



# **Warrumbungle Shire Council**

**Council meeting**

**Thursday, 18 June 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

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 18 June 2015**

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**NOTICE** is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 18 June 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

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

# **WARRUMBUNGLE SHIRE COUNCIL**

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

#### **1C Service NSW Agencies**

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 a commercial proposal 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

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# WARRUMBUNGLE SHIRE COUNCIL

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### Item 1 Minutes of Ordinary Council Meeting – 21 May 2015

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Administration Officer – Leigh Ernest
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF7 Ensure that communities of the Shire have opportunities to be informed about and involved in Council's activities and decision making

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**PRESENT:** Cr Peter Shinton (Chairman), Cr Andrews, Cr Capel, Cr 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:** Administration Officer (Leigh Ernest) (minutes)

**The Mayor called for Declarations of Pecuniary and Non Pecuniary Interest**  
Cr Schmidt declared a non pecuniary interest in item 22 – Night Rider Bus Costs.

**Forum**  
**10.01am**

Mr John Wark addressed Council raising concerns about the Night Rider Bus.

**10.12am**

Sgt Anthony Smith (NSW Police) addressed Council regarding the Night Rider Bus.

**10.18am**

**318/1415 RESOLVED** that Council suspend standing orders and bring forward Item 22 Night Rider Bus Cost for consideration at this time.

**Clancy / Todd**  
**The motion was carried**

**Item 22 Night Rider Bus Cost**

**319/1415 RESOLVED** that the Night Rider Bus Trial continue until 30 June 2015.

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

**320/1415 RESOLVED** that Mr John Wark and Sgt. Anthony Smith be invited to provide further information regarding this matter.

**Clancy / Capel**  
**The motion was carried**

**321/1415 RESOLVED** that Council offer the Bus to the venues at the written down value following completion of the trial.

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



# WARRUMBUNGLE SHIRE COUNCIL

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10.55am

**322/1415 RESOLVED** that Council resume standing orders and consideration of the matters as itemised in the agenda.

R Sullivan / Schmidt  
The motion was carried

### Item 1 Minutes of Ordinary Council Meeting – 16 April 2015

**323/1415 RESOLVED** that the resolutions contained in the Minutes of the Ordinary Council meeting held on 16 April 2015 be endorsed.

Todd / Capel  
The motion was carried

### Item 2 Minutes of Traffic Advisory Committee Meeting held on 23 April 2015

**324/1415 RESOLVED**

1. That Council accepts the Minutes of the Traffic Advisory Committee meeting held at Coonabarabran on 23 April 2015.
2. That request by the Coonabarabran Pony Club to close Reservoir Street, Coonabarabran on Sunday, 12 April 2015 from 9.00 am to 3.00 pm to conduct a Cross Country Event be approved subject to compliance with Council's Road Closure Policy **FURTHER** that three months notice of intention to close the road is required.
3. That a review of the 'Stop' sign, linemarking and site distances be undertaken at the intersection of Campbell Street and Cunningham Street, Coolah.
4. That request by the Cooe March 2015 Association to use Council's roads for re-enactment of the 'Snowballing' WW1 Recruiting March (*Kookaburra March*) from 1-4 November 2015 be approved subject to development of a Traffic Management Plan and concurrence with RMS, NSW Police Major Events Unit and the NSW Transport Management Centre.

Capel / Schmidt  
The motion was carried

### Item 3 Minutes of Robertson Oval Advisory Committee Meeting held on 6 May 2015

**325/1415 RESOLVED**

1. That Council accepts the Minutes of the Robertson Oval Advisory Committee meeting held at Dunedoo on 6 May 2015.
2. That the Club rooms and amenities building project, as approved by Council 16<sup>th</sup> October 2013, is progressed by developing and list of features and plan options.
3. That the colour of the netball court surface is green with white lines.
4. That bench seats are installed around the new concrete netball courts subject to budget constraints.

C Sullivan / Coe  
The motion was carried

### Item 4 Economic Development and Tourism Advisory Committee Meeting Minutes

Wednesday 22 April 2015

**326/1415 RESOLVED**

1. That Council accepts the Minutes of the Economic Development and Tourism Advisory Committee meeting held on 22 April 2015.

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2. That OROC agenda discussion and action with consideration to encouraging loops on and off the Golden Highway.
3. That the Manager's Report be accepted.
4. That the Budget Report be distributed as a Flying Minute with requests from committee members to respond with amendments as required for the 2015-16 budget.

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

### **Item 5 Minutes of the Finance and Projects Committee Meeting – 4 May 2015**

**327/1415 RESOLVED** that Council accepts the Minutes of the Finance and Projects Committee Meeting held on 4 May 2015 at Coolah.

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

### **Item 6 Minutes of Warrumbungle Cobbora Transition Fund Committee Meeting – 5 May 2015**

**328/1415 RESOLVED** that Council accept the minutes from the Warrumbungle Cobbora Transition Fund Committee Meeting held on 5 May 2015.

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

Item 8 was moved forward for consideration.

### **Item 8 Warrumbungle Cobbora Transition Fund Committee**

**329/1415 RESOLVED** that Council accepts the following committee recommendations:

- RNSW 295 Bolaro Street - Type 5 fencing design with black colour recommended for the fence style of the kerb blister design to be installed at the intersection of Merrygoen and Bolaro Streets;
- RNSW 333 MPC - The old bank building (MPC) external wall paint highlights to be off-white to comply with heritage listing of the building;
- RNSW 290 TRRRC - Dwelling design to be a minimum of two bedrooms, and/or two bedrooms + nook/den. No single bedroom or three bedroom dwellings to be designed;
- To have four x 2.5 bedroom duplexes, and one three x 2 bedroom or two x 2 bedroom duplexes (for the lower socio-economic/affordable housing market). Note that potential for design of three bedroom dwellings is to be considered for second stage development.

And **FURTHERMORE** that Council note the progress of the Cobbora Transition Fund projects.

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

### **Item 7 Notice of Motion – Minimum Width for Bridges and Causeways in the Warrumbungle Shire**

**330/1415** A motion was moved by Councillor Todd seconded by Councillor Andrews that the Minimum width of all new Bridges to be constructed be a minimum of six metres and that all Causeways to be constructed be a minimum of seven metres.

**The motion was put and lost.**

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### **Item 9 Council Resolutions Report May 2015**

Received.

### **Item 10 Brick Bats and Bouquets**

Received.

### **Item 11 Report from Human Resources – May 2015**

Received.

### **Item 12 2015 Second Quarter Employee Excellence in Achievement Award & Team Achievement Award**

**331/1415 RESOLVED** that Council approve MANEX's nomination of Sally Morris as the winner of the 2nd Quarterly Staff Achievement Award and the Accounts Payable Team as the winner of the 2nd Quarterly Team Award, to be presented at this meeting.

**Coe / Capel  
The motion was carried**

**11.20am**

**332/1415 RESOLVED** that standing orders be suspended to break for morning tea.

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

**11.47am**

**333/1415 RESOLVED** that standing orders be resumed.

**Todd / Capel  
The motion was carried**

### **Item 13 Financial Assistance Grants**

**334/1415 RESOLVED** that Council:

1. Acknowledge the importance of Federal funding through the Financial Assistance Grants program for the continued delivery of Council Services and infrastructure;
2. Acknowledge that Warrumbungle Shire Council will receive \$6.270 million in 2014-15; and
3. Ensure that this Federal funding, and other funding provided by the Federal Government under relevant grant programs, is appropriately identified as Commonwealth grant funding in Council publications, including annual reports.

**Schmidt / Capel  
The motion was carried**

### **Item 14 Westpac Instore**

**335/1415 RESOLVED** that Council write to Westpac Banking Corporation to express Council's objection and disappointment at the Bank's actions and their announcement of the closure of all Instores and in particular the Dunedoo, Coolah and Coonabarabran Westpac Instores, and requests that Westpac reconsiders its actions.

**Capel / Todd  
The motion was carried**

### **Item 15 Operational Plan and Delivery Program 2015/2016 to 2018/2019**

**336/1415 RESOLVED** that consideration of this matter be deferred until consideration of confidential items.

**Coe / Capel  
The motion was carried**

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 16 Capital Funds Allocation Policy

**337/1415 RESOLVED** that Council endorses the following Capital Funds Allocation Policy to be included in the Strategic Policy Register.

 warrumbungle SHIRE COUNCIL	Capital Funds Allocation Policy
	Strategic

#### 1. Purpose

The purpose of the policy is to ensure that Council's limited funds available for capital expenditure are utilised as effectively as possible and are allocated in accordance with the principles of best practice asset management.

#### 2. Objectives of the Policy

This policy aims to ensure Council's long term financial sustainability and improve asset management practices by imposing best practice asset management guidelines on Council's capital expenditure decisions.

#### 3. Policy Scope

This policy applies to all capital projects greater than \$200k carried out by Council.

#### 4. Background

Council maintains an extensive network of assets including:

- 2,600 km of local and regional roads;
- Over 100 bridges and bridge size culverts;
- Water infrastructure across 6 towns and 3 villages;
- Sewer infrastructure in four towns;
- An extensive network of culverts and other drainage assets;
- Kerbs and gutters, and footpaths;
- Over 350 Buildings and 270 other structures including 6 swimming pools; and
- 3 aerodromes.

Council generally puts forward a capital program of approximately \$10m per annum to renew and expand these assets, and in recent years has spent significant amounts of funding (including subsidized loan funding) to replace the remaining timber bridges within the shire. Due to funding reductions in recent years Council must now work harder to ensure that limited monies available for capital expenditure are allocated to the capital projects that will most reduce Council's long term renewal and maintenance costs.

Best practice asset management requires that Council focuses expenditure on maintaining/renewing the assets it currently has to meet current service levels before it spends monies on new assets that will increase Council's long term asset maintenance requirements. The best way to achieve this objective is to impose a clear rule that excludes wish-list discretionary items from the capital program unless they are grant funded, or reduce Council's long term costs, or they are deliverables as part of a Special Rates Variation (SRV) application.

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### 5. Definitions

- **Capital Expansion** – Capital works that involve the construction of a new asset;
- **Capital Grant** – A grant provided from another entity that is tied to the construction of a particular capital item. For the purpose of this policy Capital Grants do not include FAGs grants or R2R monies;
- **Approved Community Funded** – This refers to monies provided to Council for partially community funded projects. These projects must have first been approved by Council before they are approved.

### 6. Policy Statement

Capital expansion projects in General Fund that are over \$200k will not be included in Council's capital program unless at least one of the following criteria is met:

- The project is a 50% or greater capital grant (or approved community) funded project; or
- The project will reduce Council's long term costs and there is a detailed cost benefit analysis showing why the capital works would reduce Council's cost base; or
- The projects are detailed as a specific deliverable as part of a Special Rates Variation application.

### 7. Responsibilities

The Chief Financial Officer and Director Corporate and Community Services will be responsible for the implementation of this policy.

### 8. Associated Documents

Council's Asset Management Plan

### 9. Getting Help

Chief Financial Officer

Director Corporate and Community Services

### 10. Version Control

Review Date: 30 April 2017

Staff Member Responsible for Review: Chief Financial Officer

Policy Name	Action	Resolution No.	Date
Capital Program Policy	-	-	-

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

12.33pm

Cr Capel left the room.

### Item 17 Stocktake May 2015

**338/1415 RESOLVED** that Council note the result of the May 2015 Stores Stocktake and approve a stock Write On of \$1,378.51.

**Schmidt / Coe**  
The motion was carried

12.35pm

Cr Capel returned to the meeting.

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### **Item 18 Quarterly Budget Review Statement for the Quarter Ending 31 March 2015**

**339/1415 RESOLVED** that Council accept the Quarterly Budget Review Statement for the quarter ending 31 March 2015, and approve the requested supplementary votes for a total value of \$156k and that Council revote an amount of \$6.703 million into the following financial year.

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

### **Item 19 Bank Reconciliation for the month ending 30 April 2015**

**340/1415 RESOLVED** that Council accept the Bank Reconciliation Report for the month ending 30 April 2015.

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

### **Item 20 Investments and Term Deposits for Month ending 30 April 2015**

**341/1415 RESOLVED** that Council accept the Investments Report for the month ending 30 April 2015.

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

### **Item 21 Rates Report for Month Ending 30 April 2015**

Received.

### **Item 22 Night Rider Bus Cost**

This matter was considered earlier in the meeting.

### **Item 23 Application to close Council road and Crown Roads near Coolah Aerodrome**

**342/1415 RESOLVED** that Council not agree to closing any part of Coolah Aerodrome Road that links Neilrex Road with Black Stump Way via Queensborough Road and furthermore that Council object to closing Crown Roads that are outlined in the application by the owner of the property 'Bolton'.

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

### **Item 24 Consultants Draft Report on the North West Freight Network**

**343/1415 RESOLVED** that the economic analysis presented in the North West Freight Network report and the proposal by the working group to present the findings to Infrastructure Australia is endorsed by Council.

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

### **Item 25 Deed Agreement with Restart NSW for Water Security Projects**

**344/1415 RESOLVED** that Council approves the General Manager and Mayor to affix Council's seal and execute the funding deed of agreement with the NSW Treasurer for the Water Security projects RNSW 726, RNSW 727, RNSW 728 and RNSW 729, which has a total project cost of \$1,937,660. **FURTHERMORE**, Council contributes \$317,420 towards the cost of the projects.

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

### **Item 26 2014/15 Technical Services Works Program – Road Operations, Urban Services & Water Services**

Received.

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1.01pm

**345/1415 RESOLVED** that standing orders be suspended to break for lunch.

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

1.30pm

Presentation – Launch of the new Visitor Guide Brochure by Mayor

1.46pm

**346/1415 RESOLVED** that standing orders be resumed.

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

### **Item 27 Commercial Lease, 2 Digilah Street, Dunedoo**

**347/1415 RESOLVED** that Council approves the General Manager and Mayor to affix Council's seal, sign and execute the lease agreement for the property at 2 Digilah Street, Dunedoo for a five (5) year period.

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

### **Item 28 Commercial Lease, Coonabarabran Airport Hanger**

**348/1415 RESOLVED** that Council approves the General Manager and Mayor to affix Council's seal, sign and execute the lease agreement for the property that the hanger is sited on at Coonabarabran Airport.

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

### **Item 29 Stocktake Visitor Information Centre Stocks October 2014-April 2015**

**349/1415 RESOLVED** that Council notes the results of the October 2014 to April 2015 Stocktake at the Coonabarabran Visitor Information Centre and approves a nett stock write-off of \$97.71.

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

### **Item 30 Development Applications**

**350/1415 RESOLVED** that Council notes the Applications and Certificates Approved, during April 2015, under Delegated Authority.

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

1.49pm

**351/1415 RESOLVED** that:

- (a) Council go into closed committee to consider business relating to personnel and commercial information
- (b) pursuant to section 10A(1)-(3) of the Local Government Act 1993, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of Section 10A(2)(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.

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

2.00pm

Minute Taker, Leigh Ernest and staff members Sally Morris and Erin Player left the room.

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4.50pm

**352/1415 RESOLVED** that Council move out of closed Committee.

**R Sullivan / Schmidt**  
**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.**

### **Item 1C Tender for Replacement of Kenebri Bridge**

**353/1415 RESOLVED** that the contract for the design and construction of Kenebri Bridge is awarded to Murray Constructions Pty Ltd for a price of \$529,925 (incl GST) and to authorise the General Manager and Mayor to affix the Council Seal to the contract.

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

### **Item 2C Fit for the Future Improvement Action Plans**

**354/1415 RESOLVED** it is recommended that Council adopt all the recommendations of Council's fit for the future Improvement Action Plan (listed separately below) and that Council put the Improvement Action Plan on public exhibition for a period of 21 days.

#### IAP 1 – Staffing Level Review

- It is recommended that Council adopt the revised organisational Structure and **FURTHERMORE** that Council further reduce through attrition indoor staff positions in Corporate Services by three (3) for a total annual cost saving of \$691k per annum over 5 years.

#### IAP 2 – Review of Contractors, Plant Utilisation and Plant Hire

- It is recommended that Council:
  - Sell one grader in the 2015/16 financial year to reduce the total number of graders down to seven (7) resulting in a \$400k reduction in capital expenditure, and recurrent savings of approximately \$100k per annum;
  - Purchase an additional water cart with trailer in 2015/16, to be based in Dunedoo and that Council monitor the success of the purchase via a benefit cost analysis after 12months. **FURTHERMORE** that going forward, combination water cart and trailer are investigated as a replacement option for current water carts.
  - Purchase an additional roller in the 2016/17 financial year for annual recurrent cost savings of \$21k per annum subject to the investigation of the most appropriate type of roller;
  - Convene a formalized meeting with all plant contractors during the public consultation period once the forecast adjustments to Council's plant levels have been finalized to inform them of the expected reduction in contractor utilization in future years.
  - Utilize a dry hire arrangement in the 2015/16 financial year for any works that require the use of a soil stabilizer as a test run to determine whether or not to purchase a soil stabilizer in the future;
  - Investigate the utilization of a dry hire arrangement in the 2015/16 financial year for a crusher to test whether or not Council should purchase a crusher for use in Council's quarry and pits;



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- Present to the Plant Committee details of the full cost analysis from the test case on the 7 year old Urban Service truck in Baradine in order to inform future decisions on whether to extend trade in times for plant items;
- And **FURTHERMORE**, that the recommendations above be put to plant committee for final approval.

### IAP 3 – Business Arms of Council Review

- It is recommended that Council adopt new on-cost and internal charges that ensure full cost recovery by General Fund from the water, sewer, waste and quarry businesses for a saving to General Fund of approximately \$190k per annum, and **FURTHERMORE** that Council adopt pricing levels for these businesses to ensure that they are sustainable in the long run and do not require support from General Fund.

### IAP 4 – Service Levels

- It is recommended that Council finalise its current service levels, determine what level of service can be provided within the current budget and then consult with the community on what level of service they are willing to pay for.

### IAP 5 – State Roads Maintenance Contracts

- It is recommended that Council continue to engage the State government to increase its involvement in maintaining the Newell and Oxley highways by expanding the length of these highways that we maintain under our RMCC contract, and **FURTHERMORE** that Council include the full responsibility for maintenance of the State Road network in the Shire as one of our FFF action plans in Council's FFF Template 2 submission.

### IAP 6 – Financial Assistance Grants Fairer Distribution to Rural Councils

- It is recommended that Council:
  - Continue to engage with State and Federal Members to implement RESOLUTION 8 of the Review Panel Report, resulting in forecast increased FAGs grant revenue of up to \$2m per annum;
  - Include the implementation of RESOLUTION 8 of the Review Panel report and its impact on Council's financial sustainability as an action plan in Council's FFF Template 2 submission;

### IAP 7 – Capital Program Review

- It is recommended that Council adopt a Capital Funds Allocation policy that states: Capital expansion projects in General Fund that are over \$200k will not be included in Council's capital program unless at least one of the following criteria is met:
  - The project is a 50% or greater capital grant funded project; or
  - The project will reduce Council's long term costs and there is a detailed cost benefit analysis showing why the capital works would reduce Council's cost base; or
  - The projects are detailed as a specific deliverable as part of a Special Rates Variation application.

**FURTHERMORE** that Council includes this review of its capital program as an improvement plan in its FFF Template 2 submission.

### IAP 8 – Resource Sharing

- It is recommended that Council further seek out opportunities to resource share particularly the provision of fee for service by WSC to other councils. **FURTHERMORE** that Council include its success in resource sharing and future resource sharing plans as an improvement plan in its FFF Template 2 submission, and increase forecast revenue by

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\$50k for expected increased own source revenue from the provision of fee for service works to other councils.

### IAP 9 – Depreciation Assumptions and Asset Management

- It is recommended that Council includes the review of its depreciation assumptions forecasting a \$1m reduction in depreciation expense and advances in Council's asset management processes such as the AMIP project in its FFF Template 2 submission.

### IAP 10 – Private Works

- It is recommended that Council increase its level of private works through better advertising and pursuit of private works resulting in expected increased revenue of \$50k per annum, and **FURTHERMORE** that Council include the further pursuit of private works as an improvement plan in its FFF Template 2 submission.

### IAP 11 – Warrumbungle Quarry

- It is recommended that Council includes the quarry expansion in its FFF Template 2 submission, and adjust future year budgets to include the forecast \$83k per annum increase in revenue.

### IAP 12 – Pricing Review of Non-Cost Recovery Services

- It is recommended that Council continues to subsidise non-cost recovery services such as swimming pools, aerodromes and access to public halls/ovals, but at the same time increases the fees associated with these services at a rate that is slightly higher than inflation.

### IAP 13 – Grant Funded Programs

- It is recommended that Council apply an internal charge of \$57k per annum commencing from the 2015/16 financial year back to the services in order to cover the extra costs on general fund positions from Council running these services. If any service is found to be non-viable over the following years Council will then need to either:
  - Negotiate for further funding from the relevant funding bodies; or
  - Increase fees to make the service viable (if possible); or
  - Agree to provide a further subsidy from Council; or
  - Discontinue the service entirely.

**FURTHERMORE**, the implementation of this review should be included in Council's FFF Template 2 submission.

### IAP 14 – Asset Divestment

- It is recommended that Council continue to monitor expenditure on public halls, medical centres, public amenities and operational land, but that it does not move to divest itself of these assets at this point in time due to the lack of a potential market for these assets, lack of community consultation on any changes to ownership and the importance of these assets to the community.

### IAP 15 – Library Services Review

- It is recommended that Council continue its membership of MRL until the end of the contract, and complete a detailed analysis of its provision of library services in the 2017/18 financial year before deciding whether or not to renegotiate an extension of its contract with MRL; and **FURTHERMORE** that Council review other locations for the library before the end of the current lease on 30 November 2016.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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### IAP 16 – Visitors Information Centre

- It is recommended that Council actively investigate and pursue opportunities for joint development of the Coonabarabran VIC site in order to boost own source revenue.

### IAP 17 – Noxious Weeds

- It is recommended that Council continues its membership of CMCC for the provision of noxious weeds control.

### IAP 18 – Road Safety Officer

- It is recommended that Council continues to partially fund the Road Safety Officer position.

### IAP 19 – Solar Power Utilisation Review

- It is recommended that Council continue its review of the applicability of solar power to Council's operations and include its plans and work to date to increase the utilisation of solar energy across the shire in its FFF Template 2 proposal.

### IAP 20 – Office Location Review

- It is recommended that in recognition of the importance of having representation in both the north and the south of the Shire that Council continue to operate out of two offices: one in Coonabarabran and one in Coolah.

### IAP 21 – Stormwater Levy

- It is recommended that Council does not implement a flat \$25 per assessment Stormwater levy for all residential and business assessments across the Shire.

### IAP 22 – Better Utilization of Grant Funding

- It is recommended that Council:
  - Continue with its current model of grant funding being sourced by individual Managers;
  - Set up an internal grants working group to oversee the management of the grants process within Council;
  - Investigate the possibility of sharing a dedicated grants officer with a neighbouring Council.

