



# **Warrumbungle Shire Council**

## **Council meeting**

**Thursday, 19 December 2013**

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

**commencing at 10.00 am**

***Mayor***

Councillor Peter Shinton

***Deputy Mayor***

Councillor Murray Coe

***COUNCILLORS***

Councillor Gary Andrews

Councillor Anne-Louise Capel

Councillor Fred Clancy

Councillor Victor Schmidt

Councillor Chris Sullivan

Councillor Ron Sullivan

Councillor Denis Todd

***MANAGEMENT TEAM***

Steve Loane (General Manager)

Rebecca Ryan (Director Corporate Services)

Kevin Tighe (Director Technical Services)

Fiona Luckhurst (Acting Director Environmental &  
Community Services)

# Warrumbungle Shire Council

## Vision

Excellence in Local Government

## Mission

We will provide:

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

## We Value

### Honesty

Frank and open discussion, taking responsibility for our actions

### Integrity

Behaving in accordance with our values

### Fairness

Consideration of the facts and a commitment to two way communication

### Compassion

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

### Respect

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

### Transparency

Open and honest interactions with each other and our community

### Passion

Achievement of activities with energy, enthusiasm and pride

### Trust

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

### Opportunity

To be an enviable workplace creating pathways for staff development

**WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting – 19 December 2013**

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**NOTICE** is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday 19 December 2013 at the Council Chambers, Coolah commencing at 10.00am

**AGENDA**

Welcome

Turn Off Mobile Phones

**Order of Business**

Forum

Apologies

Disclosure of Interest  
Pecuniary Interest  
Non Pecuniary Conflict of Interest

Mayoral Minute

Reports

Questions and Matters of Concern

Reports to be considered in Closed Council

Item 1C Financial Tendering For Supply of Hardware  
Item 2C Financial Management Information System Upgrade  
Item 3C IT – Managed Services for User Support and Infrastructure  
Item 4C Cleaning Tender

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

# WARRUMBUNGL SHIRE COUNCIL

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

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

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

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

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

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### Item 1 Minutes of Ordinary Council Meeting – 21 November 2013

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Corporate Services Administration Officer – Erin Player
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF2 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 Andrews, Cr Capel, Cr Coe, Cr Schmidt, Cr C Sullivan, Cr R Sullivan, Cr Todd, General Manager (Steve Loane), Director Corporate Services (Rebecca Ryan), Director Technical Services (Kevin Tighe) and Acting Director Environmental & Community Services (Fiona Luckhurst)

**In attendance:** Corporate Services Administration Officer (Erin Player) (minutes)

#### **Forum**

##### **10.32am**

Greg Smith addressed Council concerning water connection to Namoi Street, Baradine.

##### **10.42am**

Students from the Baradine Central School addressed Council requesting Council to consider connection of the School's playing field to an existing council owned bore.

##### **10.50am**

Robert Smith (Area Manager NWPS) and Mark Fosdick (Regional Manger Coonabarabran NWPS) made a presentation to the Mayor with a photo of the Warrumbungle National Park after the January fires.

**APOLOGIES:** Cr Clancy

**158/1314 RESOLVED** that in accordance with Resolution 157/1314 granting leave of absence, that the apologies of Cr Clancy be accepted.

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

#### **REPORTS**

##### **Item 1 Minutes of Ordinary Council Meeting – 17 October 2013**

**159 /1314 RESOLVED** that the resolutions contained in the Minutes of the Ordinary Council meeting held on 17 October 2013 be endorsed.

**Todd / Capel**  
**The motion was carried**

##### **Item 2 Minutes of Robertson Oval Advisory Committee Meeting - 16 October 2013**

##### **160/1314 RESOLVED:**

1. That Council accept the minutes from the Robertson Oval Advisory Committee meeting held on 16 October 2013 at Dunedoo.
2. That should funding become available, application will be made for the following projects at Robertson Oval in priority order as listed:



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- a) Installation of two (2) all weather multipurpose netball courts with lighting.
- b) Development of athletic running track around the main oval, including relocation of light towers.
- c) Construction of a second oval within the Robertson Oval complex

**Coe / Capel**  
**The motion was carried**

### **Item 3 Minutes of Warrumbungle Aerodromes Advisory Committee Meeting – 7 November 2013**

#### **161/1314 RESOLVED:**

1. That Council accepts the Minutes of the Warrumbungle Aerodromes Advisory Committee Meeting held on 7 November 2013
2. That investigations are made into condition of windsock lights at Baradine Aerodrome.
3. That an agronomist is engaged to advise on the best way to eliminate mixture of weeds growing along the length and at either end of the runway in Coolah **FURTHER** that steps are taken to place a final bitumen seal on existing primer seal and then paint white landing markers on the bitumen, all subject to budget allocations.
4. That verbal request to install a pedestrian gate for private access on an external boundary at the Coonabarabran Aerodrome be refused on the basis that it will create another vehicle access off the existing road leading to increased maintenance and reduction in general appearance, and that it will increase the risk of unauthorised access to tarmac and the strip **FURTHER** that the applicant be invited to make a formal submission on creating a formalised sealed access to his hangar.
5. That existing pedestrian gates at the Coonabarabran Aerodrome be repaired to ensure they close.
6. That the bitumen sealed area under the Coolah windsock is maintained to reduce build up of grass and weeds **FURTHER** the cost of replacing marker cones around the windsock is investigated and where budget allocations permit they are replaced.

**Todd / Andrews**  
**The motion was carried**

### **Item 4 Minutes of Baradine Floodplain Management Advisory Committee Meeting – 5 November 2013**

#### **162/1314 RESOLVED:**

1. That Council accepts the Minutes of the Baradine Floodplain Management Advisory Committee Meeting held on 5 November 2013.
2. That for the purpose of designing the proposed levee, with and without diversion of flood flows from the Ashby property, the one percent flood event is adopted as the design criteria.

**Todd / Andrews**  
**The motion was carried**

### **Item 5 Minutes of Plant Advisory Committee Meeting – 6 November 2013**

#### **163/1314 RESOLVED:**

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1. That Council accepts the Minutes of the Plant Advisory Committee meeting held on 6 November 2013.
2. That Council purchase one (1) Caterpillar 928 HZ Wheel Loader fitted with optional Fleet Management Software from WesTrac Pty Ltd that complies with the tender specifications at a price of \$209,500.00 (ex GST) **FURTHER** that the Manager Fleet Services negotiate with WesTrac regarding options.
3. That Council purchase one (1) Isuzu NPR 300 Crew Cab Taxi Truck fitted with the optional truck mounted crane from Tracserv Dubbo Pty Ltd that complies with the tender specifications at a price of \$68,591.55 (ex GST) and that Council trade in Plant 135 to Tracserv Dubbo Pty Ltd for \$27,273.73 resulting in a changeover price of \$41,317.82 being \$1,317.82 over budget.
4. That Council purchase one (1) Volvo FM 13-500 with Obieco Industries tipping body from JT Fossey Tamworth fitted with optional reversing cameras, that complies with the tender specifications at a price of \$217,946.84 (ex GST) **FURTHER** that Council purchase one (1) Tri Axle Super Dog Trailer (Obieco Industries) from JT Fossey Tamworth at a price of \$80,500.00 (ex GST) totalling \$298,446.84 and that Council trade in Plant 151 to JT Fossey Tamworth for \$74,545.45 resulting in a changeover price of \$223,901.39 being \$3,901.39 over budget.
5. That Council purchase two (2) John Deere 6105 M Tractors fitted with W/H 340 Front End Loader from Peel Valley Machinery that complies with the tender specifications at a price of \$224,236.36 (ex GST) and that Council trade in both Plant 191 and 192 to Peel Valley Machinery for \$102,727.27 (ex GST) resulting in a changeover price of \$121,509.09 being \$1,509.09 over budget.
6. That Council accept Option 2 being that the insurance payout for Plant 149 is \$77,272.72 (ex GST) less \$500.00 insurance excess, and retain the salvage for \$20,000.00 (ex GST) resulting in a total payout of \$56,772.72 **FURTHER** that Council purchase a cab chassis for \$61,021.81 and swap over ancillary parts for \$10,000.00 leaving a total price of \$71,021.81 (ex GST) resulting in a shortfall of \$8,749.09.
7. That Cr Murray Coe be elected to the Chairperson position of the Warrumbungle Shire Council Plant Advisory Committee.

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

### **Item 6 Minutes of Consultative Advisory Committee Meeting – 5 November 2013**

**164/1314 RESOLVED** that Council notes the minutes from the Consultative Advisory Committee meeting held on 5 November 2013 at Coolah.

**Schmidt / Coe**  
**The motion was carried**

### **Item 7 Minutes of the Finance and Projects Committee Meeting – 6 November 2013**

#### **165/1314 RESOLVED:**

1. That the Director Technical Services to prepare a report on the funding received and ongoing costs of maintenance from NSW Government for the construction of Rest Area toilet facilities at Nandi Park and Hickey's falls.
2. The Chief Financial Officer to develop a procedure for the processing of acquittals relating to Natural Disasters and Disaster Recovery event
3. That Council approve the supplementary vote requests totalling \$205,748;

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being \$196,748 from General Fund and \$9,000 from the Water Fund

4. That Council recognise a provision for the rehabilitation of waste sites under Council's control in the 2013/14 financial year, and that the rehabilitation cost be based on costs derived from the filling plan;
5. That Council randomly choose twelve gravel pits as test cases to review its assumptions for accuracy, including assumptions around useful lives, need to rehabilitate, details of pit agreement, and estimated costs to rehabilitate pits
6. That Council Review the current practice of Council paying itself \$0.10 per m3 with the aim of possibly increasing this amount to capture an appropriate amount in restricted assets to cover future rehabilitation expenses
7. That Council continue the process of standardising gravel royalty agreements for all pits in the Shire.
8. That the Chief Financial Officer investigate the current loan terms for the Mendooran Water Loan and report back to Council.

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

### **Item 8 Minutes of the Yuluwirri Kids Advisory Committee – 5 September 2013**

**166/1314 RESOLVED** that Council accepts the Minutes of the Yuluwirri Kids Advisory Committee meeting held on 5 September 2013 at Coonabarabran

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

### **Item 9 Responses to Questions from last meeting**

Received.

### **Item 10 Orana Arts Report**

**167/1314 RESOLVED** that Council notes the Orana Arts Board meeting report from Councillor Capel.

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

### **Item 11 Council Resolutions Report September 2012 – October 2013**

Received.

### **Item 12 Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors**

**168/1314 RESOLVED** that Council endorses the following amended Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors.

### **DRAFT Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors**

(Pursuant to Sections 12, 23A, 252, 253 and 254 of the Local Government Act and Clauses 217 and 403 of the Local Government (General) Regulation 2005)

### **Part 1 - INTRODUCTION**

#### Title and Commencement of the Policy

This Policy shall be cited as the Policy for the Payment of Expenses and Provision of Facilities to Councillors and is effective from \*\*\*\* November 2013 and replaces the previous policy titled Policy

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for the Payment of Expenses and Provision of Facilities to Councillors adopted by Council on 21 February 2013.

### Purpose of the Policy

The purpose of this Policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by the Councillors. The Policy also ensures that the facilities provided to assist and support the Councillors to carry out their civic functions are reasonable.

### Objectives and Coverage of the Policy

The objectives of this Policy are to:

- Provide a guide to councillors expenses and facilities
- Outline the process for paying expenses so that they can be properly recorded, reported and audited
- Comply with the guidelines issued by the Department of Local Government.

In this Policy, unless otherwise stated, the expression “Councillor” refers to all Councillors of Warrumbungle Shire Council including the Mayor and Deputy Mayor.

### Basis of this Policy

The relevant legislative provisions for this policy are set out below. In this legislation the expression “year” means the period from 1 July to the following 30 June.

### Local Government Act 1993

- **252 Payment of expenses and provision of facilities**
  - (1) *Within 5 months after the end of each year, a council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.*
  - (2) *The policy may provide for fees payable under this Division to be reduced by an amount representing the private benefit to the mayor or a councillor of a facility provided by the council to the mayor or councillor.*
  - (3) *A council must not pay any expenses incurred or to be incurred by, or provide any facilities to, the mayor, the deputy mayor (if there is one) or a councillor otherwise than in accordance with a policy under this section.*
  - (4) *A council may from time to time amend a policy under this section.*
  - (5) *A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under section 23A.*
- **253 Requirements before policy concerning expenses and facilities can be adopted or amended**
  - (1) *A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.*
  - (2) *Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.*
  - (3) *Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.*

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- (4) *Within 28 days after adopting a policy or making an amendment to a policy for which public notice is required to be given under this section, a council is to forward to the Director-General:*
- (a) a copy of the policy or amendment together with details of all submissions received in accordance with subsection (1), and*
  - (b) a statement setting out, for each submission, the council's response to the submission and the reasons for the council's response, and*
  - (c) a copy of the notice given under subsection (1).*
- (5) *A council must comply with this section when proposing to adopt a policy each year in accordance with section 252 (1) even if the council proposes to adopt a policy that is the same as its existing policy.*

### **Part 2 - PAYMENT OF EXPENSES**

#### **Allowances and expenses**

Council does not provide general expense allowances to Councillors. Councillors are entitled to the expenses set out in this policy provided that they satisfy the stated requirements.

This Policy is intended to cover most situations where a Councillor reasonably incurs expenses in discharging the functions of civic office.

The payment of expenses and reimbursement of expenses under this Policy shall only be in respect of costs directly associated with discharging the functions of civic office.

#### **2.1 Establishment of Monetary Limits and Standards**

This policy identifies and publishes monetary limits and standards applicable to the payment of various expenses to Councillors. This allows members of the public to know the expected cost of providing services to Councillors and to make comment during the public consultation phase of making or amending the policy. It also avoids the situation where Councillors incur expenditure that is unforeseen or considered unreasonable by other Councillors and the public.

Monetary limits prescribed in this Policy set out the maximum amount payable in respect of any expense or facility.

Where a Councillor incurs expenses in the course of discharging their civic office responsibilities, such expenses will be reimbursed. Typical examples of such expenses include:

- Course fees
- Fares / parking / tolls
- Accommodation
- Meals
- Incidentals, including telephone or facsimile charges, internet charges, laundry and dry cleaning etc. while attending conferences, seminars etc.

Wherever possible, every effort should be made to minimise the extent of such expenses to a reasonable level. Furthermore, in the majority of cases course/conference fees and accommodation will be pre-booked, negating the need for out-of pocket expenses to be incurred.

For accommodation or meals that Council has not prepaid, and for incidental expenses, Council will reimburse expenses incurred while at conference, seminars or official functions to the limits of the allowances set out in the Australian Tax Office's Taxation Determination TD 2013/16 or such determinations or policies of the Australian Tax Office that supersede it.

The limits will be applied as follows:

- Where Councillors' meals are not prepaid by Council or are not included in the seminar, conference, event or briefing fee, the monetary limits per day for meals are those set out

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under 'Food and Drink' in Table 3 paragraph 11 of TD 2013/16 (see Appendix A attached) or such determination or policies of the Australian Tax Office that supersede it. (As at October 2013 – Meal Allowance (per day) Breakfast \$32.00; Lunch \$45.25; Dinner \$63.40)

- Where Councillors incur incidental expenses, such as phone call and similar expenses, the monetary limits per day for those expenses are the rates set out under 'Incidentals' in Table 3 of paragraph 11 of TD 2013/16 or such determinations or policies of the Australian Tax Office that supersede it. (As at October 2013 – Incidental Expenses (per day) \$26.05)
- Where Councillors' accommodation expenses are not prepaid by Council or are not included in the seminar, conference, event or briefing fee, the monetary limits per day for those expenses are those set out under 'Accommodation' in Tables 3 and 4 (see Appendix A attached) of paragraph 11 of TD 2013/16 or such determinations or policies of the Australian Tax Office that supersede it.

With the approval of the Mayor and General Manager, a Councillor may expend more than the individual monetary limits per day for meals and incidental expenses, provided that the overall monetary limit per day in that case will be the sum of all of the monetary limits per day for meals and incidental expenses.

On completion of a discretionary trip or attendance, Councillors should provide a written report to Council on the aspects of the attendance that are relevant to Council's business and/or the local community. A report is not required for the annual conference of the Local Government and Shires Associations.

Where applicable the standard of any equipment, facility or service to be provided shall be to the maximum standard prescribed in this Policy.

### **2.2 Requirement for receipts**

Council will not reimburse any expenses unless a receipt or tax invoice is produced and the necessary claim forms completed.

### **2.3 Payment of Reimbursed claims**

Councillors are to submit all claims for reimbursement, including all travel expenses, to the General Manager or delegate in a form and manner acceptable to the General Manager in the circumstances to enable full assessment of the claim on a monthly basis and these will be paid with their monthly allowance. Tax invoices and receipts are to be supplied to support claims. All payments to Councillors will be via direct deposit to their nominated bank account. Councillors are to seek reimbursement for their expenses within three (3) months of the expense being incurred.

Should a determination be made that a claim should not be paid, the General Manager shall explain such decision to the Councillor and should the Councillor still believe that the claim should be paid, in part or in full, it shall be considered that a dispute exists.

In the event of a dispute at any time regarding this Policy, the parties to the dispute shall provide a written report on the nature of the dispute. The General Manager shall submit such reports to the next meeting of Council to have the dispute determined by a resolution of Council having regard to this Policy, the Act and any other relevant law. The decision of Council shall be binding on all of the parties.

### **2.4 Accommodation and meal expenses**

Councillors shall be accommodated in the hotel where the conference, seminar, or training course is being held or the nearest hotel to it that is of a similar standard, or as authorised by the host organiser where the conference is not located within the Sydney metropolitan area.

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Accommodation shall be provided at the rate of a double room.

Such attendance to be confirmed by Council with reimbursement of costs and expenses to be made upon the production of appropriate receipts and/or tax invoices and completion of the required claim forms. Alternatively, accommodation can be booked by Council order form and allowance for incidental expenses as provided under clause (2.5).

### **2.5 Incidental Expenses**

Incidental expenses such as public transport fares, parking fees, phone/fax expenses and expenses incurred as the result of the purchase of refreshments during meetings related to council business or meals not included in the registration fees for conferences or similar functions, will be reimbursed by Council on production by the Councillor of the relevant receipts together with an approved claim form in accordance with Table 3 of paragraph 11 of TD 2013/16 (see clause 2.1).

Council will not meet any expenses for alcohol, cigarettes or personal requirements. Council will not fully fund any activity where the Councillor is not in attendance for at least 90% of the specified activity. Other than in the most exceptional circumstances, where Councillor's expenses have been met by Council but the Councillor does not attend at least 90% of the activity, that Councillor will be required to show cause why they should not reimburse Council for any costs incurred.

### **2.6 Payment of expenses for spouses, partners and accompanying persons**

In this clause accompanying person means a person who has a close personal relationship with a Councillor and/or provides carer support to the Councillor.

Where the attendee is accompanied at a conference or seminar by his or her spouse or partner or accompanying person, the attendee will be required to meet all costs associated with their spouse or partner or accompanying person's travel expenses, additional accommodation expenses, tours and attendance unless otherwise resolved by Council.

Council will meet the reasonable costs of spouses and partners or an accompanying person for attendance at official council functions that are of a formal and ceremonial nature. Examples would be Australia Day award ceremonies, citizenship ceremonies and civic receptions. Such functions would be those that a Councillor's or General Manager's spouse, partner or accompanying person could be reasonably expected to attend.

By resolution of Council, costs and expenses incurred by the Mayor, Councillors (or General Manager or nominee) for other events or functions on behalf of their spouse, partner or accompanying person shall be reimbursed if the cost or expense relates specifically to the ticket, meal, travel and accommodation and/or direct cost of attending the function. A total pool of \$4,510 per year per term is available for this purpose.

### **2.7 Payments in advance**

Councillors may request payment in advance in anticipation of expenses to be incurred in attending conferences, seminars and training away from home or for the cost of service associated with a civic duty. Councillors must fully reconcile all expenses against the cost of the advance.

Within one (1) week of incurring the cost and/or returning home the Councillor shall submit the details to the General Manager for verification and pay back to Council any unspent money. The level of the supporting documentation is to be commensurate with the nature of the expenditure. The maximum value of a cash advance is \$563.20.

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### **2.8 Approval arrangements**

Approval for discretionary trips and attendance at conferences and the like should be where possible, approved by a full meeting of the Council. If this is not possible then the approval should be given jointly by the Mayor and the General Manager. If the Mayor requires approval to travel outside of council meetings it should be given jointly by the Deputy Mayor or another Councillor and the General Manager.

### **2.9 Attendance at seminars and conferences**

Council will allocate up to \$24,000 per year (including GST) to fund attendance at conferences, investigatory delegations and similar events. However, Council may agree to allocate additional funds in specific cases where it decides that there is a benefit to council from the attendance.

The following seminars, conferences and meetings are endorsed for attendance by council representatives:

- C Division Conference (Any Councillors and General Manager)
- Annual conference of the Local Government and Shires Association / One Association - (Three (3) Councillors and General Manager)
- Roads Congress (Two (2) Councillors and General Manager)
- OROC meetings
- Country Mayor's Association meetings
- Mining Related Councils (Mayor and General Manager)
- Australian Local Government Association (Mayor)

After returning from the conference, Councillors or a member of council staff accompanying the councillor/s, should provide a written report to council on the aspects of the conference relevant to council business and/or the local community.

No written report is required for the Annual Conferences of the Local Government and Shires Association.

Requests for attendance at other conferences or seminars should be lodged in writing outlining the benefits for Council.

Council will meet the costs of conference / seminar registration fees including the costs of related official lunches and dinners and associated tours where they are relevant to the business and interests of the Council. Council will also meet the reasonable cost of transportation and accommodation associated with attendance at the conference and Council shall meet the cost of breakfast, lunch and dinner for Councillors where any of the meals are not provided as part of the conference, seminar or training course.

### **2.10 Registration fees**

Registration fees for attendance at Council approved conferences and seminars will be paid by Council. These fees will include the costs of related official lunches and dinners and associated tours where they are relevant to the business and interests of the council.

### **2.11 Travel Expenses**

Council will meet all reasonable costs of transportation to and from conferences and seminars when they are not included in the conference fees. Councillors are entitled to use Taxis provided that the cost of a single trip does not exceed \$100 (including GST) unless approval is granted by the General Manager in exceptional circumstances.

All travel by councillors should be undertaken by utilising the most direct route and the most practicable and economical mode of transport subject to any personal medical considerations.



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Travel arrangements can include the use of a private vehicle, public transport, taxis, or travel using a council vehicle. Costs associated with parking fees and road tolls will be refunded on production of a receipt. The driver is personally responsible for all traffic or parking fines incurred while travelling in private or council vehicles on council business.

Claims for travelling expenses under this Policy shall include details of:

- Date and place of departure
- Date and place of arrival
- Distance travelled
- Fares and parking fees paid
- Amount claimed as travelling allowances
- Total amount of claim

Travel in a Councillor's own vehicle to Council and Committee meetings, formal or social functions or activities or other meetings involving the community whilst representing Council where attendance is approved by the Mayor and/or General Manager is to be paid at the per kilometre rate payable for claims by staff in the Local Government (State) Award.

Where the approved meeting, function or activity is within the Warrumbungle Shire Council boundary, reimbursement shall be on the basis of the distance from the Councillor's principal place of residence (if it is within the Warrumbungle Shire Council boundary) to the venue or, if the Councillor resides outside the Warrumbungle Shire Council boundary, from the Warrumbungle Shire Council boundary to the venue.

Where the Councillor uses his/her own vehicle to travel to an approved function that is outside the Warrumbungle Shire Council boundary then council's reimbursement will be based on the total distance travelled from residence to venue and return if the Councillor resides within the Warrumbungle Shire Council boundary. If the Councillor does not reside within the Warrumbungle Shire Council boundary, then Council will reimburse the distance either:

- a) from the Councillor's residence to the venue, or
- b) from the Warrumbungle Shire Council boundary closest to the Councillor's residence to the venue, whichever is the lesser.

Claims for the above expenses require the submission of a claim form signed by the claimant detailing date, distance and reason for journey(s) with such claims to be submitted monthly.

Travel associated with authorised conferences, seminars and meetings may be undertaken by Council vehicle (where available) subject to prior approval by the General Manager, with fuel expenses etc. to be met by Council.

Council will meet the cost of return economy air travel or equivalent payment for attendance at authorised conferences/seminars.

Elected members using private vehicles will be paid the kilometre rate to a maximum payment, which is not to exceed economy class air fares to and from the particular destination.

All travel by Councillors that involves an overnight stay of one or two nights must be authorised in advance by the Mayor and General Manager (or in the event that the Mayor requires approval to travel outside of council meetings approval should be given jointly by the deputy mayor or another councillor and the general Manager.)

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All travel by Councillors that involves an overnight stay of more than two nights must be authorised in advance by the Council.

Where travel for Council business or approved activities outside of the local government area is to be undertaken – arrangements for both travel and accommodation must be made through the General Manager and will be by the most practical method.

Prior approval of travel should generally be required for interstate travel. The application for approval should include full details of the travel, including itinerary, costs and reasons for the travel.

Overseas travel on behalf of council must be approved by a meeting of the full council prior to a councillor undertaking the trip.

### **2.12 Attendance at dinners and other non-council functions**

The costs of attendance by Councillors at dinners and other non-council functions which provide briefings to councillors from key members of the community, politicians and business will only be met by Council when the function is relevant to the council's interests and authorised by Council in advance.

No payment shall be made by Council for attendance by a councillor at any political fundraising event, for any donation to a political party or candidate's electoral fund, or for some other private benefit. Any expenses to be incurred that would be directed towards such events and activities will not be approved for payment.

### **2.13 Gifts**

Where it is appropriate for councillors **to give** a gift or benefit, these gifts and benefits will be of token value and in accordance with council's Code of Conduct.

### **2.14 Training and Educational expenses**

Council will only meet the costs of training or attendance at an educational course that is directly related to the Councillor's civic functions and responsibilities and is approved by Council prior to undertaking such training or attendance. Council will allocate up to \$1,500 per year per councillor (including GST) to fund relevant training and educational courses and attendances at briefings.

### **2.15 Telephone and internet expenses**

Except as otherwise set out in this policy, Council will not reimburse Councillors for telephone expenses incurred in using their private/mobile phones for Council business. Phones are available for Councillors' use at the Coolah and Coonabarabran offices of Council.

### **2.16 Mobile telephone**

Council shall meet the cost of a mobile telephone for the Mayor, for which Council shall pay rental and 100% of metered calls charged against that service, to a limit of \$205 per month for Council business calls and \$20 per month for incidental personal calls, provided that the number is available to be given out for general public information.

### **2.17 Internet**

Council shall meet the cost of providing and maintaining an internet connection at the residence of the Councillor by an allowance of \$50.00 per month to cover Councillors' costs of communication via computer OR provision of an ipad with internet connectivity.

### **2.18 Insurance Provisions**

Council will maintain adequate insurance against public liability and professional indemnity for matters arising out of Councillors' performance of their civic duties and/or exercise of their council functions.

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Council shall pay the insurance policy excess in respect of any claim made against a Councillor arising from Council business where any claim is accepted by Council's insurers, whether defended or not.

### **2.19 Legal Expenses and Obligations**

Council shall, if requested, indemnify or reimburse the reasonable legal expenses to a maximum of \$200,000 of:

- a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act; or
- a Councillor defending an action in defamation provided the statements complained of were made in good faith in the course of exercising a function under the Act, provided that the outcome of the legal proceedings is favourable to the councillor; or
- a Councillor for proceedings before the Local Government Pecuniary Interest and Disciplinary Tribunal or an investigative body provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter before investigative or review body has proceeded past any initial assessment phase to a formal investigation or review. In the case of a conduct complaint made against a councillor, legal costs will only be made available where a matter has been referred by the General Manager to a conduct reviewer/conduct review committee to make formal enquiries into that matter in accordance with the procedures in the Code of Conduct. In the case of a pecuniary interest or misbehaviour matter legal costs will only be made available where a formal investigation has been commenced by the Division of Local Government. Legal costs must only be provided where the investigative or review body makes a finding that is not substantially unfavourable to the councillor. This can include circumstances in which a matter does not proceed to a finding.

Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act shall be distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly by using knowledge of a proposed rezoning for private gain is not covered by this provision.

Council shall not meet the costs for any legal assistance in respect of legal proceedings initiated by a Councillor in any circumstances.

Council must not meet the legal costs of a councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.

Council shall not meet the costs of any enquiry, investigation or hearing initiated at the request of, or to any legal proceedings taken by, Council itself.

### **2.20 Special requirements of Councillors – Care and Other Related Expenses**

Council shall meet reasonable expenses associated with any special requirements of a Councillor, such as disability and access needs, in order to discharge the functions of civic office.

Council will meet reasonable costs of facilitating access to council premises, functions and activities where, by reason of disability, care-giver role or other special need, a councillor would not otherwise have equity of access with other councillors. Such support will allow the fullest participation reasonably possible. Council will reimburse the reasonable cost of care arrangements, including childcare expenses and the care of elderly, disabled and/or sick immediate family members of councillors to allow councillors to undertake their council business obligations.

The total amount paid to a Councillor under this provision shall not exceed \$800 per year of term.

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### **Part 3 – PROVISION OF FACILITIES**

Councillors shall not generally obtain private benefit from the provision of equipment and facilities. However, incidental personal use of Council equipment and facilities may occur from time to time without requiring reimbursement of the cost by a Councillor. No entitlement under this Policy shall be treated as being a private benefit that requires a reduction in the Mayoral fee or the Councillors fee.

Unless otherwise authorised in this Policy, if a Councillor does obtain a private benefit for the use of a facility provided by Council the Councillor shall be invoiced for the amount of the private benefit with repayment to be in accordance with Council's normal terms. The value of the private benefit shall be determined by Council in non-confidential session of a Council meeting.

Equipment, facilities and services provided under this Policy shall not be used to produce election material or for any other political purposes.

#### **3.1 Mayoral Expenses, Facilities, Equipment and Services**

The Mayor will be entitled to receive the following benefits:-

- a) Provision of a Council vehicle for appropriate use by the Mayor to carry out his duties as Mayor. Council to meet all costs associated with the provision of the vehicle. The Mayor will have no right of private use of this vehicle with the exception that he may use the vehicle for limited private use travel within the Shire only when attending different functions on the same day.
- b) Secretarial services relating to the discharge of his/her civic functions, including use of official stationery, writing pads, pens, diaries, folders and postage of official correspondence.
- c) Administrative assistance associated with civic functions, meetings and the like.
- d) Office refreshments
- e) Supply of Name Badges, Business Cards, Diaries and Attaché Case.

#### **3.2 Elected Members – Facilities, Equipment and Services**

The Councillors including the Deputy Mayor are entitled to receive the following benefits:-

- a) Use of Council Chambers, telephone and limited hospitality facilities (tea and coffee) for Council business or functions or community consultation.
- b) Secretarial services relating to the discharge of his/her civic functions, including use of official stationery where authorised by Mayor or General Manager.
- c) Postage of official correspondence dealing with Council business.
- d) Access to facsimile and photocopying facilities for Council related business.
- e) Transport to official functions when deputising for the Mayor (ie) Use of Mayoral vehicle if required.
- f) Supply of Name Badges and Note Books.

#### **3.3 Bluetts Handbook**

Provide all Councillors with a copy after their election.

#### **3.4 Policies**

Provide all Councillors with a full and up to date copy of policies and manuals.

### **Part 4 – OTHER MATTERS**

#### **4.1 Acquisition and return of equipment and facilities by Councillors**

At the completion of their term of office, during extended leave of absence or cessation of civic duties, Councillors are to return equipment and other facilities to the General Manager.

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At the cessation of their duties, the option to purchase at a fair market price or written down value of equipment previously allocated to Councillors will be subject to determination by Council.

### 4.2 Status of the Policy

This Policy replaces the previous version of the Policy adopted by Council on 21 February 2013 Minute No. 235/1213.

The Policy shall only be amended at a subsequent meeting of Council, subject to compliance with the Act.

### Appendix A

Table 3: Employee's annual salary – \$193,521 and above				
Place	Accomm. \$	Food and drink \$ B'fast 32.00 Lunch 45.25 Dinner 63.40	Incidentals \$	Total \$
Adelaide	209	140.65	26.05	375.70
Brisbane	252	140.65	26.05	418.70
Canberra	246	140.65	26.05	412.70
Darwin	284	140.65	26.05	450.70
Hobart	195	140.65	26.05	361.70
Melbourne	265	140.65	26.05	431.70
Perth	326	140.65	26.05	492.70
Sydney	265	140.65	26.05	431.70
Country centres	\$190, or the relevant amount in Table 4 if higher	140.65	26.05	Variable – see Table 4 if applicable

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<b>Table 4: High cost country centres – accommodation expenses</b>			
<b>Country centre</b>	<b>\$</b>	<b>Country centre</b>	<b>\$</b>
Alice Springs (NT)	150	Horn Island (QLD)	180
Albany (WA)	179	Jabiru (NT)	192
Bourke (NSW)	165	Kalgoorlie (WA)	159
Bright (VIC)	136	Karratha (WA)	347
Broome (WA)	233	Katherine (NT)	134
Bunbury (WA)	155	Kingaroy (QLD)	134
Burnie (TAS)	135	Kununurra (WA)	202
Cairns (QLD)	140	Mackay (QLD)	152
Carnarvon (WA)	151	Mount Isa (QLD)	160
Castlemaine (VIC)	133	Mudgee (NSW)	135
Chinchilla (QLD)	143	Newcastle (NSW)	143
Christmas Island (WA)	150	Newman (WA)	195
Cocos (Keeling) Islands (WA)	285	Norfolk Island	329
Dalby (QLD)	144	Northam (WA)	163
Dampier (WA)	175	Port Hedland (WA)	259
Derby (WA)	182	Port Pirie (SA)	140
Devonport (TAS)	135	Thursday Island (QLD)	200
Emerald (QLD)	156	Wagga Wagga (NSW)	141
Exmouth (WA)	255	Weipa (QLD)	138
Geraldton (WA)	175	Whyalla (SA)	145
Gladstone (QLD)	187	Wilpena-Pound (SA)	167
Gold Coast (QLD)	149	Wollongong (NSW)	136
Halls Creek (WA)	199	Wonthaggi (VIC)	138
Hervey Bay (QLD)	157	Yulara (NT)	244

**POLICY DOCUMENT CONTROL:**

<b>Policy</b>		<b>Resolution</b>	<b>Date</b>
Payment of Expenses Policy	Endorsed	233	16 June 2005
Payment of Expenses Policy	Amendment	49	18 August 2005
Payment of Expenses Policy	Amendment	393	18 May 2006
Payment of Expenses Policy	New Policy endorsed	199	17 December 2009
Payment of Expenses Policy	Revised Version	123	21 October 2010
Payment of Expenses Policy	Revised Version	181/1112	24 November 2011
Payment of Expenses Policy	Revised Version – 4	235/1213	21 February 2013
Payment of Expenses Policy	Revised Version – 5		21 November 2013

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

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### **Item 13 Brick Bats and Bouquets**

Received.

