



Warrumbungle Shire Council

Council meeting

Thursday, 19 February 2015

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

commencing at 10.00 am

Mayor

Councillor Peter Shinton

Deputy Mayor

Councillor Murray Coe

COUNCILLORS

Councillor Gary Andrews

Councillor Anne-Louise Capel

Councillor Fred Clancy

Councillor Victor Schmidt

Councillor Chris Sullivan

Councillor Ron Sullivan

Councillor Denis Todd

MANAGEMENT TEAM

Steve Loane (General Manager)

Stefan Murru (Director Corporate & Community
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 – 19 February 2015

NOTICE is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 19 February 2015 at the Council Chambers, Binnia Street, Coolah commencing at 10.00am

AGENDA

Welcome

Turn Off Mobile Phones

Order of Business

Forum

Apologies

Disclosure of Interest

 Pecuniary Interest

 Non Pecuniary Conflict of Interest

Reports

Matters of Concern

Reports to be considered in Closed Council

 1C Tenders for Hire of Various Plant Items on a Casual Basis

 2C 2-4 Digilah Street, Dunedoo

.....
STEVE LOANE
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

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

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

.....
STEVE LOANE
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

INDEX

| | |
|---|----|
| Item 1 Minutes of Ordinary Council Meeting – 11 December 2014..... | 8 |
| RECOMMENDATION | 16 |
| Item 2 Minutes of Warrumbungle Aerodromes Advisory Committee Meeting – | 17 |
| RECOMMENDATION | 18 |
| Item 3 Minutes Aerodromes Advisory Committee Extraordinary Meeting – 6 February . | 19 |
| RECOMMENDATION | 20 |
| Item 4 Minutes of Consultative Advisory Committee Meeting – 15 December 2014 | 21 |
| RECOMMENDATION | 25 |
| Item 5 Baradine Hall Advisory Committee - 20 May 2014..... | 26 |
| RECOMMENDATION | 27 |
| Item 6 Baradine Hall Advisory Committee Minutes - 29 July 2014..... | 29 |
| RECOMMENDATION | 30 |
| Item 7 Minutes of Robertson Oval Advisory Committee Meeting - 17 December 2014.. | 31 |
| RECOMMENDATION | 32 |
| Item 8 Minutes Bushfire Appeal Advisory Panel – 5 December 2014 | 33 |
| RECOMMENDATION | 36 |
| Item 9 Minutes Bushfire Appeal Advisory Panel – 27 January 2015..... | 37 |
| RECOMMENDATION | 41 |
| Item 10 Minutes Cobbora Transition Fund Committee Meeting – 16 December 2014 ... | 42 |
| RECOMMENDATION | 43 |
| Item 11 Minutes Cobbora Transition Fund Committee Meeting – 10 February 2015 | 44 |
| RECOMMENDATION | 46 |
| Item 12 Minutes of the Finance and Projects Committee Meeting – 5 February 2015 ... | 47 |
| RECOMMENDATION | 50 |
| Item 13 Orana Arts Inc | 51 |
| RECOMMENDATION | 52 |
| Item 14 Warrumbungle Cobbora Transition Fund Committee..... | 53 |
| RECOMMENDATION | 54 |
| Item 15 Cobbora Coal Project Voluntary Planning Agreement Update | 55 |
| RECOMMENDATION | 57 |
| Item 16 Financial Assistance Requests 2014-2015 (Round Two)..... | 58 |
| RECOMMENDATION | 60 |
| Item 17 Progress Report Delivery Program 2014/15-2017/18 | 66 |
| RECOMMENDATION | 67 |
| Item 18 Location of Flags at Coonabarabran Office..... | 68 |
| RECOMMENDATION | 69 |
| Item 19 Request for an ex-officio member of the Coonabarabran Showground Trust.... | 70 |
| RECOMMENDATION | 71 |
| Item 20 Council Resolutions Report February 2015 | 72 |
| RECOMMENDATION | 72 |
| Item 21 Membership of the Finance and Projects Committee..... | 73 |
| RECOMMENDATION | 73 |
| Item 22 Brick Bats and Bouquets | 74 |
| RECOMMENDATION | 74 |
| Item 23 Report from Human Resources – February 2015 | 78 |
| RECOMMENDATION | 80 |
| Item 24 2015 First Quarter Staff Achievement Award & Team Achievement Award | 81 |
| RECOMMENDATION | 82 |

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

| | |
|---|-----|
| Item 25 Stores Stocktake November/December 2014 | 83 |
| RECOMMENDATION | 84 |
| Item 26 LIRS 2 Loan Drawdown | 85 |
| RECOMMENDATION | 86 |
| Item 27 Funding Options for the Quarry Extension | 87 |
| RECOMMENDATION | 88 |
| Item 28 Fit for the Future Update | 89 |
| RECOMMENDATION | 94 |
| Item 29 Release of Valuer General Land Valuations | 95 |
| RECOMMENDATION | 96 |
| Item 30 Quarterly Budget Review Statement the Quarter Ending 31 December 2014 ... | 97 |
| RECOMMENDATION | 99 |
| Item 31 Bank Reconciliation for the month ending 31 December 2014 | 100 |
| RECOMMENDATION | 104 |
| Item 32 Bank Reconciliation for the month ending 31 January 2015 | 105 |
| RECOMMENDATION | 109 |
| Item 33 Investments and Term Deposits for Month ending 31 December 2014 | 110 |
| RECOMMENDATION | 113 |
| Item 34 Investments and Term Deposits for Month ending 31 January 2015 | 114 |
| RECOMMENDATION | 117 |
| Item 35 Rates Report for Month Ending 31 December 2014 | 118 |
| RECOMMENDATION | 121 |
| Item 36 Rates Report for Month Ending 31 January 2014 | 122 |
| RECOMMENDATION | 125 |
| Item 37 Update on Binnaway Sewerage System Investigations | 126 |
| RECOMMENDATION | 127 |
| Item 38 Renewal of Clarifier at the Baradine Water Treatment Plant | 130 |
| RECOMMENDATION | 132 |
| Item 39 Permit application to install a cattle grid on Narrawa Road | 134 |
| RECOMMENDATION | 135 |
| Item 40 Policy Proposal for Suppressing Dust Generation on Rural Roads | 138 |
| RECOMMENDATION | 140 |
| Item 41 Bushfire Surveillance Camera | 144 |
| RECOMMENDATION | 144 |
| Item 42 2014/15 Technical Services Works Program | 145 |
| RECOMMENDATION | 145 |
| Item 43 Cemeteries & Crematoria Act 2013 & Cemetery Management & Burial Policy | 154 |
| RECOMMENDATION | 157 |
| Item 44 Land on the Western Side of Lot 2 DP 1079661 | 168 |
| RECOMMENDATION | 169 |
| Item 45 Local Heritage Fund 2014/2015 | 170 |
| RECOMMENDATION | 172 |
| Item 46 People power to crack down on litterbugs | 173 |
| RECOMMENDATION | 174 |
| Item 47 Development Applications (December 2014) | 175 |
| RECOMMENDATION | 176 |
| Item 48 Development Applications (January 2015) | 177 |
| RECOMMENDATION | 177 |

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 1 Minutes of Ordinary Council Meeting – 11 December 2014

| | |
|----------------------------|---|
| Division: | Executive Services |
| Management Area: | Governance |
| Author: | Manager Administration & Customer Service – Sally Morris |
| CSP Key Focus Area: | Local Governance and Finance |
| Priority: | GF7 Ensure that communities of the Shire have 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 & Community Services (Stefan Murru), Director Technical Services (Kevin Tighe) and Director Development Services (Leeanne Ryan).

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

The Mayor welcomed Councillors, staff and members of the public to the meeting.

The Mayor called for Declarations of Pecuniary Interest and Non Pecuniary Interest
Cr C Sullivan and Cr R Sullivan declared a non pecuniary interest in Item 15 Nomination for Australia Day 2015 – Shire Wide Awards as nominators of various nominees.

REPORTS

Item 1 Minutes of Ordinary Council Meeting – 20 November 2014

186/1415 RESOLVED that the resolutions contained in the Minutes of the Ordinary Council meeting held on 20 November 2014 be endorsed.

Coe / Todd
The motion was carried

Business arising

Various reports were requested.

Item 2 Minutes of Traffic Advisory Committee Meeting – 27 November 2014

187/1415 RESOLVED:

1. That Council accepts the Minutes of the Traffic Advisory Committee meeting held at Coonabarabran on 27 November 2014.
2. That approval be given to close the following roads on Saturday, 25 April 2015 for the purpose of conducting an ANZAC Day March and Ceremony, subject to compliance with guidelines and Road Closure Policy:
 - Coolah RSL Sub Branch - Binnia Street between Booyamurra Street and Campbell Street between 10.00 am and 12.30 pm.
 - Coonabarabran RSL Sub Branch – John Street between Edwards Street and Essex Street between 10.00 am and 1.00 pm.
 - Dunedoo RSL Sub Branch – Bolaro Street between Wargundy Street and Merrygoen Street between 10.00 am and 12 noon.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

- Mendooran RSL Sub Branch – Bandulla Street between Pampoo Street and Napier Street between 9.30 am and 12 noon.
- Binnaway RSL Sub Branch – Renshaw Street between Bullindah Street and Yarran Street between 9.30 am and 12 noon.
- Baradine RSL Sub Branch – Wellington Street and Narran Street between 10.00 am and 12.30 pm.

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

3. That request by Baradine Progress Association to close Wellington Street between Narren Street and Darling Street, Baradine on Wednesday, 24 December 2014 between 6.00 pm and 12.00 am to conduct a Christmas Carnival be approved subject to compliance with Council's Road Closure Policy.
4. That the proposed installation of a concealed driveway sign on the approach to property 'Talbragar Park', Golden Highway, Dunedoo be referred to RMS for further investigation and that the outcome be brought back to the next meeting.
5. That request by the Coonabarabran Local Aboriginal Lands Council to close John Street between the Tennis Club entrance and the Town Hall on Tuesday, 26 May 2015 for 15 minutes between 10.30 am and 10.45 am be approved subject to preparation of a Traffic Control Management Plan that involves the NSW Police Force implementing a 'rolling road closure' on the south bound lane between the bridge and the Town Hall and also submission of public liability insurance coverage for the event **FURTHER** that RMS be advised of the proposed road closure event.
6. That the 'Stop' sign installed at the Coonabarabran Racecourse gateway be relocated closer to Reservoir Street.
7. That request by the Coonabarabran Pony Club to close Reservoir Street, Coonabarabran on Sunday, 14 December 2014 between 9.00 am and 3.00 pm to conduct the Annual Cross Country One Day Event be approved subject to compliance with Council's Road Closure Policy.
8. That intersection located at Baradine Road (MR129) for access to proposed Piggery development be inspected by Council to ensure traffic movements are in compliance with guidelines for intersection treatment.
9. That a 'No Exhaust Noise' advisory sign be erected in Edwards Street, Coonabarabran at the eastern side of Nandi Street.
10. That request by the Imperial Hotel for a Loading Zone at the existing parallel parking area in John Street, Coonabarabran not be approved.

Schmidt/Todd
The motion was carried

Item 3 Minutes of Plant Advisory Committee Meeting – 2 December 2014

188/1415 RESOLVED:

1. That Council accepts the Minutes of the Plant Advisory Committee meeting held at Coonabarabran on 2 December 2014.
2. That Council defer consideration of the replacement of Plant Item No 144 to the February 2015 Plant Advisory Committee meeting.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

3. That Council purchase one (1) Isuzu FRR 500 Long from Tracserv Dubbo Pty Ltd fitted with a load cover that complies with the tender specifications at a price of \$103,127.28 (ex GST) **FURTHER** that Council trade in Plant Item No 148 to Tracserv Dubbo for \$37,727.28 resulting in a changeover price of \$65,400.00 being \$5,400.00 over budget.
4. That Council purchase one (1) Isuzu CXY 455 Gravel Truck from Tracserv Dubbo Pty Ltd fitted with optional reversing cameras that complies with the tender specifications at a price of \$189,980.00 (ex GST) **FURTHER** that Council trade in Plant Item No 152 to Tracserv Dubbo Pty Ltd for \$77,273.00 resulting in a changeover price of \$112,707.00 being \$17,293.00 under budget.
5. That Council purchase a 4 Wheel Drive or 2 Wheel Drive (High Rider) Single Cab Utility fitted with a lockable canopy to be used by the Road Operations Technical Officer to the value of \$35,000.00 (ex GST) **FURTHER** that Council sell Plant Item No 1061 at auction with an auction estimate of \$7,500.00 (ex GST).
6. That Council purchase a second hand Landfill Compactor from Conplant Australia as per their quotation for \$57,000.00 (ex GST) including delivery, and that Council retain this machine for a period of no more than three (3) years with the funds to be drawn from the Plant Reserve for payment **FURTHER** that a report be brought back to the Plant Advisory Committee every twelve months on the maintenance and reliability of the second hand Landfill Compactor and that this machine be placed into Council's 10 Year Plant Replacement Program.

Coe/R Sullivan
The motion was carried

Item 4 Minutes of Warrumbungle Cobbora Transition Fund Committee Meeting – 18 November 2014

189/1415 RESOLVED:

1. That Council accept the minutes from the Warrumbungle Cobbora Transition Fund Committee Meeting held on 18 November 2014 at Dunedoo MPS.
2. The preferred site of the RV Parking and dump site to be immediately behind and adjacent to Jubilee Hall, subject to an engineering report, and the funding be transferred.
3. To ensure the proposed fire egress doors on the northern wall to be designed so that they can be part of a future operative wall system if required.
4. K Rose to approach Tennis NSW regarding funding for the HotShot courts for Dunedoo.
5. To proceed with the three toilet ExeLoo design Model 53AAD with pitched roof and printed mural as per majority vote.
6. The five concept plans currently on exhibition are to be withdrawn, and for Council engineers to liaise with the 355 Committee for further design.

Coe/C Sullivan
The motion was carried

Item 5 Minutes of the Extraordinary Warrumbungle Cobbora Transition Fund Committee Meeting – 1 December 2014

190/1415 RESOLVED:

1. That Council accept the minutes from the Extraordinary Warrumbungle Cobbora Transition Fund Committee Meeting held on 1 December 2014 at Dunedoo MPS.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

2. That the order be placed for ExcelLoo as per the 18 November recommendation pending availability and Council staff to commence preparation of the site.
3. To proceed with the construction of a skate playground to fall within the budget of the playground and amenities to be located at the western end of Milling Park.
4. The installation of kerb blisters at the intersections of Bolaro St with Wallaroo, Merryogen and Tallawang Streets be abandoned. Kerb blisters in front of Jubilee Hall to be relocated west of Merrygoen/Bolaro St intersection, subject to Traffic Advisory Committee. Existing kerb blisters at front of Stoddarts CRT to be upgraded to be uniform.
5. Ten solar powered poles, two to be located on the kerb blisters to be located at each end of Milling Park, with six to be located in the front of Milling Park playground, subject to funding.

Coe/C Sullivan
The motion was carried

Item 6 Minutes of Dunedoo Community Consultation Meeting – 17 November 2014

191/1415 RESOLVED that Council accept the minutes from the Dunedoo Community Consultation Meeting held 17 November 2014 at Dunedoo MPS Building.

Todd/Coe
The motion was carried

Item 7 Minutes of Coolah Community Consultation Meeting – 24 November 2014

192/1415 RESOLVED that Council accept the minutes from the Coolah Town Committee meeting held on 24 November 2014 at Coolah.

Capel/C Sullivan
The motion was carried

Item 8 Request for Leave of Absence – Councillor Denis Todd

193/1415 RESOLVED that Council accepts the notification from Councillor Todd and grants a Leave of Absence from the Ordinary February 2015 Council meeting.

Clancy/Coe
The motion was carried

Item 9 Council Resolutions Report December 2014

Received.

Item 10 Report from Human Resources – December 2014

Received.

Item 11 Annual Code of Conduct Complaints Statistics

Received.

Item 12 2016 Local Government Elections

194/1415 RESOLVED that in accordance with Section 296 of the Local Government Act 1993, Warrumbungle Shire Council make arrangements to enter into a contract with the Electoral Commissioner for the NSW Electoral Commission to administer its elections (other than elections of Mayor and Deputy Mayor), Bi Elections, Constitutional Referendums and Polls until the conclusion of the 2016 Ordinary Election of Councillors.

Clancy/Schmidt
The motion was carried

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 13 Delegations of Authority to the General Manager

195/1415 RESOLVED that Council delegate to the General Manager the new acts and regulations as follows:

1. Cemeteries and Crematoria Act 2013;
2. Heavy Vehicle Nation Law (NSW) and Heavy Vehicle (Adoption of National Law) Act 2013;
3. Dangerous Goods (Rail and Road Transport) Act 2008;
4. Companion Regulation 2008;
5. Protection of the Environment Operations (Waste) Regulation 2005;
6. Real Property Act 1900.

Clancy/Schmidt
The motion was carried

Item 14 Brick Bats and Bouquets

Received.

10.48am

196/1415 RESOLVED that Item 15 Nomination for Australia Day 2015 – Shire Wide Awards be moved to closed committee for consideration.

R Sullivan/Capel
The motion was carried

Item 16 Warrumbungle Cobbora Transition Fund Committee

Received.

Item 17 Bank Reconciliation for the month ending 30 November 2014

197/1415 RESOLVED that Council accept the Bank Reconciliation Report for the month ending 30 November 2014.

Schmidt/Andrews
The motion was carried

Item 18 Investments and Term Deposits for Month ending 30 November 2014

198/1415 RESOLVED that Council accept the Investments Report for the month ending 30 November 2014.

Capel/Schmidt
The motion was carried

Item 19 Rates Report for Month Ending 30 November 2014

Received.

Item 20 Water Charge Request for Write Off Assessment No 10038032

199/1415 RESOLVED that Council deny the request to write off water charges for Assessment No 10038032. Furthermore that Council contact the owner to discuss a repayment arrangement.

R Sullivan/C Sullivan
The motion was carried

Item 21 2014/15 Technical Services Works Program – Road Operations, Urban Services & Water Services

Received.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 22 Crown Land Access to Mendooran Subdivision.

200/1415 RESOLVED that Council apply for the transfer of Crown Land to Council (the area shown as 'C' on the attached map), so that:

- a) Council will ensure appropriate access is provided to the residential subdivision;
- b) Council will require the developer to upgrade the access road to the subdivision to the appropriate standard;
- c) Council will address the issues raised by the adjoining land owner.



Schmidt/Capel
The motion was carried

Item 23 License Agreement with Telstra for Rocky Glen Phone Box

201/1415 RESOLVED that Council approves the General Manager and Mayor to affix Council's seal, sign and execute the licence agreement with Telstra Corporation Limited for the continued siting of the phone box on the Road Reserve, Oxley State Highway, Rocky Glen.

Clancy/Todd
The motion was carried

Item 24 Solar Panels – Fitment of Solar Panels to Council Buildings

202/1415 RESOLVED that Council resolve to engage an independent consultant to investigate fully the benefits Council will receive from the installation of Solar PV on all appropriate buildings, and that quotes be obtained from quality suppliers, and furthermore Council undertake a financial analysis of the various purchase options best suited to Council's needs.

Schmidt/Andrews
The motion was carried

Item 25 Draft Prevention of Cruelty to Animals (Dogs and Cats in Council Pounds and Animal Shelters) Standards 2014 No 1

203/1415 RESOLVED that Council lodge a written submission to Department of Primary Industries on the draft standards and guidelines outlining the difficulties Council will endure if the requirements of the draft standards are enforced.

Schmidt/Andrews
The motion was carried

Item 26 Legislation Changes – New Smoking Bans

Received.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 27 Waste Management Strategy Update

Received.

Item 28 Development Applications

204/1415 RESOLVED that Council note the Applications Approved during November 2014 under Delegated Authority.

Schmidt/Clancy
The motion was carried

11.15am

205/1415 RESOLVED that standing orders be suspended to break for morning tea.

Capel/Schmidt
The motion was carried

11.41am

206/1415 RESOLVED that standing orders be resumed.

Schmidt/Capel
The motion was carried

Matters of Concern

Cr C Sullivan

Nil

Cr Andrews

Nil

Cr Capel

Neilrex to Coolah road – gravel has dropped away from the edges.

Cr Todd

Newell Highway Taskforce – request for Report to next Council meeting with information regarding Bypass of Coonabarabran.

Sewage odour Baradine. Response by Director Technical Services – modifications to pump station vent expected to be completed by Christmas.

R Sullivan

Meeting with Indigenous Elders at the town hall was a good meeting – thank you for the invitation and extend thanks to staff for their attendance.

Status of Mayor's Bushfire Fund. The Director Corporate & Community Services explained that a 2 year extension has been provided however Council can only accept donations until 14 January 2015 however the Fund can run for a further 2 years.

Cr Schmidt

Nil

Cr Clancy

Binnaway sewerage – request for report back to February meeting – timetable of what is going to occur with available funds under current management plan.

Cr Clancy informed the meeting that he attended the Youth Club meeting and that the current committee is in place until March. The members will then reconsider their position. He notified the meeting that \$100,000 is needed to repair Youth Club floor to allow other sports to be played in the building.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

11.55 am

207/1415 RESOLVED that:

- (a) Council go into closed committee to consider business relating to commercial information related to tenders and personnel matters concerning particular individuals
- (b) pursuant to section 10A(1)-(3) of the Local Government Act 1993, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of Section 10A(2)(a) and (c) as outlined above
- (c) correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the Local Government Act 1993.

R Sullivan/Capel

The motion was carried

12.30pm

208/1415 RESOLVED that Council move out of closed Committee.

Capel/Andrews

The motion was carried

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

209/1415 RESOLVED that Council acknowledge two (2) recipients for the Senior Citizen of the Year Award.

R Sullivan/Todd

The motion was carried

Item 15 Nomination for Australia Day 2015 – Shire Wide Awards

210/1415 RESOLVED that the following awards be made for presentation on Australia Day 2015:

- that Council's Citizen of the Year Award be awarded to Lois Sutton of Coonabarabran.
- that Samantha Smith of Mendooran receive Council's Young Citizen of the Year Award.
- that Council's Senior Citizen of the Year Award be awarded to two (2) recipients being John King of Baradine and Barry Evans of Dunedoo.
- that Council's Sportsperson of the Year Award be awarded to two (2) recipients being Heather Waters of Coolah and Kyle Turner of Coonabarabran.
- that Council's Young Sportsperson of the Year Award be awarded to Harley Wood of Coonabarabran.
- that Don Walton be awarded a Meritorious Award for Sports Administration.
- that Dunedoo Rugby League Football 1st Grade Team be awarded a Special Team Award

R Sullivan/Schmidt

The motion was carried

Item 1C Tender – Supply and Construct Yaminbah Rural Fire Service Station

211/1415 RESOLVED that the tender for the supply and construct of the Cat 2 Rural Fire Service Station for the Yaminbah RFS Brigade is awarded to Warrumbungle Steel Buildings & SunFarm Solar for a price of \$160,809.00 (gst inclusive).

Schmidt/Capel

The motion was carried

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

There being no further business the meeting closed at 12.34pm.

.....
CHAIRMAN

RECOMMENDATION

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 11 December 2014 be endorsed.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 2 Minutes of Warrumbungle Aerodromes Advisory Committee Meeting – 4 December 2014

| | |
|----------------------------|---|
| Division: | Technical Services |
| Management Area: | Technical Services Management |
| Author: | Acting Manager Urban Services – Shane Weatherall |
| CSP Key Focus Area: | Public Infrastructure and Services |
| Priority: | PI1 Public transport alternatives including bus and rail services connect local towns and villages and provide links with other regional centres. |

PRESENT: Cr Denis Todd (Chair), Cr Gary Andrews, Mr John Farrell (Baradine), Mr Gary Connelly (Coolah), Mr Kevin Barrington (Coonabarabran), Mr Shane Weatherall (Acting Manager Urban Services) and Mr Kevin Tighe (Director Technical Services) (*Late*).

IN ATTENDANCE: Cr Fred Clancy

APOLOGIES: Mr Colin Tink (Coonabarabran) and Mr John Gill (Coolah).

Mr Tink reported a message of appreciation from Mr Colin Taylor regarding the AAC addressing his concern at Coonabarabran Airport in relation to cone marker positioning.

CONFIRMATION OF MINUTES

04/1415 RECOMMENDED that the minutes of the Warrumbungle Aerodromes Advisory Committee meeting held on Monday, 29 September 2014 be confirmed.

Connelly/Todd

BUSINESS ARISING FROM THE MINUTES

The following matters were discussed:

- Ramps for David Knight Drive – Fabricator has been engaged. Sourcing material at present for construction and installation in January 2015.
- Sealing of Thresholds at Coolah – Entered into Urban Services budget submission list for 2015/2016.
- Rainwater Harvesting Scheme – RFS have commenced pad construction for initial tank.
- Finalisation of Responses to CASA Surveillance Report at Coonabarabran:
 - GRN looking into alarm on tower at Bingie Grumble.
 - No reply from Telstra regarding their tower as yet.
 - Blue cones installed for helicopter parking – in process of forwarding plan to CASA.
- Radio Operators Certificates – No correspondence from Manager Road Operations to date.
- Requirement for Night Time Operations at Coolah Airport by RFDS and Air Ambulance – Kevin Tighe to action.
- Coolah Airport Lights – One unit has been sent to Avlite and has no problems. The other is being sent week commencing 2 December 2014.
- Cone Markers on Grass Strip at Coonabarabran:
 - Markers have been moved 15m out on both sides to a total width of 60m.
 - CASA has been notified and supplied with a plan.
 - A permanent NOTAM has been issued.
 - ERSA will be updated in accordance with NOTAM.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

- De-registering Coolah Airport:
 - Discussion took place regarding RPT's possibly using Mudjee, Coolah and Coonabarabran Airports in the near future. It is a concern that de-registering Coolah may eliminate it from this use.

AGENDA ITEMS

a) Airportdata.com – Review of Coonabarabran Aerodrome Data

Information received and noted.

b) Australian Airports Association – Minutes of the AAA Small Regional Aerodromes Networking Conference – 11 July 2014

Information received and noted.

c) CASA – CASR Part 175 – Aeronautical Information Management Regulation Effective 5 March 2015

Information received and noted.

9.35 AM

Kevin Tighe joined the meeting.

d) Safety Concerns at Sharp Blind Corner on David Knight Drive, Coonabarabran – Installation of Signage / Linemarking

Identify dangerous areas and investigate the possibility of making them safer by installing barrier lines and signage.

e) Painting of Coonabarabran Flight Facility Building

To be included as a submission in next year's budget.

f) Grass Growing at Far End of Coonabarabran Aerodrome Runway

Supervisor Road Maintenance has already poisoned and is waiting on weeds to die off before removing.

g) Urgent Replacement of Damaged Top Ramp at Coonabarabran Aerodrome – Cattle Inside Airport Boundary

Ramp condition appears to be unchanged. General thoughts were that cattle had jumped the ramp. Ramps will be replaced in January 2015.

GENERAL BUSINESS

The following matters were raised without Resolution:

- Discussion took place over the poor condition of the Coolah runway regarding loose stones. Runway has been treated previously, but the same problem is now occurring due to erosion. Need to investigate better options.
- Enquiries need to be made into travel expenses for committee members.

There being no further business the meeting closed at 10.10 am.

The next meeting is to be held in the Gallery Meeting Room of the Coonabarabran Administration Office on Tuesday, 3 March 2015 commencing 9.00 am.

.....
CHAIRMAN

RECOMMENDATION

That Council accepts the Minutes of the Warrumbungle Aerodromes Advisory Committee Meeting held on 4 December 2014.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 3 Minutes of Warrumbungle Aerodromes Advisory Committee Extraordinary Meeting – 6 February 2015

| | |
|----------------------------|---|
| Division: | Technical Services |
| Management Area: | Technical Services Management |
| Author: | Director Technical Services – Kevin Tighe |
| CSP Key Focus Area: | Public Infrastructure and Services |
| Priority: | PI1 Public transport alternatives including bus and rail services connect local towns and villages and provide links with other regional centres. |

PRESENT: Cr Denis Todd (Chair), Cr Gary Andrews, Mr John Gill, Mr Garry Connelly, Mr Colin Tink, Mr Kevin Tighe (Director Technical Services) and Mr Shane Weatherall (Manager Urban Services).

IN ATTENDANCE: Cr Fred Clancy, Mr Steve Loane (General Manager), Mrs Aileen Bell (Manager Economic Development & Tourism) and Stefan Murru (Director Corporate & Community Services) (*via phone*).

APOLOGIES: Mr Kevin Barrington and Mr John Farrell.

Cr Todd welcomed delegates and expressed appreciation for their attendance at short notice. The Director Technical Services gave a brief outline of the funding that may be available through NSW Government's Regional Airports Program. The Coonabarabran Aerodrome is eligible to lodge an expression of interest, which is due by 31 March 2015. The various criteria that Council's funding submission will be assessed against include; alignment with NSW Government's tourism objectives, demonstrated capacity to improve economic growth, support from industry groups and alignment with Council's strategic objectives for the aerodrome.

The General Manager gave a summary of the briefing he received by Infrastructure NSW in Sydney on 2 February 2015. The General Manager outlined the types of projects that may be eligible for funding under the program.

AGENDA ITEMS

a) Restart NSW Fund – Regional Tourism Infrastructure Fund – Regional Airports Program
The committee and invited members discussed at length various projects and whether or not they meet criteria outlined in the funding program guidelines.

05/1415 RECOMMENDED that Council update the Coonabarabran Aerodrome Strategic Improvement Plan to include the following projects:

1. Bitumen resurfacing of the main runway, taxiway and apron areas.
2. Installation of a public refuelling system with electronic swipe card access.
3. Extensions to the existing terminal building to create a self contained overnight accommodation and caretaker's accommodation.
4. Rehabilitation of the pavement on the grass strip to eliminate cracking of the surface.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

5. Improve water security through harvesting of rainwater from all roofs and hardstand surfaces and installation of a bore.
6. Renew and upgrade sections of David Knight Drive.
7. Installation of a dog proof perimeter fence.
8. Provision of a car and lock up garage for private hire.

FURTHER that these projects be submitted for funding under the NSW Government's Regional Airports Program in priority order as listed.

Connelly/Tink

There being no further business the meeting closed at around 5.15 pm.

.....
CHAIRMAN

RECOMMENDATION

1. That Council accepts the Minutes of the Warrumbungle Aerodromes Advisory Committee Extraordinary Meeting held on 6 February 2015.
2. That Council update the Coonabarabran Aerodrome Strategic Improvement Plan to include the following projects:
 1. Bitumen resurfacing of the main runway, taxiway and apron areas.
 2. Installation of a public refuelling system with electronic swipe card access.
 3. Extensions to the existing terminal building to create a self contained overnight accommodation and caretaker's accommodation.
 4. Rehabilitation of the pavement on the grass strip to eliminate cracking of the surface.
 5. Improve water security through harvesting of rainwater from all roofs and hardstand surfaces and installation of a bore.
 6. Renew and upgrade sections of David Knight Drive.
 7. Installation of a dog proof perimeter fence.
 8. Provision of a car and lock up garage for private hire.

FURTHER that these projects be submitted for funding under the NSW Government's Regional Airports Program in priority order as listed.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 4 Minutes of Consultative Advisory Committee Meeting – 15 December 2014

| | |
|-----------------------------|--|
| Division: | Executive Services |
| Management Area: | Human Resources |
| Authors: | EA to General Manager – Melissa Bennett & PA to Director Technical Services – Tracy Cain |
| CSP Key Focus Area: | Local Governance and Finance |
| Priority / Strategy: | 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), Ben Smith, Tracy Cain, Rachel Carlyle (*via teleconference*), Noel Gilbert (*via teleconference*) and Steve Loane.

IN ATTENDANCE: Val Kearnes (Manager HR) and Melissa Bennett (Minute Taker).

APOLOGIES: Alia Slamet, Jim O'Malley, Ron Howard and Dave Smith.

Resignation of Alternate Consultative Advisory Committee Member, Dave Smith

The committee noted and accepted Dave Smith's resignation as an alternative representative of the Consultative Advisory Committee.

Welcome to all those attending.

CONFIRMATION OF MINUTES

RECOMMENDED that the Minutes of the Ordinary Consultative Advisory Committee meeting held on Thursday, 26 June 2014 be confirmed.

Cain/Smith

RECOMMENDED that the Minutes of the Special Consultative Advisory Committee meeting held on Wednesday, 26 September 2014 be confirmed.

Cain/Smith

BUSINESS ARISING

Items in relation to the Grave Digging Allowance and Wyatt Salary System Form 19 Demonstration to be held over to the next meeting.

It was noted that the General Manager was requested to provide feedback / decisions on Committee recommendations prior to each meeting and that a report be provided to the Chairperson.

AGENDA ITEMS

Obsolete Policies

Manager HR advised the Committee that their department were currently undertaking a review of all Staff Policies.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

During this review a number of policies have been reformatted, changed to reflect any new requirements under various legislation or the new Local Government (State) Award 2014, or covered by a new policy. A number of Staff Policies have now become obsolete.

