

WARRUMBUNGLE SHIRE COUNCIL

**MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD
AT THE COUNCIL CHAMBERS, COOLAH ON THURSDAY, 15 AUGUST 2013 COMMENCING
AT 10.05AM** **PAGE 1**

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

In Attendance: Administration Officer (C Nasmith) (minutes)

10.05 am

50 /1314 RESOLVED that:

- (a) Council go into closed committee to consider business relating to commercial information
- (b) 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) as outlined above
- (c) 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.

**Capel / Schmidt
The motion was carried**

10.35am

51 /1314 RESOLVED that Council move out of closed Committee.

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

Standing Orders were suspended at 10.35am

Cr Ron Sullivan left the meeting.

Standing orders resumed at 10.54am

Councillor Todd joined the meeting.

The Director of Corporate Services (Rebecca Ryan) joined the meeting.

APOLOGIES: Cr Ron Sullivan

52 /1314 RESOLVED that in accordance with Resolution 21/1314 granting leave of absence, the apology of Cr R Sullivan be accepted.

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

DECLARATIONS OF PECUNIARY INTEREST AND NON PECUNIARY INTEREST

The Director Corporate Services, Rebecca Ryan, declared a pecuniary interest in the matter 1C Tooraweenah Prime Lamb Marketing Cooperative.

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

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**1C Tooraweenah Prime Lamb Marketing Cooperative (TPLMC) – Coonabarabran
Abattoir proposal**

53 /1314 RESOLVED that Council advise the Tooraweenah Prime Lamb Marketing Cooperative that it agrees in principle to their pursuit of the purchase of the Coonabarabran Abattoir and congratulates the Cooperative on their initiative. Council will endeavour to be of assistance in their pursuit however due to Legislative restrictions Council is unable to provide financial assistance at this time. Council encourages the Cooperative to exhaust all avenues to secure finance.

Clancy / Andrews
The motion was carried

REPORTS

Item 1 Minutes of Ordinary Council Meeting – 18 July 2013

54 /1314 RESOLVED that the resolutions contained in the Minutes of the Ordinary Council meeting held on 18 July 2013 be endorsed.

Capel / Schmidt
The motion was carried

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

55 /1314 RESOLVED:

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

Schmidt / Capel
The motion was carried

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

56 /1314 RESOLVED:

1. That Council adopt the Minutes of the Warrumbungle Aerodromes Advisory Committee Meeting held on 1 August 2013 at Coonabarabran
2. That Council investigate condition of ramps on David Knight Drive and the top ramp in particular and that action as required is taken to repair the ramps.

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

Capel / Schmidt
The motion was carried

Item 4 Minutes of the Finance and Projects Committee Meeting – 2 August 2013
57 /1314 RESOLVED

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

Todd / Capel
The motion was carried

Item 5 Minutes of Economic Development and Tourism Advisory Committee Meeting
– 27 June 2013
58 /1314 RESOLVED

- 1 That Council accepts the Minutes of the Economic Development and Tourism Advisory Meeting held on 27 June 2013 at Coonabarabran
- 2 That Sal Edwards be endorsed as the Coolah District Development Group Inc representative on the Warrumbungle Shire Council Economic Development and Tourism Advisory Committee.
- 3 That the \$3,000 currently held in Tourism from LGSA Conference be transferred to Restricted Assets for a future Tourism Project.

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

**Schmidt / Capel
The motion was carried**

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

59 /1314 RESOLVED that Council accepts the Minutes of the Economic Development and Tourism Advisory Meeting held on 25 July 2013 at Coonabarabran.

**Capel / Schmidt
The motion was carried**

Item 7 Responses to Questions from last meeting

Received.

Item 8 Council Resolutions Report September 2012 – July 2013

Received.

Item 9 Volunteer Lifeguards

60 /1314 RESOLVED that Council investigate the possibility of using volunteer lifeguards at Baradine, Binnaway and Mendooran pools to allow the community more flexible hours to utilise the pools.

**Todd/Schmidt
The motion was carried**

Item 10 2013 National Local Roads and Transport Congress

61 /1314 RESOLVED that the Mayor, General Manager and Councillor Todd attend the 2013 National Local Roads and Transport Congress.

**Clancy / Schmidt
The motion was carried**

Item 11 Resignation Director Environmental and Community Services

62 /1314 RESOLVED that Council endorse the General Manager appointing the temporary and amended current Manager positions; Temporary Manager Communications and Community Services, Manager Regulatory Services, Acting Manager Environmental Innovations and Temporary Manager IT.

**Andrews / Capel
The motion was carried**

Item 12 Brick Bats and Bouquets

Received.

Item 13 Human Resources Report – August 2013

Received.

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Item 14 Employee Excellence in Achievement Award

63 /1314 RESOLVED that Council accepts the recommendation from MANEX and presents George Kertesz, Waste Operator with the Third Quarter Warrumbungle Shire Council Employee Excellence in Achievement Award 2013.

