoiced for legal expenses incurred to date, despite the property settlement not proceeding.

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The deposit of \$15,180 has been returned previously. Total legal costs incurred by Council for this project are \$3,603.

RECOMMENDATION

That Council accepts the vendor decision to not proceed with the sale of Lot 15 Section 3 DP 979105 also known as Coolah Medical Centre, Coolah.

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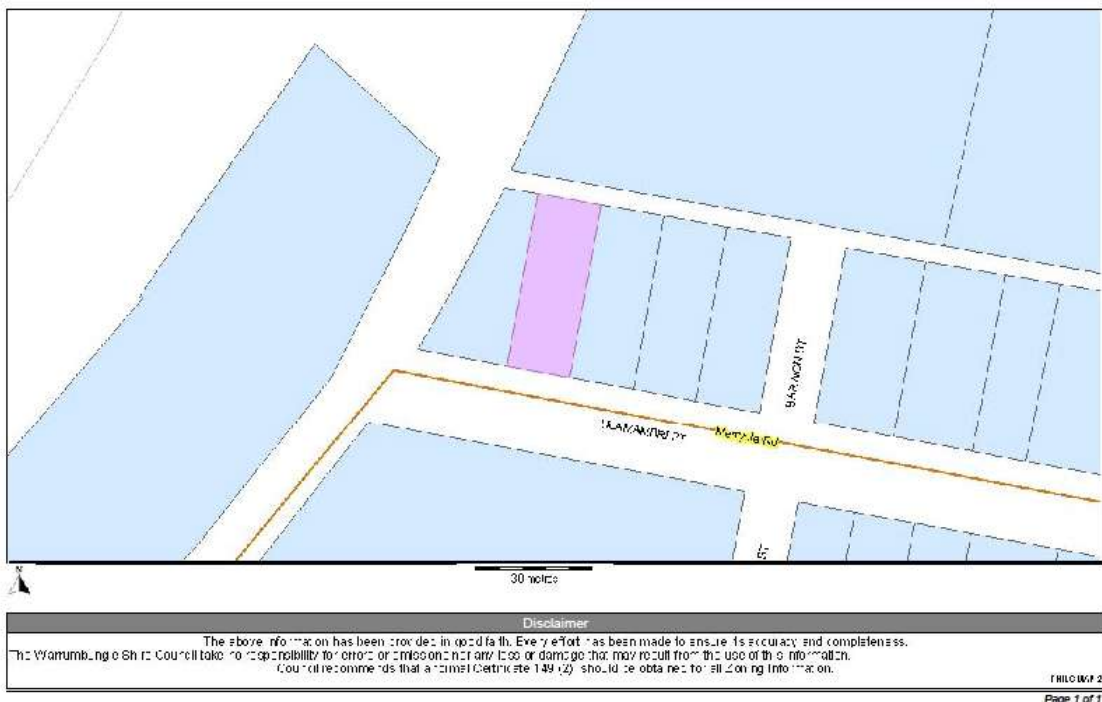
Item 25 Request to purchase Council owned land Lot 2 Section 1 DP759016

Division:	Corporate Services
Management Area:	Property and Risk
Author:	Manager Property and Risk – Jennifer Parker
CSP Key Focus Area:	Rural and Urban Development
Priority:	RU2 The availability of a range of housing options across the shire, including aged and affordable housing, needs to be expanded.

Reason for Report

Council is in receipt of a letter from a member of the public requesting to purchase the property owned by Council, Lot 2 Section 1 DP759016, Ulamambri Street, Ulamambri.

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Background

The property consists of vacant land with grass vegetation, being 0.15682 ha or 1568.2 meters square. Two (2) local Real Estate Agents have provided desk top appraisals estimating a Commercial Market Value is between \$9,000 and \$10,000. The property enjoys one dwelling entitlement englobo, subject to an approved development consent. The land is not subdivided, is unfenced and is vacant. Ulamambri Street is constructed across the frontage of this land and utilities are near by but not connected.

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The property is classified as Operational Land.

Issues

The land was used for a play ground and up until recently had some out of date play equipment. This equipment was removed due to the risks to the public. It was sold at the recent Council Stocktake Auction for the Mayors Bush Fire Appeal. There is no plan to reinstate play equipment at this site.

Options

Whilst Council has the option to sell the land, this offer should only be considered during an open and transparent sale process at open auction.

The block has building entitlement subject to an approved development consent. An impediment to building on this block will be consideration of effluent disposal.

Council may choose to decline the request and keep the land for future expansion in within the town of Ulamambri.

Financial Considerations

The property at the moment does not generate external rates income for Council. It is unsuitable for grazing due to its lack of size.

RECOMMENDATION

That Council offer for sale the property Lot 2 Section 1 DP759016 via Public Auction to be included with the impending Public Auction of other properties being sold due to out standing rates.

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Item 26 Strategic Policy – Land and Building Policy

Division:	Corporate Services
Management Area:	Property and Risk
Author:	Manager Property and Risk – Jennifer Parker
CSP Key Focus Area:	Local Government and Finance
Priority:	GF5.2 - Council recognises the importance of its role in the care and protection of the natural, built, economic and social environments.

Reason for Report

Council was informed at the June 2013 meeting that staff are currently undertaking a review of all policies to ensure their relevance and current status and noted that all Strategic Policies will be submitted for Council endorsement over the coming months prior to the September 2013 Council meeting.

Background

Council's current Land and Building Policy was endorsed on 16 December 2010 (**Resolution No. 208**) and is as follows;

Land and Buildings Policy

That Council, in relation to Council owned land and buildings will:

Ensure that the asset is adequately insured against fire and extraneous perils;

- i) Provide on-going maintenance at a level sufficient to ensure the preservation of the property in the asset;
- ii) Encourage the public use of Councils land and buildings wherever appropriate and to provide proper arrangements for the care, control and management of the assets.

Issues

As part of the policy review currently being undertaken, it is an opportunity for Council to review the Land and Building Policy.

Options

Council has the option to remove this policy from its Policy Register. The service levels and Council's expectations for maintaining its land and building assets are now included in the Delivery Program (DP) (2013-2017) within the Property and Risk Management Activity which was endorsed by Council 20 June 2013 (**Resolution 409/1213**).

The Service Levels for land and building assets managed by Property and Risk (page 103 DP 2013-2017) are as follows:

Property and Risk

- Property management, maintenance and repair works
- Public liaison on property matters and complaints

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- Oversee the security arrangements for all Council buildings
- Ensure cleaning services to all internal business units and relevant community units
- Maintenance of Council's property register and adherence to legislative requirements
- Management of property services including leases, licences and legal compliance
- Risk Management including insurance and risk mitigation
- Crown Land management
- Internal management reporting

Cemetery Services

- Maintenance of cemeteries
- Compliance with relevant legislation
- Strategic planning for the future growth needs of the shire
- Dealing with the public in regard to internment are carried out professionally
- Maintenance and management of historic cemeteries

Medical Facilities

- Effective management of domestic residences for medical practitioners
- Property management of professional premises for service providers

Public Halls

- Effective management of public halls
- Effective maintenance of public halls
- Manage community expectations and access to the halls
- Organisation of grant and other funding for updating fixtures and fittings
- Maximising returns on public halls through promotion and advertising.

Financial Considerations

Council has an annual Properties and Risk budget of \$1,624,436 which ensures that the agreed service levels are met. Councils' buildings are maintained to a measurable standard ensuring safety and a continued high standard for our tenants and the public.

RECOMMENDATION

That Council removes the Land and Building Policy as one of Council's Strategic policies.

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Item 27 Strategic Policy – Local Contractor Policy

Division:	Corporate Services
Management Area:	Property and Risk
Author:	Manager Property and Risk – Jennifer Parker
CSP Key Focus Area:	Local Economy
Priority:	LE 2 - Our communities have access to diverse local employment opportunities and our workforce is inclusive of people of all ages and skill levels.

Reason for Report

Council was informed at the June 2013 meeting that staff are currently undertaking a review of all policies to ensure their relevance and current status and noted that all Strategic Policies will be submitted for Council endorsement over the coming months prior to the September 2013 Council meeting.

Background

Council's current Local Contractor Policy was endorsed on 22 October 2009 (**Resolution No. 116**).

Local Contractor Policy

That Council's policy be in future that local truck contractors be given a five per cent (5%) advantage on all Council works against non local contractors.

Issues

As part of the policy review currently being undertaken, it is an opportunity for Council to review the Local Contractor Policy.

Options

Council has the option to remove this policy from its Policy Register as it is now covered under Councils Operational Policy – Procurement Policy (including Local Preference Policy) which was endorsed by Council 17 March 2011 (**Resolution No. 319**)

6.5 Local Preference

For all quotations and tenders for the supply of goods, material and / or services for Warrumbungle Shire Council above \$500 a price advantage of 5% is given to local suppliers. That is, in the process of determining the successful supplier, an amount of 5% will be nominally deducted from the local supplier price for the purpose of price comparison only. For goods and services up to the value of \$500 a 10% price advantage will be applied.

Financial Considerations

Nil

RECOMMENDATION

That Council removes the Local Contractor Policy as one of Council's adopted Strategic policies.

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Item 28 Strategic Policy – Residential Property Policy

Division:	Corporate Services
Management Area:	Property and Risk
Author:	Manager Property and Risk – Jennifer Parker
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF8 - Council undertakes its organisational, workforce and risk management responsibilities with efficiency and effectiveness.

Reason for Report

Council was informed at the June 2013 meeting that staff are currently undertaking a review of all policies to ensure their relevance and current status and noted that all Strategic Policies will be submitted for Council endorsement over the coming months prior to the September 2013 Council meeting.

Background

Council's current Residential Property Policy was endorsed on 26 June 2008 (**Resolution No. 419**).

Issues

As part of the policy review currently being undertaken, it is an opportunity for Council to review the Residential Property Policy.

Options


Under the current Policy Register format the remainder of Warrumbungle Shire Council Strategic Policies will be presented to Council for approval over the coming months.

Financial Considerations

Nil

RECOMMENDATION

That Council endorses the following Residential Property Policy to be included in the Strategic Policy Register.

	Residential Property Policy
	Strategic

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1. Purpose

This policy defines the use and availability of residential properties owned by Warrumbungle Shire Council whilst ensuring that the premises are managed in a professional manner within the relevant legislation.

2. Objectives of the Policy

The objective of this policy is to provide clear guidelines for the purpose and access for rental of Council owned residential properties to ensure that utilisation and return on investment provides the best outcome for Council.