RECOMMENDED that the following policies be deemed obsolete and removed from Council's Register of Policies:

- Armed Hold Up
- Children & Young Persons Protection Policy
- Civil Emergency Leave Policy
- Disciplinary Policy and Procedure
- Family Friendly Time in Lieu Policy
- Fraud and Corruption Policy
- Funeral Attendance Policy
- Hazard Issue Resolution Policy
- Local Residency for Employees Policy
- Needle Stick Policy
- Plant Induction Policy
- Staff Leave Policy
- Staff Telephone Reimbursement Policy

Consensus

Social Media Policy

The Social Media Policy was presented to the committee for consideration.

This policy was created by the Manager Communications & IT in conjunction with Tamworth Regional Council in order to provide employees with standards of use as they engage in conversations and interactions using digital media for official, professional and personal use.

RECOMMENDED that the Social Media Policy as presented be accepted.

Consensus

Payment for Relief / Acting Higher Duties Policy

The Payment for Relief / Acting Higher Duties Policy was presented to the committee for consideration.

It was noted that the policy had been amended to include clear definition of a 'Supervisor' and who can authorise Acting Duties / Delegate Authority, limited to GM only.

Questions were raised on the wording of Section 6, '*Policy Statement*' relating to the number of days that a staff member is absent before a relief is appointed. The consensus was to have a relief staff member be appointed at the discretion of management. It was determined that the policy be amended and brought back to the next Consultative Committee meeting.

The General Manager expressed a concern that higher duty forms were not being received in his office for authorisation until after the event. The paperwork is to be processed prior to appointment to ensure that formalities such as the issuing of delegations are in place and notification to payroll.

RECOMMENDED that Section 6, '*Policy Statement*' of the Payment for Relief / Acting Higher Duties Policy be amended as per the following and that the revised policy be brought back to the next meeting for consideration:

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

- Removal of *'Leave periods of five (5) or more business days'*;
- That appointment of relief is at the discretion of the Manager, Director or General Manager.

Consensus

Corporate Uniform Policy

The Corporate Uniform Policy was presented to the committee for consideration.

It was noted that the policy had changed to include a maximum limit to staff of \$500.00 the first year and \$300.00 per year thereafter. Trainee, Visitors Information Centre and Children Services staff had also been included.

In order to clearly define what staff the Policy refers to, the committee agreed to change the policy name to 'Indoor Corporate Uniform Policy'. It was also clarified that trainees only receive \$500.00 for the duration of their traineeship.

RECOMMENDED that the Corporate Uniform Policy be accepted subject to the name change of 'Indoor Corporate Uniform Policy'.

Consensus

Grievance & Dispute Policy

The Grievance & Dispute Policy was presented to the committee for consideration.

It was noted that the policy had been reviewed and reduced from 32 pages to 5 pages. A new Grievance Form had also been developed based on the USU's current format.

RECOMMENDED that the Grievance & Dispute Policy as presented be accepted.

Consensus

Interaction Policy between Councillors and Staff Policy

The Interaction Policy between Councillors and Staff was presented to the committee for consideration.

It was noted that the policy was reviewed in accordance with Council's Code of Conduct and that the repealed sections of the Local Government Act had been removed.

RECOMMENDED that the Interaction Policy between Councillors and Staff Policy as presented be accepted.

Consensus

Interview and Relocation Expenses Policy

The Interview and Relocation Expenses Policy was presented to the committee for consideration.

Manager HR advised that any applicant selected for interview may only apply for reimbursement of expenses if the position is a Grade 12, not Grade 10 as previously endorsed. The reimbursement for meals, one night's accommodation and fuel / travel related expenses had increased from \$250.00 to \$500.00.

RECOMMENDED that the Interview and Relocation Expenses Policy as presented be accepted.

Consensus

Mobile Phone & Mobile Devices Use Policy

The Mobile Phone & Mobile Devices Use Policy was presented to the committee for consideration.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

It was noted that the policy had been amended to include iPads and to define when personal use exceeds the allowance.

It was suggested that Council vehicles be purchased with a Bluetooth function to facilitate with hands free. The committee determined that this matter be referred to the Plant Advisory Committee for consideration.

The policy is to make reference to the federal act of carriage service to clarify that staff are not exempt from legislation attached to the usage of mobile phones.

RECOMMENDED that the Mobile Phone & Mobile Devices Use Policy be accepted subject to inclusion of the following:

- Section 6.6, 'Mobile phones in meetings' be amended to include *'that mobile phones be switched to silent'*.

Consensus

Login, Internet & Email Policy

The Login, Internet & Email Policy was presented to the committee for consideration.

It was noted that the policy had been amended to tighten the use of streaming and USBs. Clear definitions had also been listed.

It was determined that confirmation be sought from the Manager Communications & IT with regard to the usage of USB on Council computers.

RECOMMENDED that the Login, Internet & Email Policy be accepted subject to the following amendment:

- Section 6.1.5, 'Monitoring of Usage' to include *'that the Manager will be responsible for addressing any breaches of the policy made by their staff'*.

Consensus

Smoke Free Workplace Policy

The Smoke Free Workplace Policy was presented to the committee for consideration.

Changes made to the policy include adjustments to the areas prohibited from smoking, which include the distances from buildings.

Concerns were raised regarding the responsible person authorised to assess, identify and determine the designated smoke free areas, particularly out in the field. It was suggested that this policy be brought to staff's attention so that they are aware of their responsibilities.

RECOMMENDED that the Smoke Free Workplace Policy as presented be accepted.

Consensus

Staff Travel & Sustenance Expenses Policy

The Staff Travel & Sustenance Expenses Policy was presented to the committee for consideration.

The committee was advised that the allowances in Section 6c, 'Meal Expenses' had been updated in accordance with the 2014/15 Australian Taxation Ruling.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

As the allowance figures change every year, it was determined that the policy be amended in accordance with the Australian Taxation Ruling for the relevant financial year without having to be re-presented for consideration by Manex or the Consultative Committee.

RECOMMENDED that the Staff Travel & Sustenance Expenses Policy as presented be accepted **FURTHER** that allowances in Section 6c, 'Meal Expenses' be updated each financial year in accordance with the Australian Taxation Ruling.

Consensus

Timesheet Policy

The Timesheet Policy was presented to the committee for consideration.

The committee were advised that the new policy was developed to ensure that timesheets were completed on time.

RECOMMENDED that the Timesheet Policy as presented by accepted.

Consensus

GENERAL BUSINESS

- The General Manager wished everyone a happy, safe Christmas and New Year.

Resignation of Chairperson and Consultative Committee Member, Brad Condon

Chair, Brad Condon advised the Committee that he had resigned and that Ms Alia Slamet would be the replacement DEPA representative with Mr Dale Oliver being the Alternate Delegate.

There being no further business the meeting closed at 11.00 am.

The next meeting is to be determined in January 2015.

.....
CHAIRPERSON

RECOMMENDATION

That Council notes the Minutes from the Consultative Advisory Committee meeting held on 15 December 2014 at Coonabarabran.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 5 Baradine Hall Advisory Committee - 20 May 2014

| | |
|----------------------------|--|
| Division: | Development Services |
| Management Area: | Property and Risk |
| Author: | Manager Property and Risk - Jennifer Parker |
| CSP Key Focus Area: | Community and Culture |
| Priority: | CC3 Our shire is home to vibrant arts and cultural life of the shire is promoted and supported as an essential aspect of community well-being. |

PRESENT: Denis Todd (Chair), Nea Worrell, Ted Haymen, Loretta Masman and Jennifer Parker

Attending: Liz Cutts (Baradine District Development Coordinator),

APOLOGIES: Narelle Wood, John Farrell, Matthew Bunner

1. Acceptance of Minutes from last meeting

RECOMMENDED
Ted Haymen/Nea Worrell

2. R & M Projects – Major Updates
Roof Repairs – Received quote from Liz
WWI Memorial Board repairs – Applied to Century Anzac Grant – Liz is organising
Floor Repairs – Precision Building Services have supplied a quote for Liz

3. Toilet and Access project Updates
Disabled Access – Copy of plans attached and accepted by the advisory committee
Plans for toilets – Copy of plans attached and accepted by the advisory committee

RECOMMENDED
Nea Worrell/ Loretta Masman

4. R & M Projects – Minor Updates (for information)
Folding Tables- Jennifer to get once committee have agreed on what they want.
Chair trolley to be purchased for the hall out of M&R budget.
Door Locks & Window Openers - Nathan to supply the quote to fix windows and door locks
Painting – Colour scheme – Jennifer to Speak to Ray Christenson
Current Budget for the Hall – Councils budget for the hall is 2014/15 \$14915.00

5. Grant Updates – NRMA Grant to be looked at to cover Security or Wall Fans or more tables. (supplied by Liz Cutts)

6. Committee Meeting and Formal agreement with Council - Baradine Progress Association has taken the Baradine Hall Committee under their auspice. A MOU will be drawn up with the Baradine Progress Association to formally give them authority to manage the site.

RECOMMENDED
Nea Worrell/ Ted Hayman

WARRUMBUNGL E SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

7. Upcoming Events – Book sales have raised \$500. Drought buster Ball is to happen and Denis Todd's birthday donations are already at \$250.
8. General Business –
 - a. Jennifer to find out the seating capacity of the Hall. 500 or 450.
 - b. Garden working bee to be part of the ceremonial planting of Rosemary near the new ramp.

NEXT MEETING: 29 July 2:30 at Freckles Café

MEETING CLOSED: 4.15pm

.....
CHAIRPERSON

RECOMMENDATION

That the minutes of the Baradine Advisory Committee held on 20 May 2014 be accepted and the recommended plans for the hall be endorsed.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 6 Baradine Hall Advisory Committee Minutes - 29 July 2014

| | |
|----------------------------|--|
| Division: | Development Services |
| Management Area: | Property and Risk |
| Author: | Manager Property and Risk - Jennifer Parker |
| CSP Key Focus Area: | Community and Culture |
| Priority: | CC3 Our shire is home to vibrant arts and cultural life of the shire is promoted and supported as an essential aspect of community well-being. |

PRESENT: Councillor Denis Todd (Chair), John Farrell, Matthew Bunner, Ted Hayman, Narelle Wood, Jennifer Parker and Loretta Masman

APOLOGIES: Nea Worrell, Liz Cutts (Baradine District Development Co-ordinator)

1. Acceptance of Minutes from last meeting – Minutes not supplied due to a internal IT issue. Minutes to be supplied via email.

2. R & M Projects – Major Updates

Roof Repairs – No quotes as yet.

WWI Memorial Board repairs - ANZAC Centenary Grant for \$3,080 successful – Patrick doing the work through Progress Association.

Floor Repairs – No quotes as yet.

Toilet and Access project Updates

Disabled Access - Plans for toilets – Architect to be engaged – copies sent out to committee members and copies left at the Baradine RTC.

RECOMMENDED
John Farrell/Narelle Wood

3. R & M Projects – Minor Updates

Folding Tables – Cr Todd raised funds – Nea Worrell to get sample – John suggested 20 tables – Jennifer to supply quote after John has checked prices at Office Works.

Table Trolley – Council to purchase when tables are being done.

Door Locks & Window Openers – looking into getting pricing.

Painting – Heritage Grant – Liz is looking into (Liz will also get quote)

RECOMMENDED
John Farrell/Narelle Wood

4. Current Budget for the Hall - \$157,500 for Capital Works & \$15,869.35 General Expenditure.
5. Grant Updates ANZAC Centenary Grant for \$3,080
6. Committee Meeting and Formal agreement with Council to run the site on behalf of Council - To be Drafted and sent to the Progress Association. Progress is to cover;

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Utilities; incidental repairs and maintenance, hiring and cleaning. Ted to look into Public Liability.

RECOMMENDED
Ted Hayman/Narelle Wood

7. Progress Association has sent email to Moorambilla to ensure payment of outstanding invoice. Wording worked but was incorrect.
8. Upcoming Events – Moorambilla – 12 August to 24 August 2014 and 17 September to 21 September 2014.
9. General Business – Kitchen refurbishment - \$6,000.
10. Prices on Fans \$150.00 75 inch (free standing)
\$130 - \$170 (wall mounted)
11. Ms Parker confirmed that the Floor Capacity for the hall is 450.

Next Meeting to be held at Freckles Café on the 14 October 2014 at 2:30.

Meeting Closed 3:35pm

.....
CHAIRPERSON

RECOMMENDATION

That the minutes of the Baradine Advisory Committee held on 29 July 2014 be accepted.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 7 Minutes of Robertson Oval Advisory Committee Meeting - 17 December 2014

| | |
|----------------------------|--|
| Division: | Technical Services |
| Management Area: | Ovals |
| Author: | Director Technical Services – Kevin Tighe |
| 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 Chris Sullivan, Mrs Monica Foran, Mr Matthew Guan and Mr Kevin Tighe (Director Technical Services).

In attendance by phone: Dale Hogden.

APOLOGIES: Cr Murray Coe and Mr Mark Yeo

CONFIRMATION OF MINUTES

05/1415 RECOMMENDED that minutes of the Robertson Oval Advisory Committee meeting held on Wednesday, 15 October 2014 be accepted

Sullivan/Guan

BUSINESS ARISING FROM THE MINUTES

General discussion on revised layout and location of proposed netball hard courts. The issue of leaving the road in place alongside the proposed netball courts was discussed.

AGENDA ITEMS

a) Review of Plans for Netball Court at Robertson Oval

It was agreed that cost estimates should now be prepared for proposed netball hard courts. The cost estimates are to include; retention of the road on the eastern side of the proposed courts, installation of a 'boom' gate on the north and south end of the proposed courts and fencing or bollards around the courts to prevent vehicles travelling on the courts.

Concern was expressed that there are not enough 'major events' at Robertson Oval to justify retaining the ring road around the main oval.

GENERAL BUSINESS

Other items of discussion included:

- Requirement for a plan to be prepared showing location of proposed boom gate and fence around the netball courts.
- The master plan should identify location of athletic events such as shot put and discus.
- The existing overhead power lines were identified as a potential impediment to proposed light towers.

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

The next meeting is to be held at the Robertson Oval Amenities Building, Dunedoo on Wednesday 18 February 2015 commencing 5.00 pm.

.....
CHAIRMAN

RECOMMENDATION

That Council accepts the Minutes of the Robertson Oval Advisory Committee meeting held at Dunedoo on 17 December 2014.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 8 Minutes Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel – 5 December 2014

| | |
|----------------------------|--|
| Division: | Executive Services |
| Management Area: | Governance |
| Author: | PA to Director Corporate & Community Services – Liz Webster |
| CSP Key Focus Area: | Local Governance and Finance |
| Priority: | GF2 The demographic makeup of the community is well-represented in local activities, service delivery and decision-making. |

PRESENT: Peter Shinton (Mayor), Lois Sutton (St Vincent De Paul), Vicky Poyser (ADRA), Sue Freebairn and Steve Loane (General Manager)

APOLOGIES: Carolyn Eves (Barnardos), Cheryl Pope (DPI) , Hugh Raadgever (Rotary) and Pam Welsh (DPI)

ATTENDING: Glennis Mangan (Disaster Recovery Centre Manager), Stefan Murru (Director Corporate & Community Services)

CONFIRMATION OF MINUTES

RECOMMENDED that the minutes of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held on 26 September 2014 be accepted.

V Poyser/ L Sutton

Business Arising: Positive feedback for Quest for Life Workshops as reported by Sue Freebairn.

UPDATE ON FUND STATUS

Mayors Appeal Reconciliation

Changes to the Fund Status as reported

Mayors Appeal Reconciliation

| | |
|--------------------------------------|-------------------|
| Mayors Appeal Donated Funds | \$ 761,987 |
| Restart NSW Grant | \$ 70,000 |
| Interest Earned | \$ 14,750 |
| TOTAL | \$ 846,737 |
| Less | |
| Funds Allocated | \$ 781,489 |
| Available Unallocated Funds | \$ 65,248 |
| Funds Allocated | |
| Mayors Appeal Allocated Funds | \$ 781,489 |
| Less | |
| Funds Expended | \$ 530,907 |
| Allocated Funds Remaining | \$ 250,582 |

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

SUMMARY OF ALLOCATIONS

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

| Agency Assistance Program | TOTAL | Amount Expended from Mayors Appeal | Funds Remaining |
|---------------------------------------|------------|------------------------------------|-----------------|
| Home Dislocation | \$ 30,000 | \$ 30,000 | \$ - |
| Roadside & Internal Fencing Materials | \$ 140,000 | \$ 138,918 | \$ 1,082 |
| Home Re-establishment | \$ 210,000 | \$ 55,000 | \$ 155,000 |
| Shed Rebuild | \$ 20,000 | \$ 15,000 | \$ 5,000 |
| ADRA | \$ 26,000 | \$ 26,000 | \$ - |
| Barnados | \$ 26,000 | \$ 26,000 | \$ - |
| Centacare | \$ 26,000 | \$ 26,000 | \$ - |
| St Vincent de Paul | \$ 26,000 | \$ 26,000 | \$ - |
| DPI Fodder | \$ 12,482 | \$ 12,482 | \$ - |
| Potable Water | \$ 20,000 | \$ 20,000 | \$ - |
| BlaizeAid Projects | \$ 101,641 | \$ 101,641 | \$ - |
| BlazeAid Plant Hire & Supplies | \$ 18,116 | \$ 18,116 | \$ - |
| Community Renewal | \$ 55,000 | \$ 15,500 | \$ 39,500 |
| Bird Boxes | \$ 250 | \$ 250 | \$ - |
| Restart NSW Govt | \$ 70,000 | \$ 20,000 | \$ 50,000 |
| Total | \$ 781,489 | \$ 530,907 | \$ 250,582 |

RECOMMENDED the Warrumbungle Shire Council Mayors Bushfire Appeal fund status and allocation summary be accepted.

V Poyser/L Sutton

Agency Reports

St Vincents De Paul

The allocation for distribution by St Vincents De Paul has been fully expended and no ORE requests have been received.

The Potable Water allocation still has \$13,400 remaining.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

ADRA

The allocation has been fully expended and no further requests have been received.

EMERGING ASSISTANCE REQUIREMENTS/ISSUES

Fund Rules Amendments for ATO

Discussion of update to the Fund Rules held.

RECOMMENDED that the Advisory Panel approve the following adjustment to Clause 10 of the Public Fund Rules which would extend the life of the Mayor's Bushfire Appeal for a further two years:

Funds collected will be distributed to the selected charities within four (4) years and will be distributed on a monthly basis (per Clause 9).

S Freebairn/ V Poyser

Numbers and criteria for Recovery Contribution Payments

RECOMMENDED that the Mayors Appeal allocate \$5,000 for each of the seven (7) properties that remain uncleared of debris, from the Wambelong Fire, to assist with the cost of final clearance.

S Loane/S Freebairn

Community Renewal and Rejuvenation Program Allocation to be considered

RECOMMENDED that the Mayors Appeal support the Rural Resilience Program to the amount of \$5,000.

S Freebairn/L Sutton

Action: Rob Gordon will have a small window of opportunity to speak with the Development Services staff on the 18 December prior to his departure.

Rob will need to be transported to the Dubbo Airport by 12.00pm on the 18th December. Community Services to be contacted re the availability of community transport on the day.

Action: Glennis to invite Development Services via Outlook.

Fund Status as at 30 November 2014

As per previous discussion.

GENERAL BUSINESS

Tibuc Gardens Morning Tea for residents of the Wambelong Fire

Action: Sue Freebairn to make arrangements. Steve Loane and Alia Slamet, Council's Town Planner, to attend the function to provide any advice which may be needed.

Building Expo

V Poyser/S Freebairn

RECOMMENDATION that a Building Expo be held for mid February.

Action: A committee comprising of Sue Freebairn, Lois Sutton, Louise Johnson and Glennis Mangan be formed to coordinate an Expo in February 2015. The Expo will be held at the Town Hall and invitations will be sent to Rural Suppliers and manufactures of prefabricated homes. There will also be Council and Mayoral Panel members available for advice if needed.

Action: Chris White to prepare articles on the visit by Rob Gordon, the Tibuc Gardens event, the Expo and the extension of the Mayor's Bushfire Appeal.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

NEXT MEETING: TBA

MEETING CLOSED 10:20am

.....
CHAIRPERSON

RECOMMENDATION

1. That Council accept the minutes of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held on 5 December 2014;
2. That the Warrumbungle Shire Council Mayors Bushfire Appeal fund status and allocation summary be accepted;
3. That the Advisory Panel approve the following adjustment to Clause 10 of the Public Fund Rules which would extend the life of the Mayor's Bushfire Appeal for a further two years: "*Funds collected will be distributed to the selected charities within four (4) years and will be distributed on a monthly basis (per Clause 9)*";
4. That the Mayors Appeal allocate \$5,000 for each of the seven (7) properties that remain uncleared of debris, from the Wambelong Fire, to assist with the cost of final clearance;
5. That the Mayors Appeal support the Rural Resilience Program to the amount of \$5,000;
6. That a Building Expo be held for mid February.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 9 Minutes Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel – 27 January 2015

| | |
|----------------------------|--|
| Division: | Executive Services |
| Management Area: | Governance |
| Author: | PA to Director Corporate & Community Services – Liz Webster |
| CSP Key Focus Area: | Local Governance and Finance |
| Priority: | GF2 The demographic makeup of the community is well-represented in local activities, service delivery and decision-making. |

PRESENT: Peter Shinton (Mayor), Steve Loane (General Manager), Sue Freebairn (DPI), John Sawyer (Rotary), Vicki Poyser (ADRA) and Lois Sutton (St Vincent de Paul),

APOLOGIES: Hugh Raagever (Rotary), Pam Welch (DPI) and Cheryl Pope (DPI),

RECOMMENDATION that the apologies be accepted

**S Loane/V Poyser
Carried by all**

ATTENDING: Glennis Mangan (Disaster Recovery Centre Manager), Stefan Murru (Director Corporate and Community Services), Liz Webster (PA to Director Corporate and Community Services)

CONFIRMATION OF MINUTES

RECOMMENDATION that the minutes of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held on 5 December 2014 be accepted.

**V Poyser/S Freebairn
Carried by all**

BUSINESS ARISING:

Shed Rebuild Program and Potable water funds

The Shed Rebuild Program was discussed as it is expected that applications will be received following the planned Building Expo to be held in March. It is also expected that as a result of the Building Expo there may be more need for potable water following tank sales.

Property Clean Up program

The committee discussed the clean up of vegetation debris from properties which had been cleaned up previously.

Fencing Requirements

Concern was raised on the issue of National Park fencing requirements. A copy of the agreement the property owners who neighbour the National Park have received will be sought to verify the requirements specified in the document.

Dr Rob Gordon

Sue Freebairn spoke of the Dr Rob Gordon talks and how successful and positive they were. She had received a lot of positive feedback.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Tibuc Gardens Morning Tea

Sue Freebairn updated the meeting of the progress of the morning tea to be held at Tibuc Gardens, Centacare are assisting to fund the event.

Mayors Appeal Reconciliation

| | |
|-----------------------------|-------------------|
| Mayors Appeal Donated Funds | \$ 761,987 |
| Restart NSW Grant | \$ 70,000 |
| Interest Earned | \$ 15,292 |
| TOTAL | \$ 847,279 |

Less

| | |
|-----------------|------------|
| Funds Allocated | \$ 821,489 |
|-----------------|------------|

| | |
|------------------------------------|------------------|
| Available Unallocated Funds | \$ 25,790 |
|------------------------------------|------------------|

Funds Allocated

| | |
|-------------------------------|------------|
| Mayors Appeal Allocated Funds | \$ 821,489 |
|-------------------------------|------------|

Less

| | |
|----------------|------------|
| Funds Expended | \$ 531,931 |
|----------------|------------|

| | |
|----------------------------------|-------------------|
| Allocated Funds Remaining | \$ 289,558 |
|----------------------------------|-------------------|

SUMMARY OF ALLOCATIONS

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

| Agency Assistance Program | TOTAL | Amount Expended from Mayors Appeal | Funds Remaining |
|---------------------------------------|------------|------------------------------------|-----------------|
| Home Dislocation | \$ 30,000 | \$ 30,000 | \$ - |
| Roadside & Internal Fencing Materials | \$ 140,000 | \$ 138,918 | \$ 1,082 |
| Home Re-establishment | \$ 210,000 | \$ 55,000 | \$ 155,000 |
| Shed Rebuild | \$ 20,000 | \$ 15,000 | \$ 5,000 |
| ADRA | \$ 26,000 | \$ 26,000 | \$ - |
| Barnados | \$ 26,000 | \$ 26,000 | \$ - |
| Centacare | \$ 26,000 | \$ 26,000 | \$ - |

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

| Agency Assistance Program | TOTAL | Amount Expended from Mayors Appeal | Funds Remaining |
|---|-------------------|---|------------------------|
| St Vincent de Paul | \$ 26,000 | \$ 26,000 | \$ - |
| DPI Fodder | \$ 12,482 | \$ 12,482 | \$ - |
| Potable Water | \$ 20,000 | \$ 20,000 | \$ - |
| BlaizeAid Projects | \$ 101,641 | \$ 101,641 | \$ - |
| BlazeAid Plant Hire & Supplies | \$ 18,116 | \$ 18,116 | \$ - |
| Community Renewal | \$ 60,000 | \$ 16,524 | \$ 43,476 |
| Bird Boxes | \$ 250 | \$ 250 | \$ - |
| Recovery Contribution Pymnt (New Program) | \$ 35,000 | \$ - | \$ 35,000 |
| Restart NSW Govt | \$ 70,000 | \$ 20,000 | \$ 50,000 |
| Total | \$ 821,489 | \$ 531,931 | \$ 289,558 |

RECOMMENDATION that the Warrumbungle Shire Council Mayors Bushfire Appeal fund status and allocation summary be accepted.

Accepted by consensus

Agency Reports

St Vincent De Paul

Lois Sutton joined meeting and advised Potable water had expended \$275 before Christmas leaving a balance of \$13,125.

ADRA

No report presented

Barnardos

No report presented

Centacare

No report presented

EMERGING ASSISTANCE REQUIREMENTS/ISSUES

Fund Rules

The interpretation of the fund rules was discussed in detail and the committee was unanimous in its decision to continue to adhere strictly to the fund rules in the allocation of funds.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

RECOMMENDATION that the committee continues to adhere strictly to the fund rules in the allocation of funds from the Warrumbungle Shire Mayors Bushfire Appeal Fund.

**L Sutton/S Freebairn
Carried by all**

Shed Rebuild funds

Following discussion of the number of sheds destroyed and the number of applications expected to be received as a result of the Building Expo, it was decided to allocate a further \$25,000 to the shed rebuild program from available funds.

RECOMMENDATION that the Warrumbungle Shire Mayors Bushfire Appeal Advisory panel allocates a further \$25,000 to the shed rebuild program.

**S Loane/L Sutton
Carried by all**

Building Expo

The Building Expo was discussed and the minutes of the Building Expo sub-committee reviewed. The Building Expo will be held on 20 March 2015 between 10am and 3pm at the Coonabarabran Town Hall. The Expo will be held to provide information and services to the community and in particular the bushfire affected residents of Coonabarabran. Various companies will be invited to attend, and a general invitation will also be displayed in regional newspapers and broadcast on radio stations. Council staff will also attend and show bags will be provided.

The budget for the Building Expo was discussed and provisions were made for catering, materials etc. It was decided that Council employees attending the expo would be paid out of their ordinary budget and funds from the Mayor's fund would not be used to pay for Council employees. The Building Expo is to be funded from the Community Renewal program.

RECOMMENDATION that the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel allocate \$5,000 to the Mayors Fund Building Fund Expo Committee.

**S Freebairn/V Poyser
Carried by all**

Removal of Pine Trees and Vegetation

The General Manager advised the meeting that further investigation needs to be made into tree removal and vegetation removal. This could be a very large project as a large number of properties were affected.

Mayors Fund Expo Sub Committee Minutes Presented.

RECOMMENDATION that the Minutes of the Mayoral Fund Building Expo Sub Committee Meeting held 19 January 2015 be noted

**S Freebairn/ V Poyser
Carried by all**

NEXT MEETING: TBA

MEETING CLOSED 9:55AM

.....
CHAIRPERSON

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

RECOMMENDATION

1. That Council accept the minutes of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held on 27 January 2015;
2. That the Warrumbungle Shire Council Mayors Bushfire Appeal fund status and allocation summary be accepted;
3. That the committee continues to adhere strictly to the fund rules in the allocation of funds from the Warrumbungle Shire Mayors Bushfire Appeal Fund;
4. That the Warrumbungle Shire Mayors Bushfire Appeal Advisory panel allocates a further \$25,000 to the shed rebuild program;
5. That the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel allocate \$5,000 to the Mayors Fund Building Fund Expo Committee;
6. That the Minutes of the Mayoral Fund Building Expo Sub Committee Meeting held 19 January 2015 be noted.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 10 Minutes of Warrumbungle Cobbora Transition Fund Committee Meeting – 16 December 2014

| | |
|----------------------------|---|
| Division: | Executive Services |
| Management Area: | Governance |
| Author: | Manager Communications & IT – Chris White |
| CSP Key Focus Area: | Local Governance and Finance |
| Priority: | GF5 Council has guaranteed access to diverse sources of funding to address its responsibilities in service planning and delivery. |

Present: Mayor P Shinton, T Fergusson, A Stuart, M Warren, Cr C Sullivan, K Rose, Cr M Coe, M Hensley, Cr A Capel, S Stoddart, W Hill, P Campbell

Apologies: S Russell, S Dent

Attending: A Parker, C White

Previous Minutes

Extraordinary Meeting 1 December

Loane/Sullivan

Meeting 18 November

Fergusson/Hill

Business Arising

1. Confirmation of ExceLoo ordered.
2. Awaiting on further feedback from NSW StateRail for pedestrian crossing
3. Clarification of location of kerb blisters near western end of Bolaro Street.

RNSW295 Dunedoo District Revitalisation Fund

1. Milling Park - ExceLoo unit ordered with ground preparation works to commence by Council staff in January 2015 for plumbing, drainage and strip footings. Skate playground awaiting confirmation of third quote.
2. Bolaro street - Suggestion for landscaping of existing trees with pots to be considered if funds are available.
3. HV Parking - western entrance to HV Parking will be widened and sealing of edges along the length of the HV Parking area to commence early 2015.
4. RV Parking - to be relocated in the vicinity of the western end of Milling Park and works to commence early 2015.
5. Dunedoo Sports Club - solar panels are operational. Awaiting quote confirmation for operable walls.
6. Dunedoo Bowling Club - kitchen to be installed third week of February, kitchen appliances purchased. Waiting confirmation of quotes for irrigation.

RNSW333 Recreational and Sporting and Cultural Facilities Improvement Project

1. Jubilee Hall - design works currently being undertaken. Legislative requirements of amenities is being reviewed, being revision of floor area which determines the size of amenities as per the building code.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

2. MPS - reimbursement received for airconditioning from INSW. Three design plans for ramp access to western verandah to be finalised.
3. Mendooran Tennis Courts - order placed for works to proceed in February 2015 with contractor as per quotes submitted to Council.
4. Dunedoo Tennis Courts - Awaiting confirmation from NSW Tennis for additional funding to complete the HotShots Courts; quote confirmed for installation of new surface over existing courts for 4 Hot Shots Tennis Courts and Basketball/Netball line marking.

RNSW290 Three Rivers Regional Retirement Community and Learning Centre

EPA has provided approval for on-site burial of demolition material with conditions. Document presented on 'Steps for Demolition of Hospital Site' as part of the TRRRC Working Group 10 December minutes.

RNSW300 Mendooran multipurpose Centre

DA submitted to Council Monday 15 December.

RNSW324 Three Rivers Recreation Ground Upgrade Project

MPS frame erection to commence December 17.

A Stuart left the meeting 5.40pm

General Business

1. Proposal to install an Electronic Noticeboard to be located in Bolaro Street
2. Improving footpath uniformity and surface to be considered as part of the Bolaro Street upgrades. Community members encouraged to provide feedback to the Pedestrian Access Mobility Plan by 5 January 2015.
3. W Hill requested an apology from Cr Coe, followed by a request for a formal complaint to be noted on the behaviour of Cr Coe at the 1 December Extraordinary meeting.