### **Item 14 Report from Human Resources - November 2013**

Received.

### **Item 15 Draft Organisational Structure**

Held over to closed Committee.

### **Item 16 Warrumbungle Shire Council Quarterly Award for Excellence**

**169/1314 RESOLVED** that Council accepts the recommendation from MANEX and presents Mike Myers, Youth Development Officer with the Fourth Quarter 2013 Warrumbungle Shire Council Employee Excellence in Achievement Award.

**Capel / Andrews  
The motion was carried**

### **Item 17 Details of 2013-14 Financial Assistance Grant Calculations**

**170/1314 RESOLVED** that Council accept the NSW Local Government Grants Commission details of the 2013-2014 Financial Assistance Grants Calculations.

**Coe / Capel  
The motion was carried**

### **Item 18 Annual Report 2013**

**171/1314 RESOLVED** that Council note the contents of the 2012/2013 Annual Report and that it is submitted to the Minister for Local Government.

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

### **Item 19 Constitutional Recognition of Local Government Refund of Contributions**

Received

### **Item 20 NSW Rural Fire Service Castlereagh Zoning Agreement**

**172/1314 RESOLVED** that Council approve the Mayor and General Manager to sign and affix the Council Seal to execute the NSW Rural Fire Service Castlereagh Zoning Agreement that will commence from 1 January 2014.

**Schmidt / Coe  
The motion was carried**

**11.28am**

Cr C Todd left the room

### **Item 21 Request of expenses for attendance of Council endorsed conferences or events**

**173/1314 RESOLVED** that in accordance with clause 2.6 of the Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors the "reasonable" expenses for attendees partners to the LGNSW and National Roads Congress be paid.

**Coe / Schmidt  
The motion was carried**

**11.32am**

Cr Todd returned to the meeting

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### **Item 22 Cobbora Holdings Corporation – Voluntary Planning Agreement**

**174/1314 RESOLVED** that the General Manager continue to negotiate with the Cobbora Holding Company in conjunction with the Department of Planning and Infrastructure.

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

### **Item 23 Warrumbungle Cobbora Transition Fund Committee**

**175/1314 RESOLVED:**

1. That Council approves the appointment of the following Councillors, staff and Community representatives;
  - Deputy Mayor Murray Coe and
  - Cr Chris Sullivan
  - General Manager, Steve Loane
  - Gawain Bowman
  - Peter Campbell
  - Sally Dent
  - Todd Ferguson
  - Alison Kensit
  - Angus Stuart
  - Dunedoo District Development Coordinator, Marie Hensley
2. That Council approves the Terms of Reference of the Warrumbungle Cobbora Transition Fund Committee.
3. That Council defer the allocation of the \$1 million until recommendations are received.

#### **Terms of Reference**

#### **Warrumbungle Cobbora Transition Fund Committee – January 2013**

The Warrumbungle Cobbora Transition Fund Committee is an Internal Committee that has been established under the Local Government Act, 1993

The Status of the Committee is purely advisory

#### **Terms of Reference**

##### 1. Title

The Committee shall be known as the Warrumbungle Cobbora Transition Fund Committee (hereinafter called the Committee).

##### 2. Role and Objectives

This is an Advisory Committee, to provide a forum for discussion and make recommendations to Warrumbungle Shire Council to:

- Identify and prioritise projects recommended for EOI submission to the Cobbora Transition Fund by 31 January 2014
- Ensure project proposals are coordinated
- Oversee the follow through of any projects that are shortlisted by Infrastructure NSW from the EOI to be submitted with a detailed project application after the EOI by 31 March 2014

The role of this Committee is purely advisory and may not commit Council resources. The Committee is to work within the framework of the Community Strategic Plan and does not deal with day to day operational matters. It should be noted that employees of the Council are not subject to the direction of the Advisory Committee or any of its members.

##### 3. Management

###### **A. Membership of Committee**

The Committee shall consist of:



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- Two Councillor representatives (and the Mayor ex officio)
- One Staff Representative
- Seven Community representatives from the Warrumbungle Shire Council local government area. The Community members shall serve on the Committee in a voluntary capacity.

Membership of the Committee shall be reviewed after each quadrennial election.

The quorum for the Committee is 6 members.

This Committee meets as required for the purposes of the Cobbora Transition Fund time frame at Dunedoo.

### B. Absence from Meetings

A Committee member absent from three (3) consecutive Committee meetings without approval of the Committee shall forfeit his/her place on the Committee.

### C. Resignation from the Committee

Any member of the Committee may, by notice in writing addressed to the Committee, resign his/her office as a member.

### D. Notification of Vacancies

The Committee shall notify the General Manager promptly of any vacancy occurring in its membership, whether it is through death, absence or resignation from the Committee. The Committee shall submit to the General Manager within 28 days the name of a person considered by the Committee to be suitable for appointment. The General Manager will decide whether to accept that appointment, or to call for public Expressions of Interest. All newly appointed members must participate in a committee induction process as soon as possible following their appointment to the Committee so that they can comply with the proper conduct of meetings.

## 4. Duties of Officers

### A. Chairperson

The duties of the Chairperson are to:

- Direct meetings according to the Committee Terms of Reference, and Council's Code of Conduct.
- Facilitate the discussion of items on the agenda in a timely manner, and the consideration and approval of recommendations to Council.
- Ensure all committee members have the opportunity to participate in the meetings.
- Not attempt to direct Council staff, including not directing staff as to the content of any advice or recommendation.

### B. Secretariat and Staff Officer

The duties of the Secretariat and Staff Officer are to:

- Call all meetings of the Committee, and where possible hold meetings to enable minutes to be presented at the Council meeting on the third Thursday of the month.
- Develop and send out the agenda and reports for the meetings.
- Advise the Committee without fear or favour.
- Comply with Council's Guide to Ethical Behaviour: Staff.
- Record the minutes in the meeting, prepare all minutes and distribute them as described below.
- Keep a record of attendance for every member of the committee.
- Attend to such housekeeping matters as booking meeting rooms and arranging refreshments in accordance with standard protocols.
- The Council Staff will not be members of the Committee, nor have voting rights, nor preside at meetings, apart from when it is necessary to organise the election of a chairperson to preside at the meeting.

### C. Members

The duties of the members are to:

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- Attend and participate in meetings (as well as induction, planning sessions and relevant training).
- Work co-operatively with other members in achieving the objectives of the Committee.
- Contribute advice, ideas and suggestions relating to items on the agenda.
- Show respect for their peers, councillors, staff and others during Committee meetings.
- Understand that employees of the Council are not subject to the direction of Councillors, Committees or their members.

### 5. Meetings

- A QUORUM shall comprise a majority of members on the Committee. A scheduled meeting must be adjourned if a quorum is not present within half an hour after the time designated for the holding of the meeting, or at any time during the meeting. In either case, the meeting must be adjourned to a time, date and place fixed by the Chairperson, or, in his or her absence, by the majority of the members present.
- This is an Advisory Committee, and it is unlikely that there will be a need for voting, however, should that eventuality arise, each member of the Committee shall have one vote and decisions of the Committee shall be by simple majority. In the event of the votes and the members being equal the Chairperson of the meeting shall have a casting vote in addition to his/her deliberative vote.
- Council Secretariat and staff will attend meetings but have no voting rights, and provide administrative support and professional advice, as determined by the General Manager.
- Items may only be raised under General Business if the permission of the Chairperson is obtained before the meeting starts, and each such item is to have a recommendation;
- The first item on the agenda for all committee meetings (after apologies and requests for leave of absence) shall be the declaring by members present of pecuniary and non-pecuniary interests and these shall be recorded in the minutes.
- Any committee member who has a pecuniary interest in any matter on the agenda for a committee meeting, or that arises during a meeting at which they are present, must disclose the nature of the interest to the meeting as soon as practicable, and must not be present at, or in sight of, the meeting at any time during which the matter is being considered or discussed, or at any time during which the committee is voting on any question in relation to the matter.
- Conflicts of interest may also arise due to a strong relationship or affiliation the member may have with a matter being discussed by the committee. These are referred to as non-pecuniary interests. A non-pecuniary interest would be considered significant where the relationship or affiliation is such as it would prevent the member from impartially and objectively considering all the relevant information as a result of this conflict of interest.
- A Councillor committee member who has a non-pecuniary interest in any matter on the agenda for a meeting, or that arises during a meeting at which they are present, must disclose the nature of the interest to the meeting as soon as practicable, and, in the case of a “significant” non-pecuniary interest must disclose the nature of the interest to the meeting as soon as practicable, and must not be present at, or in sight of, the meeting at any time during which the matter is being considered or discussed, or at any time during which the committee is voting on any question in relation to the matter.

A community member of a committee who is also a member or representative of a community group that could be affected by any matter on the agenda, or that arises during a meeting at which they are present, (irrespective of whether or not the person has a pecuniary or a non-pecuniary interest), must state the name of the community group of which the person is a member or representative, and the matter shall be recorded in the minutes.

### 6. Minutes, Communications and Reporting

- The agendas and minutes of the Committee shall be stored as a permanent record of Council, as determined by the General Manager.
- Once the draft minutes have been approved they will be referred to the Chair of the Committee for confirmation. The draft minutes will then be circulated to Committee members. Any questions by members regarding the minutes are to be referred

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immediately to the Staff Officer and if any error in the minutes is confirmed, the Staff Officer shall arrange to make the appropriate changes.

- Minutes will be completed within 2 weeks of the Committee meeting and then reported to the next available Council Meeting.
- Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by Council.

### 7. Insurance

- Council shall effect personal accident insurance on Committee members together with legal liability cover.

Note: Legal liability cover will only be provided to members of the Committee whilst they are acting within the scope of their duties for and on behalf of Council.

### 8. Statutory Requirements

- The Committee shall ensure that the Local Government Act 1993 and related Regulations, all other statutory provisions and all Council's Codes and Policies relating to its activities are at all time strictly observed.

### 9. Dissolution

All committees are automatically dissolved from the date of the quadrennial election.

Adopted:

Modified:

### **Addendum: Nominated members of the Warrumbungle Cobbora Transition Fund Committee:**

Date:

Chairperson:

- 

Councillor Representatives:

- Deputy Mayor Murray Coe
- Cr Chris Sullivan

Staff Representative

- General Manager, Steve Loane

Community Members:

- Gawain Bowman
- Peter Campbell
- Sally Dent
- Todd Ferguson
- Alison Kensit
- Angus Stuart
- Dunedoo Development Group Coordinator, Marie Hensley

External Organisation Representatives:

- nil

**Coe / Capel**  
**The motion was carried**

### **Item 24 Flying of Flags at the Council Administration Office in Coonabarabran**

**176/1314 RESOLVED** that the Australian National Flag be flown on the Northernmost flagpole in the set of two flagpoles that are currently located on the footpath at the corner of John Street and Cassilis Street, Coonabarabran.

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

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### **Item 25 Quarterly Budget Review Statement for the Quarter Ending 30 September 2013**

**177/1314 RESOLVED** that Council accept the Quarterly Budget Review Statement for the quarter ending 30 September 2013, and approve the requested supplementary votes for a total value of \$205,748.

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

### **Item 26 Investments and Term Deposits**

**178/1314 RESOLVED** that Council accept the Investments Report for the month ending 31 October 2013.

**Schmidt / Andrews**  
**The motion was carried**

### **Item 27 Bank Reconciliation for month ending 31 October 2013**

**179/1314 RESOLVED** that Council accept the Bank Reconciliation Report for the month ending 31 October 2013

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

### **Item 28 Rates Report for Month Ending 31 October 2013**

Received.

### **Item 29 Local Infrastructure Renewal Scheme – Round 3**

**180/1314 RESOLVED** that Council does not apply for funding under LIRS Round 3; however that in planning for the next update and review of the current Delivery Program (2013-2017) that community input be sought as to priority and funding sources for new infrastructure as identified in the Community Strategic Planning Forums.

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

### **Item 30 National Broadband Network Lease Authorisation**

**181/1314 RESOLVED** that Council approves the General Manager and Mayor to affix Councils seal, sign and execute the lease agreement with NBN Co. Limited for part of the property Lot 4 DP1022595 in Coonabarabran.

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

### **Item 31 Crown Land vs. Goomallee LALC effects on Crown Land Report Withdrawn**

### **Item 32 Water and Sewerage Best Practice Management Plans; Water Strategic Business Plan, Sewerage Strategic Business Plan, Drought Management Plan, Demand Management Plan.**

**182/1314 RESOLVED:**

1. That major water and sewerage projects that provide a new service are funded by users of that service.
2. That major water projects that involve renewal of existing assets and or services are funded by all users in the water fund.
3. That major sewerage projects that involve renewal of existing assets and or services are funded by all users in the sewerage fund.
4. That cash and investments in both the water fund and sewerage fund are managed so that the level in each does not exceed \$3m by the year 2021/22.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

5. That the following draft documents are submitted to the NSW Office of Water for review and endorsement;
- Warrumbungle Water Strategic Business Plan
  - Warrumbungle Sewerage Strategic Business Plan
  - Warrumbungle Water Drought Management Plan
  - Warrumbungle Water Demand Management Plan.

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

### **Item 33 13/14 Technical Services Works Program – Road Operations, Urban Services & Water Services**

Report noted as information only.

### **Item 34 Crown Land at Dunedoo**

**183/1314 RESOLVED** that Council continue with the plan to purchase the vacant Crown land within Dunedoo. This land being:

- a) Lots 6-10 Section 29 DP 758364 Talbragar St Dunedoo
- b) Lots 3 and 4 Section 39 DP 758 364 Adelyne St Dunedoo
- c) Lots 7-9 Section 39 DP 758364 Mogimil St Dunedoo

**Schmidt / Coe**  
**The motion was carried**

### **Item 35 Local Heritage Fund 2013/2014**

**184/1314 RESOLVED** that Warrumbungle Shire Council resolve to: grant \$18,500 from the Warrumbungle Shire Council Local Heritage Fund 2013-2014 distributed as follows;

Property	SHI No.	Applicant	Works	Cost	Request	Recommended
Baradine CWA Rooms	1118	Baradine Branch CWA	Replace kitchen	\$5,720	\$2,000	\$1,700
Baradine Methodist Church (fmr)	1122	Baradine Preschool	Restore church fence	\$1,106	\$553	\$500
Black Stump Inn	0018	Garry Muller	Replace guttering	\$4,000	\$2,000	\$1,500
Church of St Peter & St Paul	1156	Fr. Greg Kennedy	Repaint front doors, entry & sacristy	\$3,810	\$1,810	\$1,400
Cobborah Homestead	0180	Mark & Sally Dent	Reconstruct homestead fence	\$2,500	\$2,000	\$1,100
Coolah Valley Hotel	-	Prue Ward	Repaint facade	\$4,000	\$2,000	\$1,500
Coonabarabran Club, The	1159	Coonabarabran Club Co-op Ltd	Upgrade stormwater drainage	\$3,465	\$1,733	\$1,400
Denison Inn (fmr)	0204	Kevin & Ann Hookway	Repair & repaint interior walls	\$4,000	\$2,000	\$1,500
Mendooran CWA Building	-	Mendooran Branch CWA	Repair roof & replace barge boards	\$5,368	\$2,000	\$1,500
Oban Homestead	0099	Chris Hallett	Repair & paint roof	\$3,500	\$1,750	\$1,200
St Andrews Anglican	1205	Baradine Anglican Church	Repair & paint roof	\$10,000	\$3,000	\$1,800

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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Property	SHI No.	Applicant	Works	Cost	Request	Recommended
Church						
St Marys Catholic Church	0128	St Michael's Parish, Dunedoo	Paint exterior	\$4,000	\$2,000	\$1,500
Tin Shed	-	Kate Boston	Stabilise & secure building	\$40,000	\$2,000	\$1,900
				<b>\$91,469</b>	<b>\$24,846</b>	<b>\$18,500</b>

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

### Item 36 Development Applications

**185/1314 RESOLVED** that Council note the Applications and Certificates Approved, during October 2013, under Delegated Authority.

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

### QUESTIONS AND MATTERS OF CONCERN

#### Councillor Capel

- Epuron Windfarm project. Environmental Assessment has been lodged. Photos on display.

#### Councillor C Sullivan

- Mendooran Showground Society would like Council to mow / slash the showground on a regular basis as a community project.  
DCS recommended that the Mendooran Showground Society write a letter to Council with formal request.
- White Rose Café would like to be reimbursed for the \$385 application fee from AVIC to become a Level 3 Accredited VIC.  
GM responded that its not required to be accredited and recommended not to seek a Level 3 status.

#### Councillor Coe

- Regional Road Repair Program. MOW Creek Project being number one concern for Council operations.  
DTS responded. Submissions for Repair Program lodged 31 October. Private works option and Federal Government Bridges Program as announced at Roads Congress. Will be investigated.

#### Councillor Schmidt

- Napier Lane – crash camera on a vehicle utilised to do a virtual drive in real time, high definition, full representation of a road way including pot holes and causeways. Size of file is 28gig. Will bring to next appropriate Council meeting for viewing.
- Has graffiti removal spray to donate to Council to trial.

#### Councillor R Sullivan

- Ulamambri Hall requested to waive garbage rates of \$400.  
DCS requested Hall Committee write a letter to Council to request a donation

#### General Manager

- Mr Bob Freebairn appointed board member of Local Land Services Central West.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 19 December 2013**

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**12.24pm**

**186/1314 RESOLVED**

That Council go into closed committee to consider business relating to matters and information of 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,

**FURTHERMORE** that pursuant to section 10A(1)-(3) of the Local Government Act 1993, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of Section 10A(2)(c).

And that the correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the Local Government Act 1993.

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

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

**Item 1C Financial Tendering for Supply of Concrete Pipes**

**187/1314 RESOLVED** that Council awards Tender T011314OROC for the Supply and Delivery of Concrete Pipes to Warrumbungle Shire Council for the period 1 January 2014 to 30 December 2015 to Holcim Australia Pty LTd T/as Humes. **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 December 2016.

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

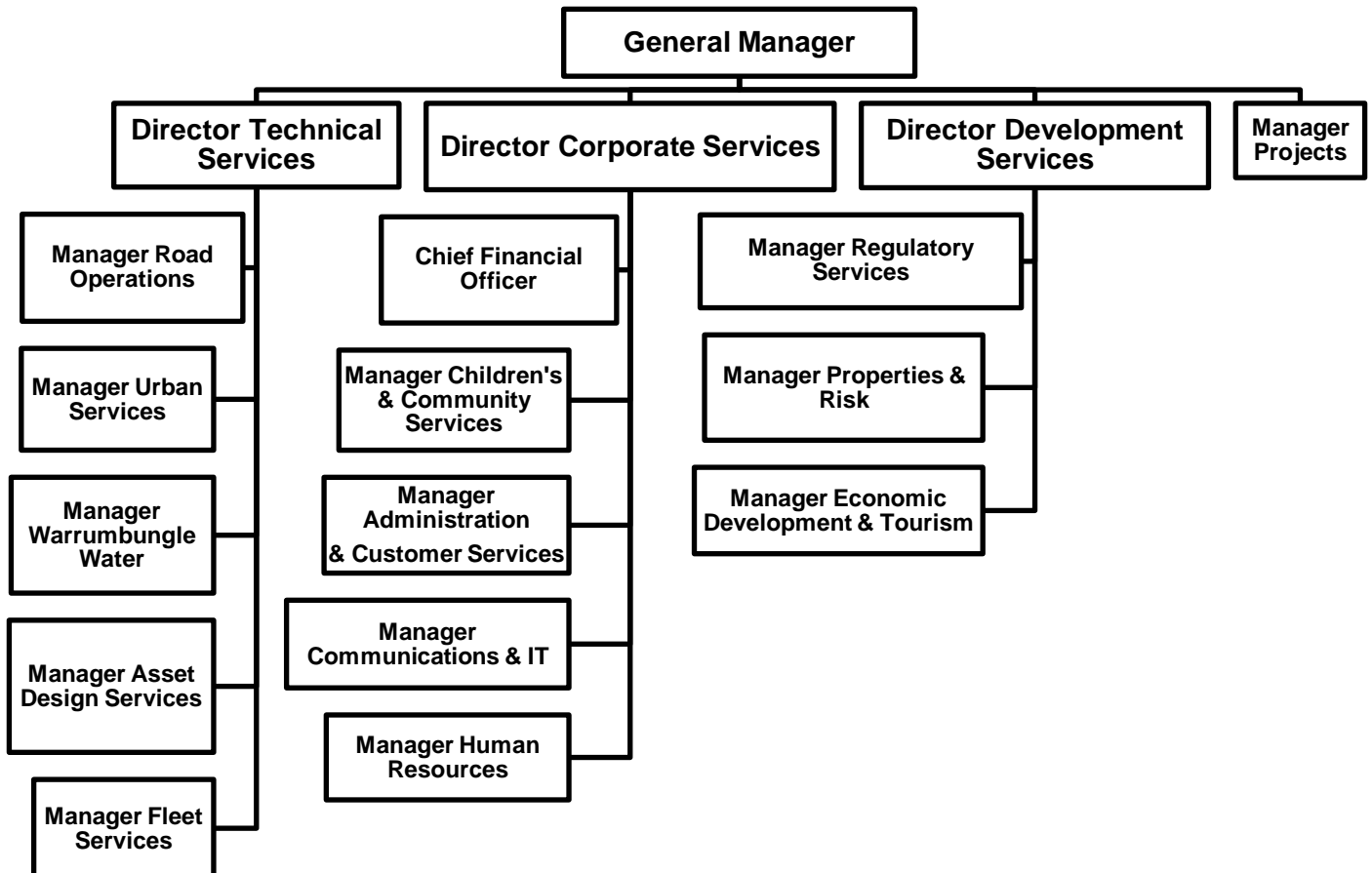
**Item 2C Financial Tendering for Supply of Hardware**  
**Held over to next meeting.**

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

### Item 15 Draft Organisational Structure

**188/1314 RESOLVED** that Council approve the draft Warrumbungle Shire Council Organisational Structure.



Coe / Schmidt  
The motion was carried

1.00pm

**190/1314 RESOLVED** that Council move out of closed Council and into open Council.

Schmidt / Capel  
The motion was carried

There being no further business the meeting closed at 1.00 pm.

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**CHAIRMAN**

### **RECOMMENDATION**

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 21 November 2013 be endorsed.



# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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### Item 2 Minutes of Traffic Advisory Committee Meeting – 28 November 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 Force), Ms Jackie Barry (RMS), Mr Kevin Tighe (Director Technical Services) and Mr Colin Harper (Community).

**IN ATTENDANCE:** Mr Victor Schmidt (Coonabarabran Chamber of Commerce)

**APOLOGIES:** Mr Bikram Joshi (Manager Asset & Design) and Mr Ken Smith (Road Safety Officer).

#### **CONFIRMATION OF MINUTES:**

**15/1314 RECOMMENDED** that the minutes of the Traffic Advisory Committee meeting held on Thursday, 26 September 2013 be confirmed.

**Barry/Harper**

#### **BUSINESS ARISING FROM THE MINUTES**

The following matters were noted as outstanding:

- Modification of Over Dimension Route in Coonabarabran to prevent over dimension parking in Edwards Street. Installation of broken centre line between John Street and Namoi Street.
- School Bus Parking at Mendooran Central School – Council and RMS to consult on preparing a design for the school bus parking area in front of the school.
- Design Plan for Traffic Calming in Bandulla Street, Mendooran – lodgement of the design plan and additional information for traffic calming devices to be brought back for further consideration by the Traffic Committee.
- Incorrect installation and location of ‘Exhaust Brake’ sign on Newell Highway – RMS to investigate.
- Council to upgrade road approaches to the new cattle grid located on Caigan Road, including road widening, removal of existing grid and restoration of site.
- Old Coolah Saleyards – Placement of 2 unbroken lines in the carpark at the entrance to property, Lot 3, DP787413.
- RSO to implement an education campaign on responsible use of skateboards, scooters and bicycles to school aged children and the wider Baradine community.
- Coolah Caravan Park – Direction signs to be installed on the eastern approach to Coolah and at the intersection of Campbell Street and Binnia Street.
- Wool Road intersection signs on the Oxley Highway to be referred to RMS. Black and white sign more appropriate.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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- Council investigate relocating 'One Way' sign closer to the intersection of Essex Street and Charles Street.
- Investigations to be undertaken to install appropriate warning signs on Hawkins Road.
- 'Concealed Entrance' signs to be installed at driveway accesses on Baradine Road within the 50kph speed zone area.
- Sacred Heart Catholic Church direction signs to be erected at the intersections of Binnia Street and Charles Street and, Charles Street and Church Street, Coolah.
- Advance warning sign required for Goolhi Road – Coonabarabran end.

### AGENDA ITEMS

- a) Coonabarabran Chamber of Commerce – Planning of 2014 Bunny Bazaar Event 16/1314 RECOMMENDED that traffic control plan put in place by Council for 2013 Bunny Bazaar event is used again for the 2014 Bunny Bazaar event with modification to allow northbound cars to be diverted to Cassilis Street rather than being directed along Edwards Street **FURTHER** RMS is notified and approval sought.  
**Barry/Trow**
- b) Warrumbungle Eventing Club – Request for Closure of Reservoir Street for Annual One Day Event on 27 October 2013 17/1314 RECOMMENDED that request by Warrumbungle Eventing Club to close Reservoir Street, Coonabarabran on Sunday, 27 October 2013 between 9.00 am and 3.00 pm to conduct the Annual One Day Event be approved subject to compliance with Council's Road Closure Policy.  
**Harper/Trow**
- c) Cooina Coonabarabran – Request for Closure of Cassilis Street for Spring Fete on 12 October 2013 18/1314 RECOMMENDED that request by Cooina Coonabarabran to close Cassilis Street between Neate Street and Horsley Street, Coonabarabran on Saturday, 12 October 2013 between 9.00 am and 2.00 pm to conduct the Spring Fete be approved subject to compliance with Council's Road Closure Policy.  
**Harper/Trow**
- d) Request for Installation of 'Truck Turning' Sign at Entrance to Coolah Showground and Recreation Reserve on MR55 19/1314 RECOMMENDED that request by the Coolah Recreation Grounds Users Group to install a truck turning sign on Black Stump Way on approaches to the entrance of the grounds is approved subject to the sign being a hinge type temporary sign, T2-25 (black on yellow) and installed in accordance with guidelines.  
**Barry/Trow**
- e) Baradine Progress Association – Request for Closure of Wellington Street for Christmas Eve Party on 24 December 2013 20/1314 RECOMMENDED that request by Baradine & District Progress Association to close Wellington Street between Narren Street and Darling Street, Baradine on Tuesday, 24 December 2013 between 5.00 pm and 11.00 pm to conduct the Christmas Eve Party be approved subject to compliance with Council's Road Closure Policy.  
**Harper/Trow**

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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- f) St Lawrence's School - Proposed Crossing in Dalgarno Street near Entrance to School - RMS Traffic Count

**21/1314 RECOMMENDED** that no further action is taken in relation to a request by St Lawrence's School to have a pedestrian crossing installed in Dalgarno Street in front of the school due to the fact that the volume of pedestrian and vehicle movements across the street did not meet warrant requirements **FURTHER** should the school require further information contact is made with RMS Officer for Safety Around Schools.

**Barry/Trow**

- g) Hawkins Road Residents Group – Request for Installation of a 50 kph Speed Zone Sign on Hawkins Road, Coonabarabran  
(Refer Recommendation No 07/1314 of 29/08/13)

**22/1314 RECOMMENDED** that in relation to repeated requests for a speed limit sign to be installed in Hawkins Road, no changes are made to Resolution 07/1314 **FURTHER** that liaison is undertaken by NSW Police Force with residents along Hawkins Road.

**Trow/Barry**

- h) Request for Removal of Roadside Shrines within the Warrumbungle Shire LGA  
**23/1314 RECOMMENDED** that no action is taken in relation to a request to remove roadside shrines on roads under Council's control unless the shrine presents as a traffic safety hazard.

**Barry/Trow**

- i) Coonabarabran Pony Club – Request for Closure of Reservoir Street for One Day Event on 8 December 2013

**24/1314 RECOMMENDED** that request by Coonabarabran Pony Club to close Reservoir Street, Coonabarabran on Sunday, 8 December 2013 between 9.00 am and 12.30 pm to conduct the One Day Event be approved subject to compliance with Council's Road Closure Policy.

**Harper/Trow**

- j) RMS – Acceleration of the NSW Government's School Zone Flashing Lights Program

Letter received from Transport for NSW regarding the State Government's recent announcement that will see the delivery of school zone flashing lights to all schools in NSW by the end of December 2015. The accelerated program is to commence in early 2014. Information noted.

- k) Proposal to Install Concrete Wheel Stoppers to Prevent Vehicles Reversing into Verandah Posts – Dunedoo, Coolah and Coonabarabran

**25/1314 RECOMMENDED** that proposal to install concrete wheel stoppers is not approved due to concerns about pedestrians tripping, reduced length of the car park, and interruption to street sweeper operations.

**Trow/Harper**

- l) Turning Movements at the Intersection of Campbell Street and Binnia Street – Proposal to Extend Centre Median in Binnia Street

**26/1314 RECOMMENDED** that in relation to a perceived issue with northbound vehicles making a U turn at Campbell Street intersection, the matter is investigated further including a site visit by the Committee.

**Trow/Harper**

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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m) Proposed Road Closure for 2014 ANZAC Day Ceremonies in Each Town of the Shire

**27/1314 RECOMMENDED** that approval be given to close the following roads on Friday, 25 April 2014 for the purpose of conducting ANZAC Day March and Ceremony, subject to compliance with guidelines and Road Closure Policy:

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

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

**Harper/Barry**

n) RSO Monthly Reports – September and October 2013

RSO Monthly Reports for September and October 2013 were received and noted.

### **GENERAL BUSINESS**

The following matters were raised without Resolution:

- Notification by RMS Hunter Region that ‘Coonabarabran’ will be added to the collection of direction signs at the intersection of Vinegaroy Road and Golden Highway. Furthermore, Council will upgrade the direction signs at the intersection Warrumbungle Way and Black Stump Way.
- Northbound on Newell Highway – a 70kph reminder sign to be installed 300 metres north of the initial 70kph sign.
- Replace pedestrian warning sign northbound approach to Coonabarabran Visitor Information Centre.
- The 10 tonne load limit sign on River Road, Coonabarabran to be removed.
- Sight distance concerns at the intersection of Digilah Street and Wallaroo Street to be investigated further, including a site visit in conjunction with a meeting of the Committee.
- Approvals for initial of speed zones on Black Stump Way.
- Confirmation that Lachlan Street in Baradine is not a B Double Route
- Report back from Police on speeding vehicles in Eden Street.
- Discussions have been held with Shell/Coles regarding direction of entry and exit from the site.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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- Discussion on the requirement for a Council Access Advisory Committee, a report is to be prepared for Council consideration.

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

The next meeting is to be held on Thursday, 27 February 2014, at the Coolah Council Chambers commencing 10.00 am.

.....  
CHAIRMAN

### RECOMMENDATION

- 1) That Council accepts the Minutes of the Traffic Advisory Committee meeting held on 28 November 2013 at Coonabarabran
- 2) That traffic control plan put in place by Council for 2013 Bunny Bazaar event is used again for the 2014 Bunny Bazaar event with modification to allow northbound cars to be diverted to Cassilis Street rather than being directed along Edwards Street **FURTHER** RMS is notified and approval sought.
- 3) That request by Warrumbungle Eventing Club to close Reservoir Street, Coonabarabran on Sunday, 27 October 2013 between 9.00 am and 3.00 pm to conduct the Annual One Day Event be approved subject to compliance with Council's Road Closure Policy.
- 4) That request by Coinda Coonabarabran to close Cassilis Street between Neate Street and Horsley Street, Coonabarabran on Saturday, 12 October 2013 between 9.00 am and 2.00 pm to conduct the Spring Fete be approved subject to compliance with Council's Road Closure Policy.
- 5) That request by the Coolah Recreation Grounds Users Group to install a truck turning sign on Black Stump Way on approaches to the entrance of the grounds is approved subject to the sign being a hinge type temporary sign, T2-25 (black on yellow) and installed in accordance with guidelines.
- 6) That request by Baradine & District Progress Association to close Wellington Street between Narren Street and Darling Street, Baradine on Tuesday, 24 December 2013 between 5.00 pm and 11.00 pm to conduct the Christmas Eve Party be approved subject to compliance with Council's Road Closure Policy.
- 7) That that no further action is taken in relation to a request by St Lawrence's School to have a pedestrian crossing installed in Dalgarno Street in front of the school due to the fact that the volume of pedestrian and vehicle movements across the street did not meet warrant requirements **FURTHER** should the school require further information contact is made with RMS Officer for Safety Around Schools.