3. Policy Scope

The policy applies to all staff and one (1) Visiting Medical Officer (VMO) who have the opportunity to live and rent or manage Council owned residential properties. This policy applies to the following residential properties:

- 4 Irwin Street, Coolah
- 17 Cole Street, Coolah
- 84 Martin Street, Coolah
- 137 Martin Street, Coolah
- 139 Martin Street, Coolah
- 141 Martin Street, Coolah
- 143 Martin Street, Coolah

4. Background

The Residential Property Policy was a Resolution of Council (419) in June 2008 and has had no other versions since.

Warrumbungle Shire Council owns seven (7) residential properties in the township of Coolah. These properties are available as an incentive to attract professional staff to work in the shire. The property at 141 Martin Street is provided for the local Doctor who has VMO access to the Coolah Multi Purpose Service (Hospital). All properties are leased at an agreed rental rate with terms and conditions as prescribed in the Residential Tenancies Act 2010 No 42 and Residential Tenancies Regulation 2010.

5. Definitions

'Council' means Warrumbungle Shire Council

'Landlord' means Warrumbungle Shire Council

'Residential Properties' means all properties listed under the Policy Scope

'Property' means to property owned in title by Warrumbungle Shire Council

'Tenant' means:

- (a) the person who has the right to occupy residential premises under a residential tenancy agreement, or
- (b) the person to whom such a right passes by transfer or operation of the law, or
- (c) a sub-tenant of a tenant, and includes a prospective tenant.

'Staff' means any person employed or contracted by Warrumbungle Shire Council as an employee of Council.

'Visiting Medical Officer' (VMO) means the Doctor who holds the current VMO rights at the local hospital as prescribed by the State Government Health Department.

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'Market Rate' means a market appraisal conducted by a qualified Valuer/Real Estate Agent.

6. Policy Statement

Staff housing is deemed as a positive recruitment strategy to attract professional staff to work in for Warrumbungle Shire Council and live within the shire. Council also appreciates the value of a community provided executive style house for VMO's as part of an attractive package for recruitment of a local Medical Service.

It is a condition that the following terms shall be agreed to in the Contract of employment and Warrumbungle Shire Councils Residential Tenancy Agreement prior to occupying premises:

1. The employee/tenant agrees to sign a Residential Tenancy Agreement, which will initially be for a term of three (3) months then every 12 months under a new Lease Agreement.
2. That the rent as stated in the agreement be at 'market rate' and subject to increase in line with CPI or valuation adjustment yearly.
3. That on cessation of employment the tenant shall return to the Landlord the premises in a clean and habitable condition within 60 days of termination notice or resignation as per the Residential Tenancy Act 2010.
4. A bond (equivalent to four (4) weeks rent) plus two (2) weeks rent in advance will be paid at the commencement of the Lease Agreement then rent will be paid weekly as a payroll deduction. The bond will be forwarded to the Office of Fair Trading as per the Residential Tenancy Act 2010.
5. That market appraisals will be conducted in July of every second year by a qualified Valuer/Real Estate Agent and the rent will be adjusted according to the recommendation of the 'market rate'.
6. All other conditions of tenancy will be in accordance with the Tenancy Agreement and the Residential Tenancies Act and Regulations.

Priority for staff housing will be given to Director and Manager level and staff where skills shortages exist, who have to relocate to the shire, with provision for other staff to apply to the General Manager to rent a vacant property should the opportunity arise.

7. Responsibilities

The Manager Properties will hold responsibility over this policy

8. Associated Documents

Operational Plan and Delivery Program 2013/14 – 2016/17
Warrumbungle Shire Council Residential Property Procedures
Residential Tenancies Act 2010 No 42
Residential Tenancies Regulation 2010
Local Government Act 1993 No 20

9. Getting Help

*The staff member/s who can assist with enquiries about the policy
Position: Manager Properties*

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10. Version Control

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

Policy	Version	Resolution	Date
Residential Property Policy	1	419	26 June 2008
Residential Property Policy	2		

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Item 29 Strategic Policy – Risk Management

Division:	Corporate Services
Management Area:	Property and Risk
Author:	Manager Property and Risk – Jennifer Parker
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF8 - Council undertakes its organisational, workforce and risk management responsibilities with efficiency and effectiveness.

Reason for Report

Council was informed at the June 2013 meeting that staff are currently undertaking a review of all policies to ensure their relevance and current status and noted that all Strategic Policies will be submitted for Council endorsement over the coming months prior to the September 2013 Council meeting.

Background

Council's current Risk Management Policy was endorsed on 16 December 2010 (**Resolution No. 208**) along with the Risk Management Plan and Procedures.

Issues

As part of the policy review currently being undertaken, it is an opportunity for Council to review the Risk Management Policy.

Options


Under the current Policy Register format the remainder of Warrumbungle Shire Council Strategic Policies will be presented to Council for approval over the coming months.

Financial Considerations

Nil

RECOMMENDATION

That Council endorses the following Risk Management to be included in the Strategic Policy Register.

	Risk Management
	Strategic

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1. Purpose

Risk Management is about the systematic identification, analysis, evaluation, control and monitoring of risks associated with Council activities. It is the application of management policies, procedures and practices to minimise exposure to any losses, penalties or insurance claims. These losses can include but are not limited to public liability, workers compensation, professional responsibilities, property and motor vehicle.

2. Objectives of the Policy

The objectives of this policy are to minimise Council's exposure to all categories of risks, in all areas of operation. This is to be achieved through an effective and pro-active approach to the management of risk and to ensure that all levels of management and staff are aware of and responsible for the management of risk.

3. Policy Scope

This policy applies to all areas of Council, all sites and all areas of work at all times.

4. Background

In December 2010 Council endorsed the previous policy in line with the general methodology specified in Australian Standard, AS/NZS ISO 31000:2009 – Risk Management – Principles and Guidelines. Councils are required by the Local Government Act, section 382 to have in place risk management to assist in insurance against liability.

5. Definitions

Hazard – A hazard is a source of potential harm or a situation with potential to cause harm

Risk – Risk is defined as the chance of something happening that will have an impact upon objectives. Risks are measured in terms of likelihood and consequence. The highest risk level (i.e. the most severe consequences and highest likelihood of occurring) should be controlled or minimised first.

6. Policy Statement

Council is committed to minimising or eliminating financial or other losses arising from:

- Personal injury to employees and the public;
- Loss or damage to assets of Council or the public;
- Damage to the environment;
- Damage to the reputation of Council.

This will be achieved by implementing a risk management program, but for this to be successful Council will need to ensure:

- Senior Management support of and commitment to the risk management plan
- Commitment of Management and Staff to risk management
- Commitment of existing staff resources to the management of risk
- Appropriately trained personnel

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- Consistently applied procedures to:-
 - Establish the context
 - Identify risks
 - Analyse risks
 - Evaluate risks
 - Treat risks
 - Monitor and review
 - Communicate and consult
 - Audit

7. Responsibilities

- **Council** will support this policy by: -
 - The allocation of appropriate resources for the effective implementation and ongoing review
 - Promptly communicating to the General Manager all risk matters identified by or to them.
- **The General Manager** has overall responsibility for the implementation of Risk Management across Council by ensuring appropriate resources are allocated to meet Council's Risk Management obligations
- **Directors, Managers and Supervisors** are required to create an environment where managing risk is accepted as the personal responsibility of each employee. They are accountable for the implementation and maintenance of sound Risk Management within their areas of responsibility.
- **All employees** are to be actively involved in the identification assessment and management of risk to the best of their ability. They are responsible for carrying out all activities in a safe manner and in accordance with procedures and to provide assistance in rectification of problems. In particular employees are to bring to the attention of the supervisor, as soon as practicable, any matter that could affect the effectiveness of an adopted risk management procedure.

8. Associated Documents

- Risk Management Plan and Procedure
- Warrumbungle Shire's Risk Matrix
- AS/NZS 31000:2009
- Local Government Act 1993 No 30

9. Getting Help

Position: Manager Property and Risk
Department: Corporate Services

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10. Version Control

This policy and related procedures shall be reviewed every two years by the Manager Property and Risk in consultation with the Risk Management Committee. If any changes occur to work practices or legislation then a review of the Policy and Procedures shall take place.

Policy	Version	Resolution	Date
Risk Management	1	208	16 December 2010
Risk Management	2		

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Item 30 Regional Strategic Water Collaboration

Division:	Technical Services
Management Area:	Water & Sewerage
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	P17 Appropriate planning is needed to ensure the ongoing security of energy and clean water supplies to communities within the shire.

Reason for Report

To raise awareness of industry and government pressure to provide better management planning for water and sewerage services. To obtain direction from Council on potential collaborative efforts, which may lead to a formal alliance between the councils of Warrumbungle, Gilgandra and Coonamble.

Background

Council has been in discussions with Gilgandra Shire Council to explore opportunities to complete a range of strategic tasks on a collaborative basis. The discussion comes as a result of industry pressure to demonstrate that collaborative efforts between Councils are effective and also through recognition that some task may be more cost effective if undertaken by two or more Councils.

Issues

Council has previously considered a proposal to develop an alliance with Gilgandra Shire Council and Coonamble Shire Council. On the 26 June 2008 the following resolution was made;

‘That Council endorses the concept of a coalition arrangement between Warrumbungle Shire Council with Gilgandra and Coonamble Shires to provide strategic management services between each for water and sewerage. Further that Council supports the retention of the assets and operational management being retained by each Council. The Mayor and General Manager is authorised to progress a formal agreement’

A full copy of the Council report has been included in attachment 1.0.

At the time Council made the above resolution there was real concern that water utilities would be forced to amalgamate following a State Government report into water and sewerage services by Armstrong and Gellatly in December 2008. A strong basis for recommendations in this report was that alliances with more than 10,000 connected properties are likely to be more efficient. The report recommended that Warrumbungle Council become part of a grouping of five councils in a binding alliance including; Coonamble, Gilgandra, Warrumbungle, Liverpool Plains and Gunnedah. There are approximately 13640 connections in this grouping.

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The number of property connections in Warrumbungle is 3,300, whilst in Gilgandra the number of connections is 1,350 and in Coonamble there are 1,690. When combined there are approximately 6,340 property connections.

The State Government has not made a final determination on the recommendations in the Armstrong Gellatly report and the Local Government Review Panel was specifically asked to consider recommendations from the report.