Meeting Closed 5.55pm

Next Meeting February 10 Tuesday 4.30pm

RECOMMENDATION

That Council accept the minutes from the Warrumbungle Cobbora Transition Fund Committee Meeting held on 16 December 2014 at Dunedoo.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 11 Minutes of Warrumbungle Cobbora Transition Fund Committee Meeting – 10 February 2015

| | |
|----------------------------|---|
| Division: | Executive Services |
| Management Area: | Governance |
| Author: | Manager Communications & IT – Chris White |
| CSP Key Focus Area: | Local Governance and Finance |
| Priority: | GF5 Council has guaranteed access to diverse sources of funding to address its responsibilities in service planning and delivery. |

Present: Cr Coe, M Warren, Cr Sullivan, M Warren, K Rose, A Capel, S Russell, W Hill, M Hensley, S Loane, Mayor P Shinton (chair), S Dent, T Fergusson, P Campbell

Sullivan/Hill

Apologies: S Stoddart, A Stuart

Sullivan/Capel

Attending: A Parker, C White

Previous Minutes

Loane/Sullivan

Business Arising

1. RNSW295 Dunedoo District Infrastructure Revitalisation Fund

a. Milling Park:

i. Mary Warren to provide historical images for the amenities' walls. Images to be emailed to all committee members for response by end of week.

ii. Two skate playground options presented. Waiting on consultation feedback from youth of Dunedoo to confirm which option is preferred. Concrete slab of 15m x 12m required for either option, and will soon proceed to facilitate the 28 day curing period.

Advertisement to call for local trades register to be re-advertised in the Dunedoo Diary, via email and on the WSC website.

b. Bolaro St:

i. illuminated signage board quotes received at \$42,800 for 2 x 6.1m size.

ii. blisters at western side of Merrygoen St intersection concept design presented. Blisters to be paved and chicaned (fencing to guide pedestrian movement).

RECOMMENDATION: The presented blister concept design for the Merrygoen intersection with chicaned fencing and paving be accepted.

Hill/Capel

iii. Banner Poles at west and east end of Bolaro Street discussed.

RECOMMENDATION: Three banner poles to be located each at the western and eastern end of Bolaro Street.

Coe/Campbell

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

c. Heavy Vehicle Parking - 350T material stockpiled ready for works commencement. Trees have been removed to enable access off Bolaro Street to be widened, sealed and kerbed. Additional funding to be sought through RMS to develop the eastern entrance for later stage development of the HV Parking.

d. RV Parking - lay backs and footpath have been installed at entrance to RV Parking area at western end of Bolaro Street adjacent to Jubilee Hall. The RV Dump Point will be installed in the centre of the RV Parking site with the existing garden and lighting.

e. Dunedoo Sports Club - operable walls and bbq area quotes to be received, enabling installation as per contract scope.

f. Dunedoo Bowling Club - 20kw solar panels installed 9 February. Kitchen and irrigation to be installed.

g. Robertson Oval - discussion on Robertson Oval 355 committee's most recent concept plan regarding location of netball courts and modified mound. Suggestions of alternative options for location of netball courts to be deferred back to the next Robertson Oval 355 committee meeting. Installation of irrigation of second football oval and existing grass netball courts commenced.

2. RNSW333 Recreational and Sporting and Cultural Facilities Improvement Project

a. Jubilee Hall - design plans presented and invoiced at \$7,100. Air conditioning quote has been received at \$60,000. Curtain samples yet to be received, with quote at \$6,000 on the northern and western walls. All quotes are within budget.

RECOMMENDATION: To proceed with curtains with Gullisons fabric colour as recommended by the committee.

Warren/Hill

b. MPS - disabled ramp access concept design presented. Public Libraries Infrastructure Grant announced Feb 4 for \$200k, enabling funding to be allocated to extension of library floor area to the rear of the existing library and fitout.

RECOMMENDATION: The presented concept plan of the disabled ramp access to the MPS verandah be accepted.

Fergusson/Dent

c. Mendooran Tennis Courts - commenced

d. Dunedoo Tennis Courts - commenced

3. RNSW290 Three Rivers Regional Retirement Community and Learning Centre

a. Minutes of Feb 9 working group meeting presented. Discussion on the EOI process, the four submissions and the parameters referred to in the assessment matrix.

b. Aboriginal Land Claim update presented by S Loane.

c. Preparation of site to meet Greenfield standards requires demolition of all existing buildings to ensure the contract scope is adhered to.

4. RNSW300 Mendooran Multipurpose Centre

Multipurpose Shed DA has been approved with Construction Certificate issued, and construction commencing 10 February. Drawings have been completed by Aaron Parker to assist the project.

5. RNSW324 Three Rivers recreation Ground Upgrade Project

Multipurpose shed and amenities DA has been approved with Construction Certificate issued. Works to recommence from 10 February. Drawings have been completed by Aaron Parker to assist the project.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

General Business

4. Request for emailing of plans to committee members prior to each meeting.
5. Kevin Humphries MP to tour the CTF projects to coincide with the Dunedoo Show on Friday March 20.
6. Financial update of expenditure for each project to be presented at the next meeting.

Meeting Closed: 6:35pm

Next Meeting: Tuesday 10 March 2015 at 4:30pm

RECOMMENDATION

That Council accept the minutes from the Warrumbungle Cobbora Transition Fund Committee Meeting held on 10 February 2015 at Dunedoo.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 12 Minutes of the Finance and Projects Committee Meeting – 5 February 2015

| | |
|----------------------------|--|
| Division: | Corporate Services |
| Management Area: | Financial Services |
| Author: | Director Corporate & Community Services – Stefan Murru |
| CSP Key Focus Area: | Local Governance and Finance |
| Priority: | GF8 Council undertakes periodic performance reviews to ensure the effective and efficient management of its assets, finances and workforce and modifies its actions to deliver better outcomes for the community |

PRESENT: Mayor Peter Shinton, Deputy Mayor Murray Coe, Clr Anne Louise Capel, Clr Chris Sullivan, Clr Denis Todd, Clr Fred Clancy, Clr Gary Andrews, Clr Ron Sullivan, Clr Victor Schmidt, Steve Loane (General Manager), Leeanne Ryan (Director Development Services), Kevin Tighe (Director Technical Services) and Stefan Murru (Director Corporate and Community Services).

APOLOGIES: N/A

ATTENDING: Rebekah Elliott (Graduate Accountant)

1. MINUTES

RECOMMENDATION

That the minutes of the Finance and Projects Committee meeting held on 6 November 2014 be accepted.

**Clancy/Shinton
Carried**

2. BUSINESS ARISING

Nil

9.40am: Clr R. Sullivan and Clr Coe joined the meeting.

3. RATE COMPARISON

The Director Corporate and Community Services presented a comparison of the average rates for the Warrumbungle Shire per category (i.e. residential, farming and business) with neighbouring Councils, the Orana region and group 10 Councils (i.e. similar Councils). It was recommended that this comparison be altered to include the population and number of rateable assessments of each Council.

4. QUARTERLY BUDGET REVIEW STATEMENT DECEMBER 2014

The Director Corporate and Community Services provided an overview of the December Quarterly Budget Review (QBR). Important items addressed included: -

- As at the 31st December, Council has an operating surplus from continuing operations of \$2.1 million;
- As at the end of the December quarter, expenditure is at 49% of the budget (total expenditure of \$18.8 million) with expenditure expecting to trend towards budget at year end. The only item over the pro-rata budget is employee benefits. The Director of Corporate and Community Services explained this was mainly attributed to higher expenditure going to recurrent works in the first half of the year as Council has a

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

significant capital budget this financial year with many projects commencing in the second half of the year (i.e. the Cobbora Transition Fund);

- As at the end of December, income is at 47% of the budget (total revenue of \$20.89 million). This is largely due to rates and annual charges being raised at the beginning of the financial year per revenue recognition requirements of the Australian Accounting Standards. The Director Corporate and Community Services noted that revenue is expected to trend towards budget at year end with the only items of concern being:
 - Water charges may be under budget due to wetter conditions;
 - Grant monies from the Cobbora Transition Fund (CTF) are likely to come in under budget as the \$4.5 million Retirement Village is likely to be completed in the subsequent financial year. However, this will also result in a decrease in capital expenditure. All the other CTF projects have commenced and will be finished by the 30th June 2014.
- For the second quarter, Council recommends total supplementary votes of (\$153,034). This comprises of:
 - An increase of revenue of \$188,236 which largely consists of:
 - An increase in grants (such as FAGs, Yuluwirri Kids and Human Resources grants);
 - An increase in RMS revenue;
 - A re-forecast of rates revenue as rateable properties have changed categories and Council is now incorporating write-offs not previously included in the budget; and
 - A reduction in interest revenue as lower than budgeted opening cash balance (due to ceasing the prepayment of FAGs and catching up on capital works in the previous financial year) and low interest rates.
 - An increase in expenditure of \$174,411 which largely comprises of an increase in property insurance, state roads expenditure and a reduction of interest payable as the LIRS 2 loan has been postponed.
 - An increase in capital expenditure of \$646,196 which is mainly the result of purchasing land for the expansion of the quarry and additional fleet vehicles as new senior staff positions have been filled. A question was raised why the capital budget for Street lighting had been moved from Binnaway to Coolah. Binnaway has been waiting for a light to be placed near the railway line opposite the Bowling Club. The Director Technical Services is to determine whether both the lights at Coolah and Binnaway can be constructed.
- It is recommended that a loan for \$455,000 be entered into by Council to fund the purchase of the new Quarry. It is expected a 10 year fixed loan will be entered into at a rate of 3.7%. A business paper will be presented to the February Council meeting.
- The combination of these supplementary votes have resulted in an expected cash deficit of \$151,982 and operating surplus from continuing operations (accrual result) of \$6.174 million at year end.

RECOMMENDATION

That the QBRS for the second quarter be accepted as correct and the supplementary votes be accepted.

Clancy/R. Sullivan

Carried

11.20am: Break for morning tea

11.40am: Meeting resumed

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

5. FIT FOR THE FUTURE

The Director Corporate and Community Services provided an overview of Fit for the Future (FFF). A document was presented outlining the alternative options for Council to adopt in terms of becoming FFF. These include: -

1. Merge with other Councils (Template 1);
2. Be a stand alone Council with measures implemented for improvement (Template 2);
3. Become a Rural Council (Template 3).

After some discussion, it was agreed Council would choose option 2. Further analysis will need to be undertaken to determine measures Council could implement to become FFF. This will largely involve addressing actions to become sustainable in order to meet the prescribed benchmarks.

RECOMMENDATION

That Council choose to complete Template 2 in its Fit for the Future proposal, which will see Council remain as a stand alone Council.

**Todd/C. Sullivan
carried**

12.30pm: Break for lunch

12.55pm: Meeting resumed

6. OPTIONS FOR REPLACEMENT OF WORRIGAL CREEK BRIDGE ON AERODROME ROAD, BARADINE

The Director Technical Services presented four options for replacing Worrigal Creek Bridge. It was explained that the bridge project will exceed the original budget allocation of \$250k and consequently a number of alternative options were provided. These include: -

1. Council project manage and construct replacement of bridge using a combination of contractors and Council staff (\$355k);
2. Include Worrigal Bridge in tender for the replacement of the Baradine Creek Bridge and Kenebri Bridge (\$331k);
3. Lower existing bridge and replace bridge with a low flow culvert (\$255k); or
4. Complete renewal of all failed timber components in the bridge with new timber (\$125k).

The Director Technical Services recommended option four, however there was concern by Councillors of replacing a timber bridge with another timber bridge. It was concluded that before a decision is made, the Director includes the Worrigal Bridge in the tender documents for the two other bridges to obtain a true indication of the cost to replace the bridge and determine whether costs savings can be achieved. A business paper is to be presented to Councillors at the March Council meeting.

7. GENERAL BUSINESS

Some general items discussed during the meeting include: -

- A report is to be prepared for the February Council meeting to change the voting rights of the Finance and Projects Committee to include all Councillors.

Meeting closed 2.12pm

NEXT MEETING: To be advised

MEETING CLOSED:

.....
CHAIRPERSON

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

RECOMMENDATION

1. That Council accepts the Minutes of the Finance and Projects Committee Meeting held on 5 February 2015 at Coonabarabran;
2. That the QBRS for the second quarter be accepted as correct and the supplementary votes be accepted;
3. That Council choose to complete Template 2 in its Fit for the Future proposal, which will see Council remain as a stand alone Council.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 13 Orana Arts Inc

| | |
|----------------------------|---|
| Division: | Executive Services |
| Management Area: | Governance |
| Author: | Councillor Anne-Louise Capel |
| CSP Key Focus Area: | Community & Culture |
| Priority: | CC3 Our Shire is home to vibrant arts and cultural life of the Shire is promoted and supported as an essential aspect of community well-being |

Reason for Report

To report on the outcomes of the Orana Arts Inc. Board Meeting held on 19 December 2014 at the Western Plains Cultural Centre, Dubbo.

Summary of Meeting Outcomes

Verbal report from Chairperson Cr L Lambert & Board member V Handmer about Regional Arts Australia Conference Kalgoorlie-Boulder.

Publication released by RAA "Belonging" at conference which included Orana Arts Left Field Project written by Alex Wisser, the Project Manager.

Artlands Dubbo 2016 Conference (RAA Conference rebranded) focus will be on the network and diversity of regions. NSW is only Regional Arts that is decentralized.

V. Handmer represented OA at Arts Activate 2014 Sydney Conference hosted by Accessible Arts. Grant submissions by OA in 2014 total \$611,591; successful applications to date \$119,041; unsuccessful \$118,200.

CASP funding 2014: 13 applications received, (1 Gilgandra, 5 Warrumbungle, 4 Dubbo, 2 Mid- Western, Narromine) total \$37,200, with \$19,405 allocated to 9 successful projects.

All OA social media has increased in number of hits/followers

2015 OA program of Activities endorsed.

Recommendation: OA unsuccessful with RAF grants –a letter from Board to address funding Criteria of the RAF grant.

Recommendation: Approve annual agenda and Board Meeting dates for 2015.

Recommendation: Address the review of OA Constitution with two Board members meeting with RADO upon release of Arts NSW review.

Options

Nil

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Financial Considerations

Nil

RECOMMENDATION

That Council notes the meeting minutes of the Orana Arts Board Meeting held on 19 December 2014 from Councillor Capel.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 14 Warrumbungle Cobbora Transition Fund Committee

| | |
|----------------------------|--|
| Division: | Executive Services |
| Management Area: | Governance |
| 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 provide an update of projects funded by the Restart NSW Cobbora Transition Fund.

Background

The projects funded by the Restart NSW Cobbora Transition Fund to be auspiced by Council are:

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
5. RNSW333 Recreational Sporting and Cultural Facilities Improvement Project, Dunedoo Region (\$1 million)

The Warrumbungle Cobbora Transition Fund 355 Committee (WCTF 355) oversees the progress of the projects, with minutes of the 16 December 2014 and 10 February 2015 included in the February 2015 business paper.

Issues

Funding Deeds have been confirmed for all projects, which detail the scope, budget and time schedule for each project component. Updates are submitted monthly to INSW via an online web portal, and are audited by NSW Public Works before reimbursement of funds expended by Council. Monthly updates detail progress of each project as per the timeline, procurement, risk management and cashflow details executed with the Funding Deeds.

Updates on projects follow:

- RNSW333 Jubilee Hall – design works completed.
- RNSW333 MPS – concept design for disabled access approved by the WCTF 355 committee.
- NSW333 Dunedoo Tennis Club - construction commenced.
- RNSW333 Mendooran Tennis Club – construction commenced
- RNSW295 Robertson Oval – final design to be confirmed by the Robertson Oval 355 committee.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

- RNSW295 Bolaro Street – Blister concept plan for the Merryogen St intersection approved by the WCTF 355 committee.
- RNSW295 Heavy Vehicle Parking – construction commenced.
- RNSW295 RV Parking/Dump Point– construction commenced.
- RNSW295 Milling Park – Two concept plans for skate playground at western end of Milling Park to be confirmed in consultation with Dunedoo Youth.
- RNSW295 Dunedoo Bowling Club – Roof painted and solar panels installed. Irrigation and Kitchen quotes confirmed.
- RNSW295 Dunedoo Sports Club – revised quotes to be confirmed for Operable Wall and BBQ area.
- RNSW290 Three Rivers Retirement Community – Expression of Interest for design contract advertised and closed February 9. Four submissions received by Close of Business. TRRRC Working Group has assessed the submissions.
- RNSW300 Mendooran Showground – DA approved and construction commenced.
- RNSW324 Coolah Recreation Ground – Multipurpose shed and amenities block commenced construction.

Options

Nil

Financial Considerations

Reimbursement of \$165,001 was received on 30 January 2015, being for:

- RNSW333 Mendooran Tennis Courts, Dunedoo MPC and Jubilee Hall works
- RNSW324 Coolah Recreation Ground shed
- RNSW295 Heavy Vehicle Parking and Bolaro Street design works, Milling Park new amenities, Robertson Oval design works, Dunedoo Bowling Club roof and solar panels
- Payment of invoices is pending confirmation by NSW Treasury and audited by NSW Public Works.

Total funds reimbursed to date are \$421,649.

RECOMMENDATION

Council note the Cobbora Transition Fund projects update.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 15 Cobbora Coal Project Voluntary Planning Agreement Update

| | |
|----------------------------|--|
| Division: | Executive Services |
| Management Area: | Governance |
| Author: | General Manager – Steve Loane |
| 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 provide an update on the Cobbora Coal Mine Project Voluntary Planning Agreement.

Background

Cobbora Holding Company (CHC) is a state owned corporation (SOC). In July 2013 the then Treasurer Mike Baird, who is the sole share holder, declared that the Cobbora Coal Mine project would not proceed.

The proposed Voluntary Planning Agreement (VPA) by CHC to WSC as the host Council of the Cobbora Coal project was calculated on a worker domicile model that allocated Dubbo City Council 60% of the VPA financial remuneration (estimated at \$5.5m) compared to 15% (estimated at \$3.3m) for WSC for the operational life of the mine. Wellington Council was allocated the same quantum as WSC with an extra \$4.6 million paid up front for upgrades to the Cobbora Road. That project is now complete. The Mid-Western Regional Council allocation is 10%.

After delegations to the Treasurer following the July 2013 announcement, \$20 million was allocated to the four councils surrounding the Cobbora Coal Project in the form of the Cobbora Transition Fund (CTF). Administered by Infrastructure NSW as part of the Restart NSW funding program, the objective of the CTF is to stimulate economic activity and job creation in the region and was stated by the Member for Dubbo, Troy Grant, that the CTF was not compensation money to the Dunedoo area at a community meeting facilitated by Infrastructure NSW on 9 October 2014.

Issues

In December 2014 Council received a letter from the NSW Treasurer in reference to the ongoing VPA that remains as an unsatisfied consent condition for the approval of the Cobbora Coal Project. The Treasurer confirms the state government will continue to consider options for the Cobbora Coal Mine following initial market soundings and further analysis on market conditions. The Treasurer also confirms that CHC is not in a position to conclude a VPA with WSC unless development of the Cobbora Coal Project appears probable.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

CHC purchased approximately 45,000 hectares of farming, grazing and lifestyle land 22 km from Dunedoo, the majority of which is located within the Warrumbungle local government area. CHC did not accept the impact of the buy up on Dunedoo, however the Planning Assessment Commission (PAC) instructed that an Integrated Land Management Plan (ILMP) and Socio Economic Assessment (SEA) be prepared by CHC as a condition of approval on 9 May 2014. Council ground-truthed statistics for consultants engaged by CHC, providing evidence that as a result of families moving away, up to \$523,000 cash flow per year has been lost from the Dunedoo economy. The ILMP and SEA are attached under separate cover as an enclosure.

Total unimproved value of the eight-four (84) land parcels purchased by CHC at time of sale was around \$23,774,370 for 32,754 hectares within the Warrumbungle LGA. The total market price paid by CHC to acquire these parcels was around \$102,808,250. The first parcel was purchased in October 2008 with 31 parcels purchased since January 2011, of which 18 were purchased since January 2013. The most recent land parcel purchase was January 2014.

Council has expended over \$390,000 since May 2013 on staff time and resources, councillor travel and accommodation expenses, legal fees and consultant support.

Council has continued to negotiate with CHC and the State Government for assistance to recover the economy. The buy up land was aggregated into 11 large lots by CHC and offered for lease via a tender process. To date seven lots have been leased. The flow on in economic and social benefits to Dunedoo has not yet been evident.

CHC continue to demolish houses on the buy up land and the EPA is investigating large amounts of asbestos contaminated building rubble dumped on CHC-owned land. WSC has requested that an asbestos management plan be provided to the community via Council. This plan has not yet been received.

CHC engaged Council on an out of hours call-out in November 2014 to attend to a tree on their land that had caught fire as a result of a lightning strike. Council issued an invoice for \$586, and CHC has since advised Council that water from storage dams would no longer be available to Council for road works. Previous discussions with CHC indicated the NSW RFS brigades located within the Cobbora Coal Project area would continue to be resourced with equipment and volunteers, and it is unknown why WSC was called out to attend the lightning strike over the RFS volunteer brigades.

Council continues to engage with Treasury and the Department of Planning and Environment on behalf of the community to ensure the land is returned to a significant economic driver for the Dunedoo community and the shire. Council seeks advice as to where to now without a VPA.

This project is the third major State Government impact in recent years on the economy and population of WSC. The others are the lock up of the forestry enterprises in the Baradine and Coolah districts.

Options

Nil

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Financial Considerations

Council has expended over \$390,000 since May 2013 on staff time and resources, councillor travel and accommodation expenses, legal fees and consultant support.

RECOMMENDATION

Council note the Cobbora Coal Project VPA negotiations to date.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 16 Financial Assistance Requests 2014-2015 (Round Two)

| | |
|----------------------------|--|
| Division: | Executive Services |
| Management Area: | Governance |
| Author: | PA to Director Corporate & Community 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 2014/15 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 2014/15 donations as per Section 356 of the Local Government Act (1993) is noted in the Operational 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 / user 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.*

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Options

Public submissions were sought from December for this second round 2014/15; which was well promoted on Councils website and through local media.

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

Attachment 1: Round Two (2) Financial Assistance Grants is a list of applications received and 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 meets the criteria and have not received a Financial Assistance Grant in the previous year

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

Financial Assistance Grants Round Two (2) currently has a total amount available of \$11,972 following Round one (1) donations totalling \$8,028 being granted in August.

However since the August Round One (1) funding period, Council has been required to pay the development application fees for the construction of Bowen Oval Canteen as per Council's policy regarding Development Applications for Council owned land.

In addition to Bowen Oval Council paid the Coonabarabran Aero Committee \$500 on 3 December 2014 as per **Resolution 262/1415**

“that \$500 is provided to the Coonabarabran Aero Club for the installation of underground power to the Club's hangar at the Coonabarabran Aerodrome and funded from Councils policy of financial assistance to local community groups”

This leaves a total amount available for the Financial Assistance Grants Round Two (2) of \$10,090. As listed in the table below.

WARRUMBUNGL E SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

| | |
|--|-------------------------|
| Original Budget per Donations Policy | \$20,000 |
| Less: | |
| Donations from Round 1 | (\$8,028) |
| Coonabarabran Aero Club (Res 262/1314)) | (\$500) |
| Bowen Oval DA Fees (DA37/1415) | (\$1,382) |
| Final amount Available for Distribution | <u>\$ 10,090</u> |

RECOMMENDATION

That Council approves those applications received that have been determined under the High Priority category totalling \$8,529.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Round One (1) Financial Assistance Grants

| High Priority | | | | | |
|----------------------|--|-----------------------------|--------------------------|--|---|
| Ref. | Applicant | Amount Requested | Amount Considered | Description of Project | Previous Donation Received 2014/15 or inclusion in 2014/15 Donations Policy |
| 1 | Baradine 2015 | Not Specified - Advertising | \$100 | Baradine Sesquicentennial Celebrations 2 – 4 th October 2015 | None |
| 5 | Binnaway Showground Management Committee | \$500 | \$500 | To assist payment of Water Account | None |
| 6 | Mendooran Poultry Club | \$500 | \$500 | To assist purchase of Caterers BBQ to use at Poultry Swap Meets | None |
| 10 | Coonabarabran Rotary Club | \$500 | \$500 | Rotary Driver Awareness Program – Approx 80 Students from Coonabarabran, Coolah Baradine and Binnaway High Schools | Received \$500 for Driver Awareness Program 2013/2014 Financial Assistance Grants |
| 12 | Mendooran Bowling Club | \$500 | \$500 | Painting of Clubhouse Roof | None |
| 14 | Mendooran Show Committee PA & H Association | \$500 | \$500 | Prize money in the fine arts section of the 2015 Mendooran Show to be held 28 March 2015 | 2013/2014 Financial Assistance Grants \$200 (only show society which does not receive a donation under the Operational Plan/Delivery Program) |
| 16 | Dunedoo Preschool Kindergarten Inc | \$500 | \$500 | Annual Trivia Night Fundraiser | 2013/2014 \$220 family season ticket for fundraiser |
| 18 | Coonabarabran Netball Club | \$500 | \$500 | To assist purchase of Marquee and chairs for players | None |
| 21 | Baradine PA& H Association Inc | \$500 | \$500 | Assist with costs of entertainment for Baradine's 80 th Annual Show. | 2014/2015 Operational Plan & Delivery Program \$50 Art Prize |
| 23 | Coonabarabran DPS Local and Family History Group | \$429 | \$429 | Purchase printer to print historical documents for paying clients and copying maps and scanning for research and storage purposes. | 2013/2014 Financial Assistance Grants \$489 to purchase lockable metal cupboard to store historical records. |

WARRUMBUNGL E SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

| High Priority | | | | | |
|----------------------------|--|-------------------------|--------------------------|---|--|
| Ref. | Applicant | Amount Requested | Amount Considered | Description of Project | Previous Donation Received 2014/15 or inclusion in 2014/15 Donations Policy |
| 25 | Mendooran & District Development Group | \$500 | \$500 | To assist with costs in running the ANZAC Centenary Ball | None |
| 26 | Binnaway Rail Heritage & Preservation Group | \$500 | \$500 | To assist with unexpected costs of the Binnaway Barracks BBQ area. | 2013/.2014 Financial Assistance Grants \$500 for BBQ area at Barracks |
| 29 | St Michaels Parents & Friends Association Dunedoo | \$500 | \$500 | To assist with costs of the Swim & Survive Program making it assessable and equitable for all children to participate | None |
| 30 | Historical and Tourism Subcommittee (CHATS) - Coolah | \$500 | \$500 | To purchase additional brochure stands for the VIC Coolah | None |
| 36 | Baradine Preschool Inc | \$500 | \$500 | Purchase of a new sign | None |
| 37 | Coonabarabran Swimming Club | \$500 | \$500 | Assist purchase of pace clock | None |
| 39 | Coonabarabran Rugby Club | \$500 | \$500 | To assist in payment of council fees for hiring of ovals | None |
| 41 | Mendooran and District Volunteer Rescue Squad | \$500 | \$500 | Purchase of materials for completion of Mendooran VRA squad room/base | None |
| Total High Priority | | \$8,429 | \$8,529 | | |

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

| Low Priority | | | | | |
|---------------------|---|-------------------------|--------------------------|--|---|
| Ref. | Applicant | Amount Requested | Amount Considered | Description of Project | Previous Donation Received 2014/15 or inclusion in 2014/15 Donations Policy |
| 2 | Koori Games | Not Specified | \$500 | Assistance for teams to attend games held 24 - 25 th Oct 2014 (First round had closed and been funded) | None |
| 3 | Cassilis Rodeo | Not Specified | \$500 | Assistance for 31 January - 1 February 2015 Cassilis Rodeo | None |
| 4 | Dunedoo Bowling Club | Not Specified | \$500 | Bowls Tournament 17 – 18 th January 2015 | None |
| 7 | Coolah Swimming Club | 2015/2016 Season Ticket | \$80 | Donation of Swimming Pool Season Ticket to raffle and fund raise for the Coolah Swimming Club Carnival 25 th January 2015 | None |
| 8 | 2015 Coonabarabran Quick Shear | Not Specified | \$500 | To assist Coonabarabran PAI & H Association with Prize Money and Singlets for Quick Shear Event at 2015 Show | Coonabarabran PAI & H Association to receive full annual waste collection charge and waste management charge as per the Operational Plan and Delivery Program |
| 9 | Coonabarabran Rifle Club | \$500 | \$500 | To assist with fit-out of Kitchen and Office benches | Received \$500 2014/2015 Round 1 for printer |
| 11 | Coonabarabran Bowling Club | Not Specified | \$500 | Sponsorship of Easter Bowls Tournament | None |
| 13 | Binnaway Cancer fundraising Committee (Binnaway Lions Club) | \$500 | \$500 | To assist with expenses to run a fundraising event Dinner and Charity Auction | Cancer Group nothing previously donated Binnaway Lions Club 2013/2014 \$500 Financial Assistance Grants for Old Time Dance |
| 15 | Binnaway Progress Association | \$500 | \$500 | Assist with freelance Website developer to complete Community Website | 2013/2014 Financial Assistance Grants \$500.00 for community notice board |

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

| Low Priority | | | | | |
|---------------------|--|-------------------------|--------------------------|--|---|
| Ref. | Applicant | Amount Requested | Amount Considered | Description of Project | Previous Donation Received 2014/15 or inclusion in 2014/15 Donations Policy |
| 17 | Gwabegar Parents and Citizens Association | \$500 | \$500 | To assist purchase of a new BBQ for fundraising purposes | None |
| 19 | St Andrews Anglican Church, Op Shop Coolah | \$500 | \$500 | To assist the cementing of the Shed floor and lining of walls | 2014/2015 Operational Plan and Delivery program \$409 (1/2 annual water access charge & 1/2 annual sewer access charge) |
| 20 | CWA Evening Branch, Coonabarabran | \$500 | \$500 | To assist with replacement of Fire Doors | 2013/2014 Financial Assistance Grants \$500 for Disabled toilet facilities (Day branch also received \$500) 2014/2015 Operational Plan & Delivery Program \$1157.31 (1/2 Annual General, Water Access charge & Sewerage Access Charge) |
| 22 | Warrumbungle Arts and Crafts Inc | \$500 | \$500 | To assist with day to day running expenses of the recently opened Gallery | 2014/2015 Operational Plan & Delivery Program Warrumbungle Arts & Crafts Inc \$1000 Acquisitive Prize & Hall Hire for 2014 Event |
| 24 | Coonabarabran DPS Local and Family History Group | \$439 | \$439 | Corner workstation desk to be used as a general work station desk for the volunteers. | 2013/2014 Financial Assistance Grants \$489 to purchase lockable metal cupboard to store historical records. |
| 27 | Binnaway PAH & I Association | \$500 | \$500 | \$250 to assist with the refurbishing of the photography display boards and \$250 assist with purchase of art stands and prizes for Art Exhibition or Acquisition prize to be displayed at Council | 2014/2015 Operational Plan & Delivery Program \$50 Art Prize |

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

| Low Priority | | | | | |
|---------------------------|--|-------------------------|--------------------------|--|---|
| Ref. | Applicant | Amount Requested | Amount Considered | Description of Project | Previous Donation Received 2014/15 or inclusion in 2014/15 Donations Policy |
| 28 | Castlereagh Working Equitation Incorporated | \$500 | \$500 | To assist the club in set up fees and hire of Binnaway Showground | None |
| 31 | Coolah District Development Group Inc | \$360 | \$360 | Purchase a lectern which will be used at community events / ceremonies | 2013/2014 Financial Assistance Grants Round 2 \$500 for Bowen Oval Kitchen |
| 32 | Dunedoo & District Development Group | \$500 | \$500 | Purchase new high quality digital camera | None |
| 33 | Dunedoo Tennis Club | \$500 | \$500 | Purchase new retractable grandstand seating | None |
| 34 | Coonabarabran Junior Rugby League and Netball Club | \$500 | \$500 | To assist with cost of League safe training for coaches, team support people/trainers and committee member. Referee accreditation training | 2014/2015 Financial Assistance Grants Round 1 \$500 for training and equipment |
| 35 | Coonabarabran High School | \$500 | \$500 | To assist with trial breakfast program | 2014/2015 Financial Assistance Grants Round 1 \$500 for International Feast 2014. 2014/2015 Operational Plan & Delivery Program \$70 Awards Night Donation |
| 38 | Baradine Golf Club | \$500 | \$500 | Donation towards rates | 2014/2015 Operational Plan & Delivery Program \$500 for Rates 2013/2014 Financial Assistance Grants \$458 for rates |
| 40 | Coolah and District Historical Society | \$500 | \$500 | Employment of professional tree lopper to cut down tree in Presbyterian Church yard. | 2014/2015 Financial Assistance Grant of \$500 for works at Christina McCubbins grave |
| Total Low Priority | | \$8,799 | \$10,879 | | |

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 17 Progress Report Delivery Program 2014/15-2017/18

| | |
|----------------------------|---|
| Division: | Executive Services |
| Management Area: | Governance |
| Author: | PA to Director Corporate and Community Services – Liz Webster |
| 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 2014-15 six (6) month progress report of the 2014/15-2017/18 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 6 months from July 2014 to 31 December 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 current revision of the DP is for the period 2014/15 to 2017/18 and following a public exhibition period was adopted in June 2014. The General Manager must provide progress reports detailing progress against the DP at least every 6 months. The progress report for the first half of the 2014/15 financial year is now complete and has been attached 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).

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

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 the current DP may require review at a later date.