### IAP 23 – Pushback on Cost Shifting

- It is recommended that Council details the costs of cost shifting (per the cost shifting survey) in its Fit for the Future Template 2 submission.

### IAP 24 – Other Business Arms of Council

- It is recommended that Council further investigates other business opportunities as part of its Economic Development function.

**Clancy / Capel**  
**The motion was carried**

### **Item 3C Organisational Structure Review**

**355/1415 RESOLVED** it is recommended that Council adopt the revised organisational Structure and **FURTHERMORE** that Council further reduce through attrition indoor staff positions in Corporate Services by three (3) for a total annual cost saving of \$691k per annum over 5 years.

**Capel / Andrews**  
**The motion was carried**

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 June 2015**

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### **4.50pm**

Sally Morris returned to the meeting to resume minute taking.

At this time Councillor Todd had left the meeting.

Cr Capel informed the meeting that Liz Cutts had approached her during the meal break raising concerns about Baradine Memorial Hall and also mentioned that Jennifer Parker had stated that work would start after Anzac Day. Cr Capel advised that work has not started and there has been no communication.

### **Item 15 Operational Plan and Delivery Program 2015/2016 to 2018/2019**

**356/1415 RESOLVED** that Council accept and place on public exhibition for at least 28 days the Draft Warrumbungle Shire Council Operational Plan 2015/16 and Delivery Program 2015/16 - 2018/19. **FURTHER** that provision be made in the 2015/16 budget for \$5,000 for design of the Wallaroo Street from Bullinda to Talbragar / Adelyne Streets sealing works and further that \$135,000 be provided in the 2016/17 budget for Dunedoo for sealing of Wallaroo Street from Bullinda to Talbragar / Adelyne Streets

**Clancy/Capel**  
**The motion was carried**

### **Matters of Concern**

#### **Cr R Sullivan**

Nil

#### **Cr Schmidt**

Raised concerns of a resident regarding flushing of pipes at Namoi and Camp Streets – water is now brown and is a continuing issue for the resident and requests the matter be investigated further – cannot drink water coming from town supply.

DTS – flushing on almost 2 weekly basis. Will investigate the matter.

Solar project for council buildings – suggested extend project to sell power to government bodies within town which would provide income. GM informed that scheme is being reviewed

#### **Cr Clancy**

Tree roots under road near White Street

Need for seat on north cycle way

Requested information as to whether Council has been able to satisfy needs of Expo for ablution block for RDA – advised matter in hand

Discussion regarding appointment to meet with doctors and pursue matters raised by Dr Iannuzzi and convening of Medical Advisory Committee meeting – council to find guidelines.

### **5.19pm**

Cr Capel left the meeting

#### **Cr Coe**

Unfinished road works in relation to guard rail on Blackburn's hill

DTS advised works will be done – waiting on components

#### **Cr C Sullivan**

Nil

#### **Cr Andrews**

Nil

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 18 June 2015**

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**Cr Shinton**  
Nil

There being no further business the meeting closed at 5.25 pm.

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**CHAIRMAN**

### **RECOMMENDATION**

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 21 May 2015 be endorsed.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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### Item 2 Minutes of Traffic Advisory Committee Meeting – 28 May 2015

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

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**PRESENT:** Cr Peter Shinton (Chair), Ms Sharon Grierson (RMS), Senior Constable Steven Chaplin (NSW Police Force), Mr Kevin Tighe (Director Technical Services), Mr Ken Smith (Road Safety Officer) and Mr Bikram Joshi (Manager Asset & Design).

**APOLOGIES:** Ms Jackie Barry (RMS) and Mr Colin Harper (Minister's Representative).

**IN ATTENDANCE:** Ms Chantelle Elsley (RMS) and Ms Tracy Cain (Minutes).

**CONFIRMATION OF MINUTES:**

**38/1415 RECOMMENDED** that the minutes of the Traffic Advisory Committee meeting held on Thursday, 23 April 2015 be confirmed.

**Chaplin/Shinton**

**BUSINESS ARISING FROM THE MINUTES**

The following matters were noted as outstanding:

- Proposal to Extend Centre Median in Binnia Street - Further investigations and site visit to be undertaken in relation to issue with northbound vehicles making a U turn at Campbell Street intersection. Plan to be prepared prior to site visit.
- Further investigations and site visit to be undertaken of sight distance concerns at the intersection of Digilah Street and Wallaroo Street.
- Dedicated carpark for disabled drivers in front of the Warrumbungle Community Care office in Coolah.
- Council investigate the preparation of a Rural Bus Stop Policy.
- Location of School Bus Stop Areas on Golden Highway between 9 km and 13 km West of Dunedoo – Formal contact to be made with bus operator(s).
- Piggery Development Proposal – Inspection of intersection located at Baradine Road (MR129) for development access to ensure traffic movements are in compliance with guidelines for intersection treatment.
- Alternative treatments to be investigated for discouraging trucks travelling via Binnia Street, Coolah. Traffic counters to be placed at Cunningham and Binnia Streets.
- Inspection of side road and crest located 600 m on the Dandry Road. Side road warning sign before or on top of crest. – RMS to investigate criteria for signage and forward to Council for determination of installation.
- 'Concealed Driveway' sign to be installed on Golden Highway, eastbound approach only to property 'Talbragar Park'.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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### AGENDA ITEMS

- a) Rotary Club Armadale – Request for Approval to Conduct Ride to the Other Side Event on 9-11 Jun 2015

**39/1415 RECOMMENDED** that request by Rotary Club Armadale to conduct the 'Ride to the Other Side' event on the Golden Highway from 10-11 June 2015 be approved subject to the citation of appropriate documentation including a Traffic Control Plan and insurance schedule **FURTHER** that the application be referred to RMS for consideration and approval.

**Chaplin/Grierson**

- b) Jewels & Gifts – Request for Enforcement of 1 Hour Parking in John Street, Coonabarabran

**40/1415 RECOMMENDED** that request for enforcement of 1 hour parking in John Street, Coonabarabran be referred to Council for further investigation and consideration of the requirements for town and community parking localities and restrictions.

**Chaplin/Grierson**

'No Stopping' Signage in Little Timor Street, Coonabarabran

It was noted that there was only one 'No Stopping' sign located in Little Timor Street, Coonabarabran. Therefore there was no closure to the 'No Stopping' zone.

Regulatory Signage in John Street, Coonabarabran at Commonwealth Bank

It was noted that the 'No Stopping' sign located in John Street adjacent to the Commonwealth Bank was facing the wrong way toward the chemist.

- c) Paspaley Rural Properties – Request for Installation of 'Trucks Turning' Signs at 'Kurrajong Park' Driveway Entrance on Black Stump Way, Coolah

RMS provided the Committee with information on crash statistics and vehicle turning movements at 'Kurrajong Park' on Black Stump Way, Coolah.

**41/1415 RECOMMENDED** that a symbolic 'Trucks Entering' sign with a distance sub plate in accordance with the following tabled documents be installed at 'Kurrajong Park' driveway entrance on Black Stump Way, Coolah.

- AS 1742.2-2009 'Manual of Uniform Traffic Control Devices' – Section 4.11 'Physical Obstructions and Hazards'
- AS 1742.2-2009 'Manual of Uniform Traffic Control Devices' – Appendices C – E
- Crash Reports – Detailed, Brief, Summary and CrashLink Map
- RMS Sign Detail – Trucks (Crossing or Entering)(Symbolic).

**Chaplin/Grierson**

- d) Sundowner Cycle Race – 20 June 2015

**42/1415 RECOMMENDED** that request by the Gunnedah Cycling and Triathlon Club to conduct the Annual Sundowner Cycle Race event between Coonabarabran and Gunnedah on Saturday, 20 June 2015 be approved subject to RMS concurrence and provision of up to date documentation including RMS Special Event Road Occupancy Licence.

**Chaplin/Grierson**

- e) RSO Monthly Report – May 2015

The RSO Monthly Report for May 2015 was received and noted. In particular the following projects were discussed:

- Road Safety Programs – Brief on current and completed Road Safety Projects;
- Speed Trailer – Location and statistics on speed trailer.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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### Review of Pedestrian Crossings at St Lawrence's School, Coonabarabran

RMS advised that the pedestrian crossings located in Namoi Street and Dalgarno Street, Coonabarabran adjacent the St Lawrence's School had no flags, ramps, holding lines or painted candy poles. It was determined that the pedestrian crossings be upgraded.

### Forecourt Area at Old McDonagh's Garage Site in Dalgarno Street, Coonabarabran

The RSO presented a report to the Committee on the forecourt area at old McDonagh's Garage site located in Dalgarno Street, Coonabarabran.

Concerns were raised that vehicles driving past the front door of the carpet, clothes and coffee shops increased the risk of a pedestrian crash.

The Committee determined that further investigations be undertaken by the Director Technical Services.

### Pedestrian Access in Dalgarno Street, Coonabarabran for Sight Impaired Persons

The RSO and RMS advised that concerns were raised by a community member for the need to install appropriate pedestrian access and / or refuge in Dalgarno Street, Coonabarabran for those people who are sight impaired and require assistance by a guide dog.

It was noted that Council would be constructing an underpass at the Mary Jane Cain Bridge and also extending the blister in John Street / Cassilis Street adjacent to the Council building. The community member is to be advised of Council's upcoming projects and to contact Vision Australia Orientation and Mobility Specialist at the Orange Office for further assistance with guide dog training.

## **GENERAL BUSINESS**

### Baradine Sesqui-Centenary Committee – Request for Extension of Wellington Street Road Closure for Parade on 4 October 2015

**43/1415 RECOMMENDED** that request by Baradine Sesqui-Centenary Committee to extend the Wellington Street road closure for a Parade on 4 October 2015 from 11.45 am to 12.45 pm be approved subject to compliance with Council's Road Closure Policy and preparation of a Traffic Control Plan **FURTHER** that the Traffic Control Plan be brought back to the next Traffic Advisory Committee meeting for review.

**Chaplin/Grierson**

### Parking of Small Biz Bus in John Street, Coonabarabran – 26 June 2015

Reference was made to an email received from Office of the NSW Small Business Commissioner on 12 May 2015 requesting approval to park the Small Biz Bus in John Street, Coonabarabran adjacent the Council building on Friday, 26 June 2015 from 8.30 am to 3.30 pm.

The dimensions of the bus are 7.5 metres long, 2 metres wide and 3 metres high. Gross mass weight of the bus is 4,490 kg.

RMS advised that Council was responsible for the consideration and approval of this request.

***RMS noted their Dissenting View of Council's approval to this request due to the 1 hour restricted parking in John Street, Coonabarabran.***

### Vinegaroy Road at Turee Vale Road School Bus Area, Coolah

The RSO presented a report, as per request of the Traffic Advisory Committee at its meeting on 23 April 2015, regarding the different school bus signage displayed at each of the two approaches to the intersection at Vinegaroy Road and Turee Vale Road.



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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**44/1415 RECOMMENDED** that the existing 'Children Crossing' and 'School Bus' signs be removed from approaches to the intersection at Turee Vale Road and Vinegaroy Road **FURTHER** that 'School Bus Route' signs with a distance plate be installed at the start and end of Vinegaroy Road.

**Chaplin/Grierson**

### 'Talbragar Park' School Bus Stop - Golden Highway, Dunedoo

The RSO presented a report to the Committee in relation to an application to vary the school bus stop at 'Talbragar Park', 5 km east of Dunedoo on the Golden Highway.

The original application requested consideration to move the 'Talbragar Park' school bus stop to Lewis Road, east of the current stop. Concerns were raised that the proposed and current locations had insufficient space for off road bus stop and passenger areas.

The safest option determined by the Traffic Advisory Committee at its meeting on 26 March 2015 was to pick up and drop off inside the 'Talbragar Park' property. The Operator has advised that the bus will not enter the property and will continue to pick up and drop off at the entrance to the property on both sides of the road.

**45/1415 RECOMMENDED** that Council determine what works are required to enable the school bus to pull completely off the Golden Highway at entrance to 'Talbragar Park' property on both sides of the road **FURTHER** that a site inspection and observation of the school bus pick up and drop off movements be undertaken.

**Chaplin/Grierson**

### Request to Change 'Stop Sign' to 'Give Way' Sign at the Intersection of Campbell Street and Cunningham Street, Coolah

As per Traffic Advisory Committee Recommendation No 36/1415 of the 23 April 2015 a review of the 'Stop' sign, linemarking and sight distances were undertaken at the intersection of Campbell Street and Cunningham Street, Coolah.

It was noted that Sight Triangles would determine whether the 'Stop' sign can be replaced with a 'Give Way' sign.

**46/1415 RECOMMENDED** that 'Stop' signs located at the intersection of Campbell Street and Cunningham Street, Coolah be replaced with 'Give Way' signs as per the tabled Sight Triangles.

**Chaplin/Grierson**

The following matters were raised without Resolution:

- Proposal to Install Rumble Strips on Approach to Dip in Bullinda Street, Binnaway – Manager Asset & Design presented to the Committee a partially completed plan of the intersection at Bullinda Street and Renshaw Street. Request for signage to be included on plan. Design to be prepared.
- Direction Signs at Heavy Vehicle Bypass in Coolah.
- Night Rider Bus – It was noted that Council donated the bus to Liquor Accord for a trial period to provide Coonabarabran with a courtesy bus service. Council has recently determined that the bus is to be sold at the end of June 2015. It is hopeful that the Night Rider Program will still continue.
- Native Grove Cemetery Road off Dandry Road – Investigate whether road is 'One Way' traffic.
- Traffic Lights at Mow Creek Bridge Construction Site on Binnaway Road.
- Gateway Reduced Speed Signs on Black Stump Way – Signage may require removal as it appears the surface has been repaired and there are no safety and/or road issues.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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### Apology for Next Meeting – 25 June 2015

Ms Chantelle Elsley of RMS advised that she would be an apology for the next Traffic Advisory Committee meeting to be held on Thursday, 25 June 2015 due to prior commitments.

There being no further business the meeting closed at 1.10 pm.

The next meeting is to be held on Thursday, 25 June 2015 in the Gallery Meeting Room, Coonabarabran commencing 10.00 am.

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CHAIRMAN

### **RECOMMENDATION**

1. That Council accepts the Minutes of the Traffic Advisory Committee meeting held at Coonabarabran on 28 May 2015.
2. That request by Rotary Club Armadale to conduct the 'Ride to the Other Side' event on the Golden Highway from 10-11 June 2015 be approved subject to the citation of appropriate documentation including a Traffic Control Plan and insurance schedule **FURTHER** that the application be referred to RMS for consideration and approval.
3. That request for enforcement of 1 hour parking in John Street, Coonabarabran be referred to Council for further investigation and consideration of the requirements for town and community parking localities and restrictions.
4. That a symbolic 'Trucks Entering' sign with a distance sub plate in accordance with the following tabled documents be installed at 'Kurrajong Park' driveway entrance on Black Stump Way, Coolah.
  - AS 1742.2-2009 'Manual of Uniform Traffic Control Devices' – Section 4.11 'Physical Obstructions and Hazards'
  - AS 1742.2-2009 'Manual of Uniform Traffic Control Devices' – Appendices C – E
  - Crash Reports – Detailed, Brief, Summary and CrashLink Map
  - RMS Sign Detail – Trucks (Crossing or Entering)(Symbolic).
5. That request by the Gunnedah Cycling and Triathlon Club to conduct the Annual Sundowner Cycle Race event between Coonabarabran and Gunnedah on Saturday, 20 June 2015 be approved subject to RMS concurrence and provision of up to date documentation including RMS Special Event Road Occupancy Licence.
6. That request by Baradine Sesqui-Centenary Committee to extend the Wellington Street road closure for a Parade on 4 October 2015 from 11.45 am to 12.45 pm be

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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approved subject to compliance with Council's Road Closure Policy and preparation of a Traffic Control Plan **FURTHER** that the Traffic Control Plan be brought back to the next Traffic Advisory Committee meeting for review.

7. That the existing 'Children Crossing' and 'School Bus' signs be removed from approaches to the intersection at Turee Vale Road and Vinegaroy Road **FURTHER** that 'School Bus Route' signs with a distance plate be installed at the start and end of Vinegaroy Road.
8. That Council determine what works are required to enable the school bus to pull completely off the Golden Highway at entrance to 'Talbragar Park' property on both sides of the road **FURTHER** that a site inspection and observation of the school bus pick up and drop off movements be undertaken.
9. That 'Stop' signs located at the intersection of Campbell Street and Cunningham Street, Coolah be replaced with 'Give Way' signs as per the tabled Sight Triangles.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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### Item 3 Minutes of Plant Advisory Committee Meeting – 5 June 2015

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Technical Services Management
<b>Author:</b>	Director Technical Services – Kevin Tighe
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF4 – Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan.

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**PRESENT:** Cr Murray Coe (Chair), Cr Ron Sullivan, Mr Kevin Tighe (Director Technical Services), Mr Stefan Murru (Director Corporate Services), and Mr Mark McWhirter (Manager Fleet Services).

**IN ATTENDANCE:** Cr Chris Sullivan and Cr Anne-Louse Capel.

**APOLOGIES:** Cr Gary Andrews and Mr Steve Loane.

#### **CONFIRMATION OF MINUTES**

**23/1415 RECOMMENDED** that minutes of the Plant Advisory Committee meeting held on Thursday, 19 March 2015 be accepted.

**Coe/Sullivan**

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

- It was noted that Cr Chris Sullivan was in attendance at the meeting on the 19 March 2015.
- The Fleet Manager advised that the smooth drum roller has been delivered and that three trucks have been ordered but yet to be delivered.

#### **AGENDA ITEMS**

a) Review of Contractors, Plant Utilisation and Hire for Fit for the Future

Discussion took place on the merits of each of the proposed recommendations presented in the Fit for the Future document.

**24/1415 RECOMMENDED** that Council:

- Sell one grader in the 2015/16 financial year to reduce the total number of graders down to seven (7) resulting in a \$400 k reduction in capital expenditure, and recurrent savings of approximately \$100 k per annum.
- That an additional water cart with trailer is purchased in 2015/16, to be based in Dunedoo and monitor the success of the purchase via a benefit cost analysis after 12 months **FURTHER** that going forward, combination water cart and trailer are investigated as a replacement option for current water carts.

**R Sullivan/Coe**

**R Sullivan/Coe**

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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- Purchase an additional roller in the 2016/17 financial year for annual recurrent cost savings of \$21 k per annum, subject to investigation of the most appropriate type of roller.  
**Coe/R Sullivan**
- Convene a formalised meeting with all plant contractors during the public consultation period once the forecast adjustments to Council's plant levels have been finalised to inform them of the expected reduction in contractor utilisation in future years.  
**R Sullivan/Coe**
- Utilise a dry hire arrangement in the 2015/16 financial year for any works that requires the use of a soil stabiliser as a test run to determine whether or not to purchase a soil stabiliser in the future.  
**R Sullivan/Coe**
- Investigate the utilisation of a dry hire arrangement in the 2015/16 financial year for a crusher to test whether or not Council should purchase a crusher for use in Council's quarry and pits.  
**Coe/R Sullivan**
- Present to the Plant Committee details of the full cost analysis from the test case on the seven (7) year old Urban Services truck in Baradine in order to inform future decisions on whether to extend trade in times for plant items1  
**Coe/R Sullivan**

b) Extending the Replacement of Plant Item No 144 – Tipping Truck, Urban Services, Baradine

**25/1415 RECOMMENDED** that the Plant Advisory Committee approve the revote of the budget allocation for Plant Item No 144 into the 2015/2016 financial year.

**R Sullivan/Coe**

c) Plant Utilisation July 2014 – May 2015

The current status of the Plant Replacement Program and expected financial result as at year to date was presented, discussed and noted by the Committee.

d) Recurrent Financial Statement for Fleet Services 2014/2015 – May 2015

The recurrent income and expenditure was presented, discussed and noted by the Committee.

### **GENERAL BUSINESS**

Access across the Shire to Water for Roadworks and Emergency Operations

**26/1415 RECOMMENDED** that a strategy be developed for access to watering points across the Shire for use in roadworks and emergency operations **FURTHER** that water supply sources considered in the strategy to include but not limited to farm dams, stock route dams, gravel pit dams, river and creek sources, roadside and or property bores.

**R Sullivan/Coe**

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

The next meeting is to be held as and when required.

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CHAIR

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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### RECOMMENDATION

1. That Council accepts the Minutes of the Plant Advisory Committee meeting held at Coolah on 5 June 2015.
2. That Council:
  - Sell one grader in the 2015/16 financial year to reduce the total number of graders down to seven (7) resulting in a \$400 k reduction in capital expenditure, and recurrent savings of approximately \$100 k per annum.
  - That an additional water cart with trailer is purchased in 2015/16, to be based in Dunedoo and monitor the success of the purchase via a benefit cost analysis after 12 months **FURTHER** that going forward, combination water cart and trailer are investigated as a replacement option for current water carts.
  - Purchase an additional roller in the 2016/17 financial year for annual recurrent cost savings of \$21 k per annum, subject to investigation of the most appropriate type of roller.
  - Convene a formalised meeting with all plant contractors during the public consultation period once the forecast adjustments to Council's plant levels have been finalised to inform them of the expected reduction in contractor utilisation in future years.
  - Utilise a dry hire arrangement in the 2015/16 financial year for any works that requires the use of a soil stabiliser as a test run to determine whether or not to purchase a soil stabiliser in the future.
  - Investigate the utilisation of a dry hire arrangement in the 2015/16 financial year for a crusher to test whether or not Council should purchase a crusher for use in Council's quarry and pits.
  - Present to the Plant Committee details of the full cost analysis from the test case on the seven (7) year old Urban Services truck in Baradine in order to inform future decisions on whether to extend trade in times for plant items.
3. That the Plant Advisory Committee approve the revote of the budget allocation for Plant Item No 144 into the 2015/2016 financial year.
4. That a strategy be developed for access to watering points across the Shire for use in roadworks and emergency operations **FURTHER** that water supply sources considered in the strategy to include but not limited to farm dams, stock route dams, gravel pit dams, river and creek sources, roadside and or property bores.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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### Item 4 Minutes of Warrumbungle Aerodromes Advisory Committee Meeting – 4 June 2015

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

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

**IN ATTENDANCE:** Cr Fred Clancy.

**APOLOGIES:** Mr John Farrell (Baradine) and Mr Kevin Barrington (Coonabarabran).

#### **CONFIRMATION OF MINUTES**

**08/1415 RECOMMENDED** that the minutes of the Warrumbungle Aerodromes Advisory Committee meeting held on Tuesday, 3 March 2015 be confirmed.