## WARRUMBUNGL SHIRE COUNCIL

### Ordinary Meeting – 19 December 2013

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- 8) That in relation to repeated requests for a speed limit sign to be installed in Hawkins Road, no changes are made to Resolution 07/1314 **FURTHER** that liaison is undertaken by NSW Police Force with residents along Hawkins Road.
- 9) That no action is taken in relation to a request to remove roadside shrines on roads under Council's control unless the shrine presents as a traffic safety hazard.
- 10) That request by Coonabarabran Pony Club to close Reservoir Street, Coonabarabran on Sunday, 8 December 2013 between 9.00 am and 12.30 pm to conduct the One Day Event be approved subject to compliance with Council's Road Closure Policy.
- 11) That proposal to install concrete wheel stoppers is not approved due to concerns about pedestrians tripping, reduced length of the car park, and interruption to street sweeper operations.
- 12) That in relation to a perceived issue with northbound vehicles making a U turn at Campbell Street intersection, the matter is investigated further including a site visit by the Committee.
- 13) That approval be given to close the following roads on Friday, 25 April 2014 for the purpose of conducting ANZAC Day March and Ceremony, subject to compliance with guidelines and Road Closure Policy:
  - Coolah RSL Sub Branch - Binnia Street between Booyamurra Street and Campbell Street, between 10.00 am and 12.30 pm.
  - Coonabarabran RSL Sub Branch – John Street between Edwards Street and Essex Street, between 10.00 am and 1.00 pm.
  - Dunedoo RSL Sub Branch – Bolaro Street between Wargundy Street and Merrygoen Street between 10.00 am and 12 noon.
  - Mendooran RSL Sub Branch – Bandulla Street between Pampoo Street and Napier Street, between 9.30 am and 12 noon.
  - Binnaway RSL Sub Branch – Renshaw Street between Bullindah Street and Yarran Street, between 9.30am and 12 noon.
  - Baradine RSL Sub Branch – Wellington Street and Narran Street between 10.00 am and 12.30 pm.

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

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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### Item 3 Minutes of Local Emergency Management Committee Meeting – 18 November 2013

**Division:** Technical Services

**Management Area:** Technical Services Management

**Author:** Emergency Services Coordinator – Phil Southwell

**CSP Key Focus Area:** Our Natural Environment

**Priority:** CC4 There is a high degree of public involvement in community activities including volunteerism.

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**CHAIRPERSON** Scott Tanner LEOCON

#### NOTE

An apology was received by the LEMO Kevin Tighe and with the consensus of the committee Scott Tanner LEOCON, chaired the meeting. Kevin was unable to attend due to a Council Community meeting at Baradine

<b>PRESENT</b>	Stuart Davies, REMO	REMO
	Kel Wise	REMO – Far West
	Tom Freedom	NSW F&R
	Phil Lalor	SES
	Tony Cole	VRA Coonabarabran
	Rodney Coombes	VRA Coonabarabran
	Rod Williams	VRA Coolah
	Diane Clarke	VRA Coolah
	Glenn Clarke	VRA Coolah
	Bob Cosgrove	SES Baradine
	Barry Johnson	SES Baradine
	Garry Wilson	RFS Coonabarabran
	Lloyd Graham	SES Dunedoo
	Lisa Obst	NSW AMB
	Karen Lane	NSW AMB
<b>MINUTES:</b>	Phil Southwell	WSC
<b>APOLOGIES</b>	Kevin Tighe	LEMO
	Anthony Smith	Alt LEOCON
	Len Roberts	Essential Energy
	Corey Philips	RFS
	Col Bennett	NSW F&R Dunedoo
	Tom Mumford	Coolah VRA

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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### MINUTES OF PREVIOUS MEETING:

The minutes for the previous meeting, which was held at Coonabarabran on the 18th August 2013 was available to all committee members at the meeting.

*Minutes accepted R Coombes / R Cosgrove*

### BUSINES ARISING:

1. Stuart Davies (REMO) reported that a letter concerning the EOC at Coonabarabran had been received by the Asst Commissioner Geoff McKechnie. He has referred this onto the RFS Commissioner, Shane Fitzsimmons. RFS have been consulting with Council and they believe progress is being made on a future proposal.
2. SES Flood Plan – Volume 1 approved at last meeting
3. Tambar Springs SES Unit - Up and running, no concerns with its operational status.
4. Maps of Road Closure – Mitchell Springs Road has an unpassable section, map distributed to committee

### AGENDA ITEMS

- 1. REMO Report** [additional item to the attached Report]
  1. REMC Meeting conducted at Orange on the 7th November 2013
  2. Local Contact Lists needs to be kept updated and a Christmas list (who's away) circulated
  3. Stuart expressed concern that the Warrumbungle Recovery Debrief conducted many months ago had not produced either the minutes or a report. Recommendations made by Mr Bradshaw were very important and needed to be public. A request to MPES asking, where they were up to with regards his matter, will be made.
  4. Noted also that Greg Lewis is moving on from NSW F&R at Dubbo
- 2. DISPLAN**

The local Displan (EM Plan) had been endorsed at the REMC meeting conducted at Orange on the 7th November 2013
- 3. EVENTS** (*summary of up and coming major events*)
  1. Usual Christmas Activities - No major events listed
  2. Purlewaugh B&S will not be conducted this New Year
- 4. BUSHFIRE DRAFT REPORT - Baradine Road Fire - 12/11/13**

After discussion of last week's Baradine Road Fire the attached Report was compiled. This will be forwarded onto the REMO at Dubbo



# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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### E- DISPLAN

#### **DROPBOX** ( *Web Based Storage of Information* )

A 'Dropbox' system has been set up and can contain up to 2 G bits of information. The system requires a username and password and thus can be accessed by anyone. The information stored at this location is the same as the disc [E-Displan] provided to the committee at the previous meeting.

A system of storing information on a web based database was demonstrated by Phil Southwell and by Scott Tanner (bigger screen)

#### **Two Devices** - An iphone & Microsoft Computer

##### Device 1. iphone, method

On an ipod / iphone with internet access, an App called FILO. is used This is a free App and is downloaded from the App Store. Install / Run and then add the Username & Password. Files can then be viewed.

##### Device 2. Microsoft Computer, method

Do a search for 'Dropbox' Download the program [ dropbox.exe ] Install the program on the computer. An icon will appear on the screen Open the 'Dropbox' and add the username & password. Files can then be viewed.

PLEASE protect our password

### GENERAL BUSINESS

Discussion on a Report to Councilors from P.Southwell ESC

With both the Wamelong Fire in January and the recent Baradine Road Fire, the ability of the LEMC committee to manage both the EOC operations as well as the Evacuation Centres in the early stage of the fire, prior to 'Welfare' attending, was highlighted as a problem.

Managing large numbers of people in the early stages of an incident becomes extremely difficult if communication to and from the Evacuation Centres is via a distant agency.

The LEMC committee have no objection to this proposal and as long as the role is well defined, the community liaison would be of great benefit during such events. The title (if accepted) would be 'Community Welfare Liaison Officer' and be made up of two councilors that would be familiar to their local area.

The attached report will be presented to the next Council Meeting for their consideration.

### CORRESPONDENCE

1. Essential Energy - Bushfire planning and Power Planning at Harvest
2. REMO Report
3. REMC Schedule for 2014

### ERMP

Nothing to Report

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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### DATE OF NEXT MEETING:

The date of the next meeting was suggested as being: Monday 18th February 2014 and to be held at Coonabarabran VRA building at 7.00 pm ( 1900 Hrs)

### MEETING CONCLUDED

As no further business the formal part of the meeting concluded at 2050 Hrs

.....  
**CHAIRMAN**

LEOCON Scott Tanner

### Attachment Report

#### Background

The Baradine Road Fire started at approximately 11.30 am Tuesday 12<sup>th</sup> November 2013 by lightning, south of the Coonabarabran Shire Waste Disposal Depot on the Baradine Road, Coonabarabran.

At approximately 1520 Hrs the fire crossed a containment line ( Railway Line) and with a north west wind then presented a risk to the edge of Coonabarabran.

#### LEMC EOC Activation

LEMC notified by email, of possible incident at 15.39 Hrs

Initial Briefing of LEOCON at RFS FCC at 1625 Hrs

RFS / Local LEOCON advised REMO:

- Fire is being pushed by strong gusty winds.
- Potential for fire to jump over Baradine Road and rapidly move towards Coonabarabran Township.
- Potential Fire path will be towards the North - North West areas of Coonabarabran - in hilly heavy timbered area near the Industrial Estate areas.
- Several properties located in rural based lands within the potential subject areas.
- 1 RFS truck impacted by fire - 5 fire fighters assessed by Ambulance Officers, 2 Conveyed to Hospital and 1 admitted with smoke related issues.

#### 1645 Hrs - BRIEFING

LEOCON, LEMO, Emergency Services Coordinator, NSW F&R and VRA - all present

- RFS are issuing emergency alert messages to residents in subject area to warn of potential "Ember Attack" risk to properties. RFS are defending the fire off the Baradine Road, with plan to prevent the fire from crossing over that Road. If fire crosses over the Baradine Road - Potential risk area will be the North / North West areas of Coonabarabran - especially around the Industrial Estate area.
- Police with VRA have door knocked all identified 'at risk' residential areas and advised residents to be monitoring flying Embers and to relocated from area if they decide too, as per their personal bushfire plan. If people are self-relocating, they have been advised by Police to move to friends and relatives within town.
- RFS have four (4) Water bombing aircraft on the fire

# WARRUMBUNGL SHIRE COUNCIL

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- Baradine Road Closed to all traffic ( some vehicles escorted through by Police)
- Old Common Road closed

### 1745 Hrs - BRIEFING

- If fire escapes current containment lines the RFS Commissioner recommended to issue a Section 44 emergency declaration.
- LEOCON has developed a PLAN for the activation of an Evacuation Centre (Coonabarabran Indoor Sports Centre identified site) ONLY PROPOSED AND PLANNING BEING UNDERTAKEN AT THIS POINT IN TIME
- LEMC notified by REMO that Welfare will use the Bowling Club and could possible be operational within 30 minutes once notified.

### 2000 Hrs - BRIEFING

- Conditions easy with cooler evening and higher humidity.
- Winds diminished to minimal and favourable conditions
- Planning of back burning operations underway and will proceed during the night
- VRA tasked to man a pump on the river to aid back burning ( with the risk of Evacuation greatly diminished )
- Baradine Road re-opened
- EOC suspend operations

### Wednesday 0800

- The fire status has been reduced to Patrol/ Blacking out
- EOC operation ceased at 2000 Hrs last night
- Overnight back burning reduced threat to north western part of town
- Expected weather conditions today Winds – Westerly at 20 KPH Gusting 35 KPH  
Temperature Max 27
- Nil LEMC activity anticipated today
- All roads open

Report ends 1100 am 13/11/13

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### Debriefing Notes from LEMC Meeting 18th November 2013

Discussing on the Fire with the following points raised :-

- The EOC again remained difficult in working in close proximity with RFS staff running the fire. If the event had escalated the LEMC committee would have being overrun and once again, had to retreat to another location.
- The RFS had not instigated a Section 44. Garry Wilson (RFS) indicated that the trigger was the Baradine Road. Approval for heavy plant and aircraft was given.
- Garry Wilson thanked the council with regards heavy plant and their timely response to the fire

# WARRUMBUNGLA SHIRE COUNCIL

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- Tony Cole (VRA) indicated that the community in the Boomerang Street area were very concerned and that residents were out watering walls & roofs. His concern was that there may not have been any information once the emergency had passed. Scott Tanner mentioned that there were informed to use RFS web sites and listen to local radio for information.
- Scott Tanner thanked all agencies for their cooperation and assistance and agreed that the response all worked well.

### **RECOMMENDATION**

That Council notes the minutes from the Local Emergency Management Committee held on 18 November 2013 at Coolah.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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### Item 4 Minutes of Baradine Community Consultation Meeting – 18 November 2013

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	PA to Director Corporate Services – Liz Webster
<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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**PRESENT:** Clr Peter Shinton, Clr Denis Todd, Clr Fred Clancy, Clr Gary Andrews, Clr Anne-Louise Capel, Clr Victor Schmidt, Rebecca Ryan (Director Corporate Services), Fiona Luckhurst (Acting Director Environmental and Community Services), Kevin Tighe (Director Technical Services), Ted Hayman, Jean Henley, Susan Munns, Gaye Farrell, Wayne Head, Brian McGee, Greg Smith, Lorraine Gordon, Janet Fitzgerald, Alan Crawford, Irene Worrell

**CHAIR:** Clr Peter Shinton (Mayor)

**APOLOGIES:** Steve Loane (General Manager), Clr Murray Coe, Clr Chris Sullivan, Clr Ron Sullivan, Liz Cutts, Nea Worrell, Judy Hayman

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED** that the minutes of the Town Community Consultation Meeting Baradine held on 9 April 2013 be accepted.

**Clr Schmidt/Clr Andrews**

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

1. LEP – Still awaiting from Department of Lands Status
2. Wind Forum – Consulting with Community, DA to be lodged, 286 Turbines

#### **AGENDA ITEMS**

- i. Baradine Lions Park – Baby Change Table has been replaced
- ii. Baradine Lions Park – Landscaping work to commence next 3-4 months
- iii. Liverpool Street – No budget allocation at this stage. Budget provides funds for one light per annum within the shire. Question of solar lights as cheaper option? All depends on the location and if an existing pole.
- iv. Commemorative Trees Wellington Street – Cement plinths to be installed for brass plaques to be affixed.

**RECOMMENDED** that Council approves the installation of cement plinths, for brass family plaques on Commemorative Trees in Baradine

**G Farrell/I Worrell**

- v. Requirements for installation of Sculpture in main street garden beds – DA would be required. Community are preparing for Baradine Sesquicentenary

# WARRUMBUNGLE SHIRE COUNCIL

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- vi. Water connection to southern end of Namoi Street – Temporary Poly Lines. Proposal for all 14 water users to contribute half the costs being \$2,578.00 each and \$850.00 connection fee.  
Issues – dead ends and two (2) properties which are connected to the main from Walker Street.  
Small lines keep breaking and bore water unreliable  
Namoi Street and Aerodrome Road Proposal was put to residents in both streets, as pointed out there residents did not want to contribute to cost.  
What is fair and equitable?  
Binnaway mains extension along Yeubla Street perhaps more appropriate model.

**RECOMMENDED** that Council revisit the proposal for installation of mains water and connection contribution by residents along Namoi Street and Aerodrome Road in Baradine.

**G Smith/G Andrews**

- vii. Replacement of faded “no parking” sign in front of Baradine Hotel – Action completed
- viii. Replacement of faded “no parking” sign in front of Singh’s IGA – Noted
- ix. Request for installation of “angle parking” sign on Narren Street, opposite Swimming Pool between Lachlan and Bligh Streets - Noted
- x. Neglected dogs at the old shop at Kenebri – to be referred to RSPCA. This is beyond Council jurisdiction
- xi. Draft Swimming Pool Inspection Program – Swimming Pool Amendment Act – All Residents are to register swimming pools.  
All those houses been sold/leased will require a Certificate of Compliance

### **GENERAL BUSINESS**

- xii. House in Narren Street – Same issues – Report to Compliance Officer
- xiii. Toilet Sign – Corner of Wellington and Darling Streets – Noted
- xiv. Financial Assistance Grants Round 2 Applications close 3 February 2014
- xv. Regional Development Australia Fund (RDAF) Round 5 – Program withdrawn
- xvi. Emergency Plan for Baradine – Referred to LEMC
- xvii. Delivery of local training for Volunteer Pool Supervisors – Noted

**Meeting Closed at 6.45 PM**

### **RECOMMENDATION**

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

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	PA to Director Corporate Services – Liz Webster
<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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**PRESENT:** Clr Fred Clancy, Clr Denis Todd, Clr Gary Andrews, Clr Anne-Louise Capel, Mayor Peter Shinton, Clr Chris Sullivan, Kevin Tighe (Director of Technical Services), Rebecca Ryan (Director of Corporate Services) Fiona Luckhurst (Acting Director of Environmental and Community Services, Steve Loane (General Manager), Pat Kroehnert, Norm Kroehnert, Jim Strachan, Nanise Kaloumaira, Evelyn Hampton

**APOLOGIES:** Clr Ron Sullivan, Clr Murray Coe

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED** that the minutes of the Town Community Consultation Meeting Binnaway, held on 1 May 2013 be accepted.

**Clr Andrews/Clr Capel**

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

Nil

#### **AGENDA ITEMS**

- a) Draft Swimming Pool Inspection Program
- b) Shire Australia Day Awards – Nominations Close 29 November 2013
- c) Regional Australia Development Fund (RDAF) Round 5 – Program withdrawn
- d) Financial Assistance Grants Round 2 Closing 3 February 2014
- e) Online Warrumbungle Shire Calendar of Events

#### **GENERAL BUSINESS**

1. General Manager provided advise about Cobbora Coal Holding, negotiations on VPA, Transition Fund
2. Sewerage – Question: What is the status of the project?
  - It appears there is a general lack of support for the from Binnaway residents for a sewerage scheme
  - Discussions proposed a field trip by Councillor to Parkes Shire to investigate possible alternative sewerage treatment Plants
3. Abattoir
  - Mayor advised that following a meeting with owners yesterday, it appears that the abattoir may reopen in February or March 2014
4. Garbage Bins

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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- Thank you to Council from Gary Andrews for the two (2) garbage bins that were installed in the main street
- 5. Mow Creek
  - General Manager advised that Council has nominated the Mow Creek project as No 1 funding priority under the 2014/2015 Repair program
- 6. Induction of Volunteers
  - Follow up is required to ensure that all volunteers are appropriately qualified
- 7. Barracks
  - Operations and visits to Barracks are going well
- 8. Binnaway Progress Association
  - Nanise Kaloumaira is the new Community Development Coordinator

**Meeting Closed at 5:56 PM**

### **RECOMMENDATION**

That Council accept the minutes from the Binnaway Community Consultation Meeting held on 26 November 2013 at Binnaway.



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	PA to Director Corporate Services – Liz Webster
<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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**PRESENT:** Clr Anne-Louise Capel, Clr Chris Sullivan, Clr Peter Shinton, Clr Denis Todd, Clr Gary Andrews, Steve Loane (General Manager), Kevin Tighe (Director of Technical Services), Fiona Luckhurst (Acting Director Environmental and Community Services), Rebecca Ryan (Director of Corporate Services), Ted Miller, Carol Richard, Quinton Hutchinson, Leonie Hutchinson, Sal Edwards, Kevin Carberry

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

**APOLOGIES:** Clr Fred Clancy, Clr Ron Sullivan, Clr Victor Schmidt, Clr Murray Coe

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED** that the minutes of the Town Community Consultation Meeting Coolah, held on 30 April 2013 be accepted.

**Clr Capel/L Hutchinson**

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

1. Wind Farm – No of turbines now reduced to 286 – Reduction following consultation with various Government Agencies
2. Cobbora Holding Company – VPA issues. Warrumbungle Shire Council rejecting proposed VPA. The NSW Dept. of Planning is now negotiation on behalf of Council. It now appears that VPA requirements will be covered in conditions of consent not to be confused with Cobbora Coal Transition Fund.

#### **AGENDA**

- a. Swimming Pool Inspections – Acting Director of Environmental and Community Services outlined new requirements for registration of private swimming pools and regulation. Council yet to establish fees for inspection and frequency of inspection.
  - Question about the use of Alarms in the process of regulating safety of private swimming pools Information conveyed to the meeting about how they work.
- b. RSL and ANZAC – Insurance
  - The meeting was advised that Coolah RSL is at the risk of closing. Advice received that Council may be required to cover insurance for the March. The Coolah Lions Club advised that their organisation cannot cover Public Liability Insurance for the ANZAC March. Advice also received that members of bikie

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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- club may become members of the RSL. Another option is that ANZAC March is covered by Coonabarabran RSL. Representation should be made to Federal Government regarding the insurance situation.
- c. Prior Notice with rate payers - General Manager advised that position of Project Manager in the new organisation structure would be responsible acquiring private works.
  - d. Shelf ready projects – Options discussed for establishment of a list of projects that will generate economic development
  - e. Bridge Timber
    - Request for 2<sup>nd</sup> hand timber by Coolah District Development Group to be investigated by Director Technical Services
  - f. Shire Australia Day Awards - Call for nominations
    - Director of Corporate Services distributed nominations forms
  - g. Regional Development Fund Australia (RDAF) Round 5
    - Director of Corporate Services advised the meeting of the demise of the project submissions.
  - h. Financial Assistance Grants Round 2
    - Director of Corporate Services advised invitation is now out for submission and applications close 3 February 2013
  - i. Online Warrumbungle Shire Calendar of Events
    - Director of Corporate Services advised Clubs etc. now able to upload events onto website.

### GENERAL BUSINESS

1. Member Barwon has announced successful funding of Showgrounds in Coolah, Coonabarabran and Baradine.
2. Footpaths - Intersection/Laybacks
  - No footpaths Goddard Street to Hospital, Footpaths are rough
  - Acting Director of Environmental and Community Services updated meeting on Access Committee to be established – Meeting was also advised the Coolah Men's Shed are taking photographs of Streets in Coolah.
  - Ted Miller re yellow paint used to mark footpaths. Advised many trip hazards in the central business district.
3. Roadside Litter
  - Warrumbungle Way – about 1km from intersection
  - There is an ongoing issue with illegal dumping of the waste
  - Concept of Dob in a Dumper
  - May not be able to use paper found on site as evidence to convict
  - Issue of dumping rubbish on the common and roads. Discussed at length surveillance cameras may be used in “hot spots”
  - Development of recycling wall
4. Rough Roads MR55
5. Pot hole 1.5km along Turee Vale Rd near Chris Whites property.
6. Drum Muster
  - Compound is at capacity. The meeting was advised that collections are not occurring because of communication/insurance requirements
7. Lights at Bowen Oval
  - The Rugby Club pays the invoice for power usage. Question about being able to source another energy supplier

# WARRUMBUNGL E SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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8. Ted Miller – 10 Meetings
  - Kerb stoppers should be installed in front of Butchers
  - End of median strip – northern end to be extended on Binnia Street
  - Discussion about parking configurations
  - Conditions of shop awnings and verandah post Coolah's CBD. Requirements for inspections – Investigation to be undertaken

**Meeting Closed at 6.31 PM**

### **RECOMMENDATION**

That Council accept the minutes from the Coolah Community Consultation meeting held on 20 November 2013 at Coolah.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	PA to Director Corporate Services – Liz Webster
<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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**PRESENT:** Clr Anne-Louise Capel, Clr Gary Andrews, Clr Victor Schmidt, Clr Fred Clancy, Clr Ron Sullivan, Clr Denis Todd, Clr Peter Shinton, Steve Loane (General Manager), Rebecca Ryan (Director Corporate Services), Fiona Luckhurst (Acting Director Environmental and Community Services), Kevin Tighe (Director Technical Services), Guy Andrews, Ian Cormie, Fay Chapman, Heather Edgell, Julie Shinton,

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

**APOLOGIES:** Clr Chris Sullivan

**RECOMMENDED** that the apologies be accepted.

Clr Schmidt/Clr Andrews

### **CONFIRMATION OF MINUTES**

**RECOMMENDED** that the minutes of the Town Community Consultation Meeting Coonabarabran, held on 10 April 2013 be accepted.

Clr Todd/Clr Andrews

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

3. Asbestos Waste Management Plan used as model for Blue Mountains Bushfires
4. Wind Farms update – No of Turbines (286) have been reduced

### **DIRECTORATE PRESENTATIONS**

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

5. Director of Environmental and Community Services resigned
6. New organisational structure being presented to November Council Meeting
7. Vendor withdrew Coolah Surgery from sale
8. Cobbora Coal – VPA has not reached agreement by Council, Dept Planning considering matter and likely outcome is that Council's concerns become a Condition of Consent
  - Transition Fund
9. Quarry Update
10. Roads Congress Conference – Minister ratified funding of Roads to Recovery to 2019

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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### AGENDA ITEMS

- i. Swimming Pool/Spa's – Inspection
- ii. Beautification of Dalgarno Street – Western Side -Woolworths, Sunday monthly Markets. Chamber would like to see future planning for beautification of this area which is the gateway for Warrumbungle National Park. Perhaps installation of trees to continue John Street design  
Director of Technical Services advised would come down to two options.  
\$70,000kerb and guttering in 2013/2014 budget.
- iii. New Flags for Main Street
  - Two (2) General Tourism Flags have been ordered
  - Need a Tourism Flag Policy
  - Chamber of Commerce willing to contribute to cost of flags
- iv. Free RV Dump point
  - Moved to Essex Street
  - Project is underway
  -
- v. Maintenance of grassed area in Dalgarno Street – Eastern side – Noted
  - Trees in centre of main street need a tidy up
- vi. Extension of footpaths and creation of walking/bike track in Eden Street and Timor Road
  - Linking of Pedestrian/Gopher/Walking Track to Nandi Park
  - Bike Access 10-20 year plan
  - Footpath plan – PAMP –Access Issues
- vii. Shire Australia Day Awards Nominations
- viii. Regional Development Fund Australia (Round 5) – Program withdrawn
- ix. Financial Assistance Grants Round 2 Closing 3 February 2014
- x. Online Warrumbungle Shire Calendar of Events
- xi. Police House – Dalgarno Street – House is going to be sold next year. Land adjoins park along River. Possibility of Boundary Adjustment. Potential for Council to develop

### GENERAL BUSINESS

1. Senate Enquiry into Wambelong Bushfire to run in parallel to Police Enquiry
  - Terms of Reference - Coroner will make a determination on 29 November 2013 if going to proceed with investigation
2. Christmas Lights in the main street trees
  - Fairy lights have been provided by the Chamber of Commerce
  - Request to be referred to the Traffic Advisory Committee for consideration
3. VRA Rescue Shed
  - Waterway overrun with Bamboo and Willow trees
  - Water smell as water is stagnating and trees are causing damage to fence
  - Debris banking up
  - Land may be private land
  - VRA happy to help with labour however need machinery resources  
Action: DTS will investigate land ownership and make site inspection with Manager Urban Services
4. Late night shopping Thursday 28 November
  - Community Organisation being sought to undertake Chocolate Wheel Raffles

**WARRUMBUNGL E SHIRE COUNCIL**

**Ordinary Meeting – 19 December 2013**

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**Meeting Closed at 6.45 PM**

**RECOMMENDATION**

That Council accept the minutes from the Coonabarabran Community Consultation Meeting held on 19 November 2013.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	PA to Director Corporate Services – Liz Webster
<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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**PRESENT:** Clr Fred Clancy, Clr Gary Andrews, Clr C Sullivan, Mayor Peter Shinton, Clr Anne-Louise Capel, Kevin Tighe (Director of Technical Services), Rebecca Ryan (Director of Corporate Services), Fiona Luckhurst (Acting Director of Environmental and Community Services), Steve Loane (General Manager), J Stonne, Lynn Brydon, Wendy Hill, Barry Evans, Ken Westerman, Karleen Ryan, Sue Graham, Lloyd Graham

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

**APOLOGIES:** Clr Murray Coe, Clr Denis Todd, Sally Dent, Barbara Smith, Marie Hensley, Neville and Dorothy Stanford

#### **CONFIRMATION OF MINUTES**

**RECOMMEND** that the minutes of the Town Community Consultation Meeting Dunedoo, held on 29 April 2013 be accepted.

**K Westerman/Clr Capel**

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

1. Toilets at western end of park
  - \$50,000.00 allocated in budget.
  - Clr Sullivan would like input into the style and location of toilet block and is to meet with Wendy Hill and Barry Evans

#### **AGENDA ITEMS**

- a) Draft Swimming Pool Inspection Program
- b) Shire Australia Day Awards Nominations closing 29 November 2013 - Discussion re categories for awards.
  - To be raised at Australia Day Debrief
- c) Regional Development Australia Fund (RDAF) Round 5 – Program withdrawn
- d) Financial Assistance Grants Round 2 – Applications close 3 February 2013
- e) Online Warrumbungle Shire Calendar of Events
- f) Cobbora Transition Fund
  - Committee Meeting tomorrow, 28 November 2013, Murray Coe is Chair
  - Important to develop projects for the Transition Fund Project and be competitive with other affected Councils.
  - Cobbora Holdings funded the work on Spring Ridge Road

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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- Voluntary Planning Agreement (VPA) has been rejected by Council due to lack of recognition of effects in Warrumbungle (host Council)
- Negotiations underway with Department of Planning and Cobbora Holdings
- g) Dump Point
  - Issue was discussed with Dunedoo District Development Group
  - Sewer Capacity not an issue in Dunedoo
  - Location to be confirmed
  - Staff will Identify possible locations and put of for community consultation
- h) Dump Point – Addressed as item 1 in Business Arising
- i) Dead feral animal carcasses being brought back to town
  - Article to be published in Dunedoo Diary
- j) Voting at Jubilee Hall
  - Electoral Commission has jurisdiction for Voting locations
  - Request to made to change location to Jubilee Hall for ease of access

### **GENERAL BUSINESS**

1. Derengulla abattoir plan to reopen in March 2014 – 32 Jobs
2. Main Street Parking - Concerns regarding Verandah poles
  - Council looking at this issue across the Shire
3. Traffic Issues
  - Trees, car parking limit visibility
  - Digilah and Wallaroo Intersection
  - End of Laneway - Barrier required at intersection Tallawang into Lane
  - Speed of vehicles on highway
4. Jubilee Hall
  - Usage
  - What is long term plan?
  - Maintenance require – Painting
  - Needs trolleys for chairs
  - Survey results were presented to Dunedoo District Development Group School Hall not suitable for all functions

**Meeting Closed 6.25PM**

### **RECOMMENDATION**

That Council accept the minutes from the Community Consultation Meeting held on 27 November 2013 at Dunedoo.



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	PA to Director Corporate Services – Liz Webster
<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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**PRESENT:** Clr Denis Todd, Clr Chris Sullivan, Clr Victor Schmidt, Clr Peter Shinton, Clr Anne-Louise Capel, Clr Fred Clancy, Clr Gary Andrews, Steve Loane (General Manager), Kevin Tighe (Director of Technical Services), Rebecca Ryan (Director of Corporate Services), Fiona Luckhurst (Acting Director of Environmental and Community Services) Judy Henderson, Sydney Sauls, Pat Turner, D Fenwick, Jenny Lloyd, Christine Bayey, Max Neal, Helen Naef

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

**APOLOGIES:** Phil McCormack, Rusty Jones

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED** that the minutes of the Town Community Consultation Meeting Mendooran, held on 8 April 2013 be accepted.

**Clr Capel/Clr Schmidt**

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

- f) Coolah Doctor Surgery – Vendor has withdrawn from sale
- g) Coonabarabran Administration Building – Officially open 17 March 2013
- h) Voluntary Planning Agreement (VPA) – Rejected discussions with Department of Planning underway. Transition Fund \$4 M to be split between four (4) Councils. Remaining \$16 M is for Community Projects.

#### **AGENDA ITEMS**

- i. Draft Swimming Pool Program
- ii. Shire Australia Day Awards – Nominations Close 29 November 2013
- iii. Regional Development Australia Fund (RDAF) Round 5 Program withdrawn
- iv. Financial Assistance Grants Round 2 Closing 3 February 2013
- v. Online Warrumbungle Shire Calendar of Events
- vi. Maintenance of Tip Road – Issue re access
  - One road in and out
  - Narrow Road
  - Condition of Road in wet weather
  - Fire/Emergency Access

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 19 December 2013**

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- vii. Speed Limit Forrest Road to Manus Drive – request for reduction in speed limit has gone through Traffic Committee – no justification in reduction of speed limit. Matter to be referred back to Traffic Committee
- viii. Drum Muster – No Collection point in Mendooran. Council to contact Drum Muster to request collection point
- ix. Dump sites – designated as Primitive Campground with a maximum stay of 3 days
- x. Water Pressure – Lawnside Drive
  - Council to investigate reason
  - Request for residents to inform Council of times of day pressure drops.
  - Concerns re pressure needed for fire fighting

### **GENERAL BUSINESS**

- 1. Sand Creek causeway – Council to check width to see if give way sign is needed
- 2. Mendooran Water Rates –
  - Council Resolution to maintain Water Levy at Mendooran
  - Water Quality raised as an issue limescale
  - Decisions on Council spending made at Budget deliberations by Council
  - Concerns raised funds for Mendooran Water are being allocated to Coolah
- 3. Campground – Upgrade
  - Request for Lighting to be put to Council for Budget Consideration after consultation with Campers
- 4. Flushing of Water Mains – At present no set frequency suggestion made to change procedure for flushing of water mains.

**Meeting Closed at 6.17 PM**

### **RECOMMENDATION**

That Council accept the minutes from the Mendooran Community Consultation Meeting held on 25 November 2013.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Communications & IT – Chris White
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF2 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 Murray Coe (chairperson), Mayor Peter Shinton, Cr C Sullivan, Alison Kensit, Marie Hensley, Sally Dent, Garwain Bowman, Peter Campbell and Angus Stuart.

**APOLOGIES:** Todd Ferguson, Steve Loane (General Manager)

#### **RECOMMENDATION**

That the apologies be accepted

**C Sullivan/G Bowman**

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

**GUESTS:** Chris Bucknan and Peter Dunstan (Challenge Services), Catherine Daley (Integrated Living), Rob Ingram (Cobbora) and Barry Evans and Neville Stanford (Dunedoo Aged Care Project).

Cr Coe welcomed all committee members to the inaugural meeting and introduced visitors.

#### **PRESENTATIONS:**

**1. Challenge Services** (Peter Dunstan – General Manager Business Enterprises)  
Challenge provides services and accommodation for a range of disability and skill types. The Tamworth Mobile Recycling Facility (MRF) employs 43 with a disability and 5 staff members. Capex of \$1.5 million to build the MRF plant. Have also set up a MRF at Narrabri for \$1.2 million, providing recycling services for Moree, Gwydir and Narrabri LGAs. Employs 15 people. Recycling has 3 revenue sources – sale of product, processing fee from rate payers and commonwealth funding. NDIS will likely change the commonwealth funding availability as disability clients can choose where to have their allocated funding directed to. Dubbo City Council currently has a tender with JR Richards, who transport all material to Smithfield for processing. Discussion on opportunity available to divert Dubbo City recycling material to a Dunedoo facility.