Options

Nil

Financial Considerations

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

RECOMMENDATION

That Council accepts the 2014/15-2017/18 Delivery Program six (6) month Progress Report to 31 December 2014.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 18 Location of Flags at Coonabarabran Office

| | |
|----------------------------|---|
| Division: | Executive Services |
| Management Area: | Executive Services |
| Author: | Director Development Services – Leeanne Ryan |
| CSP Key Focus Area: | Community and Culture |
| Priority: | GF7 Council provides strong civic and regional leadership, and undertakes its governance and service delivery tasks with integrity. |

Reason for Report

This report provides further information requested relating to Council's flags and flagpoles in accordance with **Resolution 155/1415**.

Background

At the Ordinary Meeting of Council held 20 November 2014 the current location of the flags outside the Council Administration Building on Corner John and Cassilis Streets, Coonabarabran were discussed. Council requested a report be prepared to consider the reusing of the old flag poles located on the side of the original section of the building. At the time Council staff provided a brief report on the matter raising issues relating to WHS. A more robust report was requested by Council to provide information on the utilisation of the old flagpoles.

Issues

At present, the flags are raised up and day each day on the two new flagpoles located on the corner John and Cassilis Streets. It has been indicated that community members have raised concerns relating to flag etiquette whereby the flags and flagpoles should allow the Australian National Flag to be placed on the left hand side as required by Commonwealth protocols. On this basis, some complaints had previously been raised with Council suggesting that current location of the flag poles does not demonstrate that the Australian National Flag is on the left hand side (when a person is facing the building) as required at all times it is displayed. This is dependant on the direction of approach to the building from either the north or the south. As Council would be aware there is a prior resolution relating to this matter whereby it was considered that the new flagpole closest to the entrance (when facing the door) would be the flagpole that should be utilised for the Australian National Flag. This resolution was based on advice from the Commonwealth Flags Officer in Canberra. The resolution is as follows:

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

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Further to the above resolution, it was requested that the matter be revisited and that Council consider reutilising the old flag poles as attached to the old Council building. The two flag poles are currently located adjacent to the entrance. However after undertaking a risk assessment of the site it is reported by Council's Work Health & Safety Officer that staff who are required to raise and lower the flags are being put at risk of injury. This analysis is based on height of the flagpoles and the location of the flagpoles to electricity lines. It was recommended by Council's Work Health & Safety Officer that the old flagpoles should be de-commissioned.

It was also suggested as an alternative that the flags be raised on the old flags poles and left in situ continuously with the flags being illuminated by lighting during the night. This would mean staff would not need to be raising and lowering the flags on a daily basis. However, this would not negate the WH&S issues completely as staff would still need to raise and lower the flags during times that the flag flies at half mast. Costs of luminance of the flags has been provided by Council's Manager Projects, and noted to be in the vicinity of \$6,000 per pole. Consideration has also been given to the Lighting Code for the Observatory, however if the lights are downward facing then light spill would be considered to be minimal nor is a DA triggered in this regard.

Research has been undertaken in relation to how other Councils fly their flags. A similar Council to us is Dubbo City Council, who has their flag poles on a corner much in the same fashion as ours; with street views of the building and the flags from different directions. It is noted they fly the Australian National Flag on the left hand side pole closest to the entrance, similar to us.

Options

To progress this matter forward Council could consider the following options:

1. Not fly any flags at all, however this is in breach of Council's own policy.
2. Continue to fly the flags as per **Resolution 176/1314** – noting that this is as per advice of the Commonwealth Flags Officer in Canberra and also is the same practice as another Council.

Financial Considerations

Nil

RECOMMENDATION

That Council continues to fly the National Australian Flag and Indigenous Flag in accordance with **Resolution 176/1314**.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 19 Request for an ex-officio member of the Coonabarabran Showground Trust

| | |
|----------------------------|---|
| Division: | Executive 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 a request from New South Wales, Trade & Investment, Crown Lands to appoint the Mayor or his nominated duly elected Councillor to sit on the Coonabarabran Showground Trust as an ex-officio.

Background

The Hon Kevin Humphries MP, Minister for Natural Resources, Lands and Water recently approved the appointment of the following people as a members of a Community Trust to manage R85201 being the Coonabarabran Showground:

- Mr Richard Blackman
- Mr Graeme Bowden
- Mr Kodi Brady
- Mr Jock Keene
- Mr Anthony Knight
- Ms Sue McGoldrick

The Minister further requested that NSW Trade & Investment, Crown Lands approach Warrumbungle Shire Council with a request either the Mayor or his nominated duly elected Councillor as an ex-officio member of the Trust.

Issues

The ex-officio would represent Warrumbungle Shire Council and participate in the management of the Coonabarabran Showground for the gazetted period of the Trusteeship ensuring that this regional landmark is supported into the future for coming generations.

Options

Council could resolve to accept the request for the Mayor or his nominated elected Councillor to act as ex-officio on the Coonabarabran Showground Reserve Trust R85201.

Council can resolve not to accept this request.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Financial Considerations

Nil

RECOMMENDATION

That Council resolve to accept the request for the Mayor or his nominated duly elected Councillor to act as an ex-officio member of the Coonabarabran Showground Reserve Trust for the gazetted period of the trust.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 20 Council Resolutions Report February 2015

| | |
|----------------------------|---|
| 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 September 2013 to December 2014. This report is attached under separate cover. Items completed are noted then deleted from the report in the following month.

Background

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

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

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

Issues

This feedback is provided to Council for information purposes.

Options

Nil

Financial Considerations

Nil

RECOMMENDATION

For Council's Information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 21 Membership of the Finance and Projects Committee

| | |
|----------------------------|---|
| Division: | Executive Services |
| Management Area: | Governance |
| Author: | Manager Administration & Customer Service – Sally Morris |
| CSP Key Focus Area: | Local Governance and Finance |
| Priority: | GF4 Council's governance practices and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan |

Reason for report

To seek Council approval for an adjustment to the Councillor representation on the Finance and Projects Committee.

Background

On 17 September 2009 Council resolved:

2S) COUNCIL COMMITTEES

71 RESOLVED that Council endorse the following current Committees and Councillor representatives and **FURTHER** that the Finance Committee be renamed the Finance and Works Committee.

As part of that resolution the following was also endorsed:

Finance and Works Committee - All Councillors are representatives on this committee.

At Council's meeting held on 20 September 2012, Council changed the name to the Finance and Projects Committee and endorsed representation by four (4) Councillors on that Committee (being Councillors, R Sullivan, Clancy, Shinton and Coe) for the four (4) year term of Council (**Resolution 76/1213**).

Issues

It appears that the 2009 resolution was overlooked when the comprehensive business paper report was prepared for the September 2012 meeting detailing the role of each committee and membership.

Options

Council has discretion in relation to membership of the Finance and Projects Committee.

Financial Considerations

Nil

RECOMMENDATION

That Council endorse all Councillors as representatives on the Finance and Projects Committee.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 22 Brick Bats and Bouquets

| | |
|----------------------------|---|
| Division: | Executive Services |
| Management Area: | Executive Services |
| Author: | Manager Administration & Customer Service – Sally Morris |
| CSP Key Focus Area: | Public Infrastructure and Services |
| Priority: | PI2.1 Ensure the long-term provision and retention of high quality services for our community |

Reason for Report

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

Background

Nil

Issues

Nil

Options

Nil

Financial Considerations

Nil

RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015



St Michael's School

PO Box 9

DUNEDOO NSW 2844

Email: stmichaelsdunedoo@brh.catholic.edu.au

Warrumbungle Shire Council

Donation for Graduation night

*The pupils and teachers
wish to thank you very much
for the help you have given
to our school.*

A handwritten signature in cursive script that reads 'Sr Margaret Flood'.

*Sr Margaret Flood
Principal*

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015



*Steve,
Warrumbungle Shire Council*

Many thanks for your support

C. Ward

The students and staff
of Baradine Central School
wish to thank you
very much for your
kind donation
towards our
Presentation Night



Receipt No. 834741
29/11/14 17:01
C18
Received From: WARRUMBUNGLES SHIRE COUNCIL-PRIZEGIVING
NOT FOR BANKING Received: \$ 70.00
Tendered: \$ 70.00
Change : \$ 0.00
For: Prizegiving \$ 70.00
Baradine Central School
42-44 Warren Street
BARADINE 2396
ABN: 55 183 986 064

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Hi there. Just wanted to pass on some positive feedback on your parks. We recently travelled through coonabarabran with a 4 month old and had to stop to feed and change her. We spotted the park just near the river (can't remember the name sorry) and stopped for an hour or so and were very impressed with the facilities and well kept state of the park. Congrats to your parks staff for a job well done!
Jane and Dave (and baby grace)

Sent from my iPhone

--

Dave Neville

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 23 Report from Human Resources – February 2015

| | |
|----------------------------|--|
| Division: | Corporate and Community Services |
| Management Area: | Human Resources |
| Authors: | Manager Human Resources – Val Kearnes Learning & Development – Glennis Mangan Workplace Health & Safety – Kathryn Weatherall & Christine Kennedy |
| 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 December 2014 positions have been advertised either internally or externally:

- Chief Financial Officer – External – Readvertised
- Technical Officer Water & Sewer – External
- Design Engineer – Temporary 12 month relief
- Manager Projects – External
- Trainee Plant Operator – Dunedoo
- Grader Operator – Coonabarabran
- Town Planner – Temporary 6 month
- Admin Officer Corporate Services – Maternity Leave

Positions filled to date:

- Design Engineer
- Manager Projects
- Trainee Plant Operator – Dunedoo
- Grader Operator – Coonabarabran
- Town Planner – Temporary
- Technical Officer Water & Sewer

Resignations

There have been five resignations since December: three (3) Technical Services, one (1) Executive Services, one (1) Development Services.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Issues

HR continues to fill vacant positions as quickly as possible. The position of CFO is to be readvertised due to lack of suitable applicants. A LOGO contractor has been hired for three months to fill the gap while advertising continues.

Yearly Achievement Awards

December saw the awarding of the 2014 Warrumbungle Shire Employee Excellence in Achievement Award and the 2014 Warrumbungle Shire Team Achievement Award.

The winner of the Annual Employee Excellence in Achievement Award was Darryl Watton Jnr. Darryl is the Roads Supervisor North and has won an extra week of annual leave as appreciation for his efforts throughout the year.

The winner of the Team Achievement Award was the Dunedoo Urban Services Team. This team was recognised for their efforts in ensuring Dunedoo looks at its best all through the year. The team has decided to donate their \$500 prize to “Can Assist Dunedoo”. This is a charity which raises money for cancer research.

LEARNING AND DEVELOPMENT

Ten staff from across the organisation have commenced a Diploma in Management with LGTI. The Course will be delivered via face to face workshops over the next seven months.

“The Diploma in Management is a nationally recognised qualification that focuses on the leadership and management skills required by a person who manages the work of others or adds value to management practices. It will help managers to manage both their own performance and the performance of others in areas such as: establishing and managing quality customer service, managing effective workplace relations and planning and continuous improvement. The course is hands-on and participants will be developing resources that are relevant to their jobs as they progress through the program.”

RMS Blue Card workshops have delivered training to staff who require their traffic control licences for their job or who needed to renew their current licences. There will be further workshops in Yellow Card and Red Card training in the near future.

Also scheduled for the remainder of this financial year are the following courses: Chainsaw Operations, Chemical Awareness, Manual and Ergonomic Handling and Code of Conduct for all staff.

WORKPLACE HEALTH AND SAFETY

Council’s permanent Workplace Health and Safety Officer is currently on six months long service leave and in her absence the position has been split between several staff to give them an opportunity to learn new skills.

Council purchased 5 noise dosimeters and noise management testing commenced in early January. All operational staff will be tested, wearing a dosimeter for one work day to ensure noise levels in the workplace are within the required level. Once staff have been tested and noise controls reviewed, the next step will be to test plant and equipment. Blanket hearing testing of outdoor staff will be scheduled later this financial year and identified staff will need to be tested every two years to comply with legislation.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Workers Compensation and Incidents:

| Directorate | Near Misses | Incidents | New Claims |
|----------------------|-------------|-----------|------------|
| Corporate Services | | | 1 |
| Executive Services | | | |
| Development Services | | 2 | 1 |
| Technical Services | | 1 | 2 |

All incidents have been investigated and control measures implemented.

RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 24 2015 First Quarter Employee Excellence in Achievement Award & Team Achievement Award

| | |
|----------------------------|--|
| Division: | Corporate and Community 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

Each quarter all staff are asked to nominate a staff member or team 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.

Background

Applications for the 2015 First Quarter Employee Excellence in Achievement Award and Team Achievement Award closed on December 31, 2014.

Issues

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

Individual Nominations

Dale Oliver
Amanda Doolan
Dallas Forrester
Nathan Cook
Samantha Robinson
Katrina Matakotoga
Jo Isedale

Team Nominations

Warrumbungle Community Care
Yuluwirri Kids

The MANEX team considered all nominations and agreed that:

- The First Quarter Employee Excellence in Achievement Award be awarded to Dale Oliver;
- The First Quarter Team Achievement Award be awarded to Warrumbungle Community Care.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Options

Consideration of the decision by MANEX to award the Quarterly Staff Achievement Award and Team Achievement Award.

Financial Considerations

One of the four Individual 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. The winner of the yearly Team Achievement Award will nominate their favourite charity to which Council will pay \$500.

RECOMMENDATION

That Council approve MANEX's nomination of Dale Oliver as the winner of the 1st Quarterly Staff Achievement Award and Warrumbungle Community Care as the winner of the 1st Quarterly Team Award to be presented at this meeting.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 25 Stores Stocktake November/December 2014

| | |
|----------------------------|---|
| Division: | Corporate and Community Services |
| Management Area: | Finance |
| Author: | Senior Accountant – Paul Baker |
| CSP Key Focus Area: | Local Governance and Finance |
| Priority: | GF8.1 Council undertakes periodic performances reviews to ensure the effective and efficient management of its assets, finances and workforce and modifies its actions to deliver better outcomes for the community |

Reason for Report

The report has been prepared to inform Council of the result of the stocktake undertaken in November/December 2014 for the Coonabarabran, Coolah and Dunedoo stores.

Background

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

This stocktake is the first stocktake since the conversion to the new accounting system. During the conversion there were some teething problems with the allocation of fuel from the stores with the system timing out when certain stock was allocated to multiple areas. These system issues were reported to Authority and have now been fixed. The write on amounts from the stocktake are as a result of the time out issue meaning some stock items were allocated twice.

Issues

The overall stocktake result was a Write On of \$6,793.71 as detailed below:

| Store | Result | Amount |
|----------------|----------|----------|
| Dunedoo | Write On | 1,706.68 |
| Coolah | Write On | 3,317.09 |
| Coonabarabran | Write On | 1,769.97 |
| Total Write On | | 6,793.71 |

Options

A disparity between Council's stock records in its financial system and Council's stocktake results will mean that there has been a failure of either the system for physically controlling the stock or in the operations for recording the stock.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

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

Financial Consideration

An amount of \$6,793.71 will need to be written on as a result of the stocktake.

RECOMMENDATION

That Council note the result of the November/December 2014 Stores Stocktake and approve a stock Write On of \$6,793.71

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 26 LIRS 2 Loan Drawdown

| | |
|----------------------------|--|
| Division: | Corporate and Community Services |
| Management Area: | Finance |
| Author: | Director Corporate and Community Services – 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 authorise the Mayor and General Manager to sign and affix the Council Seal to the LIRS 2 loan documents.

Background

In August 2013, Council received notification that it was successful in its application for an interest rate subsidy of 3% under the Local Infrastructure Renewal Scheme Round 2 (LIRS 2) program. Subsequent to the successful application for the rate subsidy, Council reviewed its Timber Bridge Replacement Program and applied for a change of scope to its LIRS program in August 2014. Approval of the change in scope was granted by the OLG in a letter received from the OLG on 3 November 2014. As the change of scope had delayed the commencement of work, Council did not draw down the loan.

Issues

Council has now commenced work on the bridge construction/replacement program, and will now need to draw down the loan to access the LIRS subsidy.

Council has sought out rates from various institutions and post the recent reduction in the cash rate in early February is now able to borrow on a ten year term at an indicative fixed rate of only 3.71% per annum. Once the LIRS subsidy is taken into account, this results in Council being able to borrow at a net interest rate (post the LIRS subsidy) of only 0.71% per annum. In addition to interest payments of roughly \$22k in the first year (decreasing thereafter), Council will need to repay the loan principal over the ten year loan term. This will result in cash outgoings of roughly \$310k per annum (principal only) over ten years. The loan principal and interest repayment figures have already been factored into the 2014/15 budget.

Options

Council can choose to either approve the drawdown of the loan, or refuse the drawdown which would mean that Council would in effect lose access to the subsidy.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Financial Considerations

The financial impact of the loan drawdown has already been recognised in the 2014/15 budget, as has the capital expenditure for four (4) of the five (5) bridges Council will be replacing. The loan is for a total of \$3.1m and any interest expense will be subsidised by a 3% LIRS subsidy. This means that if Council were to borrow the monies at 3.71% per annum fixed, Council would in effect be paying an interest rate of 0.7% on the monies borrowed, which is well below inflation.

In addition, if the program took a year to complete, the monies could be invested in the mean time gaining Council an average of 2.5% on the money invested.

RECOMMENDATION

That Council approve the General Manager and the Mayor to sign and affix the Council Seal to the LIRS 2 loan documentation.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 27 Funding Options for the Quarry Extension

| | |
|----------------------------|--|
| Division: | Corporate and Community Services |
| Management Area: | Finance |
| Author: | Director Corporate and Community Services – 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 review of the possible funding options available to fund the recent purchase of the property neighbouring the Coonabarabran Quarry.

Background

In the November Council meeting Council passed a resolution (**Resolution 185/1415**) to purchase the property lot 11, DP774266 for \$455,000 plus GST in order to expand the quarry. The resolution at the time did not discuss funding options, although funding options were discussed in the Council meeting when the resolution was passed.

Issues

Council has now moved to purchase the property and has two possible options available to fund this purchase:

1. Use Council's unrestricted cash reserves to purchase the property;
2. Enter into a loan to fund the purchase.

As at the end of the December quarter, Council had an unrestricted cash balance of around \$1.8m (with total cash and investments just under \$11m). The purchase of Lot 11, DP774266 from unrestricted cash would reduce the unrestricted cash balance to around \$1.35m. Although this would still leave ample working capital for Council operations, a working capital balance between \$2m and \$2.5m would provide a larger buffer to cope with large capital purchases or unexpected outlays.

The other funding option for the purchase of the property would be for Council to enter into a loan agreement to fund the purchase. Given the low interest rates available at the moment, Council would be able to take out a five year fixed loan at around 3.2% per annum. The advantages of this option would be that as interest rates are currently very low, a loan would allow Council to stagger the repayment of the purchase over five to ten years with minimal interest payments.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Options

Council can decide to either:

1. Use Council's unrestricted cash reserves to purchase the property;
2. Enter into a loan to fund the purchase.

Financial Considerations

The financial impact from using unrestricted cash to fund the purchase would be a reduction in Council's working capital of \$455k, and foregone interest of roughly \$49k over ten years assuming TDs are earning 2.5% per annum, and the full \$445k was invested in TDs.

If Council were to take out a ten (10) year loan with a five (5) year fixed rate period at 3.2% per annum, this would result in yearly repayments of around \$53k (principal and interest) and interest of \$77k over the ten years. It is assumed that after year five, as the loan principal is relatively small, Council would repay the remaining principal in full if it could not re-finance for a similarly low rate, thus the above analysis assumes a rate of roughly 3.2% across ten years.

Under both options, the relevant expenditure would come from the Quarry business arm of Council.

RECOMMENDATION

That Council take out a ten (10) year loan for \$455,000 at an indicative rate of 3.2% fixed for the first five (5) years to fund the purchase of lot 11, DP774266, and **FURTHERMORE** that Council approve the General Manager and the Mayor to sign and affix the Council Seal to the loan documentation.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 28 Fit for the Future Update

| | |
|----------------------------|--|
| Division: | Corporate and Community Services |
| Management Area: | Finance |
| Author: | Director Corporate and Community Services – 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 resolution on which Fit for the Future (FFF) option to pursue in Council's Fit for the Future proposal.

Background

On 10 September 2014 the Office of Local Government (OLG) announced the Fit for the Future reform package. This package responds to the final recommendations of the Independent Local Government Review Panel and the Local Government Acts Taskforce and reflects the priorities identified by the sector during the past three years of consultation. The OLG is now asking that all Councils submit a proposal by 30 June 2015 on how they plan to become "Fit for the Future".

Under the Fit for the Future program, Council has available to it three options when preparing its FFF proposal:

- **Option 1: Merger Option (Template 1)**- Discuss the possibility of amalgamations with neighbouring councils, with mergers to be completed by September 2016;
- **Option 2: Council Improvement Option (Template 2)** - Choose to remain a separate Council but implement measures to become FFF;
- **Option 3: Rural Council Option (Template 3)** - Explore the possibility of becoming a "Rural Council" under a JO.

Council's FFF proposal, is to be completed by use of one of three templates, with each template representing one of the three options above. Council could also choose to not submit a template, although this is not advised.

The choice of template will be guided by the consideration of scale and capacity based on the Independent Panel's recommendations for each council. The Independent Panel's recommendations were for Warrumbungle Shire Council to remain as is, i.e. Council can choose Template 2 without having to explain why it does not meet the scale and capacity requirements.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

In order to advance the preparation of Council's FFF roadmap, and to guide the Mayor and General Manager in their discussions with neighbouring Councils, Council must make a decision (based on the advantages/disadvantages agreed upon in the previous FFF workshops – See Section 2) as to which template Council will be completing.

Issues

In Council's first two FFF workshops, the various advantages and disadvantages of each option were discussed, and a summary of discussion points is detailed below:

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Option 1 – Merger Option

Details - The OLG is offering significant funding and incentives for Councils to merge with neighbouring councils. In this option Council would discuss with neighbouring councils the possibility of a merger, and would complete the amalgamation with the selected council(s) by September 2016. There is funding and support available to facilitate any amalgamation.

Advantages

- Financial incentives from the DLG (up to \$11m for three councils to merge);
- More interest from State Government;
- Larger council may be easier to staff;
- Possible economies of scale;
- Possible reduced back office costs as a portion of total costs, although this would involve job losses;
- Advantages in economies of scale for fleet, technical services etc;
- Possible increase in speed of recyclable sales and savings on waste services;
- More to offer tourism wise as the shire would be more diverse (note could probably do through regional partnerships anyway).

Disadvantages

- Tyranny of distance and less representation;
- Less local identity/community;
- Possible staff duplication;
- Cost incurred in amalgamation;
- Will merger change underlying trend?
- Possible loss of position/population and flow on effect of this;
- Different work standards/processes to deal with;
- Problems with integration of systems;
- Is scope for undertaking new functions and major projects a euphemism for further cost shifting?
- Increased issues with risk management due to larger geographic area;
- No change to population trends (population will still be ageing and declining);
- Would amalgamations further complicate borders between different indigenous groups;
- If non-essential infrastructure not covered under natural disaster funding, are we exposing ourselves to further liabilities when flood prone areas of neighbouring councils are flooded and we may not have access to funding;
- May need to implement a ward system to protect representation over large area.
- Increased number of towns may mean reduction in number of town meetings to cover all the towns;
- Mergers may not create a more robust revenue base or increased discretionary spending.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Option 2 – Council Improvement Option

Details - The Independent Local Government Review Panel recommended no structural change for WSC. However, our population is now below ten thousand, we do not meet the majority of the required FFF benchmarks, and the FAGs cuts will result in a \$6.4m hit to Council over the following ten years. Council could opt for no change in status, but would need to clearly demonstrate that it has a plan to become FFF. If Council can demonstrate that it is FFF, then it will have access to the benefits on offer for FFF councils.

Advantages

- Independent;
- Would maintain our own identity;
- One voice at JOC
- Position to deliver services to neighbours
- Local democracy /representation
- Accessibility to Councillors and staff by the population;
- No tyranny of distance;
- This was our recommended option by the LG Review Panel;
- Size is workable.

Disadvantages

- Possibly no cash incentives;
- No economies of Scale;
- Is this what the NSW Government wants us to do? What about after the election, could we be forcibly amalgamated without the cash incentives?

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Option 3 – Rural Council Option

Details - Another option would be for Council to become a rural council within a Joint Organisation, which would possibly see some Council functions being shared with other Councils/our JOC. Conversations with Council's principle contact indicate that this model is really more for councils with a population less than 6,000, with the recently released template indicating a population of less than 4,000.

Advantages

- Could be deemed FFF;
- There may be cost savings and reduced administration from certain tasks being centralised at JOC level.

Disadvantages

- Little information on what this would involve;
- Reduced Control;
- Creation of another tier of Government;
- Possible loss of local identity/community;
- Possible loss of jobs to JOC and hence loss of position/population and flow on effect of this;
- Being a Rural Council would probably not affect our revenue base, which is our main issue (i.e. declining grants from other levels of government but service delivery expectations increasing due to cost shifting etc);
- Different work standards/processes to deal with;
- Problems with integration of systems;

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Options

Council can decide to either:

1. Pursue the Merger Option (Template 1) which would involve Council discussing merger options with neighbouring Councils and preparing Template 1 for submission to the OLG by 30 June;
2. Pursue the Council Improvement option (Template 2) which is the option recommended by the Local Government Review Panel, and would involve Council preparing a road map on how it could meet the various FFF benchmarks;
3. Pursue the Rural Council option (Template 3) which would involve Council pursuing one of several options as a Rural Council, and preparing Template 3 for submission to the OLG by 30 June;
4. Not submit a FFF proposal.

Financial Considerations

Financial considerations have been addressed as part of the advantages/disadvantages section above. In terms of financial considerations, at first glance there are some potential financial advantages of the merger option over other options primarily due to the funding available from the OLG, and potential economies of scale, and bargaining power as a larger entity.

However, it should be noted that although there is significant initial funding offered by the OLG for Council's that merge, most of this funding would be expended quickly in the merger process and would most likely not result in improved services to members of the newly amalgamated Council. The economies of scale advantages are also questionable especially given the distance with neighbouring councils and would mostly come around from staff reductions through attrition which would increase the population decline in the area.

Under all three options Council will need to critically review its operations to find efficiencies and cost savings in order to meet the FFF benchmarks.

RECOMMENDATION

That Council pursues the Council Improvement Option, remains a stand alone Council and prepares Template 2 for submission to the OLG by 30 June 2015.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 29 Release of Valuer General Land Valuations

| | |
|----------------------------|---|
| Division: | Corporate and Community Services |
| Management Area: | Finance |
| Author: | Contract CFO – David Cumings |
| 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 to Council information on the recent issue of Notice of Valuations by the NSW Valuer General to landholders in Warrumbungle Shire Council.

Background

Section 86 of the Local Government Act 1993 lays out the general principles Councils must follow in relation to the making and levying of their annual rates. Under these principles, one of the factors used to calculate rates is the unimproved land value which is the value of the land excluding the value of any structures or other improvements on the land.

Valuing land for rating purposes is the responsibility of the office of the NSW Valuer General who is required to determine values on a three to four year cycle in accordance with the provisions of the Valuation of Land Act 2001.

The Valuer General bases their valuations on actual property sales having regard to their overall responsibility to provide fair and consistent land values for rating purposes,

Notices of valuation are sent directly by the Valuer General to landholders who have the opportunity to consider their land value before it is used by Council for rating purposes.

Unless notification of a change to a valuation by the Valuer General is forwarded to Council, Council is required to use the new valuations for the next rating period commencing after the date of the valuation,

Issues

The Valuer General has advised Council of the issue of new land values for landholders in the Warrumbungle local government area based on real estate market conditions as at 1 July 2014.

The current valuation as at 1 July 2014 places the total value of land in the Shire at approximately \$1.06 billion which is an increase of 1.92% over the three year period since the last valuation as at 1 July 2011, where the total value was \$1.04 billion. In a media release, the Valuer General has provided the following observations on movements in values across the Shire over the past three years.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

“ In the three years since Notices of Valuation were last issued in the Warrumbungle LGA, residential land values in Coonabarabran have remained steady while those in Coolah have experienced strong increases. Generally larger residential sites have also seen strong increases in land value. However, land values for large sites in Binnaway, Mendooran and Baradine remained steady. Residential land values in Dunedoo fell slightly.

Commercial land values in Coolah generally experienced strong increases over the three year period. Dunedoo and Coonabarabran commercial land values remained steady while fringe commercial values decreased slightly.

Industrial land values in Coolah and Dunedoo increased strongly however values in Baradine and Coonabarabran remained steady.

Overall , the value of rural land and hobby farms remained steady across the LGA during the three year period. Farming land east of Coonabarabran showed a slight increase in value.

Village land values varied across the LGA. Mendooran experienced a moderate increase in value, Baradine showed a slight increase and Binnaway remained steady.”

The new land valuations will be used in the setting of rates for the 2015/16 financial year. It should be noted that under Council’s current revenue policy and the limitations imposed by rate pegging legislation used in the calculation of rates, changes in land values do not necessarily lead to similar changes in landholder’s annual rates charge.

Effectively under this process, it is the movement in the “rate in the dollar”, as well as the relative increase/decrease in land values for an individual parcel of land when compared to other parcels within that rate category that are the prime factors in determining the actual increase or decrease in an individual ratepayer’s charges.

Options

Nil

Financial Considerations

Nil

RECOMMENDATION

For Council information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 30 Quarterly Budget Review Statement for the Quarter Ending 31 December 2014

| | |
|----------------------------|---|
| Division: | Corporate and Community Services |
| Management Area: | Finance |
| Author: | Graduate Accountant - Rebekah Elliott |
| 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 a summary of Council's financial position as at the end of the December 2014 quarter.

Background

The Quarterly Budget Review Statement (QBR) presents a summary of Council's financial position at the end of each quarter. It is the mechanism whereby Councillors and the community are informed of progress against the management plan.

In December 2010 the NSW Division of Local Government developed a set of minimum requirements for reporting the financial position of Council, to facilitate explanations and major variations and recommend changes to the budget for Council approval. The reports also enable the Responsible Accounting Officer (RAO) to indicate if Council will be in a satisfactory financial position at the end of the financial year.

The minimum requirements for the QBR are included in the Code of Accounting Practice and Financial Reporting and form part of the legislative framework in accordance with clause 203 (3) of the Regulations.

The new reporting format came into effect on 1 July 2011. The QBR is composed of, but not limited to, the following budget review (BR) components:

- A statement by the responsible accounting officer on council's financial position at the end of the year based on the information in the QBR (**QBR: Part 2**);
- Budget Review Income and Expenses Statement in one of the following formats (**QBR: Parts 3, 5 & 6**):
 - consolidated
 - by fund (e.g. General Fund; Water Fund; Sewer Fund)
 - by function, activity, program etc to align with the management plan / operational plan;
- Budget Review Capital Budget (**QBR: Parts 7 & 8**);
- Budget Review Cash and Investments position (**QBR: Part 10**);
- Budget Review Key Performance Indicators (**QBR: Part 12**);
- Budget Review Contracts and Other Expenses (**QBR: Part 13**);

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

The following important financial information has also been provided in addition to the information required as part of the QBRs reporting framework:

- Balance Sheet as at 31 December 2014 (**QBRs: Part 9**);
- A Summary of Results that links the function view of Council's activities back to Council's income statement and cashflow statement (**QBRs: Part 4**);
- A Loan Movement Schedule (**QBRs: Part 11**).

A copy of Council's Second quarter QBRs for the quarter ending 31 December is provided under separate cover as an Appendix to the February 2015 business paper.

Issues

Significant points to note from Council's December quarter QBRs include:

- Council's YTD surplus/ (deficit) from Council's income statement is a surplus of \$2.102m;
- Council is currently forecasting an accrual surplus (per Council's income statement) of \$6.174m at the end of the financial year which represents a \$6.846m increase relative to the original budget and is due predominantly to grant funding to be received as part of the Cobbora Transition Fund projects in Dunedoo;
- Council has currently spent \$2.850m of its proposed \$20.190m (14%) capital program, with roughly \$8m of this program consisting of works relating to the Cobbora Transition Fund grants. It is expected that roughly \$4m of these monies will not be spent this financial year;
- Council's cash and investments balance was \$10.929m as at 31 December 2014 with Council holding unrestricted cash and investments of \$1.8m;
- Council's cash surplus/(deficit) which includes capital expenditure and loan movements, but excludes other balance sheet movements and depreciation is forecast to be a deficit of \$152k at year end (\$636k excluding items funded from restricted assets). This is predominantly due to a reduced forecast for interest revenue and increased property insurance expenditure. This figure includes supplementary votes submitted for approval discussed below;

The QBRs is Council's opportunity to explain major variations and recommend changes to Council's original budget for Council approval. Explanations for major variations are reported within the QBRs, and Council has also included in the QBRs supplementary votes for approval (total \$177k increase in cash outflows, of which \$24k is to be funded by restricted assets, resulting in a \$153k deficit):

- Suggested revenue increases of \$188k;
- Suggested recurrent expenditure increases of \$174k;
- Suggested capital expenditure increases of \$646k (\$455k funded from a suggested loan to fund the purchase of a property adjoining Council's quarry).