The Local Government Review Panel in their Future Directions report, indicate that water and sewerage assets and operations should be kept under control of local government. The Panel also recommends that regional collaboration is necessary to facilitate strategic business planning and that a multipurpose county council model is one method of achieving this collaboration.

There appears to be many strategic tasks that could be achieved more efficiently and effectively if undertaken in conjunction with other Councils. There also appears to be industry acceptance that Councils retain ownership of assets, which means that Councils control pricing and levels of service as well as operational management.

The issue of cross subsidisation does not appear to be promoted by the various State Government reports. However as regional collaboration becomes more sophisticated, the issue of cross subsidisation is likely to become more prominent.

As potential alliances evolve, there will be a requirement for administrative and professional support. The geographical location of this support is likely to be a contentious issue amongst Councils in the potential alliance. Warrumbungle Shire Council is obviously well placed to house the support in the new administration building in Coonabarabran and also Coonabarabran is centrally located to the other centres.

Options

The following is a list of strategic tasks that could potentially be undertaken on a collaborative basis between two or more Councils. The list is prepared on the basis of three phases. Progression from the initial phase to the final phase will by necessity involve more sophisticated organisation structures.

The assumption being made is that by undertaking the tasks on a collaborative basis a uniform approach will be applied to the process associated with completing each task. Furthermore, there is an assumption that if a uniform approach is taken, there will be cost savings through economies of scale.

Initial Phase Strategic Tasks

The following strategic tasks could be undertaken by two or more Councils on the basis of opt in or opt out. That is, relevant officers from each Council would agree to participate in engaging a consultant to complete the following tasks;

- Best practice management plans as required by the NSW Office of Water. Warrumbungle has completed an Integrated Water Cycle Management Plan and a Strategic Business Plan is nearing completion. Also nearing completion is a demand management plan and a drought management plan. However a

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Development Service Plan and implementation of a Liquid Trade Waste Plan is yet to be completed.

- Drinking Water Quality Management Plan. This requirement is being driven by NSW Health and by law must be in place by 1st September 2014.
- Pollution Incident Response Plan. This requirement is being driven by NSW EPA through Council's load based licence.
- Common approach and hierarchy of water restriction levels
- Peer review of works and services in water and sewerage

Developing Phase.

The following strategic tasks require a greater degree of commitment from each participating Council and hence more formal agreement will need to be in place such as a memorandum of understanding (MOU).

- Common approach to asset management including valuation of assets.
- Procurement of store items and supplies.
- Common platform of telemetry – (Supervisory Control & Data Acquisition – SCADA)
- Common platform for electronic mapping of water & sewerage infrastructure
- Common policies.
- Water sampling and monitoring
- Calibration of equipment
- Common approach to infrastructure upgrades and solving of technical problems
- Development of a common set of maintenance procedures
- Development of a common set of operation procedures.

Full Alliance Phase

The following strategic tasks and issues require a binding or mandatory agreement between participating Councils and will require a sophisticated and well resourced organisation structure;

- Water security
- Workforce skills and management planning
- Development of job specific crews, for example water main construction crew.
- Advocacy
- Alliance membership of various associations, for example, Water Directorate, AWA and WIOA
- Alliance applications for funding
- Centralised invoicing
- Centralised after hours call out

Financial Considerations

There is no budget allocation as such for investigation and implementation of tasks undertaken on regional or collaborative basis. In the initial phase of any collaboration there will be costs associated with meetings and scoping the various projects. However, given that Council is required to complete many of the projects in the initial phase, there may be some overall savings if the projects are completed on a collaborative basis with other Councils.

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RECOMMENDATION

That Council collaborates with Gilgandra Shire Council and Coonamble Shire Council to undertake selected strategic business planning tasks associated with management of water and sewerage assets, subject to the following conditions:

1. Individual Councils retain ownership and operational control over water and sewerage assets
2. Working collaboratively with the two Councils is cost neutral.
3. If any of the joint tasks require administrative and Information Technology support, it is provided by Warrumbungle Shire Council on a cost recovery basis.

FURTHERMORE, any agreement between Council and the other Councils is subject to negotiations by the General Manager and that the General Manager be authorised to progress these negotiations.

Attachment 1.0 – Report to Council 26 June 2008.

1.6 WATER SUPPLY AND SEWERAGE REVIEW

The Minister for Energy and Water, Nathan Rees, has sought and is undertaking a review of how Local Government delivers its Water and Sewerage Services. It has been suggested that this may be the first step towards removing these activities from Local Councils and putting them into a regional structure. In Warrumbungle Shire this activity represents twenty percent (20%) of our budget and twenty (20) full time or part time staff.

The Minister sought submissions from all water authorities with Council submitting a response and the executive summary of that submission is set out below:

Executive Summary

Warrumbungle Shire Council is a viable, cost effective and professional water and sewerage authority that can demonstrate the provision of quality sustainable water and sewerage to its various communities. The newly amalgamated Council has begun to comprehensively complete a review of the NSW Government's Best Practice guidelines to judge its success in service delivery.

Council continues to work cooperatively with the State Government to ensure environmental and legislative compliance.

Warrumbungle Shire Council has undertaken a wide ranging review of how it delivers its water and sewerage services after the amalgamation in August 2004. The Shire confronts the issues of distance, a variety of water sources over several catchments, numerous small communities each with a stand alone system and growing expectations by users to deliver its services.

This review to date has demonstrated clearly that there are two aspects to the functions of water and sewerage. The first is the operational day to day service provisions, and the second is the strategic long term planning aspect. Each has its own special and unique challenges.

In relation to the operational aspect this is very well provided in the immediate sense:

- *The infrastructure operations are quickly and efficiently run with breakages remedied with little disruption.*
- *The monitoring of treatment plants and water quality issues is carried out as required.*

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- *A major benefit is derived in the small more remote communities from the use of other staff from the roads and services division.*
- *The concerns of all users are quickly addressed.*

The aspect of strategic planning has been much more difficult to address particularly from a long-term perspective:

- *It has been difficult to attract suitably qualified and experienced managerial staff.*
- *The long term planning issues have had to be dealt with on an immediate needs basis and with the assistance of contract staff.*
- *Council has to date struggled in this area but is still able to cope.*
- *The Manager of Water and Sewerage position is currently being filled which will give the greatly needed dedicated specialist attention to this area, and should allow rapid progress to be made.*

The strategies that Council has developed for its nine water supplies and four sewerage schemes have not had sufficient time to mature and develop sufficient data and thus to effectively claim full success. However the preliminary information demonstrates very clearly that no other centralised model can surpass the operational outcomes that have been achieved by Council where it has provided a core specialist staff with strong and flexible support by other generalist staff who are in the town or village and on the spot.

Council believes the synergies of a well embedded water and sewerage operation in the Council structure cannot be bettered. Therefore it seeks to retain asset ownership, decision making and operational management with the Warrumbungle Shire Council.

The strategic aspects of water and sewerage management are much more difficult to address particularly in attracting good specialist staff. This issue is one that even regional City Councils confront and are no better able to answer. Council believes that there would be an advantage in joining with other Councils to have access to specialist knowledge and share experiences.

To this end and as a developing aspect of delivering its water and sewerage services Warrumbungle Shire has had preliminary discussions with both Gilgandra and Coonamble Shire Councils on establishing an alliance for this aspect of service delivery. This arrangement will cater well for the future where one or more of the Councils are able to potentially attract qualified and experienced staff.

Council believes that a formal alliance between Warrumbungle, Gilgandra and Coonamble Shires would be an excellent means for the Councils to deliver their water and sewerage services locally and still benefit through specialist advice. It would also allow a set of common strategic approaches to future use needs to be developed along the Castlereagh River.

The Warrumbungle Shire Council welcomes the opportunity to work with the NSW Government on initiatives to improve the delivery of water and sewerage services to its communities and commends the above two recommendations as a way of delivering quality and efficient services to distant townships.

Discussions have taken place between Warrumbungle, Gilgandra and Coonamble Shire staff and the concept of a Coalition of the three councils canvassed. This issue is urgent as a firmer indication needs to be given to the State Government before the middle of July.

It is appropriate for Council to endorse the concept of a Coalition and authorise the Mayor and General Manager to finalise an agreement.

RECOMMENDATION

That Council endorses the concept of a Coalition arrangement between Warrumbungle Shire Council with Gilgandra and Coonamble Shires to provide strategic management services between each for Water and Sewerage. Further that Council supports the retention of the assets and operational management being retained by each Council. The Mayor and General Manager is authorised to progress a formal agreement.

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Item 31 Proposal to extend water main to Lot 1 DP351023 Yeulba Street Binnaway

Division:	Technical Services
Management Area:	Water & Sewerage
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI7 Communities across the shire are supported by the secure, long term supply of energy and clean water.

Reason for Report

Council to make a resolution of a request for extension of water main to a property in Yeulba Street Binnaway

Background

On the 18 July 2013 Council requested a report on a proposal to extend town water to Lot 1 DP351023 Yeulba Street Binnaway. The owner of the property has also written to Council requesting that water is connected to the property. A copy of the letter has been forwarded to Councillors under separate cover.

A map showing the location of the property in Yeulba Street is provided in attachment 1.0. The property is within the town area of Binnaway.

Issues

The owner requesting the extension of the water main purchased the property within the last 12 months. The lot is undeveloped, however it is understood that a shed is in place and there is some form of occupancy occurring within. There has been no Development Application lodged for any activity on the property.

The property is just outside the distance of 225 metres from the nearest water main and therefore there has been no access charge or rates levied against the property. That is, there has been no contribution from the property to Binnaway water supply and water treatment.

Extension of the water main will not increase the catchment area for collection of access charges.

Extension of the water main to Lot 1 Yeulba Street will result in another 'dead end' main situation being created. A dead end main is one where there is no continuous circulation of water and as a result water quality may be compromised. A dead end water main should be regularly flushed to prevent contamination. Council has in place a capital works program to reduce the number of dead end mains.

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Options

Council will be aware that many requests are received for upgrades to infrastructure and Council will also be aware that assessment of such requests is based on community benefit and overall budget constraints.

Where a water main extension project is not included in the budget, Council has traditionally sought a contribution to the project cost from relevant property owners. Furthermore, the previous owner of this property was advised that Council normally seeks a contribution towards the cost of constructing a new water main where it is not included in the budget.

Financial Considerations

There is no budget allocation for extension of water mains in Binnaway. There is an allocation of \$60,000 for main replacement in Napier Street in 2013/14 and \$80,000 for main replacement in David & Railway Streets in 2014/15.