**2. Challenge Services** (Chris Bucknan - General Manager Disability Choices)

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Manages accommodation and respite services with a respite facility in Lords at Dubbo. Trangie redeveloped a Scout Hall to extend the scheme as a result of an identified community need. The model is to keep people in their community by providing options in their own community. Trangie has become the central hub for families with a disability member within a 50 – 60km radius including Warren and Tottenham. Started with 6 clients and is now around 20. Community Transport is an issue, and therefore need to consider travel for any disability service in Dunedoo. Discussion on the effect of the NDIS (National Disability Insurance Scheme) funding for future disability services. Need to research into who is out there, and what services they need to develop the project. Narrabri has a model of a ten resident group home for clients with higher skills disability with one staff member permanently located overnight with a day support program.

### **3. Integrated Living** (Catherine Daley)

Provide services for rural communities on health management and wellbeing. Funding model is changing to a Consumer Director Care (CDC) Home Care Packages, recognising the right of people to choose where their funding goes by the services they choose to use. Residents use telehealth for self monitoring of health and wellbeing, utilising Skype. Integrated Living have capacity to undertake a needs analysis if required.

### **4. Youth Disability Accommodation** (Rob Ingram)

Proposal to developing Youth Disability Accommodation facility by providing age appropriate accommodation and care. Shared group housing is an old model and unlikely to receive future funding. Suggested by Challenge Services to consider villas spread through out the community that can be flexible for aged care and disability accommodation. Tamworth has a model with detached units with kitchenettes and a communal outdoor/indoor space facility.

### **5. Old Hospital – Site Assessment** (Aaron Parker)

Estimated \$3.8million to rennovate the existing buildings to required standards, including removal and replacement of asbestos. Alternative to demolish structures and site cleaned up of \$275,000. Road access to be modified to be relocated. Further costings on sewerage and water supply to be developed. Discussion on Community Affordable Housing based on socio-economic status utilising community housing providers such as Housing First in Mudgee.

### **6. Dunedoo Aged Care Project** (Barry Evans)

Old hospital site is ideal for developing an aged care/disability accommodation project. Currently considering 8 two bedroom units on Yarrow St, Dunedoo. Discussion on the need for a diversity of accommodation with group homes now out of favour. Could incorporate both the Yarrow Street and Old hospital site for the aged care accommodation project. Aiming to apply for \$2.5 million to the Cobbora Transition Fund. Submitted a feasibility study for the Aged Care project.

### **7. Warrumbungle Gas** (Cr Murray Coe)

Summary of discussions with APA, who own the gas infrastructure located through Dunedoo. Estimate a budget of around \$3 million to allow for \$700 000 Regulator Station, \$750,000 for piping and connection to each household (\$1700/property with 420 houses), \$750,000 for around 5km pipe mains, and unknown expenditure to rehabilitate street crossings where pipes are laid. Cr Coe has discussed with Mayor Des Kennedy of Mid-Western regarding continuation of gas pipeline and sale of gas to the Mudgee/Gulgong area. Discussion on rate of uptake of the household connection to the gas if installed to each house property.

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### **GENERAL BUSINESS:**

#### **8. Resources**

Discussion on capacity of Council to provide staff resources to research and prepare submissions for EOI stage.

### **RECOMMENDATION**

That funds to be allocated from Council for a Coordinators position to report to the Warrumbungle Cobbora Transition Fund Committee to be drawn on for preparation of applications to the EOI.

**S Dent/ A Kensit**

#### **9. Projects Analysis**

Marie Hensley presented an objective analysis of all the projects and suggestions put forward by the community to date by the community consultation sessions and direct correspondence. The report is to be circulated to all members with feedback provided for voting at next meeting.

**NEXT MEETING:** Thursday 5 December 2013

**MEETING CLOSED:** 8.00pm

Murray Coe .....  
CHAIRPERSON

### **RECOMMENDATION**

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

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Communications & IT – Chris White
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF2 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 Murray Coe (Chairperson), Alison Kensit, Cr C Sullivan, Marie Hensley, Sally Dent, Angus Stuart, Garwain Bowman, Steve Loane (General Manager), Todd Ferguson, Peter Campbell

**APOLOGIES:** NIL

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

**GUESTS:** Scott Russell

**BUSINESS ARISING:**  
Nil

#### **AGENDA ITEMS:**

##### **1. Committee Membership**

Scott Russell left the room and discussion about secondment of another Dunedoo resident onto Cobbora Transition Fund Committee

##### **RECOMMENDATION**

That Mr Scott Russell be approved by Council as an additional community member to the Warrumbungle Cobbora Transition Fund Committee.

**M Coe/ C Sullivan  
Unanimous**

##### **2. Dunedoo District Improvement Project**

Todd Ferguson submitted a summary on the proposed project. Discussion on Wellington and Mid-Western Councils are likely applying for similar projects. May be incorporated into the Dunedoo Revitalisation Fund project to be discussed at a later agenda item. Discussion on duplication of funding from different sources for components of the proposed project such as toilets.

Suggestion that this project be a recommendation for the \$1 million, and that some of the items may be funded by the VPA negotiated with the Cobbora Mine project if and when it proceeds. Discussion followed on funding items to create vibrancy in the Dunedoo community to make the town attractive for families to live in if the mine proceeds in the

# WARRUMBUNGLE SHIRE COUNCIL

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future. It was suggested that combining all of the smaller projects into one for an EOI submission will meet the Cobbora Transition Fund (CTF) criteria. Decision deferred pending discussion at a later agenda item.

### **3. Rail Trails**

Mayor Peter Shinton requested discussion on this project item. The General Manager, Steve Loane spoke on the project detailing discussions with Dubbo City Council.

### **4. Netball Courts Shire-wide**

Mayor Peter Shinton requested discussion on this project item. Steve Loane spoke on the project detailing a request to consider sporting facilities for girl sports across the Warrumbungle Shire area. Cr Chris Sullivan briefed the committee on the Robertson Oval project.

### **5. Business Enterprise Support Service**

Marie Hensley presented a summary of the Community Gold concept, which is designed for small community generation based on a sponsorship program over three years. Submitted a document with further detail on projects under this program in Mary Valley, Queensland.

Marie also presented on the Community Futures Fund grants Program, with a document detailing a model able to be used for the projects as outlined by the Dunedoo District Improvement Project.

### **6. Dunedoo Projects Criteria Assessment**

Marie Hensley presented the summary of projects to date in relation to meeting the CTF criteria. Discussion on the use of the old hospital site for aged care and disability accommodation.

Discussion on a *Mind Map – Dunedoo Hub*, for developing a facility for NGOs, government agencies and educational organisations to use. Peter Campbell presented a diagram on redevelopment of old hospital site into a *Dunedoo Hub*.

Council staff presented figures on developing old hospital site to a Greenfields site ready for development:

Site Establishment	\$ 5,120
Demolition	\$275,000
Electricity 150Amps to site	\$145,000
Sewer pump/connection	\$ 72,500
<b>Total</b>	<b>\$497,620</b>

Ownership of the site could be considered by Council if remediated.

## **GENERAL BUSINESS:**

### **7. Options and Projects**

#### **Warrumbungle Gas**

- APA will be at Dunedoo on Monday 9 December to commence appraisal of Gas project, pending recommendation by the Committee. Discussion on model of Warrumbungle Gas business enterprise.

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### **MRF**

- Model could be considered as a separate project to develop industry in Dunedoo. Creates employment.

Alison Kensit left the room 6.15pm

### **Old Hospital Site/Dunedoo Hub**

- Multipurpose development on the old hospital site.
- Consider designing as a multi-stage project over time across funding sources.
- Could develop the old hospital site in two stages, Clean Up and then a Development Project (ie. The Hub).
- A priority to bring site up to greenfield standard as a separate project
- Remediation option to fund from \$1 million fund

### **Dunedoo Revitalisation Project**

- Upgrading the town, with roads/culverts/bridges, plus tourism, and including redeveloping the Jubilee Hall and cleaning up of old hospital site in the projects.
- 'Cherry pick' individual projects from the Dunedoo Revitalisation Project such as toilets.

### **Business Enterprise Mentoring Program**

- Could be implemented shire wide

Alison Kensit re-entered the room 7pm

### **Driving Training Centre**

- Aim to attract people to the area with an Australian standard motor race track over 500 acres of land
- A Driving Training Centre, which can be linked to the Race Track

### **Development of Land**

- identify land in the LEP zone for commercial use and subdivision. Consider accessing a site in the CHC buffer zone land area.

### **Landfill**

- Develop a Super Waste Landfill site to service central west NSW Councils, to be located within the CHC buffer zone land area.

### **RECOMMENDATION**

That the old hospital site be developed to a Greenfield standard without sewer and water where it can then be used for development for other projects, as per costing estimate of \$300,000.

**G Bowman/ S Loane**  
**Unanimous**

### **RECOMMENDATION**

That the APA feasibility study for Warrumbungle Gas be undertaken.

**M Coe/ A Stuart**  
**Unanimous**



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### RECOMMENDATION

That the Dunedoo District Infrastructure Revitalisation Project be included as a submission for the EOI.

T Ferguson/ S Dent  
Unanimous

### RECOMMENDATION

That *The Hub* be included in the EOI submission, to encompass a Health and Wellness Centre including independent living for aged care and disability accommodation.

C Sullivan/ GBowman  
Unanimous

### RECOMMENDATION

That the Recycling/MRF and Super Waste Landfill project be researched further for the EOI.

A Kensit/ C Sullivan  
Unanimous

### RECOMMENDATION

That a Business Enterprise Monitoring Program project be developed shire wide for the EOI, including how the program meets the CTF criteria and the operational model of the program.

M Hensley/ A Stuart  
Unanimous

### Additional projects

- Included kerb and guttering, storm water management (water sensitive urban design) as part of any new project development
- Kitchen for the Dunedoo Bowling Club
- Water fountain feature for Milling Park
- Dunedoo Environmental Learning Centre project to be included in *The Hub*.

### AGENDA ITEMS NEXT MEETING:

Recommendations to Council for submissions for the \$1 million funding.

### ACTION LIST:

Warrumbungle Gas – Cr Murray Coe  
MRF Recycling Project – Alison Kensit  
Business Enterprise Program – Marie Hensley  
Old Hospital Site and Jubilee Hall – Aaron Parker  
The Hub – Sally Dent, Peter Campbell, Marie Hensley  
Dunedoo District Revitalisation Project – to be confirmed

**NEXT MEETING:** 4pm Thursday 12 December 2013

**MEETING CLOSED:** 8.15pm

Murray Coe .....  
CHAIRPERSON

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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### **RECOMMENDATION**

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

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## Ordinary Meeting – 19 December 2013

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

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Communications & IT – Chris White
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF2 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 M Coe (chairperson), S Dent, M Hensley, S Loane, T Ferguson, Cr C Sullivan, P Campbell, A Kensit, A Stuart

Loane/Hensley

#### **APOLOGIES:**

S Russell, G Bowman

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

**GUESTS:** Barry Evans

#### **MINUTES OF PREVIOUS MEETING:**

Minutes of Previous meeting moved to be accepted.

Ferguson/Dent

#### **BUSINESS ARISING:**

Nil

#### **AGENDA ITEMS:**

**Jubilee Hall** - located on crown land. Land adjacent to Jubilee Hall owned by Council and an option for a project development.

2. **Dunedoo MPS** - heritage listed. Disabled access considerations to meet current standards. Option to extend to provide facilities for The Hub project.

3. **Meeting with Kevin Humphries** - some members of the Committee had the opportunity to attend an impromptu meeting with Kevin Humphries, MP, who suggested to submit the aged care project as separate to other projects, but as a regional aged care accommodation facility (Three Rivers Aged Care). Has also recommended developing The Hub project at the existing MPS.

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**4. Old Hospital Site** - Barry Evans presented on the Dunedoo Self-Care Aged Units at the Old Hospital Site. Option to plan for a staged development. Discussion on the inclusion of the existing residential house on the site. To include the cost of site demolition in the EOI submission and acquisition of the land by Council. Letter of Support for the proposal tabled by Barry Evans on behalf of the Dunedoo SelfCare Units Incorporated. Discussion on business model for ownership and operation of the Aged Care facility.

**RECOMMENDATION:**

That Council correspond with the Minister for Health, Julian Skinner, and copy correspondence to Kevin Humphries MP and Deputy Premier Andrew Stoner to activate the transfer of the Old Dunedoo Hospital site to Warrumbungle Shire Council.

Sullivan/Kensit

**5. The Hub** - Peter Campbell presented on The Hub project. Suggested facilities for the Hub Wellbeing Centre at the existing MPS to include rooms for visiting medical practitioners, paediatric, allied health practitioners and a registrar. Other requirements to include surgery books and lease rooms, and accommodation for the visiting medical practitioners. The Hub project complements the aged care proposal. The Hub may also include facilities for other community and tourism needs such as the museum, visitor centre, library and art space to be considered for location at Jubilee Hall and/or Old Hospital Site.

**6. Recycling/MRF and Super Waste Landfill** - Alison Kensit presented on enquiries for possible recycling and waste business enterprise. Media Release from SITA tabled on a proposed Landfill in Western Australia. SITA have indicated they will investigate and consider submitting their own EOI.

Angus Stuart entered the meeting 5.30pm.

**7. Business Enterprise Monitoring Program** - Marie Hensley presented on this program. Designed to provide facilitation for long term outcomes in business establishment or diversification, and considered as social infrastructure for small rural communities. Able to be implemented as a shire wide program with a value of \$85,000 - \$100,000 per annum over three years for four communities. Further discussion to be deferred.

**8. Dunedoo Infrastructure Revitalisation Project (DDIR)** - Todd Ferguson addressed the Committee on

- Beautification/main street improvement prioritising small individual projects such as street signage

- to consider sports and recreation facilities including development/amalgamation of the Bowling and Sporting Clubs and Showground improvements

- infrastructure to support the agriculture industry such as roads and improving access for produce

- infrastructure to support the schools such as surrounding footpaths

Cr Sullivan provided an update on the Robertson Oval upgrade including playground, water reticulation, landscaping, and footpath; update on the Mens Shed at the Railway Station; and an update on the Swimming Pool.

Projects to be identified, costed and prioritised in preparation for the EOI submission.

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**9. Feedlot Proposal Update** - Steve Loane addressed the Committee for this proposal from a private entity. Indications of 8-10 jobs with opportunity to develop a feedmill and source grain from local suppliers, which is a business opportunity to link to the Warrumbungle Gas project.

**10. Warrumbungle Gas** - Murray Coe addressed the Committee on an APA representative site visit to Dunedoo on 9 December. A desktop feasibility study will be undertaken by APA to be completed in January. Proposal to be based on a seven to nine year time frame for recovery of capital funds. Discussion on industry options including green house production of horticulture produce.

Meeting commenced a break at 6.35pm

Meeting resumed 6.55pm

### **GENERAL BUSINESS:**

Invitation to attend Gilgandra Shire Council Tuesday December 17 9am to 11am for tour of Aged Care facilities, Disabled Accommodation and Recycling Centre.

Discussion on business models for Council ownership.

Engaging an external consultant, with request to be funded from the \$1 million allocated to Council from Infrastructure NSW. Discussion on appropriate probity for engaging contractors by Council.

### **RECOMMENDATION:**

That Council seek quotes from suitably qualified consultants to prepare the project submissions for the EOI, and subsequent applications, to the Cobbora Transition Fund and **furthermore** authorises the General Manager and Chair of the Transition Fund Committee to prepare the engagement brief and select the consultant.

Sullivan/Kensit

A brief is to be prepared for each project for submission to the EOI for obtaining quotes from appropriate consultants.

### **RECOMMENDATIONS FOR EOI PROJECTS:**

#### **RECOMMENDATION:**

In no particular order, the following projects are recommended for EOI submission:

Warrumbungle Gas

The Hub

Aged Care Accommodation

Dunedoo District Infrastructure Revitalisation Project (DDIR)

Ferguson/Campbell

### **RECOMMENDATIONS FOR \$1 MILLION PROJECTS:**

That \$100,000 be allocated for construction of the toilet block to be located at the west end of Milling Park, to be in addition to Council's existing budget of \$50,000.

That \$50,000 be allocated for installation of street poles and banners for the Main Street.

That \$50,000 be allocated and an enquiry be undertaken to improve the heavy vehicle access, encompassing the silo site.

That \$20,000 be allocated to playground upgrades in Milling Park.

That \$130,000 be allocated for construction of two all weather surface netball courts at Robertson Oval

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That \$50,000 be allocated to upgrades to the Dunedoo Pool  
That \$100,000 be allocated for engaging consultant(s) for preparation of EOI submissions.

Stuart/Sullivan

### **RECOMMENDATION:**

That the remaining \$500,000 be held in contingency for rehabilitation of the Dunedoo Old Hospital site if required following the EOI process.

Ferguson/Campbell

**NEXT MEETING:** 4pm Thursday 19 December 2013 at Dunedoo Sports Club

**MEETING CLOSED:** 8.35pm

Murray Coe .....  
CHAIRPERSON

### **RECOMMENDATION**

- 1 That Council accept the minutes from the Warrumbungle Cobbora Transition Fund Committee Meeting held on 12 December 2013 at Dunedoo.
- 2 That Council correspond with the Minister for Health, Julian Skinner, and copy correspondence to Kevin Humphries MP and Deputy Premier Andrew Stoner to activate the transfer of the Old Dunedoo Hospital site to Warrumbungle Shire Council.
- 3 That Council seek quotes from suitably qualified consultants to prepare the project submissions for the EOI, and subsequent applications, to the Cobbora Transition Fund and **furthermore** authorises the General Manager and Chair of the Transition Fund Committee to prepare the engagement brief and select the consultant.
- 4 In no particular order, the following projects are recommended for EOI submission:
  - Warrumbungle Gas
  - The Hub
  - Aged Care Accommodation
  - Dunedoo District Infrastructure Revitalisation Project (DDIR)
- 5 That for \$1 MILLION Projects
  - a) That \$100,000 be allocated for construction of the toilet block to be located at the west end of Milling Park, to be in addition to Council's existing budget of \$50,000.
  - b) That \$50,000 be allocated for installation of street poles and banners for the Main Street.

## WARRUMBUNGL SHIRE COUNCIL

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- c) That \$50,000 be allocated and an enquiry be undertaken to improve the heavy vehicle access, encompassing the silo site.
  - d) That \$20,000 be allocated to playground upgrades in Milling Park.
  - e) That \$130,000 be allocated for construction of two all weather surface netball courts at Robertson Oval
  - f) That \$50,000 be allocated to upgrades to the Dunedoo Pool
  - g) That \$100,000 be allocated for engaging consultant(s) for preparation of EOI submissions.
- 6 That the remaining \$500,000 be held in contingency for rehabilitation of the Dunedoo Old Hospital site if required following the EOI process.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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### Item 13 Mayoral Minute – Biomass Project in Coonabarabran

<b>Division:</b>	Governance
<b>Management Area:</b>	Management Services
<b>Author:</b>	Mayor Peter Shinton
<b>CSP Key Focus Area:</b>	Local Economy
<b>Priority:</b>	LE5 Local mining and extractive industries and energy production enterprises provide economic returns and benefits to the communities of the shire.

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### Reason for Report

Council support or otherwise is sought from the proponents of a proposed Biomass Project in Coonabarabran. Council support is required in order for Geomax Natural Resources to proceed with coordinating a subcommittee, undertaking of a cost analysis and preparation of a feasibility proposal for Warrumbungle Council.

### Background

At the November 2013 meeting, Council were provided a comprehensive presentation by Geomex Natural Resources in regards to a proposed Biomass Project at Coonabarabran.

### Issues

The proponents have confirmed the following;

1. There is No Capital outlay required by the Council or local residents /rate payers
2. The project would be fully funded by investors
3. Benefits include lower ongoing electricity cost of approximately 40% of existing grid power
4. Power generated independently of the main grid, means essential infrastructure, ie Hospital, can operate in times of emergency
5. Fire threat will be minimized over time as woody fuel stocks in and around the town will be removed to fuel the generator
6. The generator burns at high temperatures so the net effect is no pollution to atmosphere ie. clean burning
7. Townscape would be cleared / cleaned up to fuel the generator and in fact utilises greenwaste ie wood and cardboard received at the tip
8. Waste heat from the generator can be directed to other uses like heating swimming pool in Winter and Vegetable production
9. The project will create an independent power supply that can meet the demands of planned growth in the community
10. The project will create ongoing job opportunities for the community in the plant and bio feed logistics and in New Food production
11. Council can do Power Purchase Agreement directly and pass it to the community directly



# WARRUMBUNGLA SHIRE COUNCIL

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### **Options**

Council has the option to provide support or not for this project.

### **Financial Considerations**

At this stage Council is not required nor requested to provide any funds towards the project.

### **RECOMMENDATION**

For Council's consideration.

# WARRUMBUNGL SHIRE COUNCIL

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

#### Notices of Motion

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#### Previous decision's by Council

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

*Where council recognises that a previous decision by Council has been made in error, Council acknowledges the error and repair or upgrades the issue at no cost to the community member or members.*

#### Support

Recently we were made aware of a decision by Council which relates to water at Baradine. It is now clear that the decision was made in error and that a proper solution should have been considered. Notwithstanding that decision is made on its merits at the time, occasionally we are presented with an issue that could have been avoided. In fairness to our community members and to show transparency and good faith, we should acknowledge the issue and address it at no cost to the community member or members.

**CR VICTOR SCHMIDT  
COUNCILLOR**

#### RECOMMENDATION

For Council's consideration.

# WARRUMBUNGLA SHIRE COUNCIL

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### Item 15 Brick Bats and Bouquets

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

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### Reason for Report

To notify Council of any letters received from community members expressing their appreciation of dissatisfaction.

### Background

Nil

### Issues

Nil

### Options

Nil

### Financial Considerations

Nil

### RECOMMENDATION

For Councils information.

# WARRUMBUNGLE SHIRE COUNCIL

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27 November 2013

RECEIVED  
02 DEC 2013

blue mountains  
City Council

BY: .....

Office of the Mayor

Reference: F08549  
Doc. No. 13/205615

Councillor Peter Shinton  
Warrumbungle Shire Council  
14-22 John Street  
COONABARABRAN NSW 2357

Dear Mayor *Peter*

**SUBJECT**            **Response to the October Bushfires**

On behalf of our community, the Council resolved to thank you and your staff for the generous offer and assistance in supporting the City of Blue Mountains in one of its greatest times of need following the disastrous October bushfires.

The Blue Mountains community lost an unprecedented number of houses with many more damaged. Fortunately there was no loss of life and for that we can all be thankful. The physical and psychological recovery continues.

The General Manager, Robert Greenwood and I cannot thank you enough for the spontaneity and sincerity of your gesture. From a practical point of view it has been invaluable.

It is at times like this that local government demonstrates just how relevant, responsive and resilient it is for local residents. We appreciate your collegiate approach.

Once again my heartfelt thanks go to Warrumbungle Shire Council and your incredibly supportive staff.

Yours faithfully

  
MARK GREENHILL  
Mayor

CC    General Manager – Steve Loane

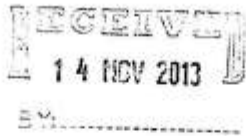
2 Civic Place Locked Bag 1005 Katoomba NSW 2780 T 02 4780 5000 F 02 4780 5555  
E council@bmcc.nsw.gov.au www.bmcc.nsw.gov.au  
ABN 52 699 520 223

the city within  
a world heritage  
national park

# WARRUMBUNGLE SHIRE COUNCIL

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P/O Box 68  
Coonabarabran, 2357.

The General Manager,  
Warrumbungle Shire,  
John Street,  
Coonabarabran, 2357.

Dear Mr. Loane,

We noted in our letter of 11.9.13 to you of the need for safety switches on the power board at the Driver Reviver Centre. We have consulted Mr. David Hunt, as a council certified electrician. He has agreed to fit the safety switches for us. This work is to be completed before our next operating period, which begins on Thursday 19<sup>th</sup> December.

We appreciate the assistance we have received from Council in the support of the Driver Reviver operations.

Yours faithfully,

Handwritten signatures of Lynne Abbott and Beverley Rayner in black ink.

Lynne Abbott, Beverley Rayner,

Coordinators of the Coonabarabran Driver Reviver

12.11.13

# WARRUMBUNGLE SHIRE COUNCIL

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19th November 2013

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

Dear Mr Loane

I am writing on behalf of the Mullaley Gymkhana Association to thank Council for the Financial Assistance grant to paint the infrastructure at the Mullaley Sports Ground.

We were fortunate to be able to utilise the labour of people doing community service and so had our yards and fences painted prior to our recent Gymkhana. As a result we received plenty of comments on how good the grounds looked.

Our committee certainly appreciated Council's financial assistance to maintain the grounds in a good order and we look forward to working with you on future projects to upgrade the Grounds.

Yours sincerely,

Andrew Higgins  
President

# WARRUMBUNGLE SHIRE COUNCIL

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15<sup>th</sup> November 2013

Mr Steve Loane  
General Manager  
Warrumbungle Shire Council  
Post Office Box 191  
Coonabarabran NSW 2357

Dear Steve,

I do hope this letter finds you in good health and fine spirits.

As you are aware I am a community advocate and work on various community projects. One particular project the 'Coolah Black Stump Sculpture' is slowing plodding along. Our young design student Lou Kynvett energy in the short term has been redirected toward her final year studies and thesis. We hope the project will be completed early next year.

I have had of late, communication with the WSC regarding investigating the site in more detail as to sure up the engineer structural drawings for the sign. As I'm aware the Shire is short staffed and undergoing a restructure, which I'm sure has caused some disturbance with your team. I would like to make special mention of Cornelia Wiebels who has put extra effort to accommodate our needs under the circumstances.

Cornelia who met with me directly and actioned as far as possible the steps needed to have the builders explore the site. Her polite manner, understanding and customer service is greatly appreciated.

Thank you again for your support.

Warm regards

Ele Cook

**WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting – 19 December 2013**

---

RETURNED AND  SERVICES LEAGUE  
OF AUSTRALIA  
NEW SOUTH WALES BRANCH INCORPORATED  
*"The Price of Liberty is Eternal Vigilance"*

PRESIDENT Kevin Barrington Coonabarabran SUB BRANCH  
HON. TRES. Phil Wainwright NSW 2357  
HON. SEC. Bruce Breckenridge 17 Nov 2013

The General Manager,  
Warrumbungle Shire Council,  
John St.,  
Coonabarabran,  
NSW2357

RECEIVED  
22 NOV 2013  
BY: .....

Attention: Kevin Tighe

**REMEMBRANCE DAY 2013.**

Dear Kevin,

On behalf of the Sub Branch I would like to express our thanks and appreciation for the road closures on Remembrance Day. I would ask that you pass on to those members of staff who made themselves available to close the road our appreciation for their help.

The Council's help in the past with road closures/diversions has been greatly appreciated and we trust that this will continue long into the future.

Yours faithfully,

  
Bruce Breckenridge.



## WARRUMBUNGLE SHIRE COUNCIL

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The 2013 Health and Community Services Expo was organized by Warrumbungle Community Care and held on Wednesday 13th November 2013. Over twenty local and regional services had staff available to answer questions about what services are available and display tables with information. Approximately 150 residents from across the shire visited the Expo.

Feed back from the day via emails included:

- Thank you for organising everything - congratulations!
  - Well done as usual, excellent event.
  - I must say it was very well organised and catered for all including meals etc “Well Done”
  - Tracey and I enjoyed your Expo, we had a good opportunity to network with other service providers and to have a chat to customers and provide information to them on our services and payments.
  - I popped up during the day and thought it all looked fabulous. Leanne made the comment that it was so good to put faces to the names of people spoken to on the phone. Lots of people were milling around, congratulations.
  - Community Care also had many phone calls from the public and providers commenting on how useful the Expo was for residents and service providers alike, and what a wonderful day was had.
-

# WARRUMBUNGL SHIRE COUNCIL

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### Item 16 Nominations for Australia Day 2014 – Shire Wide Awards

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Executive Services
<b>Author:</b>	Executive Assistant - Melissa Bennett
<b>CSP Key Focus Area:</b>	Community and Culture
<b>Priority / Strategy:</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

---

### Reason for Report

Nomination forms for Australia Day 2014 – Shire Wide Awards are now presented to Council for consideration and determination for the 2014 award winners.

### Background

At the September 2013 Council meeting it was resolved (97/1314) that Council administers and presents the following awards for Australia Day 2014;

- Citizen of the Year
- Young Citizen of the Year
- Senior Citizen of the Year
- Sportsperson of the Year and
- Young Sportsperson of the Year Award

Nominations were sought for Australia Day 2014 - Shire Wide Awards with the closing date being 29 November 2013. Listed below are the names of the nominees and their nominators. A copy of all nomination forms has been provided to Councillors under separate cover.

Citizen of the Year Nominee	Nominator
Mr Rodney Williams	Mr Glenn Clark
Mrs Natasha Noakes	Mrs Marg Haley
Mr Robert Freebairn OAM	Mr John & Mrs Carol Richard
Mr Saxon McGregor	Mrs Ann Sutton
Mrs Susan Brookhouse	Mrs Diane Jackson
	Ms Roslyn Roberts
Mr Kevin Williams	Mr Edward Miller
Mr Rob Deans	Mr Ron Sullivan
Mrs Jeanette Capewell	Mrs Joanne Hadfield

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Young Citizen of the Year Nominee	Nominator
Master Alex McCaw	Mrs Marg Haley
Mr Brendan Hawkins	Mr Fred Clancy

Senior Citizen of the Year Nominee	Nominator
Mr Tony Brain	Mr Steve Hadfield
Mrs Heather Grant	Mrs Natasha Noakes
Mrs Jeanette Capewell	Mrs Joanne Hadfield

Sports Person of the Year Nominee	Nominator
Mr Kevin Williams	Mr Edward Miller
Mr Roy Mathews	Mr Ron Sullivan

Young Sports Person of the Year Nominee	Nominator
Mr Darcy Clifton	Mr Peter Shinton
Miss Maigan Meyers	Mrs Marg Haley
Master Alex McCaw	Mrs Marg Haley
Master Albert Nolan	Mrs Marg Haley

One guideline to consider when completing a nomination form is that a person cannot receive the same award in subsequent years. The list of recipients from previous years (2003 to 2013) can be located on Council's website at <http://www.warrumbungle.nsw.gov.au/News/Articles/Australia-Day-Award-Recipients-2003-2013>

A copy is enclosed under separate cover for Councillors.

### Issues

Nil

### Options

Nil

### Financial Considerations

Nil

### RECOMMENDATION

For Council's consideration and determination.

# WARRUMBUNGL SHIRE COUNCIL

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### Item 17 Report from Human Resources – December 2013

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

---

### **Reason for Report**

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

### **Background**

Over the past month Human Resources has undertaken activities with regards to Recruitment, Learning & Development, Workplace Health and Safety. Attached are reports covering those areas.

### **Issues**

Nil

### **Options**

Nil

### **Financial Considerations**

No financial considerations above budget constraints

### **RECRUITMENT**

Since the November 2013 Council Meeting nineteen positions have been advertised both internally and externally as listed below:

Director for Development - External  
Road Services Supervisor - Internal  
Urban Services Operator – Coolah - Internal  
Low Loader Operator - Internal  
Quarry Superintendent - Internal  
Manager of Road Operations - Internal  
Pre School Teacher - External  
Graduate Accountant - External  
Supervisor Finance – Coolah - Internal  
Sewer Operator – Coolah - Internal  
W & WW Supervisor – South – Internal & External  
Plumber – Dunedoo - External  
Community Services Co-ordinator - Internal  
Administration Officer – Executive Services - Internal  
HR Officer – Internal

# **WARRUMBUNGL SHIRE COUNCIL**

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Administrative Trainee – External  
Child Care Trainee – External  
Town Planner – External  
Youth Development Officer – Internal and External

### **Positions Recruited to date**

To date the following positions have been filled and interviews for other positions ongoing.

HR Officer  
Supervisor Finance - Coolah  
Graduate Accountant  
Low Loader Operator  
Administration Officer – Executive Services

### **Resignations**

One – Administration

### **Industrial Relations Issues**

One matter ongoing

### **Grievances**

Several matters remain ongoing

## **LEARNING AND DEVELOPMENT**

Human Resources staff attended a workshop on Award History and Interpretation in early December at the Moree Shire Council. The presentation was facilitated by David Gibson of Local Government NSW. The workshop looked at major variations to Local Government Awards from the introduction of the 38 hours week in 1988 through to the establishment of the Local Government (State) Award 1992, 1995, 1997, 2000, 2001, 2004, 2007 and 2010.

The history will assist the HR staff in their understanding of the progress of Local Government Award restructuring and variations to Award terms and conditions to date.

The Certificate IV in Frontline Management course which is being delivered face to face by New England Institute of TAFE will break over the school summer vacation and resume in early February 2014. There are 16 staff undertaking this course which will enhance their leadership skills and lead them into a more confident supervisory role in their future careers.

Seven (7) Manual Handling workshops will be carried out over two days in December with the training aimed at Childcare staff and Outdoor staff in the interim. Further Manual Handling workshops will be undertaken in 2014 for the remaining staff of Warrumbungle Shire Council.

The final training for the year is a Chlorine Operators Program for water operators and pool supervisors. This program is being facilitated by Orica Chemicals and is designed for operators who use chlorine in the water and other industry applications to develop an awareness and understanding of Chlorine uses, properties and reactions.

# WARRUMBUNGL SHIRE COUNCIL

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January will be a busy month for training with RMS Blue and Yellow Card courses being held along with a Chemical Handling course for staff who need a refresher and those who need the initial training.

### JOB SEEKER WORK EXPERIENCE SCHEME

This scheme continues with only two participants remaining in the programme. Over the past four weeks the team led by Jacob McKernan as supervisor has cleaned up a reed area by the river at Nelson Park, cleaned up fallen trees and picked up rubbish around town. Before and after photos are shown below and show what a brilliant job they are doing.

#### BEFORE



#### AFTER



**WARRUMBUNGL**

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**BEFORE**



**AFTER**



# WARRUMBUNGL SHIRE COUNCIL

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### NEW AND UPDATED POLICIES

The following Policies have been reviewed and endorsed by the Consultative Committee and/or Occupational Health and Safety Committee, MANEX and approved by the General Manager.