Options

The suggested supplementary votes for the December quarter results in a \$153k reduction in Council's unrestricted cash position. Council has two options in regard to the supplementary votes suggested in the December QBRs:

1. Approve the supplementary votes per the recommendations of the Finance and Projects Committee;

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

2. Approve the suggested supplementary votes but either postpone selected current year capital projects to 2015/16 or reduce recurrent expenditure budgets to reduce Council's forecast deficit.

Financial Considerations

Council's original cash deficit for the 2014/15 financial year per Council's Operational Plan was \$7k. Council subsequently revoked \$3.087m worth of capital expenditure budgeted for in the 2013/14 financial year (funded from restricted assets and loan funding) and post supplementary votes approved in the September Quarter, was forecasting a small cash surplus of \$1k.

The December Quarter QBRS includes total supplementary votes of \$153k which if approved will result in a forecast cash deficit of \$152k.

Statement by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005.

It is my opinion that the Quarterly Budget Review Statement for Warrumbungle Shire Council for the quarter ended 31 December 2014 indicates that Council's projected financial position as at 30 June 2015 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

RECOMMENDATION

That Council accept the Quarterly Budget Review Statement for the quarter ending 31 December 2014, and approve the requested supplementary votes for a total value of \$153k.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 31 Bank Reconciliation for the month ending 31 December 2014

| | |
|----------------------------|---|
| Division: | Corporate and Community Services |
| Management Area: | Finance |
| 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.

Issues

Outstanding deposits refer 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 refer 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

At Council's request the Trust Fund bank account and Mayors Bushfire Appeal Bank Account has been separated for the purpose of presenting an accurate balance of Council's funds.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Summary

Balance per General Ledger - 31 December 2014

| General Ledger | Amount |
|-----------------------------------|-------------------|
| Trust Bank Account | 236,343 |
| Bushfire Trust Account | 65,984 |
| Bushfire Trust Investment Account | 290,775 |
| General Bank Account | 427,616 |
| Investment At Call General | 4,620,160 |
| Investment At Call Water | 1,905,000 |
| Investment At Call Sewer | 1,967,000 |
| Investment Non Current General | 710,000 |
| Investment Non Current Water | 580,000 |
| Investment Non Current Sewer | 210,000 |
| Total per General Ledger | 11,012,878 |

| Bank | Balance |
|---|-------------------|
| General | |
| Commonwealth General Account | 391,570 |
| Total – General | 391,570 |
| Investments | |
| Securities | 1,500,000 |
| Term Deposits | 8,494,355 |
| Total Investments | 9,994,355 |
| Sub Total WSC Operational Accounts | 10,385,925 |

| | |
|--|-------------------|
| Trust | |
| Commonwealth Trust Account | 236,343 |
| Total – Trust | 236,343 |
| WSC Mayors Bush Fire Appeal Trust | |
| Commonwealth Mayors Fund General Account | 65,984 |
| Commonwealth Mayors Fund Savings Account | 290,775 |
| Total - WSC Mayors Bush Fire Appeal Trust | 356,759 |
| Total All Bank Accounts | 10,979,027 |

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

| | |
|--|-------------------|
| <i>Add:</i> | |
| Outstanding Deposits - General | 36,264 |
| Outstanding Deposits - Trust | - |
| Outstanding Deposits – WSC Mayors Bushfire Appeal | - |
| <i>Less:</i> | |
| Unpresented cheques - General | (2,413) |
| Unpresented cheques - Trust | - |
| Unpresented cheques- WSC Mayors Bushfire Appeal | - |
| Balance adjusted for outstanding deposits & Un-presented cheques (Final Bank Balance) | 11,012,878 |
| Variance between Final Bank Balance and General Ledger | - |

WARRUMBUNGLE SHIRE COUNCIL

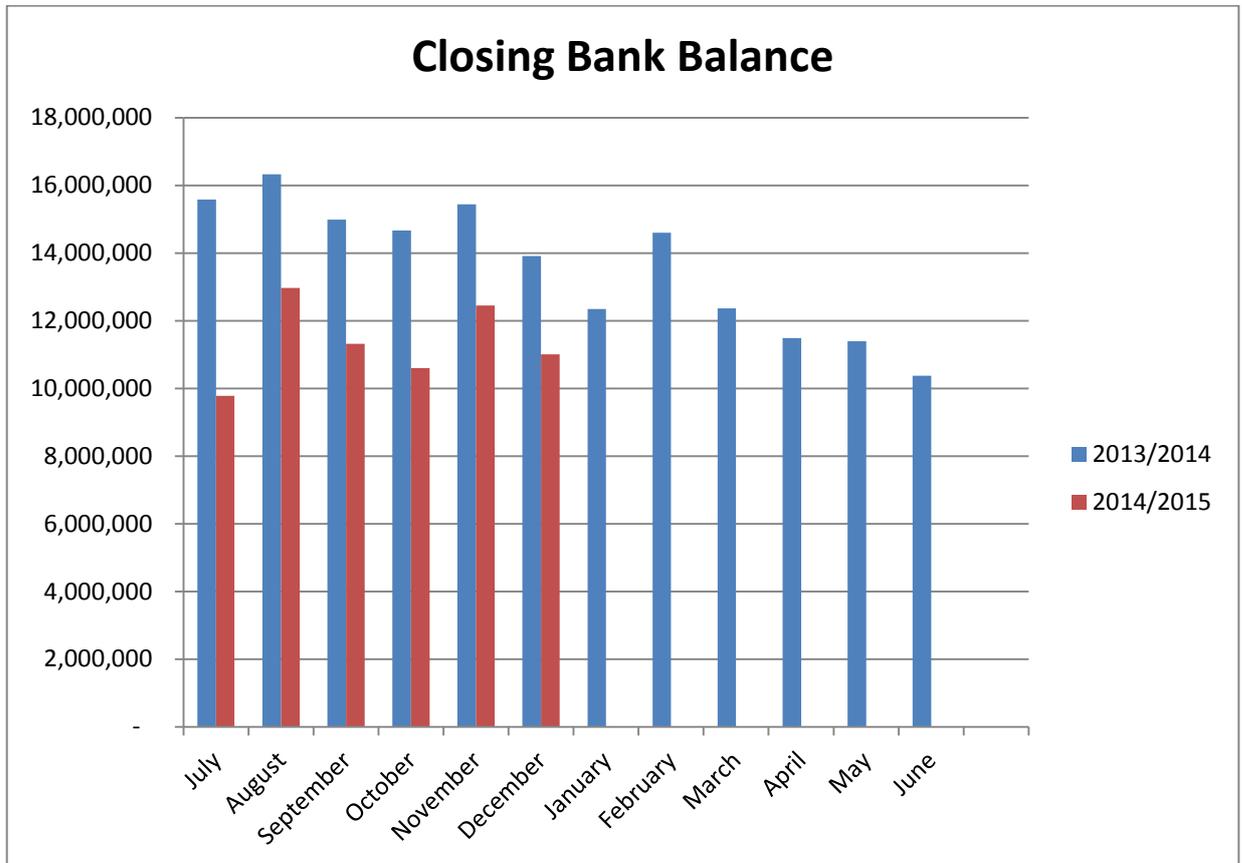
Ordinary Meeting – 19 February 2015

Balance as per Bank Account History as at 31 December 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 |
| Aug-14 | 2,088,541 | 177,185 | 354,197 | 9,681,456 | 12,301,379 | 488,277 | 12,789,656 |
| Sep-14 | 585,637 | 235,697 | 354,779 | 10,739,125 | 11,915,238 | (541,423) | 11,373,815 |
| Oct-14 | 344,691 | 236,143 | 355,639 | 9,856,757 | 10,793,230 | (189,540) | 10,603,690 |
| Nov-14 | 334,183 | 236,143 | 356,220 | 11,202,090 | 12,128,636 | 326,952 | 12,455,588 |
| Dec- 14 | 391,570 | 236,343 | 356,759 | 9,994,355 | 10,979,027 | 33,851 | 11,012,878 |

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015



RECOMMENDATION

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

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 32 Bank Reconciliation for the month ending 31 January 2015

| | |
|----------------------------|---|
| Division: | Corporate and Community Services |
| Management Area: | Finance |
| 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.

Issues

Outstanding deposits refer 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 refer 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

At Council's request the Trust Fund bank account and Mayors Bushfire Appeal Bank Account has been separated for the purpose of presenting an accurate balance of Council's funds.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Summary

Balance per General Ledger - 31 January 2015

| General Ledger | Amount |
|-----------------------------------|-------------------|
| Trust Bank Account | 237,111 |
| Bushfire Trust Account | 65,986 |
| Bushfire Trust Investment Account | 291,331 |
| General Bank Account | 95,318 |
| Investment At Call General | 4,302,505 |
| Investment At Call Water | 1,905,000 |
| Investment At Call Sewer | 1,967,000 |
| Investment Non Current General | 710,000 |
| Investment Non Current Water | 580,000 |
| Investment Non Current Sewer | 210,000 |
| Total per General Ledger | 10,364,251 |

| Bank | Balance |
|---|------------------|
| General | |
| Commonwealth General Account | 264,218 |
| Total – General | 264,218 |
| Investments | |
| Securities | 1,500,000 |
| Term Deposits | 8,174,505 |
| Total Investments | 9,674,505 |
| Sub Total WSC Operational Accounts | 9,938,723 |

| | |
|--|-------------------|
| Trust | |
| Commonwealth Trust Account | 237,111 |
| Total – Trust | 237,111 |
| WSC Mayors Bush Fire Appeal Trust | |
| Commonwealth Mayors Fund General Account | 65,986 |
| Commonwealth Mayors Fund Savings Account | 291,331 |
| Total - WSC Mayors Bush Fire Appeal Trust | 357,317 |
| Total All Bank Accounts | 10,533,151 |

WARRUMBUNGL E SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

| | |
|--|-------------------|
| <i>Add:</i> | |
| Outstanding Deposits - General | 14,347 |
| Outstanding Deposits - Trust | - |
| Outstanding Deposits – WSC Mayors Bushfire Appeal | - |
| <i>Less:</i> | |
| Unpresented cheques - General | (183,247) |
| Unpresented cheques - Trust | - |
| Unpresented cheques- WSC Mayors Bushfire Appeal | - |
| Balance adjusted for outstanding deposits & Un-presented cheques (Final Bank Balance) | 10,364,251 |
| Variance between Final Bank Balance and General Ledger | - |

WARRUMBUNGLE SHIRE COUNCIL

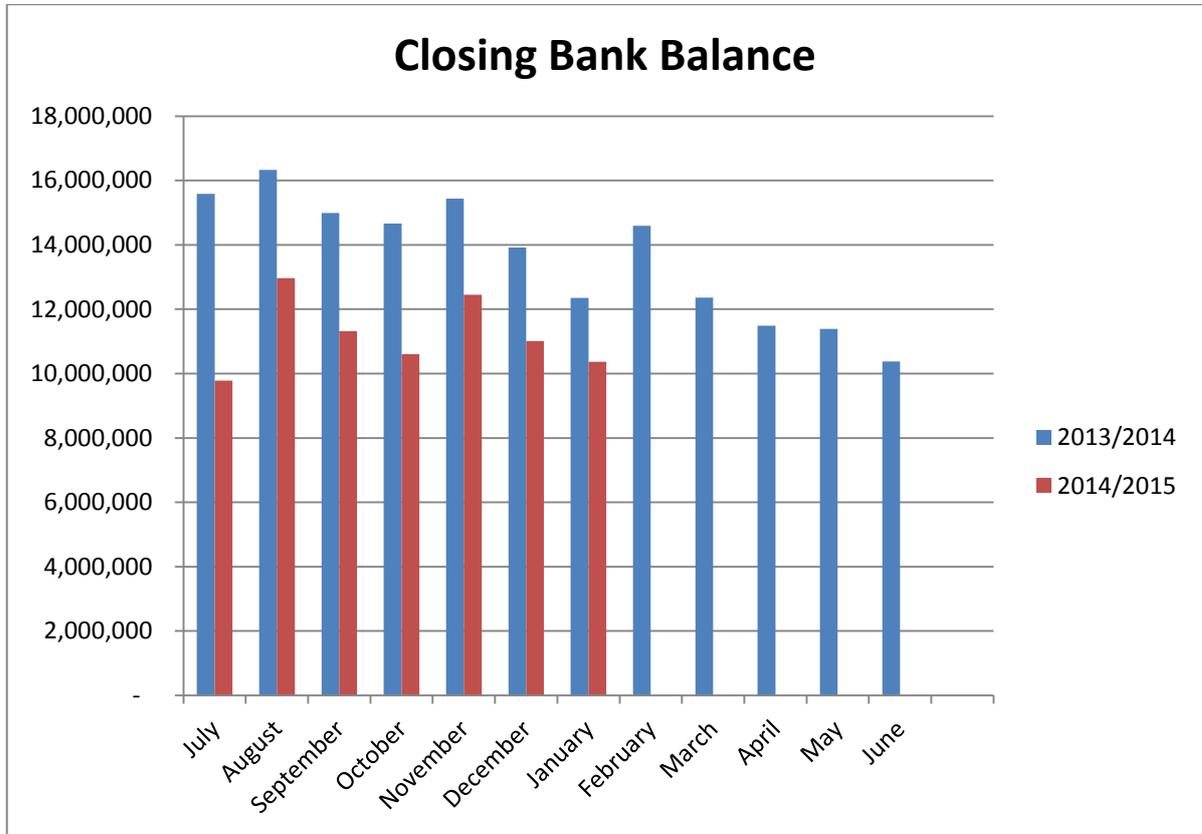
Ordinary Meeting – 19 February 2015

Balance as per Bank Account History as at 31 January 2015

| 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 |
| Aug-14 | 2,088,541 | 177,185 | 354,197 | 9,681,456 | 12,301,379 | 488,277 | 12,789,656 |
| Sep-14 | 585,637 | 235,697 | 354,779 | 10,739,125 | 11,915,238 | (541,423) | 11,373,815 |
| Oct-14 | 344,691 | 236,143 | 355,639 | 9,856,757 | 10,793,230 | (189,540) | 10,603,690 |
| Nov-14 | 334,183 | 236,143 | 356,220 | 11,202,090 | 12,128,636 | 326,952 | 12,455,588 |
| Dec- 14 | 391,570 | 236,343 | 356,759 | 9,994,355 | 10,979,027 | 33,851 | 11,012,878 |
| Jan- 15 | 264,218 | 237,111 | 357,317 | 9,674,505 | 10,533,151 | (168,900) | 10,364,251 |

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015



RECOMMENDATION

That Council accept the Bank Reconciliation Report for the month ending 31 January 2015.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 33 Investments and Term Deposits for Month ending 31 December 2014

| | |
|----------------------------|---|
| Division: | Corporate and Community Services |
| Management Area: | Finance |
| 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 December BBSW 3 month rate was 2.75%. Council's term deposits returned an average rate of 3.06% for the month of December, outperforming Council's benchmark.

During the month of December two of Council's Term Deposits totalling \$2m fell due, with \$1m held with Westpac earning a total of \$7,732 in interest which was reinvested with Commonwealth Bank for a further 91 days at an interest rate of 3.46%. The other \$1m held with NAB earned a total of \$8,507 in interest which was redeemed into Council's working account.

Council's last investment security is currently not paying coupons although the remaining investment is expected to be redeemed at higher than original purchase price as was the case for the FIIG All Seasons investment. 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 Council's Investment Policy is consistent with this order and any guidelines issued.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

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.

Octagon Ltd Linked

Backed by International Bank for Reconstruction & Development rated AA. Few concerns if any. Bid well below fair value. Low risk.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Summary

Investment Securities: Council currently holds the following investment securities:

| Bank | Purchase Price | Indicative Bid | Valuation based on indicative bid as at 30 June 2014 | ISIN Number | Lodgement date | Maturity Date | Rating | Coupon Payments |
|--------------------|------------------|----------------|--|-------------|----------------|---------------|--------|-----------------|
| Octagon Ltd Linked | 1,500,000 | 96.26% | 1,443,900 | XS023170158 | 25.10.2005 | 25.10.2015 | AA | 0% |
| Total: | 1,500,000 | | 1,443,900 | | | | | 0% |

Term Deposits: Council currently holds the following Term Deposits:

| Bank | Current Investment | Opening Balance | Buy/(Sell) | December Interest Earned/ Accrued | Closing Balance | Lodgement date | Maturity Date | Rating | Current Yield |
|-------------------------|--------------------|------------------|--------------------|-----------------------------------|------------------|----------------|---------------|--------|---------------|
| NAB Cash Maximiser # | 4,632,154 | 4,720,107 | (100,000) | 12,047 | 4,632,154 | At Call | At Call | AA- | 3.04% |
| ANZ At Call | 726,892 | 725,241 | - | 1,651 | 726,892 | At Call | At Call | AA- | 2.45% |
| Westpac General at Call | 26,499 | 40,495 | (13,996) | - | 26,499 | At Call | At Call | AA- | - |
| NAB Eftpos At Call | 108,810 | 216,248 | (107,438) | - | 108,810 | At Call | At Call | AA- | - |
| Bank of QLD | 1,000,000 | 1,000,516 | - | 2,668 | 1,003,184 | 24/11/2014 | 23/02/2015 | BBB+ | 3.15% |
| Suncorp Treasury | 1,000,000 | 1,000,574 | - | 2,964 | 1,003,538 | 24/11/2014 | 24/03/2015 | BBB+ | 3.50% |
| Westpac | - | 1,006,317 | (1,007,732) | 1,415 | - | 23/09/2014 | 15/12/2014 | AA- | 3.40% |
| NAB | - | 1,006,410 | (1,008,507) | 2,097 | - | 23/09/2014 | 22/12/2014 | AA- | 3.45% |
| Commonwealth Bank | 1,000,000 | - | 1,000,000 | 1,513 | 1,001,513 | 15/12/2014 | 16/03/2015 | AA- | 3.46% |
| Total: | 8,494,355 | 9,715,908 | (1,237,673) | 24,355 | 8,502,590 | | | | 3.06% |

- 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.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

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 December 2014.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 34 Investments and Term Deposits for Month ending 31 January 2015

| | |
|----------------------------|---|
| Division: | Corporate and Community Services |
| Management Area: | Finance |
| 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 January BBSW 3 month rate was 2.40%. Council's term deposits returned an average rate of 3.01% for the month of January, outperforming Council's benchmark.

Council's last investment security is currently not paying coupons although the remaining investment is expected to be redeemed at higher than original purchase price as was the case for the FIIG All Seasons investment. 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 Council's Investment Policy is consistent with this order and any guidelines issued.

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.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Octagon Ltd Linked

Backed by International Bank for Reconstruction & Development rated AA. Few concerns if any. Bid well below fair value. Low risk.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Summary

Investment Securities: Council currently holds the following investment securities:

| Bank | Purchase Price | Indicative Bid | Valuation based on indicative bid as at 30 June 2014 | ISIN Number | Lodgement date | Maturity Date | Rating | Coupon Payments |
|--------------------|------------------|----------------|--|-------------|----------------|---------------|--------|-----------------|
| Octagon Ltd Linked | 1,500,000 | 96.26% | 1,443,900 | XS023170158 | 25.10.2005 | 25.10.2015 | AA | 0% |
| Total: | 1,500,000 | | 1,443,900 | | | | | 0% |

Term Deposits: Council currently holds the following Term Deposits:

| Bank | Current Investment | Opening Balance | Buy/(Sell) | January Interest Earned/ Accrued | Closing Balance | Lodgement date | Maturity Date | Rating | Current Yield |
|-------------------------|--------------------|------------------|------------------|----------------------------------|------------------|----------------|---------------|--------|---------------|
| NAB Cash Maximiser # | 4,291,661 | 4,632,154 | (350,000) | 9,507 | 4,291,661 | At Call | At Call | AA- | 2.94% |
| ANZ At Call | 755,163 | 726,892 | 26,807 | 1,464 | 755,163 | At Call | At Call | AA- | 2.45% |
| Westpac General at Call | 26,524 | 26,499 | 25 | - | 26,524 | At Call | At Call | AA- | - |
| NAB Eftpos At Call | 101,158 | 108,810 | (7,652) | - | 101,158 | At Call | At Call | AA- | - |
| Bank of QLD | 1,000,000 | 1,003,184 | - | 2,668 | 1,005,852 | 24/11/2014 | 23/02/2015 | BBB+ | 3.15% |
| Suncorp Treasury | 1,000,000 | 1,003,538 | - | 2,964 | 1,006,502 | 24/11/2014 | 24/03/2015 | BBB+ | 3.50% |
| Commonwealth Bank | 1,000,000 | 1,001,513 | | 1,513 | 1,003,026 | 15/12/2014 | 16/03/2015 | AA- | 3.46% |
| Total: | 8,174,505 | 8,502,590 | (330,820) | 18,116 | 8,189,886 | | | | 3.01% |

- 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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

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 January 2015.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 35 Rates Report for Month Ending 31 December 2014

| | |
|----------------------------|---|
| Division: | Corporate and Community Services |
| Management Area: | Finance Services |
| Author: | Water Debtor Officer – Rachael 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 on Council's monthly rates and annual charges collection performance.

Background

Council levies rates and annual charges on an annual basis commencing in the month of July. Council closely monitors the repayment of these rates and annual charges and measures its debt recovery performance for rates and annual charges through the use of the Rates and Annual Charges Outstanding Ratio.

The Division of Local Government (DLG) recommends (via their accepted benchmark) a ratio of less than 5% for Urban and Coastal Councils and less than 10% for Rural Councils. Council's outstanding ratio as at 30 June 2014 was 11.41% which is slightly above the DLG recommended benchmark.

Issues

The outstanding rates and annual charges ratio as at 31 December 2014, is 12.48%. This figure is higher than the 10% benchmark proposed by the DLG.

Options

For Council Information

Financial Considerations

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

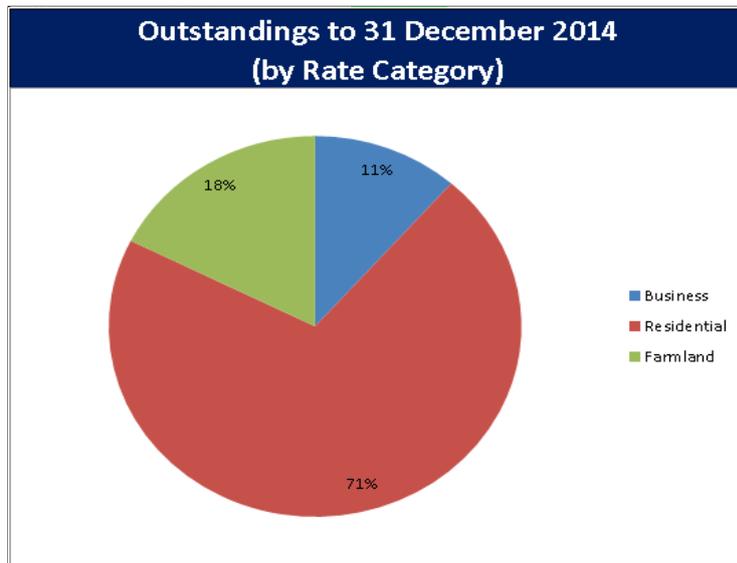
| RATE/CHARGE TYPE | RATE ARREARS 2013/14 | 2014/15 LEVY | Pensioner Write off | Abandoned | Interest | Legal Fees | RATE ARREARS AND NET LEVY | TOTAL PAYMENTS TO DATE | TOTAL OUTSTANDING 2014/15 | COLLECTION % 2014/15 | Total Arrears as at EOM | Outstanding Rates and Annual Charges % |
|---------------------------------------|----------------------|-------------------|---------------------|-----------------|---------------|---------------|---------------------------|------------------------|---------------------------|----------------------|-------------------------|--|
| General | 633,482 | 7,324,440 | (163,887) | (15,353) | 16,374 | 63,750 | 7,858,806 | (4,008,999) | 3,849,807 | 51.01% | 760,843 | 9.68% |
| Water | 194,095 | 1,327,883 | (72,290) | (1,402) | 4,806 | - | 1,453,092 | (770,349) | 682,743 | 53.01% | 185,452 | 12.76% |
| Sewerage | - | 1,002,268 | (51,530) | (590) | 538 | - | 950,685 | (500,855) | 449,830 | 52.68% | 49,066 | 5.16% |
| Garbage | 207,235 | 1,841,215 | (109,742) | (901) | 5,358 | (451) | 1,942,714 | (1,054,333) | 888,381 | 54.27% | 208,830 | 10.75% |
| TOTAL RATES AND ANNUAL CHARGES | 1,034,812 | 11,495,806 | (397,449) | (18,246) | 27,076 | 63,299 | 12,205,297 | (6,334,536) | 5,870,761 | 51.90% | 1,204,191 | 9.87% |
| Sewer Access (Water Billing) | 451,689 | 196,177 | - | (7,823) | 4,015 | - | 644,058 | (376,203) | 267,855 | 58.41% | 129,298 | 20.08% |
| Water Consumption | 572,533 | 1,328,400 | - | 121 | 5,441 | 5,989 | 1,912,484 | (583,235) | 1,329,248 | 30.50% | 290,328 | 15.18% |
| Sewer Consumption | 34,788 | 126,000 | - | (67) | 397 | - | 161,118 | (37,485) | 123,634 | 23.27% | 16,702 | 10.37% |
| TOTAL WATER SUPPLY SERVICES | 1,059,010 | 1,650,577 | - | (7,769) | 9,853 | 5,989 | 2,717,660 | (996,923) | 1,720,737 | 36.68% | 436,328 | 16.06% |
| GRAND TOTAL | 2,093,822 | 13,146,383 | (397,449) | (26,015) | 36,929 | 69,288 | 14,922,957 | (7,331,459) | 7,591,498 | 49.13% | 1,640,518 | 12.48% |

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Analysis by Council staff has indicated that a majority of the rates and annual charges outstanding amount 71% relates to residential properties, while 18 % relates to farmland and 11% to business.

See graph to the right, and table of outstanding balances by rate group and rate/charge type below for further details.



| Rates Type | Rates levy | | | Water levy | | | Grand Total |
|--------------------|----------------|----------------|----------------|----------------|----------------|---------------|------------------|
| | General | Domestic Waste | Water Access | Sewer Access | Water Usage | Sewer Usage | |
| Business | 68,171 | 29,039 | 17,080 | 29,451 | 27,892 | 16,702 | 188,335 |
| Residential | 407,420 | 176,623 | 168,372 | 148,912 | 262,436 | - | 1,163,763 |
| Farmland | 285,252 | 3,168 | - | - | - | - | 288,420 |
| Total | 760,843 | 208,830 | 185,452 | 178,363 | 290,328 | 16,702 | 1,640,518 |

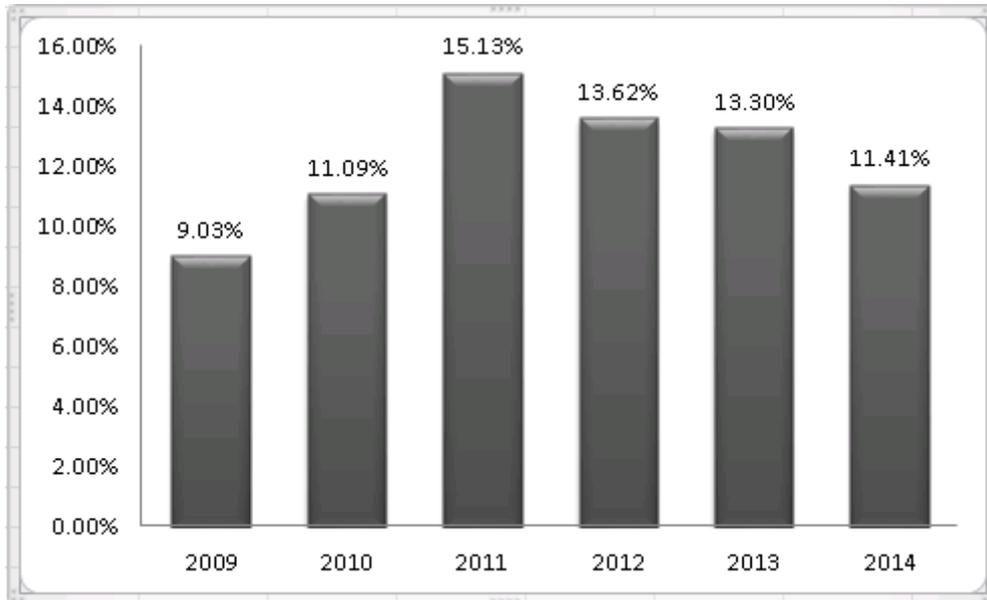
Collection of outstanding rates commences with an overdue letter which is received from Council giving 14 days to pay or contact Council requesting an arrangement, if no payment or contact is made a letter of demand is sent out by Council's Debt Recovery Agency giving 7 days to make a payment or contact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

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

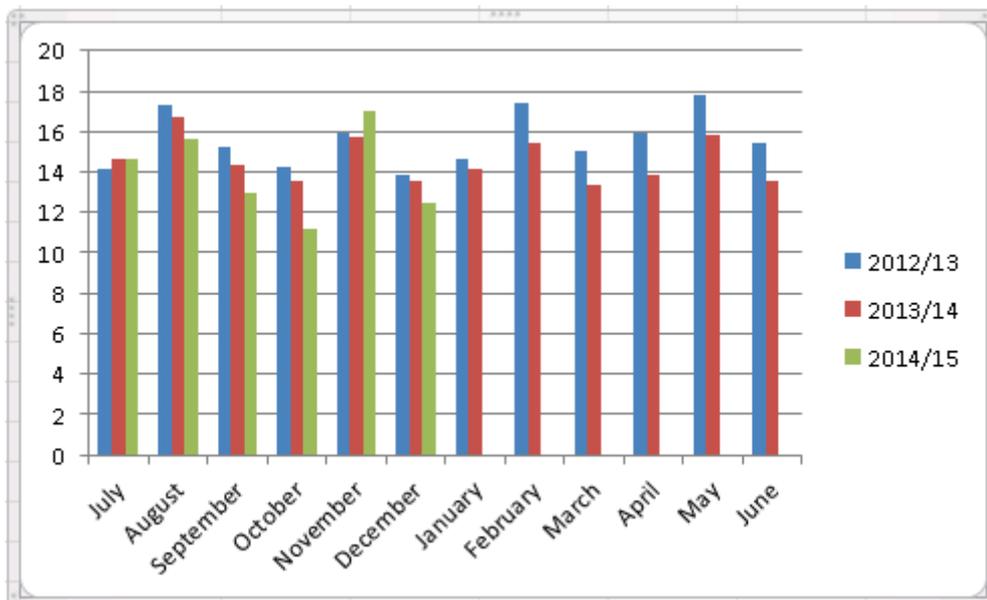
WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Graph 1: Ratio by Year



Graph 2: Ratio Month by Month



RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 36 Rates Report for Month Ending 31 January 2014

| | |
|----------------------------|---|
| Division: | Corporate and Community Services |
| Management Area: | Finance |
| Author: | Water Debtor Officer – Rachael 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 on Council's monthly rates and annual charges collection performance.

Background

Council levies rates and annual charges on an annual basis commencing in the month of July. Council closely monitors the repayment of these rates and annual charges and measures its debt recovery performance for rates and annual charges through the use of the Rates and Annual Charges Outstanding Ratio.

The Division of Local Government (DLG) recommends (via their accepted benchmark) a ratio of less than 5% for Urban and Coastal Councils and less than 10% for Rural Councils. Council's outstanding ratio as at 30 June 2014 was 11.41% which is slightly above the DLG recommended benchmark.

Issues

The outstanding rates and annual charges ratio as at 31 January 2015, is 11.54%. This figure is higher than the 10% benchmark proposed by the DLG.