**Gill/Connelly**

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

The following matters were discussed:

- Landing lights at Coolah Aerodrome. Council's Manager advised that control box is now with Avlite in Melbourne and that some testing has been undertaken. The Committee requested advice from Avlite on certified installers who may be able to reinstall the control box and test the lights on site. Also, Committee members sought a report from Avlite as soon as it becomes available.
- Loose stones on the surface of Coolah runway. Council's Director advised that investigation of this matter has not been completed.
- Attendance at Committee meetings by Council's Road Operations Manager. It was requested that Council's Road Operations Manager should be invited to address the Committee on airport maintenance and upgrade projects that may arise from time to time.
- It was noted that no advice has been received yet from NSW Government on Council's funding submission for improvement projects at Coonabarabran Aerodrome.

#### Ramps on David Knight Drive

The condition of the side walls on each of the recently renewed ramps on David Knight Drive was discussed.

**09/1415 RECOMMENDED** that side walls on each of the ramps on David Knight Drive be renewed.

**Tink/Connelly**

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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### Proposed Upgrade Projects at Coonabarabran Aerodrome by NSW Rural Fire Service.

Committee members expressed concern that no consultation was occurring regarding plans by NSW RFS for upgrade projects at the Coonabarabran Aerodrome.

**10/1415 RECOMMENDED** that advice be sought from NSW Rural Fire Service regarding any proposed projects for the Coonabarabran Aerodrome **FURTHER** that advice be sought on funding arrangements and work plans for connection of hangar roof water to the recently installed water tank.

**Connelly/Tink**

### Council's Asset Report and Ownership of the Flight Simulator

The Committee's attention was drawn to a Council asset report which apparently indicates Council ownership of the flight simulator.

**11/1415 RECOMMENDED** that any reference in any Council document to Council ownership of the flight simulator be removed.

**Tink/Andrews**

### **AGENDA ITEMS**

a) Airservices Australia – Protection of PANS-OPS Surfaces for Non-Precision Approach Procedures

The information from Airservices Australia regarding critical obstacles within the flight path at Coonabarabran was noted as was the information in relation to instrument flight procedures. Furthermore it was noted that obstacle limitation survey data must be provided by Council on an annual basis.

b) CASA – Civil Aviation Safety Regulation (CASR) Part 175 – Aeronautical Information Management

The Committee noted that Airservices Australia now require aeronautical information in a format specified by the recently gazetted Regulation; Civil Aviation Safety Regulation Part 175.

### **GENERAL BUSINESS**

#### Membership of the Aerodrome Committee

It was noted that informal advice has been received from Mr Darren Worrell from Baradine that he is no longer able to be a member of the Committee. Apparently Mr Phil Hensby, who is also from Baradine and is a Council employee, has indicated his willingness to be a member of the Committee. It was agreed that protocols surrounding the replacement of Committee be investigated and in particular the issues regarding appointment of a Council employee are addressed.

#### Non Direction Beacon (NDB) at Coonabarabran Aerodrome

It was noted that the Coonabarabran NDB is still utilised by trainee pilots flying from Tamworth and that Airservices Australia should be notified.

#### Expenditure Report

The Committee received a maintenance expenditure report for each of the three aerodromes.

The following matters were raised without Resolution:

- There is a second lock on the Coonabarabran hangar access gate, which should be removed unless it is authorised.
- The prevalence of rabbits at Coonabarabran Aerodrome is increasing.
- Pig hunting that may be occurring on the strip at Coonabarabran is not approved.



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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There being no further business the meeting closed at 10.15 am.

.....  
CHAIRMAN

### **RECOMMENDATION**

1. That Council accepts the Minutes of the Warrumbungle Aerodromes Advisory Committee Meeting held on 4 June 2015.
2. That side walls on each of the ramps on David Knight Drive be renewed.
3. That advice be sought from NSW Rural Fire Service regarding any proposed projects for the Coonabarabran Aerodrome **FURTHER** that advice be sought on funding arrangements and work plans for connection of hangar roof water to the recently installed water tank.
4. That any reference in any Council document to Council ownership of the flight simulator be removed.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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### Item 5 Minutes Bushfire Appeal Advisory Panel – 9 June 2015

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

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**PRESENT:** Peter Shinton (Mayor), Steve Loane (General Manager), Vicki Poyser (ADRA) and Lois Sutton (St Vincent de Paul)

**APOLOGIES:** Sue Freebairn (DPI), Cheryl Pope (DPI), John Sawyer (Rotary) and Pam Welsh (DPI)

**RECOMMENDATION:** that the apologies be accepted.

**V Poyser/L Sutton**

**ATTENDING:** Stefan Murru (Director Corporate and Community Services), Liz Webster (Minute Taker)

#### **CONFIRMATION OF MINUTES**

**RECOMMENDATION** that the minutes of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held on 10 March 2015 be accepted.

**L Sutton /V Poyser  
Carried by all**

#### **BUSINESS ARISING**

##### **Pine Trees – Timor Road**

General Manager has written to the Department and still no reply as yet. .

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

### Mayors Appeal Reconciliation

Mayors Appeal Donated Funds	\$ 761,873
Restart NSW Grant	\$ 70,000
Interest Earned	\$ 17,317
<b>Total:</b>	<b>\$ 849,190</b>
<b>Less:</b>	
Funds Allocated	\$ 848,407
<b>Available Unallocated Funds</b>	<b>\$ 783</b>

### Funds Allocated

Mayors Appeal Allocated Funds	\$ 848,407
<b>Less:</b>	
Funds Expended	\$ 564,440
<b>Allocated Funds Remaining</b>	<b>\$ 283,967</b>

### 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	\$141,918	\$141,918	-
Home Re-establishment	\$210,000	\$55,000	155,000
Shed Rebuild	\$45,000	\$16,000	29,000
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	-

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

Agency Assistance Program	TOTAL	Amount Expended from Mayors Appeal	Funds Remaining
BlaizeAid Projects	\$101,641	\$101,641	-
BlazeAid Plant Hire & Supplies	\$18,116	\$18,116	-
Community Renewal	\$55,000	\$21,251	33,749
Bird Boxes	\$250	\$250	
Recovery Contribution Payment (New Program)	\$35,000	-	35,000
Restart NSW Govt	\$70,000	\$43,782	26,218
Building Expo	\$5,000	-	5,000
<b>Total</b>	<b>\$848,407</b>	<b>\$564,440</b>	<b>\$283,967</b>

**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

Potable Water balance now \$12,575.

### EMERGING ASSISTANCE REQUIREMENTS/ISSUES Financial Assistance

#### Building Expo

Building Expo Survey and Evaluation summaries discussed, main points from the Survey and Evaluations included:

- 50 out of 53 respondents found the event fulfilled their reasons for attending;
- Most of respondents were interested in Building/Development Services;
- Large number of services available;
- Business who attended received work/sold goods via the event;
- Overall feedback the event was an outstanding success;
- One negative point raised was the PA system/acoustics may need to be improved.

Was noted Glennis Mangan should be acknowledged for her excellent work in organising the Expo. Was also discussed whether to hold another and if so when.

**Recommendation:** that Council hold another Building Expo early 2016 and furthermore \$5,000 be quarantined from Restart NSW funds for this event.

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

#### Request for Reimbursement

**Recommendation:** that the claim for reimbursement be held over to the next meeting awaiting further information.

**S Loane/PShinton  
Carried by All**

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 June 2015**

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### **GENERAL BUSINESS**

None

**Meeting closed 10.46am**

**NEXT MEETING: TBA**

.....  
**CHAIRPERSON**

### **RECOMMENDATION**

1. That Council endorse the recommendations of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held on 9 June 2015
2. That the Warrumbungle Shire Councils Mayors Bushfire Appeal Fund Status and allocation summary be accepted.
3. That Council hold another Building Expo early 2016 and furthermore \$5,000 be quarantined from Restart NSW funds for this event
4. That the claim for reimbursement be held over to the next meeting, awaiting further information.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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### Item 6 Minutes of Consultative Advisory Committee Meeting – 21 April 2015

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Human Resources
<b>Authors:</b>	PA to Director Technical Services – Tracy Cain
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority / Strategy:</b>	GF7 Council is presented with a range of organisational challenges including its aging workforce, skills shortages, increasing regulatory demands and the management of risk

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**PRESENT:** Jim O'Malley (Acting Chairperson), Alia Slamet, Tracy Cain, Ron Howard, Rachel Carlyle (*via teleconference*) and Steve Loane.

**IN ATTENDANCE:** Val Kearnes (Manager HR) and Sharon Charlton (USU North Western Organiser) (*Late*).

**APOLOGIES:** Ben Smith.

Nominations for the Chairperson position were undertaken. Jim O'Malley accepted the role of Acting Chairperson.

Welcome to all those attending.

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED** that the Minutes of the Ordinary Consultative Advisory Committee meeting held on Monday, 15 December 2014 be confirmed.

**Cain/Howard**

#### **BUSINESS ARISING**

##### Grave Digging Allowance

Research to be undertaken on Grave Digging Allowance. Reference made to allowance for sewer chokes. Matter to be held over to the next meeting.

##### Wyatt Salary System Form 19 Demonstration

It was suggested that a powerpoint presentation on the Wyatt Salary System Form 19 be undertaken for all Council staff in order to provide information and allow feedback. Matter to be held over to the next meeting.

##### Status Report on Consultative Committee Recommendations

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. Status Report on Recommendations to be brought back to the next meeting.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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### AGENDA ITEMS

#### Review of Consultative Committee Constitution - Membership

It was noted that an election was required for half of the Consultative Committee USU membership. Concerns were raised regarding appropriate membership representation for the whole of the organisation.

It was determined that the USU NW Organiser and Delegates were to meet to determine the most relevant areas of representation and to undertake the election process. The outcome is to be brought back to the next meeting for amendment of the Constitution.

#### Draft Health and Wellbeing Leave Policy

The Draft Health and Wellbeing Leave Policy was presented to the committee for consideration.

The new Draft Health and Wellbeing Leave Policy has been created in accordance with Clause 24 of the Local Government (State) Award 2014.

Concerns were raised in relation to the provision of evidence. It was recommended that '*will be required*' be changed to '*may be required*' as per Clause 24 (iii) (c) of the Local Government (State) Award 2014.

It was also determined that any reference made to Council within the Policy be changed to General Manager.

**RECOMMENDED** that the Health and Wellbeing Leave Policy be amended to include reference to Clause 24 of the Local Government (State) Award in Section 6 - Evidence and that 'Council' be replaced with 'General Manager' **FURTHER** that the amended Draft Policy be brought back to the next meeting.

**Consensus**

#### Draft Payment for Relief / Acting Higher Duties / Work Policy

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

It was noted that Part 6 – Policy Statement had been amended to include '*or at the discretion of the Manager / Director / General Manager of the staff member absent*'.

### 2.00 PM

USU NW Organiser, Sharon Charlton joined the meeting.

Concerns were raised that the proposed changes in relation to the removal of '*Leave periods of five (5) or more business days*' did not comply with the following Consultative Committee Recommendation of 15 December 2014.

**'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:

- *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.'*

**RECOMMENDED** that the Payment for Relief / Acting Higher Duties / Work Policy as presented be accepted.

**Consensus**

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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### Draft Employee Assistance Program Policy

The Draft Employee Assistance Program Policy was presented to the committee for consideration.

It was noted that the policy had been amended to incorporate the new Health and Wellbeing - Clause 24 of the Local Government (State) Award 2014 and the addition of counselling providers.

**RECOMMENDED** that the Employee Assistance Program Policy as presented be accepted.

**Consensus**

### Draft Accident Notification and Investigation Policy

The Draft Accident Notification and Investigation Policy was presented to the committee for consideration.

It was noted that amendments to the policy included the removal of 'Definitions' section, position of 'HR Team Leader' changed to 'Manager Human Resources', and 'Occupational Health & Safety' changed to 'Health & Safety Committee'.

**RECOMMENDED** that the Accident Notification and Investigation Policy be accepted subject to the following amendments:

- Section 5 – Policy Statement dot point 2 '*means and*' changed to '*means an*'.
- Section 6 – Responsibilities – Managers (Officer) dot point 3 '*Human Resources Team Leader*' changed to '*Manager Human Resources*'.

**Consensus**

### Draft Permanent Recruitment, Selection and Appointment Procedure

The Draft Permanent Recruitment, Selection and Appointment Procedure was presented to the committee for consideration.

It was noted that Section 2.4 (a) – 'Advertise the Job Internally' had been amended to include '*Trainees on a two year contract are not eligible to apply*'.

Concerns were raised that Council had set precedence in the past by allowing the appointment of trainees to permanent positions. Manager Human Resources advised that appointment of trainees to positions prior to completion of the traineeship affects the qualification and government subsidy, of which Council is required to meet the costs.

Reference was also made to omission of the following paragraph from Section 2.4 - 'Advertise the Job Internally':

*'Where one or more internal applicants meet the essential criteria and may reasonably be expected to be capable of satisfactorily performing the duties of the position, the internal applicant/s will be interviewed and the successful applicant will be appointed to the position on the basis of merit.'*

Manager Human Resources advised that advice regarding the interview of one or more internal applicants would be sought from Local Government NSW and brought back to the next meeting.

### Proposed Change to Grade – Environmental Health Officer

The proposed change to grade from 14 to 13 for the Environmental Health Officer position was presented to the committee for consideration.

It was noted that changes to the position included the removal of 'Environmental Impact Studies' and change in qualification from a Degree with 2 to 4 years relevant experience to a Diploma / Certificate IV with at least 4 to 8 years relevant experience.



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 June 2015**

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**RECOMMENDED** that the change to Grade from 14 to 13 for the Environmental Health Officer position be accepted.

**Consensus**

Proposed Change to Grade – Building Certifier

The proposed change to grade from 12 to 13 for the Building Certifier position was presented to the committee for consideration.

It was noted that changes to the position included the addition of A2 Certification and change in qualification from Tertiary to Diploma with 4 to 8 years experience.

**RECOMMENDED** that the change to Grade from 12 to 13 for the Building Certifier position be accepted.

**Consensus**

### **GENERAL BUSINESS**

- USU North Western Organiser, Sharon Charlton was introduced and welcomed to the committee.
- Dates for future Consultative Committee meetings are to be brought back to the next meeting.

There being no further business the meeting closed at 2.40 pm.

The next meeting is to be held in June / July 2015.

.....  
ACTING CHAIRPERSON

### **RECOMMENDATION**

That Council notes the Minutes from the Consultative Advisory Committee meeting held on 21 April 2015 at Coonabarabran.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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### Item 7 Minutes of Warrumbungle Cobbora Transition Fund Committee Meeting – 2 June 2015

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

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**Present:** K Rose, S Russell, W Hill, S Stoddart, Cr C Sullivan (chair), S Loane, Cr A Capel, T Fergusson

**Apologies:** M Hensley, S Dent, Mayor P Shinton, A Stuart, Cr M Coe, M Warren

Loane/Hill

**Attending:** A Parker, C White

#### **Previous Minutes**

Previous Minutes presented and accepted.

Stoddart/Loane

#### **Business Arising**

1. Access to Restart NSW Cobbora Transition Fund project funding for reimbursements has been extended to end August 2015 following submission to Infrastructure NSW by Council.

#### **Financial Update**

Progress report presented of financials expended to date as a portion of total funds for each project.

#### **RNSW295 Dunedoo District Infrastructure Revitalisation Fund**

1. Milling Park - images for amenities unit are being printed this week in Sydney (off-site) with installation of amenities and roof on site scheduled for Thursday 11 June; skatepark playground to be installed on-site 22 June.
2. Bolaro Street - design of kerb blisters being finalised and includes fencing and tying-in of the existing footpath to the proposed kerb blister; awaiting for response from RMS for illuminated signage board;
3. Heavy Vehicle Parking - centre line has been repaired and completed; additional funding from RMS is not required to meet the 30 June deadline and will be utilised for modifications to the east and west entrances.
4. RV Parking - concrete poor of dump site to be completed; western entrance being re-designed to enable clearance of vehicles with trailers; signage to be installed to indicate eastern driveway for entry and western driveway for exit; gardens in centre of RV Parking where dump site is located and along footpath of the RV Parking area to be landscaped with treated pine kerbing and mulching.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 June 2015**

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5. Dunedoo Sports Club - operable walls installed; BBQ area to be completed.
6. Dunedoo Bowling Club - works complete with installation of 200,000L water tank for irrigation. The General Manager advised the meeting that a Development Application from the Dunedoo Bowling Club will be required for the tank due to the size; kitchen completed.
7. Robertson Oval - three-quarters of the concrete slab poured, following curing the surface and line marking will be installed; landscaping and seating to be installed subject to budget to prevent vehicles driving on the courts; installation of lights deferred due to delayed delivery.

### **RNSW333 Recreational and Sporting and Cultural Facilities Improvement Project**

1. Jubilee Hall - curtains installed with successful noise reduction; on-site inspection available for committee members on request; the 'function' categorised kitchen is under construction with cooking appliances to be electric and a 'kill' switch to be installed; toilet design being costed by two local trades people.
2. MPC - ramp and flat seating area being costed; library extension development application under way; bank area of MPC to remain set aside for opportunity for another financial institution to tenant the space. General Manager advised the meeting that Council has corresponded with Westpac over the announcement to close in-store facilities, however unlikely for Westpac to change their decision.
3. Mendooran Tennis Courts – completed
4. Dunedoo Tennis Courts - completed

### **RNSW290 Three Rivers Regional Retirement Community and Learning Centre**

1. Draft Master Plan for the whole site (stages one and two) presented to the meeting. Comments are requested to be presented through the TRRRC Working Group.
2. Discussion on the cost and resources required to clean bricks and/or crush into small particles from the existing hospital buildings to enable the bricks to be re-used in the project such as construction of shared paths or land fill.
3. Discussion on options of noise attenuation from vehicle noise off the Golden Highway, including landscaped mounds.
4. Discussion on water erosion risk of the proposed path along the low-lying area of the Living Classroom area.
5. Minutes of the TRRRC Working Group meeting of 27 May presented to the meeting. Next meeting deferred to Tuesday 16 June at 4pm.
6. Stage One likely to include dwellings located around the proposed Community Centre/communal area.
7. General Manager presented to the meeting an update on the transfer of land title to Warrumbungle Shire Council from the state government and extinguishing of Native Title.
8. Operational model of TRRRC to be developed and expert advice to be sought.
9. The Master Plan will be submitted with the Development Application to ensure both stage one and two are permissible.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 June 2015**

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10. Discussion of the R1 Residential zoning of the site making agriculture activity not permissible. However ancillary use is permissible and council planning staff are clarifying what will be compliant with zoning regulations.

### **RNSW300 Mendooran Multipurpose Centre**

1. Waiting for drawings of shed fit-out voluntarily provided by Aaron Parker to be submitted to Council for Development Application.
2. Requested the \$20,000 funding co-contribution from the Mendooran Showground Trust Committee.

### **RNSW324 Three Rivers Recreation Ground**

1. Multipurpose shed at lockup stage with electrics completed.
2. Amenities block at lockup stage, and awaiting for contracted trades persons to complete internals.

### **General Business**

1. Discussion on engaging potential stakeholders for comment on planning of the TRRRC project such as emergency services, health specialists and other experts in aged care facilities.
2. Discussion on opening events of projects once completed. Suggested to be in late August following completion of projects. RNSW324 Three Rivers Recreation Ground planned to be mid-September.

Next Meeting Tuesday 7 July 4:30pm

Meeting Closed. 5:55pm

### **RECOMMENDATION**

That Council accept the minutes from the Warrumbungle Cobbora Transition Fund Committee Meeting held at Dunedoo MPC on 2 June 2015.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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### Item 8 Warrumbungle Cobbora Transition Fund Committee

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

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### Reason for Report

To provide 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.

### Issues

Funding Deeds detail the scope, budget and time schedule for each project component. Updates are submitted monthly to INSW via an online web portal, and is 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 –construction has commenced on kitchen; curtains installed.
- RNSW333 MPC – Development Application submitted for the disabled access ramp design, outdoor seating area and library extension.
- NSW333 Dunedoo Tennis Club - works completed.
- RNSW333 Mendooran Tennis Club – works completed.
- RNSW295 Robertson Oval – concrete slab poured for two hard surface netball courts, with playing surface to be installed early July once slab is cured; lighting installation to commence following delivery of materials.
- RNSW295 Bolaro Street – Kerb blister costings being finalised.
- RNSW295 Heavy Vehicle Parking – re-surfacing of centre line of Heavy Vehicle Parking completed. Design for modifications to easter driveway entrance to be finalised.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 June 2015**

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- RNSW295 RV Parking/Dump Point–dump point to be installed by mid June; western driveway entrance design modification confirmed; signage depicting entry/exit to RV Parking to be installed.
- RNSW295 Milling Park – Amenities and skatepark playground to be installed from mid June.
- RNSW295 Dunedoo Bowling Club – works completed.
- RNSW295 Dunedoo Sports Club - Operable Wall installed; BBQ area being installed.
- RNSW290 Three Rivers Retirement Community – Draft Master Plan prepared by architects Lewis & Zwart with feedback provided by the TRRRC Working Group and Warrumbungle Cobbora Transition Fund 355 committee; scoping process underway for compulsory acquisition of site following legal advice on extinguishing of Native Title.
- RNSW300 Mendooran Showground – Multipurpose shed constructed, awaiting submission of development application from the Mendooran Showground Trust for internal fit-out.
- RNSW324 Coolah Recreation Ground – Multipurpose shed construction completed; amenities block construction continuing.

### **Options**

Nil

### **Financial Considerations**

Invoices totalling \$384,473 for reimbursement of completed May works was forwarded to INSW. Payment of invoices is pending confirmation by NSW Treasury and audited by NSW Public Works.

Total funds invoiced to INSW for reimbursement to date are \$1,550,018.

### **RECOMMENDATION**

Council note progress of the Cobbora Transition Fund projects.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 June 2015**

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### **Item 9 Request for Leave of Absence – Councillor Chris Sullivan**

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

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### **Reason for Report**

Councillor Chris Sullivan has made a request for Leave of Absence from the Ordinary July 2015 Council meeting.

### **Background**

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

#### 39. Leave of absence

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

### **Issues**

Nil

### **Options**

Nil

### **Financial Considerations**

Nil

### **RECOMMENDATION**

That Council accepts the notification from Councillor Chris Sullivan and grants a Leave of Absence from the Ordinary July 2015 Council meeting.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 June 2015**

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### **Item 10 Request for Leave of Absence – Councillor Murray Coe**

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

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### **Reason for Report**

Councillor Murray Coe has made a request for Leave of Absence from the Ordinary July 2015 Council meeting.

### **Background**

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

#### 39. Leave of absence

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

### **Issues**

Nil

### **Options**

Nil

### **Financial Considerations**

Nil

### **RECOMMENDATION**

That Council accepts the notification from Councillor Murray Coe and grants a Leave of Absence from the Ordinary July 2015 Council meeting.



