



# Warrumbungle Shire Council

## **Council meeting**

**Thursday, 18 July 2013**

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

**commencing at 10.00 am**

***Mayor***

Councillor Peter Shinton

***Deputy Mayor***

Councillor Murray Coe

***COUNCILLORS***

Councillor Gary Andrews

Councillor Anne-Louise Capel

Councillor Fred Clancy

Councillor Victor Schmidt

Councillor Chris Sullivan

Councillor Ron Sullivan

Councillor Denis Todd

***MANAGEMENT TEAM***

Steve Loane (General Manager)

Rebecca Ryan (Director Corporate Services)

Kevin Tighe (Director Technical Services)

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 – 18 July 2013

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**NOTICE** is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 18 July 2013 at the Council Chambers, Coonabarabran commencing at 10.00 am

## **AGENDA**

Welcome

Turn Off Mobile Phones

### Order of Business

#### Forum

**Presentation** by Ken Smith of state road safety award for the **Free Cuppa for the Driver Scheme** (driver fatigue program) and presentation of Trophy

#### Apologies

#### Disclosure of Interest

**Pecuniary Interest**

**Non Pecuniary Conflict of Interest**

#### Reports

#### Questions and Matters of Concern

#### Reports to be considered in Closed Council

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

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

---

### **Matter to be dealt with “in committee”**

- 1C Rental Relief for Tenant Dunedoo Medical Practice**
- 2C Claim for Provision of Sewer Junction**
- 3C Renewal of Coonabarabran Library Building Lease**
- 4C Organisation Structure**
- 5C Drilling and Blasting, Screening and Crushing in Council’s Hardrock Quarry**

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

The items relate to Personnel matters, lease and request for rental relief of council property and are classified CONFIDENTIAL under Section 10A(2)(a) and (c) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

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

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

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

---

### INDEX

<b>Item 1 Minutes of Ordinary Council Meeting – 20 June 2013 .....</b>	<b>8</b>
RECOMMENDATION .....	30
<b>Item 2 Minutes of Traffic Advisory Committee Meeting - 27 June 2013.....</b>	<b>31</b>
RECOMMENDATION .....	34
<b>Item 3 Minutes of Robertson Oval Advisory Committee Meeting – 19 June 2013 .....</b>	<b>36</b>
RECOMMENDATION .....	37
<b>Item 4 Minutes Bushfire Appeal Advisory Panel – 13 June 2013 .....</b>	<b>38</b>
RECOMMENDATION .....	41
<b>Item 5 Minutes Bushfire Appeal Advisory Panel – 8 July 2013 .....</b>	<b>42</b>
RECOMMENDATION .....	45
<b>Item 6 Minutes of Baradine Community Consultation Meeting – 9 April 2013 .....</b>	<b>46</b>
RECOMMENDATION .....	48
<b>Item 7 Minutes of Binnaway Community Consultation Meeting – 1 May 2013 .....</b>	<b>49</b>
RECOMMENDATION .....	51
<b>Item 8 Minutes of Coolah Community Consultation Meeting – 30 April 2013 .....</b>	<b>52</b>
RECOMMENDATION .....	54
<b>Item 9 Minutes of Coonabarabran Community Consultation Meeting – 10 April 2013 ....</b>	<b>55</b>
RECOMMENDATION .....	57
<b>Item 10 Minutes of Dunedoo Community Consultation Meeting – 29 April 2013.....</b>	<b>58</b>
RECOMMENDATION .....	60
<b>Item 11 Minutes of Mendooran Community Consultation Meeting – 8 April 2013 .....</b>	<b>61</b>
RECOMMENDATION .....	63
<b>Item 12 Responses to Questions from last meeting .....</b>	<b>64</b>
RECOMMENDATION .....	65
<b>Item 13 Adoption of 2013 Agency Information Guide .....</b>	<b>66</b>
RECOMMENDATION .....	66
<b>Item 14 Human Resources Activities Report.....</b>	<b>67</b>
RECOMMENDATION .....	70
<b>Item 15 Freedom of the Shire of Warrumbungle .....</b>	<b>71</b>
RECOMMENDATION .....	71
<b>Item 16 Water extension to Yeulba Street Binnaway .....</b>	<b>72</b>
RECOMMENDATION .....	72
<b>Item 17 Orana Education Centre (OEC) .....</b>	<b>73</b>
RECOMMENDATION .....	73
<b>Item 18 Orana Arts Board Meeting Report.....</b>	<b>74</b>
RECOMMENDATION .....	75
<b>Item 19 Request for Leave of Absence – Councillor Peter Shinton.....</b>	<b>76</b>
RECOMMENDATION .....	76
<b>Item 20 Brick Bats and Bouquets.....</b>	<b>77</b>
RECOMMENDATION .....	77
<b>Item 21 LGNSW Annual Conference 2013 .....</b>	<b>79</b>
RECOMMENDATION .....	80
<b>Item 22 LGNSW Annual Conference 2013 Business sessions - Call for Council Input ...</b>	<b>81</b>
RECOMMENDATION .....	81
<b>Item 23 A R Bluett Memorial Award 2012 / 2013.....</b>	<b>82</b>
RECOMMENDATION .....	82
<b>Item 24 General Manager Key Performance Indicators 2013/2014.....</b>	<b>83</b>
RECOMMENDATION .....	84

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

---

<b>Item 25 Legal Assistance Mid-Western Regional Council .....</b>	<b>85</b>
RECOMMENDATION .....	86
<b>Item 26 NSW Community Building Partnership Program .....</b>	<b>87</b>
RECOMMENDATION .....	88
<b>Item 27 Gift of Land - Baradine Tennis Courts .....</b>	<b>89</b>
RECOMMENDATION .....	91
<b>Item 28 Regional Development Australia Fund (RDAF) Round 5 .....</b>	<b>92</b>
RECOMMENDATION .....	96
<b>Item 29 Committee Representative .....</b>	<b>97</b>
RECOMMENDATION .....	98
<b>Item 30 Strategic Policy – Council Chambers and Meeting Rooms - Usage .....</b>	<b>99</b>
RECOMMENDATION .....	99
<b>Item 31 Strategic Policy – Statement of Business Ethics .....</b>	<b>101</b>
RECOMMENDATION .....	101
<b>Item 32 Strategic Policy – Vision, Mission and Values .....</b>	<b>109</b>
RECOMMENDATION .....	109
<b>Item 33 Organisation Restructure .....</b>	<b>112</b>
RECOMMENDATION .....	113
<b>Item 34 Local Government Week 2013 .....</b>	<b>114</b>
RECOMMENDATION .....	115
<b>Item 35 Council Resolutions Report September 2012 – June 2013 .....</b>	<b>116</b>
RECOMMENDATION .....	116
<b>Item 36 Bank Reconciliation for month ending 30 June 2013 .....</b>	<b>117</b>
RECOMMENDATION .....	121
<b>Item 37 Investments and Term Deposits .....</b>	<b>122</b>
RECOMMENDATION .....	125
<b>Item 38 Rates Report for Month Ending 30 June 2013 .....</b>	<b>126</b>
RECOMMENDATION .....	128
<b>Item 39 Stocktake Visitor Information Centre Stocks – Jan /June 2013 .....</b>	<b>129</b>
RECOMMENDATION .....	130
<b>Item 40 Authorisation of Weight of Load Officers to Operate in the Warrumbungle Local Government Area .....</b>	<b>131</b>
RECOMMENDATION .....	131
<b>Item 41 Warrumbungle Shire Council Road Safety Steering Committee .....</b>	<b>132</b>
RECOMMENDATION .....	133
<b>Item 42 2013/14 Technical Services Works Program - Road Operations &amp; Urban Services .....</b>	<b>134</b>
RECOMMENDATION .....	134
<b>Item 43 Extension of Macquarie Regional Library Agreement .....</b>	<b>138</b>
RECOMMENDATION .....	140
<b>Item 44 Development Applications .....</b>	<b>141</b>
RECOMMENDATION .....	141

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

---

### Item 1 Minutes of Ordinary Council Meeting – 20 June 2013

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

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**PRESENT:** Cr Peter Shinton (Chairman), Cr Capel, Cr Clancy, 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)

#### Forum

##### 10.01am

Ted Miller (also speaking on behalf of Roy Cameron) addressed the meeting raising concerns about the proposed Black Stump Sculpture and removal of the seat. Mr Miller presented a petition for Council consideration.

##### 10.12am

Rob Burdack addressed the meeting raising concerns about the proposed Black Stump Sculpture. Spoke about the rest area and utilisation of that area.

##### 10.15am

Carol Richard addressed the meeting on the proposed Referendum on Constitutional Recognition of Councils.

##### 10.21am

David Sherlock addressed the meeting about the proposed Black Stump Sculpture and waste management issues. Mr Sherlock spoke of the work undertaken to identify the history of the Black Stump and spoke of the interpretive aspects of the sculpture including the rock and roots.

##### 10.32am

At this time, Council's Environmental Projects Officer, Aaron Parker, made a presentation on the Bushfire Asbestos and Waste Clean up.

##### 10.46am

**APOLOGIES:** Cr Coe and Cr Andrews

**380/1213 RESOLVED** that in accordance with Resolution 351/1213 (16 May 2013) granting leave of absence, that the apologies of Cr Coe be accepted and further that the apologies of Cr Andrews be accepted.

**C Sullivan/Capel**  
**The motion was carried**



# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

---

### REPORTS

#### Item 1 Minutes of Ordinary Council Meeting – 16 May 2013

**381/1213 RESOLVED** that the resolutions contained in the Minutes of the Ordinary Council meeting held on 16 May 2013 be endorsed.

R Sullivan/Capel  
The motion was carried

#### Item 2 Minutes of Local Emergency Management Committee Meeting – 20 May 2013

**382/1213 RESOLVED** that Council notes the minutes from the Local Emergency Management Committee held on 20 May 2013 at Coolah.

R Sullivan/Schmidt  
The motion was carried

#### Item 3 Minutes of Consultative Advisory Committee Meeting – 5 June 2013

**383/1213 RESOLVED** that Council notes the minutes from the Consultative Advisory Committee meeting held on 5 June 2013 at Coonabarabran.

Schmidt/Capel  
The motion was carried

#### Item 4 Minutes of Occupational Health & Safety Meeting – 5 June 2013

**384/1213 RESOLVED** that Council accept the minutes from the Occupational Health & Safety Committee meeting held on 5 June 2013 at Coonabarabran.

R Sullivan/Capel  
The motion was carried

#### Item 5 Minutes of Administration Building Project Committee, 22 April 2013

**385/1213 RESOLVED** that:

1. the Minutes of the Administration Building Project Committee meeting held on 22 April 2013 be endorsed.
2. that the contract variations No's 25,26,27,28 and 29 totalling \$10, 523.20 be accepted (ex GST) and approval be granted to the General Manager to pay the Progress Claim for \$74,592.83
3. that the contract variations No's 30 and 31 totalling \$8,075.90 be rejected.

R Sullivan/Capel  
The motion was carried

#### Item 6 Minutes of the Yuluwirri Kids Advisory Committee - 14 March 2013

**386/1213 RESOLVED:**

1. That Council accepts the Minutes of the Yuluwirri Kids Advisory Committee meeting held on 14 March 2013.
2. Alternative means to collect debtors is to be assessed and reported on at next meeting.
3. Yuluwirri investigate opening the Monkey Room for a third day, taking into account staffing requirements, funding and waiting list.
4. The following draft policies be adopted except for the Additional Needs Policy to be further reviewed in consultation with OT.
  - Educator and Management
  - Educator Curriculum and Learning
  - Death of a Child
  - Continuity of Education and Care
  - Child Protection

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

---

- Excursions - amended per RESOLVED that at last meeting
  - Chemical Spills
  - Animal and Pet
  - Administration of Authorised Medication
  - Bush Fire
  - Incident, Injury, Trauma & Illness
  - Physical Environment (workplace safety, learning and administration)
  - Infectious Diseases
  - Immunisation & Disease Prevention
  - Emergency Service Contact
  - Lockdown
  - Additional Needs Policy
5. That an advertisement be placed in the Coona Times inviting community to partake in FOYS activities – WSC Section, and discuss an editorial on what's happening at Yuluwirri Kids with FOYS.
6. Each room provide a photo summary of the educators working in their room in their parent information area.

**Schmidt/Todd**  
**The motion was carried**

### **Item 7 Minutes of the Yuluwirri Kids Advisory Committee – 6 June 2013**

#### **387/1213 RESOLVED:**

1. That Council accepts the Minutes of the Yuluwirri Kids Advisory Committee meeting held on 6 June 2013.
2. That the fee increase be accepted.
3. That the Fee Policy YK00106637a be accepted, and further consideration be given to the implementation and impact of a bond prior to implementing 2014.

**Schmidt/Capel**  
**The motion was carried**

### **Item 8 Responses to Questions from last meeting**

Received.

### **Item 9 Notice of Motion – Outdoor Gym**

#### **388/1213 RESOLVED:**

1. That Warrumbungle Shire Council adopts, in principle, Rotary Coonabarabran's offer to fund the 'Outdoor Gym' project by way of purchase of suitable equipment.
2. A group, including Rotary representatives, Council staff and nominated Council representatives be formed to further progress this project and report back to Council.
3. Council determine any funding opportunities for planning, installation of equipment including concrete pads, softfall and beautification of the area.

**Clancy/Capel**  
**The motion was carried**

### **Item 10 Notice of Motion – Parking of Vehicles**

#### **389/1213 RESOLVED:**

1. That a directive be issued to all staff "Parking of Vehicles in the immediate vicinity of headquarters in John Street CBD is not permitted unless in case of emergency".
2. That Council formalise design and complete construction of the area at the rear of the chambers, as part of the building re-development.
3. Subject to availability, parking bays be provided for any staff members who may be indisposed by a disability.

**Clancy/Todd**  
**The motion was carried**

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

---

### **Item 11 June 2013 - Report from Human Resources**

Received.

### **Item 12 June 2013 – Workplace Health and Safety**

Received

### **Item 13 Workforce Management Strategy**

**390/1213 RESOLVED** that Council endorse the Workforce Management Strategy 2013-2017.

**Schmidt/R Sullivan  
The motion was carried**

### **Item 14 Brick Bats and Bouquets**

Received.

### **Item 15 Community Representatives – Baradine Memorial Hall Committee**

**391/1213 RESOLVED** that Council accept the nomination of Mr Ted Hayman as a Community representative on the Baradine Memorial Hall Committee.

**Todd/Clancy  
The motion was carried**

### **Item 16 Determination of the Local Government Remuneration Tribunal 2013**

**392/1213 RESOLVED** that Warrumbungle Shire Council adopts the maximum annual fee of \$10,480 for Councillors and \$22,870 for the Mayor for the 2013-2014 financial years, being in accordance with the determination of the Local Government Remuneration Tribunal under Sections 239 and 241 of the Local Government Act 1993.

**R Sullivan/Clancy  
The motion was carried**

### **Item 17 Independent Local Government Review Panel – Future Directions**

**393/1213 RESOLVED** that Council will provide a submission to the Local Government Review Panel.

**Clancy/C Sullivan  
The motion was carried**

### **Item 18 Reviewed Warrumbungle Shire Community Strategic Plan**

**394/1213 RESOLVED** that Council endorse the reviewed Warrumbungle Shire Community Strategic Plan 2012-2032 (version June 2013).

**Clancy/Todd  
The motion was carried**

### **Item 19 Review of Policies**

**395/1213 RESOLVED** that Council approves the Policy Register structure as follows;

- A. Strategic
- B. Auspice
- C. Management
- D. Staff

**FURTHERMORE** that Council review and approve all Strategic and Auspice Policies as per legislation and delegate to the General Manager the authority to approve all Management and Staff Policies.

**Clancy/Capel  
The motion was carried**

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

---

### **Item 20 Policy – Draft Code of Meeting Practice**

**396/1213 RESOLVED** that Council endorse the Draft Code of Meeting Practice and that the Draft be placed on public exhibition for 28 days seeking community comment.

**Clancy/Todd**  
**The motion was carried**

### **Item 21 Policy – Draft Flying the Australian and Aboriginal Flags**

**397/1213 RESOLVED** that Council adopts the following Flying of the Australian and Aboriginal Flags Policy:

#### **1. CSP FOCUS AREA:**

Community and Culture (CC7). Communities and organisations across the shire collaborate to raise awareness of and respect for local Indigenous heritage and culture.

#### **2. INTRODUCTION**

At the Community Forums held in relation to preparation of the Community Strategic Plan, a number of comments suggested that Warrumbungle Shire Council fly both the Australian and Aboriginal and Torres Strait Islander flags every day; as do many civic and government offices. This is viewed as a positive leadership role by Council to foster the community pride in the history and future of Australia.

#### **3. OBJECTIVES AND COVERAGE OF THE POLICY**

This policy seeks to provide staff and the community with the protocols associated with the raising of the Australian National Flag. The following principles must be adhered to;

- The flag should not be flown in a position inferior to that of any other flag or ensign.
- The superior position is based on the formation of the flagpoles in the set, not the height of the flag on the flagpole.
- The flag should not be smaller than that of any other flag or ensign.
- The flag should be raised briskly and lowered with dignity.
- The flag should always be flown aloft and free as close as possible to the top of the flag mast, with the rope tightly secured.
- The Australian National Flag should be raised first and lowered last when flown with other flags.
- When the flag is raised or lowered, all present should face the flag and remain silent. Those in uniform should salute.
- The flag should be raised no earlier than first light and should be lowered no later than dusk.
- The flag may only be flown at night when illuminated.
- Two flags should not be flown from the same flagpole.
- The flag should not be flown upside down, even as a signal of distress
- The Australian National Flag should fly on the left of the person facing the flags
- The flag should never be flown if it is damaged, faded or dilapidated. When the material of a flag deteriorates it should be destroyed privately and in a dignified way.

#### **4. LEGISLATIVE REQUIREMENTS**

Flags to be flown in accordance with Protocols issued by the Commonwealth Government. The Australian National Flag takes precedence over all national flags when it is flown in Australia or Australian territory. After the Australian National Flag, the order of precedence of flags is: national flag of other nations, state and territory flags, other Australian flags prescribed by the Flags Act 1953, ensigns and pennants.

The Australian National Flag should not normally be flown in a position inferior to any other flag or ensign and should not be smaller than any other flag or ensign.

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

---

### **5. POLICY SCOPE**

#### Days Flags Raised

The Australian and Aboriginal and Torres Strait Islander Flags will be raised and flown together as per flag raising protocols each Council working day during business hours and the following weekend or Public Holidays;

- 26 January (Australia Day)
- 25 April (Anzac Day)

#### Flag at Half Mast

Flags are flown at half-mast as a sign of mourning. When lowering the flag from a half-mast position it should be briefly raised to the peak and then lowered ceremoniously. The flag should never be flown at half-mast at night even if it is illuminated. When flying the Australian National Flag with other flags, all flags in the set should be flown at half-mast. The Australian National Flag should be raised first and lowered last

Flags will be flown at half mast on the following occasions;

1. On days of National Commemoration being Anzac Day and Remembrance Day as per following timetable.
  - 25 April (Anzac Day) - flags flown at half mast till noon, then at the peak for the remainder of the day.
  - 11 November (Remembrance Day) excluding weekends - flags flown at peak till 10:30 am, at half mast from 10:30 am to 11:03 am, then at peak the remainder of the day.
2. On occasions, excluding weekends or public holidays as directed by the Australian Government for all flags to be flown at half-mast. Some examples of these occasions are:
  - On the death of the Sovereign (King or Queen) – the flag should be flown from the time of announcement of the death up to and including the funeral.
  - On the day the accession of the new Sovereign is proclaimed, it is customary to raise the flag to the top of the mast from 11 am until the usual time for closure of business.
  - On the death of a member of the royal family – by special command of the Sovereign and/or by direction of the Australian Government.
  - On the death of the Governor-General or a former Governor-General.
  - On the death of a distinguished Australian citizen, in accordance with protocol.
3. Upon notification of the death of a local citizen; on the day or part of the day of their funeral, excluding weekends or public holidays. This includes the funeral of a serving or past Councillor, current member of staff, a local Aboriginal Elder and local Australian Veterans or Returned Service men/women.

### **6. ASSOCIATED DOCUMENTS**

'Australian flags' Department of the Prime Minister and Cabin  
[www.itsanhonour.gov.au](http://www.itsanhonour.gov.au)

### **7. REVIEWS AND VERSION CONTROL**

<b>Policy</b>	<b>Version</b>	<b>Resolution</b>	<b>Date</b>
Flying of the Australian and Aboriginal Flags Policy	1	426	18 June 2009
Flying of the Australian and Aboriginal Flags Policy	Revised	45	20 August 2009
Flying of the Australian and Aboriginal Flags Policy	3		20 June 2013

**Clancy/Schmidt**  
**The motion was carried**

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

---

### Item 22 Council Resolutions Report May 2013

Received.

11.27 am

**398/1213 RESOLVED** that standing orders be suspended to break for morning tea.

**Capel/R Sullivan**

**The motion was carried**

11.48 am

**399/1213 RESOLVED** that standing orders be resumed.

**Todd/Schmidt**

**The motion was carried**

### Item 23 Bank Reconciliation for month ending 31 May 2013

**400/1213 RESOLVED** that Council accept the Bank Reconciliation Report for the month ending 31 May 2013.

**Schmidt/Capel**

**The motion was carried**

### Item 24 Rates Report for Month Ending 31 May 2013

Received.

### Item 25 Investments and Term Deposits

**401/1213 RESOLVED** that Council accept the Investments Report for the month ending 31 May 2013.

**Schmidt/Capel**

**The motion was carried**

### Item 26 Stocktake Council Stores - April /May 2013

**402/1213 RESOLVED** that Council note the results of the April and May 2013 Stocktake and approve a stock write-off of \$665.42. **FURTHERMORE** that a report be brought back to Council regarding the outcome of the excess stock sale.

**R Sullivan/C Sullivan**

**The motion was carried**

### Item 27 IT – Managed Services for User Support and Infrastructure

**403/1213 RESOLVED** that Council contracts for Managed Support Services to Andor Systems (Aust) Pty Ltd for the following periods:

1. Managed Services – User Support for three (3) months, to be reviewed by 30 September 2013 at \$8,160 per month (ex GST)
2. Managed Services – Infrastructure Support for six (6) months, to be reviewed by 31 December 2013 at \$7,612 per month (ex GST)

**R Sullivan/Capel**

**The motion was carried**

### Item 28 Water Charge Request for Write Off Assessment No 11812

**404/1213 RESOLVED** that Council accede to the request to write off request of \$1,126.02; being the difference in the November 2012 reading and the average water account for the Water Charge on Assessment No. 11812 (\$1,077) plus accrued Interest (\$49.02) on the basis that volumetric testing confirming the water meter was not faulty.

**C Sullivan/Clancy**

**The motion was carried**

### Item 29 Water Charge Request for Write Off Assessment No 01442

**405/1213 RESOLVED** that Council approve the Water Rates write off of \$271.44 to the Water Charge Assessment No 01442-0.

**Clancy/C Sullivan**

**The motion was carried**

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

---

### **Item 30 Asset Management Plan and Asset Management Improvement Project**

**406/1213 RESOLVED** that Council approves the Asset Management Improvement Plan as outlined and endorse the Asset Management Plan 2012-2022 as is, **FURTHERMORE** a report be presented to Council post 31 December 2013 to provide an update on the Asset Management Improvement Plan.

**Clancy/Schmidt**  
**The motion was carried**

### **Item 31 Keeping Place – Coonabarabran Visitor Information Centre**

**407/1213 RESOLVED** that Council endorses the Keeping Place at the Coonabarabran VIC MOU and the Mayor and General Manager be signatories to the agreement **FURTHERMORE** that Aboriginal artwork form the background wall of the Keeping Place and that an event for the opening of the Keeping Place be held with representation from the Elders and Aboriginal Community, OEH, Orana Arts and Council and that media be invited to participate.

### **Attachment 1**

#### **MEMORANDUM OF UNDERSTANDING**

##### **Keeping Place Project Coonabarabran Visitor Information Centre**

This Memorandum of Understanding (MOU) is made on the \_\_\_\_\_ between the COONABARABRAN LOCAL ABORIGINAL LAND COUNCIL (hereinafter named 'LALC') and WARRUMBUNGLE SHIRE COUNCIL, (hereinafter called 'Council'), for the period 1 July 2013 – 30 June 2014. This MOU will be reviewed annually by all partners.

