



Warrumbungle Shire Council

Council meeting

Thursday, 21 August 2014

**to be held at the Council Chambers,
14-22 John Street, Coonabarabran**

commencing at 10.00 am

Mayor

Councillor Peter Shinton

Deputy Mayor

Councillor Murray Coe

COUNCILLORS

Councillor Gary Andrews

Councillor Anne-Louise Capel

Councillor Fred Clancy

Councillor Victor Schmidt

Councillor Chris Sullivan

Councillor Ron Sullivan

Councillor Denis Todd

MANAGEMENT TEAM

Steve Loane (General Manager)

Rebecca Ryan (Director Corporate Services)

Kevin Tighe (Director Technical Services)

Leeanne Ryan (Director Development Services)

Warrumbungle Shire Council

Vision

Excellence in Local Government

Mission

We will provide:

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

We Value

Honesty

Frank and open discussion, taking responsibility for our actions

Integrity

Behaving in accordance with our values

Fairness

Consideration of the facts and a commitment to two way communication

Compassion

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

Respect

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

Transparency

Open and honest interactions with each other and our community

Passion

Achievement of activities with energy, enthusiasm and pride

Trust

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

Opportunity

To be an enviable workplace creating pathways for staff development

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 August 2014

NOTICE is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 21 August 2014 at the Council Chambers, John Street, Coonabarabran commencing at 10.00am

AGENDA

Welcome

Turn Off Mobile Phones

Order of Business

Forum

Apologies

Disclosure of Interest

 Pecuniary Interest

 Non Pecuniary Conflict of Interest

Reports

Reports to be considered in Closed Council

Item 1C Request for Hardship Rate Relief - Assessment No 10061604

Item 2C Water Charge Request for Write Off Assessment No 01784

Item 3C Water Charge Request for Write Off Assessment No 01546

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STEVE LOANE
GENERAL MANAGER

WARRUMBUNGLA SHIRE COUNCIL

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Matter to be dealt with “in committee”

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

The item relates to request for relief from charges and are classified CONFIDENTIAL under Section 10A(2)(b) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

- (b) the personal hardship of an resident or ratepayer

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STEVE LOANE
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

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WARRUMBUNGLE SHIRE COUNCIL

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Item 1 Minutes of Ordinary Council Meeting – 17 July 2014

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

PRESENT: Cr Peter Shinton (Chairman), Cr Andrews, Cr Capel, Cr Clancy, Cr Coe, Cr Schmidt, Cr C Sullivan, Cr R Sullivan, Cr Todd, General Manager (Steve Loane), Director Corporate Services (Rebecca Ryan), Director Technical Services (Kevin Tighe) and Director Development Services (Leeanne Ryan)

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

Forum

10.03am

Mr Peter Small - Coonabarabran Residents Against CSG (CRAG) in regards to a door knock survey about support or otherwise of residents for CSG being conducted by CRAG in the Coonabarabran area.

10.06am

Mr Ambrose Doolan – Request for retention of the current MOU between the Coonabarabran Local Aboriginal Lands Council, Warrumbungle Shire Council, Coonabarabran Pony Club and the Coonabarabran Showground Trust on land adjacent to the Coonabarabran Showground.

10.20am

Mrs Rebecca Moxham – In regards to the dispute between the Coonabarabran Horse and Rider Club and North West Equestrian Expo over the ownership and disposal of the horse yards and request for Council involvement.

10.28am

The General Manager provided information to Council regarding a letter from solicitor received by Council as Interim Trustee of the Coonabarabran showground. Matter has been referred for advice.

APOLOGIES:

Nil

10.32am

At this time the Mayor called for Declarations of Interest (to declare pecuniary or non-pecuniary interest) from Councillors and senior staff in any matter listed in the Agenda for consideration at the meeting.

Councillor Gary Andrews declared a pecuniary interest in Item 9.

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REPORTS

Item 1 Minutes of Ordinary Council Meeting – 19 June 2014

01/1415 RESOLVED that the resolutions contained in the Minutes of the Ordinary Council meeting held on 19 June 2014 be endorsed with the exception of the resolution relating to Item 2C.

Coe/Schmidt
The motion was carried

Business arising

Item 2c

This matter is to be further discussed in the closed committee meeting at the end of the ordinary Council meeting

Item 2 Minutes of Traffic Advisory Committee Meeting – 26 June 2014

02/1415 RESOLVED:

1. That Council accepts the Minutes of the Traffic Advisory Committee meeting held on 26 June 2014.
2. That request by the Coonabarabran Pony Club to close John Street, between Edwards Street and Dalgarno Street on Friday, 26 September 2014, between 3.00 pm and 3.30 pm for the Annual Horse Parade be approved subject to compliance with Council's Road Closure Procedures.
3. That formal contact be made with bus operator(s) regarding location of school bus stop areas on Golden Highway between 9 km and 13 km west of Dunedoo.
4. That the following actions be undertaken in relation to the Coonabarabran Bunny Bazaar Event:
 - 1) The closure of John Street is extended to include the section between Cassilis Street and Castlereagh Street, and Dalgarno Street between the Police Station on the eastern side of John Street to the Eat It Café on the western side of John Street.
 - 2) The location of market stalls to remain in the section of John Street between Dalgarno Street and Cassilis Street. No stalls to be erected in Dalgarno Street or in John Street north of the roundabout as these roads will be used for emergency access.
 - 3) Traffic priority is given to vehicles travelling on the Detour Route, which means that location of 'Give Way' signs at the following intersections are changed for the duration of the John Street closure:
 - a. Baradine Road and Saleyards Road;
 - b. Namoi Street and Dalgarno Street;
 - c. Namoi Street and Cassilis Street.
 - 4) Recommend to the Chamber of Commerce that an information brochure is made available to vehicles that are directed beyond the Detour Route
5. That concerns about lack of right hand turn capacity at the intersection of the Golden Highway and Vinegaroy Road is formally conveyed to the Hunter Region of RMS.

Capel/C Sullivan
The motion was carried

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Item 3 Minutes of Local Emergency Management Committee Meeting – 26 May 2014

03/1415 RESOLVED that Council notes the minutes from the Local Emergency Management Committee held on 26 May 2014 at Coolah.

Capel/R Sullivan
The motion was carried

Item 4 Minutes of Robertson Oval Advisory Committee Meeting – 25 June 2014

04/1415 RESOLVED:

1. That Council accepts the Minutes of the Robertson Oval Advisory Committee meeting held on 25 June 2014.
2. That Masterplan Option 1 be modified to include a specifically designed mound area that overlooks the football field and the netball courts and that two hardstand netball courts are included in the area between the mound and existing netball courts.

C Sullivan/Coe
The motion was carried

Item 5 Minutes of Warrumbungle Aerodromes Advisory Committee Meeting – 24 June 2014

05/1415 RESOLVED:

1. That Council accepts the Minutes of the Warrumbungle Aerodromes Advisory Committee Meeting held on 24 June 2014.
2. That options for relocating the markers on the grass runway at Coonabarabran Aerodrome be investigated in consultation with Mr Colin Taylor and CASA **FURTHER** that investigations are to include assessment of the extent of pavement across the width of the runway.

Todd/Andrews
The motion was carried

Item 6 Minutes of Consultative Advisory Committee Meeting – 26 June 2014

06/1415 RESOLVED that Council notes the Minutes from the Consultative Advisory Committee meeting held on 26 June 2014 at Coonabarabran.

Coe/C Sullivan
The motion was carried

Item 7 Request for Leave of Absence – Councillor Murray Coe

07/1415 RESOLVED that Council accepts the notification from Councillor Coe and grants a Leave of Absence from the Ordinary August 2014 Council meeting.

C Sullivan/Capel
The motion was carried

Item 8 Notice of Foreshadowed Motion – Anti Coal Seam Gas Received.

10.59am

Cr Andrews declared an interest in the next item to be discussed and left the room.

Item 9 Solar Panels – Fitment of Solar Panels

08/1415 A motion was moved by Councillor Schmidt seconded by Councillor Capel that Council investigate the fitment of solar panels to every appropriate council building.
The motion was put and carried

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11.06am

Councillor Andrews returned to the meeting.

Item 10 Report from Human Resources – July 2014

Received.

Item 11 Brick Bats and Bouquets

Received.

Item 12 Council Resolutions Report July 2014

Received.

Item 13 Coonabarabran Showground Reserve Trust

09/1415 RESOLVED that Council consider this matter in closed committee.

R Sullivan/Clancy
The motion was carried

11.40am

10/1415 RESOLVED that standing orders be suspended to break for morning tea.

Schmidt/Clancy
The motion was carried

11.57pm

11/1415 RESOLVED that standing orders be resumed.

Schmidt/Clancy
The motion was carried

Item 14 Shenhua Watermark Project

12/1415 RESOLVED that Council endorse the actions of the General Manager in addressing the Planning Assessment Commission and to continue to pursue the opportunity to engage with Shenhua regarding compensation for the impact of the development on Warrumbungle Shire **FURTHERMORE** that Council write to Shenhua requesting that Warrumbungle Shire be included in the Voluntary Planning Agreement process for the Watemark Coal development project.

Capel/R Sullivan
The motion was carried

Item 15 Council Seal

13/1415 RESOLVED that Council resolve that agreements of five (5) years and under with a value of less than \$149,999 be at the General Managers discretion as to whether a Council seal is applied to the agreement **FURTHERMORE** that the seal be kept by the General Manager in a secure place **FURTHERMORE** that the use of the seal be reported to Council at the next Council meeting.

Schmidt/Capel
The motion was carried

Item 16 Bank Reconciliation for month ending 30 June 2014

14/1415 RESOLVED that Council accept the Bank Reconciliation Report for the month ending 30 June 2014.

Schmidt/Capel
The motion was carried

Item 17 Investments and Term Deposits for Month ending 30 June 2014

15/1415 RESOLVED that Council accept the Investments Report for the month ending 30 June 2014.

Capel/R Sullivan
The motion was carried

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Item 18 Rates Report for Month Ending 30 June 2014

Received.

Item 19 Request for Hardship Rate Relief - Assessment No 10057594

16/1415 RESOLVED that Council deny the request for hardship as the owner currently has no rates outstanding and will be eligible for a pensioner concession as at November 2014 however offer to enter into an arrangement with the ratepayer to delay the repayment of 2014-2015 rates and charges; until the pensioner concession is applied.

R Sullivan/Coe
The motion was carried

Item 20 Application to Connect Service Water to Lot 41 DP754971, Merrygoen Washbrook

17/1415 RESOLVED to approve the application to install a service water connection to Lot 41 DP754971 (Option 1), the approval being subject to an agreement between Council and the property owners.

This agreement should:

- State the acceptance by the owners that the level of service at their property will be different to the level of service for the village of Merrygoen with regard to water pressure,
- Request the installation of a storage tank of appropriate capacity by the owners and
- State that for the purpose of fire fighting the installation of an appropriate pump and pipe-work to the house is recommended.

Andrews/Capel
The motion was carried

Item 21 Road Naming

18/1415 RESOLVED that Council call for submissions regarding the proposal that the road commencing at the Oxley Highway and terminating at the boundary of Lot 225 DP 753378 be named "Hynds Road".

Clancy/C Sullivan
The motion was carried

Item 22 Request to purchase bitumen emulsion from Council

19/1415 RESOLVED that Council not establish a business of selling bitumen emulsion .To assist the applicant for a trial period of 12 months, that coincides with the current supply contract, they be advised each time Council is expecting a delivery of bitumen emulsion at the Coonabarabran depot to enable the applicant to purchase emulsion directly from Council's supplier.

Clancy/R Sullivan
The motion was carried

Item 23 2014/15 Technical Services Works Program – Road Operations, Urban Services & Water Services

Received

Item 24 Companion Animal Fees

20/1415 RESOLVED that Council adopt the new companion animal registration fees as at 1 July 2014 as follows:

- Desexed animal: \$51 (from \$49)
- Non-desexed animal: \$188 (from \$182)
- Breeder concession: \$51 (from \$49)
- Pensioner concession (desexed animal only) \$20 (from \$19)

Capel/Schmidt
The motion was carried

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Item 25 Contaminated Lands Register

21/1415 RESOLVED that Council engage in community consultation to identify contaminated or potentially contaminated land sites within the Warrumbungle Shire LGA.

Capel/Schmidt
The motion was carried

Item 26 Lot 1&2 DP84788 made available for Grazing Licence

22/1415 RESOLVED that Council approve Lot 1 and 2 DP847880 be included in the portfolio of lands available for grazing licence and that it be advertised for expressions of interest from the general public for a short term licence of twelve months, **FURTHERMORE** Council gives authority to the General Manager to negotiate the Licence as a matter of business.

Clancy/Schmidt
The motion was carried

Item 27 LEP Amendment – Erection of dwellings in RU1 Zone

23/1415 RESOLVED that Council support the preparation of a Planning Proposal to address the issue of 'lost dwelling entitlement' under the current LEP Zone RU1, including any other amendments necessary, which would be determined at a later date.

Schmidt/Capel
The motion was carried

Item 28 Heritage Report

Received.

Councillor Coe foreshadowed a motion that public institutions be given priority and that private property be excluded from future consideration of applications. **FURTHERMORE** that a policy be developed by the Director Development Services regarding this matter based on a rolling approval and eligibility rotation of applicants.

Item 29 Development Applications

24/1415 RESOLVED that Council note the Applications Approved, during June 2014, under Delegated Authority.

C Sullivan/Schmidt
The motion was carried

1.06pm

25/1415 RESOLVED that standing orders be suspended to break for lunch.

Capel/C Sullivan
The motion was carried

1.55pm

26/1415 RESOLVED that standing orders be resumed.

C Sullivan/Todd
The motion was carried

1.55 pm

27/1415 RESOLVED that:

- (a) that Council go into closed committee to consider business relating to a commercial in confidence matter and a personnel matter
- (b) 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)(a) and (c)

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- (c) 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.

C Sullivan/Clancy
The motion was carried

28/1415 RESOLVED that the order of consideration of items in closed committee be as follows:

Item 1C - IT Replacement of Server and Data Storage Environment

Item 3C - Item 13 Coonabarabran Showground - Sale of Yards

Item 4C - Minutes of Ordinary council meeting 19 June 2014 being **business arising - Item 2C**

Code of Conduct Investigation Report

Item 2C - Mayoral Minute – General Manager Annual Performance Review Report

R Sullivan/Capel
The motion was carried

Councillors Shinton and Andrews declared a non pecuniary interest in the item 3C to be considered.

Item 3C - Item 13 Coonabarabran Showground - Sale of Yards

Discussion regarding the ownership and sale/transfer of yards and Councils role or otherwise; and jurisdiction over matter as Interim Trustee of Coonabarabran Showground.

Councillor Clancy left the meeting

Councillor Clancy re-joined the meeting with information as to the ownership of the yards.

Item 4C – Minutes of Ordinary council meeting 19 June 2014 being business arising - Item 2C Code of Conduct Investigation Report

Referred to the NSW Office of Local Government (OLG).

2.57pm

Councillor Todd left the meeting.

3.13pm

Consideration of Item 2C

Item 2C Mayoral Minute – General Manager Annual Performance Review Report

The General Manager and senior staff left the room during consideration of Item 2C

3.18pm

29/1415 RESOLVED that Council move out of closed Committee and into open Council.

C Sullivan/Capel
The motion was carried

3.19pm

The General Manager and senior staff returned to the meeting.

The following resolutions of Council while the meeting was closed to the public were reported to the meeting by the General Manager.

Item 1C IT – Replacement of Server and Data Storage Environment

30/1415 RESOLVED that Council accepts the Dell Compellent SC4020 Solution to replace the WSC Server and Data Storage Hardware through negotiated lease and/or rental contracts for a three (3) year period.

Schmidt/C Sullivan
The motion was carried

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Item 3C - Item 13 Coonabarabran Showground - Sale of Yards

31/1415 RESOLVED that:

- Council does not believe Horse and Rider Club own the yards,
- Council ask Horse and Rider Club to suspend the sale of the yards,
- Council seek a resolution as to ownership of the yards,
- As Interim Trustee of the Coonabarabran Showground, Council lock the shed where the yards are currently stored and;
- Should the sale be effected, as a stakeholder Council ask the Horse and Rider Club to distribute equally the sale proceeds of the yards between interested parties

R Sullivan/Coe

The motion was carried

Gary Andrews and Peter Shinton recorded their vote against the motion

32/1415 RESOLVED that if the yards are sold Council ask the Horse and Rider Club that funds be held in trust until a resolution of the disbursement of the funds is made.

R Sullivan/Coe

The motion was carried

Gary Andrews and Peter Shinton recorded their vote against the motion

A spill was called with Councillors R Sullivan, C Sullivan, Coe, Clancy, Todd, Capel and Schmidt in favour of the motion and Councillors Andrews and Shinton against the motion.

Item 4C – Minutes of Ordinary council meeting 19 June 2014 being business arising - Item 2C Code of Conduct Investigation Report

Referred to the Office of Local Government

Item 2C Mayoral Minute – General Manager Annual Performance Review Report

33/1415 RESOLVED that Council accept and endorse;

1. The summary report provided by Mark Anderson Manager, Local Government Management Solutions
2. The increase of 5% of the General Manager's Total Remuneration Package based on the General Manager's positive performance during this review period. The increase is to take effect from 2 May 2014 being the 12 month anniversary of the General Manager's contract **FURTHERMORE** the General Manager be provided with three (3 days) paid special leave between Christmas and New Year as agreed by the review committee.

Schmidt/Coe

The motion was carried

The General Manager thanked Councillors for the positive outcome of his performance review.

There being no further business the meeting closed at 3.25pm.

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CHAIRMAN

RECOMMENDATION

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 17 July 2014 be endorsed.

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Item 2 Minutes of Traffic Advisory Committee Meeting held on 24 July 2014

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

PRESENT: Cr Peter Shinton (Chair), Ms Jackie Barry (RMS), Mr Kevin Tighe (Director Technical Services), Mr Ken Smith (Road Safety Officer), Mr Colin Harper (Minister's Representative) and Mr Bikram Joshi (Manager Asset & Design).

APOLOGIES: Leading Senior Constable Jason Conolly (NSW Police Force).

IN ATTENDANCE: Tracy Cain (Minutes).

CONFIRMATION OF MINUTES:

01/1415 RECOMMENDED that the minutes of the Traffic Advisory Committee meeting held on Thursday, 26 June 2014 be confirmed.

Barry/Harper

BUSINESS ARISING FROM THE MINUTES

The following matters were noted as outstanding:

- Modification of Over Dimension Route in Coonabarabran to prevent over dimension parking in Edwards Street. Installation of broken centre line between John Street and Namoi Street.
- Proposal to Extend Centre Median in Binnia Street - Further investigations and site visit to be undertaken in relation to issue with northbound vehicles making a U turn at Campbell Street intersection. Plan to be prepared prior to site visit.
- Further investigations and site visit to be undertaken of sight distance concerns at the intersection of Digilah Street and Wallaroo Street.
- Investigate changing 'Give Way' signs in Namoi Street.
- Prepare a proposal for RMS consideration to change location of speed zone on the eastern approach to Mendooran.
- Dedicated carpark for disabled drivers in front of Coolah School of Arts building – Further information to be sought on access from road shoulder to footpath and access from footpath to building. Access issues to be considered as part of PAMP.
- Dedicated carpark for disabled drivers in front of the Warrumbungle Community Care office in Coolah – Further information to be sought on access from road shoulder to footpath and access from footpath to building. Access issues to be considered as part of PAMP.
- Proposal to install rumble strips on approach to dip in Bullinda Street, Binnaway – Investigate and prepare sketch plans for kerb blisters in Bullinda Street; change traffic priority by placing 'Give Way' signs in Bullinda Street for a trial period of 12 months.
- Intersection of Manusu Drive and Forest Road, south of Mendooran – Relocate 'Neighborhood Watch' sign from Forest Road to Manusu Road; replace the 'Watch for Entering Traffic' sign with a fluorescent 'School Bus Turning' sign (size B); confirm that

WARRUMBUNGLE SHIRE COUNCIL

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distance of existing advance warning sign on the southern approach is in accordance with guidelines; confirm extent of school bus movements at the intersection.