**Capel / Schmidt
The motion was carried**

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

64 /1314 RESOLVED that Council provide financial assistance to the August 2013 applicants listed for a total amount of \$4,989.

**Capel / Clancy
The motion was carried**

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

65 /1314 RESOLVED that Council endorse the Development Coordinator MOU 2013-2017 for Baradine and District Progress Association, Binnaway Progress Association, Mendooran and District Development Group, Coolah and District Development Group and Dunedoo and District Development Group.

**Clancy / Todd
The motion was carried**

Item 17 Bank Reconciliation for month ending 31 July 2013

66 /1314 RESOLVED that Council accept the Bank Reconciliation Report for the month ending 31 July 2013.

**Schmidt / Clancy
The motion was carried**

Item 18 Investments and Term Deposits

67 /1314 RESOLVED that Council accept the Investments Report for the month ending 31 July 2013.

**Capel/Schmidt
The motion was carried**

Item 19 Rates Report for Month Ending 31 July 2013

Received.

Item 20 LIRS Round 2 Bridge Replacement Project

68 /1314 RESOLVED that Council authorise the Mayor and General Manager to sign and affix the Council Seal to the NSW Division of Local Government Local Infrastructure Renewal Scheme 3% Interest Subsidy Funding Agreement for the Replacement of seven (7) Timber Bridges replacement project at a total project value of \$3.1M.

**Schmidt / Capel
The motion was carried**

Item 21 2012/13 Financial Statements

69 /1314 RESOLVED

1. That the statement in accordance with Section 413(2)(c) of the Local Government Act 1993, and Clause 215 of the Local Government (General) Regulation 2005, for the General Purpose Financial Statements for the year ending 30 June 2013 be made.

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

Schmidt / Capel
The motion was carried

Item 22 Revote Request Capex 2012/13

70 /1314 RESOLVED that Council approve the 2012-2013 CAPEX revote request totalling \$3.247m which will result in a total capital program budget of \$13.451m and a deficit of \$3.003m (cash basis including capital and loan movements) for the 2013/14 financial year.

Clancy / Schmidt
The motion was carried

Item 23 Inaugural End of Financial Year Sale Fundraiser July 2013

71 /1314 RESOLVED that Council donates the total proceeds of the End of Financial Year Sale held on Friday 5 July being \$2,898 to the Warrumbungle Shire Mayor's Bushfire Appeal.

Schmidt / Andrews
The motion was carried

Item 24 Purchase of Coolah Medical Centre

72 /1314 RESOLVED that Council accepts the vendor decision to not proceed with the sale of Lot 15 Section 3 DP 979105 also known as Coolah Medical Centre, Coolah.

Capel / C Sullivan
The motion was carried

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

73 /1314 RESOLVED that Council offer for sale the property Lot 2 Section 1 DP759016 via Public Auction to be included with the impending Public Auction of other properties being sold due to outstanding rates.

Coe / C Sullivan
The motion was carried

Item 26 Strategic Policy – Land and Building Policy

74 /1314 RESOLVED that Council removes the Land and Building Policy as one of Council's Strategic policies.

Schmidt / Capel
The motion was carried

11.50am

Bob Bailey presented Council with a power-point presentation on a proposed Waste Management Strategy for Warrumbungle Shire Council.

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Standing Orders were suspended at 1.00pm for lunch and resumed at 1.50pm.

Item 27 Strategic Policy – Local Contractor Policy

75 /1314 RESOLVED that Council removes the Local Contractor Policy as one of Council's adopted Strategic policies.

**Capel / Clancy
The motion was carried**

Item 28 Strategic Policy – Residential Property Policy

76 /1314 RESOLVED that Council endorses the following Residential Property Policy to be included in the Strategic Policy Register.

1. Purpose

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

2. Objectives of the Policy

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

3. Policy Scope

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

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

4. Background

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

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

5. Definitions

'Council' means Warrumbungle Shire Council

'Landlord' means Warrumbungle Shire Council

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

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

'Tenant' means:

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

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

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

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

6. Policy Statement

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

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

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

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

7. Responsibilities

The Manager Properties will hold responsibility over this policy

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8. Associated Documents

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

9. Getting Help

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

10. Version Control

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

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

Schmidt / Andrews
The motion was carried

Item 29 Strategic Policy – Risk Management

77 /1314 RESOLVED that Council endorses the following Risk Management to be included in the Strategic Policy Register.