1. Council undertakes to provide LALC with space in the Coonabarabran Visitor Information Centre (VIC) at John Street, Coonabarabran for the exhibition of artefacts related to the Gamilaroi peoples and lands on the understanding that the space provided will be a shared space with the Australian Museum Diprotodon Exhibition and Warrumbungle Shire Council.
2. Given that the Keeping Place in the VIC is a temporary situation until LALC has been able to procure a permanent facility and/or Cultural Centre to house the Keeping Place, it is agreed that the removal of the Keeping Place from the VIC site will be on written notice by either party with a minimum notification of four (4) weeks.
3. Council's contribution to this project is at no cost to Council although the space provided will be in a secure building, staffed seven (7) days per week and include with lighting and cleaning within the current operational budget allocation of the Visitor Information Centre; the building is wheelchair accessible and entry will be free of charge.
4. Council understands and accepts that items displayed will be on a loan system and may be recalled at any given time by the Coonabarabran LALC or the Office of Environment and Heritage given appropriate notice to the VIC and Manager of Tourism and Economic Development (TED).
5. Council will include the Coonabarabran Keeping Place in promotional literature about the shire and promote it accordingly.
6. The Manager TED will assist with accessing funds to offset costs for LALC for the exhibition.

As part of this agreement:

1. LALC undertakes to continue incorporation and maintenance of public liability insurance coverage of \$20 million (a copy of the incorporation number and Certificate of Currency should be affixed to this agreement);
2. LALC understands that while Council will endeavour to protect the display at all times, Council does not hold an insurance policy to cover the irreplaceable value of the artefacts

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

---

3. LALC agrees to Removal of the Keeping Place from the VIC site will be on written notice by either party with a minimum notification period of four (4) weeks.
4. LALC will assist with the initial installation costs for the "Keeping Place" which includes the provision of glass display cases and appropriate lighting
5. All displayed material will be catalogued and records kept of removal and installations
6. Only LALC should have access to the display cases and be responsible for the locked display cupboards
7. LALC will provide interpretive information about each section of the exhibition (this may include posters, signage, brochures)
8. LALC staff will provide a "famill" for staff and volunteers at the VIC at installation and whenever major changes occur in the exhibition
9. LALC will ensure that the Keeping Place is promoted in a positive light
10. LALC notes that all planned changes to the display must be notified to the Manager TED prior to accessing and changing displays noting that access to the building will be during business hours only (9 am to 5 pm each weekday).

COONABARABRAN LOCAL ABORIGINAL LANDS  
COUNCIL

WARRUMBUNGL SHIRE COUNCIL

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
General Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**R Sullivan/Schmidt**  
**The motion was carried**

### **Item 32 Long Term Financial Plan (LTFP) 2012/13 – 2021/22**

**408/1213 RESOLVED** that Council endorse the updated 2012/13 Long Term Financial Plan, and note Council's progress against the Financial Performance Improvement Initiatives in Part 10 of the LTFP.

**Schmidt/Todd**  
**The motion was carried**

### **Item 33 Operational Plan and Delivery Program 2012/2013 to 2016/2017**

**409/1213 RESOLVED** that, following consideration of submissions received and amendments, Council adopts the Warrumbungle Shire Council Operational Plan and Delivery Program 2012/2013 to 2016/2017 **FURTHERMORE:**

1. In accordance with s514 of the Local Government Act 1993, Council has declared the category of each parcel of rateable land within its area within one or other of the following categories:
  - Residential
  - Farmland
  - Business
  - Mining



# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

---

2. In accordance with s535 of the Local Government Act 1993 that Council make and levy the following ordinary rates and annual charges for the 2013/2014 financial year.

### **Ordinary Rates**

**Residential Rate (sub category Baradine)** ad valorem amount be set at two point three five nine one cents (\$0.023591) in the dollar plus a base rate amount of one hundred and sixty eight dollars (\$168.00). The amount raised via base amount is equal to 42% of the total levy.

**Residential Rate (sub category Binnaway)** ad valorem amount be set at one point one nine three eight cents (\$0.011938) in the dollar plus a base rate amount of one hundred and twenty four dollars (\$124.00). The amount raised via base amount is equal to 47% of the total levy.

**Residential Rate (sub category Coolah)** ad valorem amount be set at one point three two cents (\$0.0132) in the dollar plus a base rate amount of two hundred and fourteen dollars (\$214.00). The amount raised via base amount is equal to 45% of the total levy

**Residential Rate (sub category Coonabarabran)** ad valorem amount be set at zero point nine zero six two seven cents (\$0.0090627) in the dollar plus a base rate amount of two hundred and forty seven dollars (\$247.00). The amount raised via base amount is equal to 42% of the total levy.

**Residential Rate (sub category Dunedoo)** ad valorem amount be set at zero point six eight two eight cents (\$0.006828) in the dollar plus a base rate amount of two hundred and sixty dollars (\$260.00). The amount raised via base amount is equal to 47% of the total levy.

**Residential Rate (sub category Mendooran)** ad valorem amount be set at one point eight two four cents (\$0.01824) in the dollar plus a base rate amount of one hundred and eighty four dollars (\$184.00). The amount raised via base amount is equal to 46% of the total levy.

**Residential Rate (sub category Cobbora)** ad valorem amount be set at zero point four six six cents (\$0.00466) in the dollar plus a base rate amount of one hundred and seventeen dollars (\$117.00). The amount raised via base amount is equal to 44% of the total levy.

**Residential Rate (sub category Coolabah Estate)** ad valorem amount be set at zero point four two six cents (\$0.00426) in the dollar plus a base rate amount of one hundred and thirty four dollars (\$134.00). The amount raised via base amount is equal to 47% of the total levy.

**Residential Rate (sub-category Rural)** ad valorem amount be set at zero point seven three one cents (\$0.00731) in the dollar plus a base rate amount of two hundred and eighteen dollars (\$218.00). The amount raised via base amount is equal to 32% of the total levy.

**Residential Rate (sub category – Villages One – Kenebri, Ulamambri, Neilrex, Bugaldie, Rocky Glen, Purlawaugh)** ad valorem amount be set at two point one eight one cents (\$0.02181) in the dollar plus a base rate amount of one hundred and eleven dollars (\$111.00). The amount raised via base amount is equal to 43% of the total levy.

**Residential Rate (sub category Village Two – Leadville, Merrygoen, Uarbry)** ad valorem amount be set at one point three nine one two cents (\$0.013912) in the dollar plus a base rate amount of ninety three dollars (\$93.00). The amount raised via base amount is equal to 46% of the total levy.

**Farmland Rate** ad valorem amount be set at zero point four two two six five five cents (\$0.00422655) in the dollar plus a base rate amount of five hundred and twenty three dollars (\$523.00). The amount raised via base amount is equal to 20% of the total levy.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

---

**Business Rate (sub category Baradine)** ad valorem amount be set at three point three zero six cents (\$0.03306) in the dollar plus a base rate amount of two hundred and forty seven dollars (\$247.00). The amount raised via base rate amount is equal to 43% of the total levy.

**Business Rate (sub category Binnaway)** ad valorem amount be set at two point two cents (\$0.022) in the dollar plus a base rate amount of one hundred and ninety two dollars (\$192.00). The amount raised via base rate amount is equal to 42% of the total levy.

**Business Rate (sub category Coolah)** ad valorem amount be set at two point six four two two cents (\$0.026422) in the dollar plus a base rate amount of three hundred and forty two dollars (\$342.00). The amount raised via base amount is equal to 46% of the total levy.

**Business Rate (sub category Coonabarabran)** ad valorem amount be set at two point nine one nine eight cents (\$0.029198) in the dollar plus a base rate amount of four hundred and nine dollars (\$409.00). The amount raised via base amount is equal to 17% of the total levy.

**Business Rate (sub category Dunedoo)** ad valorem amount be set at one point one zero two cents (\$0.01102) in the dollar plus a base rate amount of three hundred and ten dollars (\$310.00). The amount raised via base amount is equal to 46% of the total levy.

**Business Rate (sub category Mendooran)** ad valorem amount be set at one point six six three cents (\$0.01663) in the dollar plus a base rate amount of one hundred and eighty seven dollars (\$187.00). The amount raised via base amount is equal to 40% of the total levy.

**Business Rate (sub category General)** ad valorem amount be set at two point three five five seven cents (\$0.023557) in the dollar plus a base rate amount of two hundred and seventy four dollars (\$274.00). The amount raised via base amount is equal to 23% of the total levy.

**Business Rate (sub category Village One – Kenebri, Ulamambri, Neilrex, Bugaldie, Rocky Glen, Purlewaugh)** ad valorem amount be set at five point nine two nine cents (\$0.05929) in the dollar plus a base rate amount of one hundred and forty one dollars (\$141.00). The amount raised via base amount is equal to 21% of the total levy.

**Business Rate (sub category Village Two – Leadville, Merrygoen, Uarbry)** ad valorem amount be set at six point eight one cents (\$0.0681) in the dollar plus a base rate amount of one hundred and nine dollars (\$109.00). The amount raised via base amount is equal to 24% of the total levy.

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

### **Water Access Charges**

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

**Coonabarabran Water Access charge** be set at three hundred and fifty five dollars (\$355.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Coonabarabran Water supply and further any other properties outside the town boundary that are connected to or able to be connected to the water supply.

**Timor Gravity Main Water access charge** be set at three hundred and fifty five dollars (\$355.00) for all properties connected to the Timor Dam Gravity Main outside of the town boundary.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

---

**Baradine Water access charge** be set at three hundred and fifty five dollars (\$355.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Baradine Water supply and all rural properties not within the town boundary that are connected to or able to be connected to the Baradine Water supply.

**Binnaway Water access charge** be set at three hundred and fifty five dollars (\$355.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Binnaway Water supply and all rural properties not within the town boundary that are connected to or able to be connected to the Binnaway Water supply

**Village Water access charge** be set at three hundred and fifty five dollars (\$355.00) for all properties in the villages of Kenebri, Bugaldie and Merrygoen that are connected to the village water supplies.

**Coolah Water Access charge** be set at three hundred and fifty five dollars (\$355.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Coolah Water supply and further any other properties outside the town boundary that are connected to or able to be connected to the water supply.

**Dunedoo Water Access charge** be set at three hundred and fifty five dollars (\$355.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Dunedoo Water supply and further any other properties outside the town boundary that are connected to or able to be connected to the water supply.

### ***Water Usage Charges***

**Water Usage Charge** in all areas be set at one dollar and seventy cents (\$1.70) per kilolitre.

### ***Sewerage Charges***

**User Pay Sewerage Charges Residential Properties - Connected** be set at four hundred and forty five dollars (\$445.00)

**User Pay Sewerage Charges Residential Properties – Not Connected** be set at two hundred and eighty five dollars (\$285.00)

**User Pay Sewerage Charges Non-Residential Properties - minimum charge** be set at four hundred and forty five dollars (\$445.00)

**User Pay Sewerage Charges Non-Residential Properties - consumption charge** be set at zero point seven five dollars per kL (\$0.75/kL)

**User Pay Sewerage Charges Non-Residential Properties - Access Charge 20 mm water meter size** be set at two hundred and eighty five dollars (\$285.00)

**User Pay Sewerage Charges Non-Residential Properties - Access Charge 25 mm water meter size** be set at four hundred and forty five dollars (\$445.00)

**User Pay Sewerage Charges Non-Residential Properties - Access Charge 32 mm water meter size** be set at seven hundred and twenty nine dollars (\$729.00)

**User Pay Sewerage Charges Non-Residential Properties - Access Charge 40 mm water meter size** be set at one thousand and one hundred and forty dollars (\$1,140.00)

**User Pay Sewerage Charges Non-Residential Properties - Access Charge 50 mm water meter size** be set at one thousand seven hundred and eighty one dollars (\$1,781.00)

**User Pay Sewerage Charges Non-Residential Properties - Access Charge 80 mm water meter size** be set at four thousand five hundred and sixty dollars (\$4,560.00)

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

---

**User Pay Sewerage Charges Non-Residential Properties- Access Charge 100 mm water meter size** be set at seven thousand one hundred and twenty five dollars (\$7,125.00)

3. In accordance with s496 of the Local Government Act, 1993 that Council make and levy the following annual charges for the provision of domestic and non domestic waste management services, and recycling charge for each parcel of rateable land for which the service is available for the year 2013/2014.

### ***Base Charge***

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

### ***Additional Usage Charges – Domestic***

**Domestic Waste Charge (Urban – Occupied)** be set at three hundred dollars (\$300.00) for the rendering of one (1) weekly service.

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

**Domestic Waste Charge (Rural Run – Used)** be set at three hundred dollars (\$300.00) for the rendering of one (1) weekly service.

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

### ***Additional Usage Charge – Non Domestic***

**Non Domestic Waste Service charge** be set at three hundred dollars (\$300.00) for the rendering of one (1) weekly service.

**Non Domestic Waste – Recycling Charge** be set at two hundred dollars (\$200.00) for the rendering of one (1) weekly service.

4. In accordance with s566 (3) of the Local Government Act 1993, the Council adopt the maximum allowable interest rate of 9.0% as determined by the Minister to apply to all overdue Rates and Charges for the financial year 2013/2014.
5. That, following consideration of submissions received and amendments, the schedule of Fees and Charges contained within the Operational Plan and Delivery Program for the financial year 2013-2014 be adopted.

**Todd/Capel**

**The motion was carried**

### **Item 34 Council Membership of the North West Weight of Loads Group**

**410/1213 RESOLVED** that Council continue to remain a member of the North West Weight of Loads Group and furthermore a report is prepared for Council on activities of the Group following attendance by Council representatives at Group Committee meetings.

**R Sullivan/C Sullivan**

**The motion was carried**

### **Item 35 2012/13 Technical Services Works Program**

Received.

### **Item 36 SES Vehicles**

**411/1213 RESOLVED** that Council agree to request and sell vehicles at market value.

**Clancy/R Sullivan**

**The motion was carried**

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

---

12.57 pm

412/1213 **RESOLVED** that standing orders be suspended to break for lunch.

**Capel/R Sullivan**  
The motion was carried

1.50 pm

413/1213 **RESOLVED** that standing orders be resumed.

**C Sullivan/Capel**  
The motion was carried

### **Item 37 White Paper – A new planning system for NSW**

414/1213 **RESOLVED** that Council staff prepares a submission on behalf of Council addressing key concerns associated with the White Paper.

**Todd/Clancy**  
The motion was carried

### **Item 38 Wambelong Fire Asbestos Cleanup**

415/1213 **RESOLVED** that Council note the report and that reimbursement of Council costs be sought from the NSW Government as agreed. **FURTHER** that Council's Environmental Projects Officer be thanked for his work in relation to the clean up and a letter of thanks be forwarded to relevant agencies involved in this project.

**Schmidt/C Sullivan**  
The motion was carried

### **Item 39 Review of Trial Relocation of Community Transport Car**

416/1213 **RESOLVED** that the Community Transport vehicle previously located in Mendooran be permanently relocated to Baradine and services to Mendooran continue to be provided through the Coonabarabran and Coolah offices of Warrumbungle Community Care.

**Schmidt/Todd**  
The motion was carried

### **Item 40 National Youth Week 2013**

Received.

### **Item 41 Enforcement Policy**

417/1213 **RESOLVED** that Council adopt the following revised Enforcement Policy.

#### **Enforcement Policy**

##### **1. CSP FOCUS AREA:**

GF5.2 – Council recognise the importance of its role as a steward of the natural, built, economical and social environment.

##### **2. INTRODUCTION**

###### **Title**

This policy ("the policy") is called the Warrumbungle Shire Council Enforcement Policy.

###### **Purpose**

The purpose of this policy is to:

- Ensure that Council exercises its regulatory functions consistently and without bias in accordance with its obligations under Section 8 of the Local Government Act 1993;
- Assist those employed by Council in responding promptly, consistently and effectively in relation to allegations of unlawful activity whilst ensuring that principles of natural justice are respected; and

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

---

- Provide information to all stakeholders about the Council's position in relation to the enforcement of compliance with legislation, including the circumstances which will be taken into account when assessing different enforcement actions.

### **Preface**

Warrumbungle Shire Council (Council) has a broad range of regulatory and compliance obligations under many pieces of legislation. This includes responsibilities related to public safety, protection of the environment and to exercise control over activities within its Local Government Area.

In recognition of the regulatory responsibilities of all Councils, the NSW Ombudsman in June 2002 published "Enforcement Guidelines for Councils" which included a model enforcement policy. On 22 October 2009 Council adopted the Warrumbungle Shire Enforcement Policy based on these guidelines. Subsequent changes in the duties and function of Council and amendment to legislation have resulted in a review of the previous Enforcement Policy.

This Enforcement Policy reflects the need for the decision making processes of Council's authorised officers to be carried out in a transparent, efficient, fair and consistent manner while having regard to all the circumstances in each case.

### **3. POLICY SCOPE**

This policy applies to investigations by Council, about unlawful activity (as defined) or failure to comply with the terms or conditions of approvals and orders and to any enforcement action taken in relation to such breaches.

This policy is applicable to development activity, pollution control, regulation of parking, control over animals, unauthorised development, food safety, public health safety issues and other regulatory functions for which the Council is the responsible authority.

### **4. OBJECTIVES AND COVERAGE OF THE POLICY**

#### **Definitions**

"Unlawful activity" is defined as any activity or work that has been or is being carried out:

- Contrary to the terms or conditions of a development consent, approval, permit or other written authorisation from the Council;
- Contrary to an environmental planning instrument that regulates the activities or work that can be carried out on particular land;
- Contrary to a legislative provision regulating a particular work activity or work;
- Without a required development consent, approval, permit or the like;
- Contrary to legislation for which the Council is the appropriate regulatory authority.

Unlawful activity also includes any activity, place or structure which is a risk to public health and safety.

#### **Policy Objectives**

The key objective of this policy is to establish clear guidelines for the exercise of the Council's discretion in the context of proactive regulatory action taken and the investigation and pursuit of complaints about unlawful activity. It provides workable guidelines on:

- How to assess whether complaints alleging unlawful activity require investigation;
- Options available to Council for dealing with unlawful activity; and
- How to decide whether enforcement action is warranted and what type of enforcement action is appropriate in the particular circumstances.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

---

### **Enforcement Principles**

Warrumbungle Shire Council is committed to:

- Acting in the best interests of protecting public health, safety and the environment;
- Ensuring all actions are consistent, fair and impartial;
- Ensuring all actions are without unlawful discrimination;
- Ensuring all enforcement action is in keeping with the relative severity of the offence;
- Ensuring enforcement action is taken against the right person for the correct offence;
- Ensuring that any actual or potential conflict of interest situations are managed in a fair, consistent and impartial manner;
- Disclosing all evidence relevant to the alleged offence, including assisting the Court by providing all necessary information whether or not that information is in favour of Council's case;
- Issuing cautions to the alleged offenders where necessary and appropriate;
- Making cost effective decisions concerning enforcement action having regard to the likely outcome at court;
- Ensuring action is instigated within any relevant specified time frames.

### **Responsibility**

All Council staff who deal with written and verbal action requests or complaints alleging unlawful activity and those officers who are involved in the enforcement of relevant legislation are responsible for implementing this policy.

All notifications of alleged unlawful activity should be appropriately recorded by the Council's electronic records system as soon as possible upon receipt. Council officers responsible for the investigation of a matter are responsible for keeping a full and complete record of their actions, including reasons for all decisions made in relation to an investigation.

## **5. UNLAWFUL ACTIVITY AND ENFORCEMENT ACTION**

### **Responding to Complaints**

Council will make every effort to ensure that all Customer Service Requests or complaints about alleged unlawful activity are recorded and actioned in a timely manner by the appropriate staff.

Confidentiality of information will be dealt with in accordance with Council's Privacy Management Plan and all relevant legislation including the *Privacy and Personal Information Protection Act 1998* and the *Government Information (Public Access) Act 2009*.

### **Investigating Unlawful Activities**

All matters regarding alleged unlawful activity will be reviewed to determine whether the matter requires enquiry or investigation. Further enquiries or investigation will not be undertaken where:

- The matter has already been investigated and resolved or it has been determined that no further action will be taken in the absence of new information;
- The Council has no jurisdiction in relation to the matter. In relation to such matters it may be appropriate for Council to bring the matter to the attention of the appropriate regulatory authority. For example NSW WorkCover in relation to workplace safety issues on building sites or the Department of Environment, Climate Change and Water in relation to environmental offences;
- The activity is identified as being lawful without the need for an investigation;
- The Council is not the appropriate regulatory authority.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

---

When considering whether a complaint will warrant enquiry or investigation Council will consider a range of factors including:

- Is the complaint premature? Does it relate to some unfinished aspect of work still in progress?
- On the basis of the information available, is the activity permissible without consent or approval?
- If the activity is permissible with consent, is there a consent in place and have all conditions been complied with?
- Has a development application, building certificate application or other appropriate application been lodged in relation to the activity?
- Is the complaint trivial, frivolous or vexatious?
- What is the extent of the delay between events referred to by the complainant and their notification to Council and reasons given for such delay?
- Is the activity having a significant detrimental effect on the environment or does it constitute a risk to public health, safety and amenity?
- Have there been previous complaints about the subject premises or this person or organisation?
- Does the complaint have special significance in relation to the priorities of Council?
- Given the particular circumstances of the complaint, are there significant resource implications in relation to any investigation and any subsequent enforcement action?
- Overall, is it in the public interest to investigate the complaint?

Where a decision is made not to investigate a complaint, this decision should be recorded along with the reasons for that decision. The complainant should be advised of the decision and the reasons for making that decision unless such notification is impossible, for example and anonymous complaint.

### **Taking Enforcement Action**

When determining whether to take enforcement action and the level of enforcement action that is appropriate, in relation to a particular case of verified unlawful activity, officers should consider all the circumstances of the case including:

- The seriousness of the breach, including whether the breach is merely technical or “trivial” in nature;
- When the unlawful activity was carried out and for how long, including whether the breach is continuing;
- The harm or potential harm to the environment or public health, safety or amenity caused by the unlawful activity;
- Would consent have been given if it had been sought;
- The need for general and specific deterrence;
- Whether the breach can be easily remedied;
- Any particular circumstances of hardship affecting the complainant or the person the subject of the complaint;
- Any mitigating or aggravating circumstances;
- Any prior warnings that have been issued to the person or previous enforcement action taken against the person;
- The degree of culpability of the alleged offender;
- Whether an educative approach would be more appropriate than a coercive approach;



# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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- The costs and benefits of taking formal enforcement action as opposed to taking informal or no action;
- The prospects of success if the proposed enforcement action were challenged in court;
- What action would be proportionate and reasonable;
- If a criminal prosecution is contemplated that there is the existence of a *prima facie* case
- What would be in the public interest;
- Any precedent which may be set by not taking enforcement action.

Prior to taking enforcement action, officers should always consider the criteria outlined above in undertaking an objective consideration of the evidence that has been gathered during the course of their investigation. Officers must never allow their actions to be used purely to pursue the agendas of external parties or interest groups and enforcement action must never be undertaken purely as a means of appeasing a virulent complainant in circumstances where that application of the criteria in the Enforcement Policy would otherwise indicate that enforcement action should not be taken.

Where there is sufficient evidence to issue a penalty notice, the officer may instead elect to issue a formal caution if such an approach is considered appropriate under the Caution Guidelines issued by the NSW Attorney General under the *Fines Act 1996*.