#### Training & Development Policy

This is an updated Policy outlining the guidelines for staff's training requirements to be met and the employee's responsibilities when undertaking Council funded training.

#### Professional Development Learning – Study Assistance Scheme

This Policy provides staff with clarification on the opportunity afforded to all employees of the Warrumbungle Shire Council to gain a qualification in their areas of expertise and above the required level of their position.

The Policy states the eligible expenses which may be claimed and outlines the agreement to repay course fees and associated costs should an employee withdraw or terminate their employment within an agreed length of service following completion of the course.

#### Personal Protective Equipment & Clothing Policy

This is an updated Policy outlining the staff's and Council's responsibility under the Work Health & Safety Act 2011. The policy highlights the need to wear all personal protective equipment required when working and stipulates the wearing of High Visibility long sleeved shirts for all outdoor workers and High Visibility vests for indoor workers when visiting depots and work sites.

#### Staff Travel & Sustenance Expenses

This policy updates the daily amounts reimbursed to employees who undertake training or attend conferences, seminars or business of Council and costs associated with travel and sustenance.

#### Employee Funded Purchased Leave Scheme

This policy sets out entitlements and conditions applied to an Employee Funded Purchased Leave Scheme. It encourages employees to establish a balance between working and personal lives with a flexible and family friendly workplace. Staff may purchase up to an additional four (4) weeks leave over a period of 12 months from the beginning of the calendar year. The scheme works where the employee may reduce their full time salary by a percentage dependant on the amount of purchase leave weeks within a 52 week period.

#### Employee Funded Deferred Salary Scheme

The purpose of this scheme is to allow participants to take a year away from their position in Council for personal, professional development and renewal experiences such as industry experience, post graduate study, working overseas or other activities. The scheme works over a period of four or five years from the beginning of a calendar or financial year. The employee will reduce their wages each year for paid leave. Eg Three years service paid at 75% of salary followed by one years leave paid at 75% of salary OR Four years service paid at 80% of salary followed by one years leave paid at 80% of salary. The policy sets out the conditions to access this opportunity.



# WARRUMBUNGLA SHIRE COUNCIL

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### Chemical & Products in the Workplace

This policy addresses the hazards associated with all chemicals purchased, used and stored at Council and ensures that all staff comply to the Work Health & Safety legislation for uses of chemical in the workplace.

### Work Health and Safety Policy

This policy sets out the obligations for Council employees, volunteers and contractors to observe all of Council's health and safety policies and advising of disciplinary action for breaches.

### **RECOMMENDATION**

For Council's information.

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 18 Warrumbungle Cobbora Transition Fund

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

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### Reason for Report

To provide recommendations to Council from the Warrumbungle Cobbora Transition Fund.

### Background

The Restart NSW Cobbora Transition Fund Expression of Interest (EOI) Guidelines were released by Infrastructure NSW on 1 November 2014. A total of \$20 million has been committed to the Cobbora Transition Fund, of which \$1 million is allocated to each of the four (4) local government areas; Warrumbungle, Dubbo, Mid-Western and Wellington. The remaining \$16 million will be allocated to the successful applications from within the region. LGAs covered by the Fund are Dubbo, Mid-Western, Warrumbungle and Wellington.

Infrastructure NSW will manage the assessment process. Projects must demonstrate that they;

- fulfil the NSW Government's objective for the Cobbora Transition Fund and align with other regional strategies and policies; and
- have a positive net economic impact on the region (as a whole) and the NSW economy.

Projects may stimulate both economic and social infrastructure, however social infrastructure projects will need to demonstrate how they support the economic development of an area.

At the November 2013 Council meeting, it was resolved to appoint members to the Warrumbungle Cobbora Transition Fund Committee and adopt the Terms of Reference (**Resolution 175/1314**).

The Committee have since met weekly, with minutes included in the December Business Paper. Discussions to date have focussed on identifying projects for submission as part of the EOI process that closes on 31 January 2014 before final recommendations for the \$1 million. Proposals of projects are detailed in the minutes included in this Business Paper.

# WARRUMBUNGLE SHIRE COUNCIL

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### Issues

Council will need to determine allocation of the \$1 million and forward a proposal to Infrastructure NSW to obtain the allocated monies by 31 March 2014.

In addition, Council resolved in October 2013 that an application be submitted to the Warrumbungle Cobbora Transition Fund Committee for part of the \$1 million already allocated to Warrumbungle Shire Council from NSW Restart Cobbora Transition Fund to be used for investigation and a feasibility study of proposal for connection of Dunedoo to the natural gas supply and possible submission as a major project' (**Resolution No 143/1314**). Subsequent enquiry have indicated that APA, the owner of the gas pipeline traversing through Dunedoo and Coolah, will provide the feasibility study at no charge.

### Options

To not proceed with submissions to the EOI closing 31 January 2014.

### Financial Considerations

Revenue of \$1 million available in the current budget year to Council for determination on project expenditure as per the guidelines released by NSW Infrastructure and the Advisory Committee on 1 November 2013.

Revenue in the 2014/15 financial year budget of up to \$16 million for Council to determine EOI applications for projects as per guidelines.

### RECOMMENDATION

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

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

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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### Item 19 General Manager Mid-term Performance Review Report

<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 / Strategy:</b>	GF7 Council is presented with a range of organisational challenges including its aging workforce, skills shortages, increasing regulatory demands and the management of risk.

---

### Reason for Report

The General Manager's Mid-term Performance Review has been conducted and the facilitators report is now presented to Council.

### Background

At Councils May 2013 meeting it was resolved (342/1213);

1. That Council appoints a Performance Review Panel for the term of Council that will comprise of;
  - i. Mayor Peter Shinton
  - ii. Deputy Mayor Murray Coe
  - iii. Councillor Ron Sullivan and
  - iv. Councillor Victor Schmidt.
2. That Council delegates the function and role of the Performance Review Panel to;
  - i. conducting the Performance Reviews of the General Manager
  - ii. reporting the findings and recommendations of these reviews to Council and
  - iii. development of the new Performance Agreements for the following period.
3. That Council engage LGNSW Management Solutions to provide external facilitation of the General Managers 2012-2013 Performance Review and new Performance Agreement 2013-2014 including delivery of training to Councillors in Performance Management.

The Mid-term performance review has now been conducted. The review was held on Wednesday 11 December 2013 and facilitated by Local Government Management Solutions Manager, Mark Anderson and the facilitator's report is provided to Councillors under separate cover.

### Issues

Nil

### Options

Nil

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**Financial Considerations**

Nil

**RECOMMENDATION**

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

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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### Item 20 Council Resolutions Report December 2013

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Corporate Services Administration Officer, Erin Morley
<b>CSP Key Focus Area:</b>	Local Government 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**

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

#### **Background**

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

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

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

#### **Issues**

This feedback is provided to Council for information purposes.

#### **Options**

Nil.

#### **Financial Considerations**

Nil.

#### **RECOMMENDATION**

For Council's Information.

# WARRUMBUNGL SHIRE COUNCIL

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### Item 21 Bank Reconciliation for month ending 30 November 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 / Strategy:</b>	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

---

#### **Reason for Report**

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

#### **Background**

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

#### **Issues**

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

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

#### **Options**

N/A

#### **Financial Considerations**

N/A

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

### Summary

Balance per General Ledger – 30 November 2013

Bank	Account Number	Balance
General Fund	5410-3000-0001	550,142
Trust Fund	9000-3000-0000	181,523
WSC Mayor's Bushfire Appeal	9200-3000-0000	373,591
Investments - General	5220-3001-3001	7,382,859
Investments - General	5220-3001-5001	2,520,000
Investments Movement - General	5220-3003-0000	(480,869)
Investments - Water Fund	7085-3001-0001	4,270,894
Investments Sewerage Fund	8085-3001-0001	641,103
<b>Total per General Ledger</b>		<b>15,439,243</b>

Balance as per Bank Account – 30 November 2013

Bank	Balance
<b><u>General</u></b>	
Commonwealth	336,652
Westpac	17,129
NAB	116,349
<b>Total - General</b>	<b>470,130</b>
<b><u>Trust</u></b>	
Commonwealth	185,440
<b>Total - Trust</b>	<b>185,440</b>
<b><u>WSC Mayors Bush Fire Appeal Trust</u></b>	
Commonwealth	90,225
Commonwealth	283,366
<b>Total - WSC Mayors Bush Fire Appeal Trust</b>	<b>373,591</b>
<b><u>Investments</u></b>	
Securities	3,000,000
IBD	11,333,986
<b>Total Investments</b>	<b>14,333,986</b>
<b>Total All Bank Accounts</b>	<b>15,363,147</b>



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<i>Add:</i>	
Outstanding Deposits - General	83,300
Outstanding Deposits - Trust	-
Outstanding Deposits – WSC Mayors Bushfire Appeal	-
<i>Less:</i>	
Unpresented cheques - General	3,287
Unpresented cheques - Trust	3,917
Unpresented cheques- WSC Mayors Bushfire Appeal	-
<b>Balance adjusted for outstanding deposits &amp; Unpresented cheques (Final Bank Balance)</b>	<b>15,439,243</b>
<b>Variance between Final Bank Balance and General Ledger</b>	<b>-</b>

## WARRUMBUNGL SHIRE COUNCIL

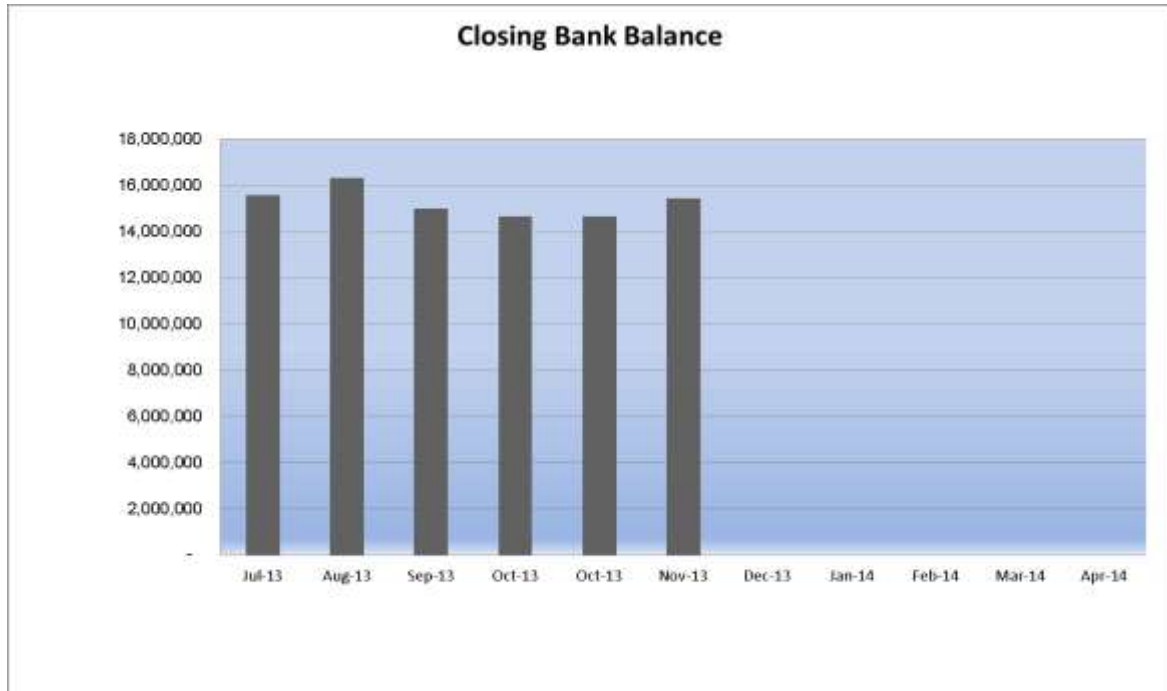
### Ordinary Meeting – 19 December 2013

Balance as per Bank Account History as at 30 November 2013

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

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013



### **RECOMMENDATION**

That Council accept the Bank Reconciliation Report for the month ending 30 November 2013.

# WARRUMBUNGL SHIRE COUNCIL

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### Item 22 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 / Strategy:</b>	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

---

### Reason for Report

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

### Background

Council currently benchmarks its investment performance against the three (3) month Bank Bill Swap Reference Rate (BBSW) as per Council's Investment Policy. The November BBSW 3 month rate was 2.60%. Council's term deposits returned an average rate of 3.79% for the month of November, outperforming Council's benchmark.

During the month of November no Council Term Deposits fell due, however Council's At Call Investment Accounts continue to earn interest revenue each month. A total of \$20,884 in interest revenue was earned by the At Call Accounts for the month of November.

A net value of \$1.138m was transferred into Council's At Call accounts.

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

### Issues

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

### Options

N/A

# WARRUMBUNGLE SHIRE COUNCIL

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### **Financial Considerations**

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

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

## WARRUMBUNGLE SHIRE COUNCIL

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#### Summary

Investment Securities: Council currently holds the following investment securities:

Bank	Purchase Price	Indicative Bid	Valuation based on indicative bid as at 30 November 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)	November Interest Earned/ Accrued	Closing Balance	Lodgement date	Maturity Date	Rating	Current Yield
NAB Cash Maximiser #	629,710	600,813	27,000	1,897	629,710	At Call	At Call	AA-	3.04%
ANZ At Call	7,704,276	6,574,289	1,111,000	18,987	7,704,276	At Call	At Call	AA-	3.85%
Bank Of Queensland	1,500,000	1,504,828	-	4,672	1,509,500	30/09/2013	1/04/2014		3.80%
NAB Term Deposit	1,500,000	1,504,802	-	4,648	1,509,450	30/09/2013	6/01/2014		3.78%
<b>Total:</b>	<b>11,333,986</b>	<b>10,184,732</b>	<b>1,138,000</b>	<b>30,204</b>	<b>11,352,936</b>				<b>3.79%</b>

**WARRUMBUNGLA SHIRE COUNCIL**

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**Certification of Responsible Accounting Officer**

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

---

Responsible Accounting Officer

**RECOMMENDATION**

That Council accept the Investments Report for the month ending 30 November 2013.

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 23 Rates Report for Month Ending 30 November 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 / Strategy:</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 Outstanding Ratio.

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

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

### Issues

The outstanding rates and annual charges ratio as at 30 November 2013, is 15.77%. This figure is higher than the 10% benchmark proposed by the DLG. The slight increase for November is due to the 2nd Rates Instalment falling due at the end of November.

### Options

N/A For Council Information

### Financial Considerations

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



## WARRUMBUNGLA SHIRE COUNCIL

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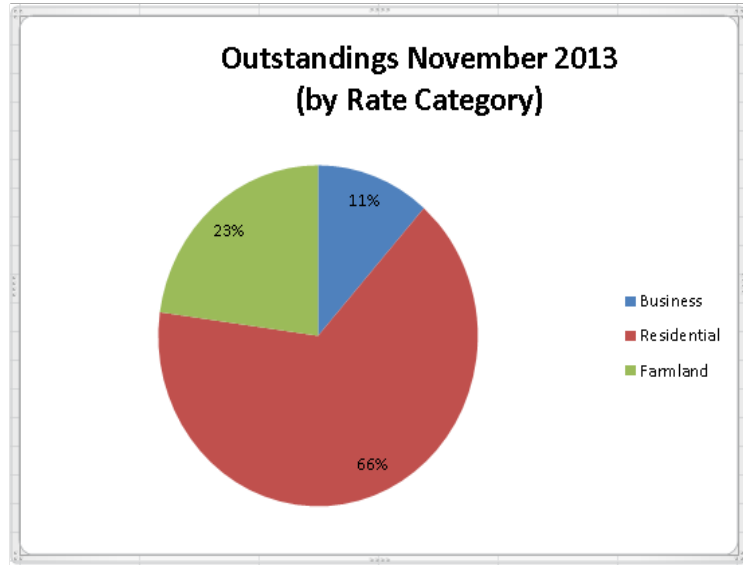
RATE/CHARGE TYPE	RATE ARREARS 2012/13	2013/2014 LEVY	PENSIONER WRITE OFF	ABANDONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2013/2014	COLLECTION % 2013/2014	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	675,023	7,158,039	181,088	6,224	7,645,750	3,975,784	3,669,966	52%	826,594	12%
Water	191,662	1,315,066	72,907	1,138	1,432,683	720,853	711,830	50%	252,952	19%
Sewerage	444,688	1,222,928	56,210	2,299	1,609,107	517,107	1,092,000	32%	217,345	18%
Garbage	176,091	1,803,723	90,036	744	1,889,035	990,770	898,265	52%	253,502	14%
<b>TOTAL RATES AND ANNUAL CHARGES</b>	<b>1,487,464</b>	<b>11,499,756</b>	<b>400,241</b>	<b>10,405</b>	<b>12,576,575</b>	<b>6,204,514</b>	<b>6,372,061</b>	<b>49%</b>	<b>1,550,393</b>	<b>13%</b>
Water Consumption	608,198	1,224,000	-	8	1,832,190	554,936	1,277,254	30%	313,920	26%
Sewer Consumption	78,637	120,000	-	-	198,637	68,903	129,734	35%	29,426	25%
<b>TOTAL WATER SUPPLY SERVICES</b>	<b>686,835</b>	<b>1,344,000</b>	<b>-</b>	<b>8</b>	<b>2,030,827</b>	<b>623,839</b>	<b>1,406,988</b>	<b>31%</b>	<b>343,346</b>	<b>26%</b>
LEGAL FEES	124,995	35,990		91	160,894	54,561	106,332	34%	145,110	
INTEREST	269,405	47,637			317,042		317,042			
<b>GRAND TOTAL</b>	<b>2,568,699</b>	<b>12,927,383</b>	<b>400,241</b>	<b>10,504</b>	<b>15,085,338</b>	<b>6,882,914</b>	<b>8,202,423</b>	<b>46%</b>	<b>2,038,849</b>	<b>15.77%</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.

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Analysis by Council staff has indicated that a majority of the rates and annual charges outstanding amount 66% relates to residential properties, while 23 % relates to farmland and 11% to business. See graph to the right, and table of outstanding balances by rate group and rate/charge type below for further details.



Of the amount outstanding, Council currently has a total of 280 assessments with a total of \$397,812 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>	67,648	31,070	20,939	35,853	47,895	29,426	2,297	235,128
<b>Residential</b>	341,256	204,493	232,013	181,492	266,025	-	113,924	1,339,203
<b>Farmland</b>	417,690	17,939	-	-	-	-	28,889	464,518
<b>Total</b>	<b>826,594</b>	<b>253,502</b>	<b>252,952</b>	<b>217,345</b>	<b>313,920</b>	<b>29,426</b>	<b>145,110</b>	<b>2,038,849</b>

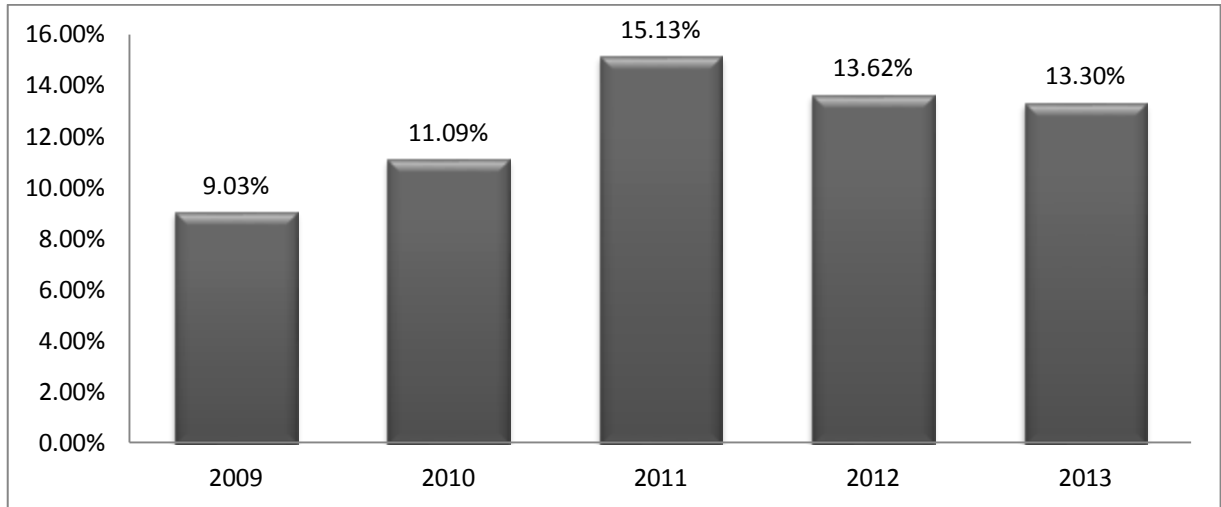
Collection of outstanding rates commences with an overdue letter which is received from Council giving 14 days to pay or contact Council requesting an arrangement, if no payment or contact is made a letter of demand is sent out by Council's Debt Recovery Agency giving 7 days to make a payment or contact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

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

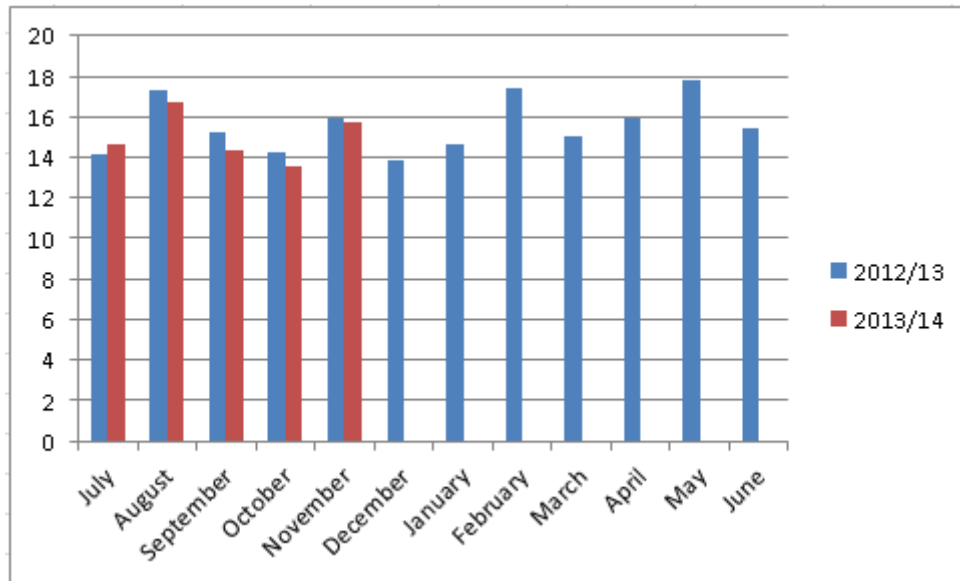
# WARRUMBUNGLE SHIRE COUNCIL

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**Graph 1: Ratio by Year**



**Graph 2: Ratio Month by Month**



### **RECOMMENDATION**

For Council's information.

# WARRUMBUNGL SHIRE COUNCIL

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

<b>Division:</b>	Corporate Services
<b>Management Area:</b>	Finance
<b>Author:</b>	Water Debtors 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**

A request has been received from the owner of Assessment number 2924-2, who claims that the January fires damaged multiple water pipes on the property located at 941 Timor Road Coonabarabran.

### **Background**

The property of 941 Timor Road, Coonabarabran, has average water (since 2006) consumption of 191KI per quarter, giving an average water bill of \$307. The March 2013 Water Levy reading for the property was 342KI, resulting in a Water Bill of \$547.20.

The property was severely affected by the bushfire in January 2013, resulting in the loss of a Shed, fencing and multiple water leaks from burnt plastic pipes all over the yard and garden.

### **Issues**

The owner's have requested that the water charge of \$547.20 be written off due to the excess water used as a result of the fire damaged pipes.

### **Options**

1. Council may accede to the request and write off the amount of \$547.20; which is the amount requested to be written off.
2. Council may refuse the request to write off the amount of \$547.20.
3. Council may accede to write off the amount of \$240.20, being the difference between the average water bill and the water bill in question.

### **Financial Considerations**

Should Council accede to option 1, this will result in a reduction of water revenue by \$547.20.

Should Council accede to option 2, this will result in a reduction of water revenue by \$240.20.

### **RECOMMENDATION**

That Council approve the write off of \$240.20 to the Water Charge Assessment No 02924-20000000-000.

# WARRUMBUNGL SHIRE COUNCIL

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

<b>Division:</b>	Corporate Services
<b>Management Area:</b>	Tourism and Economic Development
<b>Author:</b>	Manager Economic Development and Tourism – Aileen Bell
<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 26 November 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**

Difficulties were encountered in the administration process following the installation of a new cash register and the timing of stock being entered onto the Stock Control of the register. Carried forward figures from the June Stocktake were entered onto the system late in August over several days which resulted in sales being recorded, proceeds banked but no stock count calculated into the stock control from end June to end August. Adjustments have now been made to rectify this problem.

The count the stock held resulted in no Net Loss but a Net Write On of \$343.35

#### **Financial Considerations**

As a result of this November listed stocktake sales items are to be written off with a further Write On of stock.

#### **RECOMMENDATION**

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

# WARRUMBUNGL SHIRE COUNCIL

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### Item 26 Stocktake November 2013

<b>Division:</b>	Corporate Services
<b>Management Area:</b>	Financial Services
<b>Author:</b>	Finance Officer – Lousea Johnston
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	G4 Ensure that Council's governance, practices, policies and procedures respond effectively to the long term goals of the CSP.

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### Reason for Report

The report has been prepared to inform Council of the result of the stocktake undertaken in November 2013 for the Coonabarabran, Coolah and Dunedoo stores.

### Background

During the month of November Financial Services undertook its second stocktake for the year. The stocktake included all three (3) stores; being Coolah, Coonabarabran and Dunedoo. Council conducts stocktakes in order to reconcile the physical stock in its stores with what is recorded in Council's accounting system (Practical). 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.

### Issues

The overall stocktake result was a Write Off of \$710.67 as detailed below:

Store	Result	Amount
Dunedoo	Write off	-\$681.89
Coolah	Write off	-\$168.17
Coonabarabran	Write on	\$139.39
Total Write Off		-\$710.67

### Options

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 for recording the stock. Stock may be lost or misplaced for a number of reasons. It may be stolen, wrongly located in the racks, left in gangways or delivered in error. Stocktakes ensure that any disparities are identified and can then be rectified.

### Financial Considerations

An amount of \$710.67 recommended to be written off from Stores.

### RECOMMENDATION

That Council note the results of the November 2013 Stores Stocktake and approve a stock write-off of \$710.67.

# WARRUMBUNGL SHIRE COUNCIL

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### Item 27 Cleaning Tender for Coonabarabran Sites

<b>Division:</b>	Corporate Services
<b>Management Area:</b>	Property and Risk
<b>Author:</b>	Manager Property and Risk – Jennifer Parker
<b>CSP Key Focus Area:</b>	Local Economy
<b>Priority:</b>	LE2 Our Communities have access to diverse local employment opportunities and our workforce is inclusive of people of all ages and skill levels.

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### Reason for Report

This report is to inform Council of the scope for the Tender for Cleaning Council properties in Coonabarabran. Tenders closed at 2.30pm 13 December 2013.

### Background

Council resolved at the ordinary Council meeting 16 May 2013 that Council seek tenders for a Cleaning Contract for the Coonabarabran office, library and buildings in Coonabarabran (**Resolution 363/1213**).

Council advertised for tender Cleaning Contract services at the following Council owned sites in Coonabarabran;

1. Council Administration Office
2. Visitor Information Centre
3. Coonabarabran Library
4. Community Services Building
5. Rural Fire Service Headquarters
6. Family Support Services
7. Coonabarabran Town Hall
8. Coonabarabran Youth Club
9. Yuluwirri Kids

The three (3) Staff and the external Contractor, who have been engaged on a casual basis to undertake cleaning at these sites, were notified and encouraged to submit a tender for one or all of the building locations.

A tour of all sites was conducted for interested parties on the 27 and 29 November 2013. The parties included local and interstate cleaning providers.

### Issues

In assessing the Tenders, Council will take in to account as a minimum, the following criteria:

- Overall cost
- Local content
- Standard of work

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- Previous work history
- Ability to properly undertake contract
- Reliability

#### **Options**

The tenders closing date is Friday 13 December at 2.30pm. A full assessment summary and recommendation will be provided to Councillors prior to the Council meeting for consideration in the Confidential Business Paper.

#### **Financial Considerations**

Cleaning budgets are already included in the 2013-2014 Operational Plan for each property. There will only be financial considerations should the tenders received be significantly different to the level of funding already allocated in the current budget.

#### **RECOMMENDATION**

To be provided.



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### Item 28 Aboriginal Land Claims on Council owned land

<b>Division:</b>	Corporate Services
<b>Management Area:</b>	Property and Risk
<b>Author:</b>	Manager Property and Risk – Jennifer Parker
<b>CSP Key Focus Area:</b>	Rural and Urban Development
<b>Priority:</b>	RU1 Land use planning across the shire acknowledges the rural character of the area whilst encouraging ecologically sustainable development

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### Reason for Report

Council has recently received a confidential document from the Crown Lands Division of NSW Trade and Investment Department confirming the properties in Warrumbungle Shire Councils Local Government area that are subject to an Aboriginal Land Claim as at 6 December 2013.

### Background

Following the introduction of the *Commonwealth Native Title Act 1993*, resulting from the High Court Mabo judgement, Aboriginal people are now able to seek recognition of their Native Title to land.

Native Title is the name Australian Commonwealth law gives to the traditional ownership of land and waters that have always belonged to Aboriginal people according to their traditions, laws and customs. These rights are different to and separate from the statutory right of Aboriginal Land Councils to make claims for land under the NSW *Aboriginal Land Rights Act 1983*.

Aboriginal Land Claims is the definition for claims made on land under the *NSW Aboriginal Land Rights Act 1983*. Any vacant Crown land not lawfully used or occupied or required for an essential purpose or for residential land is returned to Aboriginal people.

### Issues

The properties include Crown Land and Freehold title. These claims are not related to the Goomallee case which is specifically for Crown Reserves only and how they are managed.

Council currently is custodian of 54 properties which are now subject to an Aboriginal Land Claim. There are a total of 500 claims on various properties throughout the Warrumbungle Shire Local Government Area. These claims are not always granted, particularly if it can be proved that the land has been in use and that it is required for an essential purpose.

### Options

N/A

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**Financial Considerations**

N/A

**RECOMMENDATION**

For Council's information.

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

<b>Division:</b>	Corporate Services
<b>Management Area:</b>	Property and Risk
<b>Author:</b>	Manager Property and Risk – Jennifer Parker
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	PI5 Council manages its assets and infrastructure to meet the agreed service levels.

---

#### **Reason for Report**

Council has received correspondence from Essential Energy advising that a review of its business operations has been undertaken and the requirement for space at the Coolah Depot is no longer required. Therefore Essential Energy will be vacating the premises on or prior to the lease end dated of 28 February 2014.

#### **Background**

The current lease between Warrumbungle Shire Council and the then Country Energy was initiated in 2009 following upgrades to the premises as resolved by Council at the ordinary Council meeting 16 October 2008 (**Resolution 100**).

Council has already been in contact with Essential Energy's Property Co-Ordinator, and inspected the premises. Essential Energy has upgraded the Air Conditioning on the site and repaired and repainted the interior of the premises. A large garden shed will be left on the site.

#### **Issues**

The decision by Essential Energy to not renew the lease reflects the fact that the office is only staffed periodically, with another office located in Dunedoo. Essential Energy will be retaining two (2) depot offices in the shire, one in Dunedoo and one in Coonabarabran.

#### **Options**

The space will again be available for Warrumbungle Shire Council to utilise at the Coolah Depot.

#### **Financial Considerations**

The annual rent for the premises is \$5,830.43 (exc. GST) and will mean a reduction of revenue for Council for this financial year. Adjustment to the property management income will be reported and recommended to the second QBRS at the February 2014 Council meeting.

#### **RECOMMENDATION**

For Council's Information

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

<b>Division:</b>	Corporate Services
<b>Management Area:</b>	Property and Risk
<b>Author:</b>	Manager Property and Risk - Jennifer Parker
<b>CSP Key Focus Area:</b>	Rural and Urban Development
<b>Priority:</b>	RU4 Our towns and villages are characterised by their attractiveness, appearance, safety and amenity

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#### **Reason for Report**

Council have received a request for assistance with the Development Application, and purchase of bricks for the Memorial Wall as part of project to install a Memorial Wall and seating shelter at the Old Coonabarabran Cemetery.

#### **Background**

The Coonabarabran DPS Local and Family History Group Inc. (Coonabarabran History Group) receives many enquiries from local and distant family members, researchers, travellers, the Indigenous Community, historical societies, universities, libraries, schools and other organisations for information about deceased persons. In many cases these records can only be found by accessing Council Burial Records, Undertakers and Courthouse Death Records and other publications – a difficult process for many researchers, especially the disadvantaged.

From past experience in assisting relatives of these deceased persons to locate burial sites, they have come to understand the therapeutic value of seeing listed names on a plaque for persons in unknown burial sites, especially so with the loss of babies and young children.

The Memorial Wall will be a place for these people to reflect those family members who do not have a marked grave in Coonabarabran.

The Coonabarabran History Group believe the proposed Memorial will enhance the cemetery environment and provide much needed undercover seating for visitors to carry out research, or to sit quietly and remember loved ones. The Coonabarabran History Group believe that this project is already providing a sense of belonging as it is noted families are communicating with each other through remembering and sharing past loss. The project has created a lot of community interest and support, and has encouraged community members to investigate the possibility of repairing grave sites which have been neglected.

The Coonabarabran History Group has been successful in fundraising through raffles, 100 clubs, book sales, garage sales and the 'Buy-a-Brick' fundraiser is progressing. Community support received whilst carrying out the extensive research required for the project has been inspiring, and the generosity of locals and visitors to Coonabarabran certainly helped them to achieve the \$3,300 to date.