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 June 2015**

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### **Item 11 Council Resolutions Report June 2015**

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

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### **Reason for Report**

The Council Resolution Report includes Council resolutions from June 2014 to May 2015. 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 – 18 June 2015

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### Item 12 Brick Bats and Bouquets

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

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### **Reason for Report**

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

### **Background**

Nil

### **Issues**

Nil

### **Options**

Nil

### **Financial Considerations**

Nil

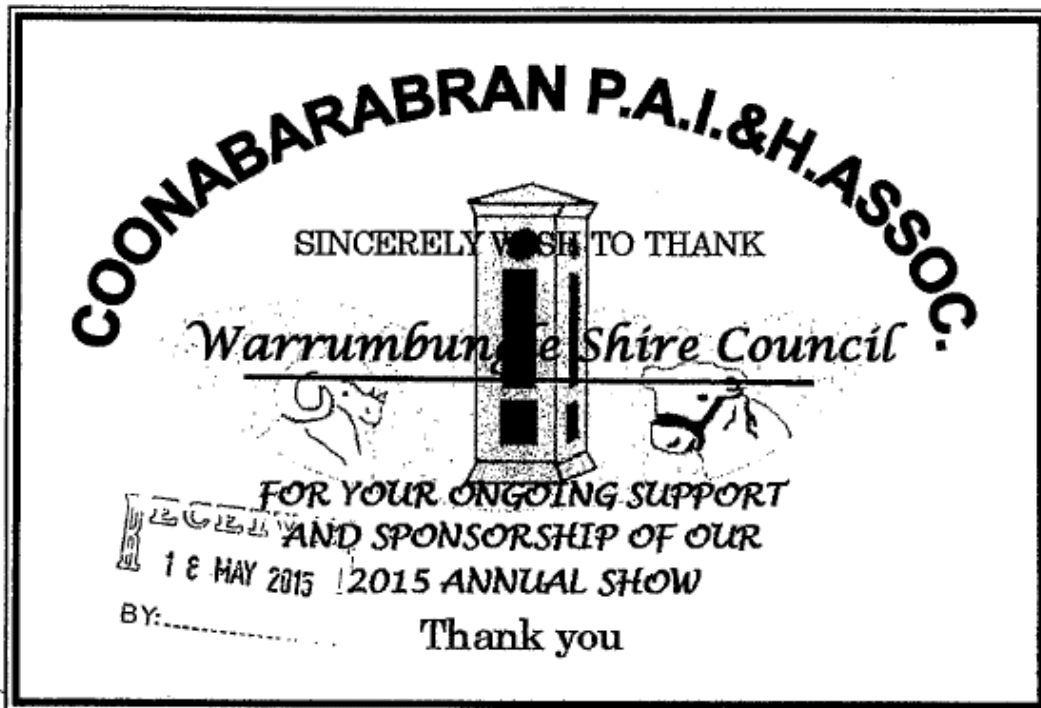
### **RECOMMENDATION**

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 18 June 2015

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# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015



Dear Warrumbungle Shire Council

Thank you for your assistance and time given to support our Diocesan Cross Country. The day is made possible through the support of parents and helpers. We appreciate your involvement and once again, thank you.

With warm regards,

Staff Sacred Heart Coolah

A. Maslen

B. Ingram

**WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting – 18 June 2015**

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72  
General Manager  
Warrumbungle Shire Council  
Bancharavan.

REGISTRY  
22 MAY 2015

BY.....

Dear Sir,

On behalf of the Mandabrown  
Tennis Club I would like to thank Council for  
all their help in restoring power to the Club House  
and courts when the old wiring failed, for the  
installation of a new pole and line and wiring, with  
no charge to the Tennis Club.

Yours sincerely  
Pat Lewis (dec)

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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Secretary: Mr Bruce Breckenridge  
Tel 6842 2841

PO Box 320  
COONABARABRAN NSW 2357

20 May 2015

Mr Steve Loane  
General Manager  
Warrumbungle Shire Council  
14-22 John St  
COONABARABRAN NSW 2357



BY: .....

Dear *Steve,*

On behalf of the RSL Sub-Branch, this letter is to offer commendation and appreciation to the people of your administration that had a part in making the commemoration of the Centenary of ANZAC a very fitting occasion. Some of your people are known to us, many are not.

I would ask you to pass on the thanks of the Sub-Branch to Louise Johnson for her role in investigating and supporting our needs for the day and to Aileen Bell for arranging the very appropriate main street feather banners befitting the occasion. There were many people not so visible to us, particularly those painting a flag pole, performing gardening work, controlling traffic and other work that contributed to everything working well and looking good on the day.

As a Sub-Branch organising the day, we were delighted with the result and I would ask that you pass on our thanks to all those involved.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Kevin Barrington". The signature is written in a cursive style and is positioned above a horizontal line.

Kevin Barrington  
President  
.....

**WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting – 18 June 2015**

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RECEIVED  
26 MAY 2015

BY:.....

Coombesriabean.

2357.

21.5.15.

Dear Councillors,

Thankyou for the rest seat  
just off the highway - I certainly  
enjoy a half way spell as do many  
other Cooma residents and our visitors too.

Yours sincerely,  
Harrison

**WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting – 18 June 2015**

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RECEIVED  
28 MAY 2015

BY: .....

"Brynwood"

PO Box 285

Coonabarabran

NSW 2357

The General Manager  
Warrumbungle Shire Council.

My family and I would like to sincerely thank you for honouring the M'Whitton name with the naming of M'Whitton's corner and including the Lead Light Feature and Plaque in the new Shire Building.

Many Thanks

M. M'Whitton



# WARRUMBUNGLE SHIRE COUNCIL

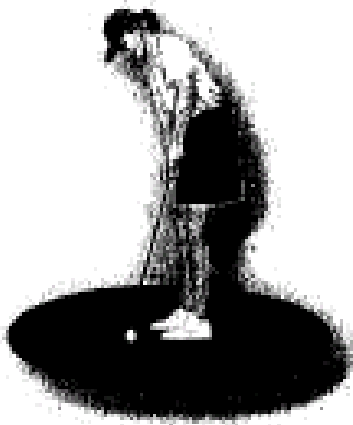
## Ordinary Meeting – 18 June 2015

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2 JUN 2015

*Coolah Lady Golfers  
PO Box 17  
Coolah  
NSW 2848*

*Friday, 29 May 2015*



*To  
Coolah Shire Staff  
Davis Street  
Coolah  
NSW 2848*

*Dear Gals & Staff*

*The Coolah Lady Golfers sincerely thank members of Coolah Shire Staff for their help with advertising and participation with Walter & Eliza Hall Institute of Medical Research Charity Golf Day, held 22nd March 2015.*

*Our day was a huge success, enjoyed by all who played. The Coolah Lady Golfers, for the 40th Anniversary Celebration year, were pleased to forward a cheque to the Ludwig Cancer Research Wing for Blood. We are very proud & amazed by the generosity of our local people who continually give, not only to this cause but all community fund-raising.*

*On behalf of a hard working Committee, once again we thank you.*

*Publicity Officer  
Kath Mogg  
K.J. Mogg  
President  
Leann Dix*

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 June 2015**

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### **Item 13 Determination of the Local Government Remuneration Tribunal 2014**

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Administration & Customer Service – Sally Morris
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF 7 Council provides strong civic and regional leadership, and undertakes its governance and service delivery tasks with integrity

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#### **Reason for Report**

The Local Government Remuneration Tribunal has determined an increase to Mayoral and Councillors fees of 2.5 per cent for the 2015/16 financial year, with effect from 1 July 2015.

#### **Background**

The Local Government Remuneration Tribunal is constituted under Chapter 9, Division 4 of the Local Government Act 1993. The Tribunal is responsible for categorising councils, county councils and mayoral offices to determine the maximum amounts of fees to be paid to councillors, members of county councils and mayors in each category. The Tribunal is required to make a determination by no later than 1 May each year and make a report to the Minister within 7 days of making that determination. The Report is to be published in the Government Gazette and also laid before each House of Parliament.

In accordance with Section 239 of the Local Government Act the Tribunal is required to determine the categories of councils and mayors offices.

#### **Issues**

Determination No 1 is pursuant to section 239 of Categories of Councils and County Councils. The level of fees paid will depend on what category the council is in. Warrumbungle Shire Council is determined as Rural.

Determination No 2 is pursuant to Section 241 of Fees for Councillors and Mayors. *Pursuant to s.241 of the Local Government Act 199, the annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2015 are determined as follows:*

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

Table 3: Fees for General Purpose and County Councils				
Category	Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee	
	Minimum	Maximum	Minimum	Maximum
<b>General Purpose Councils</b>				
Principal City	25,040	36,720	153,200	201,580
Major City	16,690	27,550	35,470	80,260
Metropolitan Major	16,690	27,550	35,470	80,260
Metropolitan Centre	12,520	23,370	26,600	62,090
Metropolitan	8,330	18,380	17,740	40,090
Regional Rural	8,330	18,380	17,740	40,090
Rural	8,330	11,010	8,860	24,030
<b>County Councils</b>				
Water	1,660	9,180	3,550	15,080
Other	1,660	5,490	3,550	10,020

\*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).

The full Report and Determination of the Local Government Remuneration Tribunal can be found at <http://www.remtribunals.nsw.gov.au/local-government/current-lgrt-determinations>

### Options

In making its determinations the Tribunal is required to have regard to the provision of the existing LG Act. The LG Act prevents the Tribunal from demining any fees for Deputy Mayors and also requires that the tribunal apply the Government's wages policy, which currently provides for a cap on increase of 2.5 per cent.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 June 2015**

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### **Financial Considerations**

The Tribunal has reviewed the key economic indicators, including the Consumer Price Index and Wage Price Index, and finds that the full increase of 2.5 per cent available to it is warranted. On that basis, and having regard to the Tribunal's findings, and after taking the views of the Assessors into account, the Tribunal considers that an increase of 2.5 per cent in the fees for Councillors and Mayors is appropriate and so determines.

Council cannot fix a fee higher than the maximum amount as determined by the Tribunal and if Council does not fix a fee, the minimum fee as determined by the Tribunal must be paid.

### **RECOMMENDATION**

That Warrumbungle Shire Council adopts the maximum annual fee of \$11,010 for Councillors and \$24,030 for the Mayor additional fee for the 2015-2016 financial year, being in accordance with the determination of the Local Government Remuneration Tribunal under Sections 239 and 241 of the Local Government Act 1993.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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### Item 14 Adoption of 2015 Agency Information Guide

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Executive Services Administration Officer – Joanne Hadfield
<b>CSP Key Focus Area:</b>	Local Government and Finance
<b>Priority:</b>	GF7 Council provides strong civic and regional leadership, and undertakes its governance and service delivery tasks with integrity.

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### Reason for Report

Council's Agency Information Guide must be reviewed annually.

### Background

At Council's ordinary meeting held on 15 May 2014, Council resolved to endorse and adopt the 2014 Agency Information Guide (Resolution 344/1314).

### Issues

Under the Government Information (Public Access) Act, Council must review its Agency Information Guide and adopt a new guide at intervals of not more than twelve (12) months.

### Options

Under the Act, the Agency Information Guides are to be reviewed each year by 31 July.

### Financial Considerations

Nil

### Summary

The draft 2015 Agency Information Guide is accordingly submitted for Council's endorsement and adoption. A copy will be submitted to the Office of Information Commissioner once endorsed and the amended document placed on Council's website.

A copy of the Draft Agency Information Guide has been forwarded to Councillors under separate cover. Updates have been made to the previous Guide and relate to the change in personnel, function areas, organisation structure and population and have been highlighted by yellow background.

### RECOMMENDATION

That Council endorse and adopt the 2015 Agency Information Guide.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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### Item 15 Medical Services Advisory Committee

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Administration & Customer Service – Sally Morris
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	PI2 The long-term wellbeing of our communities is supported by ongoing provision of high quality health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management.

---

### Reason for Report

Provision of background information on the formation of the Medical Services Advisory Committee.

### Background

In 1996 the former Coonabarabran Shire Council established a Medical Services Advisory Committee to formulate policies for the management of the Coonabarabran Medical Centre and to liaise and assist any other body that is involved in providing health services to this community.

Following amalgamation in 2004, numerous committees of both former Councils were established for the interim administration period. The Medical Services Advisory Committee was not continued at that time.

In April 2005 the newly elected Council determined its committees and representatives. At this time the Medical Services Advisory Committee was formed with 2 councillor representatives, one staff representative and 4 community representatives. No Medical Services Advisory Committee meetings were conducted during the 2005-2008 term of council.

At the September 2008 council meeting, the newly elected Council determined its committees and representatives including the Medical Services Advisory Committee.

Determination of these committees and representation was made on an annual basis.

In December 2008 and February 2009 Council advertised for nominations to fill the positions of community representatives on the Medical Services Advisory Committee, with the three community nominations accepted.

At Council's 16 July 2009 meeting, the following Notice of Motion was presented for consideration:

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 June 2015**

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### **1.1 NOTICE OF MOTION**

The following Notice of Motion has been received from Councillor Todd.

*To activate the Medical Advisory Council Committee for the benefit of all the towns in the Warrumbungle Shire.*

Councillor Todd offers the following information:

#### **RATIONALE**

*This committee was delegated to perform the following functions on behalf of Council:*

- 1) To formulate policy for the management of the Warrumbungle Shire Council medical centers*
- 2) To formulate policies for the relationship between the Medical Centres and all other health related services within the community*
- 3) To advise and assist any body that is involved in providing health services to all communities in the Warrumbungle Shire Council*

#### **PROPOSAL**

*The Medical Advisory Council Committee meet every three months, each meeting being at a different hospital in the Shire so to enable the Committee to meet with each local Hospital Health Council at least once every year.*

*The Medical Advisory Council Committee report to the monthly council meetings a summary of each three monthly meeting, being the voice for each hospital council.*

*The Medical Advisory Council Committee make it a priority to liaise, advise, and assist each Hospital or Multipurpose Centre with the recruitment and retention of nursing and medical staff, including accommodation and Practice facilities.*

*The Medical Advisory Council Committee explore and assist with developing opportunities for extension of current facilities by increasing the number of long stay beds in each town, providing employment and enhancing staff retention and maintaining population numbers.*

*The medical Advisory Council Committee be proactive in assisting with maintaining Ambulance services in each town that provides this service.*

*That the Medical Advisory Council Committee liaise with the Medical Practitioners within the Shire to ensure they receive the maximum support to assist them in maintaining essential services within the Shire.*

#### **RECOMMENDATION**

*For Council's consideration.*

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 June 2015**

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The Minutes of that meeting (16 July 2009) present the outcome of discussion relating to that Notice of Motion as follows:

### **1.1 NOTICE OF MOTION**

**06 A motion was moved by Councillor Todd seconded by Councillor Dissanayake** that Council activate the Medical Advisory Council Committee for the benefit of all the towns in the Warrumbungle Shire.

**The motion LAPSED** following discussion regarding the expectations of the motion and possible outcomes available to the Committee.

At Council's September 2009 meeting, Council once again considered the annual endorsement of its committees and representatives.

At this time it was evident that the delegated function of some committees were out of date due to the change in committee structures and creation of new committees. Subsequently, a report was submitted to the 22 October 2009 Council meeting covering delegations to numerous Committees.

At Council's 22 October 2009 meeting the following delegations were determined for the Medical Services Advisory Committee.

### **MEDICAL SERVICES ADVISORY COMMITTEE**

*The committee is delegated the following functions on behalf of Council:*

- i) To formulate policy for the Management of the Warrumbungle Shire Council Medical Centres*
- ii) To formulate policies for the relationship between the Medical Centre and all other related health services within the community*
- iii) To advise, liaise and assist any other body that is involved in providing health services to this community.*

No Committee meetings were conducted during that term of Council (2008-2012).

At the 20 September 2012 meeting, the new Council once again endorsed its Committee structure and appointed Councillors, C Sullivan, Todd, Clancy and Capel as representatives on the Medical Services Advisory Committee. No staff member was appointed nor was there provision for community representation. The determination of the appointment of Councillors to the various Committees (both external and internal committees) was for the four year term.

### **Issues**

Records indicate that, despite formation of the committee with each successive Council, no Medical Services Advisory Committee meetings have been held since the amalgamation in 2004.

### **Options**

Determine whether or not to activate the Medical Services Advisory Committee.



# **WARRUMBUNGLA SHIRE COUNCIL**

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### **Financial Considerations**

Nil

### **RECOMMENDATION**

That Council conduct a workshop for interested Councillors to determine guiding principles for the Medical Services Advisory Committee.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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### Item 16 Report from Human Resources – June 2015

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Human Resources
<b>Authors:</b>	Manager Human Resources – Val Kearnes Learning & Development – Glennis Mangan Workplace Health & Safety – Kathryn Weatherall & Christine Kennedy
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority / Strategy:</b>	GF7 Council is presented with a range of organisational challenges including its aging workforce, skills shortages, increasing regulatory demands and the management of risk

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### **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 May 2015 positions have been advertised either internally or externally:

- Sewer Operator (Coolah) – Internal
- Environmental Health Officer - Internal
- Grader Operator – Internal
- Senior Compliance Officer

Positions filled to date:

- Sewer Operator (Coolah)
- Senior Compliance Officer

### **Resignations**

There has been no resignations since the May Council meeting.

### **Issues**

HR currently consulting with staff regarding the implementation of the changed organisation structure.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 18 June 2015**

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### **LEARNING AND DEVELOPMENT**

RMS (Yellow Card) traffic control training has been undertaken by outdoor staff with 2 full classes being held in Coolah in May. A final Blue card workshop for 2015 will be held in June.

The Diploma Management continues with staff attending the third workshop in the Coonabarabran Council Chambers. This will be followed up by a tutorial workshop in June where staff are able to come together to discuss their progress while completing some of the work assigned to them.

Due to changes in Commonwealth arrangements, the State Training Services' Australian Apprenticeship Support Services will transition to other service providers from 1 July 2015.

*Advice from the STS states, "In the interim, State Training Services will continue to provide all Australian Apprenticeship Support Services – including initiating apprenticeship and traineeship contracts, conducting monitoring and processing incentive payments. You and your apprentices and/or trainees can continue to rely on our staff to provide support and advice, and we can also assist you in transitioning to a new Australian Apprenticeship provider".*

*"Advice from the Commonwealth is that while arrangements are being finalised, any request to transfer files to or from a non-continuing Australian Apprenticeship Centre will not be permitted until 1 October 2015. State Training Services must now comply with this five month embargo on file transfers. The Commonwealth government should also soon provide you with information on the management of your apprenticeship and traineeship contracts as of 1 July 2015".*

*"State Training Service's role in relation to the Apprenticeship and Traineeship Act NSW including regulatory matters remains unchanged. Our industry knowledge, close relationships with local stakeholders and our service delivery infrastructure will continue to be available to support you in developing your employee's skills and growing your business".*

What does this mean for us? The STS Training Advisor who has been fulfilling our needs for the past 4 years, from July 1 will no longer be preparing signups for Council trainees. At this point in time Learning and Development is still waiting on advice as to who will be appointed for this area.

### **WORKPLACE HEALTH AND SAFETY**

#### **Skin Patrol**

We are still awaiting a final report from Skin Patrol, however during their 3 day visit the Skin Patrol doctor and technician carried out 90 skin cancer checks on staff, and administered 41 flu vaccinations. There has been an overwhelmingly positive response to the Skin Patrol program from staff, a number of whom have been referred for treatment.

With an average of skin cancer occurrence 22 times the national average in Local Government, this has been an important health monitoring initiative for Council.

# WARRUMBUNGLE SHIRE COUNCIL

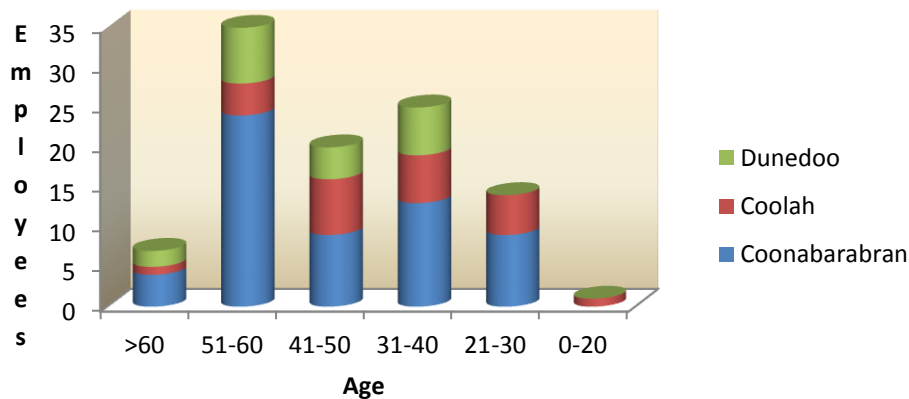
## Ordinary Meeting – 18 June 2015

### Audiometric Testing

The results of Council's audiometric testing support the need for Council to continue developing its noise management strategy to reduce the noise employees are exposed to in the workplace, and to educate staff in the management of noise exposure both at work and in their private lives.

Insight hearing conducted 102 audiometric tests over four days. The first chart shows the age profile of employees tested, with the most represented age group being 51-60 years.

### Age profile of employees tested



A number of employees tested "abnormal". An abnormal test is defined as where the hearing loss is greater than the amount occurring due to normal ageing (determined by the National Acoustics Laboratory Percentage Loss of Hearing Tables). Those staff tested with significant hearing loss have been advised to consult their GP for more assistance.

As part of the noise management strategy all staff tested have now been provided with their results, as well as information on hearing and earwax. Human Resources will continue to develop its training and education processes in occupational noise issues, and to encourage staff to take responsibility for their hearing both at work and home.

Human Resources would like to extend a special thank you to the supervisors and management who cooperated to enable both the Skin Patrol and hearing testing programs to run smoothly and successfully.

### Workers Compensation and Incidents for May:

Directorate	Near Misses	Incidents	New Claims
Corporate and Community Services	-	1	-
Executive Services	-	-	-
Development Services	-	-	-
Technical Services	-	1	-

All incidents have been investigated and control measures implemented.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 18 June 2015**

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Reports have been given to appropriate Managers and MANEX and required actions to resolve WHS concerns are in progress.

### **RECOMMENDATION**

For Council's information

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **Item 17 WSC Communications and Engagement Strategy and associated Strategic Policies**

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Communications & IT
<b>Author:</b>	Manager Communications & IT – Chris White
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan.

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#### **Reason for Report**

To review and endorse the Warrumbungle Shire Council Strategic Communications Policy and adopt the use of social media at the organisational level with Facebook and Twitter.

#### **Background**

The Local Government Review Panel preliminary report released in 2013 pointed towards communication as an essential element in efficient and effective local government. Creating and fostering a culture of partnership with the community, and supporting effective internal communication processes amongst staff, improves community engagement.