The cost to extend the water main along Yeulba Street to Lot 1 DP351023 is estimated to be around \$26,000

Should a water main be constructed to the property the owner will be required to pay the standard fee for a connection on top of any contribution.

RECOMMENDATION

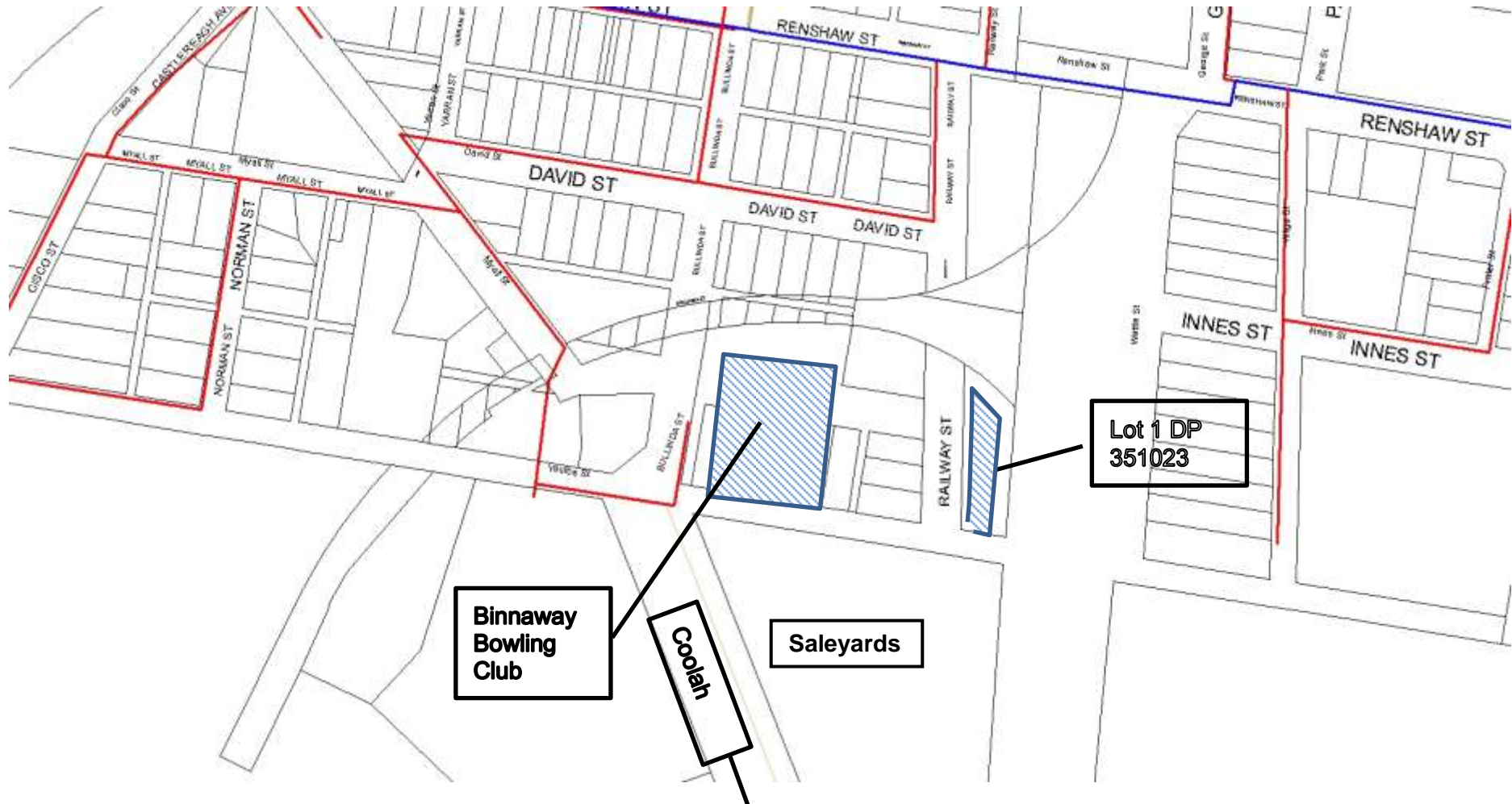
That a water main is installed in Yeulba Street Binnaway between Bullinda Street and Lot 1 DP351023 subject to the following conditions;

1. A contribution of \$13,000 is made by the owner of the property before the water main is installed.

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Attachment 1.0 – Map showing location of Lot 1 DP351023 Yeulba Street Binnaway.



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Item 32 2013/14 Technical Services Works Program – Road Operations & Urban Services

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

Reason for Report

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

Background

The 2013/14 works program for the Road Operations and Urban Services section of Council is presented in attachment 1.0. The report includes projects included in the 2013/14 budget and projects that are expected to be carried over from 2012/13.

The program also lists unsealed roads that have received maintenance grading since 1 July 2013 and roads scheduled for maintenance over the next two months.

Issues

The works program presented in attachment 1.0 contains draft start and 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 expected budget allocations for carry over projects from 2012/13. These budget allocations are yet to be formally approved by Council in a separate report.

RECOMMENDATION

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

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Task Name	Start	Finish	Budget Allocation (\$)	YTD Exp. (\$)	% Work Complete
Technical Services	Wed 26/06/13	Wed 7/01/15	10,165,274	0	5%
Asset Design Services	Wed 10/07/13	Wed 10/07/13	40,900	0	0%
Survey Equipment	Tue 1/04/14	Wed 2/04/14	12,000	0	0%
Software Upgrades	Tue 1/04/14	Wed 2/04/14	18,000	0	0%
Road Safety Program	Mon 19/08/13	Wed 7/01/15	10,900	0	0%
Keep our kids safe	Mon 2/09/13	Thu 9/10/14	3,000	0	0%
Just slow down	Mon 19/08/13	Fri 22/08/14	4,000	0	0%
Watch out people about	Mon 16/09/13	Fri 25/10/13	1,200	0	0%
Free Cupp for the driver	Mon 3/03/14	Fri 30/05/14	1,500	0	0%
Wkshps Sup of L Drivers	Fri 10/10/14	Wed 7/01/15	1,200	0	0%
Fleet Services	Wed 10/07/13	Wed 24/07/13	2,265,000	0	0%
Minor Plant Purchases	Tue 1/04/14	Wed 2/04/14	15,000	0	0%
Plant Purchases	Tue 1/04/14	Wed 2/04/14	2,250,000	0	0%
Road Contracts	Sat 28/09/13	Mon 18/11/13	1,029,500	0	0%
RMS Work Orders	Sat 28/09/13	Sat 28/09/13	0	0	0%
Rehabilitation	Sat 28/09/13	Sat 28/09/13	0	0	0%
RMS design		Sat 28/09/13	0	0	10%
Reseals	Fri 1/11/13	Mon 18/11/13	1,029,500	0	0%
Baradine reseals	Fri 1/11/13	Mon 4/11/13	17,200	0	0%
Binnaway reseals	Fri 1/11/13	Tue 5/11/13	15,400	0	0%
Coolah reseals	Fri 1/11/13	Wed 6/11/13	25,600	0	0%
Coonabarabran reseals	Thu 7/11/13	Fri 8/11/13	82,000	0	0%
Dunedoo reseals	Mon 11/11/13	Tue 12/11/13	23,100	0	0%
Mendooran reseals	Wed 13/11/13	Thu 14/11/13	15,400	0	0%
Local roads reseals	Fri 1/11/13	Fri 15/11/13	420,300	0	0%
Regional Rd reseals	Fri 1/11/13	Mon 18/11/13	430,500	0	0%
Road Operations	Wed 26/06/13	Mon 30/06/14	5,469,514	0	8%
Local Roads	Wed 26/06/13	Mon 30/06/14	3,141,469	0	7%
Bridge - Grandchester	Thu 11/07/13	Thu 31/10/13	200,000	0	0%
Grandchester design	Mon 29/07/13	Tue 6/08/13	0	0	0%
Grandchester construction	Mon 2/09/13	Fri 27/09/13	0	0	0%
Grandchester Rd app	Tue 1/10/13	Thu 3/10/13	0	0	0%
Bridge - Tongy	Thu 11/07/13	Fri 16/08/13	116,689	22,241	95%
Bridge - Bugaldie Ck	Thu 11/07/13	Fri 11/10/13	116,689	29,717	0%
Bridge-Baby Creek	Thu 11/07/13	Fri 30/08/13	20,000	0	0%
Garrawilla Ck (fld damage)	Thu 11/07/13	Fri 16/08/13	164,791	15,693	0%
Premer Estate Cwy	Mon 21/04/14	Fri 16/05/14	38,300	0	0%
Bridge - Barad/Aero Rd	Mon 29/07/13	Mon 30/06/14	250,000	0	0%
Barad/aero desing	Thu 26/09/13	Wed 2/10/13	0	0	0%
Barad/aero const	Wed 1/01/14	Tue 28/01/14	0	0	0%
Bridge- Baradine Creek	Mon 29/07/13	Mon 30/06/14	1,500,000	0	0%
Baradine ck bridge design	Fri 11/10/13	Thu 17/10/13	0	0	0%
Baradine ck construction	Wed 1/01/14	Tue 6/05/14	0	0	0%
Borambitty Rd Crest	Mon 5/08/13	Fri 6/09/13	25,000	0	0%
Borambitty desing	Wed 7/08/13	Fri 9/08/13	0	0	0%
Borambitty construction	Mon 12/08/13	Fri 16/08/13	0	0	0%
Coolah Ck Rd Rehab	Tue 1/10/13	Mon 13/01/14	110,000	0	0%