- o Council investigate the preparation of a Rural Bus Stop Policy.
- o Advise RMS of damage and deterioration of fence panels on the Mary Jane Cain Bridge.
- o Bus Parking Concerns at Mendooran Central School – Linemarking to be installed along guideposts and adjustments to be made to location of school bus stop signs.
- o Location of School Bus Stop Areas on Golden Highway between 9 km and 13 km West of Dunedoo – Formal contact to be made with bus operator(s).
- o Review of Traffic Priority for OD Route in Coonabarabran – Require more traffic count information and an inspection of each intersection to be undertaken by the Committee.
- o Review of Travel Lane Width in John Street for OD Trucks – Further investigation required in relation to layout, including width of parking bay and angle of parking. An analysis of wide loads using the OD Route should be undertaken to determine most common oversize width.
- o Intersection of Golden Highway and Vinegaroy Road – Concerns about lack of RH turn capacity at the intersection of Golden Highway and Vinegaroy Road to be formally conveyed to the Hunter Region of RMS.
- o Centre Line Marking on Castlereagh Highway near location commonly known as Coopers Corner – Formal approach to be made to RMS to investigate installation of an unbroken centre line at Coopers Corner.

AGENDA ITEMS

- a) Road2Recovery - Request for Approval to Conduct Educational Bike Ride on State Roads within the Warrumbungle Shire – 10-24 October 2014

02/1415 RECOMMENDED that request by Road2Recovery to conduct an Educational Bike Ride on State Roads within the Warrumbungle Shire on 10-24 October 2014 be referred to RMS for consideration and approval.

Barry/Harper

- b) RSO Monthly Report – June 2014

RSO Monthly Report for June 2014 was received and noted. In particular the following projects were discussed:

- Noted that all 2013/14 Road Safety Programs had been completed as at 30 June 2014. Programs for 2014/15 financial year are due to start.
- Midway planning for 2015 Free Cuppa Program – Introduction of apps for smart phones with inclusion of fatigue message.
- 2015/17 Just Slow Down Program – Procedures have changed whereby the program is to be undertaken over a three (3) year period. Project to include the Black Stump Way. Analysis of site to include crashes in more depth, why crashes have occurred (*other factors not shown on crash reports*) and to determine whether works are required on the road. RSO to liaise more closely with RMS and NSW Police Force to investigate options for funding.
- Update on media releases and attendance at meetings.
- Arrival of new Radar Trailer – to be registered.

GENERAL BUSINESS

Review of Traffic Control Plan for 2015 Easter Bunny Bazaar Event

Draft Version 1 of the Traffic Control Plan (TCP) for the 2015 Easter Bunny Bazaar Event was presented to the Committee for information and review.

It was noted that Council currently has a new TCP Software Program and that the current plan required more work. The following items and proposed amendments were discussed in relation to the Draft Version 1 TCP:

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- 1) TCP to reflect change of 'Give Way' priority – current location of 'Give Way' signs to be changed.
- 2) TCP to include access to service stations – new plan required for Gardener Street.
- 3) 'Give Way Ahead' sign to be erected to advise changed traffic conditions (*priority issue*).
- 4) 'Give Way' signs to be marked on TCP for John Street – a number of signs are currently missing on the plan.
- 5) Namoi Street and Gardener Street to be included on the plan.
- 6) TCP to be advertised locally prior to event. Advertisement to include temporary change in priority for 'Give Way'.

The Committee determined that Draft Version 1 of the Traffic Control Plan be amended and brought back to the next meeting for review.

Review of Standard Conditions for Road Closures

Council's amended standard set of procedures for closing a road for a street event was reviewed by the Committee. It was agreed that point two of the conditions be amended to read as follows:

- 2) As well as a Traffic Control Plan (TCP), a Traffic Management Plan (TMP) must be prepared by an authorised person.

RMS to review the amended version of Council's standard set of procedures.

70 kph Speed Zone Signs at Dog Trap Gully

Site investigations at Dog Trap Gully have been undertaken by RMS. The Committee were advised that when the NSW Police Force are in operation at this site the warning signage is to be relocated 20 metres back.

Sight Distance at Driveway Entrance off Newell Highway into Quarry South of Coonabarabran

Investigations on sight distance at entrance to Warrumbungle Quarry on the Newell Highway have been undertaken by RMS. The Committee were advised that gateway and back to back signage would be erected at the appropriate distance either side of the Newell Highway. Concerns were raised regarding the overgrown vegetation from the guardrail, which is currently blocking sight distance.

Transport of House on Local Streets

A request has been received from a local contractor to move a house, 8 - 8.5 metres wide, on local streets from Purlough Road to Robertson Street, Coonabarabran. Concerns were raised regarding procedure and authority for issue of a permit. The Committee determined that Council liaise with the NSW Police Force in the first instance followed by NHVR regarding the approval process.

Erection of Banners on the Newell Highway

A Community Group has requested to erect banners promoting a local event across the Newell Highway in Coonabarabran. RMS advised the Committee that there were a number of conditions to be met prior to the erection of banners on state highways eg. assessment of poles (*safety of location and structurally sound*); content of banners (*no advertising, quickly read and comprehended*); period of time; community not for profit event (*no sponsorship*). RMS Guidelines are to be prepared and forwarded to Council for use when assessing and approving banner requests.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 August 2014

Review of Traffic Priority for Over Dimension Route in Coonabarabran

The Committee was presented with traffic count information in relation to traffic flow at intersections on Namoi Street in Coonabarabran. Traffic count data was extracted from the southern entrance to the Namoi Street weir. The following information was determined:

- The average daily traffic count for Class 9 (OD) vehicles was 4–6;
- The average daily traffic count for Class 3 vehicles was 6-44;
- The average daily traffic total for all vehicle types was 553;
- 1 vehicle was recorded at travelling 160 kph;
- The average speed for passenger vehicles was 60 kph.

Preparation of Rural Bus Stop Policy

The Committee was advised that a Draft Rural School Bus Routes and Bus Stops Guidelines document was in the process of being prepared and once completed was to be referred to Council for consideration and approval.

It was noted that every new bus stop was required to be approved by Council. Council is required to liaise and recommend appropriate locations for bus stop areas to eliminate dangerous sites. RMS were currently seeking clarification from Transport for NSW to define the relevant roles. As part of the new process an application form is to be prepared by Council for completion by operators when requesting a new bus route and/or new bus stop. Council is also required to provide a turnaround area for bus stops, appropriate signage and approach / departure pull in areas.

The following matters were raised without Resolution:

- Proposed traffic counts to be undertaken for the Mendooran Speed Zone Review – counter to be located at the 50 kph speed zone sign east on entry to Mendooran and Farnell Street followed by relocation to various pedestrian crossings in the CBD. A traffic count may also be required in the near future on the Black Stump Way.
- Federal / State Black Spot Program Funding Workshop to be conducted in Narrabri on 31 July 2014. Council's Design staff and RSO to attend. It was noted that the funding criteria for Black Spot had been lowered to 2 casualty crashes up to 3 km over 5 years and the Black Length criteria changed to a minimum of 0.13 casualty crashes per km per year.

There being no further business the meeting closed at 11.04 am.

The next meeting is to be held on Thursday, 28 August 2014 in the Gallery Meeting Room, Coonabarabran commencing 10.00 am.

.....
CHAIRMAN

RECOMMENDATION

1. That Council accepts the Minutes of the Traffic Advisory Committee meeting held on 24 July 2014.
2. That request by Road2Recovery to conduct an Educational Bike Ride on State Roads within the Warrumbungle Shire on 10-24 October 2014 be referred to RMS for consideration and approval.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 August 2014

Item 3 Minutes of Warrumbungle Liquor Accord Incorporated Meeting – 15 July 2014

Division:	Technical Services
Management Area:	Asset Design
Author:	Road Safety Officer – Ken Smith
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF7 Council provides strong civic and regional leadership and undertakes its governance and service delivery tasks with integrity.



President: Bowen Ward Vice-President: Garry Chapman Treasurer: Stuart Gelder Public Officer: Randolph Rindfleish Secretary: Ken Smith

Minutes Tuesday 15 July 2014

Ordinary meeting of Warrumbungle Liquor Accord Incorporated At Dunedoo Sports (Golf) Club, 1:00pm start.

Welcome.

Meeting commence: 1:05pm. President not in attendance, meeting presided by vice-president, Garry Chapman.

Attendees

Jason Mills Police, David Mauer Police, Randolph Rindfleish Coolah Sporting Club, Stuart Gelder Black Stump Inn, Garry Chapman Coonabarabran Golf Club, Ron Byron Binnaway Golf Club, Judy Sheldon Dunedoo Sports Club, John Sullivan Dunedoo Bowling Club, Lynn Kearney Dunedoo Bowling Club, Ken Smith Warrumbungle Shire Council.

Apologies

Victor Schmidt Warrumbungle Shire Council, Sally Perren Mountain View Motel, Warren and Chantelle Frank Coona Hotel, Bob Tootell Coonabarabran Bowling Club and Jockey Club.

Treasure's Report

1. Current balance \$1538.13c
2. Treasurer reminded members that membership is due again now for this financial year. Call for membership fee be again discussed and finalised next meeting.

Business arising from previous meeting

1. Accord "Terms" document reviewed and amended to include Multi-Venue Barring Policy. Moved Stuart Gelder and Garry Chapman to accept Accord Terms Document amendment;carried.
2. Accord Standard-Barring-Policy reviewed and amended. Moved Stuart Gelder and Judy Sheldon to accept Accord Standard-Barring-Policy amendment;carried.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 August 2014

General Business

1. Patron Code-of-Conduct reviewed and accepted, moved Ron Byron and Stuart Gelder....carried.
2. Inter-Venue-Communication-Policy to be developed for review by members at next meeting.
3. Police remind venues that if requesting a patron to leave, ensure you explain the patron must leave and move away from the venue at least 50metres. Also, bring the 50metre OLGR poster to notice.
4. Police initiated discussion about the venue "Incident Register". It is recommended, to ensure all legal requirements are met, that a register be purchased from OLGR.

Attachments

1. Constitution
2. Accepted Terms Document
3. Standard Barring-Policy
4. Membership Application Form
5. Patron Code of Conduct.

Confirmation of next meeting and close of meeting

1. Next meeting; Binnaway Golf Club, New Mollyan Road, Binnaway, at 1pm on Tues 5 August 2014.
2. Meeting Close: 3:15pm

Ken Smith, Secretary, Warrumbungle Liquor Accord Inc.

Contact details ken.smith@warrumbungle.nsw.gov.au phone 6849 2145 or mobile 0427 452 476

RECOMMENDATION

That Council notes the Minutes of the Warrumbungle Liquor Accord Incorporated Meeting held on 15 July 2014 at Dunedoo.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 August 2014

Item 4 Minutes of Special Consultative Advisory Committee Meeting – 6 August 2014

Division:	Corporate Services
Management Area:	Human Resources
Authors:	PA to Director Corporate Services – Liz Webster
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF7 Council is presented with a range of organisational challenges including its aging workforce, skills shortages, increasing regulatory demands and the management of risk

PRESENT: Brad Condon (Chairperson), Tracy Cain (Secretary), Steve Loane (General Manager), Ben Smith, Rachael Carlyle (*via teleconference*), Jim O'Malley (*via teleconference*), and Dave Smith (*via teleconference*).

IN ATTENDANCE: Liz Webster (Minute Taker), Val Kearnes (Manager Human Resources), Adam Humphries (USU NW Organiser).

APOLOGIES: Noel Gilbert, Ron Howard, Kevin Tighe (Director Technical Services) (*detained in another meeting*).

Welcome to all those attending.

AGENDA ITEMS

Design Engineer

It was noted that the Design Engineer position had been re-evaluated, which resulted in a change of grade from 12 to 14.

Some members of the Committee expressed their opinion regarding the following:

- That the qualification had decreased from a Degree to a Diploma in Civil Engineering. Previously determined by Council that Grade 14 positions required a Degree qualification. A Diploma qualification and 4 years work experience should be valued less than a Degree with 1 to 2 years post qualification experience (*min 6 yrs vs min 8 yrs*).
- That the Diploma in Civil Engineering was not included in Step 1 of the Competency document. A higher qualification should also be added in Step 3 to allow for progression / career path opportunities.
- That basic skills in the competency document were not relevant to the position eg. turf care and maintenance, grader driving, loader operation, backhoe operation etc.
- Addition to the position of management of contracts and contractors to the value of \$100,000. The position does not include supervision and it would be expected that this skill set would be more relevant to a management position.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 August 2014

- The position only requires liaising and provision of advice to onsite supervisors and crew leaders, not supervision and management skills.
- That there appeared to be only three (3) minor changes to the Position Description and Competency document. In order for a position to be re-evaluated two (2) grades higher there should be significant changes to the duties and responsibilities ie. at least 50-80%.
- That changes in the Form 19 evaluation were not significant ie. minor changes to the skill descriptors included 'occasionally' and 'frequently'.
- That the position was not re-evaluated correctly and that a two (2) grade increase was not justified by such minor changes.

The General Manager disagreed with these concerns and advised the Committee that this position was very important and valuable to both the Technical Services department and the Organisation, therefore requiring a Diploma with 4 years work experience rather than a Degree. Basic skills for the position required a general knowledge of the various tasks particularly in relation to surveying duties. The position may also be required at some time to manage contracts and contractors for specific construction / design projects.

Manager Human Resources advised that, as per the Grade Review Summary Report, the re-evaluation included many changes to the position. The changes were at the request of the Director Technical Services and were based upon desired expectations and requirements of the position.

2:41 PM

Kevin Tighe joined the meeting.

2:45 PM

Steve Loane left the meeting.

2:55 PM

Jim O'Malley left the meeting.

RECOMMENDED that the regraded position of Design Engineer from a Grade 12 to Grade 14 be accepted subject to the following changes:

- That the Diploma in Civil Engineering be included in Step 1 of the Competency document.
- That an Advanced Diploma in Civil Engineering be included in Step 3 of the Competency document.

Consensus

The Director Technical Services joined the meeting and briefed the Committee on the proposed changes and expectations of the Design Engineer position.

Manager Human Resources advised USU NW Organiser, Adam Humphries that the Design Engineer position would be advertised internally as soon as possible.

GENERAL BUSINESS

General Business to be held over to the next Consultative Committee meeting.

Director Technical Services extended his appreciation to the Committee for convening a Special meeting to consider the regraded Design Engineer position, enabling the position to be advertised and filled.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 21 August 2014

Manager Human Resources tendered her apology for the next meeting and advised that Mrs Glennis Mangan would be attending on her behalf.

There being no further business the meeting closed at 3.04 pm.

The next meeting is to be held on Thursday, 28 August 2014 in the Upstairs Staff Meeting Room, Coonabarabran commencing 11.30 am.

.....
CHAIRPERSON

RECOMMENDATION

That Council notes the Minutes from the Special Consultative Advisory Committee meeting held on 6 August 2014 at Coonabarabran.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 August 2014

Item 5 Warrumbungle Shire Council Reserve Trust Committee Meeting Minutes

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

Warrumbungle Shire Council Reserve Trust Committee – August 2014

4 August 2014 - 2:00pm - General Managers Officer

Attending;

Steve Loane – General Manager (Chair), Rebecca Ryan - Director of Corporate Services, Harold Sutton – Manager Urban Services and Jennifer Parker – Manager Property and Risk

Agenda

- Formal positions within the Committee
Chair (General Manager), Secretary (Manager Property and Risk), Treasurer (Director of Corporate Services) and Operations (Manager Urban Services)
- Coonabarabran Showground
 - Pony Club to use the Shed for their upcoming event
 - Urban Services Supervisor has keys to shed
 - Any costs incurred for waste pickup and disposal, cleaning or R&M to be forwarded to Crown for payment while Council does not still hold the books and Reserve Trust funds from previous trust.

Trust Chairman reported that he was in receipt of a resolution of Council set out below

Item 3C - Item 13 Coonabarabran Showground - Sale of Yards

31/1415 RESOLVED that:

- Council does not believe Horse and Rider Club own the yards,
- Council ask Horse and Rider Club to suspend the sale of the yards,
- Council seek a resolution as to ownership of the yards,
- As Interim Trustee of the Coonabarabran Showground, Council lock the shed where the yards are currently stored and;
- Should the sale be effected, as a stakeholder Council ask the Horse and Rider Club to distribute equally the sale proceeds of the yards between interested parties

R Sullivan/Coe

The motion was carried

Gary Andrews and Peter Shinton recorded their vote against the motion

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 August 2014

32/1415 RESOLVED that if the yards are sold Council ask the Horse and Rider Club that funds be held in trust until a resolution of the disbursement of the funds is made.

R Sullivan/Coe

The motion was carried

Gary Andrews and Peter Shinton recorded their vote against the motion

A spill was called with Councillors R Sullivan, C Sullivan, Coe, Clancy, Todd, Capel and Schmidt in favour of the motion and Councillors Andrews and Shinton against the motion.

However after seeking advice from the Director West Crown Lands and the Officer in charge Coonabarabran Police it was determined that some sections of the resolutions were rendered unlawful.

The advice from the Crown reaffirmed that the Crown Reserve Trust only has jurisdiction over the land and buildings on site. The contents of any building is the responsibility of the owner of the goods. The police advise that upon proof of ownership of goods a "trust landlord" cannot prevent access to those goods. The police further advised that the provision of false or misleading proof of ownership would be subject to a police matter.

The Chairman is in possession of invoices and payment coupons that indicate the yards were billed to and paid for by the Horse and Rider Club.

The Council resolution, although not binding in Crown matters, was conveyed to the Horse and Rider Club. This resolution expressed Council's wishes and indicated that Council deems itself to be a stakeholder in any disbursements that may take place.

Upon request access was provided to the storage shed in which the yards were kept. The yards were removed and new locks placed on the doors to maintain the security of other items owned by other parties. Those parties have since been provided access to their goods including yards and other associated equestrian items.

- Caretaker role.
 - As the Reserve has no funds to cover the cost of a Caretaker advice is sought from Crown Lands for options.

Action: Manager Property and Risk to establish a Showground Works Order Number

Action: Manager Property and Risk to confirm options for Caretaker and costs thereof with Crown Lands

- Coonabarabran Racecourse Reserve Licence Agreement
 - Update – Outstanding Licences are the Jockey Club and the Riding for the disabled – both have had to go to the state bodies for sign off.

Motion: That an equestrian users group be established by the Reserve Trust to facilitate communication and consensus for Cross Country Course. One representative from each of the licensed user groups will be invited to working group.