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A presentation was made to Council in July 2013 by members of the Coonabarabran History Group, requesting assistance with a Site Plan and Development application, and assistance with landscaping and levelling the site of the proposed wall. To date however, no resolution has been agreed to by Council.

### **Issues**

The Coonabarabran History Group has been in consultation with Council staff in regards to implementing this project, and provided assistance to the Coonabarabran History Group developing the Site Plan and completing the Development Application. The Coonabarabran History Group has split the work into four (4) stages and has a total costing of \$14,953.

The Coonabarabran History Group has requested Council's assistance for 1,000 bricks including delivery at a cost of \$870. This is an amount in excess of the \$500 threshold for Financial Assistance Grants to local organisation, however Council may choose to make an exception this time.

The property known as the Coonabarabran Cemetery is a Crown Reserve devolved to Council as part of Section 48 of the Local Government Act. Warrumbungle Shire Council Reserve Trust Committee is the Reserve Trustee for this reserve. The benefits of having a Trust in place and the Trust being managed by Council is the Trust can still apply for funding through Crown Lands.

### **Options**

Round 2 of the Financial Assistance Grants submissions are currently being sought, closing Monday 3 February 2014. These submissions will be presented to the February 2014 meeting. Council may choose to pre-empt a decision at the February Council meeting, and provide the funding from the Financial Assistance Grants program Round 2.

The Reserve Trust Committee may also suggest that a PRMFP grant be submitted for all costs involved in the proposal.

### **Financial Considerations**

Council has been notified the total cost for stage one (1) is \$4,796 GST exclusive.

The budget for this project is as follows;

Planning, DA	\$732
Bricks	\$791
Concrete Slab and Laying Bricks	\$3,600
<b>TOTAL</b>	<b>\$5,123</b>

The Coonabarabran History Group has to date raised \$3,600, and the group requests Council to cover the cost of the Development Application \$732, Landscaping and the \$791 shortfall to complete stage one (1).

### **RECOMMENDATION**

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

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### Item 31 Public Reserve Management Fund Program – Coonabarabran Race Course

<b>Division:</b>	Corporate Services
<b>Management Area:</b>	Property and Risk
<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 received correspondence from The Hon. Andrew Stoner MP, Minister for Trade and Investment informing the Reserve Trust of a successful application for a grant of \$21,660. The project is to sink a bore and installation of a water storage and irrigation system at the Coonabarabran Racecourse and funds are provided by the Public Reserve Management Fund Program.

#### **Background**

Warrumbungle Shire Council is the Reserve Trustee of the Coonabarabran Racecourse Reserve.

The reserve is dedicated for recreational use and has six (6) Licensees that utilise the site. This grant was initiated by the Coonabarabran Jockey Club and fully endorsed by the Trust.

With letters of support from the local community users of the Reserve, the submission was made in early May 2013.

#### **Issues**

Council is required to accept the funding offer, and upon receipt of the grant confirmation funds will be disbursed. In consultation with the Coonabarabran Jockey Club the project will be commenced in the New Year.

#### **Options**

Council will project manage the works as per Council's procurement policy with local contractors to undertake and complete by October 2014.

#### **Financial Considerations**

This is a grant funded project, the funds of which will be held in the Reserve Trust for this specific purpose.

#### **RECOMMENDATION**

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

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### Item 32 Public Reserve Management Fund Program – Mendooran Camping Ground

<b>Division:</b>	Corporate Services
<b>Management Area:</b>	Property and Risk
<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 received correspondence from The Hon. Andrew Stoner MP, Minister for Trade and Investment informing the Reserve Trust of a successful application for a grant of \$13,500 to install electricity and weatherproof lighting in the existing amenities block at the Mendooran Camping Ground Reserve and funds are provided by the Public Reserve Management Fund Program.

#### **Background**

The Mendooran Camping Ground Reserve is a Crown Land Reserve that Warrumbungle Shire Council is the Reserve Trustee of.

The reserve is dedicated for primitive camping and is the preferred stop of many Caravan Tourists during their journeys into western NSW. The reserve is noted in Camps Australia Wide publications and on many Camping websites. The camp ground is one of the reasons for Tourist stopping in Mendooran. During peak times of the year up to 100 travellers use the site.

With letters of support from the local community the submission was made in early May 2013.

#### **Issues**

Council upon receipt of the grant confirmation has already put out a request for tender the work necessary and has contacted four local electricians to provide a quote.

#### **Options**

Council will engage a local electrician to complete the work at the site in the next few months.

#### **Financial Considerations**

Council already allocates \$14,000 in budget for the maintenance and cleaning of this site. When electricity is connected it is expected that an extra cost of approximately \$250 a quarter for the lighting.

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### **RECOMMENDATION**

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



# WARRUMBUNGLE SHIRE COUNCIL

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### Item 33 Coonabarabran Showground Trust

<b>Division:</b>	Corporate Services
<b>Management Area:</b>	Property and Risk
<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

Warrumbungle Shire Council Reserve Trust Committee has been requested to submit an expression of interest in managing the Coonabarabran Showground Reserve Trust.

### Background

Expressions of interest have been advertised for the Coonabarabran Showground Reserve Trust seeking new members for the Reserve Trust Committee.

The principles of Crown land management are set out in section 11 of the Act and are:

- (a) that environmental protection principles be observed in relation to the management and administration of Crown land,
- (b) that the natural resources of Crown land (including water, soil, flora, fauna and scenic quality) be conserved wherever possible,
- (c) that public use and enjoyment of appropriate Crown land be encouraged,
- (d) that, where appropriate, multiple use of Crown land be encouraged,
- (e) that, where appropriate, Crown land should be used and managed in such a way that both the land and its resources are sustained in perpetuity, and
- (f) that Crown land be occupied, used, sold, leased, licensed or otherwise dealt with in the best interests of the State consistent with the above principles.

A Reserve Trust is the legal body holding ownership of reserved or dedicated Crown land on a temporary basis (being for the life of that Reserve Trust). The purpose of establishing this legal interest in the land itself is to facilitate the management of that land by the reserve trust on behalf of the public. That said, a Reserve Trust can only make decisions and take actions concerning the reserve where those decisions and actions are in the interests of the reserve itself and the public, and are consistent with the range of powers and responsibilities set out in Part 5 of the *Crown Lands Act 1989*.

The Reserve Trust manager (whether a trust board, corporate manager or administrator) manages the affairs of the Reserve Trust to which it has been appointed. Such management is to be for the benefit of the people of NSW and consistent with the purpose of the reserve, the requirements of the *Crown Lands Act 1989*, the *Crown Lands Regulation 2006*, and where applicable the *Crown Lands (General Reserves) By-law 2006*.

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Reserve Trusts are advertised for expressions of interest to the general public. Warrumbungle Shire Council has been urged to submit an expression of interest in managing the Coonabarabran Showground Reserve Trust.

### **Issues**

The Warrumbungle Shire Council Reserve Trust Committee includes; the General Manager, Director Corporate Services, Manager Urban Services and Manager Properties and Risk. When Councils manage a Reserve Trust the Committee must ensure that a separation of Council and Reserve Trust business is maintained.

The Reserve Trust Committee will be undertaking to implementation of processes and procedures to ensure that site is available for the community to use now and in the future.

Council is Reserve Trustee for the Coonabarabran Racecourse which has similar challenges and user group issues. The Coonabarabran Showground is a community facility that with a more strategic approach may benefit future growth and development opportunities.

### **Options**

The Warrumbungle Shire Council Reserve Trust Committee, subject to Councils endorsement, will submit to Crown Lands a proposal for Council to assume the role of Trust Manager for the Coonabarabran Showground Trust.

Council may instruct the Reserve Trust to not lodge an expression of Interest.

### **Financial Considerations**

The Coonabarabran Showground Reserve Trust must remain independently viable and separate from Council. The Showground must support itself and ensure that all assets are funded for upgrades into the future at no cost to Council.

### **RECOMMENDATION**

That Council approves the Warrumbungle Shire Council Reserve Trust Committee registering an expression of interest to become the Reserve Trustee for the Coonabarabran Showground Reserve Trust.

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### Item 34 Compulsory Acquisition – Coonabarabran Visitor Information Centre Car Park

<b>Division:</b>	Corporate Services
<b>Management Area:</b>	Property and Risk
<b>Author:</b>	Manager Property and Risk – Jennifer Parker
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	LE3 Tourism opportunities and initiatives across the shire are identified, developed and well-coordinated.

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### Reason for Report

To update Council on progress of a Council Resolution that is over 12 months old.

### Background

At the ordinary meeting of Council on 18 October 2012 Council resolved

That Council proceed with the acquisition of the Visitor Information Centre Coonabarabran Crown Land Reserve R120017 being Lot 589 DP721790 in Coonabarabran, Coonabarabran Parish, Gowen County by compulsory acquisition under the Land Acquisition (Just Terms Compensation) Act 1991. **FURTHERMORE;**

1. That the General Manager be granted authority for an application to be made for the approval of the Governor to be obtained under Section 19 of the Land Acquisition (Just Terms Compensation) Act 1991 to the gazettal of an acquisition notice.
2. That Council confirm that all minerals are to be excluded from the compulsory acquisition.
3. That the land when acquired be classified as operational land.
4. That the Mayor and General Manager be authorised to use the Warrumbungle Shire Council seal in the process of acquisition of this land.
5. That a further report will be brought back to Council when all costs involved in the compulsory acquisition including purchase price and solicitors' costs are ascertained. (**Resolution 123/1213**)

### Issues

Lot 589 DP721790 is a Crown Reserve (R120017) for car parking under the care of Warrumbungle Shire Council on behalf of the Crown. R120017 should only be utilised as a car park. The Crown technically has the right to order any buildings on the reserve be pulled down as they do not fulfil the lands designated use.

There is currently no known Aboriginal Land Claim on the property.

### Options

Council has taken steps to proceed with the acquisition with the Department of Crown Lands Compulsory Acquisition Section. The issue should be finalised by the end of 2014 with Council owning the car park.

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#### **Financial Considerations**

As reported previously, the property is approximately 1.4 acres (0.58ha) and has a commercial market value of approximately \$40,000 - \$60,000

There is no comparable land available in this region so market value is related to commercial land sold in the industrial estate north of Coonabarabran.

A further report will be required for a supplementary vote in due course at most likely the final QBRS in May 2014.

#### **RECOMMENDATION**

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

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### Item 35 Outstanding Council Resolution - Economic Modelling

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

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### Reason for Report

To inform Council and provide an update progress of a Council Resolution (202/1213) that has been In Progress for more than 12 months.

### Background

The Economic Development & Tourism Meeting held December 2012 recommended that the Manager Economic Development & Tourism (EDT) investigate the purchase of an economic modelling package. The intent was for such a program to be utilised across Council's services and planning areas and that each Directorate be requested to contribute to funding the agreed package. In addition it was proposed that ORANA RDA be approached to consider purchasing a package that could be accessible to the LGA's across the Orana Region. Council adopted this Recommendation and it became a resolution of Council.

### Issues

The Manager EDT has requested from the Orana RDA and the Economic Development Network of Orana Region a report on the use of such a package.

Dubbo City Council (DCC) had agreed to prepare a report on 'Remplan' which the Council previously used. However found it did not meet their needs. DCC has had several staff changes in the period and the priority has not been to prepare a report for external use on their research program.

RDA Orana recently commissioned Western Research Institute (WRI) to prepare an Economic Profile for the entire Orana Region. WRI used their own systems to produce the statistics as RDA do not own or have contracts with any providers.

A quick check with other EDO's in Orana Region indicates that only Dubbo has a program and they have offered the smaller Council's a 'buy in' opportunity to access their own information – some small Councils have questioned the value of the information provided.

ABS provides up to date information on employment, population etc at minimal cost to Council.

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### **Options**

Council may determine not to proceed with this task, utilising the ABS data as required; Alternatively Council may extend the time for investigation noting that there needs to be further investigation of the Dubbo option to 'buy in' and access information through the Dubbo portal on Remplan; cost, content, reliability of access etc.

To allow for this Council is requested to consider an amendment to Resolution 202/1213 which would allow for further investigation.

### **Financial Consideration**

The current budget allocation in the EDT area and in Directorates has not factored in the cost of a package and further investigation is required to determine financial implications.

### **RECOMMENDATION**

That the matter of Economic Modelling be referred to the EDT Committee for investigation.

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### Item 36 Outstanding Resolution – Consumer Shows

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

---

### Reason for Report

To inform Council and update progress of a Council Resolution (**202/1213**) that has been In Progress for more than 12 months.

### Background

The Economic Development & Tourism (EDT) Advisory Committee requested a budget on total cost of Consumer Shows that target appropriate markets for Warrumbungle Shire. The report was to include cost of volunteer hours and other cost savings to show a real cost as against the costs expended utilising volunteer assistance which is the current model of operation.

Council adopted this Recommendation.

### Issues

The January bushfires saw a change in direction for tourism promotion in 2013 which included withdrawal from several consumer shows in 2013. This task was therefore set aside and current budget allocations do not allow for participation in consumer shows for the balance of the year.

### Options:

Council may elect to continue the investigation of costs for future budgeting or determine not to pursue this matter any further.

### Financial Considerations

The impact of non-participation will not be known for some time but previous experience indicates that non participation in consumer shows in the late 1990' s and early 2000' s were reflected in a period of lower visitor numbers to the region.

### RECOMMENDATION

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

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### Item 37 Funding Opportunity for Cycleway and or Pedestrian Access projects

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Technical 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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#### **Reason for Report**

The reason for the report is to determine a suitable cycleway and or pedestrian access project(s) to submit as an application to Roads & Maritime Services for funding.

#### **Background**

NSW Roads & Maritime Services is currently inviting submissions from Councils for cycleway projects and pedestrian access projects to be funded in 2014/15. Funding submissions must be received by the 24 December 2013. There are four funding programs available for cycleway and pedestrian facility projects;

- Cycleways – eg on road, off road, and shared paths
- Bicycle Facilities – eg bike lockers, bike racks, and cycleway maintenance
- Bicycle User Support – eg bike plans
- Local Government pedestrian facilities – e g Pedestrian Access Mobility Plan (PAMP), kerb ramps, and pedestrian crossings on local roads. Note, a prerequisite for works in this program is the development of a Council-specific PAMP.

Council received cycleway construction funding in 2013/14 from RMS for a project in Coonabarabran. Council has previously received funding over three(3) years for cycleway construction in Coolah.

RMS is encouraging Councils to submit proposals for more than one year, however they will maintain a reserve list of future year proposals. If there is additional funding available during the year, Councils may be invited to bring forward a reserve list project.

#### **Issues**

The 2013/14 cycleway project adjoins the Newell Highway on the southern approach to Coonabarabran. The project links the motels in this area with an existing facility at the High School. However, there is insufficient funding to construct the full length of the this route. Furthermore there are 'gaps' in the cycleway infrastructure along this route, particularly along the frontage of the High School. The gaps include sections of concrete as well as holding rails and signs.

The original vision for the off road cycleway route in Coolah is a 1,620m route between the intersection of Binnia Street and Cunningham Street and the intersection of Binnia



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Street and Charles Street via Cunningham Street, the Caravan Park and top of the river bank. To date approximately 820m of the route has been constructed. The remaining 800m section is along the top of the river bank between Booyamurra Street and Charles Street.

The development of a Pedestrian Access Mobility Plan was an item of discussion at more than one of the recent round of town committee meetings. The development of a PAMP is being undertaken in house and is around 40% complete. It is unlikely that Council will receive funding to undertake potential pedestrian projects until the PAMP is fully completed.

### **Options**

Council has discretion in this matter and may wish to consider the following options;

- Construction of an off road cycleway along the Newell Highway between Kirban Street and the Coonabarabran High School and associated infrastructure such as ramps, holding rails and signs.
- Extension of the Coolah cycleway with construction of another 300m section along the river bank between Booyamurra Street and Charles Street.
- Completion of a PAMP for each town within the Shire
- Off road cycleway link between Neilson Park and new park area upstream of Mary Jane Cain Bridge
- Off road cycleway along Eden street to Nandi Park
- Maintenance and upgrades to cycleway along Newell Highway between Essex Street and Oval Entrance and across Mary Jane Cain Bridge.
- Upgrade and maintenance of bitumen cycleway between Bandulla Street and George Street.

### **Financial Considerations**

The applications are for funding in the 2014/15 financial year and as such Council will need to commit to the project during preparation of the budget for that year. The funding offer from RMS is on 50/50 basis. In the current 2013/14 budget Council has allocated \$60,000 towards the Newell Highway cycleway project.

### **RECOMMENDATION**

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

- Construction of an off road cycleway along the Newell Highway between Kirban Street and the Coonabarabran High School and associated infrastructure such as ramps, holding rails and signs - \$30,000.
- Completion of a Pedestrian Access Mobility Plan for each of the six towns in the Shire - \$12,000.

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### Item 38 Renewal of Kerb and Guttering in Dalgarno Street Coonabarabran

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Urban Services
<b>Author:</b>	Director Technical Services – Kevin Tighe
<b>CSP Key Focus Area:</b>	RU4 The attractiveness, appearance and amenity of our towns and villages need to be improved.

**Priority:**

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#### **Reason for Report**

Approval to change budget allocation from a project for replacement of kerb and guttering in Dalgarno Street to a project to replace kerb and guttering in John Street in front of the Coonabarabran Town Hall.

#### **Background**

There is a project in the 2013/14 Operational and Delivery program called 'Dalgarno Street, west of John, K&G Rehabilitation' The aim of this project is to renew the kerb and guttering in Dalgarno Street on the northern side between John Street and the entrance into Woolworths carpark. This section of kerb and guttering is the frontage for several shops and hence there is a significant volume of pedestrian traffic. The existing guttering is severely cracked and uneven and as a result the guttering has become a hazard for pedestrians.

The general appearance or streetscape of Dalgarno Street on the western side of John Street has been discussed recently and in particular it was discussed at the Coonabarabran Community Consultation meeting. It has been suggested that beautification of the streetscape could be undertaken either through the construction of centre median gardens or kerb blisters.

#### **Issues**

Given that there is potential for a streetscape beautification project in Dalgarno Street on the western side of John Street, the renewal of the kerb and guttering now may be premature and may limit beautification options. One of the options for upgrading the streetscape is to move the line of kerb out towards the travel lane, to reduce the frequency of vehicles reversing into shop verandah posts. Another option for streetscape improvements is construction of centre medians as shown in the sketch plan in Attachment 1.0.

#### **Options**

Council has discretion in this matter and may wish to proceed with replacement of kerb and guttering in Dalgarno Street in the current location. However, if Council wants to consider options for beautification of Dalgarno Street on the western side of John Street, which will involve considerable public consultation, Council may wish to defer the current project.

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Council has the option of changing the budget allocation to another project and it is suggested that a project to replace kerb and guttering in John Street in front of the Coonabarabran Town Hall is considered by Council. The kerbing and guttering in this location is severely cracked and there are several sections of the concrete gutter that are missing. Furthermore, the height of the existing kerb is higher than current standards and many pedestrians have trouble stepping up and down on the kerb to access the roadway.

### **Financial Considerations**

The 2013/14 budget allocation for the Dalgarno Street, west of John Street, kerb and guttering replacement project is \$70,000. There is also a budget allocation of \$45,000 for replacement of a section of kerb and guttering in Dalgarno Street on the eastern side of John Street.

A cost estimate for streetscape beautification in Dalgarno Street has not yet been prepared.

The cost to replace kerb and guttering in John Street between Cassilis Street and Edwards is estimated to be \$92,000.

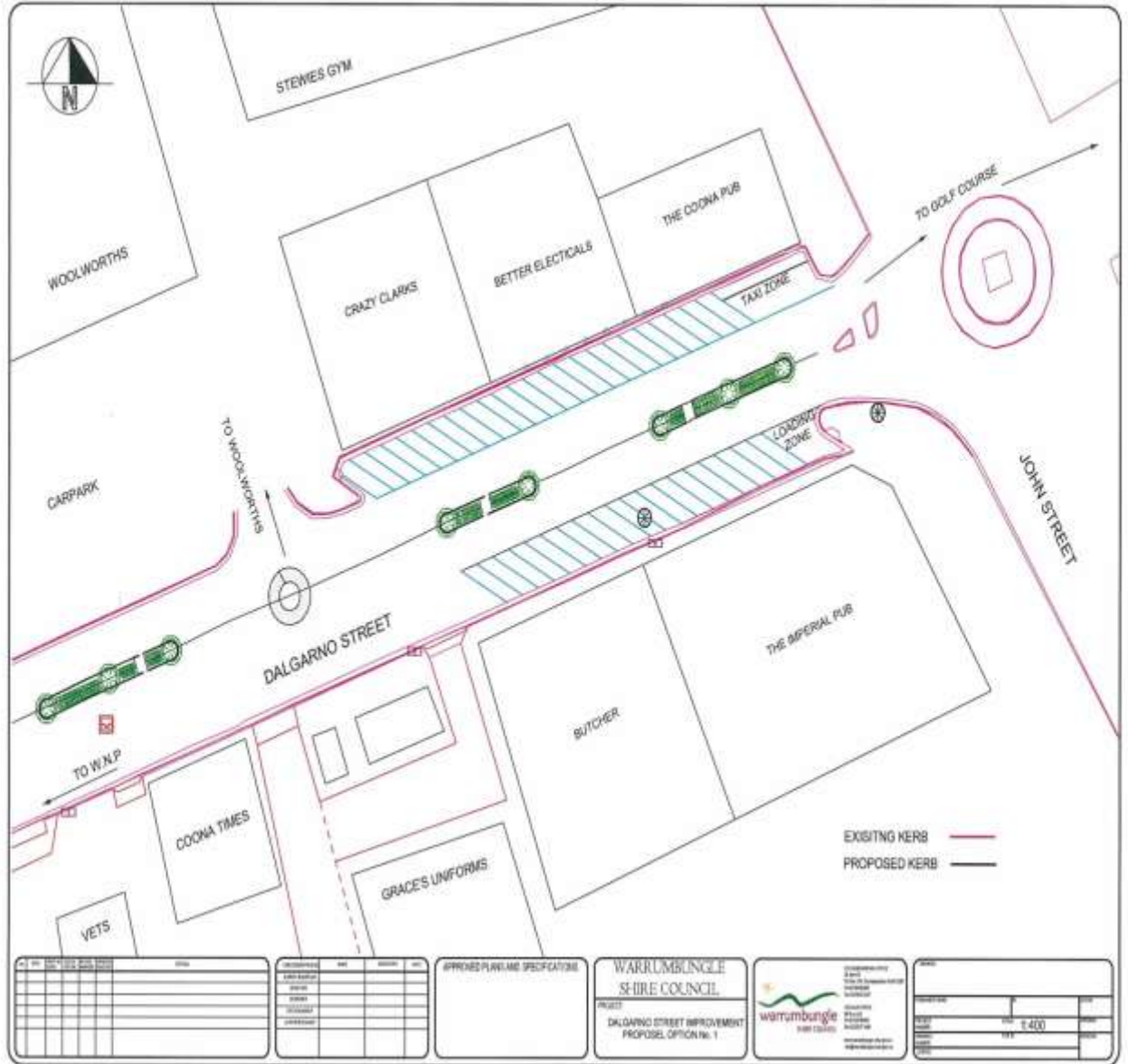
### **RECOMMENDATION**

1. That a concept report is prepared for improving the appearance of the streetscape in Dalgarno Street between John Street and Robertson Street and presented to Council for consideration.
2. That the 2013/14 budget allocation of \$70,000 for Dalgarno Street kerb and guttering replacement, west of John Street, is reallocated to the kerb and guttering replacement project in John Street between Cassilis Street and King Street.

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Attachment 1.0 – Potential streetscape beautification plan for Dalgarno Street.



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

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Design 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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### **Reason for Report**

Consideration of a 50/50 funding opportunity to upgrade the intersection of Campbell Street and Cunningham Street in Coolah.

### **Background**

The RMS is offering Council funding on a dollar for dollar basis to undertake traffic management and safety improvements to the intersection of Cunningham Street and Campbell Street in Coolah. A traffic management plan for this intersection has been considered by the Local Traffic Committee and the proposal has been advertised.

Two other projects were submitted to RMS, they were; the project to upgrade the intersection of John Street and Edwards Street in Coonabarabran, and a project to install kerb blisters in Bandulla Street Mendooran. However, only the Campbell Street / Cunningham Street intersection project received funding.

### **Issues**

The aim of the traffic management proposal is to change the traffic flow priority from Campbell Street to Cunningham Street. That is, remove the Give Way signs in Cunningham Street and place them in Campbell Street. This change in priority will mean traffic travelling north and south along the heavy vehicle route, Cunningham Street, will have priority.

The traffic management proposal involves construction of a concrete median island and blisters in Campbell Street. The aim is to offset the centreline and thereby encourage drivers to slow down as they approach the Give Way sign and the intersection. A copy of the proposal is provided in attachment 1.0.

### **Options**

Council has discretion in this matter and may wish to fund the project by making a supplementary budget allocation either through reducing the budget allocation on an existing project or through new funding.

### **Financial Considerations**

There is no budget allocation for construction of the proposed safety project at the intersection of Campbell Street and Cunningham Street. The cost of the project is

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estimated to be around \$18,000. The RMS is offering to contribute \$9,000 towards the project.

There is an allocation of \$110,000 in the 2013/14 budget for rehabilitation of Booyamurra Street. Council may wish to consider reducing the allocation for Booyamurra Street project to take advantage of the funding offer from RMS to under the intersection project.

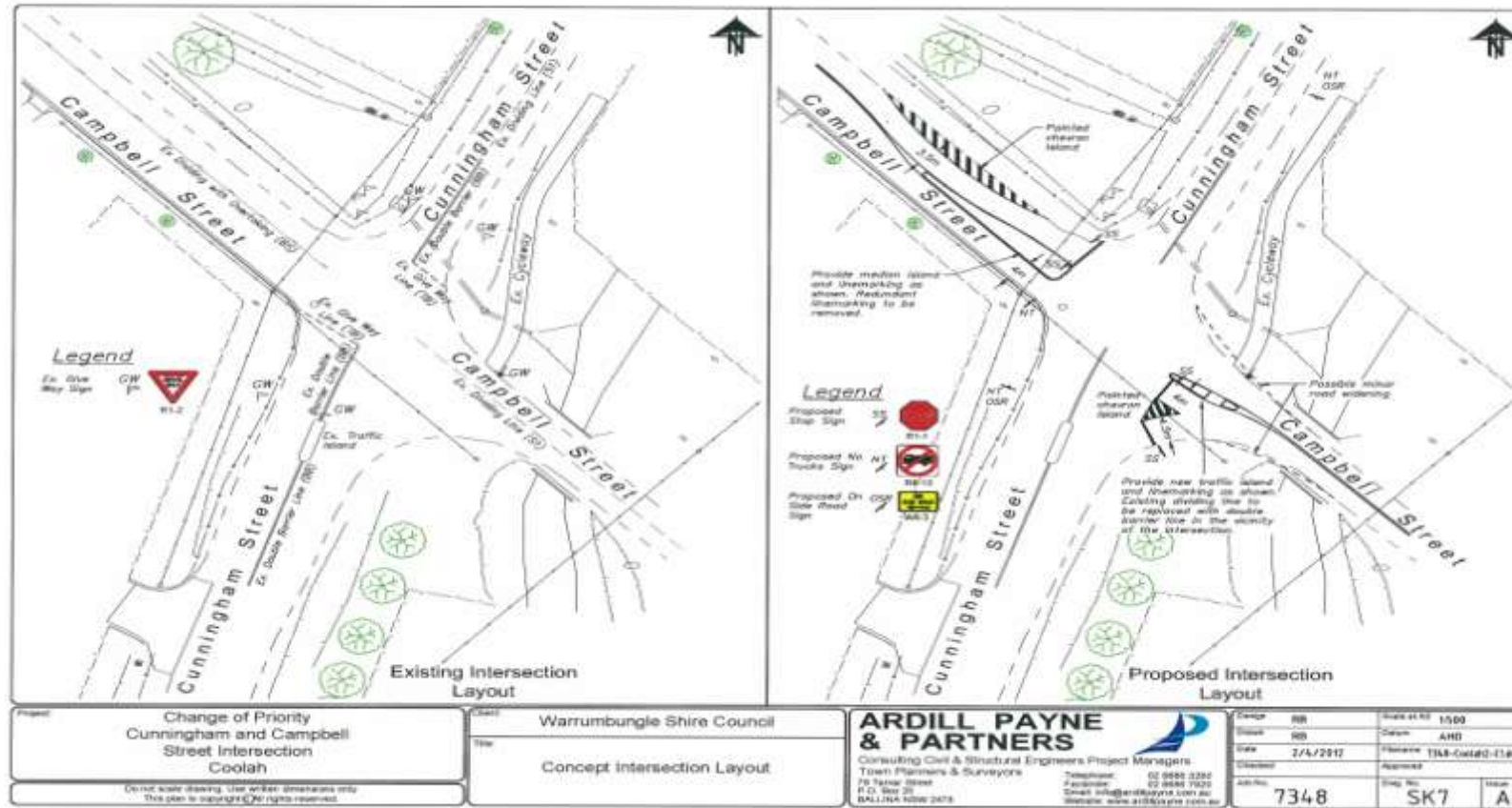
#### **RECOMMENDATION**

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

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Attachment 1.0 - Plan showing proposed safety improvements at the intersection of Campbell Street and Cunningham Street Coolah and change in traffic priority.



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

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Asset and Design
<b>Author:</b>	Asset and Design Manager - Bikram Joshi
<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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### **Reason for Report**

This report introduces and seeks Council endorsement of a stormwater drainage concept for the proposed Wallaroo Street sealing project.

### **Background**

Wallaroo Street, between Bullinda Street and Mogimil Street, in Dunedoo is an unsealed street with no proper urban drainage infrastructure. The upgrading of the street including bitumen sealing is included in the 2013/14 Operational Plan and Delivery Program.

### **Issues**

The sealing of Wallaroo Street could not be done without addressing the stormwater drainage issues. Sealing of Wallaroo street only solves dust issues but the flooding issues remains.

### **Options**

Council has discretion in this matter and may wish to consider the proposed Conceptual Design for the Reconstruction of Wallaroo Street, Between Bullinda Street and Mogimil Street, in Dunedoo. The two proposals have been studied. The first proposal is to construct expensive underground stormwater pipeline and associated works along Bullinda Street and let the stormwater from newly sealed Wallaroo street to discharge along the eastern side of Wargundy Street. The second proposal is to construct open channel drainage at the centre median of Bullinda Street by removing existing trees. To reduce cost, the open channel drainage has been designed for 1 in 5 years flood. See the attached sketches.

### **Financial Considerations**

The budget allocated for the Wallaroo Street improvement project is \$150,000. For the first proposal, the pipeline construction only is likely to exceed \$250,000. A cost estimate of the open drainage channel concept has not yet been prepared.