The WSC Operational Communications and Engagement Strategy suggests that Council adopt social media and online platforms. The Strategy outlines the need for community engagement, a Communications Plan Template for use by staff and the benefit of adopting Social Media platforms to expand community engagement.

A Staff Social Media Policy (Operational) was adopted by Manex in 2014, and a Communications Strategy for staff was first drafted in 2013. This strategy has been revised into the WSC Communications and Engagement Strategy, and an associated Strategic Communications Policy has been developed. A Staff Media and Communications Policy (Operational) has also been revised, and a revised Councillor Media and Communications Policy (Strategic) was adopted in September 2013.

#### **Issues**

The ability to engage residents and ratepayers across Warrumbungle shire through the traditional media channels of local papers, newsletters and radio is limited by the geographical spread of the shire, and unlikely reaches ratepayers who do not reside within the shire.

To complement traditional media channels, the Strategy encourages staff to use the Council website and social media platforms in addition to traditional media channels to expand the effectiveness of informing and engaging with the community. Social media platforms also support quick dissemination of information to the public, such as in an emergency or crisis situation.

# **WARRUMBUNGLE SHIRE COUNCIL**

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The Operational Staff Social Media and the Media and Communication Policies, together with the Strategic Communications Policy, provides guidelines on the appropriate use by staff in utilising communications tools and engaging with the community where required.

There is a perceived risk of the public posting inappropriate content onto social media platforms that are public, and the above policies and Strategy aim to guide staff on managing this risk. This risk can be mitigated by choosing to adopt one-way communications online platforms such as Twitter and Facebook read-only (ie. posting of comments by the public is not permissible).

### **Options**

Council could choose to adopt or note adopt the Strategic Communications Policy and the use of social media to complement Council website and traditional media channels.

If adopting the use of social media, Council can either consider the adoption of:

1. Twitter;
2. Twitter and Facebook read-only;
3. Twitter and Facebook read/write.

### **Financial Considerations**

Staff resources to monitor social media platforms, and to prepare content for all media channels, is limited.

### **RECOMMENDATION**

That Council adopt the following Warrumbungle Shire Council Strategic Communications Policy and **FURTHERMORE** that Council adopt the use of Social Media with the use of Twitter and Facebook (read/write).

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **Warrumbungle Shire Council Strategic Communications Policy**

#### **1. Purpose**

This policy aims to ensure Council consistently projects a united image, provides community awareness of Council activities, engages the community where needed, avoids unintentional contradiction in the public arena and ensures the accuracy of information in media statements, including online social media.

#### **2. Objectives of the Policy**

To ensure there is a guide for Council to communicate with the community, ratepayers and residents of Warrumbungle Shire Council.

#### **3. Policy Scope**

This policy should be read, interpreted and adhered to in conjunction with:

- WSC Code of Conduct
- WSC Values
- WSC Vision of “Excellence in Local Government”
- WHS Management policy
- Login, Internet and Email Policy
- Child and Youth policy
- Social Media policy
- Media and Communications policy
- WSC Communication and Engagement Strategy

The terms and conditions contained in this policy document apply to all WSC employees, including all casual, temporary and contract staff.

#### **4. Background**

This policy has been developed to complement the Operational Policies of Media and Communications, and Social Media.

#### **5. Definitions**

##### **5.1. Media**

Media is defined as newspapers, radio, internet, social media and any other public forum.

##### **5.2. Compliance**

Depending on the circumstances, non-compliance with this policy may constitute a breach of employment or contractual obligations, misconduct, sexual harassment, discrimination, or some other contravention of the law or any WSC policy. Those who fail to comply with this policy may face disciplinary action and, in serious cases, termination of their employment or engagement.

##### **5.3. Identifying Inappropriate Use**

If you notice inappropriate or unlawful media content relating to WSC, or content that may otherwise have been published in breach of this policy, you should report the circumstances to the appropriate manager (ie the manager directly responsible for that person/area).



# WARRUMBUNGLE SHIRE COUNCIL

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### 6. Policy Statement

Staff are encouraged to promote public awareness of Council activities and engage with the Warrumbungle shire community through referring to the WSC Communication and Engagement Strategy. Assistance is available from the Manager Communications & IT.

### 7. Responsibilities

Managers are required to ensure that this policy is understood by staff working within their area of control, and that only authorised representatives have access to comment through any media.

Staff may request via email to their Manager or Director to be authorised to comment to the media on a specific issue, and the Manager Communications & IT be notified of this request.

### 8. Associated Documents

WSC Communication and Engagement Strategy  
Login, Internet and Email Policy  
Social Media Policy  
Media and Communications Policy – Staff  
Media and Communications Policy - Councillors

### 9. Getting Help

Manager Communications and IT

### 10. Version Control

Review Date:

Staff Member Responsible for Review: *Manager Communications and IT*

Policy Name	Approved	Date
Communications Policy	MANEX	

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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### Item 18 Refinancing of the Combined Bridges Loan

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Finance
<b>Author:</b>	Senior Accountant – Paul Baker
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan.

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### Reason for Report

Warrumbungle Shire Council's Combined Bridges loan fixed rate facility with the National Australia Bank (NAB) was financed on 5 May 2010 with a 5 year fixed interest rate. The fixed term of this loan has now ended and Council must now choose to either refinance the loan at a fixed rate of around 4% with NAB or another institution, or leave the money with NAB at a variable rate of 5.25%.

### Background

On the 5 May 2010 Council entered into a \$900,000 loan facility with the NAB at a fixed indicative interest rate of 7.64% for a 5 year period (final interest rate 7.75%). The purpose of the loan was to replace 3 timber bridges. **Resolution 365, April 2010.**

This Fixed Rate Business Markets Loan facility with NAB expired on 5 May 2015, the balance of which was \$600,000 at EOM May. The loan facility was established on a 5 year contract that expires and comes due for renegotiation completely. Council was therefore not bound to refinance the balance outstanding with the NAB.

### Issues

As the NAB Combined Bridges loan has now come due, Council must decide whether or not to re-negotiate the loan with either the NAB or another provider. Council can currently lock in the loan at a very reasonable fixed rate, or continue with the current variable rate offered by NAB.

### Options

Council can either fix the interest rate at a rate of roughly 4% per annum for ten years, or leave the loan as is with NAB at a variable rate of 5.25%.

### Financial Considerations

Quotes were sought from three (3) banks for a 10 year Fixed Principal and Interest Loan Facility. Interest Rate Quotes in order of lowest to highest are as follows

# WARRUMBUNGLE SHIRE COUNCIL

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Bank	10 Year Indicative Interest Rate
ANZ	3.96%
NAB	4.13%
CBA	4.36%

The re-financing of the Combined Bridges loan will leave the total level of Council borrowings unchanged, although the lower interest rate will reduce interest repayments over the following ten years.

Refinancing with the ANZ with a 10 Year Principal and Interest Loan Facility at 3.96% and quarterly repayments of \$26,800 is the preferred option financially.

### **RECOMMENDATION**

That Council authorise the Mayor and General Manager to sign the letter of offer for the ten year fixed rate loan facility (indicative interest rate 3.96% per annum) from the ANZ Bank and attach Council's Seal.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 June 2015**

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### **Item 19 Bank Reconciliation for the month ending 31 May 2015**

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

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#### **Reason for Report**

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

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

#### **Options**

Nil

#### **Financial Considerations**

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.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

### Summary

Balance per General Ledger - 31 May 2015

<b>General Ledger</b>	<b>Amount</b>
Trust Bank Account	264,334
Bushfire Trust Account	5,000
Bushfire Trust Investment Account	280,185
General Bank Account	1,058,510
Investment At Call General	8,250,391
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
<b>Total per General Ledger</b>	<b>15,230,420</b>

<b>Bank</b>	<b>Balance</b>
<b>General</b>	
Commonwealth General Account	710,416
<b>Total – General</b>	<b>710,416</b>
<b>Investments</b>	
Securities	1,500,000
Term Deposits	12,122,391
<b>Total Investments</b>	<b>13,622,391</b>
<b>Sub Total WSC Operational Accounts</b>	

<b>Trust</b>	
Commonwealth Trust Account	264,334
<b>Total – Trust</b>	<b>264,334</b>
<b>WSC Mayors Bush Fire Appeal Trust</b>	
Commonwealth Mayors Fund General Account	5,000
Commonwealth Mayors Fund Savings Account	280,185
<b>Total - WSC Mayors Bush Fire Appeal Trust</b>	<b>285,185</b>

# WARRUMBUNGL E SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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<b>Total All Bank Accounts</b>	
<i>Add:</i>	
Outstanding Deposits - General	351,391
Outstanding Deposits - Trust	
Outstanding Deposits – WSC Mayors Bushfire Appeal	
<i>Less:</i>	
Unpresented cheques - General	3,297
Unpresented cheques – Trust	
Unpresented cheques- WSC Mayors Bushfire Appeal	
<b>Balance adjusted for outstanding deposits &amp; Un-presented cheques (Final Bank Balance)</b>	<b>15,230,420</b>
<b>Variance between Final Bank Balance and General Ledger</b>	<b>-</b>

# WARRUMBUNGLE SHIRE COUNCIL

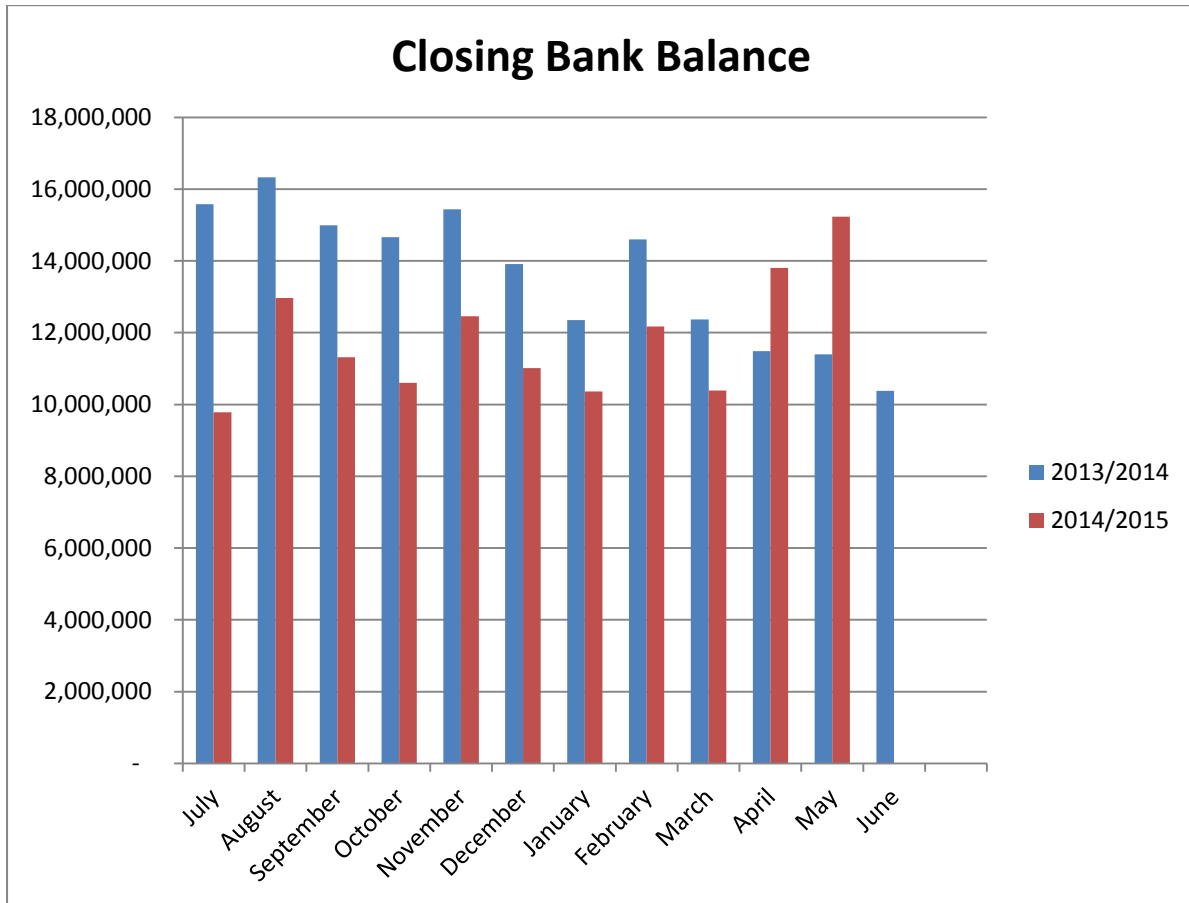
## Ordinary Meeting – 18 June 2015

Balance as per Bank Account History as at 31 May 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
Feb-15	695,689	249,543	342,927	10,604,540	11,892,699	280,396	12,173,095
Mar-15	658,064	253,288	309,667	9,617,099	10,838,118	(446,552)	10,391,566
Apr-15	321,299	253,088	310,127	12,893,114	13,777,628	28,870	13,806,498
May-15	710,416	264,334	285,185	13,622,391	14,882,326	348,094	15,230,420

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015



### **RECOMMENDATION**

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



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 June 2015**

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### **Item 20 Investments and Term Deposits for Month ending 31 May 2015**

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

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#### **Reason for Report**

As required by Clause 212 of the Local Government (General) Regulation 2005, the details of all monies invested by Council under Section 265 of the Local Government Act 1993 must be reported to Council at each monthly ordinary meeting.

#### **Background**

Council is authorised by S.265 of the Local Government Act (the Act) to invest its surplus funds in the forms of investment notified in an Order of the Minister dated 12 January 2011.

Clause 212 of the Local Government (General ) Regulation 2005(the Regulation) requires a council to provide a written report to the Ordinary Meeting of Council giving details of all monies invested and a certificate as to whether or not the investments have been made in accordance with the Act, Regulations and Council's Investment Policy.

#### **Issues**

##### ***Comments on Performance for the Month***

##### *Term Deposits and At Call Accounts*

In accordance with regulatory requirements and Council's Investment Policy, the majority of Council's current investment portfolio continues to be invested in term deposits, at call accounts and a Capital Protected Note (CPN)

During the month, \$1.5m of term deposits matured, new placements of \$2m were made and the month end balance was \$7.10m. These investments range in duration from 60 to 180 days. The new placements of \$1.0m and \$1.0m have been invested at 3.00% and 2.95% respectively which exceeds Council's benchmark BBSW investment rate.

At call accounts are used to hold funds for shorter periods and generally are adjusted on a weekly basis to meet cash flow requirements. During the month net transfers of \$219,786 were made from these accounts and \$9,492 interest was received on the balances in the accounts resulting in a month end balance of \$5.022m.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 June 2015**

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### *Capital Protected Note*

Council continues to hold \$1,500,000 in a CPN called Octagon. Repayment of the principal is supported by a capital guarantee which ensures full repayment of capital invested at maturity. The estimated market value of the investment as at 30 June 2014 was \$1,443,900 and as the term approaches the maturity date, this value increases and could return a small capital profit. This investment is no longer earning any investment income and is adversely impacting the achievement of Council's benchmark rate of return.

### *Income Return*

The average rate of return on investments for the month of 2.65% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 2.13% by 0.52% or 24.41%.

On a year to date basis, interest received and accrued totals \$268,570 which is 70.68% of the annual budget. On a pro rata basis, interest income is 22.9% behind budget.

Rates on the NAB and ANZ at call accounts continue to be relatively high rates compared to the 60 and 90 day rates being offered for term deposits.

Depending upon the timing of forecast cash flows, consideration may have to be given to investing for longer terms to maintain higher interest yields.

### **Options**

Nil

### **Financial Implications**

Based on the current investment market and Council's current investment holdings and maturity dates, the average rate of return on Council's investment portfolio will continue to exceed the BBSW benchmark rate.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

### Summary

Financial Institution	Lodgement Date	Maturity Date	Total Days	Rating	Yield	Amount
<b>At Call Accounts</b>						
NAB Cash Maximiser	1-May-15	at call	at call	AA-	2.29%	4,652,452
ANZ at Call	1-May-15	at call	at call	AA-	1.75%	9,344
Westpac at Call	1-May-15	at call	at call	AA-	-	38,984
NAB Eftpos At Call	1-May-15	at call	at call	AA-	-	321,612
						<b>5,022,391</b>
<b>Term Deposits</b>						
Commonwealth Bank	16-Mar-15	15-Jun-15	90	AA-	3.02%	1,000,000
Suncorp Treasury	24-Mar-15	22-Jun-15	90	AA-	2.95%	1,000,000
NAB	02-Apr-15	06-Jul-15	95	AA-	3.00%	1,500,000
NAB	27-May-15	27-Jul-15	61	AA-	2.65%	1,000,000
NAB	27-May-15	31-Aug-15	96	AA-	3.00%	1,000,000
Bank Of QLD	02-Apr-15	29-Sept-15	180	BBB+	3.00%	1,600,000
						<b>7,100,000</b>
<b>Capital Protected Note</b>						
Octagon Ltd.	25-Oct-05	25-Oct-15	10 yrs	AA	-	1,500,000
						<b>1,500,000</b>
<b>TOTAL</b>						<b>13,622,391</b>

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 June 2015**

**Table 1: Investment Balances as at 31 May 2015**

<b>Bank</b>	<b>Opening Balance</b>	<b>Net Placements/ Withdrawals</b>	<b>Interest Accrued/ Received</b>	<b>Closing Balance</b>
NAB Cash Maximiser	3,644,400	1,000,000	8,052	4,652,452
ANZ At Call	1,034,711	(1,026,807)	1,440	9,344
Westpac General At Call	24,164	14,820	-	38,984
NAB Eftpos At Call	89,839	231,773	-	321,612
NAB	1,509,166	(1,511,651)	2,485	-
Commonwealth Bank	1,003,713	-	2,558	1,006,271
Suncorp Treasury	1,003,433	-	2,964	1,006,397
NAB	1,503,443	-	3,811	1,507,254
NAB	-	1,000,000	290	1,000,290
NAB	-	1,000,000	322	1,000,322
Bank Of Qld	1,603,672	-	4,066	1,607,738
<b>Total</b>	<b>11,416,541</b>	<b>708,135</b>	<b>25,988</b>	<b>12,150,664</b>

**Table 2: At Call and Term Deposits - Monthly Movements**

### **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 May 2015.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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### Item 21 Rates Report for Month Ending 31 May 2015

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

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### **Reason for Report**

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 May 2015, is 13.36%. This figure is higher than the 10% benchmark proposed by the DLG. There has also been a slight increase in the ratio when compared to the previous month due to the fourth rates instalment falling due at the end of May.

### **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 – 18 June 2015

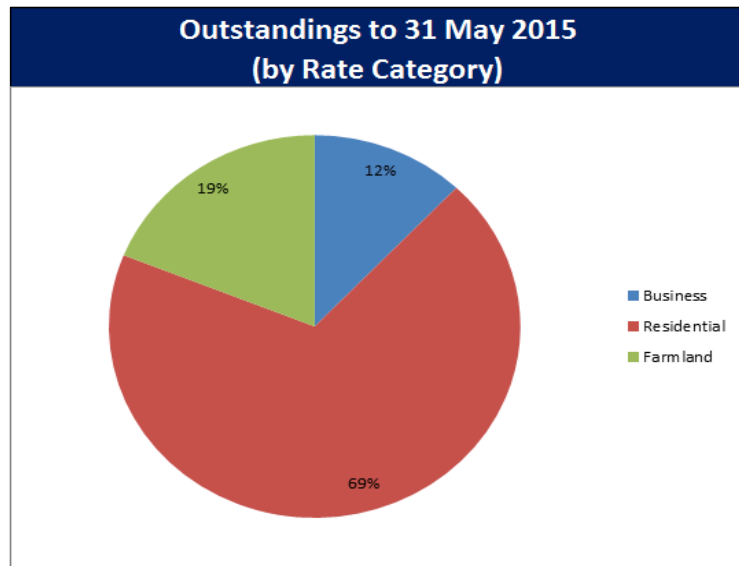
RATE/CHARGE TYPE	RATE ARREARS 2013/14	2014/15 LEVY	Pensioner Write off	Abandoned	Interest	Legal Fees	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2014/15	COLLECTION % 2014/15	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	633,482	7,318,470	(165,691)	(31,381)	34,866	104,155	7,893,900	(7,119,747)	774,153	90.19%	772,533	9.79%
Water	194,095	1,326,803	(73,176)	(2,763)	10,903	-	1,455,862	(1,232,779)	223,083	84.68%	223,078	15.32%
Sewerage	-	1,001,386	(52,372)	(1,639)	2,319	-	949,693	(864,349)	85,345	91.01%	85,338	8.99%
Garbage	207,235	1,839,680	(110,939)	(2,542)	12,316	(451)	1,945,298	(1,691,789)	253,509	86.97%	253,354	13.02%
<b>TOTAL RATES AND ANNUAL CHARGES</b>	<b>1,034,812</b>	<b>11,486,339</b>	<b>(402,178)</b>	<b>(38,325)</b>	<b>60,404</b>	<b>103,703</b>	<b>12,244,753</b>	<b>(10,908,664)</b>	<b>1,336,089</b>	<b>89.09%</b>	<b>1,334,303</b>	<b>10.90%</b>
Sewer Access (Water Billing)	451,689	196,177	-	(7,990)	9,021	-	648,898	(461,898)	187,000	71.18%	105,410	16.24%
Water Consumption	572,533	1,328,400	-	642	18,241	22,053	1,941,869	(1,163,498)	778,371	59.92%	302,829	15.59%
Sewer Consumption	34,788	126,000	-	(143)	868	-	161,513	(71,483)	90,030	44.26%	12,447	7.71%
<b>TOTAL WATER SUPPLY SERVICES</b>	<b>1,059,010</b>	<b>1,650,577</b>	<b>-</b>	<b>(7,491)</b>	<b>28,130</b>	<b>22,053</b>	<b>2,752,279</b>	<b>(1,696,879)</b>	<b>1,055,400</b>	<b>61.65%</b>	<b>420,686</b>	<b>15.29%</b>
<b>GRAND TOTAL</b>	<b>2,093,822</b>	<b>13,136,916</b>	<b>(402,178)</b>	<b>(45,816)</b>	<b>88,534</b>	<b>125,756</b>	<b>14,997,032</b>	<b>(12,605,543)</b>	<b>2,391,490</b>	<b>84.05%</b>	<b>1,754,990</b>	<b>13.36%</b>

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

Analysis by Council staff has indicated that a majority of the rates and annual charges outstanding amount 69% relates to residential properties, while 19 % relates to farmland and 12% 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	
<b>Business</b>	84,890	36,723	22,156	27,095	29,026	12,447	212,337
<b>Residential</b>	359,735	212,449	200,922	163,654	273,803	-	1,210,563
<b>Farmland</b>	327,908	4,182	-	-	-	-	332,090
<b>Total</b>	<b>772,533</b>	<b>253,354</b>	<b>223,078</b>	<b>190,749</b>	<b>302,829</b>	<b>12,447</b>	<b>1,754,990</b>