Sutton/Ryan
Carried

- PRMFP Grants at Mendooran Camping Reserve and Coonabarabran Racecourse Reserve
 - Issues raised by County Energy and proposal for removal of street light from grid and enabling the Trust to use the power to light the amenities.

WARRUMBUNGLE SHIRE COUNCIL

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Motion: That the Trust approves the removal the street light from grid to enable lighting at Mendooran Camping Ground amenities

Ryan/Sutton
Carried

- Cemeteries under a Reserve Trust
 - Bomera Cemetery Update

Motion: That the Trust applies to be Reserve Trustee of this ground that will enable Council to apply for PRMF grants

Parker/Ryan
Carried

- Native Grove Lawn Cemetery

Action: Manager Urban Services to investigate funding to install timed and monitoring water system.

- Talbragar Cemetery (R95865) Reserve Trust

Action: Manager Property and Risk to investigate using this reserve as an access point for Nullen Rest Area

- Binnaway Showground Reserve Trust
 - Application for PRMFP Grant Update – grant successful.

Motion: That the Reserve Trust accept for the following PRMFP Grants;

- Binnaway Showground (R65440) \$25,957
- Dunedoo Riverside Reserve (R89588) \$10,000 and
- Coonabarabran Rifle Range (R56732) \$22,500

Ryan/Sutton
Carried

- New PRMFP grants becoming available in August
Question was raised as to what are the Crown Reserve Sites within Warrumbungle Shire LGA. List to be given to the Trust to assess where funds could best be applied for and what site Council has operational budget allocated that should be self funded.

Action: Manager Property and Risk to source and create a list and map of all Crown Reserve Sites within the Warrumbungle LGA for next meeting.

- General Business
 - Reserve Trust Minutes to be presented to Council for information about Trust activities and transparency purposes.

Action: Manager Property and Risk will confirm with Crown Lands Department that this is appropriate.

- Site at Coolah next to Coolah Tip and other Crown land that Council has an operational and current use e.g. Bomera Cemetery and Coolah Tip, Pound and Night Soil Reserve.

Motion: That the Reserve Trust review the current areas of Crown Land that is used by Council for operational purposes with view to applying to Crown to become Trustee.

Sutton/Parker
Carried

Next Meeting
6 October 2014 2pm General Managers Office

Meeting Closed at 2:30pm

RECOMMENDATION
For Councils information

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 August 2014

Item 6 Request for Leave of Absence – Councillor Anne-Louise Capel

Division:	Executive Services
Management Area:	Executive Services
Author:	Acting Manager Administration & Customer Service – Erin Player
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF6 Support and encourage Councillors in fulfilling their roles as community leaders and in being accessible and actively involved in representing the shire

Background

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

39. Leave of absence

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

Issues

Nil

Options

Nil

Financial Considerations

Nil

Summary

Councillor Capel has made a request for Leave of Absence from the Ordinary November 2014 Council meeting.

RECOMMENDATION

That Council accepts the notification from Councillor Capel and grants a Leave of Absence from the Ordinary November 2014 Council meeting.

WARRUMBUNGLE SHIRE COUNCIL

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Item 7 Notice of Motion – Anti Coal Seam Gas

Anti Coal Seam Gas

Cr Victor Schmidt would like the following Notice of Motion listed for the August Council meeting:

That Warrumbungle Shire Council reinforce its current position on coal seam gas mining in the Warrumbungle Shire, by adding 'We (The Warrumbungle Shire Council) will not accept donations, gifts or sponsorship in any form from any coal seam gas company.'

Support

We have a strong anti-coal seam gas movement within our shire. Coonabarabran Residents Against CSG (CRAG).

This movement has gained major support within our shire and is a very vocal and dedicated group which is actively involved in stopping Coal Seam Gas Mining not only with in our community, but within New South Wales and Australia.

As elected Councillors and the spokespeople for our communities it would be prudent to adhere to the requests of our constituents and reinforce our previous unanimous commitment with this additional stance.

Corporations have the financial backing to sway individuals and groups to their way of thinking.

Our discussion must make it clear that we will not be swayed, enticed or bought.

Our children are our future, our commitment to them is our responsibility.

CR Victor Schmidt
COUNCILLOR

RECOMMENDATION

For Council's consideration.

WARRUMBUNGLE SHIRE COUNCIL

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Item 8 Audit and Risk Management Committee

Division:	Governance
Management Area:	Executive Services
Author:	Director Corporate Services – Rebecca Ryan
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF 7 Council provides strong civic and regional leadership, and undertakes its governance and service delivery tasks with integrity.

Reason for Report

Council's three (3) year Internal Audit Plan, adopted in 2011-2012 has expired and a General Managers working group of the six (6) OROC Councils have been exploring the options for moving forward with the objectives of the Audit and Risk Management function.

It is proposed to extend the existing Audit and Risk Management Committee membership and reappoint Luka Group as Internal Auditors for 12 months, and Council's endorsement of this strategy is requested.

Background

Council's Audit and Risk Management Committee (ARMC), Internal Auditor and Independent Chair and Second Independent is based on a shared services model with six (6) OROC member councils, being Coonamble, Gilgandra, Warren, Walgett, Warrumbungle and Narromine Shire Councils.

Following an Expression of Interest and Tender process conducted by OROC in late 2011, each member Council involved in this ARMC arrangement appointed the same Chairperson, Second Independent and Internal Auditor for three (3) years ending 30 June 2014.

ARMC meetings are conducted over two (2) days, with three (3) Councils each sharing the expenses of ARMC travel, meeting expenses and hosting of meetings.

Issues

A working group of General Managers agreed that this model may be enhanced to include 10 Councils, subject to confirmation by the respective Councils. This model may include employment of an Internal Auditor to be shared between member councils, as opposed to a specialist Accounting firm as is the current arrangement. Given the timing and progress already made with the ARMC, it was recommended that the next 12 months be allocated to exploring this proposal.

WARRUMBUNGLE SHIRE COUNCIL

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However it was also noted as important that the current Internal Audit program continue with the individual Internal Audit Plans, results and recommendations be given precedence for review and implementation. Thereby providing an opportunity for each Council to capitalise on the momentum of improvement and best practices by facilitating and coordinating subject focus groups at the operational staff level.

Options

Council does have the option implement its own Internal Audit function, with a separate ARMC Chairperson, second Independent and Internal Auditor.

This option however is not the recommended course of action, with successful outcomes and review of internal workflow and practices already conducted there is much to learn from sharing solutions within OROC.

Financial Considerations

Council has allocated for both Internal and External Audit \$55,000 in the 2014-2015 Operational Plan.

RECOMMENDATION

That Council extends the membership and structure of the Internal Audit function of Warrumbungle Shire Council for another 12 months to 30 June 2015 and appoint to the Audit and Risk Management Committee;

1. Mr Andrew Fletcher as independent Chair
2. Mr David Honner as the second independent
3. The Mayor as Councillor representative

FURTHERMORE that Luka Group be appointed Internal Auditor to 30 June 2015.

WARRUMBUNGLE SHIRE COUNCIL

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Item 9 Warrumbungle Cobbora Transition Fund Committee

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

Reason for Report

To request acquittal of the current Warrumbungle Cobbora Transition Fund Committee, established under section 355 of the NSW Local Government Act (1993), and to re-establish the Committee with revised Terms of Reference to advise on management of the successful projects funded by the Cobbora Transition Fund.

Background

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

The role and objectives of the committee were to make recommendations to Warrumbungle Shire Council to:

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

Moving forward, it is proposed to modify the role and objectives to oversee the management implementation of the four (4) successful projects awarded from the Cobbora Transition Fund as announced on 31 July 2014.

Those projects being:

1. RNSW295 Dunedoo District Infrastructure Revitalisation \$1,846,500
2. RNSW290 Three Rivers Regional Retirement Community and Learning Centre \$4,500,000
3. RNSW300 Mendooran Multipurpose Centre \$133,445
4. RNSW324 Three Rivers Recreation Grounds Upgrade Project \$287,500

WARRUMBUNGLE SHIRE COUNCIL

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Issues

Council will need to review and determine membership of the Committee.

It is proposed that Council establish a new Warrumbungle Cobbora Transition Fund Committee to advise Council on the successful projects awarded from the Cobbora Transition Fund.

Work Groups will be established for each of the project components. Membership of the groups will comprise Council staff and community representatives, providing the community input and feedback to specific projects.

Work Groups will be established for:

1. Three Rivers Regional Retirement Community and Learning Centre
2. Heavy Vehicle, RV Parking and Milling Park Upgrades
3. Jubilee Hall and the Dunedoo MPC (old bank building)
4. Three Rivers Recreation Grounds
5. Mendooran Multipurpose Centre
6. Dunedoo Bowling Club
7. Dunedoo Sports Club

Council's Robertson Oval Advisory Committee, which is an already established Committee, will constitute as a Work Group, providing input into the Dunedoo District Infrastructure Revitalisation project.

Options

Council has discretion in the appointment of Committee Members.

The following community representatives are current members of the Warrumbungle Cobbora Transition Fund Committee as determined by Council in November 2013 (**Resolution 175/1314**).

- Gawain Bowman
- Peter Campbell
- Sally Dent
- Todd Ferguson
- Alison Kensit
- Angus Stuart
- Marie Hensley (Dunedoo District Development Coordinator)
- Scott Ferguson

The Councillor Representatives are:

- Deputy Mayor Murray Coe and
- Cr Chris Sullivan

Staff Representatives

- General Manager, Steve Loane

The Manager Communications and IT provided secretariat and support to the Committee. Acting Manager Projects, Aaron Parker provided technical and design support to the Committee.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 August 2014

Council should review and determine the membership of this Advisory Committee. If Council resolves to have the same committee, it may be worth considering a process for seconding additional expertise or providing an opportunity for input by the major stakeholder groups. These minor changes are necessary given that Marie Hensley is no longer employed as the Dunedoo District Development Coordinator and secondly, there is no representative from the Dunedoo Mendooran Aged Hostel Ltd committee.

The revised Draft Terms of Reference is attached.

Financial Considerations

Across the four (4) successful projects, total funds to be received and managed/auspiced by Council is \$6,766,945.

RECOMMENDATION

That Council acquits the current committee members of the Warrumbungle Cobbora Transition Fund Committee, and the new Warrumbungle Cobbora Transition Fund Committee be formed with a revised Terms of Reference.

WARRUMBUNGLE SHIRE COUNCIL

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Attachment 1.0



Terms of Reference Warrumbungle Cobbora Transition Fund Committee – August 2014

The Warrumbungle Cobbora Transition Fund Committee is an Advisory Committee of Council that has been established under the NSW Local Government Act (1993).

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 oversee the four (4) successful projects from the Cobbora Transition Fund:

- RNSW295 Dunedoo District Infrastructure Revitalisation
- RNSW290 Three Rivers Regional Retirement Community and Learning Centre
- RNSW300 Mendooran Multipurpose Centre
- RNSW324 Three Rivers Recreation Grounds Upgrade Project

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:

- X Councillor representatives (and the Mayor ex officio)
- One Staff Representative
- X 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.

WARRUMBUNGLE SHIRE COUNCIL

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C. Resignation from the Committee

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

D. Notification of Vacancies

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

4. Duties of Officers

A. Chairperson

The duties of the Chairperson are to:

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

B. Secretariat and Staff Officer

The duties of the Secretariat and Staff Officer are to:

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

C. Members

The duties of the members are to:

- 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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 August 2014

- Show respect for their peers, councillors, staff and others during Committee meetings.
- Understand that employees of the Council are not subject to the direction of Councillors, Committees or their members.

5. Meetings

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

A community member of a committee who is also a member or representative of a community group that could be affected by any matter on the agenda, or that arises

WARRUMBUNGLE SHIRE COUNCIL

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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.

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:

-

Staff Representative

- General Manager, Steve Loane

Community Members:

-

External Organisation Representatives:

WARRUMBUNGLE SHIRE COUNCIL

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Item 10 Warrumbungle Cobbora Transition Funding Agreement

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

Reason for Report

To seek Council approval for the General Manager and Mayor to affix Council's Seal, sign and execute the Restart NSW Funding Deeds for projects awarded from the Cobbora Transition Fund. Infrastructure NSW administers the Restart NSW program.

Background

On 31 July 2014, Kevin Humphries MP, Member for Barwon, and Member for Dubbo Troy Grant, announced over \$6.5 million funding from the Cobbora Transition Fund to Warrumbungle Shire Council. This followed Council submitting an application in April 2014 to Infrastructure NSW (**Resolution No's 309 to 313/1314**) where the Warrumbungle Cobbora Transition Fund Committee recommended submissions for the Dunedoo District Infrastructure Revitalisation and the Three Rivers Regional Retirement Community and Learning Centre projects.

On Wednesday 6 August, Council was verbally notified by Infrastructure NSW that Council was to be delegated as the auspicing entity for contractual agreement of the Funding Deeds for; the Mendooran Showground Reserve Trust submission for the Mendooran Multipurpose Centre (\$133,445), and the Coolah District Development Group submission for the Three Rivers Recreation Grounds Upgrade Project (\$287,500).

Issues

In order to receive the grant funds, Council must agree to the terms and conditions as set out in the contractual arrangement between NSW Infrastructure and Council. The Funding Deeds encompass probity and governance requirements for all of the operational and reporting items such as financial accounting, on-line reporting, audit requirements, GST, GIPA, Insurances, Records Management and end of term arrangements.

Options

The Restart NSW Funding Deed is a pre-requisite for payment to be made into Councils nominated bank account. Funds are received as progress payments for works completed for each project component.

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Financial Considerations

Due to the progress payment structure, funds need to be made available for payment of individual project components before seeking reimbursement of expenditure from Infrastructure NSW. It is anticipated around \$500,000 will be required to be accessed from Council's cash reserves to facilitate the progress payments.

The total funding for all four projects across the Warrumbungle Shire is \$6,766,945.

RECOMMENDATION

That Council approves the General Manager and Mayor to affix Council's Seal, sign and execute the Restart NSW Funding Deeds for:

1. RNSW295 Dunedoo District Infrastructure Revitalisation \$1,846,500
2. RNSW290 Three Rivers Regional Retirement Community and Learning Centre \$4,500,000
3. RNSW300 Mendooran Multipurpose Centre \$133,445
4. RNSW324 Three Rivers Recreation Grounds Upgrade Project \$287,500

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Item 11 Progress Report Delivery Program 2013-2017

Division:	Executive Services
Management Area:	Governance
Author:	Graduate Accountant – Rebekah Elliott
CSP Key Focus Area:	Local Government and Finance
Priority:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

Reason for Report

The 2013-14 end of year progress report of the 2013-2017 Delivery Program (DP) by the General Manager is presented to Council for consideration. The report provides information on the progress, achievements and challenges of Council's programs and services for the six (6) months from 1 January to 30 June 2014 by Council activity.

Background

As per s404 of the Local Government Act Council must have a Delivery Program which:

- details the principal activities to be undertaken by Council to implement the strategies established by the Community Strategic Plan;
- provides for the resources available under the resourcing strategy; and
- Includes a method of assessment to determine the effectiveness of each principal activity.

Council is required to establish a new DP after each ordinary election of Councillors for the 4-year period commencing on 1 July following the election. The DP to which this report relates is for the period 2013/14 to 2016/17 and following a public exhibition period was adopted in June 2013. The General Manager must provide progress reports detailing progress against the DP at least every 6 months. The progress report for the 6 month period January to June 2014 is now complete and has been provided under separate cover as an enclosure for Council approval.

Issues

Council's Delivery Program details the principal activities to be undertaken by Council over the four year program, and the outcomes Council is expected to achieve in these four years. The DP also provides costings for each of Council's activities and service levels that can be used to measure Council's performance against DP outcomes.

Service levels have been defined for each outcome under each deliverable within the DP, and Council has developed service level benchmarks in line with SMARTER performance measures (i.e. service level benchmarks that are **S**pecific, **M**easurable, **A**chievable, **R**elevant, **T**ime-bound and subject to **E**valuation and **R**eassessment).

It should be noted that service level expectations are subjective, hard to define and differ from individual to individual, and some of the service levels in this DP was reviewed and the 2014-2018 DP was adopted by Council in June 2014.

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Options

This was the first time Council's new service levels were provided in a Delivery Program, formally the Management Plan. These service levels were based on the budget provided for each department, following the 2013 Community Consultation meetings and Manager input and can be used to both measure Council's performance in service provision and aid in budgeting decisions and performance measurement.

Financial Considerations

Any financial or budget issues related to not meeting service levels are reported in the Quarterly Budget Review Statement for June 2014.

RECOMMENDATION

That Council adopts the 2013-2017 Delivery Program six (6) month Progress Report to 30 June 2014.

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Item 12 Financial Assistance Requests 2014-2015 (Round One)

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

Reason for Report

Council has a current Donations Policy, as per the Operational Plan 2014-2015 whereby donations are made to community and not for profit organisations in the form of waiving of rates, fees and charges or assistance of in-kind works or monetary grants.

Background

The complete list of 2014-2015 donations as per Section 356 of the Local Government Act (1993) is noted in the Operation Plan and Delivery Program pages 172 – 177.

Issues

The assessment criterion has been prescribed as follows:

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

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

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

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

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

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Options

Public submissions were sought from July for this first round 2014-2014; which was well promoted on Councils website and local media.

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

Attachment 1: Round One (1) Financial Assistance Grants is list of applications received is for Council consideration, with notes for Council information.

Council has been provided with a copy of each request which have the Reference Number as listed above, under separate cover.

Applications were sorted into the following categories;

High Priority – Application meet the criteria and have not received a Financial Assistance Grant in previous year

Low Priority – Application meets the criteria however have received a Financial Assistance Grant in previous year

Lower Priority – Application meets only some of the criteria or meets the criteria however receives an annual Council Donation and has received a Financial Assistance Grant in previous year

Ineligible – Application does not meet the criteria.

Council has discretion in this matter and may deem any number of selected projects from the list of applicants categorised as Low or Lower as High Priority.

Financial Considerations

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

RECOMMENDATION

That Council approves those applications received that have been determined under the High Priority category totalling \$7,028.