### **RECOMMENDATION**

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



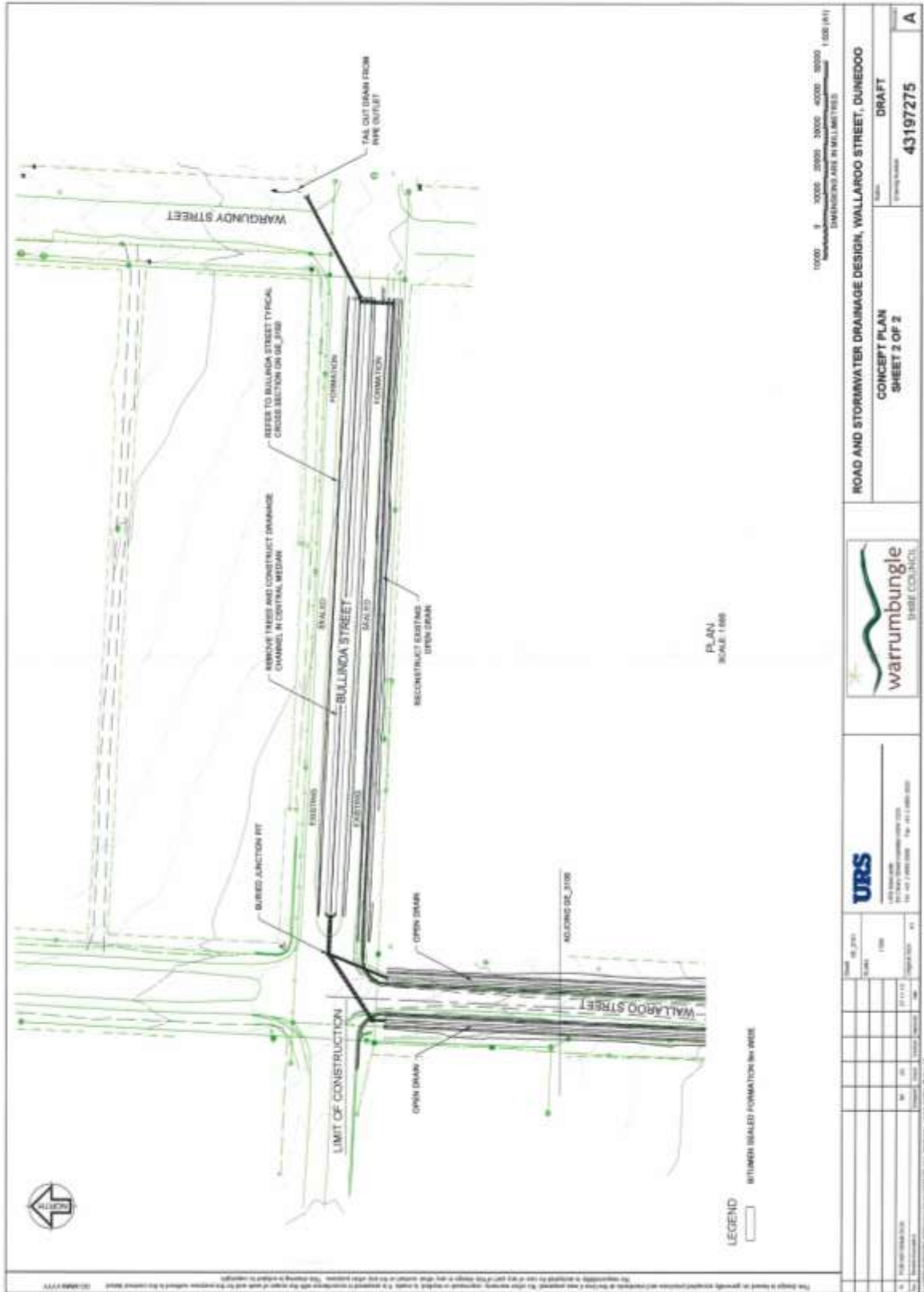
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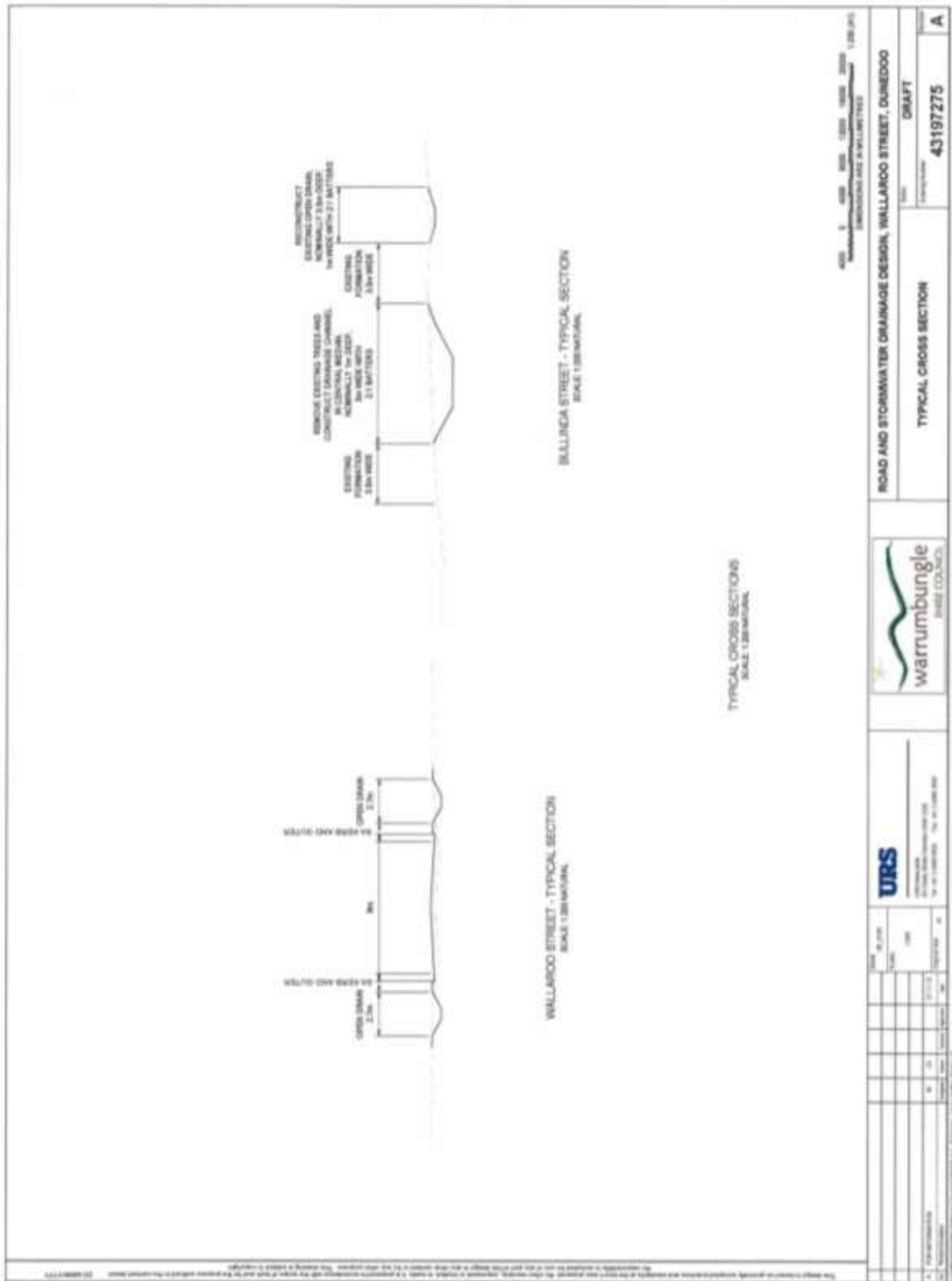
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### Item 41 Invitation to join the Lower Macquarie Water Utilities Alliance

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

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### Reason for Report

To respond to an invitation from the Lower Macquarie Water Utilities Alliance to join the Alliance.

### Background

The membership of Lower Macquarie Water Utilities Alliance (LMWUA) currently includes the following Councils; Bogan Shire Council, Bourke Shire Council, Brewarrina Shire Council, Cobar Shire Council, Dubbo City Council, Narromine Shire Council, Warren Shire Council and Wellington Shire Council. The LMWUA was created in 2008, partly in response to concerns that the State Government might mandate amalgamations of local water utilities, and also in response to recognition that many water and sewerage management projects could be completed more effectively if done on a regional basis.

The Alliance has invited Coonamble Shire Council, Gilgandra Shire Council, Walgett Shire Council and Warrumbungle Shire to join the Alliance. The purpose of the invitation is to align Alliance membership with membership of the Orana Regional Organisation of Councils. A copy of the invitation is included in attachment 1.0.

Council will recall a report in August this year, which addressed a proposal for an alliance comprising Gilgandra, Coonamble and Warrumbungle Shire Councils. The following resolution was made;

*That Council develops a relationship with Gilgandra Shire Council and Coonamble Shire Council to undertake selected strategic business planning tasks associated with management of water and sewerage assets, subject to the following conditions;*

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

*Furthermore, any agreement between Council and the other Council's is subject to authorisation by the General Manager. (Resolution No 78/1314).*

To date no real progress has been made on implementing the resolution. Furthermore, it appears that Council now does not have the option of joining with these Councils as it is understood that Gilgandra Shire Council have resolved to join the LMWUA.

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### **Issues**

There are many benefits for Council in being part of structured alliance such as the Lower Macquarie Water Utility Alliance. A copy of a background document prepared by the Alliance in October 2013 has been forwarded to Councillors under separate cover. Regular meetings of the Alliance Board and the Technical Advisory Committee provide opportunities for Councils to share knowledge and develop and implement projects of mutual interest. Council will recall the list of projects in the August 2013 report that could be undertaken by an alliance.

The cost of projects undertaken by the LMWUA is shared by participating Council's on a fee for service basis and on the basis of the number water meter connections. The LMWUA engages a consultant on an intermittent basis to provide technical and administrative support. The actual engagement of the consultant is undertaken by a member Council who then recovers the cost of engagement from Alliance members.

As the LMWUA evolves, there will be an increased demand for administrative and professional support. The Alliance may evolve to a point where it becomes financially sustainable to employ permanent staff. The location of an administration centre is likely to be contentious, however Warrumbungle Shire Council may be overlooked as host site because of geographic location.

Warrumbungle Shire Council is currently well placed to have an updated and complete set of Best Practice Management plans as required by NSW Office of Water. Council will recall that draft strategic business plans for water and sewerage, along with draft management plans for water demand and for drought have been sent to NSW Office of Water. Also, Council is progressing with implementation of liquid trade waste requirements and with development of the Integrated Water Catchment Management plans. Hence, Warrumbungle Council will not be required to contribute to project costs if the Alliance is used by other Councils to develop these plans.

Whilst there is an acceptance that an Alliance such as the LMWUA provides project management benefits, there also appears to be industry acceptance that Councils retain ownership of assets, which means that Councils control pricing and levels of service as well as operational management.

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

### **Options**

Council has discretion on whether or not to accept the invitation from the LMWUA. Council will need to determine if the benefits of Alliance membership exceed the cost. The cost of membership not only includes the cost of engaging a consultant to provide technical and administrative support, it also includes the cost of staff and Councillors attending various meetings of the Alliance.

The Alliance Board consists of two representatives from each of the participating Councils. One Councillor and one senior staff member is to be nominated by Council. It is understood that the Alliance Board meets no more than two times per annum. It is also understood that the meeting of Alliance Board coincides with OROC meetings and hence the General Manager is usually the second representative.

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### Financial Considerations

There is no budget allocation for membership of a water utilities alliance. The costs associated with membership will depend upon projects undertaken by the alliance and whether or not such projects are relevant to Warrumbungle Shire Council. If for example a project was undertaken by the Alliance that benefited all members, the cost will be proportioned on the basis of number of water connections as shown in Table 1.0.

It appears that the Alliance regularly engages a consultant to provide technical and administrative support and from advice provided it appears that contribution by Warrumbungle Shire Council to that service would be around \$10,000 - \$12,000 per annum.

**Table 1.0 Proposed Membership of Lower Macquarie Water Utilities Strategic Alliance.**

#### Number of Connections

No.	Council Name	No of Water Connections	No of Connections as a % proportion
1	Bourke Shire Council	1340	3.7%
2	Brewarrina Shire Council	530	1.5%
3	Cobar Shire Council	2260	6.2%
4	Coonamble Shire Council	1690	4.7%
5	Dubbo City Council	16830	46.4%
6	Gilgandra Shire Council	1350	3.7%
7	Narromine Shire Council	2120	5.8%
8	Nyngan Shire Council	1100	3.0%
9	Walgett Shire Council	1920	5.3%
10	Warren Shire Council	960	2.6%
11	Warrumbungle Shire Council	3310	9.1%
12	Wellington Shire Council	2900	8.0%
		36310	100.0%

### RECOMMENDATION

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

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

Attachment 1.0 – Invitation from Lower Macquarie Water Utilities Alliance

7<sup>th</sup> November 2013

RECEIVED  
11 NOV 2013

BY:.....



The General Manager  
Warrumbungle Shire Council,  
PO Box 249  
COONABARABRAN NSW 2357

Dear Steve

### **Invitation to Join the Lower Macquarie Water Utilities Alliance**

The impact of the current Local Government Review continues to occupy the minds of the Councils throughout NSW. The suggested structural changes indicated in the Review not only provide uncertainty, but understanding which model is going to provide the best and most sustainable option for each Council is a key question currently facing Councils in our region.

One existing model is the S 355(d) Alliance model which received positive references in the LG Review. The Lower Macquarie Water Utilities Alliance (LMWUA) which is referenced a number of times in the Review, is such an Alliance consisting of eight Councils (between Wellington and Bourke including Dubbo City) which are also members of the Orana Regional organisation of Councils (OROC).

The Board of this Alliance met on 17<sup>th</sup> October 2013, and resolved to invite Coonamble Shire, Gilgandra Shire, Walgett Shire and Warrumbungle Shire Councils to join the LMWUA should they wish to do so. The overarching reason for this invitation is to align the Alliance with the membership of OROC.

The Board is not proposing the Alliance becomes part of OROC, but that it would remain, as it is now, a separate entity focussed only on water supply and sewerage issues.

Lower Macquarie Water Utilities Alliance  
C/o Swan Environmental Project Management P/L • Consulting Engineers  
226 Seymour St • Bathurst NSW 2795  
david@swanenvironmental.com.au  
Phone: 0408 635 818

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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I have attached a prepared document which seeks to provide background information regarding the Alliance and give details of the benefits the current members have gained by their involvement. I hope this is helpful to you and is of assistance when considering this invitation.



I have also included a shorter document which was presented to the Local Government Review Panel last year as a more summarised statement of how the Alliance operates and its achievements to date.

The best method of expanding the Alliance to include up to four additional Councils is yet to be determined. It is likely, for example, that the four new members may need some time to get to the same level of compliance with the Office of Water's Best Practice criteria as the existing members.

This might mean that the existing Alliance members continue on their agreed program of future works, while the new Councils work together initially as a group to develop the various plans and documents already prepared by the existing members. This methodology will need careful consideration in the early days of the expanded Alliance to ensure an orderly overall progression into the future.

At the present time the LMWUA is operating under an ad hoc extension of the initial four year Deed of Agreement executed back in July 2008 by the inaugural six member Councils. A copy of this Agreement is attached hereto for your information and consideration. Since then the law firm Marsdens has drawn up a more comprehensive and much improved Deed of Agreement for the Alliance.

However the view was taken by members in 2012 that until such time as the State Government properly addresses the reform issues for regional water utilities they themselves raised as long ago as 2007 we were not going to spend unproductive time executing a new Agreement when that could be a wasted exercise depending on what structural model the Government ends up determining for the future of these utilities, particularly as any "new" model suggested by Government would almost certainly impact on the content of the Deed going forward.

Lower Macquarie Water Utilities Alliance  
C/o Swan Environmental Project Management P/L - Consulting Engineers  
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Phone: 0408 635 818



**WARRUMBUNGL SHIRE COUNCIL**

**Ordinary Meeting – 19 December 2013**

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On behalf of the Board of the LMWUA therefore, I would like to formally invite your Council to become part of the Alliance and ask that you provide me with your advice on this proposal before Christmas 2013 please? I am also happy to answer any queries and questions as they arise.



Please contact me at any time to discuss this or any other matter associated with the Lower Macquarie Water Utilities Alliance.

Yours sincerely



Cr. Rex Wilson, OAM  
Chairman of the Board of LMWUA  
And  
Mayor of Warren Shire Council

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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### Item 42 Request to Extend Water Main in Namoi Street Baradine

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Warrumbungle Water
<b>Author:</b>	Director Technical Services – Kevin Tighe
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	P17 Appropriate planning is needed to ensure the ongoing security of energy and clean water supplies to communities with the Shire.

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### Reason for Report

Review Council's position on a request to install a water main in Namoi Street, south of Walker Street, and review previously adopted financial contribution model.

### Background

Council will recall a forum presentation by Mr Smith at the November Council meeting on Council supplied water services in Namoi Street Baradine. Furthermore, the issue was discussed at the most recent Baradine Town Committee meeting. Council may also recall a resolution made by Council on the 17 May 2012 on the same issue:

#### **394/1112 RESOLVED that:**

- 1. Council adopts the 50% contributions plan based on equal shared cost for extension of water mains in Namoi Street with 100% uptake. Furthermore, submissions are invited from affected property owners on the proposed contributions plan and the responses are considered by Council during preparation of the 2012/2013 budget.*
- 2. A report be prepared outlining further funding models of costings for provision of the water supply in Baradine Aerodrome Road.*

**Campbell/Todd**  
**The motion was carried**

There were only four (4) of the twelve (12) property owners prepared to contribute the 50% capital cost of installing a water main. Interestingly though, three (3) of the property owners prepared to pay the contribution are already connected to town water. A copy of the invitation letter sent to residents has been forwarded to Councillors under separate cover. Also, a copy of the letter sent advising the outcome and also a copy of a letter sent to the Hon Kevin Humphries has been forwarded under separate cover.

Council will recall the resolution in relation to a water main extension request for Yeubla Street in Binnaway. Under this contribution model, the applicant was required to pay the nominated contribution amount and if other adjoining property owners wanted to connect, they would be required to pay the contribution at that time.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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### **Issues**

If the funding contribution model developed for Yeubla Street is applied to Namoi Street, Council will in effect have established a policy, or at least a guideline, for future water main extension requests. That is, if one property owner on the fringe of an urban area requests connection to town water, which requires an extension to the water main network, Council may be required to fund the project. Funding by Council would be subject to the applicant making an upfront payment and other adjoining properties making a payment when and if they connect to the water main.

A map showing the water main network in the vicinity of Namoi Street and connected properties is provided in attachment 1.0. In previous considerations by Council, the level of contribution by each property owner is dependent upon two factors; the level of Council contribution and the lineal frontage level of each property owner to the proposed water main. The table in attachment 2.0 lists the expected contribution from each property owner in Namoi Street.

An administrative system will need to be established if property owners, other than the initial applicant, want to make a contribution and be connected to the water main. That is, records within Council's property information system will need to indicate if a particular property has made a capital contribution to a water main extension project.

The land use zone for properties adjoining Namoi Street south of Walker Street is RU5, which means that the proposed water main does not extend beyond the residential area of Baradine.

Council has authority to charge all properties an annual access fee, if the property is within 225 metres of a water main. A radius of 225 metres from a water main may take in properties that are outside the intended service area and Council must make a resolution identifying those properties immune from the access charge. The only property that falls within the 225m radius at the southern end of Namoi Street is Lot 2, DP705634

There has been no definitive analysis undertaken on expected water pressure and flowrates of a water main extension in Namoi Street south of Walkder Street. From previous measurements, the water pressure and flowrates in Baradine generally are below or just at standard levels of expectations.

The installation of a water main in Namoi Street will create another 'dead end' situation in the network. Such a situation will require this water main to be included on a water main flushing program.

### **Options**

Council has discretion in relation to the type of funding contribution model for Namoi Street water main as well as discretion on whether or not to fund the project at all.

Council has previously sought to recover 50% of the cost of the proposed water main extension project in Namoi Street. The amount individual properties were liable to contribute was based on a pro rata contribution of lineal frontage.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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Given that four(4) of the existing properties have already been paying an access charge for at least 10 years, Council may wish to give consideration to exempting these property owners from the capital contribution cost.

Furthermore, Council may determine that the contribution amount for a future connection is based on the time since completion of the project. That is, for how many years should an adjoining property be liable to make a contribution to the capital cost? Such a calculation may depend upon the project cost, the access charge amount and a reasonable time for recovery of the capital cost. For example, if the capital contribution amount is \$3,200 and a 10 year recovery period is established, a property wanting a connection in year 7 would be liable for a contribution \$960.

### **Financial Considerations**

There is no budget allocation to fund a water main extension project in Namoi Street Baradine. Should Council wish to proceed a supplementary budget allocation of \$67,287 is required.

The cost of the project and level of contribution for each property owner is outlined in attachment 2.0.

### **RECOMMENDATION**

1. That Council proceed with the project to install a water main in Namoi Street, south of Walker Street Baradine subject to the following contributions model;
  - 1) Council recover 50% of the estimated capital cost from adjoining property owners
  - 2) The amount each property owner is liable to contribute is based on lineal frontage length
  - 3) There is at least 25% of adjoining property owners wanting to take up the offer of being connected and a contribution payment is received from these applicants prior to commencement of the project.
  - 4) That the amount of contribution for future connections is determined on a 10 year reducing pro rata basis indexed at 4% per year.
  - 5) An administrative system is established to recognise liability that adjoining property owners have in relation to connection contribution.
  - 6) Service connection fee is applicable when properties are connected to the proposed water main.
  
2. That subject to installation of a water main in Namoi Street south of Walker Street, the following property is not to be connected to the water main and is immune from payment of water access charge: Lot 2, DP705634



# WARRUMBUNGL SHIRE COUNCIL

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Attachment 2.0

### Extension of water main along Namoi Street south of Walker Street

Estimated Cost of Project                    \$67,287  
Total Length of Property Frontage m                    1507

Ref No	Property Address		Current Water Connection Status	Name of Street Frontage	Length of Frontage	50% Contribution
	Lot No	DP No.				
1	121	DP750246	Connected	Namoi Street	221	\$4,934
2	122	DP750246	Not Connected	Namoi Street	110	\$2,456
3	123	DP750246	Not Connected	Namoi Street	100	\$2,232
4	124	DP750246	Not Connected	Namoi Street	114	\$2,545
5	125	DP750246	Connected	Namoi Street	95	\$2,121
6	126	DP750246	Not Connected	Namoi Street	91	\$2,032
7	116	DP750246	Connected	Namoi Street	202	\$4,510
8	117	DP750246	Not Connected	Namoi Street	109	\$2,433
9	128	DP750246	Connected	Namoi Street	120	\$2,679
10	129	DP750246	Not Connected	Namoi Street	120	\$2,679
11	130	DP750246	Connected	Namoi Street	120	\$2,679
12	131	DP750246	Not Connected	Namoi Street	105	\$2,344
Totals					1507	\$33,643

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

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

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

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#### **Reason for Report**

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

#### **Background**

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

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

#### **Issues**

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

#### **Options**

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

#### **Financial Considerations**

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

#### **RECOMMENDATION**

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

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 19 December 2013

### Attachment 1.0 – Technical Services Works Program Report for Period Ending 30 November 2013

Task Name	Start	Finish	Budget	YTD Exp	% Work Complete
<b>Technical Services</b>	<b>Wed 26/06/13</b>	<b>Wed 7/01/15</b>	<b>\$14,228,657</b>	<b>\$5,703,039</b>	<b>40%</b>
<b>Asset Design Services</b>	<b>Wed 10/07/13</b>	<b>Wed 10/07/13</b>	<b>\$40,900</b>	<b>\$3,914</b>	<b>0%</b>
Survey Equipment	Tue 1/04/14	Wed 2/04/14	\$12,000	\$454	0%
Software Upgrades	Tue 1/04/14	Wed 2/04/14	\$18,000	\$2,660	30%
<b>Road Safety Program</b>	<b>Mon 19/08/13</b>	<b>Wed 7/01/15</b>	<b>\$10,900</b>	<b>\$800</b>	<b>0%</b>
Keep our kids safe	Mon 2/09/13	Thu 9/10/14	\$3,000	\$800	10%
Just slow down	Mon 19/08/13	Fri 22/08/14	\$4,000	\$0	25%
Watch out people about	Mon 16/09/13	Fri 25/10/13	\$1,200	\$0	5%
Free Cupp for the driver	Mon 3/03/14	Fri 30/05/14	\$1,500	\$0	20%
Wkshps Sup of L Drivers	Fri 10/10/14	Wed 7/01/15	\$1,200	\$0	66%
<b>Fleet Services</b>	<b>Wed 10/07/13</b>	<b>Wed 24/07/13</b>	<b>\$3,331,257</b>	<b>\$2,470,830</b>	<b>6%</b>
Minor Plant Purchases	Tue 1/04/14	Wed 2/04/14	\$15,000	\$12,925	0%
Plant Purchases	Tue 1/04/14	Wed 2/04/14	\$3,316,257	\$2,457,905	12%
<b>Road Contracts</b>	<b>Sat 28/09/13</b>	<b>Fri 23/05/14</b>	<b>\$3,004,500</b>	<b>\$1,037,209</b>	<b>0%</b>
<b>RMS Work Orders</b>	<b>Sat 28/09/13</b>	<b>Fri 23/05/14</b>	<b>\$1,975,000</b>	<b>\$1,037,209</b>	<b>0%</b>
<b>Rehabilitation</b>	<b>Sat 28/09/13</b>	<b>Fri 23/05/14</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
RMS design		Sat 28/09/13	\$0	\$0	0%
SH18 (north Dunedoo)	Mon 25/11/13	Fri 23/05/14	\$0	\$0	0%
SH18 (Mendooran)	Mon 24/02/14	Fri 28/03/14	\$0	\$0	0%
<b>Reseals</b>	<b>Fri 1/11/13</b>	<b>Mon 18/11/13</b>	<b>\$1,029,500</b>	<b>\$0</b>	<b>0%</b>
Baradine reseals	Thu 7/11/13	Fri 8/11/13	\$17,200	\$0	0%
Binnaway reseals	Mon 11/11/13	Tue 12/11/13	\$15,400	\$0	0%
Coolah reseals	Wed 13/11/13	Thu 14/11/13	\$25,600	\$0	0%
Coonabarabran reseals	Fri 1/11/13	Mon 4/11/13	\$82,000	\$0	0%
Dunedoo reseals	Fri 1/11/13	Tue 5/11/13	\$23,100	\$0	0%
Mendooran reseals	Fri 1/11/13	Wed 6/11/13	\$15,400	\$0	0%
Local roads reseals	Fri 1/11/13	Fri 15/11/13	\$420,300	\$0	0%
Regional Rd reseals	Fri 1/11/13	Mon 18/11/13	\$430,500	\$0	0%
<b>Road Operations</b>	<b>Wed 26/06/13</b>	<b>Mon 30/06/14</b>	<b>\$5,469,514</b>	<b>\$1,781,867</b>	<b>48%</b>
<b>Local Roads</b>	<b>Wed 26/06/13</b>	<b>Mon 30/06/14</b>	<b>\$3,141,469</b>	<b>\$809,579</b>	<b>30%</b>
<b>Bridge - Grandchester</b>	<b>Thu 11/07/13</b>	<b>Thu 31/10/13</b>	<b>\$200,000</b>	<b>\$70,000</b>	<b>20%</b>
Bridge - Tongy	Thu 11/07/13	Fri 16/08/13	\$116,689	\$297,439	95%
Bridge - Bugaldie Ck	Thu 11/07/13	Fri 11/10/13	\$116,689	\$162,700	100%
Bridge-Baby Creek	Thu 11/07/13	Fri 30/08/13	\$20,000	\$0	90%
Garrawilla Ck (fld damage)	Thu 11/07/13	Fri 16/08/13	\$164,791	\$222,722	90%
Premer Estate Cwy	Mon 21/04/14	Fri 16/05/14	\$38,300	\$34,239	0%
<b>Bridge - Barad/Aero Rd</b>	<b>Mon 29/07/13</b>	<b>Mon 30/06/14</b>	<b>\$250,000</b>	<b>\$0</b>	<b>0%</b>
<b>Bridge- Baradine Creek</b>	<b>Mon 29/07/13</b>	<b>Mon 30/06/14</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>0%</b>
<b>Borambitty Rd Crest</b>	<b>Mon 5/08/13</b>	<b>Fri 6/09/13</b>	<b>\$25,000</b>	<b>\$16,148</b>	<b>100%</b>
Coolah Ck Rd Rehab	Mon 23/12/13	Fri 21/02/14	\$110,000	\$3,607	0%
<b>Bridge - Kenebri</b>	<b>Mon 29/07/13</b>	<b>Mon 30/06/14</b>	<b>\$600,000</b>	<b>\$2,724</b>	<b>0%</b>
<b>Gravel Road Resheeting</b>	<b>Mon 26/08/13</b>	<b>Fri 13/06/14</b>	<b>\$765,000</b>	<b>\$628,598</b>	<b>92%</b>
Tothills Rd	Mon 21/10/13	Mon 4/11/13	\$45,000	\$33,048	100%
Salacks Rd	Tue 20/05/14	Mon 2/06/14	\$45,000	\$25,863	100%
Narrawa Rd	Mon 26/08/13	Mon 9/09/13	\$45,000	\$33,594	100%
Borambitty Rd	Tue 4/02/14	Mon 3/03/14	\$100,000	\$70,196	100%
Guinema Rd	Mon 11/11/13	Fri 27/12/13	\$180,000	\$183,027	100%



# WARRUMBUNGLE SHIRE COUNCIL

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Task Name	Start	Finish	Budget	YTD Exp	% Work Complete
Keerrawah Rd	Mon 2/09/13	Fri 13/12/13	\$50,000	\$40,918	80%
Goolma Rd	Mon 23/09/13	Mon 19/05/14	\$45,000	\$50,996	100%
Gollan Rd	Mon 31/03/14	Fri 11/04/14	\$45,000	\$22,913	100%
Flags Rockedgial Rd	Mon 23/09/13	Fri 20/12/13	\$75,000	\$74,181	100%
Collier Rd	Mon 26/05/14	Fri 13/06/14	\$25,000	\$3,648	10%
Box Ridge Rd	Tue 4/03/14	Fri 18/04/14	\$110,000	\$90,214	100%
<b>Regional Roads</b>	<b>Thu 11/07/13</b>	<b>Fri 25/04/14</b>	<b>\$1,563,045</b>	<b>\$343,690</b>	<b>30%</b>
Bridge - Saltwater Crk No 2	Thu 11/07/13	Mon 3/02/14	\$594,045	\$141,656	60%
<b>MR55 Pavement Rehab</b>	<b>Mon 11/11/13</b>	<b>Fri 7/02/14</b>	<b>\$800,000</b>	<b>\$196,345</b>	<b>0%</b>
MR129 Pavement Rehab	Fri 28/02/14	Fri 28/02/14	\$169,000	\$5,689	0%
<b>Urban Services</b>	<b>Thu 11/07/13</b>	<b>Fri 30/05/14</b>	<b>\$1,348,486</b>	<b>\$249,825</b>	<b>37%</b>
<b>Horticulture</b>	<b>Tue 1/10/13</b>	<b>Mon 31/03/14</b>	<b>\$160,000</b>	<b>\$7,091</b>	<b>1%</b>
Binnaway Progress Ass'n	Mon 31/03/14	Mon 31/03/14	\$5,000	\$5,000	100%
Milling Park Playground	Tue 1/10/13	Fri 13/12/13	\$70,000	\$0	20%
Mendooran Park Toilets	Tue 1/10/13	Fri 13/12/13	\$35,000	\$2,091	10%
Milling Park Toilet	Tue 17/12/13	Mon 27/01/14	\$50,000	\$0	0%
<b>Ovals</b>	<b>Thu 11/07/13</b>	<b>Fri 28/03/14</b>	<b>\$133,947</b>	<b>\$44,259</b>	<b>53%</b>
Robertson Oval, irrigation	Thu 11/07/13	Fri 27/09/13	\$38,947	\$12,714	50%
Bowen - Turf Wicket	Mon 13/01/14	Fri 24/01/14	\$8,000	\$1,854	80%
Baradine Grandstand	Mon 3/03/14	Fri 14/03/14	\$40,000	\$12,600	60%
Binnaway Grandstand	Mon 17/03/14	Fri 28/03/14	\$47,000	\$15,830	66%
Bowen oval design	Tue 23/07/13	Wed 24/07/13	\$0	\$0	0%
Bowen Oval - construct			\$0	\$1,261	10%
Robertson oval design	Mon 5/08/13	Thu 15/08/13	\$0	\$0	0%
<b>Swimming Pools</b>	<b>Mon 2/09/13</b>	<b>Fri 27/12/13</b>	<b>\$72,000</b>	<b>\$46,499</b>	<b>87%</b>
Coona Concrete repairs	Mon 2/09/13	Fri 27/09/13	\$20,000	\$40,000	100%
Coolah pool cover	Mon 30/09/13	Mon 23/12/13	\$12,000	\$0	50%
Baradine leak prevent	Mon 16/12/13	Fri 27/12/13	\$40,000	\$6,499	20%
<b>Town Streets Baradine</b>	<b>Thu 11/07/13</b>	<b>Fri 18/04/14</b>	<b>\$134,932</b>	<b>\$5,052</b>	<b>9%</b>
Street light - Lachlan Street	Thu 11/07/13	Fri 26/07/13	\$4,632	\$5,052	100%
Flood Levee Invest	Mon 2/12/13	Fri 18/04/14	\$120,000	\$0	0%
Baradine Foot Rehab	Mon 9/09/13	Fri 27/09/13	\$10,300	\$0	0%
<b>Walker street k&amp;g</b>	<b>Mon 10/03/14</b>	<b>Fri 28/03/14</b>	<b>\$30,000</b>	<b>\$0</b>	<b>0%</b>
<b>Town Streets Binnaway</b>	<b>Thu 20/02/14</b>	<b>Fri 25/04/14</b>	<b>\$60,000</b>	<b>\$0</b>	<b>0%</b>
<b>David street k&amp;g</b>	<b>Mon 7/04/14</b>	<b>Fri 25/04/14</b>	<b>\$60,000</b>	<b>\$0</b>	<b>0%</b>
<b>Town Streets Coolah</b>	<b>Thu 11/07/13</b>	<b>Fri 30/05/14</b>	<b>\$231,100</b>	<b>\$10,478</b>	<b>41%</b>
Binnia St kerb blisters			\$44,286	\$0	0%
Coolah cycleway	Thu 11/07/13	Fri 30/08/13	\$10,814	\$10,478	100%
<b>Binnia St. kerb blisters</b>	<b>Mon 7/04/14</b>	<b>Fri 9/05/14</b>	<b>\$46,000</b>	<b>\$0</b>	<b>0%</b>
<b>Booyamurra St. rehab</b>	<b>Mon 5/05/14</b>	<b>Fri 30/05/14</b>	<b>\$110,000</b>	<b>\$0</b>	<b>0%</b>
Coolah Foot Rehab	Mon 4/11/13	Fri 15/11/13	\$20,000	\$0	10%
<b>Town Streets Coona</b>	<b>Thu 11/07/13</b>	<b>Fri 9/05/14</b>	<b>\$349,507</b>	<b>\$87,354</b>	<b>68%</b>
<b>Footpath Const. Baths</b>	<b>Thu 11/07/13</b>	<b>Fri 27/09/13</b>	<b>\$18,271</b>	<b>\$0</b>	<b>0%</b>
Baths design	Tue 17/09/13	Fri 20/09/13	\$0	\$0	0%
Baths construction	Mon 9/09/13	Fri 20/09/13	\$0	\$0	0%
Culvert Ext Dalgarno St	Fri 12/07/13	Wed 9/10/13	\$78,110	\$46,172	100%
Admin Building - car park	Thu 11/07/13	Tue 18/02/14	\$0	\$0	100%
Admin Building - footpath	Thu 11/07/13	Fri 2/08/13	\$18,126	\$5,342	100%