Options

For Council Information

Financial Considerations

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

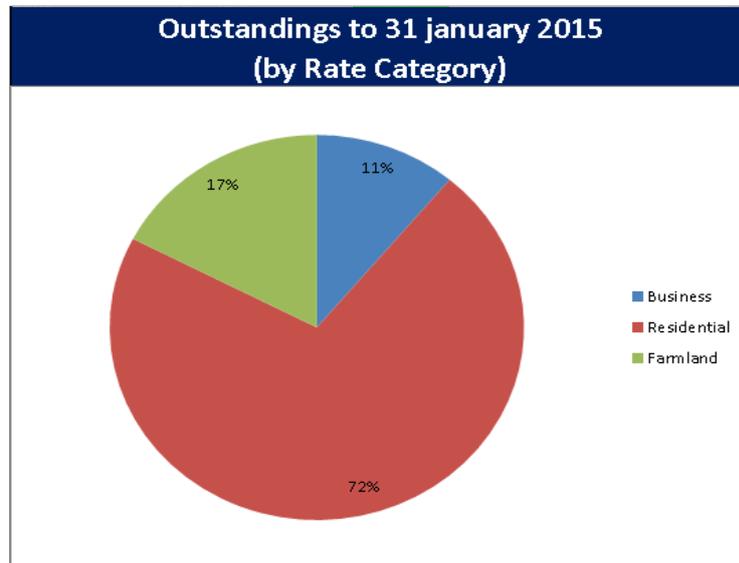
| RATE/CHARGE TYPE | RATE ARREARS 2013/14 | 2014/15 LEVY | Pensioner Write off | Abandoned | Interest | Legal Fees | RATE ARREARS AND NET LEVY | TOTAL PAYMENTS TO DATE | TOTAL OUTSTANDING 2014/15 | COLLECTION % 2014/15 | Total Arrears as at EOM | Outstanding Rates and Annual Charges % |
|---------------------------------------|----------------------|-------------------|---------------------|-----------------|---------------|---------------|---------------------------|------------------------|---------------------------|----------------------|-------------------------|--|
| General | 633,482 | 7,324,440 | (164,174) | (17,108) | 21,991 | 64,806 | 7,863,436 | (4,121,869) | 3,741,567 | 52.42% | 703,909 | 8.95% |
| Water | 194,095 | 1,327,883 | (72,574) | (1,402) | 6,447 | - | 1,454,449 | (795,295) | 659,154 | 54.68% | 174,561 | 12.00% |
| Sewerage | - | 1,002,268 | (51,771) | (590) | 1,016 | - | 950,923 | (518,851) | 432,071 | 54.56% | 42,492 | 4.47% |
| Garbage | 207,235 | 1,841,215 | (110,079) | (1,613) | 7,250 | (451) | 1,943,556 | (1,084,867) | 858,688 | 55.82% | 195,497 | 10.06% |
| TOTAL RATES AND ANNUAL CHARGES | 1,034,812 | 11,495,806 | (398,598) | (20,713) | 36,704 | 64,355 | 12,212,364 | (6,520,882) | 5,691,480 | 53.40% | 1,116,459 | 9.14% |
| Sewer Access (Water Billing) | 451,689 | 196,177 | - | (7,823) | 4,316 | - | 644,360 | (383,170) | 261,189 | 59.47% | 122,632 | 19.03% |
| Water Consumption | 572,533 | 1,328,400 | - | 467 | 6,239 | 5,989 | 1,913,628 | (611,566) | 1,302,062 | 31.96% | 263,142 | 13.75% |
| Sewer Consumption | 34,788 | 126,000 | - | (67) | 449 | - | 161,170 | (39,576) | 121,594 | 24.56% | 14,662 | 9.10% |
| TOTAL WATER SUPPLY SERVICES | 1,059,010 | 1,650,577 | - | (7,423) | 11,004 | 5,989 | 2,719,158 | (1,034,312) | 1,684,845 | 38.04% | 400,436 | 14.73% |
| GRAND TOTAL | 2,093,822 | 13,146,383 | (398,598) | (28,136) | 47,708 | 70,344 | 14,931,522 | (7,555,194) | 7,376,325 | 50.60% | 1,516,895 | 11.54% |

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Analysis by Council staff has indicated that a majority of the rates and annual charges outstanding amount 72% relates to residential properties, while 17 % relates to farmland and 11% to business.

See graph to the right, and table of outstanding balances by rate group and rate/charge type below for further details.



| Rates Type | Rates levy | | | Water levy | | | Grand Total |
|--------------------|----------------|----------------|----------------|----------------|----------------|---------------|------------------|
| | General | Domestic Waste | Water Access | Sewer Access | Water Usage | Sewer Usage | |
| Business | 61,479 | 26,580 | 15,810 | 25,997 | 23,610 | 14,662 | 168,139 |
| Residential | 381,440 | 166,154 | 158,751 | 139,127 | 239,531 | - | 1,085,003 |
| Farmland | 260,990 | 2,763 | - | - | - | - | 263,753 |
| Total | 703,909 | 195,497 | 174,561 | 165,124 | 263,141 | 14,662 | 1,516,895 |

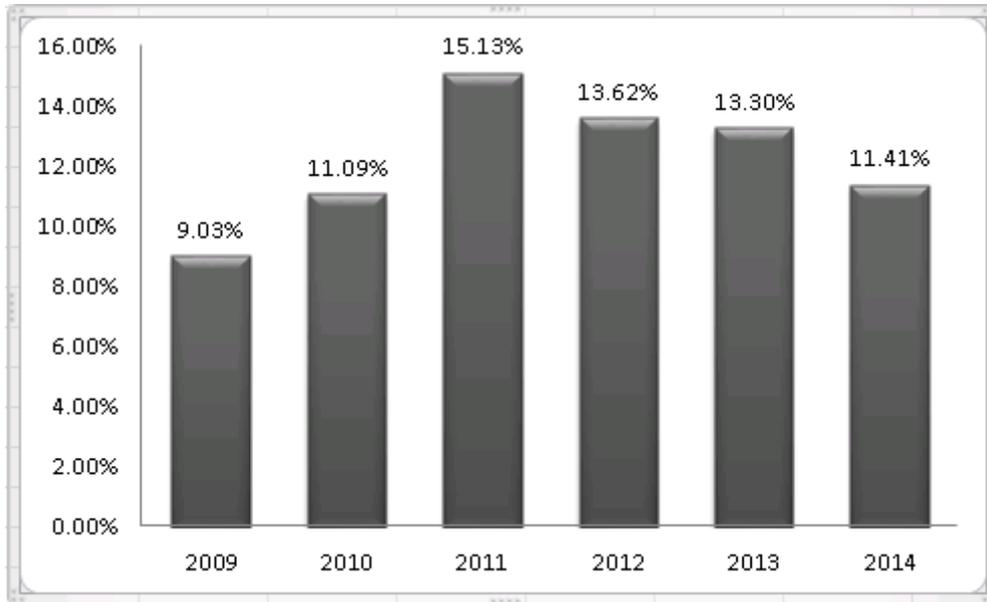
Collection of outstanding rates commences with an overdue letter which is received from Council giving 14 days to pay or contact Council requesting an arrangement, if no payment or contact is made a letter of demand is sent out by Council's Debt Recovery Agency giving 7 days to make a payment or contact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

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

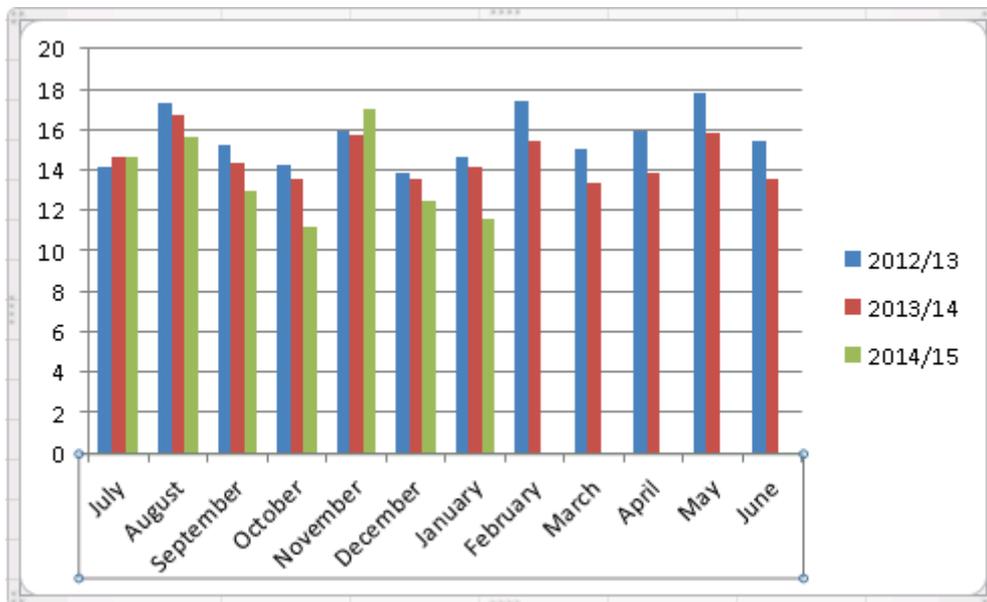
WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Graph 1: Ratio by Year



Graph 2: Ratio Month by Month



RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 37 Update on Binnaway Sewerage System Investigations

| | |
|----------------------------|--|
| Division: | Technical Services |
| Management Area: | Water Services |
| Author: | Director Technical Services – Kevin Tighe |
| CSP Key Focus Area: | Natural Environment |
| Priority: | NE4 Local natural water resources including waterways and aquifers remain unpolluted |

Purpose

The purpose of this report is to provide an update on the process of investigating sewerage system options for Binnaway.

Background

The 2014/15 budget includes an allocation for preliminary assessment of options for a Binnaway sewerage scheme. At the meeting on the 11 December 2014, Council requested an update on investigations.

Issues

Currently Council is involved in two separate activities which will influence future decisions about any proposed sewerage system in Binnaway.

- a) Preparation of an Integrated Water Cycle Management (IWCM) strategy for Warrumbungle Shire Council.

Council will be aware that in recent years a number of water and sewerage planning documents have been completed by Council. Included amongst these documents is an Integrated Water Cycle Management issues paper. In July 2014, the NSW Office of Water issued a checklist for preparation of an IWCM strategy. An IWCM strategy builds upon the information contained in the issues paper. Nevertheless preparation of an IWCM strategy for Warrumbungle Shire Council is a significant project in terms of time and resources. Council is working with other members in the Lower Macquarie Water Utilities Alliance to prepare a brief for engagement of a consultant to undertake this project.

In relation to Binnaway sewerage, an IWCM strategy will broadly assess various options in terms of the capital, operating and maintenance costs over a 30 year life span and provide comment on various risk factors.

Perhaps more importantly, access to State Government funding for any further detailed study and development of a sewerage scheme will not be possible without preparation of an IWCM strategy. Attachment 1.0 contains extracts from the publication by NSW Office of Water on preparation of an IWCM strategy, which indicate a link between the strategy and funding assistance.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

b) Preliminary investigation of technical options for a sewerage system in Binnaway. In a separate course of action a brief for engagement of a consultant to undertake a preliminary investigation of technical options has been prepared and a consultant has recently been appointed. A copy of the brief has been sent to Councillors under separate cover. In summary the consultant will prepare a report of the following;

- *Provide advice to Council on a range of at least three technically feasible options for collection and treatment of sewage from all properties in Binnaway*
- *Options presented must be based on a preliminary assessment of a range of design factors including;*
 - *Expected demand in terms of effluent flow rates*
 - *Soil types*
 - *Landform including slopes, drainage flow lines*
 - *Town planning constraints*
 - *Skills required for operation of system*
- *Initial cost estimates prepared for each option. Cost estimates should be based on unit rate information for construction items such as sewer main, collection pits, pumping stations, treatment plant components.*
- *Provide advice to Council on the process of further investigation for development of options for development and implementation of a sewerage system in Binnaway. An indicative cost must be provided for each step or stage in the process.*

(extract from consultants brief)

Options

The two separate courses of action outlined above are in progress. However, Council has discretion to pursue other options.

Financial Considerations

The budget allocation for preliminary investigation of options for Binnaway sewerage is \$50,000.

The cost of preparing an IWCM strategy for the whole Shire, including specific reference to Binnaway sewerage is expected to cost \$47,000.

Proposals from three consultants were received for preparation of a preliminary options report. The consultant engaged by Council will prepare the report for a fee of \$40,000.

RECOMMENDATION

That actions taken in relation to preliminary investigation of options for Binnaway sewerage, that is, engagement of separate consultants to prepare an IWCM and preliminary technical options, are noted.

WARRUMBUNGLE SHIRE COUNCIL

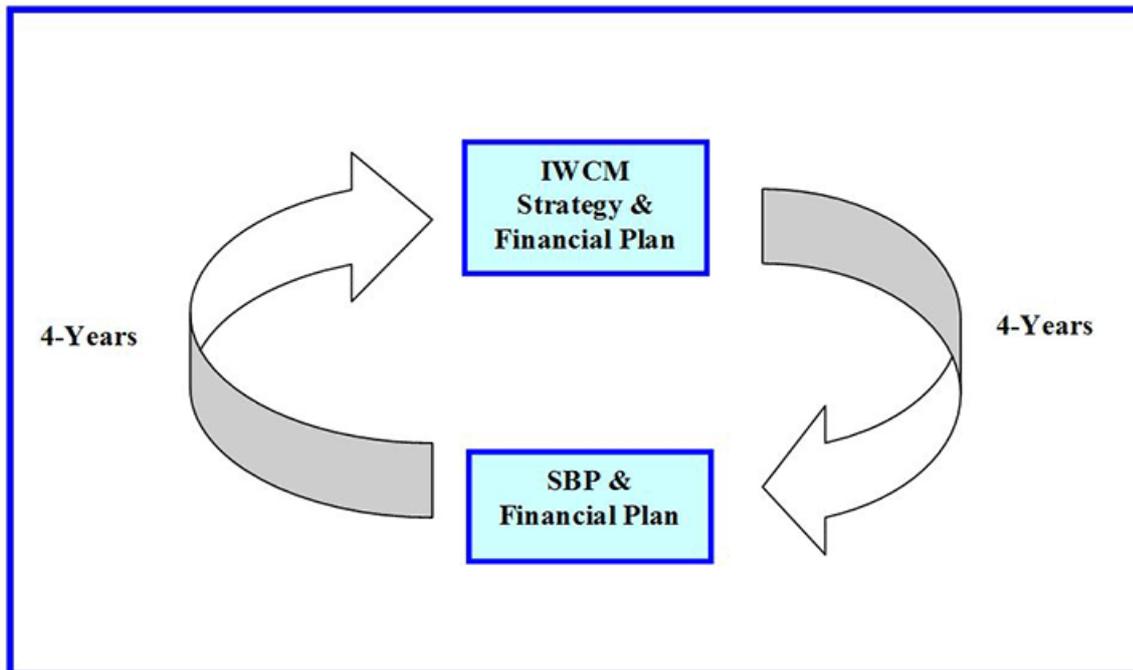
Ordinary Meeting – 19 February 2015

Attachment 1.0 (Extract from 'Integrated Water Cycle Management Strategy Check List – July 2014, NSW Office of Water).

When does a LWU need to undertake the 8-year preparation of its IWCM Strategy?

A LWU must undertake the 8-year preparation of its IWCM Strategy under the following circumstances:

1. When a LWU without a sound IWCM Strategy is planning to undertake significant capital works. The Strategy enables the LWU to 'right size' the works and ensure they are soundly based and provide value for money on the triple bottom line (TBL) basis of social, environmental and economic considerations.
2. If the utility's IWCM Evaluation or IWCM Strategy are over 8 years old.
3. If the utility's IWCM Evaluation or IWCM Strategy are at least 6 years old and the SBP is 4 years old.
4. If the utility has not started to prepare an IWCM Evaluation or an IWCM Strategy and its SBP is 4 years old.



Integrated Water Cycle Management (IWCM) Strategy

- 'Right sizes' any projects and identifies the best-value 30-year IWCM scenario and Strategy on a TBL basis. It includes a 30-year TAMP and FP.
- Identifies the lowest uniform level of stable typical residential bills (TRBs) to meet the levels of service negotiated with the community and the price path for the next 4 years in current dollars.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

- The adopted IWCM scenario includes an **update** of the existing 30-year **renewals plan**, with only proven evidence based renewals included for the first 5 years. The renewals plan takes account of any avoided, re-sized, abandoned or re-prioritised works.
- An IWCM Strategy is prepared every 8 years.
- NSW Office of Water concurrence is needed to the IWCM Issues Paper, final IWCM Strategy and scenario and the Financial Plan prior to LWU implementation of the scenario.

Strategic Business Plan (SBP)

- **Reviews and updates** the LWU's existing 30-year **TAMP**, identifies any opportunities to downsize or defer significant projects and includes a **FP**.
- **Analyses** the **renewals** component of the TAMP to **develop** a sound 30-year **renewals plan**, the first 5 years of which include only proven evidence based renewals that provide value for money.
- Identifies the lowest uniform level of stable **TRBs** to meet the levels of service negotiated with the community and the price path for the next 4 years in current dollars.
- A SBP is prepared every 8 years, ie. 4 years after preparing the IWCM Strategy.
- Provide to NSW Office of Water for registration, your final SBP and FP.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 38 Renewal of Clarifier at the Baradine Water Treatment Plant

| | |
|----------------------------|---|
| Division: | Technical Services |
| Management Area: | Water Services |
| Author: | Director Technical Services – Kevin Tighe |
| CSP Key Focus Area: | Public Infrastructure & Services |
| Priority: | P17 Communities across the Shire are supported by the secure, long term supply of energy and clean water. |

Purpose

The clarifier is integral to the filtration process at the Baradine Water Treatment Plant (WTP). The clarifier has reached the end of its useful life and must be renewed. The purpose of this report is to advise Council on investigations to date and seek a resolution to prepare tender documentation and invite tenders for renewal of the clarifier.

Background

The clarifier is a large steel tank, which is cylindrical in shape in the top half and conical in shape in the lower half. Raw water is introduced in the tank along with coagulants and the resulting flocculant is allowed to settle to the bottom of the tank, which is removed as sludge. The 'clear' water is then drawn off for further treatment including filtration.

The water treatment plant was constructed in 1962 and the clarifier is an original component of the plant. The capacity of the existing clarifier is 1 megalitre per day (1 ML/day).

Ultrasonic testing of the remaining steel plate thickness was undertaken in January 2014. The overall condition of the steel plate was assessed as poor with severe pitting corrosion, generally 4-5 mm deep and 20-40 mm in diameter at an estimated density of 10-15 occurrences per square metre along the upper cylindrical section of the clarifier. The conical section was also found to have some pitting corrosion, however the wall thickness was not found to be compromised to the same extent as the upper section.

A consultant was engaged to investigate options for either renewal or replacement of the clarifier. In particular the following three options were investigated:

1. Relining of the existing clarifier.
2. Construction of sedimentation lagoons to completely replace the need for a clarifier.
3. Replace the existing clarifier with another clarifier.

A copy of the consultants report has been forwarded to Councillors under separate cover.

Issues

A brief description of each option is provided in Attachment 1.0.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Each option was assessed on the following general criteria, capital cost, operating cost, life cycle cost, operability, performance, maintenance and construction procurement, workplace health and safety. Option 3 was assessed as having more benefits over the longer term and is the preferred option. It is recognised that Council operations staff should inspect a working 'lamella plate settler' as described in Option 3 before a final decision is made to award a contract for the work.

Options

Council has limited discretion in this matter as the option of doing nothing will lead to ongoing failures in the treatment process and disruption to water supply. Council has discretion in relation to options assessed however, the report and investigations to date have been comprehensive.

The next step in development of the project is to prepare detailed design drawings and prepare tender documentation.

Financial Considerations

In the current budget, there is an allocation of \$173,000 for rehabilitation and improvements at the Baradine Water Treatment Plant.

A summary of expected costs associated with replacement of the clarifier at the Baradine Water Treatment Plant is outlined as follows:

| Description | % of Cost | Total |
|---|-----------|--------------------|
| Direct Costs | | |
| Site Establishment / Disestablishment | 8.7% | \$60,000 |
| Removal of Existing Backwash Tank | 7.2% | \$50,000 |
| New MRI Inclined Plate Settler and Flocculator (1.5 ML/d) | 54.3% | \$375,000 |
| General Piping Between Processes | 3.6% | \$25,000 |
| Removal of Existing Clarifier and Access | 6.5% | \$45,000 |
| New Aerator Access Stairs | 5.8% | \$40,000 |
| Sludge Lagoons | 12.3% | \$85,000 |
| Subtotal | | \$690,000 |
| Indirect Costs | | |
| Eng. Design (Total) | 8% | \$55,000 |
| Project Management & Commissioning | 5% | \$35,000 |
| Contractor Profit | 8% | \$55,000 |
| Subtotal | | \$140,000 |
| | | |
| Feasibility Estimate | | \$830,000 |
| Contingency | 20% | \$165,000 |
| Feasibility Estimate (including contingency) | | \$1,000,000 |

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

RECOMMENDATION

Design drawings and tender documentation are prepared for replacement of the clarifier at the Baradine Water Treatment Plant and tenders are invited for the project **FURTHER** that funding options be considered during preparation of the 2015/16 Budget.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Attachment 1.0 – Summary of Works Associated with Each Option

Option 1 – Relining of the Existing Clarifier

- Site establishment / disestablishment;
- Removal of the redundant backwash tank;
- Sludge lagoon relining;
- Temporary conversion of sludge lagoon into a sedimentation lagoon;
- Removal of existing clarifier access;
- Refurbishment of the clarifier;
- New aerator access stairs.

Option 2 – Construction of Sedimentation Lagoons

- Site establishment / disestablishment;
 - a) Including procurement of additional land for the additional sludge lagoon required.
- New sludge lagoon;
- Permanent conversion of one sludge lagoon into a sedimentation lagoon;
- General piping between processes;
 - a) New sludge lagoon overflow pipe;
 - b) New sludge lagoon inlet pipe;
 - c) New sedimentation lagoon inlet and outlet pipes.
- Sludge lagoon relining;
- Removal of existing clarifier access;
- Removal of existing clarifier;
- Lowering of the aerator and new access stairs;
- Removal of the redundant backwash tank.

Option 3 – Replacement of Existing Clarifier

- Site establishment / disestablishment;
- New package flocculation and lamella / inclined plate settler (IPS);
- General piping between processes;
 - a) IPS sludge discharge pipework;
 - b) IPS inlet pipework from aerator to IPS tank;
 - c) IPS outlet pipework to the filter.
- New aerator access stairs;
- Removal of the redundant backwash tank;
- Removal of existing clarifier access;
- Removal of existing clarifier;
- New sludge lagoon;
- Sludge lagoon relining.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 39 Permit application to install a cattle grid on Narrawa Road

| | |
|----------------------------|--|
| Division: | Technical Services |
| Management Area: | Road Operations |
| Author: | Director Technical Services – Kevin Tighe |
| CSP Key Focus Area: | Public Infrastructure & Services |
| Priority: | P13 Road networks throughout the Shire are safe, well maintained and appropriately funded. |

Reason for Report

Consider a public gate permit application to install a grid on Narrawa Road. This application was considered by Council at the ordinary meeting on the 18th September 2014. The matter was deferred until Council had the opportunity to further consult with relevant property owners.

Background

This report is a summarised version of the report considered by Council on the 18 September 2014.

The owner of the property 'Narrawa' has lodged a permit application to establish a grid on Narrawa Road at the intersection with Cobbora Road. A map showing the location of the proposed ramp is included in attachment 1.0

Council has a policy on public gates or stock grids and the process is also regulated by clauses 73 -76 of the Roads Regulation 2008. A copy of the relevant clauses is included in attachment 1.0.

Issues

Prior to lodging the permit application the owner of Narrawa erected a steel post and rail fence on Narrawa Road on the Cobbora Road boundary alignment. The fence left an opening for the actual carriageway on Narrawa Road. The construction of the fence on the public road was undertaken without approval.

A significant issue is that the owner of Narrawa does not own land either side of Narrawa Road at the location of the proposed grid. It is generally understood and reinforced by the Roads Regulation that the property owner adjoining a grid is responsible for maintenance and renewal of the structure. The property 'Melrose' adjoins the section of Narrawa Road at the location of the proposed grid and they have expressed concern in their response that they are not responsible for the structure if it is installed.

The property Narrawa adjoins Narrawa Road at a distance of around 850 metres from Cobbora Road. There is a grid in existence where the property Narrawa adjoins Narrawa Road.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Narrawa Road is a category 3 road and in accordance with Council's policy any grid installed on a category 3 road must be at least 4 metres wide.

Options

Council has discretion in this matter. Council must consider the purpose and benefit of having a grid at the proposed site given that it will enclose just 850 metres of road. Also, Council must consider who will be responsible for maintenance and renewal of the grid.

Financial Considerations

Council's decision either way on the permit application is not expected to impact on the budget.

RECOMMENDATION

That application by the owner of 'Narrawa' for a public gate permit on Narrawa Road at the intersection with Cobbora Road is refused. The reason for refusal is that the applicant does not own land on either side of Narrawa Road at the location of the proposed grid.

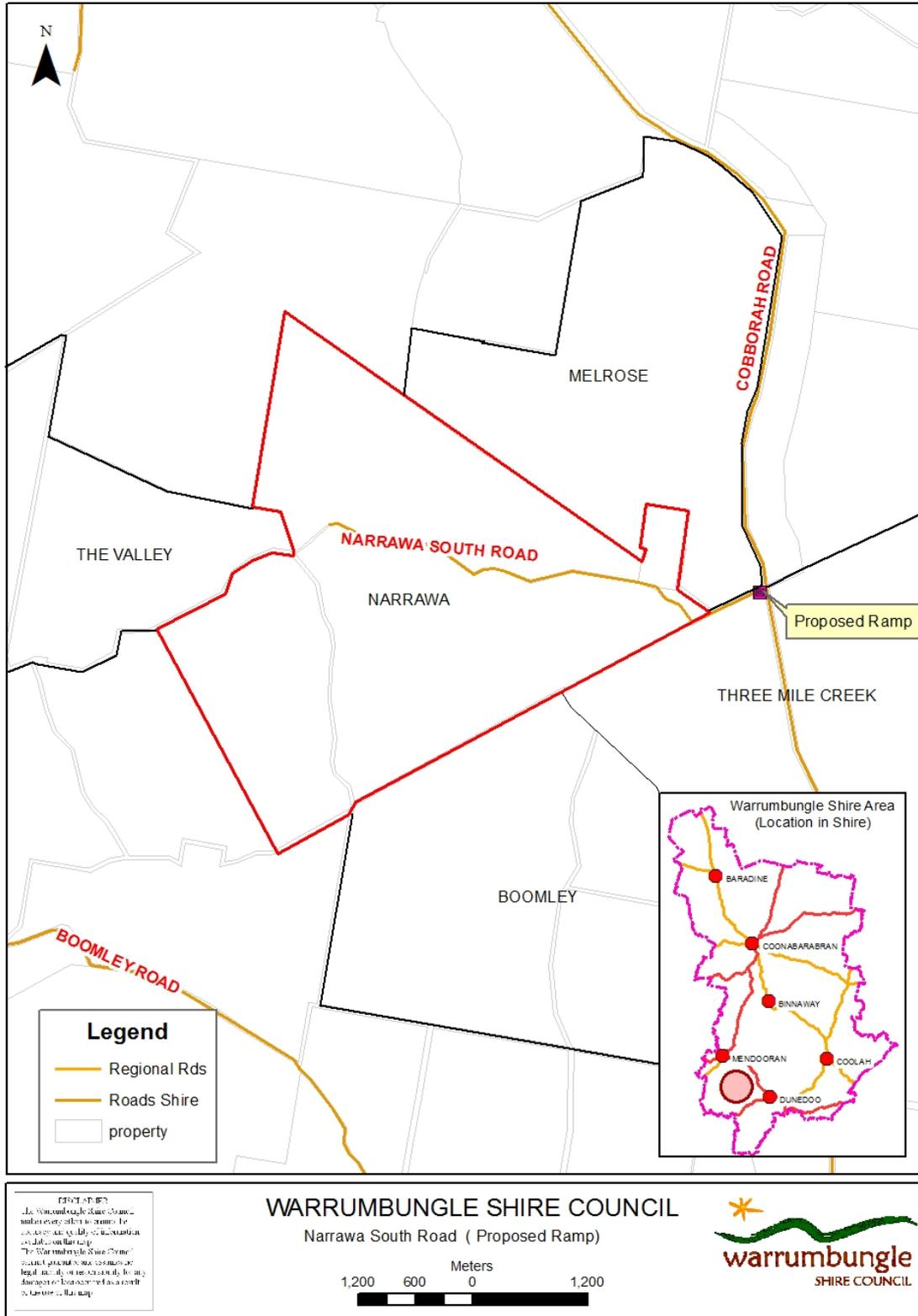
FURTHERMORE, the applicant is directed to remove the steel post and rail fence that has been erected on Narrawa Road at the intersection of Cobbora Road.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Attachment 1.0

Map showing location of proposed grid.



WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Roads Regulation 2008

Current version for 1 July 2014 to date (accessed 11 September 2014 at 08:38)

Part 6 Public gates

73 Consent of adjoining landowner to be obtained

An application for a public gate permit that is made by a person who owns land on one side only of the road across which the proposed public gate is to be erected must be accompanied by the written consent of the owner or owners of the land on the other side of the road.

74 Notice inviting objections

Before determining an application for a public gate permit, the roads authority:

- (a) must cause notice of the proposal to erect a public gate (including particulars as to the proposed location of the gate) to be published in a local newspaper, and
- (b) must allow sufficient time (being not less than 28 days from the date of publication of the notice) for written submissions on the proposal to be made to the roads authority, and
- (c) must have due regard to any written submissions on the proposal that are made to the roads authority within that time.

75 Maintenance of public gates

The holder of a public gate permit must ensure that:

- (a) the gate is white, and
- (b) the posts on either side of the gate are fitted with reflectors facing along the road in each direction.

Maximum penalty: 10 penalty units.

76 Road near gate

The holder of a public gate permit must ensure that the road approaches to the gate are maintained in good condition for such distance (not exceeding 20 metres) from each side of the gate, and for such width, as the roads authority may determine when granting the permit.

Maximum penalty: 10 penalty units.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 40 Policy Proposal for Suppressing Dust Generation on Rural Roads

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

Purpose

In response to concerns from several rural ratepayers, Council on the 20 November 2014 resolved to investigate policy options for suppression of dust on rural roads.

Background

There are approximately 1,600 km of unsealed rural road under the care and control of Council.

There are an estimated 240 homesteads on the network of unsealed rural roads that are constructed within 150 metres of the road. From time to time these homesteads experience dust nuisance generated from either traffic on the road or from hot, dry, windy conditions. Some of this dust nuisance may be eliminated if the road adjoining the homestead is bitumen sealed.

Suppressing the generation of dust not only improves living conditions for the property owner, it may also improve the value of the homestead. Council's contribution scheme aims to assist property owners meet the cost of dust suppression whilst limiting the cost burden on all ratepayers.

Issues

Many of the considerations associated with constructing a new road and sealing it with bitumen apply to constructing a discrete section of road that may be just 100 or 200 metres in length. Factors such as road safety, road drainage, road width and strength of existing pavement, must be considered when assessing any application to bitumen seal a discrete section of public road. However, risk factors associated with constructing a new section of road where high travel speeds might be expected may not apply to discrete sections of unsealed roads with low traffic volumes and generally low travel speeds

Application of a bitumen seal for the purpose of dust suppression, regardless of the length, does create an 'asset' that Council is required to maintain and renew in the long term. The cost of creating and maintaining the asset must be considered against the benefits that it brings to property owners.

Options

Council has discretion in relation to development of a policy and in particular Council has discretion in relation to the level of contribution towards costs.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

A draft policy document has been prepared and is included in Attachment 1.0. The draft policy outlines three options under which Council may bitumen seal a discrete section of road and make a financial contribution. The options relate to whether or not Council owned equipment is undertaking programmed works on the road. A copy of Council's 10 Year Gravel Resheeting Programme has been forwarded to Councillors under separate cover.

The draft policy also indicates that before a bitumen sealing project is undertaken, a formal application must be made by the adjoining property owner and Council must formally resolve to undertake the project.

Should Council adopt the policy, consideration should be given to establishing an annual budget allocation for dust suppression projects.

Financial Considerations

For the purpose of assessing potential costs of the draft policy, the cost of each option applied to a 200 metre section of road has been estimated and provided in the following table:

| Options | Indicative Cost for a 200 Metre Section of Road (\$)* | Indicative Council Contribution (\$)** | Indicative Contribution from Property Owner (\$)** |
|---|--|---|---|
| <u>Option 1</u> Bitumen sealing of discrete section of road when no other Council works are programmed. | \$29,200 | \$4,400 | \$24,800 |
| <u>Option 2</u> Bitumen sealing of discrete section of road in conjunction with gravel resheeting programme. | \$21,000 | \$2,700 | \$18,300 |
| <u>Option 3</u> Bitumen sealing of discrete section of road in conjunction with maintenance grading programme. | \$26,600 | \$2,700 | \$23,900 |

Notes:

* These costs relate to sealing a discrete section of road 200 metres in length, no curves, no drainage, no significant widening and no additional strengthening of pavement subgrade. Also, bitumen sealing is undertaken with Council's bitumen patching truck.

** Not total cost of project. These costs are those above normal programme costs.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

RECOMMENDATION

1. That the draft policy in Attachment 1.0 'Council Contribution Scheme for Bitumen Sealing of Rural Roads to Reduce Dust Nuisance' is placed on public exhibition and reported back to Council at the end of the exhibition period;
2. That a budget allocation is established in the 2015/16 financial year to fund any applications that may be received from property owners to bitumen seal a discrete section of unsealed road adjoining their property.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Attachment 1.0

| | |
|---|---|
|  | DRAFT Council Contribution Scheme for Bitumen Sealing of Rural Roads to Reduce Dust Nuisance |
| | Strategic |

1. Purpose

Provide options for property owners to obtain Council assistance for bitumen sealing of discrete sections of road to reduce dust nuisance.