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Round One (1) Financial Assistance Grants

High Priority					
Ref.	Applicant	Amount Requested	Amount Considered	Description of Project	Previous Donation Received 2013/14 or inclusion in 2014/15 Donations Policy
1	Mendooran Polocrosse	Not specified	\$500	Sponsorship of the Mendooran Polocrosse Carnival August 2014	
2	Warrumbungle Food Festival	Donation of hall hire costs (not for profit)	\$68	Annual Warrumbungle Food Festival to be held 2015	
3	Coonabarabran Garden Club Inc.	Donation of Hall Hire costs (not for profit)	\$68	2015 40 th Anniversary Bulb and Camellia Spring Flower Show	
4	Dunedoo PAH & I Association	Not specified	\$500	Request for contribution towards Water account totalling \$1,397.82	
5	Premer Central School	Not Specified	\$70	Donation towards Trivia Night	
9	Coonabarabran Rifle Club	\$500	\$500	Development of Club Facilities – Kitchen for October Shoot met	
11	Mendooran Merrygoen Amateur Swimming Club	\$500	\$500	To assist with membership, pool hire, affiliation fees, trophies and other ongoing costs	
13	Baradine Central School	\$422	\$422	To cover costs incurred for the Baradine Central School Horse Sports held October 2013 – Cost of Council Slashing	2014/15 - Monetary Grant - \$70
14	Coonabarabran High School P&C Association	\$500	\$500	To assist with funding for a multicultural event – Coonabarabran High School P & C International Feast	2014/15 - Monetary Grant - \$70
15	Mendooran Archers Inc.	\$500	\$500	Improvement of Club facilities (Toilets, Target Faces and Target Butts)	

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High Priority					
Ref.	Applicant	Amount Requested	Amount Considered	Description of Project	Previous Donation Received 2013/14 or inclusion in 2014/15 Donations Policy
18	Coonabarabran Fringe Rural Fire Service (RFS))	\$400	\$400	To assist with cost incurred in landscaping of the premises before the official opening in September 2014	
19	Binnaway Small Bore Rifle Club	\$500	\$500	Purchase battery power personal computer and printer to be used for licencing and membership renewals on site	
21	Coonabarabran Junior Rugby League and Netball Club	\$500	\$500	To assist with cost for Volunteers to attend Coaching, First Aid and Refereeing courses including equipment for refereeing duties	
24	Mendooran Preschool	\$500	\$500	To assist with purchase of Learning Resources	
25	Dunedoo Rugby League Football Club	\$500	\$500	Purchase electrical Cooking Equipment to use in canteen and BBQ at Robertson Oval	
26	Dunedoo Touch Football Club	\$500	\$500	To assist with purchasing of new equipment for the Junior and Senior Touch Football Club	
27	Dunedoo Amateur Swimming Club	\$500	\$500	Purchase of a Family Season Ticket to raffle and remainder to purchase training equipment	
Total High Priority		\$5822.00	\$7028.00		

Low Priority					
Ref.	Applicant	Amount Requested	Amount Considered	Description of Project	Previous Donation Received 2013/14 or inclusion in 2014/15 Donations Policy
6	Mendooran Youth Club	\$500	\$500	Ongoing youth activities including Bowling, Discos and Movie Nights	2013/14 - \$500 for Youth Activities
7	Binnaway Lions Club	\$500	\$500	Purchase and installation of seats for the Riverwalk in Binnaway	2013/14- \$500 for Old Time Dance

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Low Priority					
Ref.	Applicant	Amount Requested	Amount Considered	Description of Project	Previous Donation Received 2013/14 or inclusion in 2014/15 Donations Policy
10	Cooinda Friendship Meetings	\$500	\$500	To provide friendship and companionship to residents and aged persons at Cooinda	2013/14 - \$200 for stationary, laminating
12	Coonabarabran Girl Guides	\$500	\$500	To assist with installation of rain water tank at the Guide hall, encouraging responsible water use and encouraging better help by providing water for drinking	2014/15 - One half of the Annual Water and Sewer Access Charge - \$409 2013/14 - \$500 for contribution for new steps at Guide Hall
22	Coolah Youth and Community Centre	\$500	\$500	To assist with carpeting the hall for better acoustics making the hall more versatile and usable	2014/15 - Full Waste Collection & Management Charge - \$410 2013/14 - \$500 - for Exterior Light at Youth & Community Centre
23	Coonabarabran Family History Group	\$500	\$500	To assist with the publishing of a book of historical stories association with as many of the 756 individual buried in unknown graves in Coonabarabran Cemeteries	2014/15 – Monetary Grant - \$500 2013/14 - \$ 489 for Office Equipment 2013/14 - \$1,523 for DA Fees
30	Coolah District Development Group	\$500	\$500	To assist with costs to conduct a two (2) day workshop with community organisations and their boards/committee members on the topic of Better Governance.	2013/14 - \$500 for Mental Health Evening 2013/14 - \$500 Fit out Kitchen in Bowen Oval Canteen
31	Coolah Volunteer Rescue Association (VRA)	\$500	\$500	To assist VRA with costs of upgrading the training area and equipment.	2013/14 - \$398 for Portable Shade Structures for Rescue Operations
32	Coolah and District Historical Society Inc.	\$500	\$500	Construction of a roof over Christina McCubbin's grave in the Coolah Cemetery and lopping of a nearby tree.	2013/14 - \$500 for Restoration of Historic Sign

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Low Priority					
Ref.	Applicant	Amount Requested	Amount Considered	Description of Project	Previous Donation Received 2013/14 or inclusion in 2014/15 Donations Policy
33	Coolah and District Historical Society Inc.	\$500	\$500	For the construction of signage listing the burials, mostly unmarked in the Turee Creek Cemetery	2013/14 - \$500 for Restoration of Historic Sign
34	Coonabarabran CWA Day Branch	\$500	\$500	Further work to Disabled Toilets	2014/15 - Half of the annual General Rate, Water Access Charge and Sewer Access Charge \$1,075.31* 2013/14 - \$500 Evening Branch for Disabled Toilet *Coonabarabran CWA Rooms used by both Day and Evening Branch
35	Coonabarabran CWA Evening Branch	\$500	\$500	Further work to Disabled Toilets	2014/15 - Half of the annual General Rate, Water Access Charge and Sewer Access Charge \$1,075.* 2013/14 - \$500 Evening Branch for Disabled Toilet
Total Low Priority		\$6000.00	\$6000.00		

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Lowest Priority					
Ref.	Applicant	Amount Requested	Amount Considered	Description of Project	Previous Donation Received 2013/14 or inclusion in 2014/15 Donations Policy
16	Ulamambri Hall Committee	\$500	\$500	Improvement to the Ulamambri Hall – Awning Wet Weather Cover	2014/15 - Full Waste Collection & Management Charge - \$410 2013/14 - \$500 for Replacement of Hall Exit Doors
17	Baradine PA & H Association Inc.	\$500	\$500	To assist with costs of entertainment for children and adults at the 2015 Annual Show – total cost of entertainment \$6,000	2014/15 - Monetary Grant - \$50 2013/14 - \$500 for Entertainment at the 2014 Annual Show
29	Alex Parsons	\$500	\$500	To assist with travel and interviewing costs for Australian Prose and Writing Competition	Individual Applicant
8	Elisha Bowes	\$500	\$500	Sponsorship of Chantel Greeves representing Australia Deaf Association Golf Tour of USA 2015	Individual
28	Wednesday Activity Group	\$500	\$500	To assist with purchase of resources to provide new activities and enable more bus trips and encourage more members	Program could be fund by MSO
Total Lowest Eligibility		\$2500.00	\$2500.00		

Ineligible						
Applicant	Amount Requested	Amount Considered	Description of Project	Previous Donation Received 2013/14 or inclusion in 2014/15 Donations Policy		
20	Coonabarabran Business Centre and Computer Hospital	\$400	\$N	To contribute towards of costs of materials and product creation for a pilot program in Entrepreneurial course for young girls	Private Enterprise	
Total Ineligible		\$400.00	NIL			

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Item 13 Council Resolutions Report August 2014

Division:	Executive Services
Management Area:	Governance
Author:	Executive Services Administration Officer - Joanne Hadfield
CSP Key Focus Area:	Local Government and Finance
Priority:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

Reason for Report

The Council Resolution Report includes Council resolutions from March 2013 to July 2014. This report is provided under separate cover as an enclosure. Items completed are noted then deleted from the report in the following month.

Background

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

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

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

Issues

This feedback is provided to Council for information purposes.

Options

Nil

Financial Considerations

Nil

RECOMMENDATION

For Council's Information.

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Item 14 Third Quarterly Staff Achievement Award

Division:	Corporate Services
Management Area:	Human Resources
Author:	Manager Human Resources – Val Kearnes
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF8 Council undertakes its organisational, workforce and risk management responsibilities with efficiency and effectiveness.

Reason for Report

This report is to inform Council of 2013/2014 Quarterly Staff Achievement Award for the third quarter.

Background

Each quarter all staff is asked to nominate a staff member who they believe go above and beyond the normal requirements for their position and show excellence in their profession. The annual award winner will be chosen from one of the four quarterly award winners.

Applications for the 2013/14 Third Quarterly Warrumbungle Shire Employee Excellence in Achievement Award closed on June 30, 2014.

Issues

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

Tyson Galvin – Customer Service Officer
Dawn Keirle - Visitor Information Officer
Amanda Sulter – Admin Officer Family Day Care (2nd Quarter Nomination)
Darryl Watton Jnr – Plant Operator – 2nd Quarter winner
Urban Services Team of Dunedoo – Technical Services (2nd Quarter Nomination)
Finance Team

The MANEX team considered all nominations and agreed on the winner of the Third Quarterly Employee Excellence in Achievement Award to go to Amanda Sulter.

Amanda Sulter joined Council in March 2006 as a Part Time Visitor Information Officer and has also worked as a casual Administrative Assistant with Council when required. In 2012 Mandy was successful in gaining the position of Part Time Administration Officer in Family Support Services, a position she currently holds.

In April 2014 Mandy undertook higher duties in the position of Senior Family Support Coordinator two days a week on a temporary basis until this position was filled permanently.

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During Mandy's time with Council she has proved herself to be a dedicated team member whichever team she is working with. She is an efficient staff member who not only displays excellent customer service skills, shows respect to both staff and customers and leads by example.

Mandy's team has nominated her in recognition of her commitment to her work and her positivity in all situations. Mandy is a valued staff member who is highly respected by fellow work colleagues for her high standard of work and wealth of knowledge.

Options

Consideration of decision by MANEX to award the Quarterly Award to Amanda Sulter.

Financial Considerations

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

RECOMMENDATION

That Council endorse MANEX's nomination of Amanda Sulter as the winner of the Third Quarterly Staff Achievement Award 2013/2014.

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Item 15 Brick Bats and Bouquets

Division:	Executive Services
Management Area:	Executive Services
Author:	Executive Assistant – Melissa Bennett
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF7 Council is presented with a range of organisational challenges including its aging workforce, skills shortages, increasing regulatory demands and the management of risk

Reason for Report

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

Background

Nil

Issues

Nil

Options

Nil

Financial Considerations

Nil

RECOMMENDATION

For Councils information.

WARRUMBUNGLE SHIRE COUNCIL

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45 Dalgarno Street
COONABARABRAN NSW 2357

RECEIVED
4 AUG 2014

15TH July 2014

BY:.....

Mr S Loane
General Manager
Warrumbungle Shire Council
John Street
COONABARABRAN NSW 2357

Dear Mr Loane

RE: FOOTPATH REPAIRS AT 45 DALGARNO STREET

I am writing to give you feedback regarding Mr Kevin Player Mr Matthew Turner and Mr Michael Devenish and their crew who have been attending to repairs to the footpath in front of my business for the last three weeks.

These gentleman have done a stellar job in ensuring that the construction work has not interfered with my business in any way and have always maintained a clean clear worksite and have been professional in their actions at all times. The footpath and gutter are welcomed as it was pretty bad before the work.

Please pass on my thanks to the guys for a job well done.

Yours faithfully

Vicki Coughlan
VICKI COUGHLAN
STORE MANAGER

WARRUMBUNGLE SHIRE COUNCIL

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

Dear Mr Loane

The Coonabarabran DPS Local and Family History Group Inc. wish to thank the Warrumbungle Shire Council for the \$500.00 donation given to assist us with rent and electricity payments.

This assistance is very much appreciated by our group.

Yours sincerely

Sandi Spackman
Secretary
Coonabarabran DPS Local and Family History Group Inc.

11.07.2014

WARRUMBUNGLE SHIRE COUNCIL

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61 Wargundy St,
Dunedin 7898.
9th July, 2014.

RECEIVED
14 JUL 2014

The General Manager,
Warrumbungle Shire Council,
P.O. Box 191,
Coonabarabran. 2357.

Dear Sir, Re Craboon Junction Bus Stop.

My printed letter of (probably) 20th May, which you acknowledged, refers.

Please find enclosed four photos of the Bus Stop – two "before", taken on 21st May, and two "after", 13 June.

Council has done a great job. Not only is there now a bin there, but the rubbish was picked up, the grass mown, and more guide posts installed.

It is now a nice "Welcome to the Shire", instead of what it was, an eyesore.

Unfortunately I fear some people are ^{now} mis-using the facility to dump bags of their household garbage.

The delay in this letter is because of the need to get prints of the photos.

Yours faithfully
John R. Home
(John R. Home)

c.c. Cr. Sullivan, Dunedin.

WARRUMBUNGLE SHIRE COUNCIL

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RECEIVED
29 JUL 2014

Lot 129 Namoi St
Baradine 2396
(02) 68431354 M: 0427544763
24-07-2014

BY:.....

ATTENTION:

**The General Manager,
Mr Tighe, Mr D Todd & Councilors,
Warrumbungle Shire Council,
John St,
Coonabarabran.**

Dear Sirs,

We are writing to express our sincere thanks for the town water connection

**To the residents (including our property) south Namoi Street Baradine
2396.**

We are most grateful and will continue to be water wise.

**Also thank you to the gentlemen who did the instalation of the mains ,they
were very helpful in managing the road so there was no inconvenience to
the entry of our properties.**

We are

Yours Sincerely

 **Greg Smith**

 **Sandra Smith**

WARRUMBUNGLE SHIRE COUNCIL

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"Pine Hill"
299 Forans Lane
NEILREX NSW 2831

26th July 2014.

Warrumbungle Shire Council
General Manager,
Mr. Steve Loane
P.O. Box 191
COONABARABRAN NSW 2357

Dear Steve,

Re: Forans and Evans Lane

I would like to thank you for the grading of the lane that I live in, Forans Lane and Evans Lane/Road. The work carried out in April this year has "*stood the test of time*" as it has proven to be carried out to an excellent standard and will be an improvement for many years to come.

The grader operator had the initiative to drag in some of the side wind-row and crown the carriageway by using this gravel. This practice takes away the "*river affect*" that "*just grading the roadway*" does. The mitre drains have also been improved and extended which also is a vast improvement. A much improved method that I am sure will have a lasting effect.

The workman like manner of the Shire employees is to be commended, please pass on my personal thanks and good wishes to them. I sincerely hope that they have a long employment career with this Shire.

I would like this letter to be noted "For Mention" at the next Shire Council meeting.

Yours faithfully,

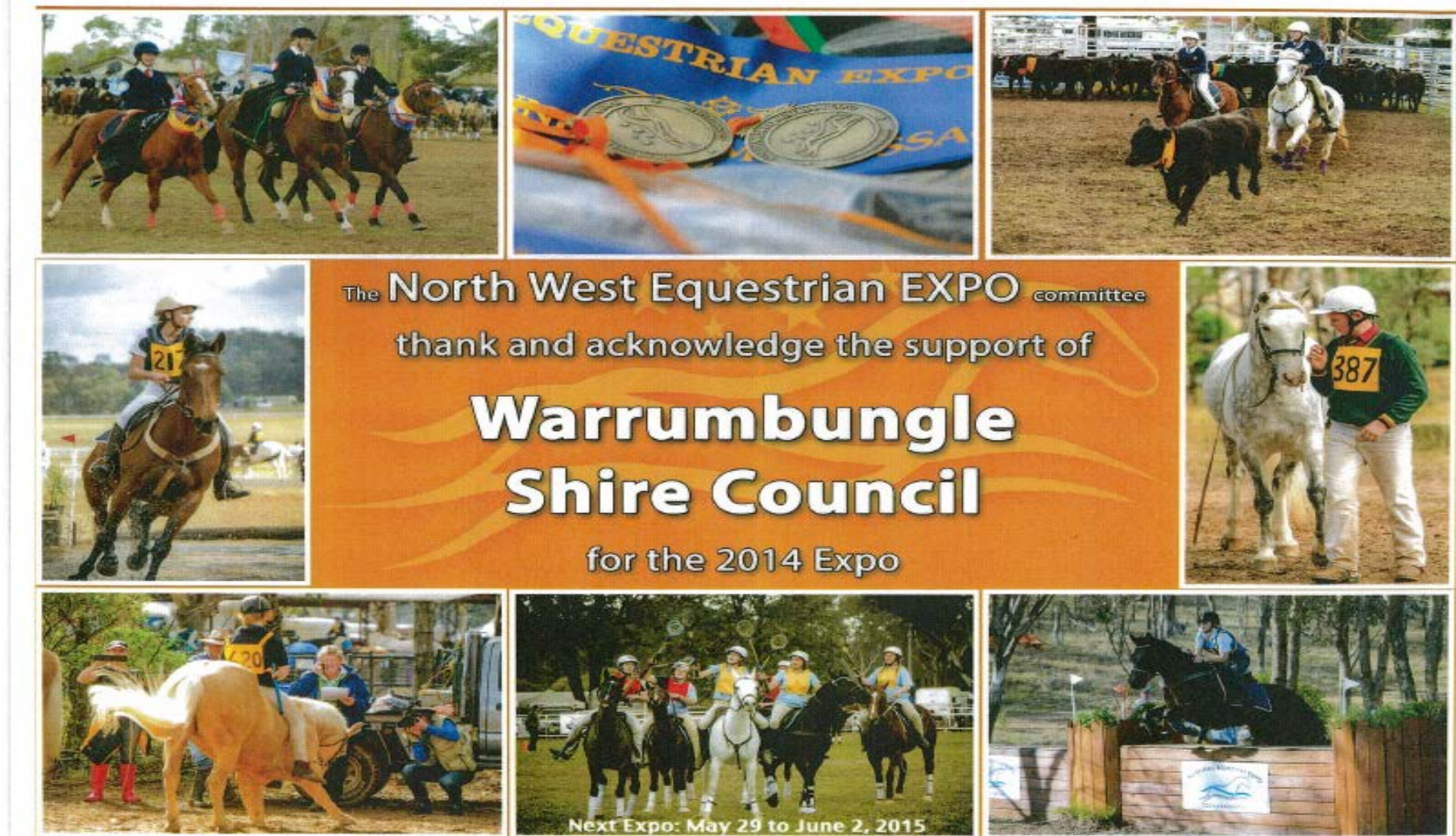


Eric Beer

RECEIVED
30 JUL 2014
BY:.....

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 21 August 2014



The North West Equestrian EXPO committee
thank and acknowledge the support of
**Warrumbungle
Shire Council**
for the 2014 Expo

Next Expo: May 29 to June 2, 2015

The collage features several photographs of equestrian activities: riders on horses in an arena, a close-up of a blue banner with 'EQUESTRIAN EXPO' and 'USA' and two medals, riders on horses in a field, a rider on a brown horse with a yellow number 21, a rider on a white horse with a green number 387, a rider on a white horse with a yellow number 20, a group of riders on horses in a field, and a rider on a dark horse jumping over a wooden obstacle.

WARRUMBUNGLE SHIRE COUNCIL

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Russell Bright
"Rusty Rails"
267 Timor Road
Coonabarabran
NSW 2357
02 68421288
russell.bright@bigpond.com.au

Mr Steve Loane
General manager
Warrumbungle Shire Council.

Dear Mr Loane

I wish to ask that council again consider the flying of the Australian and other flags at councils office in Coonabarabran pointing out that I approached our mayor Peter Shinton about this matter some weeks ago and as nothing has changed I would like the matter being put to the full council meeting to be held in August.

I am attaching (by separate email) a scan of the front page of the Times with the Aboriginal flag out flanking our national flag as a backdrop to the sorry day walk, now I do not know if the photo was taken this way for effect or simply a chance outcome. My concern is not the Aboriginal flag it is any flag being given precedence over our national flag.

The fact that council changed the positioning of the Australian and Aboriginal flag has not fixed the problem it does not matter how they are positioned on the two new poles our national flag will never be given the respect it deserves and I would like to believe that council would want our flag to be given the prominent position it deserves so I am going to put some alternatives for consideration by council.