1. Purpose

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

2. Objectives of the Policy

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

3. Policy Scope

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

4. Background

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

5. Definitions

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

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

6. Policy Statement

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

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

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

- Senior Management support of and commitment to the risk management plan
- Commitment of Management and Staff to risk management
- Commitment of existing staff resources to the management of risk
- Appropriately trained personnel
 - Consistently applied procedures to:-
 - Establish the context
 - Identify risks
 - Analyse risks
 - Evaluate risks
 - Treat risks
 - Monitor and review
 - Communicate and consult
 - Audit

7. Responsibilities

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

8. Associated Documents

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

9. Getting Help

Position: Manager Property and Risk
Department: Corporate Services

10. Version Control

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

Policy	Version	Resolution	Date
Risk Management	1	208	16 December 2010
Risk Management	2	74	15 August 2013

Schmidt / Capel
The motion was carried

Item 30 Regional Strategic Water Collaboration

78 /1314 RESOLVED that Council collaborates with Gilgandra Shire Council and Coonamble Shire Council to undertake selected strategic business planning tasks associated with management of water and sewerage assets, subject to the following conditions:

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

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

Coe / Schmidt
The motion was carried

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Item 31 Proposal to extend water main to Lot 1 DP351023 Yeulba Street Binnaway 79 /1314 RESOLVED that a water main is installed in Yeulba Street Binnaway between Bullinda Street and Lot 1 DP351023 subject to the following conditions:

1. A contribution of \$3,000 is made by the owner of the properties along Yeulba Street before the water main is installed, upon application, and that a report be brought back to Council.

Andrews / Schmidt
The motion was carried

Item 32 2013/14 Technical Services Works Program – Road Operations and Urban Services
Received.

Item 33 Transportable Homes Policy 80 /1314 RESOLVED that Council adopt the revised Transportable Homes Policy – Strategic.

CSP FOCUS AREA:

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

INTRODUCTION

Title

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

Purpose

The purpose of this policy is to:

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

Preface

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

POLICY SCOPE

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

OBJECTIVES AND COVERAGE OF THE POLICY

Definitions

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

Relocatable home means:

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

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

Manufactured home means:

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

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

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

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

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

Interpretation

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

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

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

Approval requirements for manufactured homes

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

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

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

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

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

Approval requirements for relocated dwellings

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

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

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

Consideration will be given at the development application stage to the suitability and safety of the dwelling and for the health and amenity of the occupants and public. This may include issues such as structural integrity, asbestos, facilities within the building etc. In regard to all new building works they are required to comply with the Building Code of Australia as in force at the time of application.

Prior to occupying a relocated dwelling an Occupation Certificate must be issued by a Principal Certifying Authority.

Bushfire Prone Land

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

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RELEVANT LEGISLATION

Environmental Planning and Assessment Act 1979 and associated Regulations
Local Government Act 1993 and associated Regulations

ASSOCIATED DOCUMENTS

Warrumbungle Shire Council – Transportable homes procedure

REVIEWS AND VERSION CONTROL

Policy	Version	Resolution	Date
Relocated Dwelling Approvals – Special Requirements	1	449	15 June 2006
Relocatable Homes Approval Process	2	77	15 August 2013

Capel / Schmidt
The motion was carried

Item 34 Binnaway Library Opening Hours

81 /1314 RESOLVED that after consultation with MRL management and the local library staff Council change the opening hours of the Binnaway service point to reflect the wishes of Binnaway Library users to 4 hours on a Thursday afternoon from 1pm to 5pm.

Andrews / Todd
The motion was carried

Item 35 Ulamambri Waste Transfer Station

82 /1314 RESOLVED that Council

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

Schmidt / Capel
The motion was carried

Item 36 Development Applications

83 /1314 RESOLVED that Council note the Applications and Certificates Approved, during July 2013, under Delegated Authority.

Capel / C Sullivan
The motion was carried

Item 37 Warrumbungle Waste Management Strategy

84 /1314 RESOLVED:

1. That Council adopt the Draft Waste Management Strategy.

WARRUMBUNGLE SHIRE COUNCIL

**MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD
AT THE COUNCIL CHAMBERS, COOLAH ON THURSDAY, 15 AUGUST 2013 COMMENCING
AT 10.05AM** **PAGE 16**

2. In view of the cost savings expected to be achieved Council proceed to prepare tender documentation to facilitate the collection of all residual waste and the collection and processing of all recyclable material by contract arrangement.
3. That Council commence discussions with the unions and employees that may be affected by this decision and that Council guarantees a position in Councils workforce for 2 years, if they are not employed by the Contractor.
4. All efforts are made to relocate to other positions within Council those employees whose positions may not be required as a result of this decision.

Schmidt / Capel
The motion was carried

Item 38 Liquid Trade Waste

85 /1314 RESOLVED that Council note that implementation of the Warrumbungle Shire Liquid Trade Waste Policy over coming months and that Council begin communicating with the local business community that may be affected.

Schmidt / C Sullivan
The motion was carried

QUESTIONS AND MATTERS OF CONCERN

Cr Todd

Solar street light in Lachlan Street, Baradine is working effectively.
Street sign required at the intersection of Lachlan and Jessie Williams Streets, Baradine.

Cr Andrews

Rubbish bins required in Renshaw Street, Binnaway.

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

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CHAIRMAN