2. Objectives

Provide property owners who want to suppress dust generation from the rural road adjoining their property with a set of conditions for applying a bitumen seal and provide owners with options for Council contribution towards the cost of any proposed dust suppression project.

3. Policy Scope

This policy applies to unsealed rural roads under the care and control of Council. The policy does not apply to privately owned roads or to Crown roads.

Any proposed Council contribution to reducing dust nuisances on an unsealed road must be supported by an application from the property owner, a Council Resolution and budget allocation.

4. Background

There are approximately 1,600 km of unsealed rural road under the care and control of Council.

There are an estimated 240 homesteads on the network of unsealed rural roads that are constructed within 150 metres of the road. From time to time these homesteads experience dust nuisance generated either from traffic on the road or from hot, dry, windy conditions. Some of this dust nuisance may be eliminated if the road adjoining the homestead is bitumen sealed.

Suppressing the generation of dust not only improves living conditions for the property owner, it may also improve the value of the homestead. Council's contribution scheme aims to assist property owners meet the cost of dust suppression whilst limiting the cost burden on all ratepayers.

5. Definitions

Bitumen Sealing - Bitumen sprayed onto a prepared road surface and covered with a layer of stone.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Dust Nuisance - Dust from a road that has an adverse impact on health, living conditions and general amenity of people living in a house that is located close to the road.

Dust Suppression - Application of bitumen seal on a section of road. The length of dust suppression required is determined by the property owner.

Gravel Resheeting - Council has in place a program of resurfacing unsealed roads with a new layer of compacted road base. This program is generally referred to as a gravel resheeting program.

Road Maintenance Program - Council has in place a budget allocation for maintenance grading of unsealed roads. Under this program the surface of unsealed roads are graded to remove corrugations, potholes and surface scours.

Road Base - May refer to either a gravelly soil or rock crushed to a particular size.

Aggregate - Stone of a particular size used to cover liquid bitumen to create a bitumen seal surface.

Road Maintenance Equipment - Generally refers to a combination of the following types of roadmarking equipment; grader, roller, water truck.

Road Formation Width - The distance between the left hand edge of a road shoulder and the shoulder edge on the right hand side. The formation width is always equal to or greater than the seal width.

6. Policy Statement

Property owners are able to reduce dust nuisance generated by traffic on rural roads under the following options and conditions:

Option 1

Bitumen sealing of discrete section of road when no other Council works are programmed.

Upon request by the property owner and with a Resolution by Council, bitumen sealing works will be undertaken as a specific project. The works will be undertaken in accordance with Council's private works procedures. Council will make a 15 per cent contribution towards the cost of the project.

Option 2

Bitumen sealing of discrete section of road in conjunction with gravel resheeting programme.

Upon request by the property owner and with a Resolution by Council, bitumen sealing works will be undertaken in conjunction with Council road making equipment being onsite. The property owner will contribute the cost of supply, delivery and construction of additional road base and Council will contribute 50 per cent of the cost of applying bitumen and sealing aggregate.

Option 3

Bitumen sealing of discrete section of road in conjunction with maintenance grading programme.

Upon request by the property owner and with a Resolution by Council, bitumen sealing works will be undertaken in conjunction with Council road maintenance equipment being onsite. The property owner will contribute the cost of supply, delivery and construction of road base and Council will contribute 50 per cent of the cost of applying bitumen and sealing aggregate.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

General Conditions associated with options:

- The minimum length of discrete section of road subject to dust suppression bitumen sealing is 100 metres. The maximum length is 300 metres.
- The minimum width of road formation is 6 metres and the minimum width of bitumen seal is 4 metres.
- Council has discretion in determining suitability and approval of proposed bitumen sealing works and will take into account factors associated with road safety, road drainage, depth and type of road base.
- Council will make no contribution towards costs of drainage and bridge infrastructure associated with any proposed dust suppression bitumen seal project.
- Any proposed bitumen sealing works on a curved section of road may require completion of a geometric design and costs associated with design will be incorporated into project costs.
- Council will not approve sealing a discrete section of road for the purpose of dust suppression if bitumen sealing of the road is included in a three (3) year works program within Council's Operational and Delivery Program.
- Property owners cannot undertake any works on a public road without consent from Council.
- Formal agreement to project costs and contributions from Council and the property owner must be made before works are undertaken.

7. Responsibilities

The following Officers in Council have responsibility for implementation of this policy:

- Manager Road Operations;
- Director Technical Services.

8. Associated Documents

- Policy Document - Private Works Policy and Procedures.

9. Getting Help

Director Technical Services.

10. Version Control

This policy shall be reviewed every four years by the Director Technical Services.

| Policy Name | Version | Resolution | Date |
|--|----------------|-------------------|------------------|
| Council Contribution Scheme for Bitumen Sealing of Rural Roads to Reduce Dust Nuisance | 1 | | 19 February 2015 |

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 41 Bushfire Surveillance Camera

| | |
|----------------------------|--|
| Division: | Technical Services |
| Management Area: | Emergency Services |
| Author: | Emergency Services Coordinator – Phil Southwell |
| CSP Key Focus Area: | Public Infrastructure and Services |
| Priority: | P12 Provide support to Emergency Services Agencies |

Reason for Report

To finalise the Bushfire Surveillance Camera Project with a written agreement.

Background

After the Wambelong Bushfire in January, the Australian National University (ANU) at Siding Springs initiated a consultant to conduct a debriefing (Siding Springs Observatory Bushfire Lessons Learnt Workshop).

At this meeting a recommendation was made, for the ANU and Australian Astronomical Observatory (AAO) to pursue the installation of a bushfire surveillance camera at Siding Springs.

To facilitate these goals a Bushfire Camera Committee made up of the ANU, AAO, National Parks and the Rural Fire Service (RFS) was formed. The Shire's Emergency Services Coordinator acted as a facilitator for the project. The inaugural meeting was conducted on the 13 April 2013. The camera has been installed and is in use, for the past 5 months from the RFS Fire Control Centre.

Issues

The ANU wish to gift the bushfire surveillance camera to Council and this is to be done through a written agreement. The computer technology required to operate the camera will continue through ANU computers. There is not expected to be any ongoing significant maintenance expenditure associated with operation of the camera.

Financial Considerations

The initial cost of the camera was \$10,400.00. Council has placed the camera on the list of RFS equipment items for insurance purposes.

There is no other direct financial cost to Council.

RECOMMENDATION

That Council enter into an agreement with ANU for the gifting of a bushfire surveillance camera from ANU to Council **FURTHER** that Council's Seal be placed on the agreement.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 42 2014/15 Technical Services Works Program – Road Operations, Urban Services & Water Services

| | |
|----------------------------|--|
| Division: | Technical Services |
| Management Area: | Road Operations & Urban Services |
| Author: | Director Technical Services – Kevin Tighe |
| CSP Key Focus Area: | Public Infrastructure & Services |
| Priority: | P13 Road networks throughout the Shire need to be safe, well maintained and adequately funded. |

Reason for Report

The works program for the technical services division of Council for period ending 6 February 2015 is presented for information.

Background

The 2014/15 works program for all projects in Technical Services is presented in attachment 1.0. The report includes projects included in the 2014/15 budget and projects carried over from 2013/14. Also, this report now includes 2014/15 projects where survey and design and investigation has commenced.

Attachment 2.0 contains a list of unsealed roads that have been maintenance graded since 1 July 2014. The attachment also includes roads that are scheduled for maintenance grading over the next two months.

Issues

The works program presented in attachment 1.0 contains draft finish dates for each project.

Options

Council has discretion in relation to the capital works program and the works program in general. However, any changes must include consideration of funding sources, time requirements for pre construction activities, and impact on staff resources.

Financial Considerations

The works program in attachment 1.0 contains budget allocations and year to date expenditure for all projects. The year to date figures are preliminary in nature and may change when as a result of calculations for the quarterly budget review.

RECOMMENDATION

That 2014/15 works program presented in attachment 1.0 and attachment 2.0 is noted for information only

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Attachment 1.0 – Technical Services Works Program Report for Period Ending 6 February 2015

| Task Name | Finish Date | Budget Allocation (\$) | YTD Cost (\$) | % Complete |
|--|--------------|------------------------|------------------|------------|
| Technical Services | | 13,873,009 | 3,612,582 | 26% |
| Asset Design Services | | 77,935 | 38,097 | 25% |
| Software Upgrades | Fri 27/03/15 | 13,000 | 5,649 | 50% |
| Traffic Counter | Fri 26/06/15 | 6,630 | 0 | 0% |
| Binnia St Median Ext. | Fri 26/06/15 | 0 | 0 | 0% |
| Bridge design - Orana Rd | Fri 19/12/14 | 15,000 | 2,827 | 60% |
| Dalgarno St, Median | Fri 26/06/15 | 0 | 0 | 0% |
| Robertson Oval - masterplan | Fri 8/08/14 | 0 | 0 | 100% |
| Coona aerodrome - plan, manual | Fri 24/10/14 | 0 | 0 | 100% |
| Cycleway Mary Jane Cain Bridge- design | Mon 1/12/14 | 6,005 | 6,005 | 100% |
| Road Safety Program | | 37,300 | 23,616 | 0% |
| Keep our kids safe | Fri 24/04/15 | 4,000 | 0 | 0% |
| Just slow down | Fri 24/04/15 | 6,000 | 0 | 0% |
| Free cuppa for driver | Fri 24/04/15 | 1,500 | 0 | 0% |
| Workshops for Supervisors of L Drivers | Fri 24/04/15 | 1,800 | 0 | 0% |
| Pedestrian Access Mobility Plan | Mon 1/12/14 | 24,000 | 23,616 | 100% |
| Fleet Services | | 2,726,174 | 809,307 | 0% |
| Minor Plant Purchases | Fri 27/03/15 | 15,000 | 3,664 | 25% |
| Plant Purchases | Fri 27/03/15 | 2,562,800 | 779,003 | 70% |
| Emulsion tank rehab - Coolah depot | Fri 27/03/15 | 25000 | 6,901 | 80% |
| Coona depot - upgrade projects | Fri 26/06/15 | 19496 | 209 | 0% |
| Dunedoo depot - Underground fuel | Fri 26/06/15 | 68478 | 1,130 | 20% |
| Lunch room - Mendooran depot | Fri 27/03/15 | 5400 | 5,400 | 100% |
| Cricket pitch roller - Coolah | Fri 24/10/14 | 15,000 | 13,000 | 100% |
| Radio Network | Fri 26/06/15 | 15,000 | 0 | 0% |
| Road Operations | | 7,610,994 | 2,033,101 | 3% |
| RMS Work Orders | | 1,927,826 | 649,947 | 0% |
| Rehabilitation - Mendooran widening | Fri 26/06/15 | 1,927,826 | 649,947 | 0% |
| Reseals | | 684,227 | 458,767 | 0% |
| Baradine reseals | Fri 27/03/15 | 13,700 | 846 | 0% |
| Binnaway reseals | Fri 27/03/15 | 11,800 | 20,622 | 100% |
| Coolah reseals | Fri 27/03/15 | 22,300 | 20,768 | 100% |
| Coonabarabran reseals | Fri 27/03/15 | 74,814 | 101,004 | 100% |
| Dunedoo reseals | Fri 27/03/15 | 19,600 | 0 | 0% |
| Mendooran reseals | Fri 27/03/15 | 15,800 | 250 | 0% |
| Local roads reseals | | | 0 | 0% |

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

| Task Name | Finish Date | Budget Allocation (\$) | YTD Cost (\$) | % Complete |
|-----------------------------------|--------------|------------------------|----------------|------------|
| Baradine Goorianawa | Fri 27/03/15 | 33,000 | 6,952 | 5% |
| New Mollyan Road | Fri 27/03/15 | 59,400 | 46,960 | 100% |
| Boomley Road | Fri 27/03/15 | 9,075 | 6,149 | 100% |
| Cobborah Road | Fri 27/03/15 | 60,720 | 38,068 | 100% |
| Indian Lane | Fri 27/03/15 | 29,700 | 23,861 | 100% |
| Neilrex Road | Fri 27/03/15 | 53,018 | 47,948 | 100% |
| Regional Rd reseals | Fri 27/03/15 | 281,300 | 145,339 | 60% |
| Local Roads | Fri 25/10/15 | 3,664,465 | 555,387 | 4% |
| Bridge - Barad/Aero Rd | Fri 25/10/15 | 250,000 | 0 | 10% |
| Bridge- Baradine Creek | Fri 25/10/15 | 1,500,000 | 0 | 10% |
| Bridge - Kenebri | Fri 25/10/15 | 600,000 | 0 | 10% |
| Orana Rd - Coolaburragundy River | Fri 29/01/16 | 300,000 | 0 | 0% |
| Ross Crossing Bridge | Fri 29/01/16 | 0 | 0 | 0% |
| Coolah Ck Rd Rehab | Fri 19/12/14 | 134,233 | 134,233 | 100% |
| Quia Rd Rehabilitation | Fri 26/06/15 | 120,000 | 0 | 5% |
| Gravel Road Resheeting | | 760,232 | 421,154 | 0% |
| Goolhi Rd | Fri 7/11/14 | 111,383 | 111,705 | 100% |
| Keeches Rd | Fri 7/11/14 | 82,499 | 79,280 | 100% |
| Bakers Lane | Fri 7/11/14 | 24,850 | 24,981 | 100% |
| Schumacks Rd | Fri 7/11/14 | 15,394 | 15,394 | 100% |
| Mt Cenn Cruich Rd | Fri 26/06/15 | 70,000 | 8,415 | 5% |
| Premer Estate Rd | Fri 26/06/15 | 50,000 | 15,857 | 0% |
| Stoney Point Rd | Fri 26/09/14 | 30,000 | 11,835 | 100% |
| Mitchell Springs Rd | Fri 29/05/15 | 100,000 | 13,903 | 10% |
| Doganabuganaram Rd | Fri 26/06/15 | 75,000 | 504 | 0% |
| Homestead Rd | Fri 27/03/15 | 20,000 | 5,349 | 30% |
| Merotherie Rod | Fri 27/03/15 | 20,000 | 0 | 0% |
| All Weather Rd | Fri 27/03/15 | 51,019 | 53,585 | 100% |
| Mooren Rd | Fri 27/03/15 | 50,000 | 19,376 | 100% |
| Banoon Rd | Fri 28/11/14 | 60,087 | 60,970 | 100% |
| Regional Roads | | 1,334,476 | 369,000 | 2% |
| Pavement Rehabilitation MR55 | Fri 27/03/15 | 215,192 | 212,437 | 100% |
| Shoulder widening MR55 | Fri 27/03/15 | 169,000 | 0 | 0% |
| Saltwater Ck Bridge – guard, seal | 31/01/2015 | 100,284 | 98,195 | 100% |
| Mow Creek Bridge | Fri 26/06/15 | 850,000 | 58,368 | 10% |
| Urban Services | | 2,325,883 | 550,685 | 13% |
| Horticulture | | 447,201 | 95,482 | 0% |
| Binnaway Progress Ass'n | Fri 28/11/14 | 5,000 | 5,000 | 100% |

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

| Task Name | Finish Date | Budget Allocation (\$) | YTD Cost (\$) | % Complete |
|---|--------------|------------------------|----------------|------------|
| Mendooran Park Toilets | Fri 26/06/15 | 32,631 | 0 | 10% |
| Milling Park Toilet -CTF | Fri 26/06/15 | 250,000 | 35,395 | 0% |
| Milling Park playground equip - CTF | Fri 26/06/15 | 89,000 | 229 | 0% |
| Toilets, Nandi Park & Timor Rock Park | Fri 26/06/15 | 70,570 | 54,858 | 50% |
| Ovals | | 41,752 | 69,919 | 19% |
| Baradine Tennis Courts Resurface | Wed 1/10/14 | 35,000 | 44,630 | 100% |
| Baradine Grandstand | Fri 8/08/14 | 7,550 | 0 | 100% |
| Binnaway Grandstand | Fri 8/08/14 | 14,320 | 5,782 | 100% |
| Bowen Oval | Tue 30/09/14 | 2,882 | 6,114 | 100% |
| Robertson Oval Improvements - CTF | Fri 29/05/15 | 480,000 | 13,393 | 0% |
| Coona. Netball crts | Fri 29/05/15 | 7,000 | 0 | 25% |
| Swimming Pools | | 62,090 | 12,090 | 0% |
| Dunedoo replace filter media | Fri 26/06/15 | 12,000 | 0 | 0% |
| Mendooran - repair leak - toddlers pool | Fri 26/06/15 | 10,000 | 0 | 0% |
| Concrete repairs - Coona | Fri 26/06/15 | 15,000 | 0 | 0% |
| Baradine Pool - leak protection | Fri 26/06/15 | 13,000 | 0 | 0% |
| Shade shelter - Baradine Pool | Fri 26/09/14 | 12,090 | 12,090 | 100% |
| Town Streets Baradine | | 133,746 | 13,853 | 15% |
| Flood Levee Invest | Fri 26/06/15 | 120,000 | 12,107 | 15% |
| Baradine Foot Rehab | Fri 27/03/15 | 10,000 | 0 | 0% |
| Walker street k&g | Fri 25/07/14 | 1,746 | 1,746 | 100% |
| Baradine Street bins | Fri 26/06/15 | 2,000 | 0 | 0% |
| Town Streets Binnaway | | 103,750 | 0 | 2% |
| David street k&g | Fri 29/08/14 | 55,750 | 0 | 10% |
| Street Lights | Fri 27/03/15 | 0 | 0 | 0% |
| Garbage bins, Renshaw Street | Fri 26/12/14 | 8,000 | 0 | 0% |
| Footpath rehabilitation | Fri 27/02/15 | 5,000 | 0 | 0% |
| Railway Street (Napier to Renshaw) | Fri 29/05/15 | 35,000 | 0 | 0% |
| Town streets Coolah | | 311,737 | 41,342 | 13% |
| Binnia St. kerb blisters | Fri 5/09/14 | 40,281 | 40,744 | 100% |
| Booyamurra St. rehab | Fri 26/06/15 | 208,456 | 341 | 0% |
| Street Light - Coolah | Fri 27/03/15 | 8,000 | | 0% |
| Coolah Foot Rehab | Fri 24/04/15 | 15,000 | 0 | 0% |
| Intersection Treatments Binnia | Fri 26/06/15 | 40,000 | 257 | 0% |
| Town Streets Coona | | 215,776 | 113,667 | 25% |
| John Street K&G, eastern side | Fri 19/09/14 | 26,306 | 26,726 | 100% |
| Dalgarno St K&G rehab | Fri 19/09/14 | 21,470 | 21,470 | 100% |
| Cycleway Newell Hwy | Wed 9/07/14 | 60,000 | 60,330 | 100% |

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

| Task Name | Finish Date | Budget Allocation (\$) | YTD Cost (\$) | % Complete |
|------------------------------------|--------------|------------------------|----------------|------------|
| Robertson Street rain garden | Sat 29/11/14 | 8,000 | 0 | 0% |
| John St K&G (west side) | Fri 29/05/15 | 70,000 | 5,141 | 5% |
| Footpath Cassilis Street | Fri 22/05/15 | 30,000 | 0 | 0% |
| Town Streets Dunedoo | | 999,831 | 204,332 | 33% |
| Dish drain const | Fri 30/01/15 | 22,831 | 22,906 | 100% |
| Dunedoo Foot Rehab | Fri 24/04/15 | 10,000 | 323 | 0% |
| Heavy vehicle parking area - CTF | Fri 26/06/15 | 422,000 | 145,469 | 20% |
| RV Parking area - CTF | Fri 26/06/15 | 155,000 | 8,504 | 10% |
| Bolaro Street beautification - CTF | Fri 26/06/15 | 390,000 | 27,130 | 2% |
| Town Sts Mendooran | | 10,000 | 0 | 0% |
| Mendooran Foot Rehab | Fri 24/04/15 | 10,000 | 0 | 0% |
| Water | | 930,607 | 155,926 | 0% |
| Baradine | | 187,184 | 10,184 | 0% |
| Meter replacements | Fri 26/06/15 | 4,000 | 0 | 0% |
| WTP building renovations | Fri 17/04/15 | 48,000 | 0 | 0% |
| WTP - improvements | Fri 17/04/15 | 40,000 | 0 | 0% |
| WTP clarifier rehab | Fri 17/04/15 | 85,000 | 0 | 0% |
| Namoi Street main extension | Fri 29/08/14 | 10,184 | 10,184 | 100% |
| Binnaway | | 54,000 | 0 | 0% |
| Mains replacement | Fri 26/06/15 | 50,000 | 0 | 0% |
| Meter replacements | Fri 26/06/15 | 4,000 | 0 | 0% |
| Coolah | | 65,988 | 35 | 0% |
| Meter replacements | Fri 26/06/15 | 4,800 | 35 | 0% |
| Wentworth St Res relining | Fri 26/06/15 | 11,188 | 0 | 0% |
| Main extension - rem dead end | Fri 26/06/15 | 50,000 | 0 | 0% |
| Coonanbarabran | | 517,746 | 84,859 | 0% |
| Meter replacements | Fri 26/06/15 | 5,195 | 0 | 0% |
| Main replacement | Fri 26/09/14 | 106,556 | 66,473 | 80% |
| Security audit | Fri 26/06/15 | 20,000 | 0 | 0% |
| Main extension, Queenie Street | Fri 26/06/15 | 149,995 | 0 | 0% |
| Telemetry software | Fri 29/05/15 | 3,253 | 3,253 | 100% |
| Timor Dam fence repairs | Fri 26/06/15 | 230,000 | 14,571 | 10% |
| Tools - Coona water | Fri 29/05/15 | 2,747 | 562 | 0% |
| Dunedoo | | 80,308 | 51,348 | 0% |
| Meter replacements | Fri 26/06/15 | 4,000 | 0 | 0% |
| Main. Bolaro (Tallawang-Merrygoen) | Fri 27/02/15 | 20,860 | 429 | 0% |
| Main. Ext (Evans street) | Fri 26/06/15 | 0 | 0 | 0% |
| New Bore | Fri 25/07/14 | 47,448 | 47,448 | 100% |

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

| Task Name | Finish Date | Budget Allocation (\$) | YTD Cost (\$) | % Complete |
|----------------------------------|--------------|------------------------|---------------|------------|
| Reservoir rehab. | Fri 26/06/15 | 0 | 0 | 0% |
| Sodium Hypochlorite-standby pump | Fri 29/05/15 | 5,000 | 3,471 | 100% |
| Minor plant | Fri 31/10/14 | 3,000 | 0 | 0% |
| Mendooran | | 25,381 | 9,500 | 0% |
| Meter replacements | Fri 26/06/15 | 4,000 | 0 | 0% |
| water pressure project | Fri 31/10/14 | 21,381 | 9,500 | 50% |
| Sewerage | | 201,416 | 25,466 | 0% |
| Baradine | | 28,000 | 1,633 | 0% |
| Replac. vacuum components | Fri 26/06/15 | 28,000 | 1,633 | 5% |
| Coonabarabran | | 109,080 | 11,854 | 0% |
| Mains relining | Fri 3/04/15 | 94,080 | 0 | 0% |
| Replace steel rods | Fri 19/12/14 | 3,000 | 404 | 0% |
| Sewer camera replacement | Fri 29/08/14 | 12,000 | 11,450 | 100% |
| Coolah | | 0 | 11,979 | 0% |
| STP upgrade | Fri 26/06/15 | 0 | 11,979 | 0% |
| Dunedoo | | 14,336 | 0 | 0% |
| STP upgrade | Fri 26/06/15 | 14,336 | 0 | 0% |
| Binnaway | | 50,000 | 0 | 0% |
| Sewerage investigation | Fri 26/06/15 | 50,000 | 0 | 0% |

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Attachment 2.0 – Maintenance grading on unsealed local rural roads

Unsealed Road - Maintenance Grading

Roads Graded since 1 July 2014

| Road Name | Category | Length Graded (km) |
|--------------------|----------|--------------------|
| A'Becketts Rd | 2 | 7.2 |
| Apricot Ln | 2 | 1.4 |
| Beni Rd | 1 | 10.6 |
| Berowra Rd | 1 | 4.2 |
| Binnia Hills Rd | 3 | 1 |
| Borambitty Rd | 2 | 3.8 |
| Bretni Rd | 3 | 3.5 |
| Brooks Rd | 1 | 23.6 |
| Brown Springs Rd | 3 | 3.4 |
| Caledonia Rd | 1 | 10 |
| Corella Rd | 3 | 2.4 |
| Creenaunes Rd | 2 | 2.6 |
| Cumbil Rd | 2 | 19 |
| Dandry Rd | 1 | 14 |
| Dennykymine Rd | 1 | 27.8 |
| Eagelview Rd | 3 | 1.5 |
| Emu Ln | 3 | 0.3 |
| Flags Rockedgial | 1 | 8.5 |
| Gentle Annie | 1 | 8.2 |
| Goolhi Rd | 1 | 22.6 |
| Gum Nut Rd | 3 | 0.6 |
| Gundare Rd | 1 | 5.2 |
| Heads Rd | 3 | 1.5 |
| Hotchiss Rd | 2 | 4 |
| Indians Ln | 1 | 4.5 |
| Kanoona Rd | 1 | 2.2 |
| Keech's Rd | 2 | 11.8 |
| Major Mitchell Rd | 2 | 0.7 |
| Mia Mia Rd | 2 | 9.8 |
| Monks Rd | 2 | 1 |
| Munns Ln | 1 | 9.2 |
| Narrawa Rd (north) | 3 | 8.1 |
| Neible Rd | 3 | 6.4 |
| Oakey Creek Rd | 2 | 6 |
| Pine Ridge Rd | 1 | 7.9 |
| Quaker Tommy Rd | 3 | 7.2 |
| Ropers Rd | 1 | 24.5 |
| Schumaks Rd | 2 | 1.2 |

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

| | | |
|---------------------|---|------|
| Sleightholmes Rd | 2 | 2.5 |
| Stannix Park Rd | 3 | 1 |
| Turee Vale Rd | 2 | 6.6 |
| Ulungra Springs Rd | 3 | 1.7 |
| Wangmans Rd | 2 | 3 |
| Yarragrian Rd | 1 | 6.6 |
| Albert Wright Rd | 1 | 1 |
| Bakers Lane Rd | 3 | 5.5 |
| Balmoral Rd | 3 | 2 |
| Bellings Rd | 2 | 3.58 |
| Brooklyn Rd | 2 | 4 |
| Finlays Rd | 3 | 4 |
| Galashiels Rd | 3 | 0.8 |
| Locknaw rd | 3 | 4 |
| Lynwood Rd | 2 | 1.7 |
| Maranoa Rd | 2 | 5 |
| Merebene Rd | 3 | 2 |
| Minnedah Rd | 3 | 1.2 |
| Moorefield Rd | 2 | 1.8 |
| Myall Plains Rd | 3 | 10.3 |
| Nalders Rd | 3 | 1.7 |
| Narangarie Rd | 3 | 3 |
| Salaks Rd | 2 | 6 |
| Wardens Rd | 2 | 6.8 |
| Warkton Rd | 1 | 4 |
| Wyuna Rd | 1 | 8.6 |
| Honeypot Rd | 3 | 0.6 |
| Borah Creek Rd | 2 | 9.7 |
| Bourke & Halls Rd | 3 | 5.1 |
| Jerrys Rd | 3 | 0.6 |
| Upper Laheys Ck Rd | 1 | 4.9 |
| Myall Plains Rd | 3 | 2.1 |
| Wyuna Rd | 1 | 4.9 |
| Bulga Rd | 3 | 1.1 |
| Cobbora Rd | 1 | 12.1 |
| Guinema Rd | 2 | 12.3 |
| Mitchell Springs Rd | 1 | 3.5 |
| Mt Nombi Rd | 1 | 8.2 |
| Murphys Rd | 3 | 1.4 |
| Stoney Point Rd | 3 | 5.2 |
| Tothills Rd | 3 | 3 |
| Wattle Springs Rd | 2 | 4.9 |

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Roads Scheduled for Maintenance next 2 months

Three Hills
Morrisseys
Yearinan
Kurrajong
Hawkers
Gowang
Nashs
Hickeys
Oconnors
Blue Springs
Avonside
Lower Laheys Creek
Leaders
Sherbrooke
Sleightholomes
Sansons Lane
Goragilla

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 43 Cemeteries and Crematoria Act 2013 and Cemetery Management and Burial Policy

| | |
|----------------------------|---|
| Division: | Development Services |
| Management Area: | Property and Risk |
| Author: | Manager Property and Risk - Jennifer Parker |
| CSP Key Focus Area: | Rural and Urban Development |
| Priority: | RU4 The attractiveness, appearance and amenity of our towns and villages need to be improved. |

Reason for Report

NSW State Government has introduced the Cemeteries and Crematoria Act of 2013. The Warrumbungle Shire Council's Cemetery Management and Burial Policy was written using the NSW State Government Draft Policy as a guide to ensure that our policy would comply with the incoming legislation. With legislation now in place our policy needs to be updated with any changes necessary and to include the Act as part of its Policy references.

Background

Warrumbungle Shire Council is required to maintain and manage 17 cemeteries within our local government area. With the exception of two, being Turee Vale and Denison Town, all these cemeteries are Crown Land devolved to council under section 48 of the Local Government Act or given in Trust to Council under Section 53 of the Crown Lands Act. The cemeteries in our shire are;

1. Baradine Cemetery
 2. Binnaway Cemetery
 3. Bomera Cemetery *
 4. Bugaldie Cemetery
 5. Cobborah Cemetery
 6. Native Grove Coonabarabran Cemetery
 7. Coonabarabran "Old" Cemetery
 8. Coolah Cemetery
 9. Denison Town Cemetery *
 10. Dunedoo Cemetery
 11. Leadville Cemetery
 12. Leadville Trust Cemetery #
 13. Mendooran Cemetery
 14. Rocky Glen Cemetery #
 15. Talbragar Cemetery
 16. Turee Vale Cemetery *
 17. Uarbry Cemetery
- * Historic Cemetery (not available for new burials)
Old Cemeteries reclaimed by surrounding landholder

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Historically, New South Wales has set aside significant areas of land for public cemeteries to ensure that the right to a dignified burial is afforded to all members of the community. Over the last two decades it has become apparent that a coordinated, strategic approach to planning and management of cemeteries in NSW is required to address a critical shortage of burial space and to ensure the full range of interment options is accessible and affordable to everyone.

Diminishing cemetery space, especially in urban areas, is considered the most pressing issue that drove the Government's cemetery reforms. Land acquisition for cemeteries and crematoria, is an essential part of addressing the issue. This must be accompanied by more sustainable burial practices to extend the life of existing cemeteries.

The New South Wales Government reforms have been split into three different Phases;

PHASE 1 – Restructure of the Crown cemetery sector

In March 2012, the NSW Government approved a reform program related to the management of cemeteries and crematoria on Crown, local government and private land in NSW. This program involved a major restructure of the Crown cemetery sector leading to more streamlined and cost effective management, strengthened governance, increased transparency and more accountable financial and operational systems.

PHASE 2 – Development of new cemeteries legislation

In June 2013, the NSW Government approved preparation of legislation to deliver phase two of the cemetery reform agenda.

An exposure draft of the Cemeteries and Crematoria Bill was released in September 2013. The Department of Primary Industries undertook a comprehensive targeted consultation program with all key stakeholders.

In November 2013, the Cemeteries and Crematoria Act 2013 was legislated. The Act establishes a new body – Cemeteries and Crematoria NSW – to oversee the management and operation of all cemeteries and crematoria in NSW and to secure the burial needs of communities across the state. Led by an independent board, Cemeteries and Crematoria NSW has statutory functions and powers enabling it to work with the Crown, local government and private cemetery sectors to find solutions to the pressing problem of diminishing cemetery space.

This new department will develop strong linkages with the NSW planning system and establish benchmarks for cemetery space to ensure sufficient land is acquired and allocated so that current and future generations have equitable access to cemetery and crematorium services. Cemeteries and Crematoria NSW will also be responsible for ensuring that the interment practices and beliefs of all religious and cultural groups are respected and protected.

Given the scarcity of new land and increasing competition over land use priorities, particularly in major metropolitan centres, better use of existing cemetery space is crucial to addressing the issue of diminishing cemetery capacity. The government's key initiative in this regard is the implementation of a consistent industry-wide approach to renewable interment rights.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

PHASE 3 - Implementation of the Cemeteries and Crematoria Act 2013

The Cemeteries and Crematoria Act will be commenced in stages to ensure that thorough implementation plans can be developed prior to legislative requirements coming into force.