- (1) Have three poles with an Australian flag on the outside poles and the other on the middle pole.
- (2) Use the two old poles with the Australian flag on the left facing and the other on the right pole facing, the problem with the electricity connections could be overcome with a cowling to prevent the flag fouling the electricity fittings, the two new poles could then be used for council flags or other promotional flags.
- (3) If for some reason it is not possible to adopt my suggestion as outlined in (2) then fly two Australian flags on the new poles and the other flag on the old pole on the left facing, this is not a perfect solution however would probably be acceptable and is far better than the present arrangement.

Yours faithfully
Russell Bright

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Binnaway Improvement Association

3 Watt Street
Binnaway 2395
NSW.

RECEIVED
15 JUL 2014
BY: hand delivered

To Melissa Bennet

There was a meeting held yesterday the 14th July of the Binnaway Improvement Association where there was a discussion on the Pumphouse rest area.

It was decided that the President of this organization would like to address the August Council meeting to make the Mayor and the Councilor's aware of the General Manager inability to handle this matter which has been lingering on for nearly 12 Months and to this point there has been no decisive action taken by the General Manager to resolve this matter.

I will look forward to your reply in writing on this matter so I can show my members at the next meeting.

Regards Jim Strachan



President

WARRUMBUNGLE SHIRE COUNCIL

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RECEIVED
12 AUG 2014

BY:.....

"Penalva"
Coonabarabran, 2357.
Friday 8th August, 2014.

Urban Services
Warrumbungle Shire Council
John Street
Coonabarabran, 2357.

To Whom It May Concern

On Sunday August 3rd our junior sporting club – the Coonabarabran Junior Rugby Union Club held our annual carnival. Our zone of Central North covers towns such as Narrabri, Scone, Quirindi, Tamworth, Barraba, Gunnedah, Armidale, Inverell, Moree and Walcha.

All available sporting fields are utilised from the netball courts for the Under 6's, the centre of the Greyhound Track for the 8's and 10's, Number 3 oval for the 12's and the 14's on the Mac Dean Oval.

Throughout the rugby season each club hosts a day of junior rugby. During our carnival on Sunday many comments were made to our ground coordinators, coaches and parents about the condition of the fields. All were extremely positive and complimentary stating that our fields were amongst the best of the eleven host towns.

We realise this takes a lot of hard work and commitment from a dedicated team of workers and does not happen overnight. For this reason we would like to thank Damien Walden and his crew (and I apologise that I cannot name them individually in case I inadvertently omit some one). It is not only the fields, it's the setting up of the posts, marking the ground as well as checking that everything is ok the morning of the carnival all of which is very much appreciated.

We would like the Urban Services Team to be commended for their dedication to the job and the obvious pride they put in to their work.

Please ensure that those mentioned in this letter are aware of it's content and Council is given a copy to table at it's next meeting.

Yours in appreciation.

Megan Clifton

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Megan Clifton
Secretary Coonabarabran Junior Rugby Union Club

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Item 16 Report from Human Resources – August 2014

Division:	Corporate Services
Management Area:	Human Resources
Authors:	Manager Human Resources – Val Kearnes
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF7 Council is presented with a range of organisational challenges including its aging workforce, skills shortages, increasing regulatory demands and the management of risk

Reason for Report

This report is to inform Council of activities undertaken by the Human Resources Department and provide an update on the status of Staff Recruitment, Training and Workplace Health and Safety (WHS) matters.

Background

Human Resources are responsible for Recruitment, Learning and Development, Workplace Health and Safety. Since the last Council Meeting in July 2014 positions have been advertised either internally or externally:

- Youth Development Officer – External
- Trainee Plant Operator – Dunedoo – External
- Trainee Plant Operator – Coolah - External
- Plumber – Dunedoo – External
- Plumber – Coonabarabran - External
- Part Time Family Day Care/OOSH – External
- Supervisor Roads – North - Internal
- Urban Services Operator – Coonabarabran - Internal
- Manager Projects - Internal
- Manager Regulatory Services - Internal
- Supervisor – Binnaway - Internal
- Finance Officer – Coonabarabran - Internal
- Admin Officer – Development Services - Internal
- PA to Director Corporate Services - Internal

Interviews are currently being organised for the following positions:

- Youth Development Officer
- Trainee Plant Operator – Dunedoo
- Trainee Plant Operator – Coolah
- Manager Projects

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To date the following positions have been filled:

- RMS Contract Officer
- Part Time Family Day Care/OOSH
- Supervisor Roads North
- Plumber – Coonabarabran
- Plumber – Dunedoo

Resignations

Two resignations have occurred this month, two from Corporate Services and two from Technical Services.

Issues

Several long term supervisors handed in their resignations this month. This highlights the need for succession planning throughout the organisation not only for staff retiring but also for replacement of staff who are on sick leave or annual leave. Long term succession planning will ensure all staff are offered a career path and also gives Council a depth of experience within the organisation. Skills shortages can cause loss of productivity and implementation of a strategy to fill the gaps will ensure staff can have a career path within local government.

Financial Considerations

Staff who wish to be considered for higher duties need to receive the opportunity for on the job training and other formal training which would equip them to apply for internal positions when they become available.

LEARNING AND DEVELOPMENT

July was a quieter month for formal training for staff as the new financial package, Authority, was implemented. Workshops were held over two (2) weeks to give as many staff as possible an overview of the new system. Finance staff worked tirelessly on this implementation and should be congratulated on their efforts.

Workshops were held across five (5) communities in the Shire to discuss the development of a Customer Service Charter for the Warrumbungle Shire Council. Once the community consultation is complete a series of workshops will be held for staff who will also participate in the development of the Charter.

Local Government Training Institute delivered a programme for new managers and supervisors as well as those staff who undertake higher duties, in Workplace Assessing. The course provides these staff with the skills and knowledge to confidently carry out the annual competency assessments in the workplace using enterprise developed competency standards.

RMS Blue Card training was also held to update Council's Traffic Controllers. The training was delivered by Bryson Reece of the Wellington Shire Council.

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WORKPLACE HEALTH AND SAFETY

The StateCover Audit has been completed and submitted by the due date of 30 July 2014. Statecover will advise if Council's answers will be chosen for the verification process. A report will be sent to Council later in the year and bonus paid if applicable.

Wage reimbursements have been forwarded to StateCover for workers compensation claims.

For the month of July Investigations were conducted in consultation with appropriate Managers and Supervisors for all incidents and appropriate actions taken.

Workers Compensation and Incidents:

Directorate	Near Misses	Incidents	New Claims
Corporate Services		3	
Executive Services			
Development Services			
Technical Services		4	

RECOMMENDATION

For Council's information

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Item 17 Water Access Charges Coolabah Estate 2014/2015

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

Reason for Report

To report to Council on an error in levying the Water Access Charges for Coolabah Estate.

Background

As part of the 2014/15 Rates Levy process 58 assessments for the Coolabah Estate (Mendooran) were charged the incorrect Water Access Charge. These properties were charged the general charge of \$360 as opposed to the \$816 Mendooran Water Access Charge.

Issues

Council's accounting system is programed to distinguish between the general Water Access Charge and the Mendooran Water Access Charge via a particular code. However, during the transition to Council's new accounting system (Civica Authority), 58 assessments in the Coolabah Estate were incorrectly coded to the general Water Access Charge of \$360 instead of the correct amount of \$816.

To rectify this error, it is proposed to write to the 58 ratepayers in the Coolabah Estate explaining that the access charge levied on their Rates Notice was incorrect and that a new Rates Notice will be re-issued. This letter will outline options for extended repayment until 30 November 2014, and it is suggested that Council forfeits any interest accrued up until the second instalment falls due. The reissued Rates Levy will be sent soon after the letter and will include the correct amount of \$816.

Options

Council has two options in regard to the error made in relation to the incorrect levying of Coolabah Estate's Water Access Charge:

1. Prepare a revised Rates Notice incorporating the \$816 Water Access Charge and forfeit any interest accrued up until the second instalment falls due;
2. Do not reissue revised rates notices and forfeit the receipt of \$26,448 in Water Access Charges. However, to compensate for this reduced revenue Council should reduce expenditure in other areas of Council's business.

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Financial Considerations

The total impact of this error was a reduction of \$26,448 in Water Access Charges. This shortfall will be rectified if Council approves to re-levy the correct \$816 Water Access Charge, as proposed.

RECOMMENDATION

That Council reissue the revised 58 Rates Levy for Coolabah Estate to incorporate the \$816 Mendooran Water Access Charge and write to affected ratepayers informing them of the error. **FURTHERMORE**, that Council forfeits any interest accrued up until the second instalment falls due.

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Item 18 Revote Request Capex 2013/14

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

Reason for Report

To seek Council approval to revote uncompleted capital projects into the 2014/15 financial year.

Background

Council's capital works program for the 2013/14 financial year includes a number of projects that remain incomplete as at 30 June 2014. Each year Council will generally review the listing of projects yet to be completed and revote a portion of the amount relating to these projects into the following financial year. A list of CAPEX projects for which a revote of the Budget is necessary to complete the works follows this report.

The total suggested revote for the 2014/15 financial year is \$3.087m. Assuming that Council approves the revote above, Council's capital works program for the 2014/15 financial year will be \$13.175m. It should be noted that the majority of the revotes relates to the LIRS 2 bridges (\$2.089m to be funded by a portion of the first part of the LIRS 2 loan - \$2.35m).

Issues

Points of consideration in relation to the revote include:

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

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Options

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

1. Revote the whole amount of \$3.087m into the 2014/15 financial year;
2. Exclude individual projects from the revote request to arrive at a lower revote amount;
3. Approve the amended revote request but postpone selected current year projects to reduce the 2014/15 capital budget;

Financial Considerations

The total cost to Council of the suggested revote is \$3.087m. As at 30 June 2014 Council's cash and cash equivalents balance including investments was \$11.012m.

Council has budgeted for a surplus of \$7.5k in the 2014/15 financial year as per Council's 2014-2015 Operational Plan and any revotes will reduce this surplus by the amount revoted, less the balance of projects either funded from loan funding (e.g. the LIRS 2 bridges) or other projects to be funded from restricted assets, or savings in the 2013/14 financial year.

The Table below outlines amount of projects which are funded via restricted assets or loans as well as the total savings from relinquishing projects revoted into 2013/14 (and held as restricted assets) that will not be revoted. The table also shows the total unfunded revotes.

Source of Funding	Sum of Potential Revote Amount
Total Revote Amount	\$3,086,564
Funded by:	
Loan	\$2,350,000
Restricted Assets (grant funding or 2012/13 revotes)	\$311,470
Restricted Assets (2012/13 revotes in RA relinquished)	\$356,273
Total Unfunded	\$68,821

A list of relinquished restricted asset projects is provided below:

Project	Amount to Relinquish	Reasoning
New Office Fittings - Admin Building	\$21,635	Project complete under budget
Mendooran Oval Project	\$5,690	Revote not needed
Dalgarno Street Drainage	\$7,777	Project complete under budget
Wallaroo Street Construction	\$ 149,919	Review at first QBRS
Coonabarabran Depot (ex RTA) - Facilities Upgrade	\$15,774	Project transferred to fleet – relinquish as will be funded by fleet
Dunedoo Depot Capital - Underground Storage	\$43,478	Project transferred to fleet – relinquish as will be funded by fleet
Expansion of Coonabarabran Waste Landfill Site	\$112,000	Full amount not needed revote \$15k only
Total:	\$356,273	

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As at 30 June 2014, Council reported an unrestricted cash deficit (excluding \$359k of fast tracked works) of \$3.057m of which \$3.1m was due to the Federal Government withholding the payment of the first two quarters of FAGs grants. If the FAGs grants were paid, Council would have recorded a small unrestricted cash surplus (across all three funds) of \$43k.

In order to ensure that Council achieves a balanced cash budget in 2014/15, the total unfunded revote amount of \$69k should be dealt with by Council either:

1. Removing unfunded projects to the total of \$69k from the suggested revotes listing; or
2. Delaying a project from the 2014/15 capital program of equal or greater amount.

RECOMMENDATION

That Council approve the 2013-2014 CAPEX revote request totalling \$3.087m, but ensure that the 2014/15 budget is not pushed into deficit by this decision by either removing an unfunded project, or delaying a project of equal or greater value from the 2014/15 capital program.

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Description	Project Details	Revote Amount	Asset Being Created	Expansion / Renewal	Funded? (Y/N)	Source of Funds	Amount Funded	Current Status
Executive Services								
Administration Building Final Construction Works	Completion of fit out for the new Coonabarabran office building.	5,500	Building	Expansion	No	-	-	Project mostly complete. \$11k allocated to stain glass project. Remaining minor items to be finished by 30 June.
Technical Services								
Plant and Equipment Purchases	Replacement of Plant as per plant replacement program.	60,000	Plant and equipment	Renewal	Yes	RA	60,000	Complete except for one item to be revoted.
Radio Network Capital	Upgrade radio links and coverage.	15,000	Plant and equipment	Renewal	Yes	RA	15,000	Waiting on Police to install new Radio Hut at Coolabah Estate to take advantage of better reception in the area. Revote outstanding amount.
Aerodrome Bridge Baradine	Replacement of timber bridge with concrete structure under the LIRS program (LIRS 2 - 2013/14)	237,315	Bridge	Renewal	Yes	Loan	250,000	Project at Planning stage
Baradine Creek Bridge	Replacement of timber bridge with concrete structure under the LIRS program (LIRS 2 - 2013/14)	1,324,397	Bridge	Renewal	Yes	Loan	1,500,000	Project at Planning stage

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Description	Project Details	Potential Revote Amount	Asset Being Created	Expansion / Renewal	Funded? (Y/N)	Source of Funds	Amount Funded	Current Status
Kenebri Bridge	Replacement of timber bridge with concrete structure under the LIRS program (LIRS 2 - 2013/14)	527,423	Bridge	Renewal	Yes	Loan	600,000	Project at Planning stage. Note: includes planning costs for other LIRS bridges too.
Mendooran Park Toilets	Refurbishment of existing Toilet block	32,631	Building	Expansion	No	-	-	Contract awarded, works expected to be completed in October.
Dunedoo Milling Park – Toilet Block	New Toilet Block Western End of Dunedoo	50,000	Building	Expansion	No	-	-	Work to be delayed until following financial year, and budget to be re-voted at year end. This forms part of the projects funded under the Cobbora Transition Fund
Oval Grandstand Rehabilitation - Baradine	Refurbishment of existing grandstand	7,550	Structure	Renewal	No	-	-	To be completed mid August 2014.
Oval Grandstand Rehabilitation - Binnaway	Refurbishment of existing grandstand	14,320	Structure	Renewal	No	-	-	To be completed mid August 2014.
Nandi Park / Timor Rock Park Amenities Block	Construction of new amenities blocks at Nandi Park & Timor Rock Park	70,570	Building	Expansion	Yes	RA	70,750	Not yet commenced.
Regional Netball Courts Coonabarabran	Regional Netball Courts Coonabarabran - Survey investigation and design (per res 291/1314)	1,250	Structure	Expansion	No	-	-	Investigation complete.
Bowen Oval Redevelopment	Development of a Mini Oval	2,882	Land Improvement	Expansion	Yes	RA	2,882	Complete, however some minor bills outstanding.

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Description	Project Details	Potential Revote Amount	Asset Being Created	Expansion / Renewal	Funded? (Y/N)	Source of Funds	Amount Funded	Current Status
Leak prevention and general painting - Baradine Pool	Capital renewal work on pool structure to prevent leakage	13,000	Structure	Renewal	No	-	-	Complete except for shade sail over the play equipment to be completed in July 2014/15.
Walker Street, West of Narren new K&G	Construction of new Kerb and Guttering (Walker St)	2,803	Kerb and Guttering	Expansion	No	-	-	Completed as at early August.
David Street, new K&G	Construction of new Kerb and Guttering David St)	55,750	Kerb and Guttering	Expansion	No	-	-	To commence in June. Revote into 2014/15.
Binnia Street, new kerb blisters and K&G rehab	Streetscape improvements in Binnia Street including kerb blisters on corner of Martin St and Binnia St, and drainage and road pavement improvements.	30,927	Kerb and Guttering	Expansion	Yes	RA	30,927	In progress.
Booyamurra Street, east of Binnia, rehabilitation	Installation of new drainage and rehabilitation of existing road	98,456	Culverts and Drainage	Expansion	No	-	-	Waiting on Survey to be completed. And Geo Tech investigation
Dalgarno Street east of John, footpath rehabilitation	Rehabilitation of footpath in Dalgarno St. Coonabarabran.	40,314	Footpath	Renewal	No	-	-	Complete as at early August.
John St. K&G Rehabilitation	John St. K&G Rehabilitation in front of town hall	16,031	Kerb and Guttering	Renewal	No	-	-	First stage complete end of July.
Environmental and Community Services								
Replacement of Library Shelves (OH&S requirement)	Replacement of Library Shelves (OH&S requirement)	11,217	Furniture fixtures and fittings	Renewal	Partially	RA	3,937	Project pending. Shelving already ordered.

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Description	Project Details	Potential Revote Amount	Asset Being Created	Expansion / Renewal	Funded? (Y/N)	Source of Funds	Amount Funded	Current Status
Shire Entrance Signs	Purchase and installation of shire entrance signs.	2,162	Plant and equipment	Expansion	No	-	-	Awaiting approval for D/A's for installation of signs
Corporate Services								
Coolah Air Conditioning	Complete refurbishment of air conditioning in Coolah office. Current system is terminal.	26,519	Building	Renewal	No	-	-	Majority of the air conditioning has now been complete. Awaiting bills.
Coonabarabran Depot (ex RTA) - Facilities Upgrade	Upgrade to depot facilities	19,496	Furniture fixtures and fittings	Expansion	Yes	RA	19,496	Currently on hold. Monies to be spent on refurbishment post termite damage
Dunedoo Depot Capital - Underground Storage	Completion of storage bunkers	68,478	Building	Expansion	Yes	RA	68,478	Work is underway. To be completed by EOFY.
New Tar Tank - Coolah Depot	New Tar Tank - Coolah Depot	25,000	Furniture fixtures and fittings	Renewal	Yes	RA	25,000	Not yet commenced
Hall Baradine – Refurbishment of Toilets	Replacement of existing toilet facilities with new facilities that include disabled access.	71,240	Building	Renewal	No	-	-	Plans complete. Awaiting committee approval.
Warrumbungle Water								
Namoi St	Water main extension Namoi St. Baradine.	35,413	Mains	Expansion	No	-	-	Works complete early August 2014.

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Description	Project Details	Potential Revote Amount	Asset Being Created	Expansion / Renewal	Funded? (Y/N)	Source of Funds	Amount Funded	Current Status
Mains Replacement – Napier St, 420m	Council has still a number of asbestos pipes that are scheduled for replacement (developing cracks, end of useful life reached/approaching), Napier St BWY is one of them.	50,226	Mains	Renewal	No	-	-	Not commenced. To be revoted.
Wentworth St Reservoir Lining	Lining of Reservoir in Wentworth st. to repair leak.	11,188	Reservoirs	Renewal	No	-	-	Preparation in progress. To be revoted
Mains Extensions - Robertson and John st (230m)	Removal of two dead ends in John St and Robertson St.	2,000	Mains	Expansion	No	-	-	Complete except for corrosion proofing of exposed pipe at creek crossing.
Mains Extensions -Jubilee St, between Newell Hwy and Gunnedah Hill	Removal of two dead ends at Newell Hwy/Arnold St and Oxley Hwy/Gordon St.	49,995	Mains	Expansion	No	-	-	Delayed until 2014/15 - in 2014/15 budget. Revote remaining amount.
Mains Replacement	Replacement of old cast iron mains that create complaints due to dirty water (like Dalgarno St last FY); exact location not decided yet, suggested is e.g. Camp St	52,289	Mains	Renewal	No	-	-	In progress revote remaining amount.
Dunedoo W Backup Bore & Dev /Imp	Back Up Bore Development & Implementation	4,503	Pumping Station	Expansion	No	-	-	In progress.