### **Options for Dealing with Unlawful Activity**

Where an investigation has been undertaken and that investigation has confirmed an instance of unlawful activity there are a number of options Council can take including but not limited to the following:

- Taking no action on the basis of a lack of evidence or because it is appropriate having regard to the matters set out in this policy;
- Warning or counselling the person the subject of the investigation to educate them as to the relevant legal requirements;
- Obtaining undertakings from the appropriate person that steps will be taken to address the concerns, for example, the lodging of a development application, within a reasonable period;
- Issue a warning letter indicating that unless certain action is taken, for example certain work is done or activities cease, more formal enforcement action will be taken by Council;
- Serving a notice of intention, followed by an order where appropriate, under relevant legislation requiring works to be done or for a use to cease or to otherwise address the unlawful activity;
- Issue a formal caution in relation to a penalty notice offence under s19A of the *Fines Act 1996* and in accordance with the Caution Guidelines;
- Issue a Penalty Infringement Notice, where available;
- Issue a Court Attendance Notice alleging that an offence has been committed against nominated legislation for determination in the Local Court
- Commence proceedings in the Land and Environment Court to remedy or restrain a breach of legislation, including enforcement action seeking compliance with a statutory order or the commencement of injunctive proceedings where necessary;
- Commence proceedings in the Land and Environment Court for the prosecution of a criminal offence in Class 5 of the court's jurisdiction;

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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- Carrying out the works specified in an order under the *Local Government Act 1993* or the *Environmental Planning and Assessment Act 1979* at the cost of the person served with the order.

The options outlined above are not mutually exclusive. The approach adopted will be entirely dependant on the individual circumstances of the particular matter, with public safety being the primary concern at all times.

### **Enforcement Priorities**

- 5.1. From time to time different functions of Council will be identified as having the need for enforcement or regulatory action to be focussed on that area. Where a Director in consultation with relevant stakeholders, considers it necessary to identify particular enforcement priorities for their department, he or she may develop a list of proposed enforcement priorities and/or guidelines for enforcement action in relation to particular types of unlawful activity.

## **6. LEGISLATIVE REQUIREMENTS**

### **Delegations**

Council staff may be delegated to initiate various levels of enforcement action under the following Acts and associated Regulations made under these Acts:

- Environmental Planning and Assessment Act 1979
- Local Government Act 1993
- Protection of the Environment Operations Act 1997
- Impounding Act 1993
- Companion Animals Act 1998
- Roads Act 1993
- Food Act 2003
- Public Health Act
- Swimming Pools Act 1992
- Contaminated Land Management Act 1997
- Noxious Weeds Act 1993

## **7. ASSOCIATED DOCUMENTS**

Warrumbungle Shire Council - Privacy Management Plan  
NSW Attorney General – Caution Guidelines

## **8. REVIEWS AND VERSION CONTROL**

<b>Policy</b>	<b>Version</b>	<b>Resolution</b>	<b>Date</b>
Enforcement Policy	1	132	22 October 2009
Enforcement Policy	2	417	20 June 2013

**R Sullivan/Capel**  
**The motion was carried**

### **Item 42 Ulamambri Waste Transfer Station**

**418/1213 RESOLVED** that Council resolve to pursue either Option 2 for the future use of the Ulamambri Waste Transfer Station and that a full report for the financial implications be provided to the July Council meeting.

**C Sullivan/Schmidt**  
**The motion was carried**

### **Item 43 Completion of Extension to Council Chambers**

Received.

### **Item 44 Regulatory Services Policy**

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

---

**419/1213 RESOLVED** that Council resolve to remove the Regulatory Services Policy as one of Council's adopted policies.

**R Sullivan/Schmidt**  
**The motion was carried**

**Item 45 DA 74/1213 Black Stump Sculpture**

**420/1213 RESOLVED** that Council approve the DA 74/1213 for the proposed sculpture of the Black Stump and associated historical archway subject to the following conditions:

1. The development being carried out in accordance with the development application and the drawings endorsed with Council's approval stamp, except where amended by the following conditions.
2. Prior to the installation of the sculpture, a report from a qualified structural engineer must be submitted to and approved by the certifying authority which identifies that the sculpture is structurally sound and capable of withstanding the most adverse combination of loads expected (excluding vehicle impact).
3. All works undertaken in a public place are to be maintained in a safe condition at all times. Council may at any time and without prior notification make safe any such works Council considers to be unsafe.
4. The sculpture is to be treated with a graffiti resistant finish.
5. All work on the public place is to be performed in accordance with a traffic control plan approved by Council's Director of Technical Services

**Capel/Schmidt**

**Councillors Shinton, R Sullivan, Capel, Clancy and Schmidt** voted in favour of the motion to approve the development application.

**Councillors Todd and C Sullivan** voted against the motion to approve the development application.

**The motion was carried.**

**Item 46 Community Care Policy Review**

**421/1213 RESOLVED** that Council endorse Warrumbungle Community Care policies being:

Section 1: Organisational Management

- 1.1 Service Philosophy, Aims and Objectives
- 1.2 Management of Service
- 1.3 Quality Management
- 1.4 Committees
- 1.5 Financial Management

Section 2: Team Management

- 2.1 Team Management
- 2.2 Team Member Education and Development
- 2.3 Volunteers
- 2.4 Code of Behaviour
- 2.5 Accountability

Section 3: Service Delivery

- 3.1 Service Delivery
- 3.2 Service User Information Provision
- 3.3 Access and Promotion of Service
- 3.4 Diversity
- 3.5 Assessment and Care Planning
- 3.6 Privacy and Confidentiality
- 3.7 Compliments, Complaints and Suggestions
- 3.8 Service User Exit
- 3.9 Service User Fees

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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- 3.10 Advocacy
- 3.11 Abuse
- 3.12 Assisting Service Users with Medication
- 3.13 Handling Service User Funds
- 3.14 Duty of Care and Dignity of Risk
- 3.15 Death

### Section 4: Services

- 4.1 Community Transport
  - 4.1a Vehicle Management
  - 4.1b Spare Seat Capacity
- 4.2 Meals on Wheels
- 4.3 Handy Person Service
- 4.4 Respite for Carers
- 4.5 Social Support
- 4.6 Human Services Agency

### Section 5: Workplace Health and Safety

- 5.1 Workplace Health and Safety

**Clancy/R Sullivan**  
**The motion was carried**

### Item 47 Development Applications

**422/1213 RESOLVED** that Council note the Applications Approved, during May 2013, under Delegated Authority.

**Schmidt/R Sullivan**  
**The motion was carried**

**2.20 pm**

**423/1213 RESOLVED** that Council move into closed committee

**Schmidt/Clancy**  
**The motion was carried**

At this time staff left the meeting.

**2.32 pm**

Staff returned to the meeting.

**2.40 pm**

**424/1213 RESOLVED** that Council move out of closed Council and into open Council.

**Clancy/Schmidt**  
**The motion was carried**

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

### **1C Mayoral Minute – General Manager Annual Performance Review Report**

**425/1213 RESOLVED** that Council accept and endorse:

1. The summary report provided by Mark Anderson Manager, Local Government Management Solutions
2. The increase of 5% of the General Manager's Total Remuneration Package based on the General Manager's positive performance during this review period. The increase is to take effect from 2 May 2013 being the 12 month anniversary of the General Manager's contract.

**Schmidt/R Sullivan**  
**The motion was carried**

### **2C IT – Managed Services for User Support and Infrastructure**

Received.

### **3C Financial Tendering For Supply of Bulk Fuel**

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

---

**426/1213 RESOLVED** that Council awards Tender T251213 OROC for the Supply and Delivery of Bulk Fuel to Warrumbungle Shire Council Depots and Mobile Fuel Tankers to Coona Fuel and Gas for the period 1 July 2013 to 30 June 2015 at the rates in the attached table

**FURTHERMORE** that a provision be allowed for a 12 month extension based on a satisfactory supplier performance which may take the tender through to 30 June 2016.

**Clancy/Todd**

**The motion was carried**

### **4C Scrap Metal Contract**

**427/1213 RESOLVED** that Council resolve to engage Sims Metal Management for an initial period of two years for the collection and recycling of scrap metal material from Council's Waste Facilities and further that authority be granted to fix Council's seal to all associated legal documents.

**R Sullivan/Clancy**

**The motion was carried**

### **5C Selection of a Consultant to Investigate and Prepare Concept Designs for the Proposed Baradine Flood Levee.**

**428/1213 RESOLVED** that the tender for the project; 'Investigation and Concept Design of the Proposed Baradine Levee' is awarded to Lyall & Associates for a price of \$122,786 (incl GST).

**Todd/Capel**

**The motion was carried**

### **6C Unexpected Foundation Conditions at the Saltwater Creek No 2 Bridge Site**

**429/1213 RESOLVED** that in relation to construction of the Saltwater Creek No 2 Bridge, Council continue to negotiate with the Contractor over the variation claims so that works may recommence and investigations continue on redesigning the foundation for the western abutment. Furthermore, funds allocated under the 2012/13 supplementary 3x4 program are reallocated to the Saltwater Creek No 2 Bridge project.

**R Sullivan/Todd**

**The motion was carried**

### **Mayoral Minute – Coonabarabran Showground Trust Crown Lands Grant**

#### **Background**

Following the visit to Coonabarabran by the Deputy Premier NSW and office staff in February 2013, the Mayor and Council facilitated a submission to Crown Lands NSW for funding of electrical and power infrastructure upgrade at the Coonabarabran Showground.

The NSW Government has approved a grant of \$177,000 (excluding GST) to Warrumbungle Shire Council, to upgrade the electricity supply to the Showground to an acceptable standard. This financial assistance is allocated from the Crown Lands Public Reserve Management Fund, which provides financial support for the development, maintenance and improvement of public reserves.

#### **Issues**

Council is not the Trustee of the Coonabarabran Showground Reserve, however provided staff hours and expertise in preparation of plans and the grant submission for the upgrade of electrical and power supply. The project includes upgrade of the underground supply to the main switchboard and distribution boards to meet current WHS and Australian standards.

Being the size and scope of works, the NSW Deputy Premiers Office has offered the Funding Agreement to Council as auspice body for the grant and provide the management skills required to complete the project.

#### **Options**

The Letter of Offer was received in late April and has been accepted and signed by the General Manager and Director Corporate Services.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

---

### Financial Considerations

The Funding Agreement of \$177,000 will be maintained in a trust account that is separate to Council's general fund.

### Summary

The Mayor and General Manager have made representations to the NSW Deputy Premier and facilitated the successful funding submission by the Coonabarabran Showground Reserve Trust. A Letter of Offer was made to Warrumbungle Shire Council to auspice the Funding Agreement for \$177,000 and manage the project of upgrading the electrical and power supply at Coonabarabran Showground.

**430/1213 RESOLVED** that Council approves the General Manager and Director of Corporate Services in signing and accepting the Crown Lands Public Reserve Management Fund Funding Agreement of \$177,000 (excluding GST) to Warrumbungle Shire Council, to upgrade the electricity supply to the Showground to an acceptable standard.

**Shinton/ R Sullivan**  
**The motion was carried**

### QUESTIONS AND MATTERS OF CONCERN

#### Cr Schmidt

- Water quality issues in Coonabarabran area. Issues raised regarding taste and odour – report to be brought back.
- Removal of dead animals on roads – Director Technical Services informed meeting that outdoor staff remove dead animals when travelling on the shire roads.

#### Cr C Sullivan

- Disused Dunedoo hospital – advising that aged units are not going ahead and enquiring as to Council's intention in relation to the site.
- Community meetings – raised concerns in relation to the provision of information to communities at relevant times of the year eg budget consideration
- Attendance at Orana regional meeting – matters raised at that meeting included Inland Rail and Deringulla Meatworks

#### Cr Capel

- Regional Arts Australia website – request participate in online survey
- Better communication needed with Dunedoo community regarding Cobborah Coal

#### Cr R Sullivan

- Request that Council seek guarantee from State Government that there will be no shooting in Warrumbungle National Park and Coolah Tops area

#### Cr Todd

- Deringulla meatworks – seeking an update of what is happening

#### Cr Clancy

- Thank staff for issue of Winter Wrap Newsletter – queried whether it could be produced monthly.

There being no further business the meeting closed at 2.55 pm.

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**CHAIRMAN**

### RECOMMENDATION

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 20 June 2013 be endorsed.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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

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

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**PRESENT:** Cr Peter Shinton (Chair), Sergeant Peter Trow (NSW Police), Ms Jackie Barry (RMS), Mr Kevin Tighe (Director Technical Services), Mr Ken Smith (Road Safety Officer).

**APOLOGIES:** Col Harper, Bikram Joshi

**CONFIRMATION OF MINUTES:**

**49/1213 RECOMMENDED** that the minutes of the meeting held on Wednesday, 24 April 2013 be confirmed.

**Shinton/Barry**

**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.
- 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 to the 26/07/12 meeting 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.
- Requirement for Sign Posting of 'Bus Zone' area in Neilson Park – Investigation of Council minutes for initial implementation of bus zone area.
- B Double route sign to be installed on Baradine Road at the intersection of Namoi Street.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### AGENDA ITEMS

a) Request for 40 kph Speed Zone in Goddard Street, Coolah near Hostel

The Committee inspected Goddard Street in the vicinity of the Hostel.

**50/1213 RECOMMENDED** 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. Furthermore, pedestrian access ramps at Central Lane are referred to Urban Services for investigation and possible upgrade.

Barry/Trow

b) Site Inspection at Old Coolah Saleyards – Traffic and Truck Parking Concerns when Accessing Property (Lot 3, DP787413) via Binnia Street

The Committee inspected Binnia Street in the vicinity of the former saleyards site and the north end service station.

**51/1213 RECOMMENDED** 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 50kph speed limit sign.

Trow/Shinton

In relation to recommendation 51/1213 it was noted that RMS are not in favour of this proposal as they are of the view that unbroken centre lines should only be used when sight distance is inadequate.

c) Baradine Progress Association – Request for Pavements in Wellington Street Declared as Skateboard, Scooter and Bicycle Free Zone

**52/1213 RECOMMENDED** 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

Trow/Barry

d) Coolah Caravan Park – Request for Installation of Blue Caravan Direction Signs in Binnia Street and Town Approach from Merriwa

The Committee inspected the various direction signs already in place for the Caravan Park.

**53/1213 RECOMMENDED** 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).

Trow/Barry

e) RMS – Implementation of Double Unbroken Centreline on the Newell Highway South of Jack Halls Creek

**54/1213 RECOMMENDED** that approval by RMS for the installation of double unbroken centre lines on the Newell Highway south of Jack Halls Creek is noted.

Trow/Barry

f) Confusing Direction and Advisory Signs on the Southern Approach to Intersection of Charles Street and Binnia Street, Coolah

The committee inspected the signs at the intersection of Binnia Street and Charles Street.

**55/1213 RECOMMENDED** that the following actions are taken to reduce the risk of driver confusion at the intersection of Charles Street and Binnia Street.



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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- 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.

Barry/Trow

- g) Request for Road Name Sign – Wool Road, at the Intersection of Wool Road and Oxley Highway near Mullaley

**56/1213 RECOMMENDED** that request for Wool Road intersections signs on the Oxley Highway are referred to the RMS.

Barry/Trow

- h) Coonabarabran Pony Club – Request for Closure of John Street for Annual Street Parade on 27 September 2013

**57/1213 RECOMMENDED** 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

Barry/Trow

- i) Application for Display of Road Safety Banners on Local Roads

**58/1213 RECOMMENDED** 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.

Trow/Shinton

- j) RSO Monthly Reports – April & May 2013

RSO Monthly Reports for April and May 2013 were received and noted. The following extract from the April report was discussed at length;

*Warrumbunglers Go Green' speed reduction program during May on Mendooran Road, from Shire boundary to Newell Hwy. 25% of crashes on Mendooran Rd occur during April and 75% are north bound. On Mendooran Rd at Mendooran, north bound speeding drivers' reduced from 60% to 21%, Fail to slow reduced from 43% to 9%, Average speed reduced from 56.4kph to 50.0kph, highest speed detected reduced from 86kph to 59kph. Only 6-drivers' detected speeding southbound.*

*Planning and statistical research for "Warrumbunglers go green for road safety" speed reduction program on Black Stump Way, Mendooran Road and Premer Road. Crash Stats for 2012 indicate as many injuries on Black Stump Way as on all highways in the Shire.*

General discussion on location of speed trailer and how sometimes they add to the clutter of signs on the edge of an urban area. In particular, the speed trailer may cause distraction when it is located within a 40kph school speed zone.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### GENERAL BUSINESS

Baradine Junior Sports Club – Request for Part Closure of Darling Street for Local JRL&N Competition on 13 July 2013 and 24 August 2013

**59/1213 RECOMMENDED** 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.

**Trow/Barry**

Heavy Vehicle National Law (HVNL) – Commencing 1 September 2013

**60/1213 RECOMMENDED** 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.

**Shinton/Trow**

There being no further business the meeting closed at 12.30 pm.

The next meeting is to be held on Thursday, 25 July 2013 commencing 10.00 am.

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CHAIRMAN

### RECOMMENDATION

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. 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).

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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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.
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.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Ovals
<b>Author:</b>	Director Technical Services – Kevin Tighe
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF2.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

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**PRESENT:** Cr Chris Sullivan (Chair), Mr Matthew Guan, Mrs Monica Foran, Mr Dale Hogden, Mr Kevin Tighe (Director Technical Services), Mr Mark Yeo, Mr Harold Sutton (Manager Urban Services)

**APOLOGIES:** Cllr Murray Coe

**CONFIRMATION OF MINUTES:**

**RECOMMENDED** That minutes of the meeting held 24 April 2013 be accepted

**Hogden / Foran**

**BUSINESS ARISING FROM THE MINUTES**

- It was noted that the proposed midgets field should be large enough to accommodate a playing area for touch football and soccer.
- When planning for athletic events, the plan should include an area for shot put, javelin and discus throw events.
- The proposed amenity building should include separate changes for female and male competitors.

**GENERAL BUSINESS**

Discussion of Site Plan

The following issues were raised in general discussion;

- The proposed amenities building including spectator viewing areas should be located in a central position between the fields. An upper deck viewing should also be investigated. Spectators' looking towards the west has not been an issue, particular as current verandah shades direct sunlight.
- Two cul-de-sacs should be created either side of the central amenities block to prevent vehicles driving through what should be a pedestrian precinct. It was important however to maintain parking against the perimeter of the main oval for spectator viewing.
- A proposal to use fences to control access and use of the fields was discussed without resolution.
- The Manager Urban Services presented a preliminary plan for irrigation of the main oval and provision of water supply to the midgets oval.
- A proposal to reshape the hill area and move it closer to the fence was discussed and it was agreed that such a proposal is subject to overall plans for the site.

The following matters were discussed without resolution.

- There has been an offer of good quality second hand gymnasium equipment.
- Grant funding opportunities were discussed.

# WARRUMBUNGL E SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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- There is strong demand amongst users that the divots or holes in the playing surface are fixed. The Manager Urban Services advised that better irrigation will assist in repairing the playing surface.
- It was suggested that better publicity of the existence of the Robertson Oval Advisory Committee is required.

There being no further business the meeting closed at 6.00 pm.

The next meeting is to be held on 21 August 2013 commencing 5.00 pm.

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CHAIRMAN

### **RECOMMENDATION**

That Council accept the minutes from the Robertson Oval Advisory Committee meeting held on 19 June 2013 at Dunedoo.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### Item 4 Minutes Bushfire Appeal Advisory Panel – 13 June 2013

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

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**PRESENT:** Mayor Peter Shinton (Chairperson), Steve Loane (General Manager), Lois Sutton (St Vincent de Paul), Vicky Poyser (ADRA), Carolyn Eves (Barnardos) and Laurie Dawson (BlazeAid)

**ATTENDING:** Rebecca Ryan (Director Corporate Services) and Emma Gardiner (PA to Director Corporate Services)

**APOLOGIES:** Cheryl Pope (DPI), Robert Freebairn (DPI), Hugh Raadgever (Rotary), John Sawyer (Rotary), Maureen Hunt (ADRA), Karyn Cain (Centacare), Catherine Wood (Barnardos), Glennis Mangan (Disaster Recovery Manager) and John Lyons (Bushfire Support Coordinator).

#### **CONFIRMATION OF MINUTES**

**RECOMMENDATION** That the minutes of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held on 9 April 2013 be accepted.

**Ryan/Loane**

#### **UPDATE ON FUND STATUS**

Balance \$702,104, with \$667,731 allocated in either Phase 1, Phase 2 or Phase 3 Programs or Tied Donations.

#### **SUMMARY OF ALLOCATIONS**

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

<b>Agency Assistance Program</b>	<b>Phase One</b>	<b>Phase Two</b>	<b>Phase Three</b>	<b>Tied Donations</b>	<b>TOTAL</b>	<b>Amount Expended</b>	<b>Funds Remaining</b>
Home Dislocation	\$50,000				\$50,000	\$27,000	\$23,000
Roadside Fencing Materials		\$100,000			\$100,000	\$39,666	\$60,334
Internal Fencing			\$40,000		\$40,000	\$21,635	\$18,365
Home Re-establishment		\$210,000			\$210,000	\$15,000	\$195,000
Shed Rebuild		\$20,000			\$20,000	\$4,000	\$16,000

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

Agency Assistance Program	Phase One	Phase Two	Phase Three	Tied Donations	TOTAL	Amount Expended	Funds Remaining
ADRA	\$10,000		\$10,000	\$1,000	\$26,000	\$21,000	NIL
Barnados	\$10,000		\$10,000	\$1,000	\$26,000	\$21,000	NIL
Centacare	\$10,000		\$10,000	\$1,000	\$26,000	\$21,000	NIL
St Vincent de Paul	\$10,000		\$10,000	\$1,000	\$26,000	\$21,000	NIL
DPI Fodder	\$10,000			\$1,731	\$11,731	\$12,482	-\$751
Potable Water	\$20,000				\$20,000	\$20,000	NIL
BlazeAid Camp	\$40,000	\$40,000			\$80,000	\$67,931	\$12,069
Community Renewal			\$50,000		\$50,000		\$50,000
<b>TOTAL</b>	<b>\$160,000</b>	<b>\$370,000</b>	<b>\$130,000</b>	<b>\$5,731</b>	<b>\$697,731</b>	<b>\$291,714</b>	<b>\$406,017</b>

### REVIEW OF AGENCY ACQUITTALS

ADRA, Barnardos, and St Vincent de Paul provided an update in relation to the expenditure of funds. The panel discussed the funds available in the potable water scheme and concluded that this is a long term scheme which residents will start to access when they are applying for the Home Reestablishment Grant. The time frame for the potable water scheme is two (2) years.

BlazeAid Project moved camp from the Showground to Skywatch on 23 May 2013. Catering now being provided by BlazeAid crew. Coonabarabran Rotary will return unexpended funds to Mayors Appeal when acquittal is completed. Budget will be presented next meeting as Coonabarabran Showground and PAI&H accounts are finalised for camp costs now including; skip bin, container and portaloos hire, accommodation @\$5 per day, meals @\$10 per day, fuel and incidentals, additional Council waste collection and coolroom hire.

### EMERGING ASSISTANCE REQUIREMENTS

#### 1. Infrastructure

Many houses sustained infrastructure damage such as melted downpipes or damaged electrical cabling and while this damage is costly to repair the home remained habitable, therefore residents were not eligible for the Home Dislocation payment and sometimes limited insurance cover. Proposal for fund of \$20,000 to repair infrastructure damage to houses. Items include; underground water pipes, power and digging of trenches to reconnect to utilities.

The funds may be used for repairs to both livestock or personal infrastructure purposes, however is targeted for those people who have not lost their house. ADRA, Barnardos, Centacare and St Vincent de Paul continue to meet regularly and discuss which residents are accessing assistance and are equipped to distribute these funds.

**RECOMMENDATION** 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.

**Loane/Dawson**

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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### **2. Plant Hire**

At present BlazeAid do not have access to the plant equipment required to install end assemblies on fence lines. Without this equipment end assembly is a hard or sometimes impossible process and plant hire is an emerging need.

**RECOMMENDATION** 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.

**Loane/Sutton**

### **3. Fencing Consumables**

BlazeAid have an account at local Rural Supplies for fencing consumables. The available balance on the account is \$400 which is insufficient to see out the project.

**RECOMMENDATION** 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.

**Loane/Sutton**

### **4. Soil Erosion and Weed Infestation**

A new emerging issue is the siltation of dams, erosion and weed control. These issues will be continued to be monitored.

### **5. Nesting Boxes**

National Parks and Wildlife Services (NPWS) has been offered donations for a program to make nesting boxes for gliders which was reported in recent newspaper article.

**RECOMMENDATION** that the Warrumbungle Shire Mayors Bushfire Appeal accept tied donations for the National Parks and Wildlife Services nesting box program.