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Task Name	Start	Finish	Budget Allocation (\$)	YTD Exp. (\$)	% Work Complete
Bridge - Kenebri	Mon 29/07/13	Mon 30/06/14	600,000	0	0%
Kenebri bridge design	Wed 26/06/13	Tue 2/07/13	0	0	0%
Kenebri Bdg constr	Thu 2/01/14	Mon 30/06/14	0	0	0%
Gravel Road Resheeting	Mon 26/08/13	Thu 5/06/14	765,000	0	3%
Tothills Rd	Mon 21/10/13	Mon 4/11/13	45,000	3,795	5%
Salacks Rd	Tue 20/05/14	Mon 2/06/14	45,000	1,558	5%
Narrawa Rd	Mon 26/08/13	Mon 9/09/13	45,000	1,223	5%
Borambitty Rd	Tue 4/02/14	Mon 3/03/14	100,000	3,149	5%
Guinema Rd	Mon 11/11/13	Fri 27/12/13	180,000	31,418	10%
Keerrawah Rd	Mon 2/09/13	Fri 27/09/13	50,000	0	0%
Goolma Rd	Mon 23/09/13	Thu 5/06/14	45,000	0	0%
Gollan Rd	Tue 14/01/14	Mon 27/01/14	45,000	0	0%
Round Mountain Rd	Tue 28/01/14	Mon 10/03/14	75,000	0	0%
Collier Rd	Tue 11/03/14	Mon 31/03/14	25,000	0	0%
Box Ridge Rd	Tue 4/03/14	Fri 18/04/14	110,000	0	0%
Regional Roads	Thu 11/07/13	Fri 28/02/14	1,563,045	0	20%
Bridge - Saltwater Crk No 2	Thu 11/07/13	Mon 3/02/14	594,045	128,537	40%
MR55 Pavement Rehab	Mon 11/11/13	Fri 7/02/14	800,000	0	0%
MR 55 geom design	Mon 16/09/13	Thu 10/10/13	0	0	5%
MR55 pavement design	Mon 9/09/13	Fri 27/09/13	0	0	0%
MR 55 construction	Mon 28/10/13	Fri 6/12/13	0	0	0%
MR55 seal	Mon 16/12/13	Mon 16/12/13	0	0	0%
MR129 Pavement Rehab	Fri 28/02/14	Fri 28/02/14	169,000	0	0%
Urban Services	Thu 11/07/13	Fri 30/05/14	1,360,360	0	5%
Horticulture	Tue 1/10/13	Mon 31/03/14	160,000	0	0%
Binnaway Progress Ass'n	Mon 31/03/14	Mon 31/03/14	5,000	0	0%
Milling Park Playground	Tue 1/10/13	Fri 13/12/13	70,000	0	0%
Mendooran Park Toilets	Tue 1/10/13	Fri 13/12/13	35,000	0	0%
Milling Park Toilet	Fri 10/01/14	Thu 20/02/14	50,000	0	0%
Ovals	Thu 11/07/13	Fri 28/03/14	133,947	0	0%
Robertson Oval, irrigation	Thu 11/07/13	Fri 27/09/13	38,947	0	0%
Bowen - Turf Wicket	Mon 13/01/14	Fri 24/01/14	8,000	0	0%
Baradine Grandstand	Mon 3/03/14	Fri 14/03/14	40,000	0	0%
Binnaway Grandstand	Mon 17/03/14	Fri 28/03/14	47,000	0	0%
Bowen oval design	Tue 23/07/13	Wed 24/07/13	0	0	0%
Robertson oval design	Mon 12/08/13	Thu 15/08/13	0	0	0%
Swimming Pools	Mon 2/09/13	Thu 9/01/14	72,000	0	0%
Coona Concrete repairs	Mon 30/09/13	Thu 9/01/14	20,000	0	0%
Coolah pool cover	Mon 30/09/13	Mon 23/12/13	12,000	0	0%
Baradine leak prevent	Mon 2/09/13	Fri 27/09/13	40,000	0	0%
Town Streets Baradine	Thu 11/07/13	Fri 18/04/14	164,932	0	0%
Street light - Lachlan Street	Thu 11/07/13	Fri 26/07/13	4,632	0	0%
Flood Levee Invest	Mon 2/12/13	Fri 18/04/14	120,000	0	0%
Baradine Foot Rehab	Mon 9/09/13	Fri 27/09/13	10,300	0	0%
Walker street k&g	Mon 10/03/14	Fri 28/03/14	30,000	0	0%
Walker desing	Thu 13/02/14	Thu 27/02/14	0	0	0%
Walker construct	Mon 24/02/14	Wed 2/04/14	0	0	0%

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Task Name	Start	Finish	Budget Allocation (\$)	YTD Exp. (\$)	% Work Complete
Town Streets Binnaway	Tue 25/02/14	Fri 25/04/14	60,000	0	0%
David street k&g	Mon 7/04/14	Fri 25/04/14	60,000	0	0%
David design	Tue 25/02/14	Fri 28/02/14	0	0	0%
David construction	Mon 3/03/14	Mon 10/03/14	0	0	0%
Town Streets Coolah	Thu 11/07/13	Fri 30/05/14	231,100	0	40%
Binnia St kerb blisters			44,286	0	0%
Coolah cycleway	Thu 11/07/13	Fri 30/08/13	10,814	6,402	100%
Binnia St. kerb blisters	Mon 7/04/14	Fri 9/05/14	46,000	0	0%
Binnia design	Tue 19/11/13	Thu 28/11/13	0	0	80%
Binnia construction	Mon 17/02/14	Fri 28/02/14	0	0	0%
Booyamurra St. rehab	Mon 5/05/14	Fri 30/05/14	110,000	0	0%
Booyamurra design	Thu 13/03/14	Fri 28/03/14	0	0	0%
Booyamurra const	Mon 28/04/14	Fri 16/05/14	0	0	0%
Coolah Foot Rehab	Mon 4/11/13	Fri 15/11/13	20,000	0	0%
Town Streets Coona	Thu 11/07/13	Fri 9/05/14	331,381	0	0%
Footpath Const. Baths	Thu 11/07/13	Fri 27/09/13	18,271	0	0%
Baths design	Tue 17/09/13	Fri 20/09/13	0	0	75%
Baths construction	Tue 18/03/14	Tue 1/04/14	0	0	0%
Culvert Ext Dalgarno St	Fri 12/07/13	Wed 9/10/13	78,110	12,859	0%
Admin Building - car park	Thu 11/07/13	Tue 25/03/14	0	0	0%
Admin Building - footpath	Thu 11/07/13	Fri 2/08/13	0	0	0%
Dalgarno Foot Rehab	Tue 1/10/13	Mon 28/10/13	45,000	0	0%
Dalgarno Foot design	Mon 17/02/14	Thu 20/02/14	0	0	0%
Dalgarno Foot construct	Mon 3/03/14	Fri 14/03/14	0	0	0%
Dalgarno kerb rehab	Mon 4/11/13	Fri 29/11/13	70,000	0	0%
Dalgarno Kerb desing	Mon 4/11/13	Fri 15/11/13	0	0	0%
Dalgarno kerb constr	Mon 21/04/14	Fri 9/05/14	0	0	0%
Cycleway Newell Hwy	Mon 19/08/13	Fri 13/09/13	120,000	0	0%
Cycleway desing	Tue 30/07/13	Fri 2/08/13	0	0	85%
Coona cycleway constr	Mon 9/09/13	Fri 27/09/13	0	0	0%
Town Streets Dunedoo	Wed 21/08/13	Fri 21/02/14	192,000	0	0%
Walloo St construction	Mon 2/09/13	Fri 20/12/13	150,000	0	0%
Walloo design	Wed 21/08/13	Fri 30/08/13	0	0	75%
Walloo constr	Mon 11/11/13	Fri 6/12/13	0	0	0%
Dish drain Tucklan	Mon 18/11/13	Fri 29/11/13	22,000	0	0%
Dish drain design	Tue 14/01/14	Fri 17/01/14	0	0	0%
Dish drain const	Mon 10/02/14	Fri 21/02/14	0	0	0%
Dunedoo Foot Rehab	Mon 9/12/13	Fri 20/12/13	20,000	0	0%
Town Sts Mendooran	Mon 7/10/13	Fri 18/10/13	15,000	0	0%
Mendooran Foot Rehab	Mon 7/10/13	Fri 18/10/13	15,000	0	0%

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Maintenance Grading on Unsealed Roads has occurred on the following roads since 1 July 2013

Flags Rockedgial, Sleightholmes, Beni Crossing, Reddens, Wyuna, Mt Nombi, Kilchurn, Angus, Box Ridge, Yuggel, Willicombes, Sandy Creek, Dapper, Danabar, Bald Hil, Lambing Hill, Deihm, Narrangarie

Total length of maintenance grading on unsealed roads (km)

136

Total cost of maintenance grading on unsealed roads (\$)

\$169,604

Average Cost on maintenance grading on unsealed roads (\$/km)

\$1,247

Roads scheduled for maintenance grading in the next two months

Premer Estate, Mt Nombi, Cobborah, Kilchurn, Goolhi, Nullawa, Ropers, Borah Creek, Melrose, A'Becketts, Piambra, Coolah Neilrex, Brooks, Round Mountain, Ameys, Keeches, Saltwater, Werribee

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Item 33 Transportable Homes Policy

Division:	Environmental & Community Services
Management Area:	Regulatory Services
Author:	Manager Regulatory Services – Michael Marks
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF4.1 Ensure that Council's governance, practices, policies and procedures respond effectively to the long-term goals of the Community Strategic Plan.

Reason for Report

Council is currently undertaking a review of all of its strategic policies. One of these policies is the Relocated Dwelling Approvals – Special Requirements Policy (Relocated Dwelling Policy).

Background

The Relocated Dwelling Policy was originally created to provide guidance on the regulatory requirements for the installation and use of residential houses which have been relocated from another site. This was required as the existing legislative provisions did not comprehensively provide for the approval, installation and use of relocated dwellings. In addition to relocated dwellings it has also become increasingly popular for manufactured homes to be installed as dwellings. A manufacture home is constructed off site in sections and then transported to site. The policy has been revised and updated to include provisions consistent with legislation for relocated homes and manufactured homes.

Issues

The approval, installation and inspection of relocated dwellings and manufactured homes, generally referred to as transportable homes, differs from traditional on-site building. In response to this, clear guidelines need to be set by Council to clarify the correct approval process for each type of transportable home. This is to ensure that the correct legislative provisions have been applied and that the health and safety of home occupiers and the public is adequately considered.

Options

Council can adopt the revised Transportable Homes Policy – Strategic 1.5, Version 2 or re-adopt Version 1 without changes.

A copy of the current Relocated Dwelling Approvals Policy (Special Requirements – Strategic 1.5, Version 1, 15 June 2006, resolution 449) and a copy of the proposed Transportable Homes Policy have been forwarded to Councillors under separate cover.

Financial Considerations


Nil

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RECOMMENDATION

That Council adopt the revised Transportable Homes Policy – Strategic.

	Transportable Homes Policy
	Strategic

CSP FOCUS AREA:

RU1 – Land use planning across the shire needs to ensure the retention of the rural character of the area whilst encouraging ecologically sustainable development.

