

**WARRUMBUNGLE SHIRE COUNCIL**

**MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD  
AT THE COUNCIL CHAMBERS, COONABARABRAN ON THURSDAY, 21 NOVEMBER 2013  
COMMENCING AT 10.30AM** **PAGE 1**

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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:
  - 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**

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**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**

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

**163/1314 RESOLVED:**

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**

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**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; 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**

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**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 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*

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- 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.*
    - (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.

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## **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 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.

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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. 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

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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.

### **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.

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### **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.

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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.)

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.

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### **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.

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.

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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.

## **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

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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.

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.

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**Appendix A**

<b>Table 3: Employee's annual salary – \$193,521 and above</b>				
<b>Place</b>	<b>Accomm. \$</b>	<b>Food and drink \$</b> B'fast 32.00 Lunch 45.25 Dinner 63.40	<b>Incidentals \$</b>	<b>Total \$</b>
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**

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**11.32am**

Cr Todd returned to the meeting

**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

## WARRUMBUNGLE SHIRE COUNCIL

### **MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD AT THE COUNCIL CHAMBERS, COONABARABRAN ON THURSDAY, 21 NOVEMBER 2013 COMMENCING AT 10.30AM**

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- 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:

- 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.

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- 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:

- 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.

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- 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 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.

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**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**

**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**

**WARRUMBUNGLE SHIRE COUNCIL**

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**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.
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**



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**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	Recomm- ended
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 Church	1205	Baradine Anglican Church	Repair & paint roof	\$10,000	\$3,000	\$1,800
St Marys Catholic	0128	St Michael's Parish, Dunedoo	Paint exterior	\$4,000	\$2,000	\$1,500

**WARRUMBUNGLE SHIRE COUNCIL**

**MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD  
AT THE COUNCIL CHAMBERS, COONABARABRAN ON THURSDAY, 21 NOVEMBER 2013  
COMMENCING AT 10.30AM**

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Property	SHI No.	Applicant	Works	Cost	Request	Recommended
Church						
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**

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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**

**1.00pm**

**187/1314 RESOLVED** that Council move out of closed Council and into open Council.

**Schmidt / Capel  
The motion was carried**

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

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

**188/1314 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.**

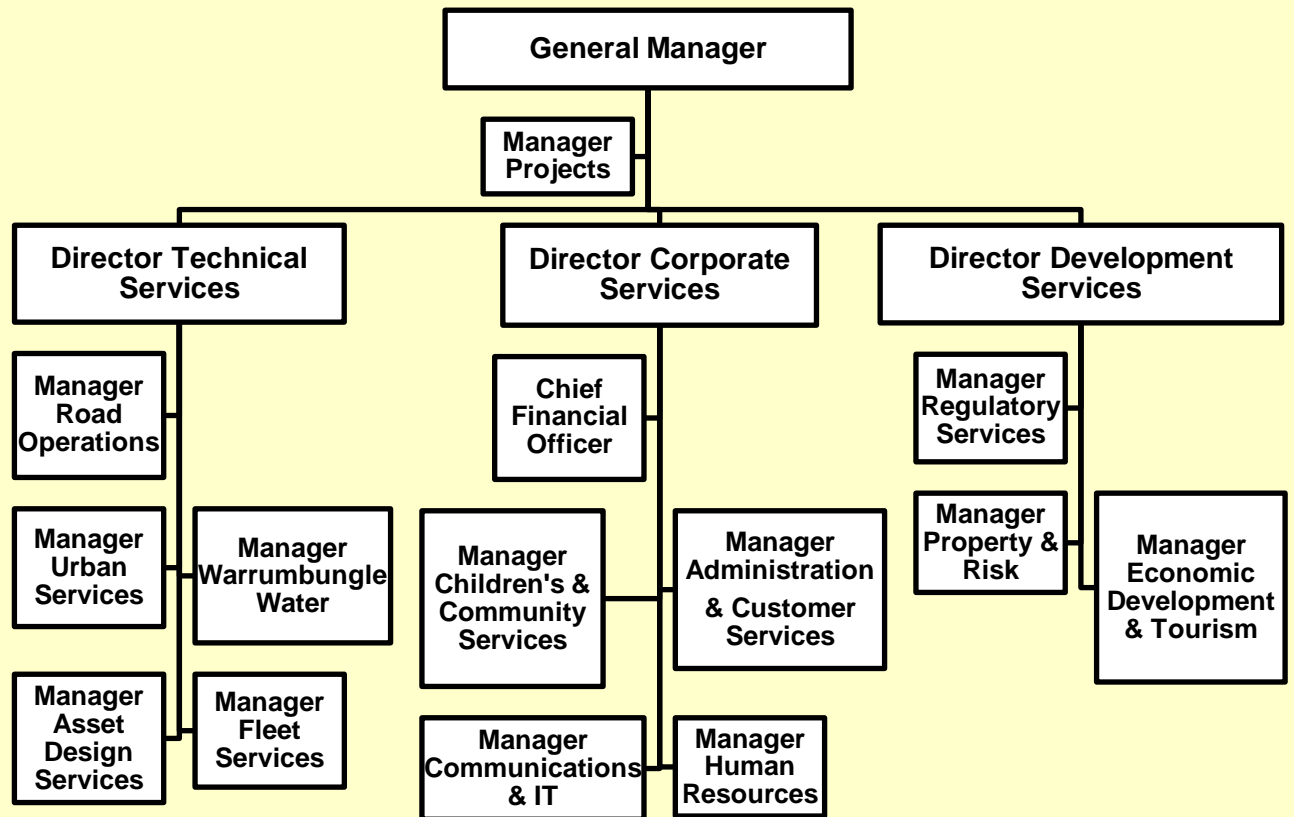
**Item 15 Draft Organisational Structure**

**189/1314 RESOLVED** that Council approve the draft Warrumbungle Shire Council Organisational Structure.

**WARRUMBUNGLE SHIRE COUNCIL**

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**Coe / Schmidt  
The motion was carried**

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

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**CHAIRMAN**