**Loane/Poyser**

## **GENERAL BUSINESS**

### **ARBORISTS**

Yet to hear back from the Arborist who offered assistance.

### **COMMUNITY RENEWAL AND REJUVENATION PROGRAM**

Draft guidelines and application form were provided to the panel. The panel was asked to review each document and provide feedback at the next Advisory Panel Meeting.

### **COMMUNITY MEETING**

Agencies invited to attend the Community Meeting held 4 July at 5 pm in the Warrumbungle Shire Council Chambers.

### **LIONS CLUB VOUCHERS**

Lions Club has provided a further \$10,000 worth of \$250 vouchers.

**NEXT MEETING:** To be advised.

**MEETING CLOSED:** 4.05 pm

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**CHAIRPERSON**



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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### **RECOMMENDATION**

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.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### Item 5 Minutes Bushfire Appeal Advisory Panel – 8 July 2013

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

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**PRESENT:** Mayor Peter Shinton (Chairperson), Steve Loane (General Manager), Lois Sutton (St Vincent de Paul), Vicky Poyser (ADRA), Catherine Wood (Barnardos), Laurie Dawson (BlazeAid), John Sawyer (Rotary) and Pam Welsh (DPI)

**ATTENDING:** Rebecca Ryan (Director Corporate Services) and Emma Gardiner (PA to Director Corporate Services,) and Glennis Mangan (Disaster Recovery Manager)

**APOLOGIES:** Cheryl Pope (DPI), Robert Freebairn (DPI), Hugh Raadgeever (Rotary), Maureen Hunt (ADRA), Karyn Cain (Centacare) and John Lyons (Bushfire Support Coordinator)

**RECOMMENDED** that the apologies be accepted.

**Loane/Poyser**

### **CONFIRMATION OF MINUTES**

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

**Poyser/Sutton**

### **UPDATE ON FUND STATUS**

The fund has raised \$707,546 as at Monday 8 July 2013.

#### **Funds allocated:**

Phase 1	\$160,000
Phase 2	\$370,000
Phase 3	\$130,000
Tied Donations	\$5,731
Phase 4	\$32,000
<b>TOTAL</b>	<b>\$697,731</b>

**Funds Available** **\$9,815**

### **SUMMARY OF ALLOCATIONS**

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

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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<b>Agency Assistance Program</b>	<b>TOTAL ALLOCATION Phase 1, 2, 3, 4 and Tied Donations</b>	<b>Amount Expended</b>	<b>Funds Remaining</b>
Home Dislocation	\$50,000	\$27,000	\$23,000
Roadside Fencing Materials	\$100,000	\$55,527	\$44,473
Internal Fencing	\$40,000	\$44,372	-\$4,372
Home Re-establishment	\$210,000	\$15,000	\$195,000
Shed Rebuild	\$20,000	\$6,000	\$14,000
ADRA	\$26,000	\$26,000	NIL
Barnados	\$26,000	\$26,000	NIL
Centacare	\$26,000	\$26,000	NIL
St Vincent de Paul	\$26,000	\$26,000	NIL
DPI Fodder	\$11,731	\$12,482	-\$751
Potable Water	\$20,000	\$20,000	NIL
BlazeAid Project - Camp	\$80,000	\$66,613	\$13,387
BlazeAid - Plant Hire & Materials	\$12,000	\$1,000	\$11,000
Community Renewal	\$50,000		\$50,000
Tied Donations - Other			
<b>Total</b>	<b>\$697,731</b>	<b>\$351,994</b>	<b>\$345,737</b>

**RECOMMENDED** that for reporting purposes the funds allocated for the Roadside and Internal Fencing Programs be combined.

**Loane/Dawson**

**RECOMMENDED** 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.

**Loane/Sutton**

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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**RECOMMENDED** 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.

**Wood/Poyser**

### **REVIEW OF AGENCY ACQUITTALS**

ADRA, Barnardos, and St Vincent de Paul provided an update in relation to the expenditure of funds and reported that it was a quiet month for assistance requests.

### **ROTARY**

Rotary provided their final acquittal for the BlazeAid Catering. The Panel thanked Rotary for their support.

### **BLAZE AID**

A breakdown of the BlazeAid budget was provided to the Panel with funds remaining expected to maintain project to end of July. BlazeAid agreed and had already flagged this timeframe as an appropriate time to finish up work being the first week of August.

### **EMERGING ASSISTANCE REQUIREMENTS**

#### **COMMUNITY RECOVERY MEETING**

No new assistance requirements emerged at the Community Recovery Meeting held Thursday 4 July 2013.

### **COMMUNITY RENEWAL AND REJUVENATION PROGRAM**

Draft guidelines and the application form were reviewed and the panel provided feedback. The first sentence of the guidelines was amended and now reads: The Community Renewal and Rejuvenation Program aims to support community based events such as arts, cultural and social gatherings that provides an opportunity for renewing, healing and rebuilding the community.

**RECOMMENDED** that the Community Renewal and Rejuvenation Program Guidelines and Application Form be accepted.

**Loane/Wood**

### **GENERAL BUSINESS**

#### **BLAZE AID FAREWELL FUNCTION**

BlazeAid would like to hold a function before they leave in August. Invitees would include volunteers and the fire affected community.

#### **ROB GORDON RECOVERY PRESENTATION**

Rob Gordon is a clinical psychologist who speaks about the recovery process after a disaster. Rob has spoken after events such as the Bali bombings, Tasmania Bushfires and Christchurch Earthquake. Six (6) months on from the bushfire the focus of recovery is changing with the departure of BlazeAid and the ceasing of the Bushfire Support Coordinator Service in mid/late August. The cost of the recovery presentation is \$10,000 half of which will be funded by other agencies. The date of the presentation is yet to be finalised.

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

**Shinton/Poyser**

**NEXT MEETING:** To be advised.

**MEETING CLOSED:** 4.05 pm

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**CHAIRPERSON**

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### RECOMMENDATION

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

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Personal Assistant to Director Corporate Services - Emma Gardiner
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF2.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

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**PRESENT:** Cllr Anne-Louise Capel, Cllr Victor Schmidt, Steve Loane (General Manager), Rebecca Ryan (Director Corporate Services), Tony Meppem (Director Environmental and Community Services), Kevin Tighe (Director Technical Services), Irene Worrell, Nea Worrell, Roslyn Kildey, Susan Munns, Judy Hayman, Patrick Lever, Ted Hayman  
**Chair:** Steve Loane (General Manager)

**APOLOGIES:** Mayor Peter Shinton, Cllr Chris Sullivan, Cllr Denis Todd, Cllr Ron Sullivan, Cllr Murray Coe, Cllr Fred Clancy, Cllr Gary Andrews, Liz Cutts, Gaye Farrell, Peter Munns

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED** that the minutes of the Town Committee Meeting Baradine, held on 29 October 2012 be accepted.

**Capel/J Hayman**

#### **BUSINESS ARISING FROM PREVIOUS MINUTES**

1. Boral Quarry – Lease has pending contractual items and is yet to be signed
2. Coonabarabran Administration Building update

#### **DIRECTORATE PRESENTATIONS**

##### **Director Corporate Services (DCS)**

3. Responsible for Administration and Customer Service, Finance, Property and Risk, Communications and IT and Economic Development and Tourism
4. Baradine Memorial Hall Committee

##### **Director Technical Services (DTS)**

5. Bridge at Bugaldie – Construction has commenced
6. Baradine Pool – \$85,000 to stop leakage
7. Water Treatment Plant
8. Toilet Block
9. Gardener Street – On works list
10. Floodplain Management Plan
  - Levy options – 14 Expressions of Interest received to submit for a tender to investigate levy options
  - Options include:
    - Water diversion into Bugaldie Creek
    - Higher levy

Question: Light for Lachlan Street?

Answer: Council have received a quote from Country Energy for a solar light

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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### **Director Environment and Community Services (DECS)**

11. Cobbora Coal Project
  - 550 employees during operational phase
  - No onsite accommodation
  - Promoting local accommodation options and discouraging fly in/fly out
12. Local Environmental Plan – Governing zoning for town planning
  - Anticipated that the final LEP will be adopted at the next Council meeting. It is then sent to Department of Planning for Ministerial approval
13. Epuron Wind Farm located in between Cassilis and Coolah
  - Large project with 417 wind turbines with 30m blades and employing 1200 construction workers
14. Solid Waste Services and Waste Management Strategy
  - Survey to gather feedback on services and provision of waste options
15. Responsible for Youth, Family Support Services, Children's Services, Libraries and Warrumbungle Community Care

### **General Manager (GM)**

16. Section 44 Fire
  - Thank you Baradine Community for patience during fire/blackout
  - Blackout exposed communication gaps
  - Reporting
  - Feedback has been communicated to RFS
17. Asbestos Clean Up – Fire Affected Buildings
  - Friable asbestos
  - Clean up costs \$76,000 per house
  - Environmental Planning Authority have certified the Coonabarabran landfill to receive asbestos
  - Overburden from Quarry will cover asbestos

### **AGENDA ITEMS**

18. Lions Park Garden
  - Plans for a new garden?
  - Baradine Community could supply plants
  - Needs to be established again and maintained
  - Discussions have taken place with Manager Urban Services
19. House in Narren Street, referred to DECS, orders issued. Will advise Manager Regulatory Services
20. Footpath in Wellington Street in front of Op Shop and around near Post Office
  - Tar has gone
  - Money allocated to repair footpath
  - Referred to DTS
21. Baradine Emergency Plan
  - Evacuation Plan required including an Evacuation Centre in Baradine
  - Current Disaster Plan – Needs review which Council will drive
  - Community meeting to be organised while disaster event still fresh in peoples minds
  - Involve local emergency management committees and agencies
22. Baradine Pool
  - Vandalism, sensor light required – Referred to budget
  - Gates need repair – Referred to budget
  - Burnt baby change table

### **GENERAL BUSINESS**

23. Community member nervous when fires surrounded Baradine

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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- Suggested road to sculptures be opened so back roads to Newell Highway could be used
- 24. Closure of Narren Street for ANZAC Day
- 25. CWA Heritage Funding – Nearly completed
- 26. Water charges – Council responsibility ends at meter. Education campaign with promotion advising residents to check water meters
- 27. Mayors Bushfire Appeal fund \$667,000 – Mostly allocated

**Meeting Closed at 6.30 PM**

### **RECOMMENDATION**

That Council accept the minutes from the Baradine Community Consultation Meeting held on 9 April 2013 at Baradine.



# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Personal Assistant to Director Corporate Services - Emma Gardiner
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF2.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

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**PRESENT:** Cllr Anne-Louise Capel, Cllr Gary Andrews, Cllr Victor Schmidt, Cllr Fred Clancy, Cllr Chris Sullivan, Steve Loane (General Manager), Rebecca Ryan (Director Corporate Services), Kevin Tighe (Director Technical Services), Michael Marks (Manager Regulatory Services), Lyn Petherbridge, Marg Haley, L Burgess, A Dindinger, J Paff, L Bradford, Shane Bennett, Jim Strachan, Natasha Noakes, Heather Grint, Noel Mookey

**Chair:** Steve Loane (General Manager)

**APOLOGIES:** Mayor Peter Shinton, Tony Meppem (Director Environmental and Community Services), Len Guy

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED** that the minutes of the Town Committee Meeting Binnaway, held on 5 November 2012 be accepted.

**C Sullivan/Capel**

#### **BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

#### **DIRECTORATE PRESENTATIONS**

##### **Director Corporate Services (DCS)**

1. Responsible for Administration and Customer Service, Finance, Property and Risk, Communications and IT and Economic Development and Tourism

##### **Director Technical Services (DTS)**

2. Responsible for roads, bridges, ovals, pools, water, parks and gardens
3. Oval and pool maintenance
4. Water in Bullinda Street
5. Piambra Road sealing
6. Sofffall in Len Guy Park – Manager Urban Services investigating
7. Grandstand restoration and maintenance works in budget – Timber replacement, guttering and painting

##### **Manager Regulatory Services**

8. Local Environmental Plan (LEP) to be submitted to Department of Planning
9. Waste Management Strategy – Survey to gather feedback on services and provision of waste options
10. Online pool register

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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### **General Manager (GM)**

11. Wambelong Bushfire
12. Asbestos clean up
13. Budget process – Binnaway Pool needs shade, seating, tiles, pump and concrete repair

### **AGENDA ITEMS**

14. Community Transport
15. Waste Management Strategy
16. Binnaway Bush Telegraph
  - Local paper
  - Need to contact Council
17. Peppercorn tree – Manager Urban Services aware

### **GENERAL BUSINESS**

18. Sewerage scheme
  - Majority of people do not want it to go ahead
  - Funding options
19. Roads – David Street and Bullinda Street
20. House numbers
21. Mow Creek
  - Preliminary design is complete for all weather conditions
  - Road – Estimated cost 1 million dollars
  - Waiting for funding
  - Member for Barwon has sought submissions. Mow Creek was submitted
22. Repair program (RMS funding is 50/50; project needs to qualify)
  - Purlawaugh Road currently (since 1993)
  - 2013/2014 Black Stump Way
  - 2014/2015 Mow Creek – Bid will be made November 2013. Council will consider submissions
23. Lighting in Binnaway
  - Street lights in David Street and Railway Street
  - Solar lighting options
24. Abattoir – Can Council assist?
25. Future Directions Local Government NSW
  - Recommendations
  - TCorp Financial Sustainability and Benchmarking
  - Council's outlook is weak and negative
  - Amalgamation of Councils
    - Recommended to amalgamate with Coonamble/Gilgandra or both
  - Regional road issues
  - County Council
26. Cobbora Coal update
  - Development Application has not been approved yet
  - Voluntary Planning Agreement
  - Submissions made by Council
  - PAC recommendations
27. Payment of accounts
  - Handyman service payment
  - Can Council consider options to pay accounts in Binnaway

**Meeting Closed at 6.35 PM**

**WARRUMBUNGL SHIRE COUNCIL**

**Ordinary Meeting – 18 July 2013**

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**RECOMMENDATION**

That Council accept the minutes from the Binnaway Community Consultation Meeting held on 1 May 2013 at Binnaway.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Personal Assistant to Director Corporate Services - Emma Gardiner
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF2.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

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**PRESENT:** Cllr Fred Clancy, Cllr Gary Andrews, Cllr Anne-Louise Capel, Cllr Victor Schmidt, Steve Loane (General Manager), Tony Meppem (Director Environmental and Community Services), Rebecca Ryan (Director Corporate Services), Kevin Tighe (Director Technical Services), Brian Kitchen, Greg Piper, Richard J Tanner, Sal Edwards, Georgina Chaseling, Leonie Hutchinson, Quinton Hutchinson, Tricia Kiddle, Graeme Booker, Carol Richard, Mark Powell, Will Sutton, Ted Miller

**Chair:** Steve Loane (General Manager)

**APOLOGIES:** Mayor Peter Shinton, Cllr Denis Todd, Cllr Ron Sullivan

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED** that the minutes of the Town Committee Meeting Coolah, held on 16 October 2012 be accepted, with a note that Cllr Fred Clancy was in attendance.

**Capel/ C Sullivan**

#### **BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

#### **AGENDA**

##### **DIRECTORATE PRESENTATIONS**

##### **Director Environment and Community Services (DECS)**

28. LEP Swanston Park
29. Epuron Wind Farm located in between Cassilis and Coolah
  - Large project with 417 wind turbines with 30m blades and employing 1200 construction workers
  - Development Application yet to be lodged
30. Solid Waste Services and Waste Management Strategy
  - Survey to gather feedback on services and provision of waste options
31. Planning White Paper
32. Responsible for Youth, Family Support Services, Children's Services, Libraries and Warrumbungle Community Care

##### **Director Technical Services (DTS)**

33. Tongay Bridge
34. Cycleway usage

Question: Would Council look at extending the tarred path?

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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Answer: This would require a submission to RMS, funding is still available. Base is debatable

35. Water and Sewerage – Service connections and issues
36. Footpath rehabilitation
37. Bowen Oval Project – Council is facilitating
38. Tree roots are growing under driveway at 45 Boyamurra Street, Coolah
39. Footpaths in a few areas require grinding
40. Cul de Sac in Cameron Place – 2 years ago a storm destroyed the guttering at the end of a Cul de Sac. This will be put on the list for pavement maintenance.
41. Mannering Park tree stump removed last week
42. Gravel pit at Moorefield Road, Council will inspect
43. Permanent signs on Rutherford Road are not an antidote for the road condition

### **Director Corporate Services (DCS)**

44. Responsible for Administration and Customer Service, Finance, Property and Risk, Communications and IT and Economic Development and Tourism

### **General Manager (GM)**

45. Future Directions Paper
46. Budget Planning
47. Cobbora Coal Update
  - Voluntary Planning Agreement (VPA)
  - Development Application (DA)
  - 70 families have been displaced
  - Another 20 properties to be purchased
  - Submissions made by Council to Cobbora Coal
  - Coal

### **GENERAL BUSINESS**

48. Cobbora Coal
  - Treasurers Office – Project was undertaken by the previous Government with the idea it would supply cheap coal and NSW Government will subsidise mine
  - Decision to be made by cabinet to proceed
  - Supply agreements are very complex
  - Would like to see local community generating feedback to Cobbora
49. Business Opportunities
  - Business people of Coolah need to come together and discuss tourism/business opportunities
  - Playground facility at Bowen Oval needs to be promoted
  - Information regarding Lions Club
  - Need visitors to spend money in town
50. ANZAC Cenotaph needs updating
51. Caravan Park has a high turnover. Signage is required.
52. Resurrection of Chamber of Commerce or business group sub committee of Coolah District Development Group (CDDG).
53. Local Government Reviews
  - TCORP Financial Assessment and Benchmarking Report
    - Employee costs have increased, why?
    - FSR weak and negative
  - Future Directions
  - Planning Paper
  - LLS Review
  - Discussion regarding amalgamation of Coonabarabran and Coolah
  - Options for Warrumbungle Shire Council
54. Road and Traffic Issues
  - Corner Campbell and Binnia Street

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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- Same problem as the bottom pub – Sight issues due to offset cross roads
- In front of Butchers/Hairdressers verandah post is hit by cars backing up
  - Post split; flattening down pipe
  - Need concrete bumper or a new post
- 55. Bushfires
  - Are decisions made to consider community
  - Mayor's Appeal Fund events/activities
- 56. Community Strategic Plan (CSP) and Business Paper Reports
- 57. Australia Day/ANZAC Day
  - Community Debrief will be held
- 58. Lookout

**Meeting Closed at 6.30 PM**

### **RECOMMENDATION**

That Council accept the minutes from the Coolah Community Consultation meeting held on 30 April 2013 at Coolah.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Personal Assistant to Director Corporate Services - Emma Gardiner
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF2.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

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**PRESENT:** Cllr Anne-Louise Capel, Cllr Gary Andrews, Cllr Victor Schmidt, Cllr Fred Clancy, Steve Loane (General Manager), Rebecca Ryan (Director Corporate Services), Tony Meppem (Director Environmental and Community Services), Kevin Tighe (Director Technical Services), Allison Reynolds, Joel Amiet, Simone Amiet, Kaitlyn Estens, Julie Shinton, Sallie Turner

**Chair:** Steve Loane (General Manager)

**APOLOGIES:** Mayor Peter Shinton, Cllr Chris Sullivan, Cllr Denis Todd, Cllr Ron Sullivan, Cllr Murray Coe, Kevin Tighe (Director Technical Services)

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED** that the minutes of the Town Committee Meeting Coonabarabran, held on 15 October 2012 be accepted with a note that Cllr Fred Clancy was in attendance.

**Schmidt/Andrews**

#### **BUSINESS ARISING FROM PREVIOUS MINUTES**

59. Impact of the Cobbora Coal Project
60. RV Friendly Sites – Report to April Council Meeting

#### **DIRECTORATE PRESENTATIONS**

##### **General Manager (GM)**

61. Coolah Doctor Surgery purchase remains under negotiation
62. Coonabarabran Administration Building update
63. Cobbora Coal Project
  - Negotiations continuing regarding Voluntary Planning Agreement (VPA)
  - No closer to commencing
64. Quarry – Lease has pending contractual items and is yet to be signed
65. Section 44 Fire – Impacted on Council resources
66. Asbestos Management Plan
  - Ministry Police Emergency Services (MPES) is cleaning up asbestos and costs are picked up by the NSW Government where required
  - Council receiving support from NSW State and Federal Government
  - Environmental Protection Authority (EPA) have certified the Coonabarabran landfill to receive asbestos
  - Overburden from quarry will cover asbestos

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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### **Director Corporate Services (DCS)**

67. Responsible for Administration and Customer Service, Finance, Property and Risk, Communications and IT and Economic Development and Tourism

### **Director Environment and Community Services (DECS)**

68. Cobbora Coal Project
- 550 employees during operational phase
  - No onsite accommodation
  - Promoting local accommodation options and discouraging fly in/fly out
  - Council requesting sealing of Cobbora Road through VPA
69. LEP Project governing zoning for town planning
- Anticipated that at the next Council meeting the final LEP will be adopted to be sent to Department of Planning for Ministerial approval
70. Epuron Wind Farm located in between Cassilis and Coolah
- Large project with 417 wind turbines with 30m blades and employing 1,200 construction workers
71. Solid Waste Services and Waste Management Strategy
- Survey to gather feedback on services and provision of waste options
72. Responsible for Youth, Family Support Services, Children's Services, Libraries and Warrumbungle Community Care

### **GM on behalf of Director Technical Services**

73. Coonabarabran Water
- Adjustments being made
  - In some streets the water is very discoloured and water mains are being replaced to address the issue
  - Maintenance schedule is underway
  - Increase dosage of chlorine
  - Fluoridation has commenced
74. Culvert extension in Dalgarno Street is complete
75. Coonabarabran Pool footpath is complete
76. Baby Creek Bridge is complete and three (3) other Timber Bridge replacements have commenced
77. Traffic Advisory Committee issues
- Bunny Bazaar road closure
    - Yet to receive an official report
    - Customers happy
    - Anecdotal evidence that hospitality was affected more than retail
  - Pony Club road closure
  - ANZAC Day road closure
  - Council will have a debrief about Bunny Bazaar and ANZAC Day which will be open to the public

### **AGENDA ITEMS**

78. Waste Management Strategy
- Increase recycling and decrease cost
  - Distribute costs throughout the shire and ensure fairness
79. OOSH Viability
- Coordinated by Family Support Services at St Lawrences. Increase in number of enrolments and funding this year
80. Girl Guides Hall
- Building is sinking and Guides need an alternate meeting place. The Youth Club could be utilised
81. Cars in Main Street
- Staff will be reminded and rear carpark will be used when completed
  - Builders are currently occupying Cassilis Street



# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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### **GENERAL BUSINESS**

#### 82. Australia Day

- GM advised a formal debrief will take place to resolve issues with Northern and Southern areas of the shire
- Event went well however nomination numbers continue to decline
- Council closes nominations in November
- Coonabarabran agenda September/October
- Not having a Council meeting in January made organisation difficult
- Ambassadors were excellent
- Wet weather options need to be investigated

#### 83. Community Technology Centre (CTC)

- Meeting held in November
- Secretary informed meeting that no meeting advertised and no financials during blackout
- Two (2) rescue plans presented
- Another general meeting advertised with legal counsel
- Have reported to Office of Fair Trading
- Special meeting has not been held
- CTC still trading but have moved equipment
- GM proposed that this is the Duty of the Public Officer

**Meeting Closed at 6.30 PM**

### **RECOMMENDATION**

That Council accept the minutes from the Coonabarabran Community Consultation Meeting held on 10 April 2013.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Personal Assistant to Director Corporate Services - Emma Gardiner
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF2.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

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**PRESENT:** Clr Chris Sullivan, Clr Anne-Louise Capel, Steve Loane (General Manager), Tony Meppem (Director Environmental and Community Services), Rebecca Ryan (Director Corporate Services), Kevin Tighe (Director Technical Services), Wendy Hill, Barb Smith, Keith Turner, Sue Graham, Lloyd Graham, Neville Staniford, Kev Silverthorne, Ken Westerman

**Chair:** Steve Loane (General Manager)

**APOLOGIES:** Mayor Peter Shinton, Clr Fred Clancy, Clr Gary Andrews, Clr Victor Schmidt, Clr Denis Todd, Clr Ron Sullivan, Clr Murray Coe,