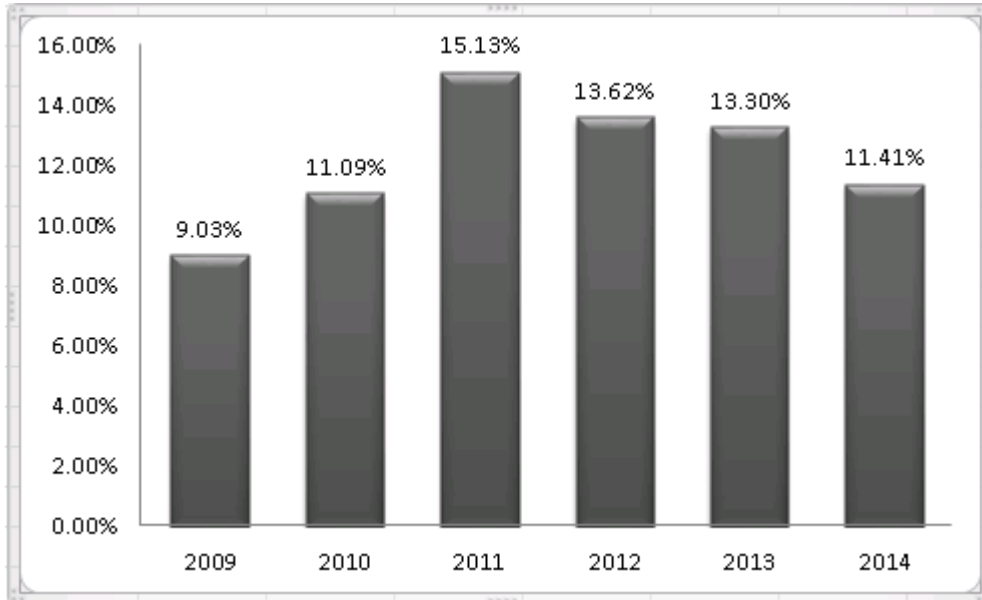
Collection of outstanding rates commences with an overdue letter which is received from Council giving 14 days to pay or contact Council requesting an arrangement, if no payment or contact is made a letter of demand is sent out by Council's Debt Recovery Agency giving 7 days to make a payment or contact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

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

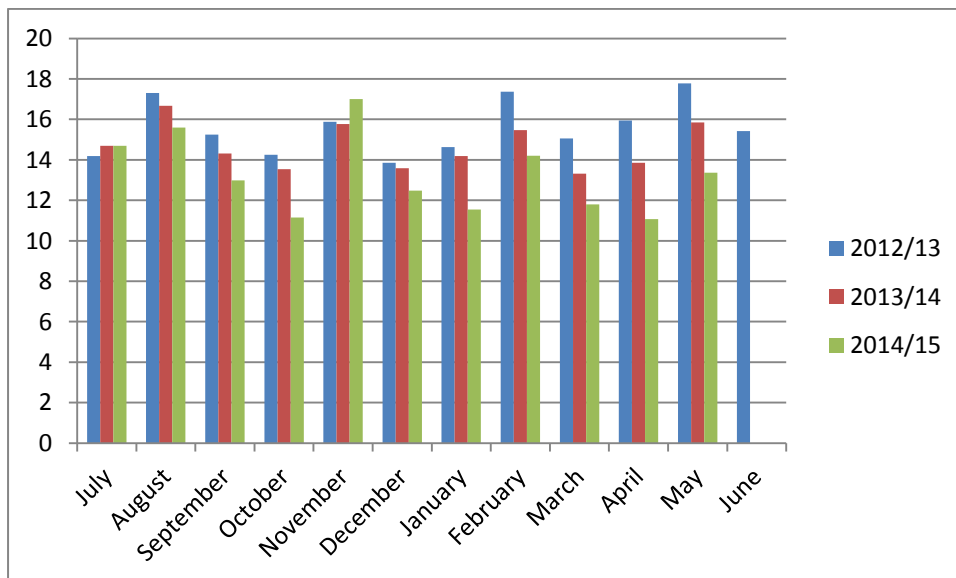
# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

Graph 1: Ratio by Year



Graph 2: Ratio Month by Month



### RECOMMENDATION

For Council's information.



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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### Item 22 Operational Plan and Delivery Program 2015/2016 to 2018/2019

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Finance
<b>Author:</b>	Director of Corporate and Community Services – Stefan Murru
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority / Strategy:</b>	GF5 Council is severely burdened by the increasing costs of service provision and asset management and its reliance on grants and other funding, together with a limited rate base, rate capping and restricted capacity to source income from other areas.

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#### **Reason for Report**

To seek Council approval for the adoption of the Warrumbungle Shire Council Operational Plan and Delivery Program 2015/16-2018/19.

#### **Background**

At the May meeting, Council endorsed the draft Warrumbungle Shire Council Operational Plan and Delivery Program 2015/16-2018/19 and placed it on public exhibition for 28 days (**Resolution No 356/1415**) inviting community comment.

Council must consider this feedback and formally accept the combined Delivery Program (DP) and Operational Plan (OP) which details the principal activities it will undertake to achieve the objectives of the Community Strategic Plan (CSP).

#### **Issues**

Per the practice of many other Councils, Warrumbungle Shire Council has combined its DP and OP into one (1) document this financial year.

#### DP Requirements

Council must have a DP detailing the principal activities it will undertake to achieve the objectives of the CSP. This is the point where the community's high level goals are translated into actions, within the available resources ie, assets, financial and staff under the Resourcing Strategy. The DP must be adopted by 30 June in the year following an election, and must go on public exhibition for at least 28 days. The DP should address the full range of Council operations and allocate high level responsibilities for each action.

The General Manager is responsible for ensuring progress reports are provided to Council with respect to the principal activities at least every six (6) months. It is designed as a fixed term plan to align with the Council electoral cycle, and the outgoing council will report to the community on what it has achieved in this regard as per (s404 parts 1-5) of the Local Government Act (1993). The Delivery Program is reviewed every year in preparation of the annual Operational Plan.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 June 2015**

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### **OP Requirements**

Supporting the DP is an annual sub plan, the OP which details the individual projects and activities to be undertaken within that year. Like the former Management Plan, the OP must have a Statement of Council's Revenue Policy and include a detailed budget for the activities/projects to be completed in the year.

The OP must be adopted before the beginning of each year as part of the DP, after being placed on public exhibition for a minimum of 28 days with detailed maps of each rating category. In deciding on the final OP Council must consider any submissions that have been made concerning the draft plan.

### **Statement of Revenue Policy Requirements**

As per the requirements of s405(2) of the Act, the OP must include a statement of the Council's Revenue Policy for the year covered by the OP. These include;

- a detailed estimate of Council's income and expenditure,
- each ordinary rate and each special rate proposed to be levied,
- each charge proposed to be levied,
- the types of fees proposed to be charged by Council
- Council's proposed pricing methodology for determining the prices of goods and the approved fees
- the amounts of any proposed borrowings (other than internal borrowing), the sources from which they are proposed to be borrowed and the means by which they are proposed to be secured.

### **Options**

In accordance with s535 and 496 of the Act, a rate or charge must be made by resolution of Council. The proposed rates and charges are as per Council's Statement of Revenue Policy in Council's OP.

Council's draft OP and DP 2015/16-2018/19 meets the requirements of the Act, and has been placed on public exhibition.

Any submissions from members of the public will be provided to Council prior to the meeting and Councillors comments and feedback is sought for any changes to be made to the draft DP and OP. Council must consider community feedback and formally adopt the combined Delivery Program and Operational Plan.

### **Financial Considerations**

Some of the major capital achievements of the OP and DP include Features of Council's Budget and Delivery Program include:

- A surplus cash budget of \$74k in the 2015/16 financial year;
- A combined cash deficit of \$33k over the four years of the Delivery Program, although Council's cash at bank will decrease by \$1.352m over the four years as restricted assets are used to catch up on Council's asset backlog;
- An accrual surplus of \$13.061m in 2015/16 predominately due to the receipt of substantial capital grant monies;
- An ambitious capital program over the four years of \$54.92m;

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 June 2015**

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- Effective utilisation of LIRS funding to complete capital works (replacement of the remaining timber bridges over the following two financial years).

Significant features and deliverables of the 2015/16 – 2018/19 OP and DP include:

- Construction of five (5) bridges on local roads to replace old timber bridges (\$4.598m);
- Resealing of approximately 113 km of sealed roads (\$5.016m);
- Re-sheeting of approximately 132 km of unsealed roads (\$3.497m);
- Construction of the new RFS Fire Control Centre in Coonabarabran estimated cost of \$3.05m;
- Completion of approximately 25km of pavement re-construction and pavement widening at a cost of \$4.876m on Regional Roads;
- Completion of approximately 7.19km of pavement re-construction at a cost of \$1.515m on local roads;
- Construction of 28.56km of water and sewer mains at a total cost of \$2.746m;
- Construction and rehabilitation of reservoirs and treatment plants at a total cost of \$2.009m including replacement of water treatment clarifier in Baradine (\$850k);
- Plant replacement of \$10.090m;
- Refurbishment of Mendooran Hall, Goolhi Hall, Coonabarabran Hall and Binnaway Hall as well as construction of disabled access at Coolah and in Baradine (\$383k);
- Expansion of Coonabarabran Native Grove Cemetery (\$50k);
- Construction of 2.8 km of new footpaths at a cost of \$370k and rehabilitation of 3.9km of existing footpaths at a cost of \$505k within towns across the Shire;
- Construction of 0.5 km of new K&G at a cost of \$90k and rehabilitation of 1.21km of existing K&G at a cost of \$190k within towns across the Shire;
- Construction and rehabilitation of culverts and drainage at a cost of \$93k;
- Construction of cycleways (\$146k);
- Development of flood management plan (\$166k);
- General rehabilitation of town streets including improving street lights, replacing bins, gardens construction of cycleways and planting of trees;
- Improvements to local ovals, parks and swimming pools (\$554k);
- Raising of Timor Dam wall (\$600k);
- Construction of shire entrance signs and creation of tourism trail brochure (\$50k).

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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### RECOMMENDATION

That subject to further significant submissions Council adopts the Warrumbungle Shire Council Operational Plan and Delivery Program 2015/2016 to 2018/2019 **FURTHERMORE:**

1. In accordance with s514 of the Local Government Act 1993, Council has declared the category of each parcel of rateable land within its area within one or other of the following categories:
  - Residential
  - Farmland
  - Business
  - Mining
2. In accordance with s535 of the Local Government Act 1993 that Council make and levy the following ordinary rates and annual charges for the 2015/2016 financial year.

**Residential Rate (sub category Baradine)** ad valorem amount be set at two point four six cents (\$0.0246) in the dollar plus a base rate amount of one hundred and seventy six dollars (\$176.00). The amount raised via base amount is equal to 41% of the total levy.

**Residential Rate (sub category Binnaway)** ad valorem amount be set at one point two five two cents (\$0.01252) in the dollar plus a base rate amount of one hundred and twenty nine dollars (\$129.00). The amount raised via base amount is equal to 47% of the total levy.

**Residential Rate (sub category Coolah)** ad valorem amount be set at one point three seven seven cents (\$0.01377) in the dollar plus a base rate amount of two hundred and twenty four dollars (\$224.00). The amount raised via base amount is equal to 37% of the total levy

**Residential Rate (sub category Coonabarabran)** ad valorem amount be set at zero point nine four four four cents (\$0.009444) in the dollar plus a base rate amount of two hundred and fifty nine dollars (\$259.00). The amount raised via base amount is equal to 42% of the total levy.

**Residential Rate (sub category Dunedoo)** ad valorem amount be set at zero point seven one two five cents (\$0.007125) in the dollar plus a base rate amount of two hundred and seventy two dollars (\$272.00). The amount raised via base amount is equal to 48% of the total levy.

**Residential Rate (sub category Mendooran)** ad valorem amount be set at one point nine cents (\$0.019) in the dollar plus a base rate amount of one hundred and ninety three dollars (\$193.00). The amount raised via base amount is equal to 42% of the total levy.

**Residential Rate (sub category Cobbora)** ad valorem amount be set at zero point four eight seven cents (\$0.00487) in the dollar plus a base rate amount of one hundred and twenty two dollars (\$122.00). The amount raised via base amount is equal to 44% of the total levy.

**Residential Rate (sub category Coolabah Estate)** ad valorem amount be set at zero point four four five cents (\$0.00445) in the dollar plus a base rate amount of one hundred and forty dollars (\$140.00). The amount raised via base amount is equal to 46% of the total levy.

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**Residential Rate (sub-category Rural)** ad valorem amount be set at zero point seven six three four cents (\$0.007634) in the dollar plus a base rate amount of two hundred and twenty eight dollars (\$228.00). The amount raised via base amount is equal to 32% of the total levy.

**Residential Rate (sub category – Village One – Kenebri, Ulamambri, Neilrex, Bugaldie, Rocky Glen, Purlewaugh)** ad valorem amount be set at two point two six four cents (\$0.02264) in the dollar plus a base rate amount of one hundred and seventeen dollars (\$117.00). The amount raised via base amount is equal to 43% of the total levy.

**Residential Rate (sub category Village Two – Leadville, Merrygoen, Uarbry)** ad valorem amount be set at one point four five five cents (\$0.01455) in the dollar plus a base rate amount of ninety seven dollars (\$97.00). The amount raised via base amount is equal to 46% of the total levy.

**Farmland Rate** ad valorem amount be set at zero point four four one eight six cents (\$0.0044186) in the dollar plus a base rate amount of five hundred and forty five dollars (\$545.00). The amount raised via base amount is equal to 19% of the total levy.

**Business Rate (sub category Baradine)** ad valorem amount be set at three point four four five cents (\$0.03445) in the dollar plus a base rate amount of two hundred and fifty nine dollars (\$259.00). The amount raised via base rate amount is equal to 42% of the total levy.

**Business Rate (sub category Binnaway)** ad valorem amount be set at two point two nine five cents (\$0.02295) in the dollar plus a base rate amount of two hundred and one dollars (\$201.00). The amount raised via base rate amount is equal to 42% of the total levy.

**Business Rate (sub category Coolah)** ad valorem amount be set at two point seven five seven cents (\$0.02757) in the dollar plus a base rate amount of three hundred and fifty eight dollars (\$358.00). The amount raised via base amount is equal to 39% of the total levy.

**Business Rate (sub category Coonabarabran)** ad valorem amount be set at three point zero four nine five cents (\$0.030495) in the dollar plus a base rate amount of four hundred and twenty eight dollars (\$428.00). The amount raised via base amount is equal to 18% of the total levy.

**Business Rate (sub category Dunedoo)** ad valorem amount be set at one point one four eight cents (\$0.01148) in the dollar plus a base rate amount of three hundred and twenty five dollars (\$325.00). The amount raised via base amount is equal to 46% of the total levy.

**Business Rate (sub category Mendooran)** ad valorem amount be set at one point seven three four cents (\$0.01734) in the dollar plus a base rate amount of one hundred and ninety six dollars (\$196.00). The amount raised via base amount is equal to 38% of the total levy.

**Business Rate (sub category General)** ad valorem amount be set at two point four five eight cents (\$0.02458) in the dollar plus a base rate amount of two hundred and eighty eight dollars (\$288.00). The amount raised via base amount is equal to 22% of the total levy.

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**Business Rate (sub category Village One – Kenebri, Ulamambri, Neilrex, Bugaldie, Rocky Glen, Purlewaugh)** ad valorem amount be set at six point one nine cents (\$0.0619) in the dollar plus a base rate amount of one hundred and forty eight dollars (\$148.00). The amount raised via base amount is equal to 21% of the total levy.

**Business Rate (sub category Village Two – Leadville, Merrygoen, Uarbry)** ad valorem amount be set at seven point one cents (\$0.071) in the dollar plus a base rate amount of one hundred and fifteen dollars (\$115.00). The amount raised via base amount is equal to 24% of the total levy.

**Mining Rate** ad valorem amount be set at twenty cents (\$0.2) in the dollar plus a base rate amount of ten thousand dollars (\$10,000.00).

### ***Water Access Charges***

**Mendooran Water Access charge** be set at eight hundred and sixteen dollars (\$816.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Mendooran Water supply and further any other properties outside the town boundary that are connected to or able to be connected to the water supply.

**Coonabarabran Water Access charge** be set at three hundred and sixty four dollars (\$364.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Coonabarabran Water supply and further any other properties outside the town boundary that are connected to or able to be connected to the water supply.

**Timor Gravity Main Water access charge** be set at three hundred and sixty four dollars (\$364.00) for all properties connected to the Timor Dam Gravity Main outside of the town boundary.

**Baradine Water access charge** be set at three hundred and sixty four dollars (\$364.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Baradine Water supply and all rural properties not within the town boundary that are connected to or able to be connected to the Baradine Water supply.

**Binnaway Water access charge** be set at three hundred and sixty four dollars (\$364.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Binnaway Water supply and all rural properties not within the town boundary that are connected to or able to be connected to the Binnaway Water supply

**Village Water access charge** be set at three hundred and sixty four dollars (\$364.00) for all properties in the villages of Kenebri, Bugaldie and Merrygoen that are connected to the village water supplies.

**Coolah Water Access charge** be set at three hundred and sixty four dollars (\$364.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Coolah Water supply and further any other properties outside the town boundary that are connected to or able to be connected to the water supply.

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**Dunedoo Water Access charge** be set at three hundred and sixty four dollars (\$364.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Dunedoo Water supply and further any other properties outside the town boundary that are connected to or able to be connected to the water supply.

### ***Water Usage Charges***

**Water Usage Charge** in all areas be set at one dollar and ninety cents (\$1.90) per kilolitre.

### ***Sewerage Charges***

**User Pay Sewerage Charges Residential Properties - Connected** be set at four hundred and sixty nine dollars (\$469.00)

**User Pay Sewerage Charges Residential Properties – Not Connected** be set at three hundred and one dollars (\$301.00)

**User Pay Sewerage Charges Non-Residential Properties - minimum charge** be set at four hundred and sixty nine dollars (\$469.00)

**User Pay Sewerage Charges Non-Residential Properties - Access Charge 20mm water meter size** be set at three hundred and one dollars (\$301.00)

**User Pay Sewerage Charges Non-Residential Properties - Access Charge 25mm water meter size** be set at four hundred and seventy dollars (\$470.00)

**User Pay Sewerage Charges Non-Residential Properties - Access Charge 32mm water meter size** be set at seven hundred and seventy dollars (\$770.00)

**User Pay Sewerage Charges Non-Residential Properties - Access Charge 40mm water meter size** be set at one thousand and two hundred and two dollars (\$1,202.00)

**User Pay Sewerage Charges Non-Residential Properties - Access Charge 50mm water meter size** be set at one thousand eight hundred and seventy nine dollars (\$1,879.00)

**User Pay Sewerage Charges Non-Residential Properties - Access Charge 80mm water meter size** be set at four thousand eight hundred and nine dollars (\$4,809.00)

**User Pay Sewerage Charges Non-Residential Properties- Access Charge 100mm water meter size** be set at seven thousand five hundred and fifteen dollars (\$7,515.00)

**User Pay Sewerage Charges Non-Residential Properties – Not Connected** be set at three hundred and one dollars (\$301.00)

**User Pay Sewerage Charges Non-Residential Properties - consumption charge** be set at zero point seven nine cents per kL (\$0.79/kL)

### ***Liquid Trade Waste Charges***

Details of Councils Liquid Trade Waste Fees and Charges can be found in the following table.

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Liquid Trade Waste Classifications and Categories	Proposed 2015/16 Charges
<b>Application for Approval to Discharge Trade Waste to Sewer</b>	
- Concurrence Classification A	\$140.00
- Concurrence Classification B	\$140.00
- Concurrence Classification C	\$250.00
- Concurrence Classification S	\$250.00
<b>Annual Trade Waste Fee</b>	
Category 1 Discharger - per year	\$85.00
Category 2 2S Discharger - per year	\$85.00
Category 3 Discharger - per year	\$200.00
<b>Re-Inspection Fee</b>	
- per re-inspection	\$80.00
<b>Trade Waste Usage Charge</b>	
Category 1 Discharger with appropriate pre-treatment	Nil
Category 1 Discharger without appropriate pre-treatment - per kilolitre	\$1.60
Category 2 Discharger with appropriate pre-treatment - per kilolitre	\$1.60
Category 2 Discharger without appropriate pre-treatment - per kilolitre	\$14.50
<b>Trade Waste Usage Charge</b>	
Category 2S - see Tankered Trade Waste Charges below	
Category 3 - see Excess Mass Charges per kilogram below	
<b>Food Waste Disposal Charge</b>	
Based on \$23/bed in 2007/08, indexed. For existing dischargers only.	
- Food Waste Disposal Charge - per bed	\$24.00
<b>Excess Mass Charges per kilogram</b>	
Charges apply for large/industrial dischargers (Charging Category 3) for all wastes that exceed concentration of pollutants in domestic sewage. Formula applies with pollutant rates of charges per kilogram (kg).	
-Aluminium	\$0.73
- Ammonia (as N )	\$2.17
- Arsenic	\$72.00
- Barrium	\$36.00
- Biochemical Oxygen Demand (BOD)	\$0.73
- Boron	\$0.73
- Bromine	\$14.50
- Cadmium	\$335.00



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Liquid Trade Waste Classifications and Categories	Proposed 2015/16 Charges
- Chlorinated Hydrocarbons	\$36.60
- Chlorinated Phenolics	\$1,450.00
- Chlorine	\$1.50
- Chromium	\$24.50
- Cobalt	\$14.80
- Copper	\$14.80
- Cyanide	\$72.00
- Fluoride	\$3.65
- Flormaldehyde	\$1.48
- Oil & Grease (Total O&G)	\$1.32
- Herbicides/defoliant	\$718.00
- Iron	\$1.50
- Lead	\$35.00
- Lithium	\$7.30
- Manganese	\$7.30
- Mercaptans	\$72.50
- Mercury	\$2,395.00
- Methylene Blue Active Substances (MBAS)	\$0.73
- Molybdenum	\$0.73
- Nickel	\$24.00
- Nitrogen* (Total Kjeldahl Nitrogen - Ammonia) as N	\$0.20
- Organoarsenic Compounds	\$718.00
- Pesticides general (excludes organochlorines and organophosphates)	\$718.00
- Petroleum Hydrocarbons (non-flammable)	\$2.40
- Phenolic Compounds (non-Chlorinated)	\$7.30
- Phosphorus (Total P)	\$1.50
- Polynuclear Aromatic Hydrocarbons	\$14.60
- Selenium	\$50.50
- Silver	\$1.35
- Sulphate (SO <sub>4</sub> )	\$0.16
- Sulphide	\$1.50
- Sulphite	\$1.62
- Suspended Solids (SS)	\$0.95
- Thiosulphate	\$0.30
- Tin	\$7.20
- Total Dissolved Solids	\$0.06
- Uranium	\$7.20
- Zinc	\$14.60
<b>Non Compliance Charges</b>	
- Non-compliance pH charge	
Value of coefficient K in equation 3 of TW Policy	\$0.38
<b>Non Compliance Excess Mass Charges - per kilogram (kg)</b>	
Applied where a discharge quality fails to comply with approved concentration limits of substances specified in approval conditions. Formula applies with pollutant rates of charges per kg.	