INTRODUCTION

Title

This policy (“the policy”) is called the Warrumbungle Shire Council Transportable Homes Policy

Purpose

The purpose of this policy is to:

- Acknowledge that the installation of transportable homes is different to traditional dwelling construction in the legislative and approval process;
- Distinguish that there are different types of transportable homes which require different considerations and approval processes;
- Ensure that Council exercises its functions as the approval body consistently and in accordance with the Environmental Planning and Assessment Act 1979 and the Local Government Act 1993;
- Provide information to all relevant stakeholders on the approval process for transportable homes within the Shire.

Preface

Warrumbungle Shire Council (Council) is an approval and consent authority for building installations within the Shire. An increasingly popular form of residential dwellings is installing a transportable home. The installation of a transportable home is approved and regulated in a different manner to the traditional development and certification process. Due to this different approvals process, guidelines are required in accordance with the relevant legislation to ensure that the installation of these homes is regulated in a consistent and appropriate manner.

POLICY SCOPE

This policy applies to all applications to install and use a transportable home within the Warrumbungle Shire.

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OBJECTIVES AND COVERAGE OF THE POLICY

Definitions

The following terms are as defined in the *Local Government Act 1993* and associated regulations;

Relocatable home means:

- (a) a manufactured home or,
- (b) any other moveable dwelling (whether or not self-contained) that comprises one or more major sections, including any associated structure that forms part of the dwelling,

but does not include a tent caravan or campervan or any moveable dwelling that is capable of being registered under the *Road Transport (Vehicle Registration) Act 1997*

Manufactured home means:

A self contained dwelling (that is, a dwelling that includes at least one kitchen, bathroom, bedroom and living area and that also includes toilet and laundry facilities), being a dwelling:

- (a) that comprises one or more major sections, and
- (b) that is not a registrable vehicle within the meaning of the *Road Transport (Vehicle Registration) Act 1997*

and includes any associated structures that form part of the dwelling.

The following term is defined in the *Environmental Planning and Assessment Act 1979*

Building includes part of a building, and also includes any structure or part of a structure (including any temporary structure or part of a temporary structure), but does not include a manufactured home, moveable dwelling or associated structure or part of a manufactured home, moveable dwelling or associated structure.

Interpretation

The majority of applications received by Council to install a transportable home can be categorised into two distinct categories.

The first for the purposes of this policy is defined as a **manufactured home**, which is any new building that is constructed off-site and then transported and assembled on-site and includes any associated structures. These dwellings are manufactured new and have not been inhabited.

The second for the purposes of this policy is defined as a **relocated dwelling**, which is any existing building, regardless of age, that is already located on a site which is then separated into sections and transported and re-assembled on-site and includes any associated structures. These dwellings are existing dwellings that have been inhabited and typically were built in a traditional method on-site.

Approval requirements for manufactured homes

Prior to any manufactured home being transported or installed on site the following approvals must be gained from Council:

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1. Development consent for the use of the subject building issued under the Environmental Planning and Assessment Act 1979; and
2. An approval to install the building under Section 68, Table Part A1 of the Local Government Act 1993.

In addition to this further approvals from Council may be required to install and operate an On-Site Sewerage Management System if installed in a non-sewered area.

In regard to the design, construction and installation of a manufactured home the requirements of Division 4 of Part 3 (excepting Clauses 133-136) of the *Local Government (Manufactured Homes Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005* must be complied with.

During the installation process Council may request as a condition of approval that inspections be carried out during various stages of the installation process, such as after the excavation of and prior to the pouring of footings and prior to occupation. Prior to occupying a relocatable building an Approval to Occupy must be issued by Council.

Approval requirements for relocated dwellings

Prior to any relocated dwelling being transported or installed on site the following approvals must be gained:

1. Development consent for the use of the subject building issued under the *Environmental Planning and Assessment Act 1979*, this must be issued by Council; and
2. A construction certificate for all new works in accordance with the *Environmental Planning and Assessment Act 1979*, this may be issued by Council or an Accredited Certifier.

In addition to this further approvals may be required to remove the building from an existing site, this may only be issued by the relevant Council for which Local Government Area the building is located. An approval to install and operate an On-Site Sewerage Management System may also be required from Council if installed in a non-sewered area.

Consideration will be given at the development application stage to the suitability and safety of the dwelling and for the health and amenity of the occupants and public. This may include issues such as structural integrity, asbestos, facilities within the building etc. In regard to all new building works they are required to comply with the Building Code of Australia as in force at the time of application. Prior to occupying a relocated dwelling an Occupation Certificate must be issued by a Principal Certifying Authority.

Bushfire Prone Land

Where a transportable home is proposed to be installed on land identified as being bushfire prone it must comply with the requirements of the document entitled *Planning for Bushfire Protection 2006*, prepared by the NSW Rural Fire Service.

RELEVANT LEGISLATION

Environmental Planning and Assessment Act 1979 and associated Regulations

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Local Government Act 1993 and associated Regulations

ASSOCIATED DOCUMENTS

Warrumbungle Shire Council – Transportable homes procedure

REVIEWS AND VERSION CONTROL

Policy	Version	Resolution	Date
Relocated Dwelling Approvals – Special Requirements	1	449	15 June 2006
Relocatable Homes Approval Process	2		

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Item 34 Binnaway Library Opening Hours

Division:	Environmental & Community Services
Management Area:	Library Services
Author:	Personal Assistant to Director Environmental and Community Services – Kelly Dewar
CSP Key Focus Area:	Community and Culture
Priority:	CC5 Smaller communities across the shire remain sustainable

Reason for Report

Council has received a letter from the Binnaway Branch CWA requesting that the opening hours of the Binnaway service point be changed back to 2 hours on a Thursday and Friday afternoon from 3pm to 5pm. The service point is currently open from 9am to 1pm on a Friday and this timeframe does not allow children who attend school and working adults to attend the Library.

Background

In November 2012 Council resolved to amend the opening hours of the Binnaway service point to 9am to 1pm on Friday to coincide with the Doctor's visit and that Macquarie Regional Library seek to recruit a local Librarian. A local Librarian has been recruited and the hours were changed to reflect the resolution from Council.

Issues

The Binnaway library is only open four hours per week and concentrating those hours into one day would preclude people from accessing the library. Children are currently prevented from accessing the library with the current arrangement of hours and it is agreed that now that a local librarian has been sourced to alleviate travel costs better access would be provided to a wider customer base by having the four hours performed over two afternoons.

Options

Council has three options being:

1. Close the library with little significant saving.
2. Change the opening hours as requested, or
3. Leave the hours as currently exists.

Financial Considerations

NIL

RECOMMENDATION

That after consultation with MRL management and the local library staff Council change the opening hours of the Binnaway service point to reflect the wishes of Binnaway Library users to 2 hours on a Thursday and Friday afternoon from 3pm to 5pm.

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Item 35 Ulamambri Waste Transfer Station

Division:	Environmental & Community Services
Management Area:	Warrumbungle Waste
Author:	Michael Marks – Manager Regulatory Services
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI7 Council needs to develop new and improved methods of managing local waste and recycling services.

Reason for Report

Council at its June ordinary meeting resolved to pursue the option of manning the Ulamambri waste transfer station with Council staff and that a report be provided outlining the financial implications of this.

Background

Council currently operates an unmanned waste transfer station at Lot 129, DP 754983, Box Ridge Road, Ulamambri. The current arrangement is that the site is opened three days a week by the Ulamambri Hall Committee for use by residents. The facility is intended to be used like the other transfer stations in the Shire in that it receives general household waste and recycling which is then transferred to the Coonabarabran Material Handling Facility and landfill.

As a result of the site being unmanned, waste and recycling is not being placed in the allocated bulk bins or designated areas. This has resulted in recycling streams being contaminated and additional costs being incurred by Council to regularly clean up the site which is in addition to the bulk bin pickup costs.

Issues

The 2013/14 budget for Warrumbungle Waste has not considered any expenditure or income that would occur by having the site operated with Council staff. Additionally no capital budget was raised for 2013/14 to provide suitable facilities which will be required to man the site.

There is also no position in the current staff structure for an additional Part Time - Recycling and Waste Officer.

The site is currently opened three days per week being Monday, Wednesday and Friday from 8am to 12 noon. It is proposed that the site be manned for one weekday from 8am to 12 noon and Saturday from 12 noon to 4pm.

Options

1. Council can resolve to operate the Transfer Station using Council staff with consideration to the financial implications identified in this report.

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- 1.1. In addition the hours of operation need to be determined by Council. The financial considerations have been based on opening 4 hours one weekday and 4 hours on Saturday.
2. Council can resolve to close the Transfer Station and remediate the site in accordance with EPA guidelines.

Financial Considerations

The operational costs of having the bulk bins picked up and waste transferred to Coonabarabran landfill will not be affected by manning the site.

The additional income that will be received from recyclables will be negligible.

The below table is a breakdown of the likely costs involved with manning the site:

Capital Costs	
Provide facility	\$7,810
Delivery and installation of facility	\$1,980
Repair and complete fencing of site	\$6,000
Generator	\$2,200
Total	\$17,990

Operational Costs	
Staff costs (includes Saturday penalty rate, disability allowance and on-costs)	\$14,422
Gate income	-\$500
Current cost of opening site (in current budget)	-\$1,560
Total	\$12,362

Therefore to man the site with Council staff it is anticipated there will be;
a one off capital expenditure of \$17,990,
an additional yearly expenditure of \$14,422, and
an additional yearly income of - \$500

It should also be highlighted that Council has already spent \$6,328.20 this financial year cleaning the site due to the current misuse.

RECOMMENDATION

1. That Council resolve to man the Ulamambri Waste Transfer Station with Council staff.
2. That Council resolve to man the Ulamambri Waste Transfer Station one weekday from 8am to 12 noon and Saturday from 12noon to 4pm.
3. That Council resolve to raise a capital supplementary vote of \$17,990 to upgrade the facility to a suitable level to be operated by Council staff.
4. That Council resolve to raise an operational supplementary vote of \$12,362 to include in the 2013/14 Warrumbungle Waste budget.