#### **CONFIRMATION OF MINUTES**

**RECOMMEND** that the minutes of the Town Committee Meeting Dunedoo, held on 30 October 2012 be accepted.

**C Sullivan/Capel**

#### **BUSINESS ARISING FROM PREVIOUS MINUTES**

1. Works to install toilets at western end of town were not included in budget
2. Coolah Doctors Surgery update

#### **AGENDA ITEMS**

3. Recycling and waste strategy survey
  - Villages connected to transfer station – Including Mendooran, Coolah, Binnaway and Baradine
4. Dunedoo website funding – Manager Economic Development and Tourism to visit and discuss
5. Caravan dump sites
6. Solar lighting at swimming pool – Could save Council money
7. Election day voting at Jubilee Hall – GM to refer suggestion to NSW Electoral Commission
8. White Rose Café have met with Visitor Information Centre
9. Golden Highway pedestrian crossing
  - Flashing caution sign
  - Counter is in place – 1,700 vehicles per day
  - Concern with B double trucks that don't slow down
10. Lack of community information
  - Suggestion of a Community newsletter to be included with rates notices

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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### **DIRECTORATE PRESENTATIONS**

#### **Director Environment and Community Services (DECS)**

11. Responsible for Youth, Family Support Services, Children's Services, Libraries and Warrumbungle Community Care

#### **Director Technical Services (DTS)**

12. RMS upgrading Castlereagh Highway
13. Lawson Park Road
14. Laheys Creek/Brooklyn Road
15. Tucklan Street dish drain
16. Wallaroo Street sealing
17. Water Treatment Plant
  - Second bore
  - Irrigators in use during summer time
  - Water levels have dropped
  - Water resources communication
  - Council has no control over aquifer but have supplied data to NSW Office of Water
  - Annual fluctuation in depth
  - During the drought in 2009 the level was low but has risen again, aquifer recovers
18. Sewerage Treatment Plant
19. Water main breaker in the main street
20. Upgrade Telemetry system

#### **General Manager (GM)**

21. Cobbora Coal
  - Update on Voluntary Planning Agreement (VPA) which needs to be a condition of consent
  - Copies of Council submissions
  - Planning Assessment Commission have handed down their recommendations
  - Next step is the assessment report
  - Sewerage
  - Spring Ridge Road
  - Wide Load Bypass
  - Environmental Assessment Percentage – Break up of 10 million in VPA over 21 years
  - Cobbora have canvassed locals however their research is contradicting Council's submissions
  - Need a community meeting about Cobbora Coal, write to local member, local businesses and community. Council to provide information and facilitate
  - Radio, TV, press – Message to Castlereagh Street in a months time

#### **Director Corporate Services (DCS)**

22. Responsible for Administration and Customer Service, Finance, Property and Risk, Communications and IT and Economic Development and Tourism

### **GENERAL BUSINESS**

23. Milling Park playground needs addressing
24. Robertson Oval Committee
25. Kerb and guttering at corner of Wallaroo/Bullinda Streets
26. ANZAC Day was a success – Thank you to Director Technical Services and staff
27. Staff to be commended for park maintenance
28. Jubilee Hall
  - New doors to be installed in entrance – Refer to Manager Property and Risk

**WARRUMBUNGLA SHIRE COUNCIL**

**Ordinary Meeting – 18 July 2013**

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**Meeting Closed 7.10 pm**

**RECOMMENDATION**

That Council accept the minutes from the Community Consultation Meeting held on 29 April 2013 at Dunedoo.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Personal Assistant to Director Corporate Services - Emma Gardiner
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF2.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

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**PRESENT:** Clr Anne-Louise Capel, Clr Gary Andrews, Clr Victor Schmidt, Steve Loane (General Manager), Rebecca Ryan (Director Corporate Services), Tony Meppem (Director Environmental and Community Services), Kevin Tighe (Director Technical Services), Fiona Luckhurst (Manager Warrumbungle Community Care), F Taleb, Judy Henderson, Lesley Sauls, Sydney Sauls, R Taleb, Alan Fleming, Mary Fleming, Jenny Lloyd, J Strachan, Philip McCormack, Mike Ascher, Elizabeth Ascher, L Elleroy, Val Dries, Pat Dries, Lisa Grady, Pam Archer, Betty Stanford, Barry McDonald, S Burns, J McDonald, M Southwell, D Fenwick

**Chair:** Steve Loane (General Manager)

**APOLOGIES:** Mayor Peter Shinton, Clr Chris Sullivan, Clr Denis Todd, Clr Ron Sullivan, Clr Fred Clancy, Clr Murray Coe, Kevin Lloyd, Paula

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED** that the minutes of the Town Committee Meeting Mendooran, held on 6 November 2012 be accepted.

**L Sauls/Meppem**

#### **BUSINESS ARISING FROM PREVIOUS MINUTES**

28. Boral Lease – Quarry operational, overburden removed and utilised in the Coonabarabran landfill to cover asbestos
29. Coolah Doctor Surgery purchase remains under negotiation
30. Coonabarabran Administration Building – Official opening 17 March and public open day 18 March
31. Cobbora Coal Project
  - Negotiations continuing regarding Voluntary Planning Agreement (VPA)
  - Slow progress
  - Mine may be deferred for 5 years
  - Impact on population and rates

#### **DIRECTORATE PRESENTATIONS**

##### **General Manager (GM)**

32. Section 44 fires in January/February
  - Mayors Bushfire Appeal Fund established
  - Programs developed to assist people affected by the fires
  - Donations from community groups much appreciated
33. Asbestos Management Plan nearing completion with assistance from Environmental Planning Authority, WorkCover and Public Works

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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Question: Asbestos removal, is there an old mine that could be used?

Answer: Sites proposed are approved by the Environmental Planning Authority, another site in Mendooran could be used as an emergency site, however it is not required.

### **Director Environment and Community Services (DECS)**

34. Cobbora Coal Project
  - 550 employees during operational phase
  - No onsite accommodation
  - Promoting Dunedoo and Mendooran and discouraging fly in/fly out
  - Council requesting sealing of Cobbora Road through VPA
35. Local Environmental Plan (LEP) governing zoning for town planning
  - Anticipated that final LEP will be adopted at next Council
  - Sent to Department of Planning for ministerial approval
36. Epuron Wind Farm located in between Cassilis and Coolah
  - Large project with 417 wind turbines with 30m blades and employing 1200 construction workers
37. Solid Waste Services and Waste Management Strategy
  - Survey to gather feedback on services and provision of waste options
38. Responsible for Youth, Family Support Services, Children's Services, Libraries and Warrumbungle Community Care

### **Director Corporate Services (DCS)**

39. Responsible for Administration and Customer Service, Finance, Property and Risk, Communications and IT and Economic Development and Tourism

### **Director Technical Services (DTS)**

40. Responsible for town streets, rural roads, Urban Services and Water and Sewerage
41. Gentle Annie Road sealing for 1km
42. Grandchester Bridge will be replaced in the next 6 months
43. Abbott Street and Benewa Street
44. Supervisor in Mendooran with 3 full time staff
45. Bandulla Street – Blisters to slow down traffic
46. Mendooran Water Pressure
  - Conflicting reports
  - Consultant engaged to investigate issues and recommend options to resolve

Question: Yarrow Road

Answer: There are no plans for a permanent solution as it is a wide crossing. Council is removing the sand.

Question: Cobbora Road

Answer: Priority is for sealing first, then crossing

47. Sealing Bandulla Street from Yalcogrin Street to River Street and from the Bridge to Rest Area
  - Access is difficult with the caravans and camper traffic
  - Dust issue
  - Requires improved signage
  - Submissions to be referred to DTS/Manager Urban Services budget
48. Toilet block in Mendooran Rest Area Requires Upgrade
  - Submissions to be referred to DTS/Manager Urban Services budget

### **GENERAL BUSINESS**

49. Recycling
  - Last financial year figures:
    - \$158,000 income from glass, plastic, tin
    - \$251,000 collection

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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- \$429,000 processing fee
  - Net cost to collect and process \$550,000
  - Income does not include rates income
  - Waste Management Strategy plans to increase recycling and decrease cost, distributing costs throughout the shire and ensuring fairness
50. Mendooran Park
- Daily cleaning of toilets
  - Budget submission from Mendooran District Development Group to increase cleaning and improve facilities, referred to Manager Urban Services
51. RV dump sites
52. Volunteers Policy
- Original Policy has been amended however Volunteers need to sign off/sign on and be inducted by Council
53. Tree pushing fence down at back of shop/laneway. Advised to write to GM to start claim process
54. Rest Area/Truck Stop (Coonabarabran Road)
- Bins in the area
  - Reports area is untidy/unclean state and used as a toilet
  - Referred to DTS/Manager Urban Services to investigate
55. Community Care transport vehicle garaged in Mendooran.
- Report to March Council meeting regarding trial to garage vehicle in Baradine
  - No reduction of services for Mendooran
  - 2 cars per day travel through Mendooran to Dubbo
  - Query regarding clients needing to go to Dunedoo once per month
  - Time of appointments in Dubbo an issue
  - Medical services lacking as no community nurse in Mendooran.
  - No meetings or communication about the change
  - Volunteer drivers felt very under valued when told no longer required
  - Felt a lack of respect shown
  - A private driver transporting clients is meeting needs of community
56. Requested the defibrillator unit to be kept in a Rural Fire Service (RFS) Vehicle
- Referred to Local Emergency Management Committee
57. Medical issue – Why did Dr Ferguson leave?
- Some disparity regarding internet provision however Medicare offered capacity for non electronic bulk billing
58. Frequency of meetings – Next meeting to be held in November

**Meeting Closed at 7.15 PM**

### **RECOMMENDATION**

That Council accept the minutes from the Mendooran Community Consultation Meeting held on 8 April 2013.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### Item 12 Responses to Questions from last meeting

#### **Cr C Sullivan**

Disused Dunedoo hospital – advising that aged units are not going ahead and enquiring as to Council's intention in relation to the site.

Response From: General Manager

Response: Report to be prepared and submitted for Council consideration.

Community meetings – raised concerns in relation to the provision of information to communities at relevant times of the year eg budget consideration.

Response From: Director Corporate Services

Response: Community Consultation Meetings scheduled for April and October each year to facilitate Council communication of Delivery Program.

#### **Cr Capel**

Regional Arts Australia website – request participate in online survey.

Response From: Director Environmental and Community Services

Response: Survey completed.

Better communication needed with Dunedoo community regarding Cobbora Coal.

Response From: General Manager

Response: An invitation has been extended to Department of Planning to attend a public meeting at Dunedoo. Date to be advised.

#### **Cr R Sullivan**

Request that Council seek guarantee from State Government that there will be no shooting in Warrumbungle National Park and Coolah Tops area.

Response From: General Manager

Response: Report to be prepared and submitted for Council consideration.

#### **Cr Todd**

Deringulla meatworks – seeking an update of what is happening.

Response From: General Manager

Response: Mayor and General Manager are in contact with stakeholders.

#### **Cr Clancy**

Thank staff for issue of Winter Wrap Newsletter – queried whether it could be produced monthly.



# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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Response From: Director Corporate Services  
Response: Community Newsletter will be published quarterly for the next 12 months. In the mean time updates and news items will continue to be published in the local papers and on Council's website. The newsletter frequency including the option to send out monthly will be discussed in June 2014.

### **RECOMMENDATION**

For Council's information.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### Item 13 Adoption of 2013 Agency Information Guide

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Administration and Customer Service – Sally Morris
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF4 Council's governance and organisational procedures respond effectively to the long-term goals of the Community Strategic Plan

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### Reason for Report

Council's Agency Information Guide must be reviewed annually by 31 July.

### Background

At Council's ordinary meeting held on 19 July 2012, Council resolved to endorse and adopt the 2012 Agency Information Guide (Resolution 10/1213).

### Issues

Under the Government Information (Public Access) Act, Council must review its Agency Information Guide and adopt a new guide at intervals of not more than twelve (12) months.

### Options

Under the Act, the Agency Information Guides are to be reviewed each year by 31 July.

### Financial Considerations

Nil

### Summary

The draft 2013 Agency Information Guide is accordingly submitted for Council's endorsement and adoption. A copy will be submitted to the Office of the Information Commissioner once endorsed and the amended document placed on Council's website.

A copy of the Draft Agency Information Guide has been forwarded to Councillors under separate cover (**Enclosure No 1**). Amendments made to the previous Guide are highlighted in yellow background.

### RECOMMENDATION

That Council endorse and adopt the 2013 Agency Information Guide.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### Item 14 Human Resources Activities Report

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

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#### **Reason**

Report on activities undertaken by the HR Department

#### **Background**

Nil

#### **Issues**

Nil

#### **Options**

Nil

#### **Financial Considerations**

Nil

#### **RECRUITMENT**

Since the June Council Meeting six positions have been advertised either internally or externally:

Roller Operator – Coonabarabran  
Water & Waste Water Operator – Coonabarabran  
Pre School Teacher  
Plumber – Dunedoo  
Administration Officer Corporate Services  
Senior Finance Officer – Coonabarabran

The following positions have been filled:

Roller Operator  
Technical Officer – Road Operations

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### **RESIGNATIONS**

There has been one resignation in the Environmental & Community Services department.

### **INDUSTRIAL DISPUTES**

No industrial disputes received

### **LEARNING AND DEVELOPMENT**

The past month has been full speed ahead for training with every effort being made to make up for lost time due to my secondment to the Disaster Recovery Centre.

Staff from a broad section of the Shire have been involved in workshops and training that has a direct impact on their jobs. A "Practical Erosion and Sediment Control" Course was delivered to outdoor staff in the road operations area. The course was delivered by the Centre for Environmental Training and *"is specifically designed for Council work crews working on road projects, subdivisions, water and sewer projects, pipelines, cable laying, overhead transmission lines and other construction projects. It provides specific information on the principles of Erosion and Sediment Control in line with the NSW Government "Blue Book" approach. A combination of illustrated power point presentations, hands-on practical demonstrations, discussion and practical site based activities instructed the participants in how to effectively meet their operational and legislative requirement"*.

This training will now be followed in July by a 2 hour presentation by Rollers Australia on compaction techniques.

Also undertaken recently was a 2 day Report Writing and Policy Creation workshop which was delivered by Local Government Learning Solutions. Robbie Singleton is a dynamic and entertaining trainer who delivered a full-on workshop with staff gaining skills and strategies to produce clear and well written reports.

Executive Services staff, including the Executive Assistant and two of the Personal Assistants, along with Councillor Fred Clancy participated in a webinar on Speed Reading. This is the first time a webinar has been used for training however, it is something that we will be looking into very closely in the future. While some difficulties were experienced, with fine tuning and the correct IT equipment this could become a popular way of training.

The Supervisors of the Coonabarabran and Coolah Workshops attended a 2 day familiarisation course on the M Series Grader. This was delivered by WesTrac and was held in Newcastle at the WesTrac Institute, a comprehensive training centre.

A total of 11 staff undertook the Confined Spaces training held recently in Coonabarabran. This training was attended by staff from the Water, Waste, Trades and Workshop areas of Council.

Traffic Control Training in the areas of Blue Card, Yellow Card and Red Card, will be delivered at the Coonabarabran and Coolah Chamber offices during July, for staff who

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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require this as part of their competency and whose cards are due to expire. There will be 2 Blue Card and 2 Yellow Card workshops while the Red Card workshop will be conducted over 2 days. At total of 62 staff will be involved in this training.

July and August will continue to be packed with training and it is hoped to start the in-house staff development programme now that the much awaited laptop computers have been delivered and programmed.

### WORKPLACE HEALTH AND SAFETY

Workplace Safety Officer undertook 4 workplace inspections in consultation with Supervisor/WHS committee:

- *Coolah Office*. The inspection was conducted with the Senior Finance Officer and 6 WHS issues were highlighted and an action plan has been formulated to address these. Staff reported they were happy with their working environment.
- *Coonabarabran Workshop*. The inspection was conducted with Supervisor Coonabarabran Workshop and Manager Fleet Services. Ten issues were highlighted and an action plan has been formulated to address these.
- *Coonabarabran Recycle Centre*. The inspection was conducted with a Health & Safety Representative in response to a request from the staff at the facility. Eight issues were highlighted and an action plan has been formulated to address these. We talked to staff on site regarding issues they have and how they could be addressed.
- *Lawson Park Road Construction*. The inspection was carried out with Supervisor Road Operations South. Five issues were raised and an action plan formulated. Staff advised that they were happy with the present incident forms used.
- *Yuluwirri Kids*. The inspection was carried out with Manager Yuluwirri Kids and 3 issues were raised. Manual Handling training was identified as an area that needed addressing and the Learning and Development Officer has been consulted on the delivery of this training.

An action plan has been developed. Staff reported they were happy with the present incident report form.

Several meetings were attended this month.

- Cleaners to discuss WHS issues in their area
- Building Security Meeting
- Meeting with Mick Bloom to discuss the Safe Work Method Statements.

The Chemical Management Plan is progressing and I have regular contact with Procure who have been contracted to assist in the development of the Plan.

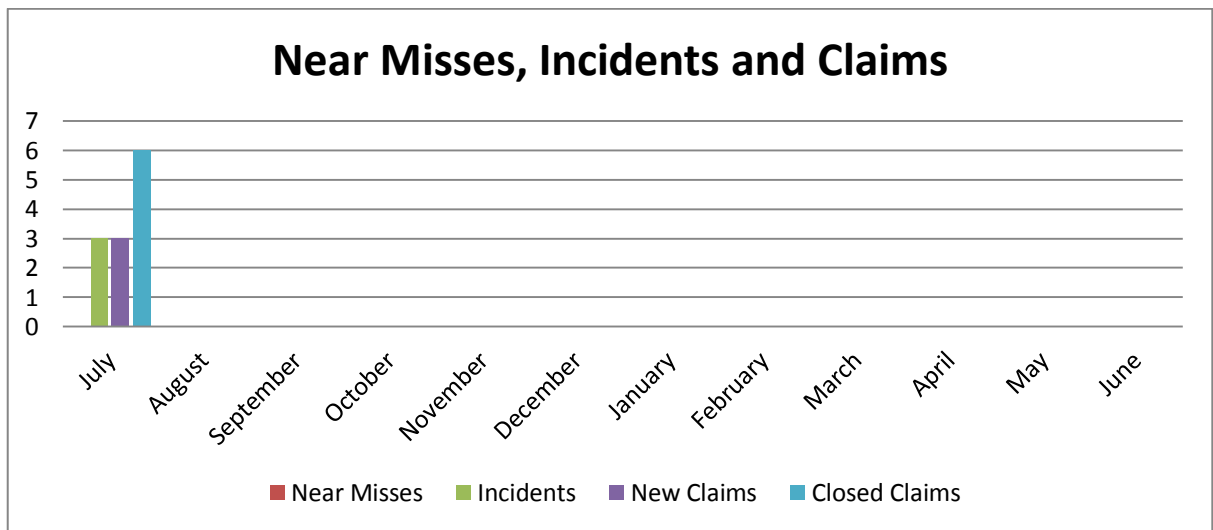
Received the StateCover WHS Audit which is due date is 31 July 2013.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

Workers Compensation and Incidents:

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



### **RECOMMENDATION**

For Council's information

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### Item 15 Freedom of the Shire of Warrumbungle

#### Notices of Motion

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#### Item Name

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

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.*
2. *That Laurie Dawson, Blazeaid Co-ordinator at Coonabarabran, be nominated to receive the award 'Freedom of the Shire of Warrumbungle'.*

#### Support

Such a grant carries with it only nominal material privileges but would be the highest compliment this Council could offer for outstanding efforts to our community.

**CR P SHINTON  
COUNCILLOR**

#### RECOMMENDATION

For Council's consideration.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### Item 16 Water extension to Yeulba Street Binnaway

#### Notices of Motion

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#### Item Name

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

*That Warrumbungle Shire Council extends the water main from Bullinda Street to the end of Yeulba Street Binnaway.*

#### Support

Water main to be extended to the end of Yeulba Street. There are a number of vacant blocks in Yeulba Street which would be an income to Council. This street is a town street which has not been connected to town water. This is an area of Binnaway which could be developed.

**CR G ANDREWS  
COUNCILLOR**

#### RECOMMENDATION

For Council's consideration.



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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### **Item 17 Orana Education Centre (OEC)**

#### **Notice of Motion**

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#### **Orana Education Centre (OEC)**

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

*That Warrumbungle Shire Council support a community based project in conjunction with Orana Education Centre to provide suitable work 2 days per week for a 52 week trial period, with the Old Power Station being a perfect starting point.*

#### **Support**

I have been approached by Orana Education Centre (OEC) employment for them to supply job search candidates to assist in tasks within the Shire. They are looking for a pilot scheme to help their job search candidates to reconnect with their local communities and participate in character building and skill building work experience.

The local office of OEC believes that they would have an average of 5-10 candidates per day. Our local contact is Vicki Sturits who works with these candidates and has 60 people on her books locally. Her contact phone number is 68099950.

OEC is a not for profit organization which acts as an unemployment centre here in Coonabarabran, Baradine and Binnaway. They have offices in Coonamble, Mudgee, Lithgow, Dubbo and Wellington. They currently have a similar scheme called "Helping Hands" operating in Wellington. This group has recently renovated a local church.

As this is a pilot scheme, OEC has requested council's assistance to supply a supervisor and suitable work for the candidates for 2 days per week for a 52 week trial. OEC is willing to pay for the supervisor supplied by council on an hourly or day rate. They will also supply required clothing and tools in necessary to the candidates. This will be a zero cost to council for its involvement.

This would be a community based project which would assist our local unemployed to reconnect with the community and regain some sense of worth and self-esteem.

**CR V SCHMIDT  
COUNCILLOR**

#### **RECOMMENDATION**

For Council's consideration.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### Item 18 Orana Arts Board Meeting Report

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Councillor Anne-Louise Capel
<b>CSP Key Focus Area:</b>	Community and Culture
<b>Priority:</b>	CC3 The vibrant arts and cultural life of the shire needs to be promoted and supported as an essential aspect of community well-being

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### Meeting or Conference Attended

Cr Capel attended the Orana Arts Board meeting held in Dubbo 14th June 2013. It was a working meeting due to no quorum. This meeting held immediately after the Regional Arts Australia National Consultation Forum.

Elizabeth Rogers - CEO Regional Arts NSW attended meeting.

### Summary of Meeting/Conference Outcomes

#### Issues

New vehicle lease acknowledged.

1.2 Board Connect: The symposium facilitated by Board Connect and presented by Arts NSW was attended by Cr Lambert. Cr Lambert thanked ArtsNSW for their support and the level of professionalism and development that was offered at this governance workshop. He also commented that although Board Connect is a great resource, it is very expensive model.

Elizabeth Rogers discussed the strength of RAB and the calibre of the 14 RADOS in the regions and that it has now been somewhat acknowledged by the increase in funding. Ms Rogers acknowledged how important it is 'to keep good and relevant art leaders and how well the model works in NSW. One size model for all does not work in the regions and it is the diverse needs what informs the picture of RANSW, regional programming with what is happening with local government.'

An internal review of organisational structure is to be undertaken, a sub-committee was formed comprising of Jen Sherring, RADO Alicia Leggett and Cr Capel. A progress report to be delivered at September meeting and any recommendation taken to AGM.

Discussion on Local Government Symposium attended by RADO and delivered by Destination NSW. The main comments were still on the organisation's main focus is on Sydney and the smaller hubs that make up the destination management plan.

Black Screen Filming a success with Baradine having the largest audience. Coolah Library will be hosting a movie night utilising some of the films.

# **WARRUMBUNGL**

## **Ordinary Meeting – 18 July 2013**

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The Gamilaori language books by Sue Ellyn Tighe from Coonabarabran were shown to meeting.

A funding proposal for Transport NSW for bus tours to view Undisclosed exhibition at the WPCC is underway.