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Liquid Trade Waste Classifications and Categories	Proposed 2015/16 Charges
<b>Tankered Waste Charges (Charging Category 2S) – per kilolitre (kL)</b>	
- Chemical Toilet	\$16.00
- Septic Tank and Pan Waste Disposal Charge	
- Effluent	\$2.15
- Septage	\$22.00

3. In accordance with s496 of the Local Government Act, 1993 that Council make and levy the following annual charges for the provision of domestic and non domestic waste management services, and recycling charge for each parcel of rateable land for which the service is available for the year 2015/2016.

### ***Base Charge***

**Waste Management Charge on all rateable properties** be set at one hundred dollars (\$100.00).

### ***Additional Usage Charges – Domestic***

**Domestic Waste Charge (Urban – Occupied)** be set at three hundred and ten dollars (\$310.00) for the rendering of one (1) weekly service.

**Domestic Waste Charge (Urban – Vacant)** be set at zero dollars (\$0.00)

**Domestic Waste Charge (Rural Run – Used)** be set at three hundred and twenty five dollars (\$325.00) for the rendering of one (1) weekly service.

**Domestic Waste Charge (Rural Run – Not Used)** be set at zero dollars (\$0.00)

### ***Additional Usage Charge – Non Domestic***

**Non Domestic Waste Service charge** be set at three hundred and twenty five dollars (\$325.00) for the rendering of one (1) weekly service.

**Non Domestic Waste – Recycling Charge** be set at two hundred and ten dollars (\$210.00) for the rendering of one (1) weekly service.

4. In accordance with s566 (3) of the Local Government Act 1993, the Council adopt the maximum allowable interest rate of 8.5% as determined by the Minister to apply to all overdue Rates and Charges for the financial year 2015/2016.
5. That the schedule of Fees and Charges contained within the Operational Plan and Delivery Program for the financial year 2015-2016 be adopted.

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### Item 23 Long Term Financial Plan (LTFP) 2015/16 – 2024/25

<b>Division:</b>	Corporate Services
<b>Management Area:</b>	Finance
<b>Author:</b>	Graduate Accountant – Rebekah Elliott
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF5 - Council is severely burdened by the increasing costs of service provision and asset management and its reliance on grants and other funding, together with a limited rate base, rate capping and restricted capacity to source income from other areas.

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#### **Reason for Report**

To present the Warrumbungle Shire Council 2015/16 Long Term Financial Plan for Council review and endorsement.

#### **Background**

Council is required to review all IP&R Resourcing Strategy documents following the election of a new Council prior to 30 June the following year, and must update their LTFP annually when developing the Operational Plan. Council has now completed the update of the current LTFP a copy of which has been provided under separate cover for review and adoption.

Council's LTFP details Council's external operating environment and the financial challenges Council faces, the forecast level of revenue available to Council over the following ten (10) years, and Council's forecast recurrent and capital expenditure over this time period. The LTFP measures Council's expected financial performance based on the information above, and provides a forecast income statement, balance sheet, cash flow statement, and asset movement schedule based on this information. Council's assumptions are reviewed towards the end of the plan by way of a sensitivity analysis, and a set of KPIs are used to measure Council's performance.

The 2015/16 Long Term Financial Plan is structured in the same way as the previous report with the following minor changes:

- Council's sensitivity analysis section has been reviewed and more emphasis has been placed on Fit for the Future adjustments;
- A greater emphasis on comparing Council's overall financial performance under the alternative scenarios (i.e. base, optimistic and pessimistic) has been provided including high level comments on each KPI grouping;
- An analysis detailing the financial position and performance for Council's separate funds including General Fund, Sewer Fund and Water Fund have been provided with greater detail;
- The scenario analysis detailing the pessimistic and optimistic assumptions focuses on General Fund.

#### **Issues**

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The LTFP forecasts that Council's revenue will increase from \$51.276m to \$52.623m which is a 2.63% increase. While this appears quite a minimal increase, it is largely due to the receipt of substantial capital grant monies in 2015/16. When comparing with the 2016/17 year revenue actually increases by \$13.617m (34.9%). In the same time period, Council's recurrent expenditure has been forecast to increase from \$38.215m to \$51.137m which represents an increase of 33.8%. Capital expenditure is forecast to average \$12.154m per annum over the life of the plan.

A summary of Council's forecast financial performance in the 2015/16 updated LTFP split by four (4) indicators as detailed in the measuring Council's financial performance section of the plan can be found in the following table:

Indicator	Details
<b>Financial performance and flexibility</b>	<ul style="list-style-type: none"><li>• General Fund continues to make a surplus over the life of the LTFP with a high in 2015/16 of \$11.749m due to the receipt of substantial grant monies as a result of the Cobbora Transition Fund, Roads to Recovery and the Repair Program. The 2017/18 financial year falls to a surplus of \$153k which steadily increases to \$1.020m in 2024/25 (a total surplus of \$16.690m over the life of the LTFP);</li><li>• Water Fund generates a considerable surplus of \$1.297m in 2015/16 as a result of capital grant monies for the replacement of bores within three of the Council's towns. The subsequent year results in a deficit of \$287k which slowly reduces over the 10 year period to a surplus of \$399k in 2024/25 (a total surplus of \$1.567m over the life of the LTFP);</li><li>• Sewer Fund maintains a small surplus over the 10 years reaching a high of \$66k in 2024/25 and a low of \$15k in 2015/16 (a total surplus of \$301k over the life of the LTFP);</li><li>• Overall, Council as a whole is estimated to generate a surplus of \$18.558m over the 10 years.</li></ul>
<b>Cash position and liquidity</b>	<ul style="list-style-type: none"><li>• General Fund's cash balance remains around \$5m in the first 5 years of the LTFP where it starts to steadily increase over the remaining 5 years to reach \$10.525m in 2024/25. The Fund's cash balance increases by \$4.201m over the life of the plan which represents a 66% increase with the current ratio remaining at an average of 1.49 over the 10 year period and reaching a high of 2.39 in 2024/25;</li><li>• Water Fund maintains an average cash balance of \$1.253m over the life of the LTFP and an average current ratio of 9.04 where it reaches a high of 17.50 in 2024/25;</li><li>• Alternatively, Sewer Fund's average cash balance is \$4.164m over the plan and its average current ratio is 61.42 and reaches a high of 71.11 in 2024/25;</li><li>• Sewer and Water Fund maintain considerably high current ratios compared to General Fund. However, these funds are restricted and consequently cannot be used within General Fund for day to day operations.</li></ul>

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Indicator	Details
<b>Loan Exposure and Debt Servicing</b>	<ul style="list-style-type: none"><li>• For all funds, borrowings will be repaid by 2023/24 with Council's loan balance forecasted to be zero at 2025;</li><li>• General Fund has the majority of loans with an internal loan entered into between the Sewer and General Fund for the upgrade of the Warrumbungle Shire administration building. Sewer has no outstanding loans while the Water Fund has one loan for the upgrade of the Mendooran's water facilities;</li><li>• Each fund maintains a debt service ratio of below the desired 10%.</li></ul>
<b>Asset renewal and capital works</b>	<ul style="list-style-type: none"><li>• On average, General Fund has an asset renewal ratio of 103.87% with a high of 193% in 2015/16 and a low of 72% in 2020/21. The funds asset average consumption ratio and asset renewal surplus is 24.04% and \$256k respectively. It generates an asset renewal surplus of \$2.556m and expends \$106.83m on capital over the life of the plan;</li><li>• The Sewer Fund has an average asset renewal ratio of 70.85% with a high of 118.95% in 2019/20 and a low of 26.39% in 2014/15. The funds asset average consumption ratio and asset renewal deficit is 41.25% and \$131k respectively. It generates an asset renewal deficit of \$1.307m and expends \$3.914m on capital over the life of the plan;</li><li>• Water Fund on average has an asset renewal ratio of 72.01% with a high of 227.18% in 2015/16 and a low of 36.07% in 2024/25. The funds asset average consumption ratio and asset renewal deficit is 51.44% and \$297k respectively. It generates an asset renewal deficit of \$2.974 and expends \$10.798m on capital over the life of the plan;</li><li>• Overall, Council generates an average asset renewal ratio of 99.77% and an asset renewal deficit of \$1.518m over the life of the LTFP. Council as a whole expends \$121.539m on capital over the 10 year period.</li></ul>

Note: These findings should be read in conjunction with the graphs in the measuring Council's financial performance section of the plan.

### Options

Council has two options in regard to the 2015-16 LTFP:

1. Endorse the LTFP and use the three scenarios provided within the plan for Council discussion and the financial modelling to make informed decisions;
2. Review the LTFP and offer suggestions for improvement.

### Financial Considerations

Hard decisions made in Council's recent budget process and Fit for the Future (FFF) Improvement Action Plans have resulted in some considerable improvements in Council's forecast financial performance and position over the following ten years, including:

- Council's business arms are now forecast to achieve full cost recovery;
- Council is forecasting an improvement in Council's EBITDA over the life of the plan;
- Council forecasts its cash balance to improve over the life of the plan from \$10.794m to \$17.993m (an increase of \$7.199m or 67%);
- Council's current ratio is well above the DLG benchmark of 2 (in total);

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- Council's exposure to debt is clearly manageable with the debt service ratio decreasing over the life of the plan, and the loans paid back by the end of the 2024/25 financial year;
- Council's financial flexibility is forecast to improve over the plan.

Despite these considerable gains, there are still several serious financial challenges faced by Council particularly in relation to the worst case scenario. The worst case scenario is forecasted to generate deficits in 9 out of 10 years in the LTFP with only 2015/16 generating a surplus as a result of significant grant monies received. Asset condition is expected to decline as the total asset renewal deficit is forecasted at \$8.262m over the ten years.

However, Council has set a balanced four year Delivery Program based on clearly defined service levels, and although Council does still face considerable challenges in the long run (as shown in Part 8 and 9 of the plan) much progress has been made as a result of the 2014/15 and 2015/16 budget and the introduction of the FFF initiatives.

### **RECOMMENDATION**

That Council endorse the updated 2015/16 Long Term Financial Plan.

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### Item 24 Fit for the Future Submission

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Finance
<b>Author:</b>	Director Corporate and Community Services – Stefan Murru
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan.

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### Reason for Report

To present to Council for adoption the final Fit for the Future Improvement Action Plan, and to seek Council approval to release to IPART Council's Fit for the Future Template 2 Council Improvement Proposal submission

### 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". After three workshop sessions with Councillors identifying the advantages and disadvantages of each option and numerous internal discussions at MANEX and with Council Managers, a report detailing Council's options was presented to the February Council meeting, where Council agreed to pursue Option 2 per the following resolution:

***"241/1415 RESOLVED 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"***

Post the decision to pursue Option 2, Council held a further 2 workshops with Councillors to discuss possible Improvement Action Plans. An Improvement Action Plan document was then presented to the May Council meeting, with Council resolving to release the Improvement Action Plan document for public exhibition for 21 days.

Once Council approved the draft IAP document to be released for public exhibition, Council carried out the following community consultation to gather community feedback on the suggestions within the document:

- Release of Council's Improvement Action Plan document for public consultation for 21 days on Council's website, at Council offices and in libraries or Post Offices across the six towns within the Warrumbungle shire;
- Release of a Fit for the Future Survey both online and in printed form to gather further feedback on the community's thoughts on Council's Improvement Action Plan;

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- Holding of two Open House days for the public to consult and provide feedback to senior executive staff on the suggested Improvement Action plans;
- Dedicated meetings across 4 towns to discuss the Improvement Action Plans with Community Development Groups, as well as the plan being considered as an Agenda item at Council's Interagency Meeting;
- Numerous advertisements and media releases in local print media, community newsletter and radio announcements and a radio interview with ABC Western Plains discussing Council's Fit for the Future Improvement Action Plan.

Council has now collated all feedback from its community consultation exercise, with survey results and written submissions provided to Council under separate cover.

Council has also utilised the information and recommendations in its Fit for the Future Improvement Action Plan to complete its Fit for the Future Template 2 Council Improvement Proposal submission

### Issues

Council has a limited time to submit its FFF proposal, and must ensure that it meets the seven (7) benchmarks if it is to be deemed Fit for the Future. Discussion with IPART indicates that their decision will be a "binary fit/not fit" decision that Council will not have input in or know about before the decision has been forwarded to the Office of Local Government.

IPART have now finalised their assessment methodology (to which Council has submitted comments), and have adjusted their approach to the treatment of some of the benchmarks. Most importantly for Warrumbungle Shire Council, IPART have now deemed rural councils to be councils that are classified as OLG groups 8-11 and councils completing the Rural Council template, which means Council can now deem its FAGs grants to be own source revenue for the purpose of calculating the own source revenue ratio. Details of the assessment method relevant to WSC are provided in the table below:

Benchmark	IPART Assessment Approach for Rural Councils
<b>Sustainability</b>	
Operating Performance Ratio	Plan to meet within 10 years
Own Source Revenue	Plan to improve within 5 years consideration of FAGs
Asset Renewal Ratio	Meet or improve within five years
<b>Effective Infrastructure</b>	
Infrastructure Backlog Ratio	Meet or improve/inform within 5 years
Asset Maintenance Ratio	Meet or improve/inform within 5 years
Debt Service Ratio	Meet within 5 years
<b>Efficiency</b>	
Real Operating Expenditure per Capita	Must demonstrate operational savings over 5 years but may not be practical in short term

According to the IPART assessment approach above and Council's forecast performance against each of the seven (7) ratios as detailed in the Financial Considerations section below, Council can feasibly meet all the ratios over the ten year LTFP time frame.



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### **Options**

In regard to the Improvement Action Plan, Council can either choose to adopt the Improvement Action Plan as is, or make adjustments to the plan in consideration of the results from Council's public consultation.

In regard to Council's Template 2 submission, Council can either choose to approve for release to IPART the draft Fit for the Future Template 2 Council Improvement Proposal submission as is, or make changes to the document before it is submitted to IPART.

Council must ensure that the Template 2 Proposal is submitted online to IPART by the closing date of 30 June 2015.

### **Financial Considerations**

Details of Council's performance against the Fit for the Future benchmarks can be found in the table below:

<b>Benchmark</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Sustainability</b>					
Operating Performance Ratio	-1.54%	-4.69%	-1.60%	-1.73%	-1.66%
Own Source Revenue	51%	68%	71%	72%	72%
Asset Renewal Ratio	193%	72%	93%	89%	82%
<b>Effective Infrastructure</b>					
Infrastructure Backlog Ratio	2.06%	2.71%	2.83%	3.03%	3.42%
Asset Maintenance Ratio	>1	>1	>1	>1	>1
Debt Service Ratio	3.55%	3.59%	3.17%	3.10%	3.04%
<b>Efficiency</b>					
Real Operating Expenditure per Capita	2.957	2.948	2.938	2.937	2.937

As can be seen from the table above, Council meets all the Fit for the Future benchmarks over the following five years except for the Operating Performance Ratio and the Infrastructure Backlog Ratio. Council is expected to meet the Operating Performance Ratio in the 2021/22 financial year per Council's LTFP. Although for four out of five years it appears that Council does not meet the Asset Renewal Ratio, the five year average for this ratio is 106%. Council also meets this ratio over the ten years of the LTFP

Council is not required to meet the Infrastructure Backlog Ratio, however, performance against this ratio will inform IPART's final decision.

### **RECOMMENDATION**

It is recommended that Council adopt the final Fit for the Future Improvement Action Plan and approve for release to IPART Council's Fit for the Future Template 2 Council Improvement Proposal submission.

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### Item 25 Fees for Dischargers of Liquid Trade Waste

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

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### **Purpose**

The purpose of this report is to obtain Council consideration and resolution on time extension requests from liquid trade waste dischargers to obtain approval before non compliance charges are imposed.

### **Background**

Council will be aware of the adoption and progressive implementation of the Liquid Trade Waste policy. Recently, a number of requests have been received from dischargers for an extension of time to obtain approval. Presumably such requests are made so as to avoid payment of usage fees associated with non compliance. The implementation timeframe of the policy is summarised in the following points;

- February 2011 – Liquid Trade Waste Policy adopted by Council.
- August 2013 – Programme for implementation of LTW policy.
- December 2013 – Report to Council regarding fees and timetable for public consultations
- February 2014 – letters to all commercial properties, invitation to public meeting, advise that inspection of premise. Letter of invitation to all plumbers located in Warrumbungle Shire.
- February, April, May 2014 – Inspections all commercial operations within the Shire
- September 2014 - Post inspection letters, invite identified dischargers to lodge application within a period of one month
- May 2015 – Reminder letters to dischargers to complete application and return within two weeks.

To date approximately only half of all identified dischargers have lodged the required application form and to date only 30% of all dischargers have received approved. A current summary of the status of approvals is provided as follows;

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	<b>Baradine</b>	<b>Coolah</b>	<b>Coonabarabran</b>	<b>Dunedoo</b>	<b>Total</b>
No of Dischargers	12	17	53	18	100
No of dischargers yet to submit an application	5	10	31	7	53
No of approved dischargers	4	2	16	9	31
No of none approved dischargers	8	15	37	9	69
No of Category 1 dischargers	9	10	20	10	49
No of Category 2 dischargers	3	6	27	8	44
No of Category 2s Dischargers	0	1	4	0	5
No of Category 3 dischargers	0	0	1	0	1

### **Issues**

In accordance with Council's implementation programme and proposed fees for 2015/16, charges for discharging liquid trade waste to sewer come into effect on the 1<sup>st</sup> July 2015. Currently around 70% of all dischargers will be required to pay the non compliance usage charge.

Usage charges for each property are based on water consumption for that property and invoices are prepared at the end of each water meter reading round. Hence, dischargers are likely to see a change to their invoice when they are issued in October 2015.

### **Options**

Council has discretion in this matter, however it is limited by the fact that around 30% of dischargers have already made the effort to obtain approval to discharge waste.

Given that ample time and consultation has been made available to dischargers to become approved, Council may not wish to change or even delay fees associated with non compliance

### **Financial Considerations**

The 2015/16 Trade Waste Charges are listed in the draft Operational Plan and Delivery Program and the first page is reproduced in attachment 1.0.

For the purpose of comparing cost of an approved discharger and that which might be incurred by a non approved discharger the following calculation is provided.

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### Example Calculation of annual cost for trade waste discharger

Discharge Category 2

Trade Waste bill = annual TW fee + TW usage charge x discharge volume  
Discharge Volume = water consumption(kL) x  
Trade Waste Discharge Factor (TWDF)

2015/16 annual TW fee (\$) = \$85.00  
2015/16 TW usage charge (\$/kL) complying = \$1.60  
2015/16 TW usage charge (\$/kL) non complying = \$14.50

	Complying Selected Business	Non Complying Selected Business
Business Name		
Classification	A2	A2
Annual Water Consumption (kL)	411	411
TWDF	35%	35%
Calculated TW bill	\$315.16	\$2,170.83

Clearly there is a significant difference in annual charges between a complying discharger and a non complying discharger in category 2.

The actual Trade Waste (TW) bill calculated for a range of Category 2 dischargers, based on water consumption in 2013/14, has been sent to Councillors as a confidential enclosure.

The Trade Waste (TW) bill for Category 1 dischargers is equivalent to the annual TW fee which for 2015/16 is \$85.00. However, if Category 1.0 dischargers have not installed appropriate pre treatment devices or lodged an application fee, the TW bill will also include a usage charge of \$1.60 per kilolitre multiplied by the Trade Waste Discharge Factor.

### RECOMMENDATION

That complying usage fees are applied to all properties assessed as discharging liquid trade waste to sewer from 1<sup>st</sup> July 2015 as previously resolved and in accordance with Council's Operation Plan and Delivery Program, however the imposition of non compliance usage charges is delayed by six months until 1<sup>st</sup> January 2016 to allow additional time for properties to obtain approval and become compliant.

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Attachment 1.0 – Copy of relevant page from Council's Operational Plan and Delivery Program regarding Liquid Trade Waste Charges.

Warrumbungle Shire Council –Operational Plan and Delivery Program 2015/16 – 2018/19

### A1.6 Trade Waste Charges

Council recently adopted a Liquid Trade Waste Policy in accordance with State legislation and the NSW Office of Water's *Liquid Trade Waste Regulation Guidelines, April 2009*. Under the Policy businesses identified as discharging liquid trade waste must now gain formal Approval to discharge to Council's sewer, and will also be charged for the discharge of liquid trade waste.

A list of the fees and charges adopted by Council is included below.