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Description	Project Details	Potential Revote Amount	Asset Being Created	Expansion / Renewal	Funded? (Y/N)	Source of Funds	Amount Funded	Current Status
Water Pressure Project	Investigate and rectify Mendooran reticulated water pressure issue, particularly when using the town reservoir (installation of a pressure pump at that reservoir may be necessary).	21,381	Pumping Station	Expansion	No	-	-	Town reservoir taken back online. Pressure investigation program planning in progress.
Warrumbungle Sewer								
Sewage Treatment Plant-upgrade and renewal	Installation of an eye-wash station (WHS), repair floats on aerator to optimise submersion depth, re-equip lab with proper analysis equipment.	14,336	Treatment Plant	Renewal	No	-	-	Eye wash installed; project scheduled to be completed in 2014/15 year
Warrumbungle Waste								
Expansion of Coonabarabran Waste Landfill Site	Expansion of existing landfill site	15,000	Land Improvement	Expansion	Yes	RA	15,000	Planning stage only
Total		3,086,564					2,661,470	

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Item 19 2013/14 Financial Statements

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

Reason for Report

To present Council's financial results for the 2013/14 financial year; to request to approve the referral to audit of Council's General Purpose Financial Statements (GPFS) and Special Purpose Financial Statements (SPFS); and to seek Council approval for the "making of the statements" for both the GPFS and SPFS.

Background

Council has now completed its 2013/14 Annual Financial Statements. These Statements have been prepared to comply with the requirements of the Local Government Act 1993, the Australian Accounting Standards, and the Local Government Code of Accounting Practice and Financial Reporting. A copy of the Financial Statements has been provided under separate cover for review by Council. A QBRs format analysis of Council's performance, including analysis of the impact of the FAGs grants has also been provided as a separate enclosure, with a summary in the Financial Considerations section below.

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

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

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

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As indicated above the statements are required to be made to enable the GPFS and SPFS to be submitted for audit. The GPFS and SPFS are also required to be referred to audit per Section 413(1) of the Local Government Act 1993. The audit of Council's Financial Statements is currently scheduled to commence on the week ending 22 August 2014.

Issues

Some of the significant accounting issues addressed in the preparation of the 2013/14 financial statements included:

- The Federal Government's decision to not bring forward two quarters of FAGs grants;
- The review of residual values for Council's building assets;
- The accounting treatment of Council's quarry inventory;
- The write off of replaced seal and pavement assets;
- The separation of intangible assets from plant and equipment in Council's balance sheet;
- The first time recognition of waste remediation provisions;
- The write off of \$99,332 worth of tools in use that was incorrectly recorded as inventory for several years. A large portion of these items are unrecoverable and date back more than ten years. Council's auditors recommended the write off of unidentifiable tools in use last financial year, and Council in compliance with this recommendation has identified tools in use to the value of \$99k to be written off.

Options

Nil

Financial Considerations

Significant points to note in regard to Council's 2013/14 financial performance are detailed below.

Federal Government Decision to not bring forward two (2) quarters of FAGs grants

The single most important factor to note when analysing Council's financial performance in the 2013/14 financial year is the Federal Government's decision to not bring forward the Financial Assistance Grants (FAGs Grants). This decision resulted in a **\$3.1m increase in Council's accrual deficit, and a \$3.1m reduction in Council's cash at bank balance.**

The Financial Assistance Grants (FAGs grants) are federal untied grants (i.e. can be spent on whatever Council wants) that form roughly 17 to 20% of Council's funding. They are also one of the two major sources of unrestricted funding for Council's operations (the other being rates).

In the 2008/09 financial year the Federal government brought forward one quarter of FAGs grants resulting in a roughly \$1.55m increase in revenue and cash at bank for that financial year. Another quarter was brought forward in 2010/11 resulting in a further increase of roughly \$1.55m in the 2011/12 financial year (note: figures are in 2013/14 dollars).

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These brought forward funds improved Council's financial performance in these two years and also propped up Council's cash balance by \$3.1m post the 2011/12 financial year. It was inevitable that the FAGs grants would eventually not be brought forward, resulting in the previous improved financial performance being reversed out in one year. This happened in the 2013/14 financial year, and Council has reported a deficit that is \$3.1m higher than it should be due to the Federal Government's decision to not bring forward these grants.

Income Statement Result

- Council posted an accrual deficit (including depreciation and other non-cash items) of **\$5.859m** for the 2013/14 financial year predominantly due to the Federal Government's decision to not bring forward two quarters of FAGs grants (**total impact \$3.1m**) in the 2013/14 financial year.
- The other major reason for Council's accrual deficit was the quantum of depreciation expense incurred by Council on its **\$443m** worth of infrastructure assets.
- Assuming the FAGs grants were brought forward Council would have recorded an accrual deficit of **\$2.759m** (predominantly due to depreciation on Council's infrastructure assets) which is **\$137k less than budget**.

Cash Result (recurrent)

- Assuming the FAGs grants were brought forward Council's recurrent cash revenue would have been **\$43.236m (\$1.271m, 3% over budget)**;
- Council's recurrent cash expenditure was **\$34.941m (\$953k, 3% over budget)**.
- This means that Council's net recurrent revenue and expenditure cash result would have been **\$318k under budget** if the FAGs grants were brought forward (a positive result);
- Unfortunately, the Federal Government held back the FAGs grants meaning Council's final recurrent revenue/expenditure was **\$2.782m worse than budget**.

Capital Expenditure

- Council completed **\$10.93m worth of capital works** in the 2013/14 financial year;
- Completed works in 2013/14 included **\$2.7m that had been revoted (brought forward) from prior years** (\$1.7m worth of infrastructure and land and buildings expenditure and \$1.066m worth of fleet expenditure). This expenditure was funded from restricted assets and resulted in Council catching up on a significant portion of delayed works with the use of these restricted assets.
- Significant capital achievements in the 2013/14 financial year include:
 - Completion of the majority of the new Saltwater Creek bridge meaning all Council's regional roads are now sealed (\$1.227m in 2013/14);
 - Finalisation of final upgrades to the Administration Building in Coonabarabran (\$93k in 2013/14 - \$50k under budget);
 - Construction of four bridges under LIRS 1 (Baby Creek, Tongy Lane, Bugaldie Creek & Grandchester Bridge) - \$629k in 2013/14;
 - Completion of close to \$1.4m (est. 48km) worth of resealing, including bringing forward \$360k worth of resealing from 2014/15;
 - Completion of \$770k of re-sheeting (roughly 43km);
 - Replacement of \$3.7m worth of fleet equipment, including catching up on \$1.066m worth of delayed purchases from prior years;

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- Completion of the majority of the MR55 Widening and Rehabilitation project (\$640k in 2013/14);
- Commencement of the Dunedoo backup bore project (\$224k in 2013/14);
- Completion of the rehabilitation of pavement on MR129 Coonabarabran - Baradine (\$193k);
- Completion of the Newell Highway Cycleway (\$131k);
- Upgrade of Council's finance system to Civica Authority (\$130k).

Movements in Cash

Assuming the FAGs grants were brought forward, and Council had not brought forward \$359k worth of reseals, Council would have reported a **small surplus in unrestricted cash of \$43k (water, sewer and general fund combined)**. Unfortunately the FAGs grants weren't brought forward and **Council's cash and investments balance actually decreased by \$5.919m**.

The reduction in Council's cash balance was due to:

- The Federal Government's **decision not to bring forward the FAGs grants (\$3.1m)**.
- Council's **use of restricted cash assets to catch up on its capital backlog/revoted capital works (\$2.7m)**;
- **Council bringing forward \$359k worth of reseals** from the 2014/15 Financial Year;

These items were offset by a **positive recurrent cash result of \$318k**.

The **bringing forward of the FAGs grants propped up Council's cash at bank post 2011/12 by the \$3.1m prepaid amount**. Technically Council has not been short changed of funds as the only issue is the actual timing of the grant, and Council instead of getting \$3.1m on 30 June, will get the \$3.1m post July 2014.

However, from a cash basis, the grants were actually already paid to Council back in 2009 and 2012, and unless the Federal Government decides to bring forward another two quarters, Council's cash at bank balance will not recover to the previous balance, as the \$3.1m has already been committed to other expenditure in the 2014/15 financial year (unless Council decides to amend the current 2014/15 budget).

A table showing the adjusted cash balance if the FAGs grants were not prepaid is provided below:

Cash and Investments Balance	2009	2010	2011	2012	2013	2014
Cash and Cash Equivalents	2,238	6,318	8,468	10,796	14,171	8,017
Investments (Current)	-	3,181	-	3,317	-	1,551
Investments (Non-Current)	12,328	5,993	6,247	2,520	2,760	1,444
Cash Balance Post FAGS impact	14,566	15,492	14,715	16,633	16,931	11,012
Back out FAGs prepayment	(1,550)	(1,550)	(1,550)	(3,100)	(3,100)	-
Cash Balance assuming no prepayment	13,016	13,942	13,165	13,533	13,831	11,012

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It should be noted that the cash balance of the water and sewer fund increased by roughly \$900k due to the receipt of a \$324k capital grant for water and underspends in water/sewer related capital, while the General Fund cash balance declined by roughly the same amount, partially due to the delay in the LIRS loan which was to fund capital works in the 2013/14 financial year.

Council's general fund balance increases in years where there are natural disasters as significant resources are redirected to flood or other works which are fully funded by other levels of government, and then will decrease in years without natural disasters as Council catches up on maintenance and other works from general fund monies. Council experienced significant flood events in 2009/10 which involved flood damage repair works that lasted well into 2011/12. 2012/13 was also a natural disaster year with the S44 Wambelong fires.

Delay in the drawdown of the Local Infrastructure Renewal Scheme (LIRS) Loan

As a result of the Federal and State Budget announcements of further funding for infrastructure, Council delayed the draw down of its \$3.1m LIRS 2 loan in order to seek grant funding for the construction of the LIRS 2 bridges, possibly in conjunction with the LIRS loan as the majority of these funding opportunities are 50/50 funding. This has resulted in some savings in loan repayments and interest, but meant that Council has spent some monies that should have been funded by loan funding with the loan not being drawn down.

RECOMMENDATION

1. That the statement in accordance with Section 413(2)(c) of the Local Government Act 1993, and Clause 215 of the Local Government (General) Regulation 2005, for the General Purpose Financial Statements for the year ending 30 June 2014 be made;
2. That the statement in accordance with the requirements of the Code of Accounting Practice in relation to the Special Purpose Financial Statements for the year ending 30 June 2014 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;
5. That Council approve the write off tools in use to the 10 year accumulated value of \$99,332 identified as a management issue by Council's auditors in the 2012/13 financial year.

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Item 20 Bank Reconciliation for the month ending 31 July 2014

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

Reason for Report

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

Background

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

As per the 30 June Bank Rec the 31 July 2014 Bank Reconciliation was completed over two stages, the first one being to reconcile the general ledger and bank balance as at 23 June 2014 when Council closed off its previous accounting package Practical and the second stage being to capture movements over the month of July, as the Practical closing balance from 23 June will not be rolled over until Council's Financial Statements are provided to Council's Auditors later in the month of August.

Issues

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

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

Options

Nil

Financial Considerations

Nil

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Summary

Balance per General Ledger – 31 July 2014

General Ledger	Amount
Balances as at 23 June	
General Fund CBA Account Only (as at 23 June)	259,397
General Fund NAB General Account Only (as at 23 June)	19,771
General Fund WPAC General Account Only (as at 23 June)	86,757
Trust Fund (as at 23 June)	177,185
WSC Mayor's Bushfire Appeal (as at 23 June)	368,762
Total Practical Investments Balance (as at 23 June)	9,352,597
Total Balances as at 23 June (Practical Close)	10,264,469
Movements Post 23 June (In Authority)	
General Fund	(249,121)
Trust Fund	19
WSC Mayor's Bushfire Appeal	1,070
Investments	(231,463)
Total per General Ledger	9,784,974

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Bank	Balance
<u>General</u>	
Commonwealth General Account	421,545
Total – General	421,545
<u>Trust</u>	
Commonwealth Trust Account	177,204
Total – Trust	177,204
<u>WSC Mayors Bush Fire Appeal Trust</u>	
Commonwealth Mayors Fund General Account	81,896
Commonwealth Mayors Fund Savings Account	287,936
Total - WSC Mayors Bush Fire Appeal Trust	369,832
<u>Investments</u>	
Securities	3,000,000
Term Deposits	6,227,662
Total Investments	9,227,662
Total All Bank Accounts	10,196,243
<i>Add:</i>	
Outstanding Deposits - General	84,051
Outstanding Deposits - Trust	-
Outstanding Deposits – WSC Mayors Bushfire Appeal	-
<i>Less:</i>	
Unpresented cheques - General	(495,320)
Unpresented cheques - Trust	-
Unpresented cheques- WSC Mayors Bushfire Appeal	-
Balance adjusted for outstanding deposits & Un-presented cheques (Final Bank Balance)	9,784,974
Variance between Final Bank Balance and General Ledger	-

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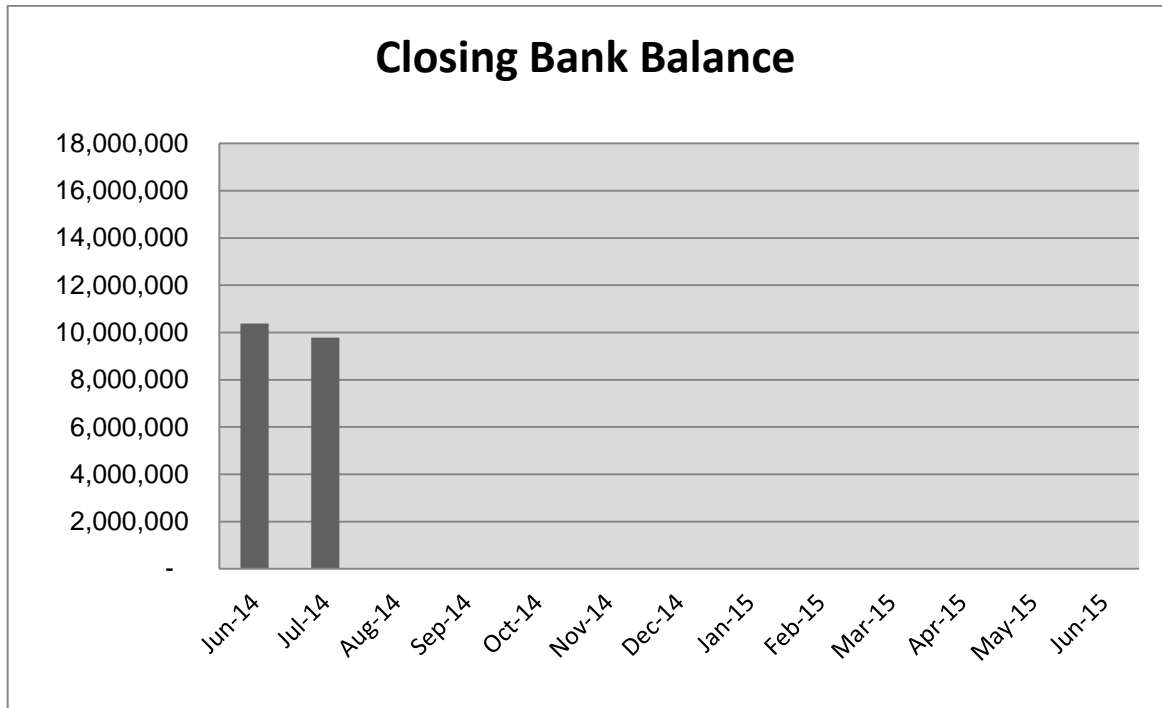
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Balance as per Bank Account History as at 31 July 2014

Month	Funds Held in General Account	Funds Held in Trust Account	Mayors Bushfire Appeal Trust Account	Investment	TOTAL	Net of Outstanding Deposits and Un-presented Cheques	End of Month Closing Bank Balance
Jun-14	323,176	177,204	368,762	10,129,888	10,999,030	(622,858)	10,376,172
Jul-14	421,545	177,204	369,832	9,227,662	10,196,243	(411,269)	9,784,974

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RECOMMENDATION

That Council accept the Bank Reconciliation Report for the month ending 31 July 2014.

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Item 21 Investments and Term Deposits for Month ending 31 July 2014

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

Reason for Report

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

Background

Council currently benchmarks its investment performance against the three (3) month Bank Bill Swap Reference Rate (BBSW) as per Council's Investment Policy. The July BBSW 3 month rate was 2.63%. Council's term deposits returned an average rate of 3.15% for the month of July, outperforming Council's benchmark.

During the month of July one of Council's Term Deposits totalling \$1m held with Bank of Queensland fell due earning a total of \$2,548 in interest.

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

Issues

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

Options

Council adheres to the DLG Investment Guidelines and Ministerial Investment Order 2011 and Councils Investment Policy is consistent with this order and any guidelines issued.

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Financial Considerations

Council received a report on the performance and analysis of each of the long term investment funds from investment advisors, Amicus Advisory Pty Ltd (formerly Structured Credit Research and Advisory Pty Ltd), as at 30 June 2014. This information is provided below.

FIIG All Seasons CPPI	Council is essentially holding a Swedish Export Bond rated AA+. Will pay \$4 above par at maturity. Bid price well short of fair value. This will mature in (1 month).
Octagon Ltd Linked	Backed by International Bank for Reconstruction & Development rated AA. Few concerns if any. Bid well below fair value. Low risk.

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Summary

Investment Securities: Council currently holds the following investment securities:

Bank	Purchase Price	Indicative Bid	Valuation based on indicative bid as at 31 July 2014	ISIN Number	Lodgement date	Maturity Date	Rating	Coupon Payments
FIIG All Seasons CPPI Note	1,500,000	103.40%	1,551,000	AU300SEKA021	29.08.2008	29.08.2014	AA+	0%
Octagon Ltd Linked	1,500,000	96.26%	1,443,900	XS023170158	25.10.2005	25.10.2015	AA	0%
Total:	3,000,000		2,994,900					0%

Term Deposits: Council currently holds the following Term Deposits:

Bank	Current Investment	Opening Balance	Buy/(Sell)	July Interest Earned/ Accrued	Closing Balance	Lodgement date	Maturity Date	Rating	Current Yield
NAB Cash Maximiser	1,971,132	1,010,270	960,107	756	1,971,133	At Call	At Call	AA-	3.04%
ANZ At Call	2,098,258	3,092,965	(1,000,000)	5,293	2,098,258	At Call	At Call	AA-	3.10%
*Westpac General at Call	29,109	19,771	9,338	-	29,109	At Call	At Call	AA-	-
*NAB Eftpos At Call	129,163	86,757	42,406	-	129,163	At Call	At Call	AA-	-
NAB Term Deposit	1,000,000	1,014,344	-	3,176	1,017,520	10/02/2014	11/08/2014	AA-	3.75%
ANZ Term Deposit	1,000,000	1,001,940	-	3,007	1,004,947	10/06/2014	16/09/2014	AA-	3.55%
Bank Of Queensland	-	1,001,186	(1,002,548)	1,362	-	16/06/2014	16/07/2014	BBB+	3.10%
Total:	6,227,662	7,227,233	(990,697)	13,595	6,250,130				3.15%

- As part of the Implementation of the new financial system – Authority, the Westpac General Account and NAB Eftpos Account will now be treated as at call investments.