The objects of this Act are as follows:

- a) to recognise the right of all individuals to a dignified interment and treatment of their remains with dignity and respect,
- b) to ensure that the interment practices and beliefs of all religious and cultural groups are respected so that none is disadvantaged and adequate and proper provision is made for all,
- c) to ensure that sufficient land is acquired and allocated so that current and future generations have equitable access to interment services,
- d) to provide for the operation of a consistent and coherent regime for the governance and regulation of cemeteries and crematoria,
- e) to ensure that the operators of cemeteries and crematoria demonstrate satisfactory levels of accountability, transparency and integrity,
- f) to ensure that cemeteries and crematoria on Crown land are managed in accordance with the principles of Crown land management specified in section 11 of the *Crown Lands Act 1989*,
- g) to promote environmental sustainability of the interment industry, including provision for natural and private burials,
- h) to promote that cost structures for burials and cremations are transparent across all sectors of the interment industry,
- i) to promote affordable and accessible interment practices, particularly for those of limited means.

Council's policy directly relating to the Cemeteries and Crematoria Act of 2013 is Cemetery Management and Burial Policy endorsed 19 September 2013 (**Resolution 118/1314**). It is noted Council's policy requires updating to address changes from the new Act.

Issues

Under the new legislation council is required to complete yearly interment submissions for all the Crown Land Cemeteries within our Local Government Area.

Council is also required to abide by the Act when dealing with the management of Cemeteries mentioned above.

Options

Council has the option to adopt the updated Cemetery Management and Burial Policy which includes where necessary legislative requirement with the management under the Cemeteries and Crematoria Act of 2013.

Financial Considerations

Nil

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

RECOMMENDATION

That Council endorses the following Cemetery Management and Burial Policy to replace the existing policy and to be included in the Strategic Policy Register.

| | |
|---|--|
|  | Cemetery Management and Burial Policy |
| | Strategic |

1. Purpose

The purpose of this policy is to outline the management of cemeteries within the Warrumbungle Shire Local Government area and Council's Burial Policy.

2. Objectives of the Policy

The objective of this policy is to ensure that the cemeteries under Council's care are maintained and managed professionally and with consideration for the sensitive nature of their purpose.

3. Policy Scope

- 3.1. This Policy applies to all cemeteries memorial gardens and columbarium's administered, operated and maintained by Council in the present and future.

This policy applies to the following cemeteries within the Warrumbungle Shire Council local government area;

Baradine Cemetery
Binnaway Cemetery
Bomera Cemetery*
Bugaldie Cemetery
Cobborah Cemetery
Coolah Cemetery
Coonabarabran Old Cemetery**
Denison Town Cemetery*
Dunedoo Cemetery
Leadville Cemetery
Leadville Trust Cemetery #
Mendooran Cemetery
Native Grove Cemetery Coonabarabran
Rocky Glen #
Turee Vale Cemetery*
Uarbry Cemetery

* *Historic Cemetery closed to burials*

** *Closed to new burial bookings*

Cemeteries under WSC care that neighbours have reclaimed

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

3.2. This Policy does not affect the operation of any Regulations under the Public Health Act 2012, part 8, Disposal of Bodies, relating to cemeteries and crematoriums.

4. Background

This policy will take over from the previous policies regarding Cemetery Management and Burial Policy (policy was endorsed by Council 19 September 2013, **Resolution 118/1314**)

The policy has been updated due to the implementation of the Cemeteries and Crematorium Act 2013 pass by New South Wales Parliament on 2 November 2013.

5. Definitions

Applicant - the person making an application

- for a burial or memorial right
- for a work permit or other Council consent
- for burial or cremation

Appropriate fee - a fee fixed by Council

Cemetery or cemeteries - means an area containing one or more burial places

burial place - a grave site, vault site, crypt site, memorial site or other place for the disposition or commemoration of the remains of the dead, whether cremated or not.

Burial right - exclusive right of entitlement to a burial place granted by Council to a person or persons.

Council - the Warrumbungle Shire Council

Grantee - the person to whom a right is granted.

Monument - any structure, plaque, headstone, masonry, metal work, casting or item placed over, in or around a burial right.

Monument mason - is a tradesman mason or person possessing the skills to carry out monument masonry work.

Pre-need burial right - means a burial right granted prior to need.

Procedure Manual - Council's "Cemetery Management and Burial Procedures" plan of management for public cemeteries.

Reservations - a pre-need burial right.

Register - the Council's formal repository of data containing all the required details of a burial, cremation, memorial site, inurnment right or burial right.

The Policy - this Policy

6. Policy Statement

6.1. Management of Cemeteries

6.1.1. Planning, conduct and maintenance of cemeteries

Council will make such provisions as it considers necessary for the following:

- (a) the setting aside of sections for different types and classes of burials;
- (b) the establishment of standards of construction and design of for monuments and structures;
- (c) the size, multiple use and location of burial places;
- (d) interments;
- (e) the erection or installation of structures and the making of inscriptions;

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

- (f) the carrying out of work by monument masons;
- (g) the qualifications required by, and the security deposits to be lodged by, monument mason;
- (h) the removal, replacement and maintenance of structures;
- (i) the improvement and maintenance of cemeteries;
- (j) the making of arrangements for the care of burial places on an annual or other basis;
- (k) the supply of goods and services incidental to the conduct of burials and other matters relating to cemeteries;
- (l) the conduct of religious or other ceremonies of burial, cremation, disposition or commemoration;

6.2 Refusal to grant exclusive rights of memorials

The Council may refuse to grant an exclusive right of burial to any person if, in the opinion of Council, the grant would create a monopoly or encourage dealings in such rights as a business.

6.3 Register of burial places and cremation

- 6.3.1 A register of burial, as required by the Regulations of the Public Health Act 2010 and defined in the Cemeteries and Crematoria Act 2013, must be kept in respect of all burial places
- 6.3.2 A register of cremation, as required by the Regulations of the Public Health Act 2010 and defined in the Cemeteries and Crematoria Act 2013, must be kept in respect of each cremation.
- 6.3.3 A register of pre-need burial rights.
- 6.3.4 Each register, which may be kept in written, printed or electronic form, must contain sufficient information to allow for simple cross-referencing of entries by-
 - (a) the name, age and last address of the person whose body or remains have been buried,
 - (b) the date of the person's death,
 - (c) the date of the burial,
 - (d) the section and allotment where the burial has been made,
 - (e) the name of the person (if any) who continues to hold any right of burial in that allotment,
 - (f) the name of the funeral director who transported the body to the cemetery,
 - (g) the fees paid to the cemetery authority for the burial.
- 6.3.5 Each register entry must contain the name and address of the owner of the burial right.
- 6.3.6 Each burial or cremation must be recorded in its respective register immediately after the service.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

6.3.7 Registers may be amended to remove or correct inaccuracies.

6.3.8 The Council must, on application made by any person, make available to the person a copy of any entry made in the burial or cremation registers.

- Such applications shall be made on an approved form
- each form shall be limited to a single register entry
- A fee, as approved by the Council from time to time, may be charged for each application.

6.3.9 The registers will be used in any proceedings requiring evidence of the identity of the holder of an exclusive right that has been granted in respect of any burial or memorial site.

6.4 Certificates of exclusive right of burial

6.4.1 The Council will issue to the owner of an exclusive right of burial certificate, clearly showing

- the owners name and address
- the amount paid
- the date of issue
- A description of the physical location of the grave
- the terms and conditions under which the certificate is issued.

6.4.2 The application for a certificate must be made on a form approved by Council.

6.4.3 Any fees relating to the purchase and issue of the certificate must be paid at the time of application.

6.5 Reservations and Purchases of Burial Lots and Niches

Plots are to be purchased and paid for in full at the fee prescribed in Council's Operational Plan and Delivery Program (2013/14-2016/17) at the time the purchase is made. Council is under no obligation to buy back unwanted pre-purchased lots, however Council's adopted fees and charges may make provision for this to occur.

Niches may be purchased at the fee prescribed by Council's Operational Plan and Delivery Program (2013/14-2016/17) at the time of purchase. The purchase of a niche is limited to only those available at the time. Council is under no obligation to buy back unwanted pre-purchased niches, however Council's adopted fees and charges may make provision for this to occur.

Reservation applications must be made in writing to Council stating the reason for the reservation. Council is authorised to approve or deny applications based upon insufficient reasons or lack of prepared burial land or any other relevant Council policy.

Council resolved the following at a meeting held 21 May, 2009:

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

That Council adopts the following policy in all dealings relating to the reservation of grave sites in lawn cemeteries within Warrumbungle Shire effective immediately:

- (a) The right of burial reservation fee must be paid at the time of acquisition of the reservation, and
- (b) Burial rights (reservations) at all lawn cemeteries will only occur when a funeral is to take place, at this time a second adjacent site may be booked, i.e., a maximum of two (2) sites can be reserved with one to be used immediately. In the case of the burial of a child (under 18) two (2) sites immediately adjacent to the deceased child may be reserved, and
- (c) Double depth grave sites are to be encouraged by Council through appropriate concessional rates for the second interment within a grave site in Council's fees and charges structure.

6.6 Hours of Burial, Cremation and Exhumation

- 6.5.1 Burials, cremations and exhumations shall take place only during the hours approved by Council as set out in Council's Procedure Manual

6.7 Order for burials

- 6.7.1 Burials are not to take place unless a Burial Order has been issued by Council.
- 6.7.2 The issue of a burial order shall be in accordance with Council's Procedure Manual
- 6.7.3 Burial shall be in accordance with the Regulations of the Public Health Act 2010 (NSW) and Council's Procedure Manual.

6.8 Exhumation

- 6.8.1 Exhumations are not to take place unless
 - prior written consent has been obtained from the Director-General of the Department of Health (NSW); and
 - an Order for exhumation has been issued by Council
- 6.8.2 This clause does not apply if an exhumation has been ordered by a Court.

6.9 Miscellaneous

- 6.9.1 A person must **not** do any of the following (within a cemetery)
 - (a) damage, deface, interfere with or alter burial places
 - (b) damage, deface, interfere with or alter monuments
 - (c) bury, inter or exhume any human remains, whether cremated or not
 - (d) enter or remain in a cemetery between sunset and sunrise
 - (e) cause or permit an animal that is under the person's control to enter or remain in a cemetery without proper supervision

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

- (f) take part in any gathering, meeting or assembly, except for the purpose of religious, research, historical, educational or other ceremony of burial or commemoration; or
- (g) Engage in trade or commerce or distribute any circulars, advertisements, paper drawn or photographic material.
- (h) drive a vehicle at a speed of more than 5 kilometres per hour
- (i) drive a vehicle or a vehicle and trailer having an unladen weight of more than 3 tonnes
- (j) drive a vehicle through a cemetery for the purpose of travelling between places outside of the cemetery
- (k) park a vehicle on any known burial place, verge or plantation, or in a manner that is likely to impede traffic
- (l) teach, learn or practice driving a vehicle
- (m) camp or reside on any land
- (n) Possess or consume an alcoholic or intoxicating beverage or substance except from that directly associated with a funeral service.
- (o) urinate or defecate
- (p) bring into or leave any rubbish, refuse, scrap metal (including remains of vehicles), rock, soil, sand or any other such substances
- (q) remove any dead timber, logs, trees, flora, whether standing or fallen
- (r) kill, capture or in any way interfere with any animal, bird, fish or other fauna, whether native or introduced
- (s) Plant any tree, shrub, herbage or other plant without prior consent. Penalty: Offenders may be prosecuted under Common Law, Statute Law, The Heritage Act 1977, The Health Act (NSW) 1991, The Criminal Code
- (t) Bury any domestic pets or animals within the parameter of the cemetery

6.9.2 Subsection (1.e) does not prevent a person from leading or walking a dog on a leash

6.9.3 Council's written consent is required to legally carry out any act that might otherwise give rise to an offence under this clause.

6.10 Requirements for graves

6.10.1 The dimensions of a grave shall be a minimum of

- 1000mm X 2400mm for adult graves
- 900mm X 1500mm for children's graves;

6.10.2 The number of internments permitted in a grave shall be in strict accordance with the Regulations of the Public Health Act (NSW) 2010.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

- 6.10.3 For the purpose of part 6.10, clause 2:
- prior written consent has been obtained from the Director-General of the Department of Health (NSW) to vary the number of interments.
 - Where a coffin containing the deceased remains is interred in a grave, the upper surface of the coffin shall be at a depth not less than that required by the Regulations of the Public Health Act (NSW) 2010 which is 900mm.
- 6.10.4 This section does not affect the interment of cremated remains.

6.11 Above ground entombment

All entombments above ground shall be considered on an individual basis upon a written application to Council.

6.12 Monuments and inscriptions

- 6.12.1 A person shall not, in a cemetery:
- construct or install any monument, memorial, foundation, vault, table, headstone, gravestone, kerbing, railing or other structure, unless it is of
 - a material and design approved in writing by the Council; and
 - carried out to the standard of workmanship required by the Council
 - constructed in accordance with Australian Standards Association AS4425 - "Monuments & Headstones" (1996)
- 6.12.2 Make any inscription or carry out any adornment, unless it is approved by the Council and made or carried out to the standard required by the Council.

6.13 Application for the approval

Application for the approval of the Council in accordance with Part 6.12, clause 1 shall:

- 6.13.1 Be made to the Council in writing
- 6.13.2 Be accompanied by sketches, drawings and other particulars of the design that may be required by the Council; and
- 6.13.3 Where the application relates to an inscription, be accompanied by a copy of the proposed inscription

6.14 Trades and contractors

No trade inscription shall be allowed on any masonry work unless approved, in writing, by the Council.

6.15 Monument masons

- 6.15.1 A person shall not carry out any work as a monument mason within a cemetery unless with the written consent of the Council
- 6.15.2 The Council may issue approval to undertake work as a monument masons to any person it considers to be suitably qualified to undertake such work.
- Any person may apply to work as a monument mason in a cemetery; provide the application is in writing

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

6.15.3 The Council may suspend or cancel approval of any person by giving notice in writing

6.15.4 This clause shall not apply to employees of Council while engaged in their employment under the instructions of Council

6.16 Removal of structures

6.16.1 The Council may;

- remove, demolish, alter or require the removal, demolition or alteration of any structure or any adornment or
- erase, correct, or require the erasure or correction of wording of any inscription that has been constructed, installed, made or carried out
 - without the written consent of the Council; or
 - otherwise than in accordance with an approval given by Council.

6.16.2 Where any work that has been approved is not completed within a reasonable time, the Council may remove or demolish such partially finished work as it deems necessary to preserve the fabric of the cemetery and public safety.

6.17 Removal and replacement of structures on request

6.17.1 Where notice to open a grave or vault for a lawful purpose is given in accordance with Council's Procedure Manual, the Council may arrange after:

- the lodgement of proof of ownership
- the payment of the scheduled fees and related costs

6.17.2 the removal of any part of the structure to enable the safe opening of the grave or vault require the grantee or applicant to make good the repair of the structure affected within 14 days of the interment or service date.

6.18 Maintenance of structures

6.18.1 The ownership of monuments or other structures is deemed to be with the person or persons (or their heirs & successors) that caused the monument or structure to be constructed:

- the Council shall not be responsible for the upkeep, maintenance, repair etc. of any monument or structure.
- The owner is responsible for the upkeep, maintenance and repair of the monument.
- The Council may act to remove any structure which has become dilapidated or unsightly
- the Council may remove any trees, shrubs or other vegetation from any cemetery where, in its opinion, it is in the interest of the cemetery to do so.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

6.19 Unsafe monuments

Any monument identified as posing a safety risk is accorded a category ranking:

| CATEGORY | Criteria |
|----------|--|
| 1- | Monuments over 750mm in height that <ul style="list-style-type: none">• are likely to collapse or fall over at any time• Have significant sections or parts separating from the main monument, irrespective of cause (subsidence, deterioration etc.) |
| 2- | Monument 750mm or less in height <ul style="list-style-type: none">• are likely to collapse or fall over at any time• Have significant sections or parts separating from the main monument, irrespective of cause (subsidence, deterioration etc.) |
| 3- | Monuments that are affected by subsidence and are leaning by more than 10 degrees, but are otherwise deemed to be in sound condition. |

6.19.1 Identification and reporting:

any identification of unsafe monuments and consequent actions under this clause will be thoroughly documented and supported with photographs. All actions will be recorded against the respective cemetery register entry.

Subsidence:

where subsidence is evident, Council will fill and compact the ground in the normal manner.

6.19.2 Repair of monument

1. Council will not repair monuments. Council will only act to ensure public and employee safety.
2. Category 1 monuments:
 - (a) The area surrounding the monument is to immediately be secured with barriers and danger signs.
 - (b) The Council will make reasonable efforts to contact the grantee of the burial right and instruct the grantee to take immediate steps to repair the monument.
 - (c) A public notice, clearly identifying the grave indicating Council's intent to make the monument safe unless the grantee acts within seven (7) days reserving Council's right to recover the costs relating to the handling of the monument from the grantee is to be placed in the local press.
 - (d) If contact has not been made with the grantee within seven days of the public notice, the Council will take steps to make the monument safe.
Note: Making the monument safe will (usually) consist of laying the headstone face down on the ground of the grave. This method, which preserves the inscription, is recommended by the National Trust.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

- 6.19.3 Category 2
Same as Category 1, except that the notice and action period will be extended from seven (7) to 14 days.
- 6.19.4 Category 3
The Council will make reasonable efforts to contact the grantee to the site and instruct the grantee to take steps to repair the monument.
A single public notice, clearly identifying the grave and indicating to the grantee that he or she should take steps to repair the monument will be placed in the local press.
Council will continue to monitor the site until such time as the monument is identified as Category 1 or Category 2.

6.20 Lawn Cemetery Sections

- 6.20.1 The Council will ensure that it:
- maintains, preserves, and repairs lawn cemetery graves
 - graves are not enclosed with any railing or kerbing
 - cut and plastic flowers provided by families are left at burial places in Lawn Cemeteries
 - cut and plastic flowers provided by families are placed in vases of a type approved by Council
 - approved vases are plastic flower vases or urns and metal vases only. Glass jars and other vases will be removed at Council's absolute discretion.
 - due to the effects of UV rays, discoloured and worn plastic flowers will be removed from memorials at Council's absolute discretion.
 - no headstone, statue or other structure is erected or constructed over a grave in a lawn section
 - no tree, shrub or other plant is placed or planted on any grave in a lawn section other than by Council at its absolute discretion
- 6.20.2 The Council shall place over each grave in the Lawn Section, as soon as practicable after a burial or interment has taken place in that grave, and upon receipt of written instructions from the grantee, a memorial plaque, of a standard size and type as determined by the Council.
- 6.20.3 The grantee may apply to privately supply and fix a memorial plaque in Lawn Cemetery Sections provided that:
- an application in accordance with part 6.2 of this policy has been lodged with Council
 - all fees as scheduled by Council for the lodgement of the application have been paid
 - the design and type of plaque is consistent with the requirements determined by Council
 - Council has given its written approval
- 6.20.4 Council will not be liable for the repair, maintenance, upkeep or preservation of any plaque or item placed on a grave in a lawn cemetery under the provisions of part 6.17, clause 1 of this Policy.
- 6.20.5 That the provision of vertical burials in the lawn cemeteries be considered in accordance with cemetery practices.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

7. Responsibilities

The Manager Property and Risk will hold responsibility over this policy

8. Associated Documents

Operational Plan and Delivery Program 2013/14 – 2016/17

Cemeteries and Crematoria Act 2013

Warrumbungle Shire Council Cemetery Management and Burial Procedures

Public Health Act NSW, 2010

Public Health Regulations 2012 (Part 8 Disposal of bodies)

Human Tissues Act NSW, 1983

Coroners Act NSW, 2009

Birth, Deaths and Marriages Act NSW, 1995

The Heritage Act 1977

Work Health and Safety Act, 2011

| Policy Name | Version | Resolution | Date |
|---------------------------------------|----------------|-------------------|-------------------|
| Cemetery Management and Burial Policy | 1 | 118/1314 | 19 September 2013 |
| | 2 | | |

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 44 Land on the Western Side of Lot 2 DP 1079661

| | |
|----------------------------|--|
| Division: | Development Services |
| Management Area: | Property and Risk |
| Author: | Manager Property and Risk - Jennifer Parker |
| CSP Key Focus Area: | Local Governance and Finance |
| Priority: | GF5 Council has guaranteed access to diverse sources of funding to address its responsibilities in service planning and delivery |

Reason for Report

Council **Resolution 162/1415** asked Council staff to approach Crown Lands regarding the Memorandum of Understanding (MOU) relating to the Coonabarabran Showground Area on the western side of the creek and report back to Council.

Background

Lot 2 DP1079661 has an MOU relating to its use by various user groups including Warrumbungle Shire Council, Coonabarabran Showground Trust, Coonabarabran Pony Club, Coonabarabran Local Aboriginal Land Council, Kamilaroi Aboriginal People and Crown Lands Department. This lot is crown land under an Aboriginal Land Claim. The crown reserve is surrounded on the west and east sides by Lot 1 DP1079661.



WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Issues

The request for information on the land on the western side of the creek refers to part of Lot 1 DP1079661. This land is neither Council owned land or Crown Land but is freehold land owned by the Coonabarabran Local Aboriginal Land Council. The Crown Lands Department would be unable to provide information on this land as it is not part of the area under the MOU.

Council has been informed that the land under the MOU being Crown Land Parish or County Reserve R753378 Lot 2 DP1079661 has an Aboriginal Land Claim placed on it by the New South Wales Aboriginal Land Council in the last week of January 2015. Council is still waiting for clarification on whether this affects the MOU in place on this site. Council is aware that any issues on the site that require the owners consent will not be processed until the land claim is finalised as being either accepted or rejected under the Aboriginal Land Rights Act 1993.

Options

Nil

Financial Considerations

Nil

RECOMMENDATION

For Council's Information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 45 Local Heritage Fund 2014/2015

| | |
|----------------------------|--|
| Division: | Development Services |
| Management Area: | Town Planning |
| Author: | PA to Director Development Services – Kelly Dewar |
| CSP Key Focus Area: | Rural and Urban Development |
| Priority: | RU4 Our towns and villages are characterised by their attractiveness, appearance, safety and amenity |

Reason for Report

During November 2014 Warrumbungle Shire Council wrote to the owners of private items that have been identified as having heritage significance and invited them to apply for a grant from Council's Local Heritage Fund. These grants are to assist with conservation and restoration work. Council had previously resolved to allocate 50% of its total 2014/15 Local Heritage Fund to works in Wellington Street, Baradine. It is recommended that the grants be allocated from the fund based on the recommendations provided by Council's Heritage Advisor.

Background

Letters were sent to private owners of places identified in the Community-Based Heritage Studies of the former Coolah and Coonabarabran Shires as having local heritage significance. Letters were not sent for items located on land owned by State Government, or a public authority (eg railway land). Owners were invited to obtain an information and application package regarding the local heritage fund (enclosed under separate cover).

The letter indicated that grants of up to \$2,000 were available from the Warrumbungle Shire Local Heritage Fund to assist owners undertake conservation and maintenance works on heritage buildings and places. Owners are required to at least match Council's contribution.

Warrumbungle Shire Council has established a budget of \$18,500 for its Local Heritage Fund. If Council manages the fund in accordance with the requirements of the Heritage Branch Department of Planning, that agency will reimburse up to \$8,500 via a grant at the end of the financial year. One of the key requirements is that the fund be dispersed with regard for the recommendations of Council's Heritage Advisor.

Fourteen applications for grants were received for works on the following places:

Baradine Business District (Wellington Street)

Baradine Bakery (former), 31 Wellington Street
Baradine Memorial Hall, Narran Street
Embassy Theatre (former), 11 Wellington Street
Emmy Lou's Eatery (former Kosciusko Café), 20 Wellington Street
Farrell's Garage, 2 Wellington Street
Tin Shed (former Saddlery), 36 Wellington Street, Baradine

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Remainder of Warrumbungle Shire

Cobbora Courthouse Stables, 1 Dunedoo Street, Cobbora
 Coonabarabran CWA Hall, 76 Cassilis Street, Coonabarabran
 Heatherbrae, 55-58 Castlereagh Street, Baradine
 Noni K's Giftware, 42 Binnia Street, Coolah
 St Marys Catholic Church, 23 Cobra Street, Mendooran
 Sacred Heart Church, 7 Church Street, Coolah
 Tucklan Hall, 583 Tucklan Road, Tallawang
 Turee Creek Cemetery, Turee Creek Road, Coolah

Warrumbungle Shire Council's Heritage Advisor, Ray Christison of High Ground Consulting, evaluated the applications and has recommended that the grants be dispersed as shown in the tables below. The erection of an interpretive sign at the Turee Creek Cemetery is considered to be a form of new commemorative monument or works and is accordingly not considered to comply with the Local Heritage Fund Guidelines.

Baradine Business District (Wellington Street)

| Property | SHI No. | Applicant | Works | Cost | Request | Recommended |
|--------------------------|---------|---------------------------------------|------------------------------|-----------------|-----------------|----------------|
| Baradine Bakery (former) | 31-Well | Baradine & District Progress Assn Inc | Repair & repaint frontage | \$4,180 | \$2,090 | \$1,250 |
| Baradine Memorial Hall | 1121 | Baradine & District Progress Assn Inc | Repair front steps & parapet | \$2,750 | \$1,375 | \$1,000 |
| Embassy Theatre (former) | 1169 | Baradine & District Progress Assn Inc | Repair & paint facade | \$2,300 | \$1,150 | \$1,000 |
| Emmy Lou's Eatery | 20-Well | Baradine & District Progress Assn Inc | Repair parapet & awning | \$9,526 | \$4,000 | \$2,500 |
| Farrell's Garage | 2-Well | Baradine & District Progress Assn Inc | Restore rooftop signage | \$2,500 | \$1,250 | \$1,000 |
| Tin Shed | 36-Well | Kate Boston | Stabilise & secure building | \$60,000 | \$4,000 | \$2,500 |
| | | | | \$81,256 | \$13,865 | \$9,250 |

Warrumbungle Shire - remainder

| Property | SHI No. | Applicant | Works | Cost | Request | Recommended |
|----------------------------|---------|--------------------------|---------------------------|-----------------|-----------------|----------------|
| Cobbora Courthouse Stables | 0178 | Penny Stevens | Repair southern wall | \$7,785 | \$3,840 | \$2,000 |
| Coonabarabran CWA Hall | 76-Cass | CWA Coonabarabran Branch | Improve access & toilets | \$3,000 | \$1,500 | \$1,000 |
| Heatherbrae | 1177 | Judith Hadfield | Repair windows | \$1,380 | \$690 | \$690 |
| Noni K's Giftware | 42-Binn | Leonie Keane | Repair awning | \$9,000 | \$4,000 | \$2,000 |
| St Marys Catholic Church | 0128 | Fr Greg Kennedy | Repair fascia & guttering | \$14,025 | \$2,000 | \$1,500 |
| Sacred Heart Church | 0033 | Fr Greg Kennedy | Stabilise memorial grotto | \$9,515 | \$2,000 | \$1,500 |
| Tucklan Hall | 0175 | Le-Roy Trengove | Repair roof & guttering | \$1,120 | \$560 | \$560 |
| | | | | \$45,825 | \$14,590 | \$9,250 |

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Issues

Nil

Options

Given that Council has notified stakeholders and acknowledged applications it would be unreasonable not to offer any funding.

Financial Considerations

Warrumbungle Shire Council has established a budget of \$18,500 for its Local Heritage Fund. If Council manages the fund in accordance with the requirements of the Heritage Branch Department of Planning, that agency will reimburse up to \$8,500 via a grant at the end of the financial year. One of the key requirements is that the fund be dispersed with regard for the recommendations of Council's Heritage Advisor.

RECOMMENDATION

That Council grant \$18,500 from the Warrumbungle Shire Council Local Heritage Fund 2014/15 as recommended above.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 46 People power to crack down on litterbugs

| | |
|----------------------------|---|
| Division: | Development Services |
| Management Area: | Regulatory Services |
| Author: | Manager Regulatory Service - Robert Jehu |
| CSP Key Focus Area: | Rural and Urban Development |
| Priority: | RU4 Our towns and villages are characterised by their attractiveness, appearance, safety and amenity. |

Reason for Report

To inform Council of the new fines for littering offences coming into effect on 1 March 2015.

Background

On 18 January 2015, Minister for Environment, Rob Stokes MP announced that fines for littering from vehicles can be issued based on reports from the public.

In his media release Mr Stokes said “Thousands of community members already report littering from vehicles to the EPA each year resulting in warning letters, so we know there is tremendous support in the community for reporting and a low tolerance for littering. We want people to know that, if they litter from a vehicle, they run the risk of being seen, being reported and facing a hefty penalty”.

NSW Government research found littering from vehicles is a major problem. Cigarette butts make up more than 90 per cent of litter reported from vehicles. This is not just a blight on our environment but also a serious fire risk. This research also shows people are less likely to litter if someone’s watching.

The new reporting system will be up and running from 1 February 2015, and fines will be issued for offences from 1 March 2015. Reports must be made using either the new portal on the EPA website or the upgraded *Report to EPA* mobile app from 1 February 2015. All reports will undergo a verification process before a fine is issued, and reporters may need to provide evidence in court. Motorists are advised not to use mobile phones illegally, or act dangerously to catch someone in the act.

Reports need to be made within 14 days of the incident and must include a range of information including car registration and description, date, time, location and the type of item littered where possible. Fines for littering from a vehicle range from \$250 for an individual, \$500 for a corporation, to \$900 for aggravated littering such as lit cigarette butts during extreme conditions.

Issues

Nil

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Options

Nil

Financial Considerations

Nil

RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 47 Development Applications (December 2014)

Division: Development Services

Management Area: Regulatory Services

Author: PA to Director Development Services – Kelly Dewar

CSP Key Focus Area: Rural and Urban Development

Priority / Strategy: RU 4 The attractiveness appearance and amenity of our towns and villages need to be improved

Development Applications

(i) Approved – December 2014

| Complying Development (Set Criteria) Development Application (Specialised Conditions) | Date Lodged | Date Approved | Applicant's Name | Location | Town | Type Of Development | Stop the Clock Referral Days |
|---|-------------|---------------|----------------------------|----------------------------------|---------------|--|------------------------------|
| DA8/2014 | 28/07/2014 | 01/12/2014 | Darren Patrick Kelleher | 6 Napier Street | Binnaway | Single Storey Dwelling | 49 |
| DA24/2014 | 26/09/2014 | 17/12/2014 | Maria Nordmann Rickert | 53-57 John Street | Coonabarabran | Alterations and additions to Commercial Building | 0 |
| DA27/2014 | 26/09/2014 | 12/12/2014 | Warrumbungle Shire Council | Ulan Street | Coonabarabran | Subdivision | 0 |
| DA28/2014 | 14/10/2014 | 16/12/2014 | Robert James Taylor | 'Oura' 266 Bugaldie Guinema Road | Bugaldie | Installation of manufactured home | 10 |

WARRUMBUNGL E SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

| | | | | | | | |
|-----------|------------|------------|---------------------------------|-------------------------|---------------|---|---|
| DA29/2014 | 22/10/2014 | 9/12/2014 | James Campbell | 36-38 Wellington Street | Baradine | Alterations and additions and change of use from Commercial to Residential – Dual Occupancy | 0 |
| CDC3/2014 | 14/11/2014 | 4/12/2014 | Dale Frederick Gordon Hogden | 6-8 Digilah Street | Dunedoo | Installation of swimming pool | 0 |
| DA36/2014 | 19/11/2014 | 16/12/2014 | Amber Court Motor Inn | Oxley Highway | Coonabarabran | Patio Cover | 0 |
| DA37/2014 | 27/11/2014 | 17/12/2014 | Mark Lidwill Powell | Binnia Street | Coolah | New commercial shed | 0 |

RECOMMENDATION

That Council note the Applications and Certificates Approved, during December 2014, under Delegated Authority

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 February 2015

Item 48 Development Applications (January 2015)

Division: Development Services

Management Area: Regulatory Services

Author: PA to Director Development Services – Kelly Dewar

CSP Key Focus Area: Rural and Urban Development

Priority / Strategy: RU 4 The attractiveness appearance and amenity of our towns and villages need to be improved

Development Applications (ii) Approved – January 2015

| Complying Development (Set Criteria) Development Application (Specialised Conditions) | Date Lodged | Date Approved | Applicant's Name | Location | Town | Type Of Development | Stop the Clock Referral Days |
|---|-------------|---------------|--------------------------------|--------------------------------|---------------|---|------------------------------|
| DA38/2014 | 01/12/2014 | 20/01/2015 | Australian National University | 418 Observatory Road | Coonabarabran | New Commercial Garage Shed | 0 |
| DA42/2014 | 5/12/2014 | 13/01/2015 | Edgardo Nonato Elumba Jr | 41-43 King Street | Coolah | Erection of Front Fence | 0 |
| CDC1/2015 | 13/01/2015 | 28/01/2015 | Jodie Smith | 'Rosehill' 17932 Oxley Highway | Coonabarabran | Installation of in-ground swimming pool | 0 |

RECOMMENDATION

That Council note the Applications and Certificates Approved, during January 2015, under Delegated Authority.