### **RECOMMENDATION**

That Council notes the Orana Arts Board Meeting Report from Councillor Capel.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### Item 19 Request for Leave of Absence – Councillor Peter Shinton

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Executive Services
<b>Author:</b>	Executive Assistant to General Manager – Melissa Bennett
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF6 Support and encourage Councillors in fulfilling their roles as community leaders and in being accessible and actively involved in representing the shire

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### **Background**

In reference to the Local Government (Meeting Procedures) Regulations 2005 – Reg 39;

#### 39. Leave of absence

- (1) A councillor, or the mayor on behalf of a councillor, may request leave of absence in respect of one or more meetings.
- (2) A council may decide to grant a request for leave of absence.
- (3) Leave must not be granted retrospectively.
- (4) The purpose of the leave and the period involved are to be recorded in the minutes.

### **Issues**

Nil

### **Options**

Nil

### **Financial Considerations**

Nil

### **Summary**

Councillor Shinton has made a request for Leave of absence from the Ordinary October 2013 Council meeting.

### **RECOMMENDATION**

That Council accepts the notification from Councillor Shinton and grants a Leave of Absence from the Ordinary October 2013 Council meeting.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### Item 20 Brick Bats and Bouquets

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Executive Services
<b>Author:</b>	Executive Assistant to General Manager – Melissa Bennett
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority / Strategy:</b>	P12 Ensure the long-term provision and retention of high quality services for our community

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### Background

Nil

### Issues

Nil

### Options

Nil

### Financial Considerations

Nil

### Summary

Following is a letter of appreciation received by Council.

### RECOMMENDATION

For Council's information.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### Local Government Grants Commission

NSW Local Government Grants Commission  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541

OUR REFERENCE:  
YOUR REFERENCE:  
CONTACT:

Bruce Wright  
(02) 4428 4132  
bruce.wright@dlg.nsw.gov.au

Mr Steve Loane  
General Manager  
Warrumbungle Shire Council  
PO Box 191  
COONABARABRAN NSW 2357

RECEIVED  
19 JUN 2013

BY:.....

6 June 2013

Dear Mr Loane

On behalf of the Grants Commission I would like to thank Council for the co-operation, assistance and hospitality extended to us during our recent visit.

The Commission appreciated the opportunity to be able to meet and explain its approach to the assessment of grants. I trust that you found the discussion of issues helpful.

If you or your staff would like to discuss these or any further matters in more detail please contact the Commission's Executive Officer, Bruce Wright, on (02) 4428 4132.

Yours sincerely

**Grahame Gibbs**  
Deputy Chairperson

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T 02 4428 4132 F 02 4428 4199 TTY 02 4428 4209  
E grants@dlg.nsw.gov.au  
W <http://www.dlg.nsw.gov.au> (follow the "Commissions & Tribunals" links)

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### Item 21 LGNSW Annual Conference 2013

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

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### **Reason for Report**

At the March 2013 Council meeting it was resolved (274/1213) that the Mayor, General Manager and two Councillors attend the first annual conference for the Local Government NSW (LGNSW) and that all transport, transfers, accommodation and meals be provided as per the policy.

LGNSW has now announced that the LGNSW Annual Conference will be held Tuesday 1 October to Thursday 3 October 2013 at Sydney Town Hall. The brochure for the conference can be located at <http://www.lgnsw.org.au/events-training/local-government-nsw-annual-conference>.

To register all nominated delegates for this conference, it is required that Council nominate the two Councillors who will attend this conference along with the Mayor and General Manager.

### **Background**

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

### **Issues**

Nil

### **Options**

Nil

### **Financial Considerations**

The delegates registration fees for the conference are;

1. Early bird - \$880 incl gst (opens 1 July – closes 19 August)
2. Standard registration - \$990 incl gst (opens 20 August – closes 16 September)

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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Costs are yet to be determined for accommodation, meals, transport and transfers. Councillors conference expenses have been budgeted in the 2013/2014 Operational Plan under Executive Services, Governance Activities.

### **RECOMMENDATION**

That Council send Councillor (to be nominated) and Councillor (to be nominated) to the LGNSW Annual Conference 2013.



# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Executive Services
<b>Author:</b>	Executive Assistant to General Manager – Melissa Bennett
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF5 Council builds strategic relationships with other levels of government to ensure that the shire receives an equitable allocation of resources.

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#### **Reason for Report**

LGNSW are calling for input from councils to guide the business sessions for the LGNSW Annual Conference 2013.

#### **Background**

The LGNSW would like councils to identify the most important three to five issues which council believe that are causing concern to council and/or the local community. The responses will be reviewed by LGNSW who will identify the top three to five overall issues identified by member councils. These issues will then be put to the annual conference as conference motions.

Issues identified by councils that fall outside of the top overall three to five issues, will be considered by the Board prior to the conference and these deliberations will be advised to Council prior to the Conference.

#### **Issues**

These details are to be provided to LGNSW by close of business on 19 July 2013. The details are to be provided in a format as requested by LGNSW and it is asked that councils provide;

1. Details of the issue
2. Motion or proposed solution

#### **Options**

Council deliberate on issues to be submitted to LGNSW.

#### **Financial Considerations**

Nil

#### **RECOMMENDATION**

For Council's consideration.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### Item 23 A R Bluett Memorial Award 2012 / 2013

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

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### **Reason for Report**

Council is to consider submitting an entry for the A R Bluett Memorial Award for 2012/2013.

### **Background**

The A R Bluett Memorial Award has been awarded annually since 1945 and is presented at the LGNSW Annual Conference. Entries for the 2012/2013 Awards are now open and will close on Wednesday 31 July.

This award is contested by councils in NSW who would like to be recognised as being the most progressive in the state. The LGNSW say that this award is '*The greatest accolade a council can achieve*'.

### **Issues**

Entry is open to all NSW councils irrespective of size or resources. The Awards Trustees are interested in all aspects of council and encourage that entries are made for this prestigious award.

### **Options**

Council consider entering the award taking into consideration the bushfire and associated recovery.

### **Financial Considerations**

An entry fee of \$550 is payable to cover the costs incurred in judging and administering the award.

### **RECOMMENDATION**

That Council submit an entry for the A R Bluett Memorial Award 2012/2013.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### Item 24 General Manager Key Performance Indicators 2013/2014

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

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### Reason for Report

To inform Council of the General Managers key performance indicators (KPI) for the next 12 month period to May 2014.

### Background

At the June 2013 Council meeting it was resolved (425/1213) that Council accept and endorse the general manager's annual performance review.

It was also requested by Council that the general manager presents key performance indicators for the next 12 months period.

### Issues

Key performance indicators are;

1. To support Council and the Mayor in carrying out their duties and provide advice on policy matters.
2. To facilitate the flow of required information between staff and Council
3. Ensures preparation of required plans and reports, including consultation, within required timeframes
4. Ensures major elements of the Operational Plan are achieved and Council is informed of projects not on schedule and/or budget
5. Ensures adequate Information Technology and Records systems are in place.
6. Ensures the organisational structure is appropriate to achieving the Operational Plan and Delivery
7. Ensures appropriate staff management and development systems, equitable work practices and a safe work environment are in place
8. Provides leadership by being visible and positive
9. Ensures effective financial management and reporting
10. Ensures revenue management processes maximise council income
11. Customer service excellence, ensuring contact with the public is professional, courteous and timely
12. Develops and maintains Council's contacts with community, governmental and business bodies and functions as a spokesperson for the Councils subject to consultation with the Mayor
13. High level professional knowledge of the external environment that may impact on and/or be utilised to Council's advantage

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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14. Effectively manage the outcomes of the Technical Services division with respect to the delivery of capital works programs on time and to budget
15. Enhance customer service standards across the organisation
16. Actively participate in regional initiatives aligned to the Local Government Reform and the recommendations contained in the panel's report
17. To continue to enhance training and skills of staff

### **Options**

Nil

### **Financial Considerations**

Nil

### **RECOMMENDATION**

For Councils information.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### Item 25 Legal Assistance Mid-Western Regional Council

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Personal Assistant to Director Corporate Services – Emma Gardiner
<b>CSP Key Focus Area:</b>	Governance and Finance
<b>Priority:</b>	GF5 Council is severely burdened by the increasing costs of service provision & asset management and its reliance on grants and other funding, together with a limited rate base, rate capping and restricted capacity to source income from other areas.

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#### **Reason for Report**

Mid-Western Regional Council currently has a matter before the Land and Environment Court challenging Council's categorisation of land as mining for ratings purposes.

Local Government NSW is seeking a financial contribution of \$2,780.41 for legal assistance for Mid-Western Regional Council's matter.

Mid-Western Regional Council argue that if they are able to defend their categorisation in Court that it will have major benefits for all councils.

#### **Background**

The matter will challenge Council's categorisation of land for ratings purposes when Council have determined land which is used for mining purposes to be appropriately categorised, notwithstanding that the land is not located within the boundaries of a mining lease.

The relevant land is owned by a mining company and may be used for such purposes as a passive buffer for the attenuation of noise, for the disposal of excess mine water, for environmental offset and other purposes relating to the mining of coal.

Mid-Western Regional Council have successfully applied for legal assistance as the Local Government NSW Board concluded that the matter was of importance to all councils in that mining, including coal seam gas mining, was a major issue for local government and the application should therefore be supported.

#### **Issues**

The financial contribution was not considered in the 2013/2014 Budget.

#### **Options**

That Council accede to the request of Local Government NSW to provide a financial contribution to the Mid-Western Regional Council for the matter before the Land and Environment Court challenging Council's categorisation of land as mining for ratings purposes.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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However, there is no obligation for Council to provide assistance.

### **Financial Considerations**

Local Government NSW is seeking a financial contribution of \$2,780.41.

### **RECOMMENDATION**

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.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### Item 26 NSW Community Building Partnership Program

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Director Corporate Services – Rebecca Ryan
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF5 Council has guaranteed access to diverse sources of funding to address its responsibilities in service planning and delivery.

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### Reason for Report

The NSW Community Building Partnership (CBP) program aims to provide improved community infrastructure for the people of NSW and encourage the enhancement of local community based activities that create more vibrant and inclusive communities. The program offers grants across the State at an individual electoral district level for community infrastructure projects.

Grant funding of up to \$200,000 is available for every electoral district. An additional \$100,000 is available for electorates with higher levels of social disadvantage as indicated by higher comparative unemployment rates. The electorate of Barwon has been allocated \$300,000.

Council is required to endorse one (1) application that meets the CBP Funding guidelines and criteria that has matching Council funding.

### Background

Local councils and incorporated not-for-profit bodies such as charities, sporting, social and environmental groups may apply for grants. Projects are required to be completed before the end of March 2015.

Warrumbungle Shire has benefited from this program since its inception, with many community projects including Men's Sheds, Binnaway Rail Heritage, Coonabarabran Youth Club and in 2012 the Coonabarabran Theatre/Flix in the Stix refurbishment project.

Grants to Councils, including any Section 355 Committees, will require matched funding from the Council which must be cash funding, not in kind support). Incorporated not-for-profit bodies are not required to match funding, however, applications that incorporate co-contributions will receive favourable consideration.

Applications opened on 19 June 2013 and close 31 July 2013.

### Issues

Applications should demonstrate how the project will deliver positive results for the local community, especially social, recreational, environmental or employment outcomes.

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

---

Funded projects should provide community benefits through:

- Construction of new capital works.
- Refurbishment, repairs and maintenance to existing capital facilities.
- The purchase of capital equipment with a life expectancy of 15+ years that enables the delivery of new or enhanced community services.

The following types of projects will not be funded:

- Projects that have commenced prior to 31 July 2013.
- Projects that involve the development of private or commercial ventures including licensed areas of registered clubs.
- Projects that seek funding for the organisation's operating recurrent expenses (for example, staff, consumables, leasing costs (buildings or vehicles), advertising, training etc.).
- Projects that seek funding to stage events, exhibitions or for filming.
- Projects to undertake studies or investigations.
- Purchase of land or buildings is generally not appropriate.
- Non capital equipment is generally not funded (e.g. computers, IT equipment, sports equipment, community buses, etc.).
- Projects receiving funding from NSW Sport and Recreation facilities grants programs for the same project.

### **Options**

A list of proposed projects that met the funding criteria that was already included in Council's 2013-2014 Operational Plan (OP) was assessed and a recommendation made for a project that would benefit by a \$ for \$ grant.

The Urban Services project at Bowen Oval for the replacement of the existing concrete cricket pitch with a turf pitch for \$8,000. The project budget of \$16,000 will enable the build up of gravel for drainage and replacement of soil with Bulli topsoil (montmorillonite) and the creation of a table of pitches, ie three (3) which will enable the pitches to be rotated depending on need.

There were more projects that were considered, however negated due to a number of reasons including; the level of grant funds available, no Development Application approved or there being no budget in Councils Operational Plan.

### **Financial Considerations**

Council has already allocated the \$8,000 in Urban Services capital budget for this project.

### **RECOMMENDATION**

That Council endorse the application to the NSW Community Building Partnerships for \$8,000 for the Bowen Oval Cricket Pitch Project.



# WARRUMBUNGL SHIRE COUNCIL

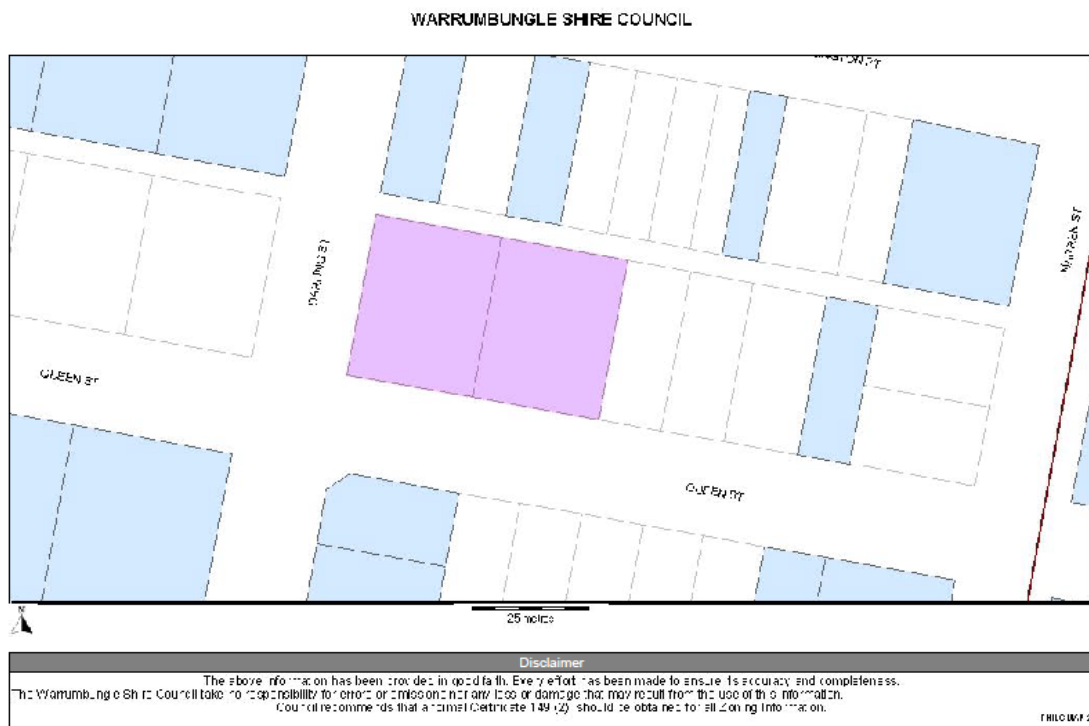
## Ordinary Meeting – 18 July 2013

### Item 27 Gift of Land - Baradine Tennis Courts

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Property and Risk – Jennifer Parker
<b>CSP Key Focus Area:</b>	Recreation and Open Space
<b>Priority:</b>	RO1 The planning and provision of local sports and recreation facilities and parklands reflect community needs and anticipated demographic changes.

### Reason for Report

Council has been offered the gift of land Lots 9 and 10, Section 11, DP 758051. The property is known as Baradine Tennis Court is owned by the Catholic Church Coonabarabran. It is situated on the corner of Queen and Darling Streets in Baradine.



Council is being asked to consider this offer to assume the ownership of the property.

### Background

In April 2013, Council received a letter from St Lawrence's Parish Coonabarabran on behalf of the Trustee of the Diocese and the Parish Finance Committee regarding the Tennis Courts at Baradine. As the Diocese cannot foresee the Parish having any further need for the land they are offering the land to be transferred into Council's ownership.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

---

A representative of the Baradine Tennis Club addressed the May Council meeting regarding the Baradine Tennis Courts and offer from the Catholic Church. Council was informed that funds currently held by the Club support the operations and upkeep of the Courts, however there are issues with maintenance, watering, rolling and marking the current clay courts. The Tennis Club is unable to apply for Sport and Recreation or Tennis Australia funding due to the ownership of the land and they would like to resurface of the courts to a more modern surface such as synthetic grass.

### **Issues**

The property known as Baradine Tennis Court has four (4) clay tennis courts, a club house and two small sheds. The land space is 4,046m<sup>2</sup> or 0.4046ha. The Valuer General has valued of this block of land at \$15,000.

Council currently owns or has in its care seven (7) tennis courts at Binnaway, Coolah, Coonabarabran, Mendooran, Merrygoen, Neilrex, and Purlewaugh. The courts in Binnaway, Coolah, Coonabarabran and Mendooran are already asphalt or synthetic playing surfaces. Merrygoen and Purlewaugh are clay courts and are in a poor state of disrepair. The Neilrex Tennis Club receives \$700 from Council toward the upkeep of the grounds.

There are arrangements in place, by way of individual Licence Agreements for the other tennis courts with the local Tennis Clubs all of which are affiliated with Tennis Australia. The basis of these includes;

- exclusivity for the licensee
- the licensee will indemnify council against all or any damages claims and expenses
- the licensee will insure the contents of the site whilst Council will cover the insurance cost of the building,
- Council will fund all services (water and waste) associated with the site
- the licensee will maintain current public liability insurance to the value of \$20m

The Baradine Tennis Courts property is not charged rates as is owned by a Religious Organisation and if transferred to Council ownership and control, would be classified as a community sporting facility and likewise not rateable.

### **Options**

Council has the option to either accept the gift of this land or not.

Should Council accept the recommendation, then the Baradine Tennis Club would be expected to execute a Licence Agreement similar to other Clubs or Tennis Associations within the shire.

Council would work in partnership with the Tennis Club and Development Coordinator and seek grant funding to upgrade the facilities either in part or in full.

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

---

### **Financial Considerations**

The legal cost for the land transfer is estimated to be between \$2,500 and \$3,500.

Whilst the Trustee of the Diocese and Parish Finance Committee has advised that they are willing to transfer ownership to Council this is on the basis that Council pay the legal costs. This is considered not acceptable and there is no budget allocation for this expense. Council staff have held preliminary discussions with the Baradine Tennis Club, advising that the legal expenses are should not be a cost to Council. Baradine Tennis Club has suggested that they would be able to assist in the paying of legal cost to the sum of \$1,500.

If Council accepts this offer, there will be an annual increase to Sport and Recreation Grounds within Urban Services of \$2,142.90. Insurance on all buildings would have to be born by Council and would depend on valuation but based on an equivalent situation would estimate cost at \$1,170.

### **RECOMMENDATION**

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.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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### **Item 28 Regional Development Australia Fund (RDAF) Round 5**

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Director Corporate Services – Rebecca Ryan
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF5 Council has guaranteed access to diverse sources of funding to address its responsibilities in service planning and delivery.

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### **Reason for Report**

Round 5 of the Federal Government's RDAF was announced on Wednesday 19 June 2013. This will provide \$150m to eligible local governments, according to an allocative model, for capital infrastructure projects. Eligible local governments are those that received the General Purpose component of the local government Financial Assistance Grants in 2012–13.

Funding is allocated among states and territories on a per capita basis. A base grant of \$30,000 will apply with the remaining funding in each state or territory to be distributed in the same proportion as the General Purpose funding component of the local government Financial Assistance Grants (as determined by each state and territory local government grants commission). Warrumbungle Shire Council has been allocated \$347,783.

Applications for RDAF Round Five opened on 21 June 2013 and close on 22 July 2013.

Council is being asked to endorse the projects that have been assessed and recommended as eligible to enable a submission to be lodged by Monday 22 July 2013.

### **Background**

Council may lodge an application which is supported by a consortium and projects may be delivered by the consortium. Consortium members may include other local governments, state or territory governments, not-for-profit organisations, business and industry organisations, universities and technical colleges, Regional Organisations of Councils, and community organisations. The legal and operational arrangements for a consortium are a matter for participants however, the Commonwealth will only enter into a Funding Agreement with an eligible organisation; being in this case Warrumbungle Shire Council.

Projects must be;

- for the construction of new infrastructure, or the refurbishment or upgrade to existing infrastructure.
- 'shovel ready'
- completed no later than 31 December 2016
- ready to commence construction within 12 months of the execution of the Funding Agreement between the applicant and the Commonwealth

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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- maintained for a period of not less than 5 years following completion of the project

Single projects or a package of smaller projects will be supported. There is no limit on the number of projects that may be submitted, however all projects must be included in a single application and, subject to approval, will form a single Funding Agreement between the applicant and the Commonwealth.

### **Issues**

Projects must benefit the communities that reside within the local government area by the following:

- develop the community. eg. projects that support or enhance social capital and regional livability through the construction, expansion or refurbishment of community facilities, infrastructure to support housing, streetscapes and civic upgrades, or facilities to support the disadvantaged
- support economic growth. eg by sustaining existing growth, enhancing productivity and innovation, supporting industry diversification and value-added activities, contributing to new investment, creating sustainable jobs, exploiting export opportunities, or facilitating workforce re-training and skills development, and/or
- support the environment. eg projects that support a transition to clean energy, sewerage upgrades, efficient storage, transformation and use of water, or the effective disposal of waste.

The application must demonstrate that the project is viable by providing evidence that approvals are in place, that the project will be fully funded through commitment of partnership contributions in cash or in-kind, that the project will be delivered on time and to budget and that the project has been appropriately costed.

Funding will not be provided for:

- local government premises that are occupied by local government for administrative purposes
- artworks
- toilet blocks
- soft infrastructure, such as computer software or hardware
- salaries for service delivery staff, research staff and/or contractors
- purchase of plant and equipment that is not an integral part of the funded project
- administrative overhead items, including office equipment and vehicles
- mobile capital equipment, such as trucks and earthmoving equipment
- provision of services and support activities
- ongoing operational and maintenance costs
- project management, feasibility studies and other costs associated with project management, and
- activities that are eligible to be funded under the National Disaster Relief and Recovery Arrangements.

For the information of new Councillors the following table is a summary of projects undertaken by Council under the Federal Governments Regional and Local Community Infrastructure Program (RLCIP) which had similar guidelines and principles.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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	RLCIP 1	RLCIP 2	RLCIP 3
<b>Baradine</b>			
Water Bore Casing Replacement	\$ 68,250		
Baradine Oval Grandstand			\$ 20,000
<b>Binnaway</b>			
Walkway Castlereagh River Stage 1	\$ 45,700		
Walkway Castlereagh River Stage 2			\$ 32,000
<b>Coolah</b>			
Swimming Pool Shade and Fencing	\$ 37,500		
Bowen Oval Grandstand	\$ 46,250		
Coolah Water Hydration Station			\$ 9,000
Swimming Pool Landscaping			\$ 21,000
<b>Coonabarabran</b>			
Youth Club	\$ 31,500		
VRA Headquarters	\$ 52,500		
Swimming Pool Solar Heating	\$ 36,750		
Town Hall Refurbishment	\$ 110,000		
Grandstand No 1 Oval	\$ 15,750		
Town Hall Kitchen Refurbishment			\$ 45,000
Castlereagh River Walkway			\$ 20,000
Swimming Pool Shade			\$ 15,000
<b>Dunedoo</b>			
Main street Beautification	\$ 91,800		
Dunedoo Swimming Pool			\$ 25,000
Dunedoo Recycling Centre		\$ 224,000	
<b>Mendooran</b>			
Swimming Pool Shade	\$ 32,000		
Recreation Ground Irrigation			\$ 40,000
<b>TOTAL</b>	<b>\$ 568,000</b>	<b>\$ 224,000</b>	<b>\$ 227,000</b>

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### Options

Whilst there is a time constraint, Council staff are confident that community consultation that was implemented during the development of the Community Strategic Plan (2012-2032) and subsequent Delivery Program (2013-2017) has demonstrated a thorough knowledge of what projects are of priority in each community.