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Certification of Responsible Accounting Officer

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

Responsible Accounting Officer

RECOMMENDATION

That Council accept the Investments Report for the month ending 31 July 2014.

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Item 22 Implementation of Liquid Trade Waste Policy

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

Reason for Report

Provide Council with a summary of findings on compliance by commercial properties with Liquid Trade Waste Policy and confirm intention to complete implementation of the policy.

Background

On the 19 December 2013, Council approved a process of implementation of the Liquid Trade Waste Policy (**Resolution No. 228/1314**). The policy is to be implemented over a two (2) year period. From 1 July 2015, fees and charges for properties discharging liquid trade waste will apply.

To date, consultation with commercial property owners and businesses has included the following actions; letters to commercial property owners, public meetings and inspection of commercial properties in each town with sewerage.

The works required by property owners to be compliant range in scope from installation of sink screens to installation of grease arrestors.

The next stage in the process of implementation is sending a letter to each commercial property identified as discharging waste to sewer. The purpose of the letter is to advise the property owner that approval to discharge waste to sewer must be obtained and that an application form must be completed. The letter will also outline works, if any, that must be completed in order to comply with Council's policy and State guidelines.

Issues

Implementation of the Liquid Trade Waste Policy to date has caused some concern amongst commercial property owners. Now that compliance requirements have been identified for each property owner, the level of concern from property owners is expected to increase.

The concern may relate to capacity of their business to undertake the necessary pre-treatment works on the property.

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Most businesses face compliance costs associated with changing regulations, for example Fire Regulations and WH&S Regulations. Compliance with Liquid Trade Waste Regulations may be seen as another impost upon commercial business.

Options

Council has limited discretion in this matter as implementation of the Liquid Trade Waste Policy is a State Government requirement and it will ensure that Council is identified by the State Government as complying with Best Practice Guidelines. Furthermore, implementation of the policy will also reduce the occurrence of fat and oil discharge and build up in Council's sewers.

Council may wish to implement a loan system for those businesses that do not have financial capacity to implement works immediately.

Financial Considerations

There are twenty seven (27) commercial properties across the four (4) towns that are required to install or upgrade a grease arrestor. The material cost of a 1,000 litre grease arrestor is around \$3,000. Depending upon the internal plumbing configuration, the cost of installation may vary between two (2) to three (3) times the cost of materials.

Should Council wish to implement a loan system for commercial properties needing to comply with Liquid Trade Waste Guidelines a separate report on various options will be required.

RECOMMENDATION

1. That next stage of implementation of the Liquid Trade Waste Policy is undertaken, which involves sending letters to identified dischargers and requesting from them a completed application form to discharge.
2. That options for a loan system administered by Council for installation of grease arrestors in commercial properties be investigated and reported back to Council.

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Attachment 1.0 – Table 4 from Trade Waste Inspection and Compliance Report, completed by Key Environmental

Table 4 – Pre-treatment Requirements of Coonabarabran Dischargers

Pre-treatment Required	Number of Businesses
Compliant	10
Sink screens and/or dry basket arrestors (DBAs)	8
Grease arrestor	3
Sink screens and/or DBAs, install/upgrade grease arrestor	11
Sink screens and/or DBAs, dilution pit #	1
Sink screens and/or DBAs, grease arrestor, cooling pit #	3
Sink screens, cooling pit #	3
Cooling pit #	2
Holding tank	1
Oil separator and/or install/upgrade wash bay	5
Upgrade dump point	2

Cooling pit not required if use water at temperature below 38° / cold water

Table 4 – Pre-treatment Requirements of Coolah Dischargers

Pre-treatment Required	Number of Businesses
Compliant	3
Sink screens and/or dry basket arrestors (DBAs)	4
Sink screens and/or DBAs, install/upgrade grease arrestor	3
Sink screens and/or DBAs, roof wash area	1
Install/upgrade grease arrestor	2
Holding tank	1
Oil separator and/or install/upgrade wash bay	2
Upgrade dump point	1

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Table 4 – Pre-treatment Requirements of Dunedoo Dischargers

Pre-treatment Required	Number of Businesses
Compliant	6
Sink screens and/or dry basket arrestors (DBAs)	5
Sink screens and/or DBAs, install/upgrade grease arrestor	3
Dilution pit	1
Holding tank	1
Oil separator and/or install/upgrade wash bay	1
Disconnect wash bay	1

Table 4 – Pre-treatment Requirements of Baradine Dischargers

Pre-treatment Required	Number of Businesses
Compliant	4
Sink screens and/or dry basket arrestors	4
Sink screens and/or dry basket arrestors, grease arrestor	2
Sink screens and dilution pit	1
Holding tank	1

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Item 23 Review of Bridge Construction Priority – Kenebri Bridge

Division:	Technical Services
Management Area:	Water Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure & Services
Priority:	PI3 Road networks throughout the Shire need to be safe, well-maintained and adequately funded.

Purpose

Review current Timber Bridge Replacement Program following emergence of other bridge priorities and recommend delaying replacement of a number of smaller timber bridges and accelerating the project to construct a new bridge over Coolaburragundy River on Orana Road.

Background

Council will be aware that on the 16 June 2011, a resolution was made to embark on a program of replacing timber bridges on local rural roads. It was resolved to fund the program from loan funds. Following announcement by the State Government of the availability of interest rate subsidy for infrastructure projects, Council applied and was granted interest rate subsidy for most of the projects under the Bridge Replacement Program.

Under the second round of the State Government's Interest Rate Subsidy Program, Council sought and received approval for the program to be applied against the following timber bridge replacement projects:

- Replacement of timber bridge over Baradine Creek in the town of Baradine;
- Replacement of timber bridge over Baradine Creek on Wangman's Road (Kenebri Bridge);
- Replacement of timber bridge over Worrigal Creek in the town of Baradine;
- Replacement of Coonagoony timber bridge on Elah Road;
- Replacement of Black Gully timber bridge on Leaders Road;
- Replacement of timber bridge at Warkton on Warkton Road;
- Replacement of Ross Crossing Bridge over Talbragar River.

Photographs of each of these bridges have been forwarded to Councillors under separate cover as an enclosure.

Preconstruction work to varying extent has been completed on all of the above bridges. Geotechnical investigation has been undertaken on all bridges listed. Geometric design for replacement of Baradine Creek Bridge in Baradine and the Kenebri Bridge has been undertaken.

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Tender documentation has been prepared for the awarding of a Design and Construct Contract for Baradine Bridge and Kenebri Bridge. A structural design for replacement of bridge over Worrigal Creek on the Aerodrome Road has been prepared and currently estimates for the work, which will be undertaken by Council staff, are being finalised. Replacement of the Baradine Bridge cannot be undertaken until the Worrigal Creek Bridge is replaced.

In February 2012, at the time of extensive flooding in Moree, the crossing of Coolaburragundy River on Orana Road was extensively damaged by flooding. Since that time the road has remained closed.

Issues

The closure of the river crossing on Orana Road has caused significant inconvenience and cost to property owners on the other side of the river. There are three (3) property owners who have to detour via Moorefield Road, which is a detour distance of around 18 km.

The river crossing has come to the attention of NSW Fisheries as it appears that property owners have made attempts to fill the crossing and Council staff have inadvertently placed fill material in the crossing. It is expected that Council will be breached for its involvement in roadworks on the crossing.

There are six (6) individual properties and the State Forest serviced by the bridge over Baradine Creek near Kenebri. For these properties there is no alternate road access that is maintained by Council.

Options

Council has discretion in this matter and may wish to delay replacement of one or more timber bridges in order to accelerate construction of a new bridge over Coolaburragundy River on Orana Road.

Financial Considerations

Council has received approval from the State Government for an Interest Rate Subsidy on a loan of \$3,100,000. Council will be aware that this loan amount was for replacement of the following bridges:

Bridge Project Funded by a Loan and Eligible for Interest Rate Subsidy	Allocation in 2013/14	Allocation in 2014/15	Allocation in 2015/16
Baradine Creek, Baradine	1,500,000		
Baradine Creek, Kenebri	600,000		
Worrigal Creek, Baradine	250,000		
Coonagoony Bridge		200,000	
Black Gully, Leaders Road		200,000	
Warkton Bridge		120,000	
Ross Crossing			400,000

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An allocation of \$150,000 has been made in the 2015/16 budget for a structure over the Coolaburragundy River on Orana Road. However, the cost to construct a single lane bridge, 30 metres in length is estimated to be \$450,000.

RECOMMENDATION

That Council delay the following bridge projects:

- Replacement of Coonagoony timber bridge on Elah Road;
- Replacement of Black Gully timber bridge on Leaders Road;
- Replacement of timber bridge at Warkton on Warkton Road.

FURTHERMORE that subject to the NSW Office of Local Government approval the following bridge projects and budget allocations in the scope of LIRS Round 2 include:

- | | |
|--|-------------|
| • Replacement of timber bridge over Baradine Creek in the town of Baradine; | \$1,500,000 |
| • Replacement of timber bridge over Baradine Creek on Wangman's Road (Kenebri Bridge); | \$600,000 |
| • Replacement of timber bridge over Worrigal Creek in the town of Baradine; | \$250,000 |
| • Replacement of Ross Crossing Bridge over Talbragar River; | \$450,000 |
| • Construction of a bridge over Coolaburragundy River on Orana Road. | \$450,000 |

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Item 24 Request by Baradine Central School to Access Water from Backup Bore

Division:	Technical Services
Management Area:	Water Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Rural and Urban Development
Priority:	RU4 The attractiveness, appearance and amenity of our towns and villages need to be improved.

Purpose

The purpose of this report is to consider a request from Baradine Central School to access the backup bore in Baradine.

Background

The Baradine Central School is requesting a connection to water supplied from the town backup bore. The backup bore is located in the laneway behind the building owned by the National Parks & Wildlife Service in Wellington Street. There is a water main connecting the backup bore with the water treatment plant on the corner of Narren Street and Walker Street. Currently, there are two connections to the main, one for the Baradine Oval and netball courts and one for the grounds at St John's School.

A copy of the letter from the school has been forwarded to Councillors under separate cover as an enclosure.

Issues

The school has not provided sufficient detail in their application to determine the volume of water that may be required to irrigate the playing field area at the school. The expected annual demand for water is a necessary first step to determine feasibility of the proposal to construct a new main and to utilise untreated water from the Baradine backup bore. Furthermore, the cost of utilising treated water from an existing main that adjoins the school can be determined if an expected annual demand is known.

Irrigation of the Baradine Oval and netball courts involves a staff member manually switching on the backup bore pump. The pump delivers a constant flow rate and pressure, which cannot be adjusted. Hence, staff have been able to determine, through a process of trial and error, the number sprinklers that can be turned on at any one time, without compromising integrity of the pump. Similarly, only staff have the knowledge to irrigate the ground at St John's School as it must be done in conjunction with irrigation of the oval. The frequency of irrigation at St John's School is very low with only two operations this calendar year.

If the Baradine Central School established an irrigation system on their playing field and connected to the backup bore, the school would not be able to automatically switch it on unless telemetry or some type of pressure switch was installed. However, it is not

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advisable to allow the school or any other person or organisation with the ability to control the operation of Council's backup bore.

The water from the backup bore has a high proportion of iron and manganese, which leaves a rust coloured stain on anything it comes into contact with. Hence, irrigation sprays and drift would need to be controlled in order to avoid staining infrastructure such as fences, buildings and concrete footpaths.

Options

Council has discretion in this matter. Currently, there are many assumptions being made about operation of the irrigation system proposed by the Baradine Central School and in particular, assumptions about contribution to cost of installation and ongoing operations.

Financial Considerations

The request from Baradine Central School appears to assume that Council will contribute the full cost of installing a new water main and that the school will not be required to pay for water consumed. Installation of the proposed water main involves two road crossings, including navigation around two Telstra cables and two existing water mains. The cost to install a water main, including installation of valves and a 50 mm water meter is estimated to be \$15,300.

RECOMMENDATION

1. That request by Baradine Central School for Council to install a water main to connect proposed school irrigation to the Baradine water supply backup bore be refused for the following reasons:
 - Council is expected to meet the full cost of installation and ongoing operation of the main and connection.
 - Direct access to the backup bore by anyone but Council staff is not permissible.
 - Any irrigation system will rely on Council staff operating the backup bore and associated connections.
2. That installation of a water meter for existing connections to the Baradine Oval and netball courts and St John's School be investigated and if practically feasible a meter is installed and consumption charges applied in accordance with Council's fees and charges.

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Item 25 Use of the Councils Seal on Lease 61 Cassilis Street, Coonabarabran

Division:	Development Services
Management Area:	Property and Risk
Author:	Manager Property and Risk - Jennifer Parker
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI2 The long-term wellbeing of our communities is dependent on the on going provision of high quality services in health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management

Reason for Report

Council has been requested to put the lease between Warrumbungle Shire Council and Lavery Pathology part of Specialist Diagnostic Services Pty Ltd on the title deeds.

Council approval is sought to affix the seal as per NSW Local Government Regulations (1995).

Background

At the June 2011 meeting Council resolved (**Resolution No 425**) that the General Manager negotiate the re-establishment of formal commercial 3x5 year Lease Agreements with the current tenants with CPI or minimum 3% increases for the following properties:

Coonabarabran Medical Centre	Medical Centre Pathology Rooms Practice Rooms
Dunedoo Medical Centre	Medical Centre
Dunedoo Community Health Centre	Treatment Room
Mendooran Community Centre Surgery Rooms	Treatment/Office Rooms

Commercial Leases were drawn up in 2013 as three year agreements to ensure that the cost of registering the lease on title deeds did not have to be forwarded onto the tenants as is required for any lease over this time.

Lavery Pathology has formally requested that even though the agreement is for three years they would like to have the agreement noted on the title deeds. Councils solicitor has completed the documentation and they have been forwarded to the tenant for signature Council expects to receive the signed document this month for signature and affixing the Council Seal.

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Issues

The Local Government Regulations 2005 section 400, Council seal, part 4 states that *'The seal of a Council must not be affixed to a document unless the document relates to the business of the Council and the Council has resolved (by resolution specifically referring to the document) that the seal be so affixed.'*

Council approval is required to fix the Council Seal for property leases greater than five (5) years (**Resolution No. 13/1415**).

Options

Should Council wish to enter into this commercial tenancy agreement with Laverty pathology that will be noted on the title deeds that the lease be signed and affix the Council seal.

Financial Considerations

The lease is worth \$11,421 per annum to Council for the next three (3) years increasing yearly with CPI.

RECOMMENDATION

That Council approves the General Manager and Mayor to affix Councils seal, sign and execute the lease agreement with Specialist Diagnostic Services Pty Ltd for part of the property at 61 Cassilis Street, Coonabarabran.

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Item 26 10/50 Vegetation Clearing Entitlement

Division:	Development Services
Management Area:	Regulatory Services
Author:	PA to Director Development Services – Kelly Dewar
CSP Key Focus Area:	Natural Environment
Priority:	NE3 Local bushlands and forests are host to a healthy diversity of flora and fauna.

Reason for Report

To inform Council of the new 10/50 Vegetation Clearing Code of Practice being introduced by NSW RFS that will provide property owners additional powers to protect their homes from bushfires. The new laws will enable owners of property to clear trees and vegetation from around their homes.

Background

The Code of Practice known as the 10/50 Vegetation Clearing Code of Practice for NSW has been prepared in accordance with Section 100Q of the *Rural Fires Amendment (Vegetation Clearing) Bill 2014*.

The 10/50 Code has been developed to provide for vegetation clearing work to be carried out in certain areas near residential accommodation or high-risk facilities to reduce the risk of bush fire. It permits landowners in the 10/50 vegetation clearing entitlement area to clear on their own land (subject to certain provisions), vegetation that is adjacent to an external wall of a building containing habitable rooms that comprises or is part of residential accommodation or high-risk facility.

Issues

Locations of the 10/50 vegetation clearing entitlement areas will be determined by the RFS. The 10/50 Code is available online from the NSW RFS website. There is also an online tool available to land owners to see if their property is located in the 10/50 vegetation clearing entitlement area by logging onto the RFS website and entering in their address. The online tool will also set out any restrictions that may be on the subject property.

The new laws allow property owners in designated areas to clear trees on their property within 10m of their house without permission and clear shrubs and vegetation (but not trees) within 50m of their homes without seeking permission. As noted above certain restrictions apply and these are outlined in the code.

On a local level the Code will be helpful within the shire to assist determine clearing entitlement areas in relation to new and existing development, without the need for additional approvals to be sought.

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Options

Nil

Financial Considerations

Nil

RECOMMENDATION

For Councils information

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Item 27 Pump House Camping Ground Binnaway

Division:	Executive Services
Management Area:	Development Services
Author:	Director Development Services – Leeanne Ryan
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI2 The long-term wellbeing of our communities is dependent on the ongoing provision of high quality services in health and aged care services, education, policing and public safety, child, youth and family support, environmental protection and land management

Reason for Report

Council is in receipt of complaints about the day to day management of the Binnaway Pump House Camping Ground. This report provides information to Council on the current status of the Pump House Camping Ground located at Binnaway. The report also provides recommendations for future management.

Background

The Pump House Camping Ground located at Binnaway is situated on northern side of Binnaway off the Warrumbungle Way. The camp ground has been in existence since 2006 and is the responsibility of Council. The site is well noted in camping journals and destination books as a recommended stop for campers in the area. Council has been in receipt of many letters of thanks from the public including a letter that appear in Item 5 Brick Bats and Bouquets in the ordinary Council meeting on 15 May 2014.

The Progress Association had applied grant monies in early 2008 to build a toilet and shower block to enable the camp ground to encourage passing travellers to stop over Binnaway on their way north or south through Warrumbungle Shire. In August 2008,

Council entered into a Licence Agreement with the Binnaway Progress Association to enable them the rights and privileges to operate a primitive camping ground. This licence is for 20 years and expires in August 2028. The buildings constructed are not strictly in accordance with the approved plans and do not comply with current standards for disabled access.

The property on which the camp ground is located is a local road reserve known as Castlereagh Avenue with no Lot or DP. Crown Lands Department Dubbo office have confirmed the status of Castlereagh Avenue to be a Council public road and not a crown road.

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Issues

Licence Agreement

The licence agreement was drafted in August 2008 and allows the Licensee, The Binnaway Progress Association, to operate a “Primitive Camping Ground/Rest Area”. It is stated in the “General” section of the licence that;

This agreement will be interpreted with and governed by the laws in force in the state of New South Wales.

Under the legislation governing Primitive Camp Grounds, Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulations 2005, this site has not been managed as a Primitive Camp Ground and will be covered in the compliance section of this report.

Council has been informed by members of the public, with photos furnished to Council indicating that the site is not compliant with the Work Health and Safety Act (2011).