# WARRUMBUNGLE SHIRE COUNCIL

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Task Name	Start	Finish	Budget	YTD Exp	% Work Complete
<b>Dalgarno Foot Rehab</b>	<b>Tue 1/10/13</b>	<b>Mon 28/10/13</b>	<b>\$45,000</b>	<b>\$0</b>	<b>0%</b>
<b>Dalgarno keb rehab</b>	<b>Mon 4/11/13</b>	<b>Fri 29/11/13</b>	<b>\$70,000</b>	<b>\$0</b>	<b>0%</b>
<b>Cycleway Newell Hwy</b>	<b>Mon 19/08/13</b>	<b>Fri 13/09/13</b>	<b>\$120,000</b>	<b>\$35,840</b>	<b>5%</b>
<b>Town Streets Dunedoo</b>	<b>Wed 21/08/13</b>	<b>Fri 21/02/14</b>	<b>\$192,000</b>	<b>\$27,123</b>	<b>3%</b>
<b>Wallaroo St construction</b>	<b>Mon 2/09/13</b>	<b>Fri 20/12/13</b>	<b>\$150,000</b>	<b>\$2,318</b>	<b>5%</b>
<b>Dish drain Tucklan</b>	<b>Mon 18/11/13</b>	<b>Fri 29/11/13</b>	<b>\$22,000</b>	<b>\$17,121</b>	<b>0%</b>
Dunedoo Foot Rehab	Mon 18/11/13	Fri 29/11/13	\$20,000	\$7,684	0%
<b>Town Sts Mendooran</b>	<b>Mon 7/10/13</b>	<b>Fri 18/10/13</b>	<b>\$15,000</b>	<b>\$21,969</b>	<b>100%</b>
Mendooran Foot Rehab	Mon 7/10/13	Fri 18/10/13	\$15,000	\$21,969	100%
<b>Water</b>	<b>Thu 1/08/13</b>	<b>Fri 22/01/16</b>	<b>\$841,000</b>	<b>\$154,763</b>	<b>1%</b>
<b>Baradine</b>	<b>Thu 1/08/13</b>	<b>Wed 11/03/15</b>	<b>\$150,000</b>	<b>\$1,417</b>	<b>0%</b>
Meter replacements	Thu 1/08/13	Wed 21/05/14	\$5,000	\$0	0%
WTP building renovations	Fri 23/05/14	Wed 31/12/14	\$50,000	\$1,417	0%
WTP clarifier rehab	Thu 19/02/15	Wed 11/03/15	\$95,000	\$0	0%
<b>Binnaway</b>	<b>Thu 1/08/13</b>	<b>Thu 21/08/14</b>	<b>\$65,000</b>	<b>\$8,100</b>	<b>2%</b>
Meter replacements	Thu 1/08/13	Thu 8/05/14	\$5,000	\$0	0%
Main Replac. Napier St	Fri 25/07/14	Thu 21/08/14	\$60,000	\$8,100	20%
<b>Coolah</b>	<b>Fri 2/08/13</b>	<b>Fri 22/01/16</b>	<b>\$55,000</b>	<b>\$11,173</b>	<b>2%</b>
Meter replacements	Fri 2/08/13	Tue 27/01/15	\$5,000	\$0	0%
Main extension - rem dead end	Mon 28/12/15	Fri 22/01/16	\$50,000	\$11,173	25%
<b>Coonanbarabran</b>	<b>Thu 1/08/13</b>	<b>Fri 25/07/14</b>	<b>\$240,000</b>	<b>\$31,380</b>	<b>3%</b>
Meter replacements	Thu 1/08/13	Tue 22/07/14	\$10,000	\$1,988	0%
Main replacement	Mon 7/04/14	Fri 25/07/14	\$70,000	\$7,269	0%
Main extension, Robertson/John	Thu 1/05/14	Wed 28/05/14	\$60,000	\$22,123	40%
Main extension, Queenie Street	Mon 14/10/13	Fri 8/11/13	\$100,000	\$0	0%
<b>Dunedoo</b>	<b>Thu 1/08/13</b>	<b>Fri 25/12/15</b>	<b>\$296,000</b>	<b>\$102,547</b>	<b>0%</b>
Meter replacements	Thu 1/08/13	Wed 30/04/14	\$5,000	\$0	0%
Main. Bolaro (Tallawang-Merrygoen)	Mon 26/10/15	Fri 27/11/15	\$60,000	\$0	0%
Main. Ext (Evans street)	Mon 30/11/15	Fri 25/12/15	\$50,000	\$0	0%
New Bore	Thu 1/08/13	Sat 28/12/13	\$50,000	\$102,255	80%
Reservoir rehab.	Fri 11/04/14	Thu 22/05/14	\$61,000	\$0	0%
<b>Mendooran</b>	<b>Thu 1/08/13</b>	<b>Fri 23/10/15</b>	<b>\$35,000</b>	<b>\$146</b>	<b>0%</b>
Meter replacements	Thu 1/08/13	Fri 23/10/15	\$5,000	\$0	0%
water pressure project	Mon 9/09/13	Thu 10/04/14	\$30,000	\$146	0%
<b>Sewerage</b>	<b>Tue 1/10/13</b>	<b>Wed 18/02/15</b>	<b>\$193,000</b>	<b>\$4,631</b>	<b>1%</b>
<b>Baradine</b>	<b>Tue 1/10/13</b>	<b>Fri 28/03/14</b>	<b>\$10,000</b>	<b>\$0</b>	<b>0%</b>
Replac. vacuum components	Tue 1/10/13	Fri 28/03/14	\$10,000	\$0	0%
<b>Coonanbarabran</b>	<b>Fri 27/06/14</b>	<b>Wed 18/02/15</b>	<b>\$133,000</b>	<b>\$0</b>	<b>5%</b>
Mains relining	Thu 1/01/15	Wed 18/02/15	\$130,000	\$0	0%
Replace steel rods	Fri 27/06/14	Sat 28/06/14	\$3,000	\$6,795	100%
<b>Coolah</b>	<b>Mon 2/06/14</b>	<b>Fri 6/06/14</b>	<b>\$25,000</b>	<b>\$3,967</b>	<b>5%</b>
STP upgrade	Mon 2/06/14	Fri 6/06/14	\$25,000	\$3,967	5%
<b>Dunedoo</b>	<b>Mon 23/06/14</b>	<b>Fri 27/06/14</b>	<b>\$25,000</b>	<b>\$664</b>	<b>5%</b>
STP upgrade	Mon 23/06/14	Fri 27/06/14	\$25,000	\$664	5%

Maintenance Grading on Unsealed Roads has occurred on the

Flags Rockedgial, Sleighholmes, Beni Crossing, Reddens, Wyuna, Mt Nombi, Kilchurn, Angus, Box Ridge, Yuggel, Willicombes, Sandy Creek,

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following roads since 1 July 2013

Dapper, Danabar, Bald Hil, Lambing Hill, Deihm, Narrangarie, Mt Nombi, Premer Estate, Nullawa, Coolah Neilrex, Piambra, Yuggel, Wangmans, Indians Lane, Baradine streets, Borah Creek, Jerrys Lane, Deihm, Lambing Hill, Brooklyn, Cobborah, Gamble Creek, Ropers, Goolhi, Amey's, Keech's, Bakers, Schumacks, Bellings, Heads, Eastburns, Merebene, Digilah West, Wongoni, a'Becketts, Round Mountain, Saltwater, Gamble Creek, Yaminbah, Orana, Heads, Round Mountain, Brooks, McEvoy's, Uphills, Digilah East.

Roads scheduled for maintenance grading in the next two months

Wingabutta, Mt Bangalore, Dennykymine, Mow Rock, Wattle Springs, Mia Mia, Bungabah, Tannabah, Minnedah, Gundare.

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### **Item 44 Water and Sewerage Best-Practice; Implementation of Liquid Trade Waste Policy**

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

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### **Reason for Report**

The purpose of this report is inform Council regarding the implementation of its Liquid Trade Waste Policy and for Council to adopt the associated fees and charges commencing 1 July 2014.

### **Background**

As a Local Water Utility (LWU) Council is required to comply with a suite of Best-Practice Management Guidelines established by the NSW Office of Water. Council's level of compliance is reported each year by NOW and may potentially be used by NSW State Government to assess Council's capacity to provide water and sewerage services.

Compliance with several, but not all, best practice criteria is necessary for Council to recover the remaining subsidy from the State Government for the Mendooran Water Treatment Plant Project.

When Council is fully compliant with best practice criteria, the Council General Fund is in a position to receive a dividend payment from either the Water Fund or Sewerage Fund or both.

As part of the State Government's requirements for Best-Practice Management of Water Supply and Sewerage Guidelines, Council adopted the Warrumbungle Shire Liquid Trade Waste Policy in February 2011. Furthermore at its Ordinary Meeting on 15 August 2013 Council resolved *"that Council note that the implementation of the Warrumbungle Shire Trade Waste Policy over the coming months and that Council begin communicating with the local business community that may be affected"*.

Council is required to implement complying charges for the discharge of trade waste to Council's sewerage systems in Baradine, Coolah, Coonabarabran and Dunedoo.

Liquid trade waste is defined as all liquid waste other than sewage of a domestic nature and typical sources of trade waste are set out on Page 8 of the Policy. Approximately half of all commercial properties in the Shire will discharge effluent that is not of a domestic nature. Commercial properties not impacted are those that simply have a staff toilet, for example, real estate agents, offices and clothing shops.

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Liquid Trade Waste is separated into 4 classifications and 4 categories as shown in the diagram on page 27 of the Policy. Most businesses will fall into the Low and Medium Risk classifications with minimal or prescribed pre-treatment. Some businesses will not be subject to user charges based on the quantity of discharge and will only need to pay an annual fixed fee.

In order to implement the policy every discharger of trade waste will need to apply to Council to discharge to a Council sewerage system.

Council has the authority to approve most applications and generally only those of higher risk will need to be referred to the Office of Water for approval.

### **Issues**

The main issues related to the implementation of Council's Liquid Trade Waste policy are:-

- Cost to the affected businesses;
- Additional ongoing staff resources required by Council to inspect some premises at least once annually and manage the process;
- Managing the implementation process in an effective manner that emphasises communication with affected businesses at each stage of the process.

### **Options**

#### **1. Cost to Affected Businesses**

Affected businesses will be subject to the following charges:-

- Application fee;
- Section 68 fee (currently \$165) where installation works such as grease traps are required;
- Annual fee which includes an annual inspection;
- Reinspection fee where required;
- Trade waste discharge charges based on quantity for some categories of discharges.

Furthermore, some typical restaurant businesses may be required to install grease traps that can typically cost several thousand dollars while other businesses may only require a simple strainer to collect insoluble contaminants. Where an existing grease trap is undersized it may be possible in some circumstances to get an exemption with regard to upgrading provided the Office of Water gives approval.

When the estimated capital costs associated with removing trade waste for businesses are established Council may decide to allow a grace period for those needing to fund expensive installations.

In order to ease the burden of implementing Trade Waste charges and it is intended to only charge the application fee in 2014/15 with annual inspection fees and usage charges commencing in 2015/16.

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Attachment 1 indicates the current charges from nearby Councils and provides a suggested regime of charges suitable for Warrumbungle Shire Council. Most businesses will fall within Category 1 and 2 classifications.

### **2. Additional Ongoing Staff Resources**

When the number of affected businesses has been identified, and the scope of inspection and management requirements of the Liquid Trade Waste Policy established, Council will need to fund the necessary staff requirements.

It is intended that the cost of implementing and operating the Liquid Trade Waste Policy will be on a full cost recovery basis.

### **3. Managing the Implementation Process**

Council intends to engage a consultant to assist with the implementation process. The process will be:

- 3.1** Council will prepare a list of businesses in Baradine, Coolah, Coonabarabran and Dunedoo by early December 2013.
- 3.2** The consultant will identify those businesses on the list that may be subject to trade waste charges.
- 3.3** A communications strategy including press releases in the local media and Council's website will be undertaken in late January 2014 before writing to all identified commercial premises and other potential dischargers of trade waste explaining the requirements of the State Government and Council's duty to implement the Trade Waste Policy. The affected businesses and local plumbers will be invited to information sessions in each of the four centres commencing 17 February 2014 in order to answer any questions.
- 3.4** The letter will explain that a Council representative will arrange to visit their premises to assess what pre-treatment (if any) is required and will assist in filling in the necessary application form.
- 3.5** The consultant will contact and arrange to visit all premises by April 2014 to assist in assessing what is required to comply with the regulations and offer assistance to complete the necessary application forms.
- 3.6** In most cases the consultant will be able to advise what type and size of pre-treatment will be required and normally a local plumber will be able to supply and install the pre-treatment device. In some unusual cases the discharger may need to engage a specialist to design pre-treatment facilities as part of their application.
- 3.7** The consultant will assess applications and Council will issue approvals with relevant conditions. Where a pre-treatment device is required Council will specify a timeframe for the discharger to comply with the installation of the device.
- 3.8** Council will monitor compliance of the discharge conditions on an annual basis where required.

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In some cases businesses may not be prompt in returning their application forms within the specified timeframe. If this becomes an issue Council will need to introduce a charge based on the type and estimated quantity of liquid trade waste being discharged in order to encourage completion of the application forms and installation of suitable pre-treatment devices where required. Such charges will be set out in the fees and charges where pre-treatment is required but has not been installed by a specified date.

### **Financial Considerations**

- The engagement of a consultant to advise Council, assess which businesses are affected, visit all premises, assess treatment requirements, assess applications, carry out post-inspection and complete compliance reports is estimated to cost in the order of \$30,000. Council's Sewer Fund has sufficient reserves to fund this project.
- Council staff will be responsible for ongoing inspections of pre-treatment devices to ensure proper operation and cleaning of the devices is carried out. The annual fees and charges are intended to meet these costs.
- Council is required to establish complying fees and charges for trade waste discharges. The attached spreadsheet sets out fees and charges of Councils in the area and suggests fees and charges for Council to adopt.

### **RECOMMENDATION**

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

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Liquid Trade Waste Classifications and Categories	Proposed 2014/15 Charges (incl GST)
<b>Application for Approval to Discharge Trade Waste to Sewer</b>	
- Concurrence Classification A	\$140.00
- Concurrence Classification B	\$140.00
- Concurrence Classification C	\$250.00
- Concurrence Classification S	\$250.00
<b>Annual Trade Waste Fee</b>	
Category 1 Discharger - per year	\$85.00
Category 2 2S Discharger - per year	\$85.00
Category 3 Discharger - per year	\$200.00
<b>Re-Inspection Fee</b>	
- per re-inspection	\$80.00
<b>Trade Waste Usage Charge</b>	
Category 1 Discharger with appropriate pre-treatment	Nil
Category 1 Discharger without appropriate pre-treatment - per kilolitre	\$1.60
Category 2 Discharger with appropriate pre-treatment - per kilolitre	\$1.60
Category 2 Discharger without appropriate pre-treatment - per kilolitre	\$14.50
Category 2S - see Tankered Trade Waste Charges below	
Category 3 - see Excess Mass Charges per kilogram below	
<b>Food Waste Disposal Charge</b>	
Based on \$23/bed in 2007/08, indexed. For existing dischargers only.	
- Food Waste Disposal Charge - per bed	\$24.00
<b>Excess Mass Charges per kilogram</b>	
Charges apply for large/industrial dischargers (Charging Category 3) for all wastes that exceed concentration of pollutants in domestic sewage. Formula applies with pollutant rates of charges per kilogram (kg).	
- Aluminium	\$0.73
- Ammonia (as N )	\$2.17
- Arsenic	\$72.00
- Barium	\$36.00
- Biochemical Oxygen Demand (BOD)	\$0.73
- Boron	\$0.73
- Bromine	\$14.50



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Liquid Trade Waste Classifications and Categories	Proposed 2014/15 Charges (incl GST)
- Cadmium	\$335.00
- Chlorinated Hydrocarbons	\$36.60
- Chlorinated Phenolics	\$1,450.00
- Chlorine	\$1.50
- Chromium	\$24.50
- Cobalt	\$14.80
- Copper	\$14.80
- Cyanide	\$72.00
- Fluoride	\$3.65
- Formaldehyde	\$1.48
- Oil & Grease (Total O&G)	\$1.32
- Herbicides/defoliants	\$718.00
- Iron	\$1.50
- Lead	\$35.00
- Lithium	\$7.30
- Manganese	\$7.30
- Mercaptans	\$72.50
- Mercury	\$2,395.00
- Methylene Blue Active Substances (MBAS	\$0.73
- Molybdenum	\$0.73
- Nickel	\$24.00
- Nitrogen* (Total Kjeldahl Nitrogen - Ammonia) as N	\$0.20
- Organoarsenic Compounds	\$718.00
- Pesticides general (excludes organochlorines and organophosphates)	\$718.00
- Petroleum Hydrocarbons (non-flammable)	\$2.40
- Phenolic Compounds (non-Chlorinated)	\$7.30
- Phosphorus (Total P)	\$1.50
- Polynuclear Aromatic Hydrocarbons	\$14.60
- Selenium	\$50.50
- Silver	\$1.35
- Sulphate (SO <sub>4</sub> )	\$0.16
- Sulphide	\$1.50
- Sulphite	\$1.62
- Suspended Solids (SS)	\$0.95
- Thiosulphate	\$0.30
- Tin	\$7.20
- Total Dissolved Solids	\$0.06
- Uranium	\$7.20
- Zinc	\$14.60
<b>Non Compliance Charges</b>	
- Non-compliance pH charge	
Value of coefficient K in equation 3 of TW Policy	\$0.38

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<b>Liquid Trade Waste Classifications and Categories</b>	<b>Proposed 2014/15 Charges (incl GST)</b>
<b>Non Compliance Excess Mass Charges - per kilogram (kg)</b>	
Applied where a discharge quality fails to comply with approved concentration limits of substances specified in approval conditions. Formula applies with pollutant rates of charges per kg.	
<b>Tankered Waste Charges (Charging Category 2S) – per kilolitre (kL)</b>	
- Chemical Toilet	\$16.00
- Septic Tank and Pan Waste Disposal Charge	
- Effluent	\$2.15
- Septage	\$22.00

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### Attachment 1.0 – Page 8 of Policy – ‘What is liquid trade waste?’

#### What is liquid trade waste?

*Liquid trade waste is defined in the Local Government (General) Regulation 2005 as below:*

*Liquid trade waste means all liquid waste other than sewage of a domestic nature.*

*Liquid trade waste discharges to the sewerage system include liquid wastes from:*

- business/commercial premises (eg. beautician, florist, hairdresser, hotel, motel, restaurant, butcher, service station, supermarket, dentist)
- community/public premises (including craft club, school, college, university, hospital and nursing home)
- industrial premises
- trade activities (eg. mobile carpet cleaner)
- any commercial activities carried out at a residential premises
- saleyards, racecourses and from stables and kennels that are not associated with domestic households
- septic tank waste, chemical toilet waste, waste from marine pump-out facilities and established sites for the discharge of pan content from mobile homes/caravans to the sewerage system.

*While septic tank, pan and ship-to-shore pump-out waste are defined as trade waste, specific procedures need to be applied to their management as the waste is often transported from its source to the sewerage system. Accordingly, specific references to these wastes are provided in this policy where necessary.*

*Liquid trade waste excludes:*

- toilet, hand wash basin\*, shower and bath wastes derived from all the premises and activities mentioned above
- wastewater from residential toilets, kitchens, bathrooms or laundries (ie. domestic sewage)
- common use (non-residential) kitchen and laundry facilities in a caravan park
- residential swimming pool backwash.

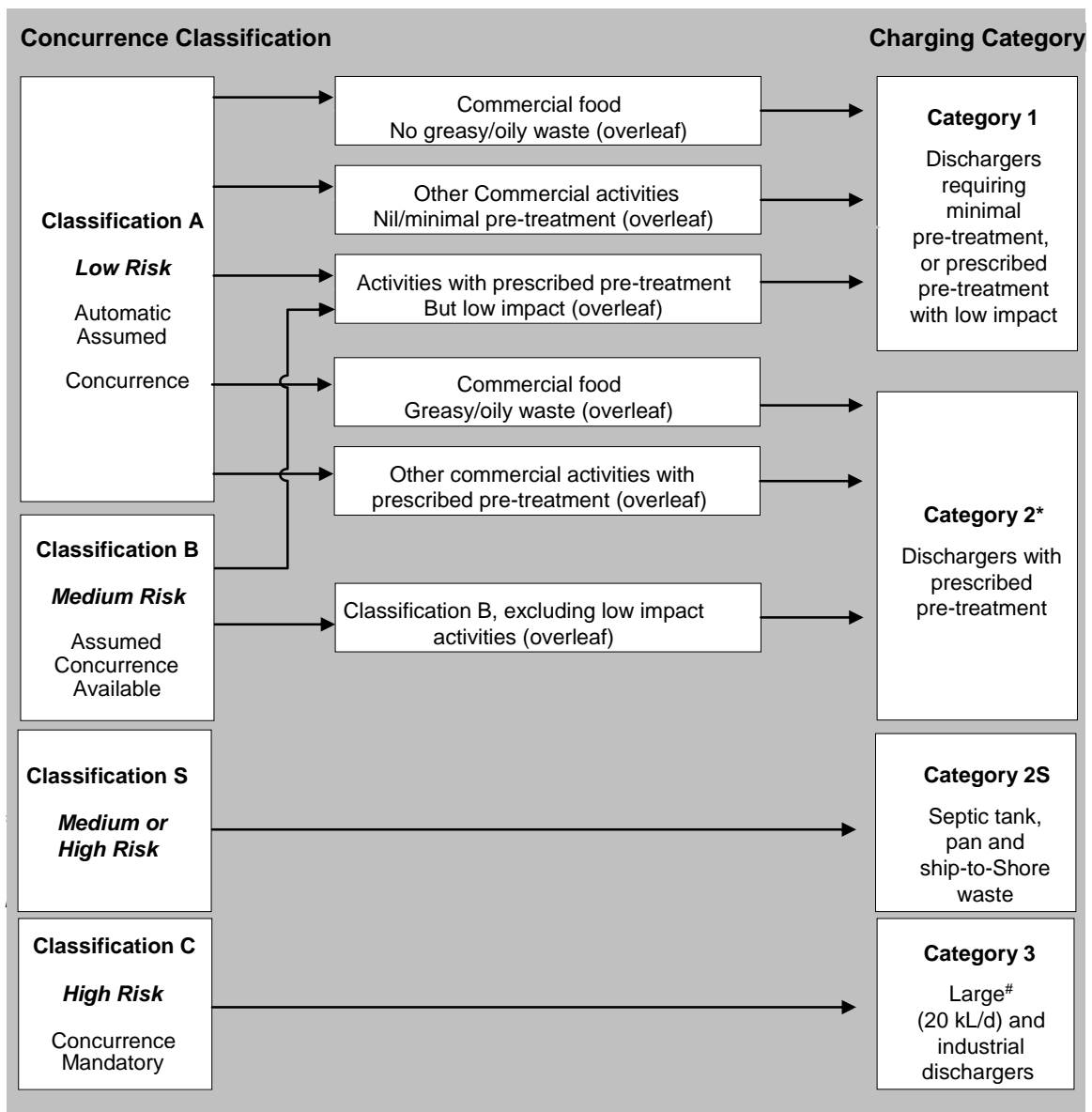
*\* Used for personal hygiene only*

**Attachment 2.0 – Page 27 of Policy – ‘Liquid trade waste charging categories’**

**3.6 Liquid trade waste charging categories**

Four (4) classifications of liquid trade waste have been established for concurrence purposes, Classification A, B, C and S (refer section 3.5 on page 24 **Error! Bookmark not defined.**). For trade waste charging purposes there are also four (4) charging categories, Category 1, 2, 2S and 3 (pages 28 and 29).

Figure 1 below shows that Classification A dischargers fall into Charging Category 1 or Category 2. Classification B dischargers fall into Charging Category 2, except for a few dischargers with low impact on the sewerage system which fall into Category 1. Classification S dischargers fall into Charging Category 2S. Classification C dischargers fall into Charging Category 3.



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### Attachment 3.0 – Typical Liquid Trade Waste Charges

Liquid Trade Waste Charges	2012/13 Charges(\$)					Warrumbungle
	Dubbo	Gunnedah	Moree	Tamworth	Wellington	
						<b>Proposed 2014/15 Charges</b>
<b>Application for Approval to Discharge Trade Waste to Sewer</b>						
- Concurrence Classification A	260.87	not listed	114.00	92.00	238.80	140.00
- Concurrence Classification B	260.87	not listed	171.00	92.00	238.80	140.00
- Concurrence Classification C	358.05	not listed	569.00	92.00	238.80	250.00
- Concurrence Classification S	358.05	not listed	171.00	92.00	238.80	250.00
<b>Annual Trade Waste Fee</b>						
Category 1 Discharger - per year	82.45	148.00	88.00	132.00	76.92	85.00
Category 2, 2S Discharger - per year	164.47	148.00	176.00	132.00	76.92	85.00
Category 3 Discharger - per year	553.07	296.00	586.00	584.00	76.92	200.00
<b>Re-Inspection Fee</b>						
- per re-inspection	138.11	62.50	82.00	85.00		80.00
<b>Trade Waste Usage Charge</b>						
Category 1 Discharger with appropriate pre-treatment	Nil	1.30	Nil	Nil	Nil	Nil

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Category 1 Discharger without appropriate pre-treatment - per kilolitre	1.53	11.50	1.63	ns	not specified	1.60
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Liquid Trade Waste Charges	2012/13 Charges(\$)					Warrumbungle
	Dubbo	Gunnedah	Moree	Tamworth	Wellington	
						<b>Proposed 2014/15 Charges</b>
Category 2 Discharger with appropriate pre-treatment - per kilolitre	1.53	1.30	1.63	1.63	1.48	1.60
Category 2 Discharger without appropriate pre-treatment - per kilolitre	14.09	11.50	14.96	14.57	13.90	14.50
Category 2S - see Tankered Trade Waste Charges below						
Category 3 - see Excess Mass Charges per kilogram below						
<b>Food Waste Disposal Charge</b>						
Based on \$23/bed in 2007/08, indexed. For existing dischargers only.						
- Food Waste Disposal Charge - per bed	25.56	22.28	27.15	27.00		24.00
<b>Excess Mass Charges per kilogram</b>						

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Liquid Trade Waste Charges	2012/13 Charges(\$)					Warrumbungle
	Dubbo	Gunnedah	Moree	Tamworth	Wellington	
						<b>Proposed 2014/15 Charges</b>
Charges apply for large/industrial dischargers (Charging Category 3) for all wastes that exceed concentration of pollutants in domestic sewage. Formula applies with pollutant rates of charges per kilogram (kg).					Refers to Policy Formulae's	
- Aluminium	0.71	0.60	1.00	0.73		0.73
- Ammonia (as N )	2.12	1.79	2.17	2.20		2.17
- Arsenic	71.47	60.16	74.00	73.00		72.00
- Barium	35.74	30.09	36.75	37.00		36.00
- Biochemical Oxygen Demand (BOD)	0.71	0.60	0.74	0.73		0.73
- Boron	0.71	0.60	0.74	0.73		0.73
- Bromine	14.25	12.03	14.70	14.70		14.50
- Cadmium	331.27	278.52	340.03	338.00		335.00
- Chlorinated Hydrocarbons	35.74	30.09	36.75	37.10		36.60
- Chlorinated Phenolics	1428.29	1203.20	1469.90	1466.00		1450.00
- Chlorine	1.46	1.23	1.50	1.50		1.50
- Chromium	23.82	20.05	24.50	24.70		24.50
- Cobalt	14.55	12.26	14.97	14.90		14.80
- Copper	14.55	12.26	14.97	14.90		14.80
- Cyanide	71.47	60.16	73.51	73.00		72.00
- Fluoride	3.57	3.01	3.67	3.70		3.65

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Liquid Trade Waste Charges	2012/13 Charges(\$)					Warrumbungle
	Dubbo	Gunnedah	Moree	Tamworth	Wellington	
						<b>Proposed 2014/15 Charges</b>
- Formaldehyde	1.46	1.23	1.50	1.50		1.48
- Oil & Grease (Total O&G)	1.29	1.08	1.32	1.32		1.32
- Herbicides/defoliant	715.18	601.59	735.54	732.00		718.00
- Iron	1.46	1.23	1.50	1.50		1.50
- Lead	34.20	30.09	36.75	37.00		35.00
- Lithium	7.15	6.02	7.36	7.30		7.30
- Manganese	7.15	6.02	7.36	7.30		7.30
- Mercaptans	71.47	60.16	73.51	73.00		72.50
- Mercury	2381.86	2002.22	2449.84	2438.00		2395.00
- Methylene Blue Active Substances (MBAS	0.71	0.60	0.74	0.74		0.73
- Molybdenum	0.71	0.60	0.74	0.74		0.73
- Nickel	23.82	20.05	24.50	25.00		24.00
- Nitrogen* (Total Kjeldahl Nitrogen - Ammonia) as N	0.19	0.15	0.19	0.20		0.20
- Organoarsenic Compounds	715.18	601.60	735.54	732.00		718.00
- Pesticides general (excludes organochlorines and organophosphates)	715.18	601.60	735.54	732.00		718.00
- Petroleum Hydrocarbons (non-flammable)	2.38	2.01	2.46	2.43		2.40
- Phenolic Compounds (non-Chlorinated)	7.15	2.01	7.36	7.30		7.30
- Phosphorus (Total P)	1.46	1.23	1.50	1.50		1.50
- Polynuclear Aromatic Hydrocarbons	14.55	12.26	14.97	14.90		14.60



## WARRUMBUNGLA SHIRE COUNCIL

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Liquid Trade Waste Charges	2012/13 Charges(\$)					Warrumbungle
	Dubbo	Gunnedah	Moree	Tamworth	Wellington	
						<b>Proposed 2014/15 Charges</b>
- Selenium	50.29	42.34	51.72	52.00		50.50
- Silver	1.32	1.12	1.36	1.40		1.35
- Sulphate (SO4)	0.15	0.11	0.15	0.15		0.16
- Sulphide	1.46	1.23	1.50	1.50		1.50
- Sulphite	1.59	1.33	1.63	1.60		1.62
- Suspended Solids (SS)	0.92	0.76	0.94	0.94		0.95
- Thiosulphate	0.26	0.22	0.26	0.26		0.30
- Tin	7.15	6.02	7.36	7.30		7.20
- Total Dissolved Solids	0.05	0.04	0.06	0.05		0.06
- Uranium	7.15	6.02	7.36	not listed		7.20
- Zinc	14.55	12.26	14.97	15.00		14.60
Non Compliance Charges						
- Non-compliance pH charge						
Value of coefficient K in equation 3 of TW Policy	0.38	ns				0.38
<b>Non Compliance Excess Mass Charges - per kilogram (kg)</b>						

**WARRUMBUNGLE SHIRE COUNCIL**

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	2012/13 Charges(\$)					
<b>Liquid Trade Waste Charges</b>	Dubbo	Gunnedah	Moree	Tamworth	Wellington	<b>Warrumbungle</b>
						<b>Proposed 2014/15 Charges</b>
Applied where a discharge quality fails to comply with approved concentration limits of substances specified in approval conditions. Formula applies with pollutant rates of charges per kg.						
<b>Tankered Waste Charges (Charging Category 2S) – per kilolitre (kL)</b>						
- Chemical Toilet	15.74	not listed	16.34		not listed	16.00
- Septic Tank and Pan Waste Disposal Charge						
- Effluent	2.10	not listed	2.17		27.70	2.15
- Septage	20.99	not listed	21.78		27.70	22.00

# WARRUMBUNGLA SHIRE COUNCIL

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### Item 45 OOSH Policies

<b>Division:</b>	Environmental and Community Services
<b>Management Area:</b>	Family Support Services
<b>Author:</b>	Manager Family Support Services – Jane Nelson-Hauer
<b>CSP Key Focus Area:</b>	Community and Culture
<b>Priority:</b>	CC2 Issues arising from social isolation in communities across the shire are identified and the causes effectively addressed.

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### Reason for Report

To seek endorsement of policies and philosophy developed for Coonabarabran After School and Vacation Care

### Background

Coonabarabran After School and Vacation Care began in February 2012. The service operates on school days from 3.15 -5.30pm at St. Lawrence's School. It caters for the after school care needs for children attending primary school whose parents are working.

The service is auspiced by Warrumbungle Shire Council and funded through the Department of Education and Communities, Early Childhood Directorate. As a licensed service it must meet the requirements of the Children (Education and Care Services) National Law 2010 Law and the Education and Care Services National Regulations 2011.

The philosophy for the service was developed in September 2012 in consultation with service users. The draft philosophy is:

*'We aim to provide a safe, healthy and caring environment for school age children at an affordable price. We accept and value every child regardless of race, cultural background, religion, gender, or ability.'*

*We aim to be supportive to our parents and strive for open communication and good relations between parents, staff, children, management and the community. We believe that After School Care should be a fun and supportive environment where everyone feels welcome; where children are involved in the planning of what they do; where parents are involved in the issues that relate to them and their children.'*

*We believe leisure time experiences constructed by children and supported by informed educators promote children's holistic learning. Play is a context for learning that allows for uniqueness, enhances dispositions such as curiosity and creativity and stimulates a sense of wellbeing.*

*We work to provide a quality service through meeting the needs of the community and following the National Framework for school age care in Australia (My Time, Our Place).'*

# WARRUMBUNGLA SHIRE COUNCIL

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### Issues

N/A

### Options

N/A

### Financial Considerations

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

### Summary

Coonabarabran After School and Vacation Care Philosophy and Policies are submitted for review and endorsement by Council.

A copy of the policies has been sent to Councillors under separate cover.

### RECOMMENDATION

That Council endorse the Coonabarabran After School and Vacation Care philosophy, and furthermore, that Council endorse the Coonabarabran After School and Vacation Care policies being:

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

## WARRUMBUNGLA SHIRE COUNCIL

### Ordinary Meeting – 19 December 2013

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#### Item 46 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 / Strategy:** RU4 The attractiveness appearance and amenity of our towns and villages need to be improved

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#### Development Applications

(i) Approved – November 2013

Complying Development (Set Criteria) Development Application (Specialised Conditions)	Date Approved	Applicant's Name	Location	Town	Type Of Development
DA 22/1314	23/11/2013	Taylor Made Buildings	10 Blackburn Road	Coonabarabran	Installation of a manufactured home
DA 27/1314	15/11/2013	Dak-Wal Constructions	1311 Timor Road	Coonabarabran	Demolish remains and replace dwelling and sheds
DA 28/1314	22/11/2013	Chris Walton	823 Timor Road	Coonabarabran	Replace shed/garage
DA 31/1314	13/11/2013	Rosemary Vass	79 Newell Highway	Coonabarabran	Extension to house
DA 34/1314	21/11/2013	Laurence Stanton	57 Digilah Street	Dunedoo	Glass existing building

## WARRUMBUNGLA SHIRE COUNCIL

### Ordinary Meeting – 19 December 2013

#### Development Applications

##### (ii) Bushfire – as of 2013

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

**WARRUMBUNGL**

**Ordinary Meeting – 19 December 2013**

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**RECOMMENDATION**

That Council note the Applications Approved, during November 2013, under Delegated Authority