There was a project identified under a previous RDAF round which involved Siding Spring Observatory, the AAO and ANU which was submitted as a consortium project in 2011. Similarly there is another major capital project, being the Yuluwirri Kids building extension that meets the criteria of this RDAF round. Both these were considered however when assessed and ranked, have not been included in the proposed list.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

A list of proposed projects that meet the funding criteria has been prepared for Council endorsement, and discussion held with stakeholders where applicable as to how the value adding of Council or community funds may be of benefit to particular projects.

	Request	Other Funds
<b>Mendooran</b>		
Mendooran Recreation/Sporting Oval Fence	\$ 15,000	-
<b>Dunedoo</b>		
Milling Park Playground Softfall and Shade	\$ 50,000	\$ 70,000
<b>Binnaway</b>		
Len Guy Park Softfall and Shade	\$ 50,000	-
<b>Coonabarabran</b>		
Yuluwirri Kids – Bike Track Project	\$ 35,000	-
Coonabarabran Pool Concourse Repairs	\$ 20,000	\$ 20,000
<b>Baradine</b>		
Baradine Oval Canteen	\$ 57,783	\$ 15,000
Baradine Tennis Courts – Resurface 2 Courts	\$ 60,000	-
Baradine Hall - Rewiring/Roof Project	\$ 20,000	\$ 20,000
Baradine Pool Playground and grass Shade	\$ 25,000	-
<b>Coolah</b>		
Bowen Oval Stage 3 - Mini Field	\$ 15,000	\$ 28,000
<b>TOTAL RDAF (5)</b>	<b>\$ 347,783</b>	
<b>TOTAL PROJECTS INVESTMENT</b>		<b>\$ 500,783</b>

There were more projects that were considered during this process, however negated due to a number of reasons including; no Development Application Consent, no budget or contribution funding from another source, being of a similar project to one completed in previous years or not meeting RDAF Round 5 criteria.

### Financial Considerations

As well as meeting the criteria, the list of proposed projects has one or more of the following attributes;

1. funding is already allocated in Council's 2013-2014 Operational Plan which means the RDAF funding is providing a value add component to that project,
2. community support,
3. cash or in-kind contribution or volunteer labour from local organisations and
4. is shovel ready
5. DA consent obtained where required

Upon approval, Council will receive a 50% up-front payment of the Funding Allocation upon execution of a Funding Agreement. Subsequent RDAF payments will be made in arrears on the achievement of agreed milestones, as set out in the Funding Agreement.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

---

### **RECOMMENDATION**

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	\$ 15,000
Milling Park Playground Softfall and Shade	\$ 50,000
Len Guy Park Softfall and Shade	\$ 50,000
Yuluwirri Kids – Bike Track Project	\$ 35,000
Coonabarabran Pool Concourse Repairs	\$ 20,000
Baradine Oval Canteen	\$ 57,783
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	\$ 15,000



# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### Item 29 Committee Representative

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

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### Reason for Report

This Baradine Memorial Hall Committee is made up of six (6) community representatives however, Council elected to run the committee with only five (5) community representatives due to the number Expressions of Interest received.

### Background

At the April 2013 Council Meeting four (4) community representatives were elected to join the Baradine Memorial Hall Committee (**Resolution No 324/1213**) with an additional member elected at the June 2013 Council Meeting (**Resolution No 391/1213**).

The community representatives on this committee are:

1. Mr John Farrell
2. Mrs Nea Worrell
3. Mrs Loretta Masman
4. Mr Matthew Bunner
5. Mr Ted Hayman

On 4 July Council received an Expression of Interest to join the Baradine Memorial Hall Committee from Ms Narelle Wood.

### Issues

Council is bound by its charter to consult and engage with the community in regards to the management of public facilities and delivery of services (ch3 Local Government Act 2003). A Committee of Council is bound by Council's Code of Conduct and minutes with recommendations presented to Council for consideration. They provide an opportunity for feedback and input into Council decision making about the facility or Management Activity.

The Baradine Memorial Hall Committee is a new Council Committee, and established to assist the Manager Property and Risk plan for capital expenditure and implement an R&M program, engaging Contractors as required as per Council's Contractor Management Policy.

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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### **Options**

Council should endorse the Expression of Interest received from Ms Narelle Wood thus bringing the number of community representatives to six (6).

### **Financial Considerations**

There are no financial considerations, the Manager Property and Risk supports this committee. Councillors generally assist with any travel required, and Councillor travel is budgeted for in the Governance Councillor expenses allocation.

### **RECOMMENDATION**

That Council accept the nomination of Ms Narelle Wood as a community representative on the Baradine Memorial Hall Committee.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Administration and Customer Service – Sally Morris
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan.

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#### 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 Council Chambers - Usage Policy was endorsed on 14 August 2007 (**Resolution No. 33**).

#### Issues

As part of the policy review currently being undertaken, it is an opportunity for Council to review the Council Chambers – Usage 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 Council Chambers and Meeting Rooms – Usage Policy to be included in the Strategic Policy Register.

	<b>Council Chambers and Meeting Rooms - Usage</b>
	<b>Strategic</b>

#### 1. Purpose

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

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### **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.

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

### **7. Reviews and Version Control**

Review Date: As needed

Staff Member Responsible for Review: Executive Assistant to General Manager

<b>Policy</b>	<b>Version</b>	<b>Resolution</b>	<b>Date</b>
Council Chambers Usage	1	33	14 August 2007
Council Chambers Usage	2		

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### Item 31 Strategic Policy – Statement of Business Ethics

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Administration and Customer Service – Sally Morris
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan.

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#### 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 Statement of Business Ethics was endorsed on 21 October 2010 under **(Resolution No. 132)**.

#### Issues

As part of the policy review currently being undertaken, it is an opportunity for Council to review the Statement of Business Ethics.

#### 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 Statement of Business Ethics to be included in the Strategic Policy Register.

 warrumbungle SHIRE COUNCIL	<b>Statement of Business Ethics</b>
	<b>Strategic</b>

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### 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.

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

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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- 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.

##### **5.1.2 Suppliers**

###### **General Requirement**

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

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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- 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**



# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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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.

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](http://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

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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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 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.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### 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:

- 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"

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### 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

<b>Policy</b>	<b>Version</b>	<b>Resolution</b>	<b>Date</b>
Statement of Business Ethics	Version 1	132	21 October 2010
Statement of Business Ethics	Version 2		

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### Item 32 Strategic Policy – Vision, Mission and Values

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Administration and Customer Service – Sally Morris
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan.

---

#### 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.

#### Background

Council's current Vision, Mission and Values were endorsed on 19 January 2012 (**Resolution No. 246/1112**).

#### Issues

As part of the policy review currently being undertaken, it is an opportunity for Council to review the Vision, Mission and Values.

#### 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 Vision, Mission and Values Policy to be included in the Strategic Policy Register.

 warrumbungle SHIRE COUNCIL	<b>Vision, Mission and Values</b>
	<b>Strategic</b>

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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### **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.

### **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

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### **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

## **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

<b>Policy</b>	<b>Version</b>	<b>Resolution</b>	<b>Date</b>
Vision Mission and Values	Version 1	246/1112	19 January 2012
Vision Mission and Values	Version 2		

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### Item 33 Organisation Restructure

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Human Resources
<b>Author:</b>	Acting Human Resources Manager - Glennis Mangan
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF4 Council's government practices and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

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### Reason for Report

Section 333 of the Local Government Act (1993) states *“that the organisation structure may be re-determined by the council from time to time. It must be re-determined within 12 months after any ordinary election of the Council.”*

The General Manager will present to Council in closed session the proposed Organisational Structure of Warrumbungle Shire Council.

### Background

Following the appointment of a new General Manager, and taking into account the recommendations of the organisation review undertaken by Local Government Management Solution (LGMS) in 2010, Council implemented a major organisational review in 2011, adopting the current organisational structure in December 2011. This saw the reduction of Directors from four (4) to three (3) and the creation of specialised units as Properties and Risk; Communications and IT, as well as Urban Services Supervisors in each town with the shire.

Following the ordinary election of Council in September 2012, Council must now re-determine its structure by September 2013 as per s333 of the NSW Local Government Act (1993).

This is an opportunity for Council to further align the organisational structure to meet the needs of the community and to ensure continual improvement of services. As a result there has been some proposed changes to the 2011 structure to ensure Council will move forward to the future maintaining a more efficient and effective framework.

### Issues

The proposed rearrangement of the current structure addressed a number of issues and was undertaken on the following principles which include:

1. The outcome should be at worst cost neutral to Council
2. Justified on skill set compatibility with others in the Department and the focus of that Directorate
3. Would assist in increasing income from external sources and meeting legislative requirements



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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4. The number of Managers or Employees within an area is not necessarily representative of the workload of that area

### **Options**

Council has the option to concur with the new structure presented or choose to remain with the current organisation structure.

Council must adhere to the NSW Local Award (2010) and consult with staff about the proposed changes prior to determining the new structure before the end of September 2013.

Once Council agrees in principle to the draft structure, the General Manager will enter into consultation with the Consultative Committee and Unions providing Position Descriptions and competencies for new or changed positions. Any alternative views from the Committee and Unions will be considered and a report brought back to Council for determination. Any proposals for job redesign or redundancy preferences will need to be explained and discussed with all staff affected.

Once Council determines the structure it will be imperative to move forward with recruitment of key positions, being Managers and senior positions, to ensure a smooth transition.

### **Financial Considerations**

The General Manager has reassured staff that no one will be without a job with Warrumbungle Shire Council as a result of this rearrangement of the organisational structure.

The full cost may only be estimated following Council approval to endorse the draft organisational structure and will be provided to the September meeting.

### **RECOMMENDATION**

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.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### Item 34 Local Government Week 2013

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Communications and IT - Christine White
<b>CSP Key Focus Area:</b>	Community and Culture
<b>Priority:</b>	CC1 Opportunities and support mechanisms should be developed to ensure that communities across the shire attract and retain young people and families

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### Reason for Report

Local Government Week is an annual opportunity to recognise all the important work councils do in their local communities by involving residents in fun, educational and interactive events showcasing the breadth and diversity of their many services. Supported by LGNSW, LG Week is promoted across NSW by Councils undertaking their own community engagement activities.

### Background

The objective of the Warrumbungle Shire Council Local Government Week 2014 is to promote local government to Youth across the Shire. It is proposed to engage Year 10/11 students across all six (6) towns in a series of activities planned for Local Government Week to be held 29 July to 2 August 2013.

In addition, the Coolah and Coonabarabran offices will be open for the community to visit and meet with staff.

As part of Local Government Week, the Youth Development Officer and Manager Communications & IT have developed a Communications Plan to engage students across the shire to raise awareness of the different types of careers and opportunities available within local government. This involves visits to all schools by staff to talk and present a short two minute video via You Tube. The Schools approached include;- Binnaway Central School, Coonabarabran High School, Baradine Central School, Mendooran Central School, Dunedoo Central School and Coolah Central School.

In addition, to encourage a positive perception of Council to the community, the two (2) administration offices will be open for members of the public to meet staff and discuss issues. Staff will be present to discuss Road Safety, Water and Sewer services, Waste Services, Environmental Health, Town Planning and Youth activities. The underlying theme is to promote Council as an organisation that operates as a business in providing services to the communities across the Warrumbungle Shire.

### Issues

The promotion of Warrumbungle Shire Council and local government as an 'Employer with opportunities' will attempt to improve the community's understanding that Councils are run as a business to provide a diverse range of services.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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### **Options**

The alternative option is to not actively promote LG Week, other than placing notices in the local newspapers in Council's regular page.

### **Financial Considerations**

Council has no budget allocation for LG Week, however any expenses such as afternoon tea which will be insignificant and will be allocated to civic functions. Staff time requested to attend each school visit and the two (2) office open days are already budgeted for within the specific management activity area and will not be allocated to a special project.

### **RECOMMENDATION**

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.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### Item 35 Council Resolutions Report September 2012 – June 2013

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Executive Services Administration Officer - Erin Morley
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

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#### **Reason for Report**

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

#### **Background**

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

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

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

#### **Issues**

This feedback is provided to Council for information purposes.

#### **Options**

Nil.

#### **Financial Considerations**

Nil.

#### **RECOMMENDATION**

For Council's Information.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### Item 36 Bank Reconciliation for month ending 30 June 2013

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

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#### **Background**

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

#### **Issues**

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.

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

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

#### **Options**

N/A

#### **Financial Considerations**

Nil

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

### Summary

Balance per General Ledger as at 30 June 2013

<b>Bank</b>	<b>Account Number</b>	<b>Balance</b>
General Fund	5410-3000-0001	620,166
Trust Fund	9000-3000-0000	267,283
WSC Mayor's Bushfire Appeal	9200-3000-0000	376,947
Investments - General	5220-3001-3001	7,804,220
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
<b>Total per General Ledger</b>		<b>17,168,617</b>

Balance as per Bank Account as at 30 June 2013

<b>Bank</b>	<b>Balance</b>
<b><u>General</u></b>	
Commonwealth	601,061
Westpac	8,690
NAB	3,642
<b>Total - General</b>	<b>613,393</b>
<b><u>Trust</u></b>	
Commonwealth	267,283
<b>Total - Trust</b>	<b>267,283</b>
<b><u>WSC Mayors Bush Fire Appeal Trust</u></b>	
Commonwealth	42,019
Commonwealth	335,428
<b>Total - WSC Mayors Bush Fire Appeal Trust</b>	<b>377,447</b>
<b><u>Investments</u></b>	
Securities	3,000,000
IBD	12,904,221
<b>Total Investments</b>	<b>15,904,221</b>
<b>Total All Bank Accounts</b>	<b>17,162,344</b>

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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<b>Bank</b>	<b>Balance</b>
<i>Add:</i>	
Outstanding Deposits - General	7,713
Outstanding Deposits - Trust	-
Outstanding Deposits – WSC Mayors Bushfire Appeal	-
<i>Less:</i>	
Unpresented cheques - General	940
Unpresented cheques - Trust	-
Unpresented cheques- WSC Mayors Bushfire Appeal	500
<b>Balance adjusted for outstanding deposits &amp; Unpresented cheques (Final Bank Balance)</b>	<b>17,168,617</b>
<b>Variance between Final Bank Balance and General Ledger</b>	<b>-</b>

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

Balance as per Bank Account History as at 30 June 2013

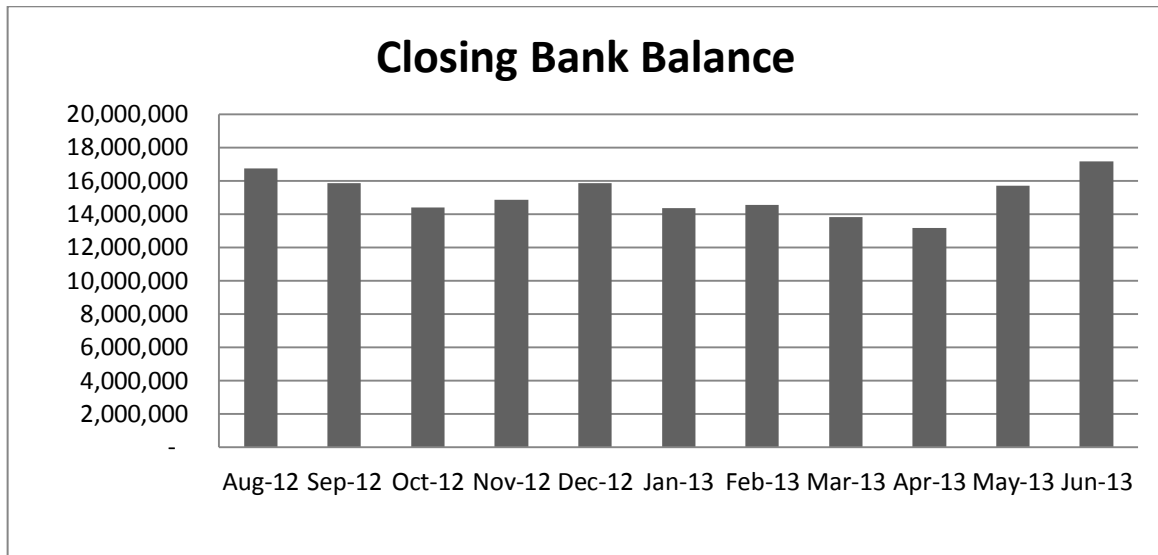
Month	Funds Held In General Account	Funds Held In Trust Account	Mayors Bushfire Appeal Trust Account	Investment	Total	Net Of Outstanding Deposits And Unpresented Cheques	End Of Month Closing Bank Balance
Jul-12	1,000,713	162,656	-	15,085,240	<b>16,248,609</b>	(238,792 )	<b>16,009,817</b>
Aug-12	1,309,719	161,824	-	14,906,285	<b>16,377,828</b>	366,735	<b>16,744,563</b>
Sep-12	584,192	163,765	-	15,255,247	<b>16,003,204</b>	(220,699)	<b>15,782,505</b>
Oct-12	1,696,793	164,914	-	12,839,623	<b>14,701,330</b>	(285,799)	<b>14,415,531</b>
Nov-12	1,015,074	157,900	-	13,614,704	<b>14,787,678</b>	91,160	<b>14,878,838</b>
Dec-12	315,264	160,448	-	15,402,621	<b>15,878,333</b>	3,323	<b>15,881,656</b>
Jan-13	2,458,707	161,592	276,185	12,112,180	<b>15,008,664</b>	(660,498)	<b>14,348,166</b>
Feb-13	620,444	200,877	493,115	13,131,457	<b>14,445,893</b>	104,355	<b>14,550,248</b>
Mar-13	458,680	202,868	583,700	12,670,300	<b>13,915,548</b>	(87,901)	<b>13,827,647</b>
Apr-13	1,081,151	201,632	551,423	11,510,875	<b>13,345,081</b>	(183,874)	<b>13,161,207</b>
May-13	767,857	265,347	452,387	14,105,701	<b>15,591,292</b>	109,836	<b>15,701,128</b>
Jun-13	613,393	267,283	377,447	15,904,221	<b>17,162,344</b>	6,273	<b>17,168,617</b>



**WARRUMBUNGL SHIRE COUNCIL**

**Ordinary Meeting – 18 July 2013**

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**RECOMMENDATION**

That Council accept the Bank Reconciliation Report for the month ending 30 June 2013.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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### **Item 37 Investments and Term Deposits**

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

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### **Background**

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.

Council currently benchmarks its investment performance against the three (3) month Bank Bill Swap Reference Rate (BBSW) as per Council's Investment Policy. The June BBSW 3 month rate was 2.84%. Council's term deposits returned an average rate of 4.19% for the month of June, outperforming Council's benchmark.

During the month of June one (1) of Council's Term Deposits totalling \$1m fell due, earning Council \$14,659 in interest revenue (over the life of the deposit). Council then invested the \$1m with Westpac for 90 days at a rate of 4.07%. A net value of \$515,800 was transferred into Council's general account from its NAB At Call account to cover operating expenses and a further \$3m was transferred into Council's ANZ At Call account.

Council's investment security Averon CPP Ltd Aver totalling \$700,000 matured on 20 June, earning Council \$19,362 in interest revenue (over the life of the deposit). This equates to an annual rate of return of less than 0.7% per annum over the four (4) years of the investment however there was no loss of principal and the full \$700,000 was paid at maturity.

All of Council's investment securities are currently not paying coupons although all of the remaining two (2) investments are expected to be redeemed at higher than original purchase price. Council's investment securities underperformed against Council's benchmark. However, it should be noted that the value (based on Indicative Bid) for Council's investment securities increased by \$25,050 during the past month.

### **Issues**

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

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### Options

N/A

### Financial Considerations

Council 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.)

Averon CPP Ltd Aver	Matured on 20 June, rated AA+/A1 by S&P/Moodys (AA+ principle only). This security paid slightly above valuation.
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.

## WARRUMBUNGLA SHIRE COUNCIL

### Ordinary Meeting – 18 July 2013

#### Summary

Investment Securities: Council currently holds the following investment securities:

Bank	Purchase Price	Indicative Bid	Valuation based on indicative bid as at 30 June 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%
<b>Total:</b>	<b>3,000,000</b>		<b>2,760,000</b>					<b>0%</b>

Term Deposits: Council currently holds the following Term Deposits:

Bank	Current Investment	Opening Balance	Buy/(Sell)	June Interest Earned/ Accrued	Closing Balance	Lodgement date	Maturity Date	Rating	Current Yield
NAB Cash Maximiser #	1,108,427	1,620,175	-515,800	4,052	1,108,427	At Call	At Call	AA-	3.29%
ANZ At Call	7,295,794	4,285,526	3,000,000	10,268	7,295,794	At Call	At Call	AA-	4.25%
Suncorp Treasury	-	1,010,816	-1,014,659	3,843	-	1/02/2013	3/06/2013	A+	4.35%
Suncorp Treasury	1,000,000	1,006,457	-	3,459	1,009,916	4/04/2013	5/07/2013	A+	4.22%
ANZ	1,500,000	1,508,754	-	5,471	1,514,225	12/04/2013	22/07/2013	AA-	4.45%
Bank of Queensland	1,000,000	1,003,648	-	3,648	1,007,296	6/05/2013	7/08/2013	BBB+	4.45%
Westpac	1,000,000	-	1,000,000	3,002	1,003,002	3/06/2013	2/09/2013	AA-	4.07%
<b>Total:</b>	<b>12,904,221</b>	<b>10,435,376</b>	<b>2,469,541</b>	<b>33,743</b>	<b>12,938,660</b>				<b>4.19%</b>

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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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.

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Responsible Accounting Officer

### **RECOMMENDATION**

That Council accept the Investments Report for the month ending 30 June 2013.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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### **Item 38 Rates Report for Month Ending 30 June 2013**

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

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### **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 2012 was 13.62% which although above the DLG recommended benchmark is an improvement on last year's ratio of 15.13%.

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 30 June 2013, is 15.42%. This figure is higher than the 10% benchmark proposed by the DLG. It should be noted that the benchmark reported in this report is slightly different to the DLG benchmark reported at year end. The benchmark to be reported to the DLG is forecast to be around 14%. The final figure will be known on completion of the 2012/13 financial statements. The final benchmark is still expected to be higher than the 30 June 2012 figure.

### **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.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

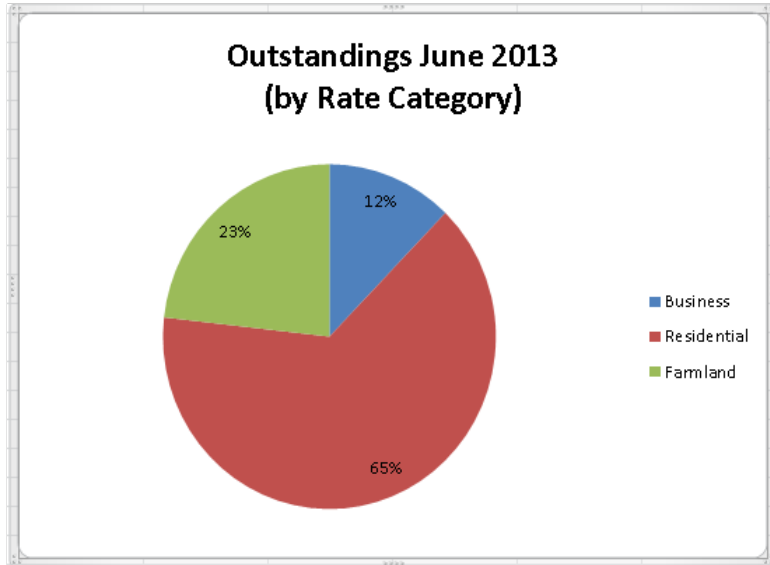
RATE/CHARGE TYPE	RATE ARREARS 2011/12	2012/2013 LEVY	PENSIONER WRITE OFF	ABANDONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2012/2013	COLLECTION % 2012/2013	TOTAL ARREARS AS AT EOM	OUTSTANDING RATES AND ANNUAL CHARGES %
General	614,759	6,914,497	165,610	3,827	7,359,820	6,729,294	630,525	91%	777,505	11%
Water	187,948	1,285,830	73,081	261	1,400,435	1,224,582	175,854	87%	221,897	17%
Sewerage	379,939	1,062,023	53,530	2,094	1,386,337	1,021,693	364,644	74%	207,584	20%
Garbage	155,985	1,563,685	107,058	1,372	1,611,240	1,447,485	163,754	90%	198,903	13%
<b>TOTAL RATES AND ANNUAL CHARGES</b>	<b>1,338,631</b>	<b>10,826,034</b>	<b>399,279</b>	<b>7,554</b>	<b>11,757,832</b>	<b>10,423,054</b>	<b>1,334,778</b>	<b>89%</b>	<b>1,405,888</b>	<b>13%</b>
Water Consumption	411,225	1,340,847	-	3,447	1,748,625	1,156,955	591,670	66%	338,316	25%
Sewer Consumption	70,499	128,327	-	17	198,808	122,138	76,670	61%	26,543	21%
<b>TOTAL WATER SUPPLY SERVICES</b>	<b>481,724</b>	<b>1,469,174</b>	<b>-</b>	<b>3,464</b>	<b>1,947,433</b>	<b>1,279,093</b>	<b>668,340</b>	<b>66%</b>	<b>364,859</b>	<b>25%</b>
LEGAL FEES	156,016	71,038		1,487	225,567	111,019	114,549	49%	159,535	
INTEREST	228,554	155,688			384,242		384,242			
<b>GRAND TOTAL</b>	<b>2,204,925</b>	<b>12,521,933</b>	<b>399,279</b>	<b>12,505</b>	<b>14,315,075</b>	<b>11,813,166</b>	<b>2,501,909</b>	<b>83%</b>	<b>1,930,283</b>	<b>15.42%</b>

- 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.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

Analysis by Council staff has indicated that a majority of the rates and annual charges outstanding amount 65% relates to residential properties, while 23% 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.