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Item 36 Development Applications

Division: Environmental and Community Services

Management Area: Regulatory Services

Author: Environmental 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 – July 2013

Complying Development (Set Criteria) Development Application (Specialised Conditions)	Date Approved	Applicant's Name	Location	Town	Type Of Development
DA 80/1213	29/07	Nicholas Forrest	65 Dalgarno Street	Coonabarabran	Car Sales yard
DA 83/1213	11/07	Chris Korff	55 Cassilis Street	Coonabarabran	Build a shed
DA 85/1213	26/07	Paul Baker	2 Robertson Street	Coolah	Carport
DA 86/1213	26/07	Melanie Harris	881 Timor Road	Coonabarabran	New shed and alterations to existing building
DA 88/1213	17/07	John & Jan Shobbrook	Springbrook, Timor Road	Coonabarabran	New shed

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Development Applications (ii) Received – July 2013

Complying Development (Set Criteria) Development Application (Specialised Conditions)	Date Received	Applicant's Name	Location	Town	Type Of Development	Status
DA 1/1314	11/07	Douglas Gray (AAO)	418 Observatory Road	Coonabarabran	Addition – toilet and shower	Assessing
DA 2/1314	12/07	Stewart Row	94 John Street	Coonabarabran	Change usage from mechanic to gym	Assessing
DA 3/1314	16/07	Stephen Walton	55 Macquarie Street	Baradine	Addition and extensions	Assessing
DA 4/1314	29/07	Michael & Jan Kanonczuk	102 Tibuc Road	Coonabarabran	Steel shed	Assessing
DA 5/1314	29/07	Denis Magann	Wingabutta Road	Binnaway	Steel shed	Assessing
DA 6/1314	29/07	Phillip Kuras	28-30 Charles Street	Coonabarabran	Change usage	Assessing

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Construction Certificates

(iii) Approved – July 2013

Construction Certificates	Date Approved	Applicant's Name	Location	Town	Type Of Development
CC 88/1213	25/07	John & Jan Shobbrook	Springbrook, Timor Road	Coonabarabran	New shed
CC 79/1213	11/07	David Crosdale	19 Nelson Street	Coonabarabran	Erect awning

Occupation Certificates

(iv) Approved – July 2013

Occupation Certificates	Date Approved	Applicant's Name	Location	Town	Type Of Development
OC 39/1213	01/07	S Ballantyne (Keeble)	1 Dalgarno Street	Coonabarabran	Additions

RECOMMENDATION

That Council note the Applications and Certificates Approved, during July 2013, under Delegated Authority

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Item 37 Warrumbungle Waste Management Strategy

Division:	Environmental & Community Services
Management Area:	Waste Management
Author:	Director Environmental and Community Services- Tony Meppem
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	Local Communities have access to effective and efficient waste and recycling services.

Reason for Report

Council has been in the process of reviewing its waste operations business in line with the community Strategic Plan to ensure its waste business is operated as safely and efficiently as possible. This process has resulted in a full review of how the service is provided with many options put to the local community for input to determine how this service will be provided into the future. Council now is asked to make a decision on the preferred future direction of the provision of waste services to enable further consultation and planning to occur.

Background

At its meeting held on 16 August 2012 Council considered a notice of motion from councillor Ron Sullivan and the following resolution was adopted:

“48/1213 RESOLVED That Warrumbungle Council investigates ways to improve the safety of council waste management staff when they are collecting garbage on rural and state roads.”

At its meeting held on 18 October 2012 Council considered a report regarding a complete review of the waste business as the following resolution was adopted:

132/1213 RESOLVED that Council:

- 1. accept the quotation from Robert Bailey Consulting for the development of a Waste Management Strategy, Pollution Incident Response Management Plan and Landfill Environmental Management Plan.*
- 2. consider a supplementary vote of \$17,250 at the quarterly review to fund the Waste Management Strategy, Pollution Incident Response Management Plan and Landfill Environmental Management Plan.*

Council subsequently engaged Robert Bailey Consulting who has had meetings with a waste management committee of council and formulated a draft waste management strategy which was considered at a Council meeting held on 21 March 2013 and the following resolution was adopted:

296/1213 RESOLVED that Council place the draft Waste Management Strategy on public exhibition and consult with the community and relevant employees seeking

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feedback prior to further action. FURTHER that membership of Council's Waste Management Committee be increased to include all Councillors.

The draft strategy was placed on public exhibition for a period in excess of 6 weeks and survey forms for key components of the strategy were compiled and circulated at all town committee meetings in early April 2013 and the strategy in general was the subject of discussion at every meeting, however no written submissions were received. Very little survey feedback was received with approximately 62 returned. A high proportion of surveys received were from council staff due to poor public response. A copy of the survey and the results are attached as attachment "A".

Interesting aspects of the survey results include the following:

- moving to bins for recycling is slightly favoured over existing crates.
- 66% of respondents want Council/contractor to own bins.
- 60% prefer the service is provided by day labour.
- 67% prefer to continue to process recycling at Dunedoo and Coonabarabran.
- 49 of 61 responses ranked the overall cost to ratepayers as an important consideration.

Council's consultant Mr Robert Bailey will be making a presentation to council as part of this report with detailed estimates of the different costs of the varied means of providing the service.

Issues

The draft Waste Management Strategy considered a range of issues and listed advantages and disadvantages of taking certain actions.

With the collection of domestic recyclables, the current practices of using open crates and sorting at the kerbside poses inherent risks and Council may not be meeting its duty of care for staff engaged in providing this service and casts doubt as to whether obligations under Work, Health and Safety are being met.

In a number of other Local Government Areas, crates have been replaced with Mobile Garbage Bins (MGBs) and these receptacles serviced by trucks with enclosed bodies fitted with hydraulic bin lifters. A single driver effectively replaces two or three operators required for the servicing of crates and the driver is not put at risk from traffic, is not exposed to weather conditions and is not subject to sprains or strains associated with manual handling.

It would be difficult to argue that the crates should not be replaced with MGBs and serviced using purpose built collection vehicles. This could mean that all collected recyclables would be co-mingled and would need to be processed in a Materials Recovery Facility (MRF) with plant and equipment suitable for this purpose. Council's existing MRFs at Dunedoo and Coonabarabran do not have this capacity and much of the processing equipment currently used is on loan from the companies that receive council's recycling. Re-constructing these MRFs to achieve capability in processing co-mingled recyclables would be costly and more staff would be required for the processing.

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The economics of pursuing this option would be difficult to support given that economies of scale would not be achieved.

The existing residual waste collection service is currently being undertaken in part by day labour and in part under contract. This is a legacy of existing services at the time of amalgamation. The current domestic waste collection contract in the former Coolah Shire is undertaken by contractor Coonabarabran Waste and expires in June 2015. This could be seen as an impediment in making significant changes to the current practices whilst ever the collection contract remains in place.

However, an option would be for Council to go to tender for the residual waste and recycling collection and the recycling processing as soon as possible. The new tender specification would be for a term from 7 to 10 years, would exclude the area where the contractor provides the residual waste collection service until June 2015 when that contract expires. The successful contractor would then include this area into his service contract (a delayed start in other words). This contractor would also be responsible at the start of the contract to roll out new bins throughout the Shire, including the area now serviced by Coonabarabran Waste.

Financial modelling indicates that by contracting out the residual waste and recycling collection services, together with the processing of collected recyclables could see an annual saving of about \$300,000. Undertaking the collection services using day labour could be an option and would likely be cost effective but would not result in any significant local employment above that of a contractor who would still need to hire local people in the same numbers to do that part of the service. There are many examples of Councils undertaking collection services using day labour, but using contractors seems to be more common. If Council were to undertake the collection services using day labour, then it would need to negotiate the processing at an existing MRF, such as the Transpac facility at Narrabri or the Council operated facility at Gilgandra.

Service standards can be written into collection contracts for bin replacement, new bins, bin repairs, missed services and complaints handled through the contractor's call centre. The contractor recruits labour, provides training, deals with unplanned staff absenteeism, provides supervision, meets award conditions, covers overheads, provides the transport depot, provides/services and repairs the collection vehicles, provides replacement vehicles when breakdowns occur and manages HR. Should Council consider using day labour, then these functions would need to be met by Council and Council would need to be confident in its capacity to deliver these functions.

Should Council go down the path of using contractors for the collection and recycling processing services, there would be a loss of jobs for those staff currently employed in delivering these services. This would be undoubtedly devastating for those affected. There would be some prospect of redeployment to other functions in Council's Waste section, an opportunity for drivers to be employed by the contractor providing the collection services, but the recycling processing jobs will be lost.

Options

Council has a number of options to deliver its waste business which have been listed in the draft strategy which has been previously adopted by Council for public exhibition and

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has been sent to councillors again recently under separate cover. To summarise the options available the following is provided:

1. Remain with the current system of collection and processing with similar costs until the contract with Coonabarabran Waste expires in June 2015.
2. Perform the recycling and residual waste collection with day labour after providing Council owned MGBs and process the recycling using day labour at Dunedoo and Coonabarabran.
3. Perform the recycling collection with day labour after providing council owned MGBs and process off site at modern processing plant.
4. Develop a tender for a suitable company to carryout all collection services and processing of recyclables as part of the tender.

Mr Bailey will provide an analysis of the benefits and detractions of the different options as part of his presentation at the Council meeting.

Financial Considerations

Detailed financial analysis will be provided as part of the presentation to Council, however preliminary estimates indicate that option 4 above could lead to savings in the order of \$300,000 per year to provide an improved service on current costs. These cost savings could be returned to ratepayers or used to develop a restricted asset in waste services to fund future capital works and remediation works expected in the future.

RECOMMENDATION

1. That Council adopt the draft waste management strategy.
2. In view of the cost savings expected to be achieved council proceed to prepare tender documentation to facilitate the collection of all residual waste and the collection and processing of all recyclable material by contract arrangement.
3. That Council commence discussions with the unions and employees that may be effected by this decision and that all efforts are to be made to relocate to other positions with council those employees whose positions may not be required as a result of this decision.

Attachment “A”



**July 2013 - June 2016 Draft Waste Management Strategy
Summary Issues Paper**

Issue 1: Currently the recycling service is a 60 litre crate picked up weekly by day labour. There are a number of risks associated with this service particularly on rural roads. An alternative to recycling crates are mobile garbage bins (MGB) the same as currently used for general waste, which can be picked up with trucks.