Whilst the provision for capital improvements to the site is included in the licence there have been “improvements” that have not been authorised by council. The licence agreement stipulates that the Licensee shall hold a public risk policy for Twenty Million Dollars. The Licensor, Council, is required to insure all the amenities and assets.

Without appropriate notification and permissions for additions to the site Council is at risk of litigation and financial loss if any improvements are not constructed to recommended standards.

Compliance

An assessment of the area has revealed that the facility abides by neither definition of a Primitive Camp Ground, nor a Caravan Park under the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulations 2005.

It is noted that there is a DA for the use being a Primitive Camping Ground. This DA was approved in 2006 and further modified under section 96 in 2012. The modification related to the addition of three (3) additional powered sites. Council at the time also issued an Approval to Operate under section 68 of the Local Government Act. It would also seem the original DA process may have been flawed on a number of grounds and could be held to be “ultra vires” or outside of the law.

To rectify this matter Council needs to determine exactly what type of facility they wish to operate and once determined, a fresh DA be lodged to correctly approve the proposed use; meaning Council needs to decide whether the facility is a Primitive Camping Ground or a Caravan Park. This will require referral to various Government Departments as part of this process.

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The following points have been provided as guidance;

- The Binnaway Primitive Camping Area was set up by Council with input from a local committee in 2005 and subsequently amended in 2012. The original approval was for 5 sites which was extended to 8 sites by a section 96 modification under the Environmental Planning and Assessment Act;
- The proposal should have been referred to the Office of Water and Fisheries as part of the DA process, no records of this process have been found on file;
- The setup is more in line with the operation of a caravan park which has a different set of requirements.

Options

Council has a number of options to consider regarding the future management and direction of the grounds these being as follows;

Option 1 – Restrict the use of the facility to being a Primitive Camping Ground. This will allow a maximum of 2 sites for the existing cordoned off area of 10,500m² or if the entire park is designated as camping it will allow 5 sites – 26,145m². The regulations state that there are to be no more than two (2) sites per hectare averaged. This does not mean that the entire area needs to be used for camping as designated sites can be determined.

To comply with the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulations 2005, the whole site being the 26,145m², could only have five designated powered site and the three (3) extra sites would have to be removed. This proposal does not require the provision of all of the services that a caravan park would require.

Potable water and amenities are all that is required and the existing facilities (subject to modification for the Premises Standards) would be sufficient. These modifications include hand rails; disabled shower, a disabled WC and disabled hand basins etc. The existing operation has a charge (albeit a donation) and as such it is a legislated requirement that a register be kept of occupants – this is not occurring.

The provision of powered sites does not contravene the requirements for a primitive camping ground although it is somewhat unusual. The regulations provide minimum standards only. The land is zoned predominantly as RU 5 Village with a portion to the north of Watt Street being RU1 Rural. Camping grounds are permitted in both zones, however caravan parks are not permitted in the RU 1 zone.

Option 2 – Expand the facility to be a Caravan Park – The site area is sufficient to operate a caravan park and the zoning allows such an activity. Some doubt exists as to the ability to allow the development of a caravan park in a road reserve.

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It is suggested that an acquisition would need to occur and the land designated as operational land.

- Once the land is correctly determined, a DA process would be required to be undertaken much as in Option 1 including referrals to Government agencies;
- The amenities to be provided would need to be upgraded to the following specifications.
 - Male WC's – 2 (currently 2)
 - Female WC's 3 – (Currently 2)
 - Urinals 1 – (currently 0)
 - Hand basins male – 2 (currently 0)
 - Hand basins female – 2 (currently 0)
 - Disabled WC & shower 1 – (currently 0) – may count towards one of above.
 - Hot and cold water – provided on coin operation.
 - Mirrors – one for each hand basin – (0 provided).
 - Sanitary disposal facilities to female WC's – (3 required – none provided)
 - Washing machines 1 required – (none provided)
 - Dryers 1 required – (none provided)
 - Laundry tubs 1 required – (2 provided)
 - Ironing board & irons 1 of each required – (none provided)
 - Fire hydrants – 1 required within 90 metres of any site
 - Hose reels 1 within 30 metres of each site – (to be determined – minimum 1)
 - Car wash bay 1 required – (none provided)
- In addition to the above, the existing septic tank system is not considered adequate for the increased use of the site as a caravan park and may require alteration or addition to the facility.
- A caravan park would require a greater level of day to day management than currently exists.

Option 3 – Terminate the licence and close the site completely - leave it as a road reserve park with no camping.

Option 4 - Terminate the licence, then develop the site to make it comply with current legislation for either a Primitive Camping Ground or Caravan Park then readvertise the site for expressions of interest in running a either a compliant Primitive Camping Ground or Caravan Park.

Financial Considerations

The running of this site does not bring any funds to Council. All costs incurred have been the responsibility of the licensee as per their licence agreement.

To make the road into an operational parcel of land council is required to close part of Castlereagh Avenue at a cost of up to \$800 dollars and can take up to nine(9) months to complete.

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To operate the site as a Primitive Camp Ground would be the less expensive option as no onsite infrastructure needs to be developed to abide with the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulations 2005. However loss of income from 3 powered sites would occur as these sites need to be removed to fit the definition of Primitive Camp Ground for DA and approval purposes. The removal of extra powered site and upgrade current facilities cost would be approximately \$1,500.

To operate the site as a Caravan Park will see costs incurred by Council for installation of toilets, urinals, hand basins, mirrors, showers, washing machines, dryers, laundry tubs, ironing facilities, fire hydrants and hose reels etc. as noted above. The onsite waste water disposal system would also require upgrading to legally meet demand levels. This could best be achieved by the consideration of expanding the current toilet facility or building a new one in addition to the existing facility to provide the required fixtures and services.

The estimated cost to council to make the site compliant is approximately \$192,000 including extra amenities and new septic system. Council would also have to take into account the cost to move any of the existing infrastructures such as BBQ and picnic shelters to fit the new facilities.

RECOMMENDATION

1. That Council agree to continue to operate the Binnaway Pump House Camp Ground as a Primitive Camping Ground subject to a new DA being approved for this use.
2. The current Licence agreement for the Binnaway Pump House Camp Ground be terminated and expressions of interest be called to operate the “park” under the amended provisions of a primitive camping ground.
3. That the Binnaway Pump House Camp Ground land be acquired and determined as operational land.

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Item 28 Consultant for Independent Wind Farm Environmental Assessment

Division:	Development Services
Management Area:	Town Planning
Author:	Town Planner – Alia Slamet
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	P17 Communities across the shire are supported by the secure, long term supply of energy and clean water.

Reason for Report

To ensure that Council is in a position to:

- make a proper assessment of the impacts and implications of the proposed Liverpool Range Wind Farm;
- make a meaningful and informed submission within the exhibition period; and
- proceed with informed Voluntary Planning Agreement (VPA) negotiations when the time comes.

Background

The proposed Liverpool Range Wind Farm by Epuron (State Significant Development) is currently on public exhibition for submissions until Wednesday 1 October 2014.

The majority share of the proposed project area and wind turbines are located within the Warrumbungle Shire LGA, along with ancillary infrastructure, access tracks and electrical infrastructure.

Issues

In order to establish an informed position on the Wind Farm and associated matters, Council require expert advice in the form of an independent assessment of the Epuron application, prepared by a suitably qualified consultant.

Council will need to consider the potential social, economic and environmental impacts of the proposal. An independent assessment will provide a basis from which a Council submission and VPA negotiations can be made.

Options

1. Engage a consultant after inviting expressions of interest (EOI) to undertake the work.

Council has limited timeframes within which to prepare an invitation for (and assessment of) expressions of interest – October 1st being the cut off date for submissions.

If Council chooses to invite EOI, the chosen consultant is unlikely to have sufficient time to prepare the assessment and Council will be afforded less time to lodge their submission by the closing date.

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2. Engage a consultant without inviting EOI.

The chosen consultant is likely to have more time to prepare the assessment and Council will be afforded more time to lodge their submission.

3. Request that Epuron cover the consultant fees

It is considered that the cost of engaging a consultant for this purpose may be significant for Council but inconsequential for Epuron. Given that the majority share of the project area is located within Warrumbungle LGA and considering the limited financial capacity of Council, it is considered reasonable that Epuron reimburses Council's consultant fees for the preparation of an independent assessment.

Financial Considerations

As per the aforementioned, it is hoped that Epuron will reimburse Council for the consultant fees associated with an assessment by an independent consultant. However, Council will need to be in a position to provide the money up front. The associated costs and budget allocation to do so is yet to be confirmed.

RECOMMENDATION

That Council engage a consultant to prepare an independent Environmental Assessment of the Liverpool Range Wind Farm. **FURTHERMORE**, that Council request that Epuron cover the costs for the consultant fees as an act of good will.

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Item 29 Coolah Rezoning Planning Proposal - John Gill

Division:	Development Services
Management Area:	Town Planning
Author:	Town Planner - Alia Slamet
CSP Key Focus Area:	Rural and Urban Development
Priority:	RU1 Land use planning across the shire acknowledges the rural character of the area whilst encouraging ecologically sustainable development.

Reason for Report

To advise Council that the area of the proposed rural-residential rezoning in Coolah by John Gill has been revised by John Gill. To follow up on Council's resolution (20/2/14) to initiate Planning Proposals to amend the LEP in relation to proposed rezoning of land by John Gill (Coolah) and Brett Yeo (Dunedoo).

Background

Proposed Rezoning by John Gill & Brett Yeo.

On Thursday 20 February 2014, Council resolved as follows:

Item 38 Warrumbungle Local Environmental Plan 2013

265/1314 RESOLVED that Council initiate planning proposals to make minor amendments to the LEP in relation to the proposed rezoning of Part Lot 90 DP 750774 Golden West Highway at Dunedoo [Brett Yeo] and Part Lot 3 DP 1151751 off Black Stump Way, Coolah [John Gill].

Revised Rezoning Area by John Gill:

During exhibition of the Draft WLEP, John Gill proposed a rezoning of his land (Part Lot 3 DP 1151751) from RU1 Primary Production Zone to R5 Large Lot Residential Zone in accordance with the area shown in the consultant's report provided under separate cover as an enclosure (Map - 'Rezoning Proposal as resolved by Council 18th April 2013).

The area of proposed rezoning by John Gill has since been amended. The new area (of approximately 55ha) is located further east and adjoins Black Stump Way. The proponent's reasoning for the change is summarised as follows:

- Access opportunities to the public road (Black Stump Way);
- Improved potential for service provision;
- Excludes high vegetation area of the original proposal;
- Proximity to the Golf Course;
- Large lot residential development opportunities adjacent to Coolah township;
- Consistent with WSC Land Use Strategy;
- Not considered to be high quality agricultural land;
- Better access for bushfire protection.

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Issues

John Gill seeks an invitation from Council to proceed with preparation of a detailed Planning Proposal as per his amended rezoning plan.

It is considered an appropriate opportunity to also invite Brett Yeo to prepare a planning proposal as per Council's resolution.

Options

1. Invite Brett Yeo to prepare a detailed Planning Proposal and invite John Gill to prepare a detailed Planning Proposal in accordance with his amended plan. In doing so, require that they each respond to the matters as raised by the Department of Planning and as raised by Council.

OR

2. Council does not invite preparation of a Planning Proposal by John Gill and/or Brett Yeo.

Financial Considerations

Council town planning staff time allocated to assessing the Planning Proposal information, assisting the Department of Planning in their assessment, and acting as the intermediary for the Department and the proponents.

RECOMMENDATION

1. That Council invite preparation of a detailed Planning Proposal by Brett Yeo for the rezoning of Part Lot 90 DP 750774 Dunedoo; and invite preparation of a detailed Planning Proposal by John Gill for the rezoning of Part Lot 3 DP 1151751 Coolah in accordance with his amended plan.
2. That each Planning Proposal adequately addresses the matters as raised by the Department of Planning and by Council.

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Item 30 Public Reserve Management Fund Program Grants 2014 - Round One

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

Reason for Report

Council has received correspondence from The Hon. Kevin Humphries MP, Minister for Natural Resources, Land and Water, Minister for Western NSW informing the Reserve Trust of a successful application for three grants totalling \$58,457. These funds are provided by the Public Reserve Management Fund Program.

Background

Warrumbungle Shire Council is the Reserve Trustee of the Binnaway Showground (R65440), Coonabarabran Rifle Range(R56732) and Dunedoo Riverside Reserve(R89588).

The grant for the Binnaway Showground was initiated by the Binnaway Showground Committee and the Binnaway Development Group. Letters of support from the local community users of the Reserve were included with the submission council submitted for this grant in March. The approved grant for \$25,957 is for repair and upgrading of the kitchen and toilet facilities at the Showground.

The grant for the Coonabarabran Rifle Range was initiated by councils Environment and Health Officer. The reserve borders the Castlereagh River in Coonabarabran. The approved grant for \$22,500 is for control of noxious weeds.

The grant for the Dunedoo River Reserve was initiated by councils Manager of Property and Risk. The reserve borders the Talbragar River in Dunedoo. The approved grant for \$10,000 is for control of noxious weeds.

Issues

Council is required to accept the funding offer, and upon receipt of the grant confirmation funds will be disbursed. In consultation with the Binnaway Showground Committee and Council Staff these projects will be commenced in the next few months.

Options

Council will project manage the works as per Council's procurement policy with local contractors to undertake and complete within the year of receiving the grant.

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Financial Considerations

These are grant funded projects, the funds of which will be held in the Reserve Trust for there specific purpose. No \$ for \$ contributions are required from Council to match this funding.

RECOMMENDATION

That Council approves the Warrumbungle Shire Council Reserve Trust Committee accepting the Public Reserve Management Fund Program grants of \$58,457 to deposit into Councils Trust account, being for:

- \$25,957 for repair and upgrade of the kitchen and toilets of the Binnaway Showground,
- \$25,000 for the control of noxious weeds at Coonabarabran Rifle Reserve and
- \$10,000 for the control of noxious weeds at Dunedoo Riverside Reserve.

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Item 31 Development Control Plan

Division:	Development Services
Management Area:	Town Planning
Author:	Manager Regulatory Services - Gordon Scott
CSP Key Focus Area:	Rural and Urban Development
Priority:	RU1 Land use planning across the shire acknowledges the rural character of the area whilst encouraging ecologically sustainable development.

Reason for Report

Council currently has insufficient policies controlling the types and scope of development within the Local Government Area.

Background

Council's have a number of different legislative tools used to control development within it's area. These are in order of legislative importance:- Local Environmental Plans; Development Control Plans; Policies & Guidelines. Warrumbungle Shire Council currently has an LEP and a DCP1 for lighting controls. There are no relevant policies on a large number of development matters. This DCP is proposed to cover a range of matters as listed below.

- Notification of Development - Clarifies the requirements of Council in notification of proposed development;
- Advertisement of Development - Clarifies the requirements for the advertising of proposed developments;
- Residential Building Standards - Provides a detailed list of requirements to be met when undertaking residential building works (e.g. Boundary setbacks);
- Dual Occupancy Standards - Provides a detailed list of requirements to be met when undertaking dual occupancy development (e.g. Boundary setbacks);
- Subdivision Standards - Provides a detailed list of requirements to be met when undertaking subdivisions within the Local Government Area (e.g. road standards);
- Commercial Development Standards - Provides a detailed list of requirements to be met when undertaking commercial development (e.g. parking);
- Industrial Development Standards - Provides a detailed list of requirements to be met when undertaking industrial development (e.g. landscaping);
- Development on Flood Affected Land - Provides guidelines for proposed development on flood prone land (e.g. floor levels);
- Outdoor Signage - Provides guidelines for outdoor advertising proposals (e.g. requirements for lighting Siding Springs SEP)
- Environmental Controls - Provides detailed requirements for environmental considerations (e.g. on site sewage management systems);
- Development Contribution Plan - Provides a relocation of the existing Development Control Plan into the new DCP format;

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- Siding Springs Lighting provisions - Provides for the relocation of the existing DCP1 into the new DCP format (Councils may only have one DCP).

Issues

There have been a number of situations where sub standard development has been proposed that Council has had difficulty in refusing due to the lack of written standards or inadequate standards in place. There is a need to review and formalise such standards in a legally recognised manner.

The DCP needs to follow a prescribed process before being adopted including a Public Consultation phase. Once finalised, the document will be presented to Council for consideration and adoption. The first stage in the process is however to have Council formally resolve to prepare a DCP for consideration.

Options

Continue in the current manner with the inherent difficulties and liabilities involved: or introduce controls which may at times seem onerous but provide a level playing field for all developers. This approach provides certainty for developers and future clients.

Financial Considerations

The DCP will be prepared in house by existing staff and will have minimal negative financial impacts for Council, however may reduce or limit future liability for Council.

RECOMMENDATION

Council prepare a Draft Development Control Plan for Development Controls within the Warrumbungle Shire Council Local Government Area.

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Item 32 Development Applications

Division: Development Services

Management Area: Regulatory Services

Author: Development Services Administration Officer – Kobie Francis

CSP Key Focus Area: Rural and Urban Development

Priority: RU4 The attractiveness appearance and amenity of our towns and villages need to be improved

Development Applications

(i) Approved – July 2014

Complying Development (Set Criteria) Development Application (Specialised Conditions)	Date Approved	Applicant's Name	Location	Town	Type Of Development
DA 60/1213	23/07/2014	Melinda Larkin	4021 Warrumbungle Way	Binnaway	Subdivision
DA 39/1314	22/07/2014	Lynette & June Russell	62 Dandry Road	Coonabarabran	Subdivision
DA 67/1314	23/07/2014	Gary Baglee	66 Cassilis Street	Coonabarabran	Change of use
DA 80/1314	02/07/2014	Ian Kubowicz	49 Digilah Street	Dunedoo	Carport
DA 82/1314	22/07/2014	Corey Philip (RFS)	Oxley Highway	Coonabarabran	New RFS shed
DA 92/1314	04/07/2014	Carmen Baker	2 Robertson Street	Coonabarabran	Veranda extension
DA 93/1314	16/07/2014	Basil & Carmel Bendeich	5759 Coonabarabran Road	Coonabarabran	Workplace cottage
CDC 94/1314	03/07/2014	Shannon Bush	73 Martin Street	Coolah	Replace shed
DA 1/1415	23/07/2014	Jennifer Parker (WSC)	8934 Newell Highway	Coonabarabran	Subdivision
DA 6/1415	30/07/2014	Warrumbungle Steel Buildings	193 Tibuc Road	Coonabarabran	Steel shed

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Development Applications

(ii) Bushfire – as of July 2014

Development Application (Specialised Conditions)	Date Received	Applicant's Name	Location	Town	Type Of Development	Status
DA 76/1213	9/05/2013	Arnold and Annette Sims	2210 Timor Road	Coonabarabran	Install manufactured home	Approval to occupy issued
DA 81/1213	5/06/2013	Peter and Jan Miller	44 Guinema Road	Bugaldie	Install manufactured home	Approval to install issued
DA 85/1314	16/05/2014	Warrumbungle Steel Buildings	939 Timor Road	Coonabarabran	Replace shed	CC issued
DA 90/1314	26/05/2014	Taylor Made Buildings	747 Guinema Road	Bugaldie	Install manufactured home	Assessing

RECOMMENDATION

That Council receive the Applications Approved, during July 2014, under Delegated Authority.