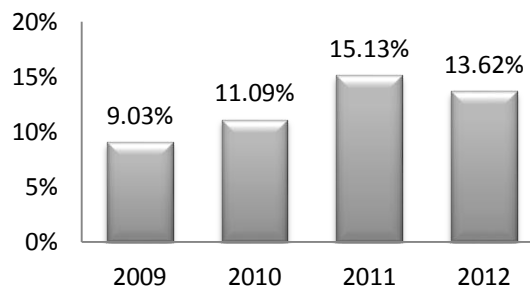
Of the amount outstanding, Council currently has a total of 357 assessments with a total of \$602,471 outstanding under an arrangement to pay the outstanding rates and annual charges on a weekly, fortnightly or monthly basis.

Rates Type	Rates levy			Water levy			Legal	Grand Total
	General	Domestic Waste	Water Access	Sewer Access	Water Usage	Sewer Usage		
<b>Business</b>	76,678	26,698	18,963	32,294	49,267	26,543	6,265	236,709
<b>Residential</b>	297,621	165,147	202,934	175,290	289,049	-	115,404	1,245,445
<b>Farmland</b>	403,205	7,057	-	-	-	-	37,866	448,129
<b>Total</b>	<b>777,505</b>	<b>198,903</b>	<b>221,897</b>	<b>207,584</b>	<b>338,316</b>	<b>26,543</b>	<b>159,535</b>	<b>1,930,283</b>

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 May.

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



**RECOMMENDATION**  
For Council's information.



# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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

<b>Division:</b>	Corporate Services
<b>Management Area:</b>	Tourism and Economic Development
<b>Author:</b>	Finance Manager – Paul Baker
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	G4 Council's governance and organisational Structure reflects the vision, directions and priorities outlined in the CSP

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#### Reason for Report

On 28 June 2013 Financial Services undertook a stocktake of the saleable items stores held at the Visitor Information Centre at Coonabarabran.

#### Background

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

A disparity between Council's stock records in its financial systems and Council's stocktake results will mean that there has been a failure of either the system for physically controlling the stock or in the operations of recording the stock. Stock may be lost or misplaced for a number of reasons. It may be stolen, wrongly located in the store or shelves. Stocktakes ensure that any disparities are identified and then be rectified.

#### Issues

The result of the Visitor Information Stocktake is a net Write Off of \$43.50.

Sales Item Category	Result	Amount
Maps	Net Write Off	-10.16
Books	Net Write Off	-13.80
Souvenirs	Net Write Off	-87.55
Cards	Net Write On	0.48
Postcards	Net Write On	9.18
Drinks	Net Write On	58.35
Total		-43.50

#### Options

A new stocktake procedure was implemented this time with Financial Services staff undertaking the counting process of items which has provided an independent internal audit check to VIC staff.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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### **Financial Considerations**

As a result of this June stocktake these sales items are to be written off resulting in a decrease of the saleable goods stock value.

Every effort will be made to ensure that stocks are not damaged while people are making selections. The total amount of the write off is \$43.50.

### **RECOMMENDATION**

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.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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

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

---

#### **Reason for Report**

A resolution is required to authorise the General Manager to use Council's Seal on an agreement with the North West Weight of Loads Group.

#### **Background**

Council currently has a memorandum of agreement with seven (7) other Councils in the North West to employ inspectors and staff for the purpose of enforcing compliance with truck weight regulations. Recently, there has been a change in staff and as a result a new agreement must be made to authorise the staff to operate on Council's behalf. Council's Common Seal is required to formalise the agreement.

#### **Issues**

Moree Shire Council is the administrative centre for the North West Weight of Loads Group and the Support Officers and inspectors are employed by that Council.

#### **Options**

The support officers and inspectors will not be able to act for Warrumbungle Shire Council if authorisation is not given.

#### **Financial Considerations**

The financial contribution to the Group by Warrumbungle Shire Council is a direct result of the number of hours inspectors spend patrolling roads within the Shire. That is, the enforcement program of the Group is on a fee for service program. Furthermore, the cost of the inspections within the Shire is offset by income received through fines and Council's share of Roads & Maritime Services funding for the Group.

The amount of payments made to Moree Plains Shire Council are as follows:

- 2011/12 \$17,406.76
- 2012/13(pe31/3/13) \$16,036.74

#### **RECOMMENDATION**

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.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### Item 41 Warrumbungle Shire Council Road Safety Steering Committee

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Asset and Design
<b>Author:</b>	Road Safety Officer – Ken Smith
<b>CSP Key Focus Area:</b>	Community and Culture
<b>Priority:</b>	CC4 There is a high degree of public involvement in community activities including volunteerism

---

#### **Reason for Report**

The Warrumbungle Shire Council Road Safety Steering Committee requests that Council elect a Councillor to act as Council representative on the committee.

#### **Background**

Section 52A(1) of the Transport Administration Act 1988 states that Roads and Maritime Services (RMS) formerly the NSW Roads and Traffic Authority (RTA) is responsible for promoting traffic safety throughout NSW. This includes coordinating the activities of public authorities as far as those activities relate to traffic safety, and strategic planning for improved traffic safety.

Warrumbungle Shire Council has demonstrated a strong commitment to the Local Government Road Safety Program since 2005. Under the RMS/Warrumbungle Council Road Safety Officer Program Agreement, Council was obliged to establish a Road Safety Steering Committee. This committee was established on 11 August 2011 and is required to meet at a minimum of twice per year.

The purpose of the meetings are to ensure Council, RMS and Council's Road Safety Officer (RSO) agree with current and planned Road Safety Action Plan and associated funding.

#### **Issues**

The Road Safety Action Plan is an annual plan developed by the RSO in consultation with RMS. It identifies the specific road safety programs proposed by the RSO during the year.

The Road Safety Steering Committee is comprised of key stakeholders including the RSO, the supervisor of the RSO and RMS. As a minimum, the committee should also invite membership from Council, and NSW Police.

To ensure fair and objective judgement of road safety issues and transparency of purpose of road safety funding within the Warrumbungle Shire it is recommended a representative Councillor be appointed to the committee.

Meetings are held on the first Tuesday of March, July and November where possible directly following the Traffic Advisory Committee Meeting. All meetings are conducted in Coonabarabran.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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### **Options**

One (1) Councillor representative is required. The Mayor is the current Council representative of the Traffic Advisory Committee. Council may choose to nominate an alternative Councillor for the Road Safety Committee.

### **Financial Considerations**

Councillor expenses are allocated to Councillor Travel in Governance within the Executive Services Management Activity. The cost of the Committee is minimal as is held in conjunction with the regular Traffic Advisory Committee Meeting of that month.

### **RECOMMENDATION**

That Council nominates a Councillor to act as Council representative on the Warrumbungle Shire Council Road Safety Steering Committee.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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

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

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#### **Purpose**

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. A works program for maintenance of unsealed roads is expected to be presented at the August meeting of Council.

#### **Issues**

The works program presented in attachment 1.0 contains draft start and finish dates for each project. The dates are expected to be confirmed for the August meeting of Council.

#### **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.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

### Attachment 1.0 – 2013/14 Works Program for Road Operations and Urban Services

Task Name	Start	Finish	Budget Alloc	ytd cost	% Work Complete
<b>Technical Services</b>	<b>Thu 2/05/13</b>	<b>Mon 30/06/14</b>	<b>\$10,154,373</b>	<b>\$0</b>	<b>0%</b>
<b>Asset Design Services</b>	<b>Wed 10/07/13</b>	<b>Wed 10/07/13</b>	<b>\$30,000</b>	<b>\$0</b>	<b>0%</b>
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%
<b>Fleet Services</b>	<b>Wed 10/07/13</b>	<b>Wed 24/07/13</b>	<b>\$2,265,000</b>	<b>\$0</b>	<b>0%</b>
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%
<b>Road Contracts</b>	<b>Fri 1/11/13</b>	<b>Tue 1/04/14</b>	<b>\$1,029,500</b>	<b>\$0</b>	<b>0%</b>
<b>Reseals</b>	<b>Fri 1/11/13</b>	<b>Tue 1/04/14</b>	<b>\$1,029,500</b>	<b>\$0</b>	<b>0%</b>
Baradine reseals	Fri 1/11/13	Tue 1/04/14	\$17,200	\$0	0%
Binnaway reseals	Fri 1/11/13	Tue 1/04/14	\$15,400	\$0	0%
Coolah reseals	Fri 1/11/13	Tue 1/04/14	\$25,600	\$0	0%
Coonabarabran reseals	Fri 1/11/13	Tue 1/04/14	\$82,000	\$0	0%
Dunedoo reseals	Fri 1/11/13	Tue 1/04/14	\$23,100	\$0	0%
Mendooran reseals	Fri 1/11/13	Tue 1/04/14	\$15,400	\$0	0%
Local roads reseals	Fri 1/11/13	Tue 1/04/14	\$420,300	\$0	0%
Regional Rd reseals	Fri 1/11/13	Tue 1/04/14	\$430,500	\$0	0%
<b>Road Operations</b>	<b>Thu 11/07/13</b>	<b>Mon 30/06/14</b>	<b>\$5,469,514</b>	<b>\$0</b>	<b>0%</b>
<b>Local Roads</b>	<b>Thu 11/07/13</b>	<b>Mon 30/06/14</b>	<b>\$3,141,469</b>	<b>\$0</b>	<b>0%</b>
Bridge - Grandchester	Thu 11/07/13	Thu 31/10/13	\$200,000	\$0	5%
Bridge - Tongy	Thu 11/07/13	Fri 16/08/13	\$116,689	\$0	85%
Bridge - Bugaldie Ck	Thu 11/07/13	Fri 9/08/13	\$116,689	\$0	85%
Bridge-Baby Creek	Thu 11/07/13	Fri 30/08/13	\$20,000	\$0	98%
Garrawilla Ck (fld damage)	Thu 11/07/13	Fri 16/08/13	\$164,791	\$0	80%
Premer Estate Cwy	Mon 2/09/13	Fri 27/09/13	\$38,300	\$0	0%
Bridge - Barad/Aero Rd	Mon 29/07/13	Mon 30/06/14	\$250,000	\$0	0%
Bridge- Baradine Creek	Mon 29/07/13	Mon 30/06/14	\$1,500,000	\$0	0%
Borambitty Rd Crest	Mon 5/08/13	Fri 6/09/13	\$25,000	\$0	0%
Coolah Ck Rd Rehab	Tue 1/10/13	Sat 30/11/13	\$110,000	\$0	0%
Bridge - Kenebri	Mon 29/07/13	Mon 30/06/14	\$600,000	\$0	0%
<b>Gravel Road Resheeting</b>	<b>Mon 29/07/13</b>	<b>Fri 18/04/14</b>	<b>\$765,000</b>	<b>\$0</b>	<b>0%</b>
Tohills Rd	Mon 21/10/13	Mon 4/11/13	\$45,000	\$0	0%
Salacks Rd	Mon 30/09/13	Fri 11/10/13	\$45,000	\$0	0%
Narrawa Rd	Mon 26/08/13	Mon 9/09/13	\$45,000	\$0	0%
Borambitty Rd	Mon 29/07/13	Fri 23/08/13	\$100,000	\$0	0%
Guinema Rd	Mon 11/11/13	Fri 27/12/13	\$180,000	\$0	0%
Keerrawah Rd	Mon 2/09/13	Fri 27/09/13	\$50,000	\$0	0%
Goolma Rd	Mon 23/09/13	Fri 4/10/13	\$45,000	\$0	0%
Gollan Rd	Mon 14/10/13	Fri 25/10/13	\$45,000	\$0	0%

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

Task Name	Start	Finish	Budget Alloc	ytd cost	% Work Complete
Round Mountain Rd	Mon 28/10/13	Fri 6/12/13	\$75,000	\$0	0%
Collier Rd	Mon 2/12/13	Fri 20/12/13	\$25,000	\$0	0%
Box Ridge Rd	Tue 4/03/14	Fri 18/04/14	\$110,000	\$0	0%
<b>Regional Roads</b>	<b>Thu 11/07/13</b>	<b>Fri 7/02/14</b>	<b>\$1,563,045</b>	<b>\$0</b>	<b>0%</b>
Bridge - Saltwater Crk No 2	Thu 11/07/13	Fri 27/09/13	\$594,045	\$0	35%
MR55 Pavement Rehab	Mon 11/11/13	Fri 7/02/14	\$800,000	\$0	0%
MR129 Pavement Rehab	Mon 2/12/13	Fri 24/01/14	\$169,000	\$0	0%
<b>Urban Services</b>	<b>Thu 2/05/13</b>	<b>Fri 30/05/14</b>	<b>\$1,360,360</b>	<b>\$0</b>	<b>0%</b>
<b>Horticulture</b>	<b>Tue 1/10/13</b>	<b>Mon 3/03/14</b>	<b>\$160,000</b>	<b>\$0</b>	<b>0%</b>
Binnaway Progress Ass'n	Mon 3/03/14	Mon 3/03/14	\$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	Mon 18/11/13	Fri 27/12/13	\$50,000	\$0	0%
<b>Ovals</b>	<b>Thu 11/07/13</b>	<b>Fri 28/03/14</b>	<b>\$133,947</b>	<b>\$0</b>	<b>0%</b>
Robertson Oval, irrigation	Thu 11/07/13	Fri 27/09/13	\$38,947	\$0	15%
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%
<b>Swimming Pools</b>	<b>Mon 2/09/13</b>	<b>Fri 27/09/13</b>	<b>\$72,000</b>	<b>\$0</b>	<b>0%</b>
Coona Concrete repairs	Mon 2/09/13	Fri 27/09/13	\$20,000	\$0	0%
Coolah pool cover	Mon 2/09/13	Fri 6/09/13	\$12,000	\$0	0%
Baradine leak prevent	Mon 2/09/13	Fri 27/09/13	\$40,000	\$0	0%
<b>Town Streets Baradine</b>	<b>Thu 11/07/13</b>	<b>Fri 18/04/14</b>	<b>\$164,932</b>	<b>\$0</b>	<b>0%</b>
Street light - Lachlan Street	Thu 11/07/13	Fri 26/07/13	\$4,632	\$0	20%
Flood Levee Invest	Mon 2/12/13	Fri 18/04/14	\$120,000	\$0	0%
Footpath 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%
<b>Town Streets Binnaway</b>	<b>Mon 7/04/14</b>	<b>Fri 25/04/14</b>	<b>\$60,000</b>	<b>\$0</b>	<b>0%</b>
David street k&g	Mon 7/04/14	Fri 25/04/14	\$60,000	\$0	0%
<b>Town Streets Coolah</b>	<b>Thu 11/07/13</b>	<b>Fri 30/05/14</b>	<b>\$231,100</b>	<b>\$0</b>	<b>0%</b>
Binnia St kerb blisters			\$44,286	\$0	10%
Coolah cycleway	Thu 11/07/13	Fri 26/07/13	\$10,814	\$0	90%
Binnia St. kerb blisters	Mon 7/04/14	Fri 9/05/14	\$46,000	\$0	0%
Booyamurra St. rehab	Mon 5/05/14	Fri 30/05/14	\$110,000	\$0	0%
Footpath Rehab	Mon 4/11/13	Fri 15/11/13	\$20,000	\$0	0%
<b>Town Streets Coona</b>	<b>Thu 11/07/13</b>	<b>Fri 29/11/13</b>	<b>\$331,381</b>	<b>\$0</b>	<b>0%</b>
Footpath Const. Baths	Thu 11/07/13	Fri 27/09/13	\$18,271	\$0	80%
Culvert Ext Dalgarno St	Thu 11/07/13	Fri 9/08/13	\$78,110	\$0	80%
Admin Building - car park	Thu 11/07/13	Fri 23/08/13	\$0	\$0	0%
Admin Building - footpath	Thu 11/07/13	Fri 2/08/13	\$0	\$0	90%



# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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Task Name	Start	Finish	Budget Alloc	ytd cost	% Work Complete
Dalgarno Foot Rehab	Tue 1/10/13	Mon 28/10/13	\$45,000	\$0	0%
Dalgarno keb rehab	Mon 4/11/13	Fri 29/11/13	\$70,000	\$0	0%
Cycleway Newell Hwy	Mon 19/08/13	Fri 13/09/13	\$120,000	\$0	0%
<b>Town Streets Dunedoo</b>	<b>Mon 2/09/13</b>	<b>Fri 20/12/13</b>	<b>\$192,000</b>	<b>\$0</b>	<b>0%</b>
Wallaroo St construction	Mon 2/09/13	Fri 20/12/13	\$150,000	\$0	3%
Dish drain Tucklan	Mon 18/11/13	Fri 29/11/13	\$22,000	\$0	0%
Footpath Rehab	Mon 18/11/13	Fri 29/11/13	\$20,000	\$0	0%
<b>Town Sts Mendooran</b>	<b>Thu 2/05/13</b>	<b>Fri 18/10/13</b>	<b>\$15,000</b>	<b>\$0</b>	<b>0%</b>
Footpath Rehab	Mon 7/10/13	Fri 18/10/13	\$15,000	\$0	0%

Indicates carryover projects yet to be approved.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### Item 43 Extension of Macquarie Regional Library Agreement

<b>Division:</b>	Environmental and Community Services
<b>Management Area:</b>	Library Services
<b>Author:</b>	Director Environmental and Community Services – Tony Meppem
<b>CSP Key Focus Area:</b>	Community and Culture
<b>Priority:</b>	CC3 Our shire is home to a vibrant arts and cultural life of the shire is promoted and supported as an essential aspect of community well-being.

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### Reason for Report

The Macquarie Regional Library (MRL) Service agreement is due to expire on the 31 August 2014 and Council is required to give a minimum of 12 months prior notice of its intentions in relation to continuing to be a part of the agreement. A copy of the existing agreement has been sent under separate cover as an enclosure.

### Background

Macquarie Regional Library is a consortium of four Local Government areas (Dubbo, Narromine, Wellington and Warrumbungle) which provides a Library service to the communities within the Local Government areas. The Councils have entered into a binding legal Agreement for the provision of library services, by an Executive Council (Dubbo City Council) and the staffing of the Macquarie Regional Library service. The latest Agreement was executed in 2010 and expires on the 31 August 2014.

Currently, each member Council makes an annual per capita financial contribution to fund the library service operations. The financial contribution from each Council and the method of calculation is set under the terms and conditions of the MRL Agreement. This funding consists of the transfer of the State Government subsidies paid to each Council and a per capita fee determined each year by the Library Committee. There are also additional funds for the provision of library resources. This is currently 15% of the per capita contribution for each member Council.

The financial contribution agreed to by the Library Committee, covers each member Council's proportion of the costs, based on population, for Regional staff salaries, library resources, associated materials and operating expenses. The costs of the salaries and on costs of the Branch staff employed are paid separately by the member Councils and are administered by the Executive Council.

All expenses including resource purchases, regional staff salaries and those operating costs approved by the Committee of the Regional Library Service, with the exception of capital costs in respect of buildings, are made from these funds.

Each member Council is responsible for asset management and contingency planning, the cost of running and maintaining their branch library/service point buildings and associated fixtures and furniture.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 July 2013**

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A revised method of determining Macquarie Regional Library (MRL) Councils' contribution was recommended for 2013/2014 and 2014/2015 to at least ensure adequate and consistent funding to support the annual operations of the Councils' library services by MRL for these years. This revised funding method would not be reliant on a per capita figure, but rather be based on an initial set figure and then increased by the annual general rate variation increase as determined by the NSW Government. It is proposed to apply 2012/2013 as the base figure. For the preparation of the forward estimate budgets, a 3.4% increase has been applied to the 2012/2013 figures for 2013/2014 and a 3% increase thereafter for 2014/2015, 2015/2016 and 2017/2017. This assumes that the minimum allowable rate increases will be 3% over these years.

Council currently spends approximately \$566,000 on providing library services across the six towns of the shire. Council's costs in running its six libraries are predominately made up of payments outside the base contribution of \$110,658 under the adopted funding formula with the book contribution being an additional \$16,599 and payment of the state library grant to MRL of \$56,955. The total payments to MRL to provide management and other services within the agreement amount to approximately 32.5% of Council's library costs.

### **Issues**

The recent draft reforms announced into the local government sector in NSW highlighted library services as a service which could be provided under the proposed county council model. Council has benefited from the Macquarie Regional Library agreement by allowing professional management of the library function of Council through access to the latest technologies, greater access to varied reading material and coordinated promotional programs.

Council could withdraw from the MRL agreement and attempt to provide the same level of service to its communities, however, it would need to take on the risk of employing all library staff, would need to spend resources on regularly updating reading material and technological materials to a degree that little saving would be expected.

### **Options**

Should Council decide that it wished to maintain the same level of services to all communities there would be little benefit from not forming another alliance with council's in its region to take advantages of economies of scale and the benefits of increased management knowledge of the service through specialisation?

Should Council be prepared to drastically reduce the provision of library services within its area there could be a saving in the cost of provision of library services which would be heavily dependant upon the capacity for Council and the community to tolerate reductions in library services.

### **Financial Considerations**

Another agreement to form an alliance to provide library services will result in similar costs being experienced by Council in the provision of those services with increases factored in for CPI indexation.

Withdrawing from the MRL agreement may have the capacity to reduce library expenditure but only with the reduction of service levels across the communities of the shire.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 18 July 2013

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### **RECOMMENDATION**

That Council confirm its intention to participate in a new Macquarie Regional Library agreement upon the expiry of the current agreement in August 2014.

## WARRUMBUNGLA SHIRE COUNCIL

### Ordinary Meeting – 18 July 2013

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#### Item 44 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

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#### Development Applications

##### (i) Approved – June 2013

Complying Development (Set Criteria) Development Application (Specialised Conditions)	Date Approved	Applicant's Name	Location	Town	Type Of Development
DA 42/1213	17/06/2013	Aurecon	Ann Street	Coonabarabran	Communications Tower
DA 71/1213	14/06/2013	Megan Wesley	7 King Street	Coolah	Additions to Dwelling
DA 72/1213	21/06/2013	Barry Johnston	283 Baradine Rd	Baradine	Extend Production Shed
DA 76/1213	3/06/2013	Arnold & Annette Simms	2210 Timor Road	Coonabarabran	Erect Replacement Dwelling
DA 77/1213	28/06/2013	Baradine Rusty Club	26-28 Lachlan St	Baradine	Change Usage
CD 78/1213	20/05/2013	Huckel Pools	162 Avonside Road	Dunedoo	Fibreglass Swimming Pool
DA 79/1213	28/06/2013	David Crosdale	19 Nelson Street	Coonabarabran	Erect Awning

#### RECOMMENDATION

That Council note the Applications Approved during June 2013 under Delegated Authority.