Please indicate your preference from the following options:

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------|----|
| • Retain 60L co-mingled recycling crate, weekly pick up | 17 |
| • Introduce 140L co-mingled recycling MGB, weekly pick up | 10 |
| • Introduce 140L co-mingled recycling MGB, fortnightly pick up | 0 |
| • Introduce 240L co-mingled recycling MGB, weekly pick up | 6 |
| • Introduce 240L co-mingled recycling MGB, fortnightly pick up | 8 |
| • Introduce 360L co-mingled MGB, fortnightly pick up | 0 |
| • Introduce two 240L MGBs, one paper/cardboard and one co-mingled, alternate week pick up | 25 |
| • Other | |
| ○ Use different colours | |
| ○ I am happy with 2 bins but realise some ratepayers would not sort so if you have to sort some may as well have to sort everything | |
| ○ 3 Bins – one for green waste, red for rubbish and yellow for recycling | |
| ○ N/A live out of town | |
| ○ I say 1 or 2 person per household small bin family of 4 or 6 large bin. This will also give council a saving | |
| ○ Only if don't have to buy new bin | |
| ○ Current blue bins sometimes get left in otto and swallowed by garbage truck | |

Issue 2: Council currently provides residential general waste and recycling pick-up services to residents who opt in on ten designated rural runs.

Please indicate your preference from the following options:

- | | |
|---------------------------------------------------------------------------------|----|
| • Continue to provide an opt in system for the ten dedicated rural runs | 38 |
| • Review the current rural runs and base runs on resident support | 11 |
| • Provide a service on rural runs where there is a 70% resident support | 15 |
| • Other | |
| ○ Not sure what the need is here | |
| ○ Economise on rural runs | |
| ○ Current \$325 + \$375 charge if not fair | |
| ○ Provide rural service where possible and economical already driving past gate | |
| ○ Make it compulsory to have this run | |
| ○ Believe roadside pickup on major roads become a traffic hazzard | |

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Issue 3: Currently residents are required to purchase their own 240L MGB. This provides inconsistency across the shire and difficulty in tracking bin services.

Please indicate your preference from the following options:

- Residents to continue to purchase and maintain their own bins 23
- Council/contractor to supply, own and maintain Council branded bins 39
- Other
 - To be supplied 1 bin and if need be the residents has to maintain and replace bin when damaged
 - Maintenance of bins? May open up criticism and expectations that council will clean bins
 - Ours was recently stolen
 - These should be for the Recycling Bins (& Also garbage bins but only from this date forward). Council should identify (brand) our current 240L MGB and provided they are in good condition, I should not be forced to buy another garbage bin from Council (for rubbish) when mine is in good condition and bought from Council originally
 - As long as this does not mean an unrealistic rate use
 - Not contractor, cost can go up or down plus you the council provide a job within the shire

Issue 4: General waste collection is inconsistent across the shire. In the former Coolah Shire it is provided by a contractor and in the former Coonabarabran Shire it is provided by Council day labour.

Please indicate your preference from the following options:

- The service continue to be provided by both contractor and day labour 15
- The service be provided by contractor only 9
- The service be provided by Council day labour only 37
- Other

 - Does contractor collect waste all goes to landfill and them should have recycling service
 - Dependent upon quality of service, cost of services ect
 - We pay enough now
 - Which ever is the most economical
 - This keep jobs in the shire, but also to look at cost per household and saving for the shire
 - Maybe cheaper to use contractor, use a mix of both
 - The most cost effective be utilised

Issue 5: Currently dry recyclables collected across the shire are processed in both Dunedoo and Coonabarabran. Using two facilities increases the operating costs due to extra staff and equipment required.

Please indicate your preference from the following options:

- Continue to process recyclables at Dunedoo and Coonabarabran 41
- Process recyclables only at Coonabarabran 12
- Process recyclables only at Dunedoo 3
- Have recyclables processed by external contractor at own site 5
- Other

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- Bring all recycling goods to one site for sort and dispatch
- Need to look at possible revenue straws around recycling
- More staff and equipment but transport costs from south to north will take more time and fuel, strongly believe government will discontinue fuel rebates in near future due to cost cutting for all government department
- Closest to area, Dunedoo – Dunedoo, Coolah – Dunedoo, Neilrex – Dunedoo, Coona – Coona
- Transport costs would probably work out more than now
- Least cost option preferred
- One facility just one the cost will be much less in everyway labour
- Use the most cost effective means utilising available resources

What do you consider to be of most importance for waste services in the shire. Please rank from 1 to 4, with 1 being the most important:

- 1 - The overall cost to ratepayers
- 2 - Reduction of waste going to landfill
- 3 - Providing extra services e.g. organic collections, extra recycling
- 4 - The processing of recyclables within the shire

Ranking	1	2	3	4
Question				
1	34	15	5	7
2	20	20	11	6
3	1	4	20	28
4	9	17	17	13

Any other comments on the draft Waste Management Strategy:

- Cover all costs should be taken into consideration
- Keep jobs in our community, keep the current system
- Keep cost ↓↓
- Happy, support Council in proactive approach to recycling
- To be renewed at end of contract
- We are very fortunate to have the services we have in Northern Sydney only unit dwellers have a weekly recycling service. Houses are fortnightly – we cannot in this current economic situation expect more, extra services. If extra was possible you should consider that option to apply to our tip open hours so Rural residents can bring their rubbish into the towns.
- Require opportunity to have pick ups on rural roads or at least at one point on a rural intersection
- Put recycling bins at Coolah Tip at the fence line so we can use it in/out of hours

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- The hours now are not enough more on weekends – most people do their clean up/yard mowing then
- The ability to go to the tip anytime on the weekend
- As an out of towners we are happy with present tip opening hours and procedures
- Less cost to do it within the shire plus less cost to tax payer and council save more over all and a truck who pick up bottles, cardboard ect to be 1 person only to do the job (not) 2 people. This give you to the council a saving of maybe 50k per year
- Transferring out recycling facilities and garbage collection to independent contractors will increase costs and result in Council having less control overall. Not a good idea!
- I am a farmland rate payer who pays nothing towards waste processing. So I would be happy to pay at least \$100-\$150 environmental or waste service levy per annum and then still take my own rubbish to the tip and recycle for free
- Collection points in all towns be available. The chap managing sire in Mendooran very pleasant and helpful. Current contractor could take more care with bins, very rough currently sometimes throws the bin from top of truck to road surface.
- Please keep jobs in Coona, Coolah and Dunedoo
- The cost always falls on the ratepayers, the whole recycling system is a farce – The council is sending tons of recyclables to landfill an charging the ratepayer for recycling it, it just money making for council not real recycling
- Hole in the fence line for recyclables
- For those people on a rural route that doesn't receive a collection, give some sort of pass so that they don't pay twice for their rubbish at the tip when they take in none recyclables, household waste
- Do not want to pay for roadside pickup as a waste run it is impractical for most rural land holders to load and cart waste to roadside and pickup again. Happy to pay at tip for unsorted waste.

Please return to Warrumbungle Shire Council:

Coonabarabran
PO Box 191 or

Coolah
59 Binnia Street

Fax 6842 1337

info@warrumbungle.nsw.gov.au
14-22 John Street

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Item 38 Liquid Trade Waste

Division:	Environmental & Community Services
Management Area:	Technical Services
Author:	Director Environmental and Community Services – Tony Meppem
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	P15- Council manages its assets and infrastructure to meet the agreed service levels

Reason for Report

The reason for this report is to identify the requirements to implement the liquid trade waste policy previously adopted by Council.

Background

The process to achieve the implementation of the Liquid Trade Waste requirements of the Governments Best Practice Guidelines firstly required Council to adopt a draft Liquid Trade Waste Policy. This policy sets out how Council will regulate sewerage and trade waste discharges to its sewerage system in accordance with the NSW Framework for Regulation of Sewerage and Trade Waste (Section 3.1).

The policy is concerned with the approval, monitoring and enforcement process for liquid trade wastes discharged to Council's sewerage system and the levying of commercial sewerage and liquid trade waste fees and charges. The policy has been developed to ensure the proper control of liquid trade waste and hence protection of public health, worker safety, the environment, and Council's sewerage system. The policy also promotes waste minimisation, water conservation, water recycling and bio-solids reuse.

Each Local Water Utility (LWU) was required to adopt and implement a liquid trade waste regulation policy in accordance with the Model Policy by June 2011.

At its meeting in August 2010 Council adopted the model liquid trade waste policy provided for public comment. The process in adopting the policy required Council to advertise the draft for a period of at least 28 days in local newspapers and allow submissions to be made for a period of at least 42 days regarding the content of the policy. The draft policy was advertised at least twice in all local newspapers with a closing date for submissions of 7 January 2011 which allowed public submissions in excess of the 42 day period required. No submissions were received by Council.

Council subsequently adopted the Warrumbungle Shire Liquid Trade Waste Policy at its meeting held on the 17 of February 2011 in minute number 285 and the policies adoption was subsequently advertised in newspapers circulating in the area shortly after as required by legislation.

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Issues

Sewerage systems are generally designed to cater for waste from domestic sources that are essentially of predictable strength and quality. Council may accept trade waste into its sewerage system as a service to businesses and industry.

Liquid trade wastes may exert much greater demands on sewerage systems than domestic sewage and, if uncontrolled, can pose serious problems to public health, worker safety, Council's sewerage system and the environment.

Impacts of poor liquid trade waste regulation include:

- Grease, oil, solid material, if not removed on-site, can cause sewer chokes and blockages and the discharge of untreated sewage to the environment.
- Strong waste may cause sewage odour problems and corrosion of sewer mains, pumping stations and sewage treatment works.

A person wishing to discharge liquid trade waste to the sewerage system must, under section 68 of the Local Government Act 1993, obtain prior approval from Council. Discharging liquid trade waste without an approval is an offence under section 626 of the Act.

The procedure for approval is governed by Chapter 7 of the Local Government Act and is subject to the *Local Government (General) Regulation 2005*.

Implementation of the Trade waste policy requirements will require a whole of Council approach with Technical Services, Environmental Services and Corporate Services having some responsibilities in the process. Implementation will require inspection of all non-domestic premises currently connected to the sewers operated by Council to audit the potential discharges to the sewerage systems and identify any action that will be required.

Action which may be required could range from minimum effects to the need for costly installation of infrastructure such as large grease arrestors, oil arrestors or other devices designed to intercept pollutants. This will no doubt be an additional impost on business which cannot be avoided to comply with the government's requirements but which will require excellent communication between the community and Council to implement.

Financial Considerations

The implementation costs of this policy will be offset by increased charges to businesses under the policy however significant resources will be required which may include the need for the Manager Warrumbungle Water to attend comprehensive training on implementing this policy and potential to bring in experienced consultants to assist in the implementation.

RECOMMENDATION

That Council note that implementation of the Warrumbungle Shire Liquid Trade Waste Policy over coming months and that Council begin communicating with the local business community that may be affected.