Liquid Trade Waste Classifications and Categories	Proposed 2015/16 Charges (incl GST)
<b>Application for Approval to Discharge Trade Waste to Sewer</b>	
- Concurrence Classification A	\$140.00
- Concurrence Classification B	\$140.00
- Concurrence Classification C	\$250.00
- Concurrence Classification S	\$250.00
<b>Annual Trade Waste Fee</b>	
Category 1 Discharger - per year	\$85.00
Category 2 2S Discharger - per year	\$85.00
Category 3 Discharger - per year	\$200.00
<b>Re-Inspection Fee</b>	
- per re-inspection	\$80.00
<b>Trade Waste Usage Charge</b>	
Category 1 Discharger with appropriate pre-treatment	Nil
Category 1 Discharger without appropriate pre-treatment - per kilolitre	\$1.60
Category 2 Discharger with appropriate pre-treatment - per kilolitre	\$1.60
Category 2 Discharger without appropriate pre-treatment - per kilolitre	\$14.50
Category 2S - see Tankered Trade Waste Charges below	
Category 3 - see Excess Mass Charges per kilogram below	
<b>Food Waste Disposal Charge</b>	
Based on \$23/bed in 2007/08, indexed. For existing dischargers only.	
- Food Waste Disposal Charge - per bed	\$24.00
<b>Excess Mass Charges per kilogram</b>	
Charges apply for large/industrial dischargers (Charging Category 3) for all wastes that exceed concentration of pollutants in domestic sewage. Formula applies with pollutant rates of charges per kilogram (kg).	
-Aluminium	\$0.73

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Warrumbungle Shire Council –Operational Plan and Delivery Program 2015/16 – 2018/19

Liquid Trade Waste Classifications and Categories	Proposed 2015/16 Charges (incl GST)
- Ammonia (as N )	\$2.17
- Arsenic	\$72.00
- Barrium	\$36.00
- Biochemical Oxygen Demand (BOD)	\$0.73
- Boron	\$0.73
- Bromine	\$14.50
- Cadmium	\$335.00
- Chlorinated Hydrocarbons	\$36.60
- Chlorinated Phenolics	\$1,450.00
- Chlorine	\$1.50
- Chromium	\$24.50
- Cobalt	\$14.80
- Copper	\$14.80
- Cyanide	\$72.00
- Fluoride	\$3.65
- Flormaldehyde	\$1.48
- Oil & Grease (Total O&G)	\$1.32
- Herbicides/defoliant	\$718.00
- Iron	\$1.50
- Lead	\$35.00
- Lithium	\$7.30
- Manganese	\$7.30
- Mercaptans	\$72.50
- Mercury	\$2,395.00
- Methylene Blue Active Substances (MBAS	\$0.73
- Molybdenum	\$0.73
- Nickel	\$24.00
- Nitrogen* (Total Kjeldahl Nitrogen - Ammonia) as N	\$0.20
- Organoarsenic Compounds	\$718.00
- Pesticides general (excludes organochlorines and organophosphates)	\$718.00
- Petroleum Hydrocarbons (non-flammable)	\$2.40
- Phenolic Compounds (non-Chlorinated)	\$7.30
- Phosphorus (Total P)	\$1.50
- Polynuclear Aromatic Hydrocarbons	\$14.60
- Selenium	\$50.50
- Silver	\$1.35
- Sulphate (SO4)	\$0.16
- Sulphide	\$1.50
- Sulphite	\$1.62
- Suspended Solids (SS)	\$0.95
- Thiosulphate	\$0.30
- Tin	\$7.20
- Total Dissolved Solids	\$0.06
- Uranium	\$7.20
- Zinc	\$14.60
<b>Non Compliance Charges</b>	
- Non-compliance pH charge	

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### Warrumbungle Shire Council –Operational Plan and Delivery Program 2015/16 – 2018/19

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<b>Liquid Trade Waste Classifications and Categories</b>	<b>Proposed 2015/16 Charges (incl GST)</b>
Value of coefficient K in equation 3 of TW Policy	\$0.38
<b>Non Compliance Excess Mass Charges - per kilogram (kg)</b>	
Applied where a discharge quality fails to comply with approved concentration limits of substances specified in approval conditions. Formula applies with pollutant rates of charges per kg.	
<b>Tankered Waste Charges (Charging Category 2S) – per kilolitre (kL)</b>	
- Chemical Toilet	\$16.00
- Septic Tank and Pan Waste Disposal Charge	
- Effluent	\$2.15
- Septage	\$22.00

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### Item 26 Dimensions of Proposed Bridge on Orana Road

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Road Operations
<b>Author:</b>	Director Technical Services – Kevin Tighe
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	P15. Council manages its assets and infrastructure to meet the agreed service levels.

---

#### **Purpose**

The purpose of this report is to confirm Council expectations, prior to inviting tenders, regarding dimensions of the proposed bridge over Coolaburragundy River on Orana Road.

#### **Background**

The existing crossing of the Coolaburragundy River on Orana Road is a low level causeway approximately 14 metres long and 3 metres wide. The surface of the crossing is constructed in concrete and rock to protect the upstream and downstream sides. The causeway is effectively a dam in the river and because the river bed is actively eroding, the bed level downstream is approximately 1.7 metres lower than the bed level immediately upstream of the causeway.

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

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

The river crossing has come to the attention of NSW Fisheries as it appears that property owners have made attempts to fill the crossing and Council staff have inadvertently placed fill material in the crossing. Council has been fined for its role in unauthorised repair of the crossing.

#### **Issues**

The configuration and dimensions of a replacement waterway structure is dependent upon many factors including; road approach geometry, flood levels, foundation conditions, environmental factors and in particular requirements of NSW Fisheries, expected traffic volumes and traffic type, detour availability and of course financial considerations.

Geometric design plans have been prepared for the Orana Road bridge project and they are reproduced in a summarised form in attachment 1.0.

Borehole investigations indicate that there is 'slightly sandy, silty clay' to a depth of around 2.0 metres below the proposed river bed level. It is possible to construct a low level



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concrete slab box culvert structure at this site, however, the presence of the silty clay means that either special concrete cut off curtains need to be constructed or piles are driven and anchored to the concrete slab or both. Any waterway structure should extend across the river as much as possible to reduce floodwater forces on the road approaches. These factors indicate that a bridge structure is more suited to this site than a concrete slab and box culvert structure. Furthermore, the use of precast concrete bridge components is less expensive than onsite concrete slab construction.

A condition of the NSW Fisheries permit obtained for the proposed waterway crossing is that existing river bed is lowered to a level that matches the longitudinal profile of the river bed. This means that existing rock and soil that supports the concrete causeway will need to be removed to depth of approximately 1.3 metres below existing surface level.

A design consideration for Orana Road Bridge is the minimum carriageway width of the bridge required to meet expected traffic demands now and in the future.

According to Australian Standards the bridge width between barriers for single lane access roads with traffic volumes less than 150 vehicles per day, should be between 4.2m and 4.5m. Bridge widths between 4.5m and 6.0m should be avoided as drivers may perceive the bridge to be wide enough for two way travel.

Single lane bridges on rural roads mean that a Give Way sign will need to be erected at one end of the bridge.

Bridges must be wide enough to permit access for wide loads and in particular agricultural vehicles. Wheel base widths for machines such as harvester and ploughs have increased to the extent where a width of 4.9 metres is not uncommon.

The factors involved in determining the type of bridge traffic barrier include; traffic volume and speed environment, the likelihood of pedestrian traffic, height of the bridge, frequency of flood flows over the bridge and likelihood of debris being entrapped in the barrier. Substantial guidance is given by Australian Standards where the performance level and type of barrier is described as either low, regular or medium. The standards also recognise that no barriers may be required particularly on low level bridges prone to flooding.

An accurate determination of design flood levels at this site is not possible without extensive flood modelling undertaken by a specialist consultant, so it is not possible to determine expected frequency of flood inundation of the proposed bridge. It is known that the Coolaburragundy River overtops the riverbank some 1 to 2 kilometres upstream and then crosses Orana Road approximately 150 metres on the eastern side of the river. The road level where floodwaters cross Orana Road is approximately 600 mm higher than the level of the proposed bridge.

### **Options**

Council has limited discretion in relation to minimum requirements for specification of bridge dimensions and traffic barrier type. However, the proposed bridge specifications must take into account local conditions and any Council policies.

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### **Financial Considerations**

Council has been to the market recently for bridge design and construction prices, in particular tenders have recently been considered for the Kenebri Bridge project. A unit rate of \$2,550 per square metre may be used as a guide to determine expected tender prices for the Orana Road bridge project.

#### **Expected Cost of Orana Road Bridge Project**

<b>Bridge Project</b>	<b>Length</b>	<b>Width</b>	<b>Bridge Cost (excl GST)(2)</b>	<b>Contingency (note 1)</b>	<b>Sidetrack (Excl GST)</b>	<b>Road Approaches (Excl GST)</b>	<b>Total (Excl GST)</b>
Orana Road Bridge project	30	4.5	\$344,250	\$34,425	\$20,000	\$50,000	\$448,675

#### Notes

(1)- Contingency 10%

(2) - Assumed bridge const. rate (excl GST) \$2,550

There is a budget allocation of \$450,000 for the Orana Road Bridge project

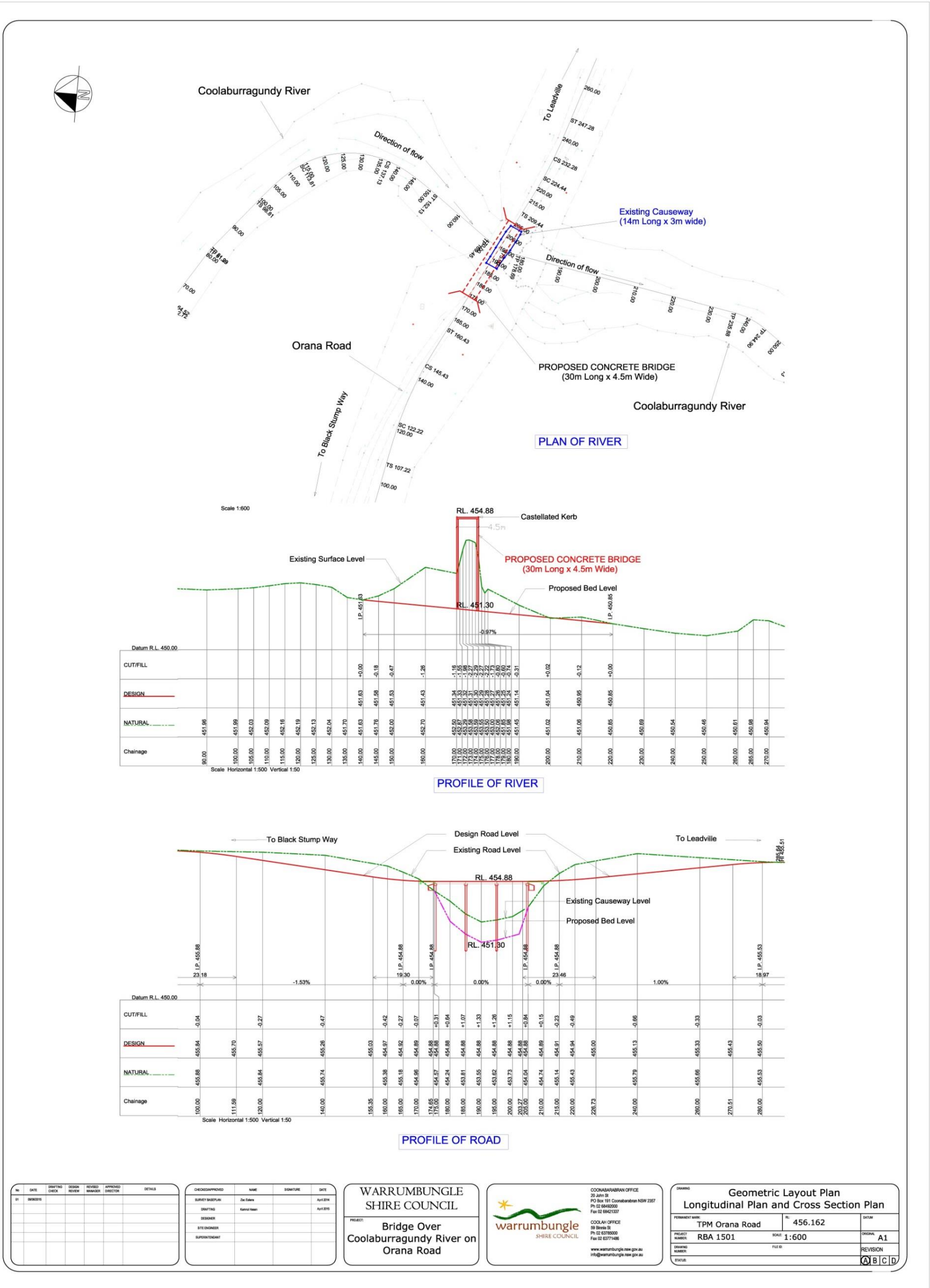
### **RECOMMENDATION**

That tenders are invited for a bridge structure over Coolaburragundy River on Orana Road with a carriageway width of the bridge at 4.5 metres and the traffic barrier type being a low level castellated kerb.

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### Attachment 1.0 - Orana Road Bridge Project Layout Plans



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### Item 27 Access to Baradine Pool without Lifeguard Trial

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Urban Services
<b>Author:</b>	Director Technical Services – Kevin Tighe
<b>CSP Key Focus Area:</b>	Public Infrastructure & Services
<b>Priority:</b>	R01 The planning and provision of local sports and recreation facilities and parklands reflect community needs and anticipated demographic changes.

---

### **Purpose**

The purpose of this report is to review the trial conducted at the Baradine Pool whereby season ticket holders had access to the pool for early morning swimming without the presence of a lifeguard. Furthermore, there may be implications for extending the same service to each of the other five pools in the Shire.

### **Background**

Following Council's resolution on the 20<sup>th</sup> November 2014, members of the Baradine swimming community were invited to sign up for key access to the Baradine Pool for early morning swimming. Keys were made available to season ticket holders only and session hours were limited to between 6.30am and 8.00am each day of the week. A \$50 bond was required to be paid prior to being issued with a key.

The level of service in terms of opening hours increased, from that previously available, by 6 hours per week for the period October to February. The opening time in March increased level of service by 10.5 hours per week. The key access trial for Baradine Pool also reduced the number of hours staff were required to be present at the pool for lifeguard duties.

In effect, during the trial period the Baradine Pool was open for use for 10.5 hours each week without the presence of a lifeguard.

A staff report on the trial has been forwarded to Councillors under separate cover.

### **Issues**

There was generally a positive community response to the increased level of service, however only four season ticket holders took up the offer of obtaining a key and paying the bond money. During the trial period and in particular between the period 24<sup>th</sup> December 2014 to 5<sup>th</sup> March 2015, there were 184 recorded visits to the pool for the early morning session.

There were no reported safety related incidents during the trial period. However, a regular 'lap' swimmer at the early morning session was treated for a suspected heart attack by Council's lifeguard during a morning session that is between the times of 11.30am and 1.00pm.

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There were no reported water quality issues during the trial period. However, the Australia Water Safety Council recommends that testing for chlorine in the water must be undertaken prior to opening and once during the day.

An existing gate on the perimeter fence was set up for use by key holders. A child safety lock was installed on the gate as well as chain and padlock. This system relies on users remembering to lock the gate after entry and upon exit. There were some instances of unauthorised access during the trial period.

An unforeseen consequence of allowing key holders only access to the pool was that access by occasional users was prevented. That is, access to the pool was not possible by those people who did not have a season ticket and by visitors to town. However, there are several reports of non key holders using the pool during the early morning session and on a number of occasions entry fee money was left on the sign in book. These visitors and other non key holders are accessing the pool without reading and signing consent conditions acknowledging no lifeguard supervision of the pool.

From late February to the end of March, there is a lack of adequate daylight for lap swimming until around 7.00am. The pool floodlights at Baradine have not worked for several years and funding is required to renew wiring and the floodlights.

### **Options**

Should Council wish to provide season ticket holders with key access between 6.00am and 8.00am each day (December, January, February) to each of the pools within the Shire the following changes in operation will occur;

	Level of Service; Increase in opening hours per week	Reduction in Staff hours per week
Baradine	9.5	4.5
Binnaway	14	0
Coolah	6.5	7.5
Coonabarabran	4	10
Dunedoo	4	10
Mendooran	8	8

Furthermore, the entry gate to each pool will require significant modifications to allow better control over entry and exit from the pool.

### **Financial Considerations**

A review of wage costs associated with the trial period and for the same period the previous year, indicates a reduction in costs of \$3,131 or 11.4%. This reduction in wages costs is in accordance with model predictions reported to Council on the 20<sup>th</sup> November 2014.

The cost of establishing a simple padlock and installing a child proof latch for the Baradine trial cost around \$350.

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### **RECOMMENDATION**

That a report is prepared on gate entry options at each of the six pools within the Shire for season ticket holders accessing the pool between the hours of 6.00am and 8.00am each day of the week.

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### Item 28 Warrumbungle Pedestrian and Mobility Plan 2015 (PAMP)

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Technical Services management
<b>Author:</b>	Asset and Design Manager – Bikram Joshi
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	PI 2 The Long-term wellbeing of our communities is dependent on the ongoing provision of high quality services in health and aged care, education, policing and public safety, child, youth and family support, environment protection and land management.

---

#### **Reason for Report**

A final version of Pedestrian and Mobility Plan (PAMP) for Warrumbungle Shire has been prepared and is presented for consideration by Council for approval and adoption.

#### **Background**

Council formed the Pedestrian and Mobility Access Advisory Committee (PAMAAC) during May 2014. PAMAAC community member representatives, Councillors and staff have conducted meetings throughout the Shire and prepared draft version of PAMP document for 20<sup>th</sup> November 2014 Council Meeting. The Pedestrian Access Mobility Plan prepared for each town in the Shire was endorsed as a draft document for public exhibition.

#### **Issues**

A list of comments and suggestions received from the public during public exhibition held from 20<sup>th</sup> November 2014 to 5<sup>th</sup> January 2015, is included in an attachment 1.0. Incorporating public feedback draft PAMP document was provided to RMS for their review and approval. RMS reviewed and approved the PAMP document on May 2015. This PAMP document has been distributed under separate cover to Councillors as an enclosure for the June Council Meeting.

#### **Options**

Council has discretion in this matter and wish to make changes to the final version of the PAMP document.

#### **Financial Considerations**

A systematic approach based on a risk assessment and probability matrix, commonly used in the engineering industry was used to prioritise the existing infrastructure issues. Estimated costs to correct issues and construct new infrastructure are based on estimates in 2014.

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Priority:	Total Estimated Cost as at 2015
Existing issues	\$ 729,700
Short Term Plan (future path)	\$ 517,377
Medium Term Plan (future path)	\$ 713,925
Long Term Plan (future path)	\$ 2,756,350
Total PAMP Estimated Cost as at 2014	\$ <b>4,717,352.00</b>

### **RECOMMENDATION**

The Pedestrian Access Mobility Plan prepared for each town in the Shire is accepted as a final document.



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### Attachments 1.0

A list of comments and suggestions received from the public during public exhibition held from 20<sup>th</sup> November 2014 to 5<sup>th</sup> January 2015;

1. *Binnaway residents; suggested the planned extension on Warrumbungle Way be continued to the caravan park north of Castlereagh Street, on the western side of Warrumbungle Way. Community opinion at the time of inclusion was to facilitate residents living in the north eastern side of Binnaway. It was considered that this path may discourage pedestrians crossing the railway line.*

Council comment: Council has discretion to at the time of approving works, to also determine which side of the street to construct the proposed path.

2. *Mendooran Residents; Mendooran agreed with the recommendation to improve mobility access to footpaths in Mendooran.*
3. *Coonabarabran resident; Agreed with the plan for a footpath along Edward Street to pass the hospital, proceeding to the corner of Neate Street and continuing on to Cassilis Street. But, has recommended continue along to the end of Neate Street to meet up with the existing footpath on Dalgarno Street. This will connect with the important locations in the existing township e.g. the Hospital, the Nursing Home and the Supermarkets.*

Council comment: The existing footpath in Dalgarno Street ends at Horsley Street on the northern side. PAMP suggests a long term plan to extend the path from Cowper Street to Neate Street. The intention would be to then to plan for the Neate Street path to extend to Dalgarno Street.

4. *Coolah residents; recommended repairs to both sides of the footpath in Binnia Street from Martin Street to Booyamurra Street. The residents advised of difficult wheelchair and pram access to both community buildings and of two incidents where group users have tripped and fell on the rough footpath leading to the buildings. These issues are of significant risk to pedestrians and users of the building. This building and the building next door is Council owned.*

Council Comment: The maintenance issues have been considered in June last year and may be dealt with outside the rating given in PAMP at the discretion of Council.

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### **Item 29 2014/15 Technical Services Works Program – Road Operations, Urban Services & Water Services**

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

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#### **Reason for Report**

The works program for the technical services division of Council for period ending 29th May 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, the report 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 include 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

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### Attachment 1.0 – Technical Services Works Program Report for Period Ending 29 May 2015

Task Name	Finish Date	Budget Allocation (\$)	YTD Cost (\$)	% Complete
<b>Technical Services</b>		<b>13,677,475</b>	<b>7,389,642</b>	<b>60%</b>
<b>Asset Design Services</b>		<b>77,505</b>	<b>58,358</b>	<b>80%</b>
Software Upgrades	Fri 27/03/15	13,000	5,649	80%
Traffic Counter	Fri 26/06/15	15,000	16,349	100%
Binnia St Median Ext.	Fri 26/06/15	0	0	0%
Bridge design - Orana Rd	Fri 19/12/14	8,000	2,827	90%
Cycleway Mary Jane Cain Bridge- design	Mon 1/12/14	6,005	6,005	100%
<b>Road Safety Program</b>		<b>35,500</b>	<b>27,528</b>	<b>80%</b>
Keep our kids safe	Fri 24/04/15	4,000	0	30%
Just slow down	Fri 24/04/15	6,000	1,477	80%
Free cuppa for driver	Fri 24/04/15	1,500	1,637	100%
Pedestrian Access Mobility Plan	Mon 1/12/14	24,000	24,414	100%
<b>Fleet Services</b>		<b>2,726,174</b>	<b>1,174,160</b>	<b>80%</b>
Minor Plant Purchases	Fri 27/03/15	15,000	5,756	50%
Plant Purchases	Fri 27/03/15	2,562,800	1,089,556	70%
Emulsion tank rehab - Coolah depot	Fri 27/03/15	25000	19,836	100%
Coona depot - upgrade projects	Fri 26/06/15	19496	15,779	100%
Dunedoo depot - Underground fuel storage	Fri 26/06/15	68478	3,546	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	21,287	100%
<b>Road Operations</b>		<b>6,847,890</b>	<b>4,462,069</b>	<b>80%</b>
<b>RMS Work Orders</b>		<b>1,927,826</b>	<b>1,955,158</b>	<b>90%</b>
Works Orders	Fri 26/06/15	1,927,826	1,955,158	80%
<b>Reseals</b>		<b>736,973</b>	<b>703,942</b>	<b>100%</b>
Baradine reseals	Fri 27/03/15	13,700	10,613	100%
Binnaway reseals	Fri 27/03/15	11,800	20,622	100%
Coolah reseals	Fri 27/03/15	22,300	25,042	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%
<b>Local roads reseals</b>			0	0%
Baradine Goorianawa	Fri 27/03/15	33,000	26,881	100%
Avonside Road	Fri 27/03/15	29,720	29,720	100%
New Mollyan Road	Fri 27/03/15	59,400	46,975	100%
Box Ridge Road	Fri 27/03/15	19,634	19,634	100%

# WARRUMBUNGLE SHIRE COUNCIL

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Task Name	Finish Date	Budget Allocation (\$)	YTD Cost (\$)	% Complete
Boomley Road	Fri 27/03/15	9,075	6,149	100%
Cobborah Road	Fri 27/03/15	60,720	46,865	100%
Kanoona Road	Fri 27/03/15	3,392	3,392	100%
Indian Lane	Fri 27/03/15	29,700	26,012	100%
Neilrex Road	Fri 27/03/15	53,018	47,963	100%
Regional Rd reseals	Fri 27/03/15	281,300	292,820	100%
<b>Local Roads</b>	Fri 25/10/15	<b>2,848,615</b>	<b>919,017</b>	<b>30%</b>
Bridge - Worrigal Creek	Fri 25/10/15	266,280	38,569	20%
Bridge- Baradine Creek	Fri 25/10/15	889,800	10,227	10%
Bridge - Kenebri	Fri 25/10/15	378,070	0	10%
Orana Rd - Coolaburragundy River	Fri 29/01/16	300,000	0	0%
Coolah Ck Rd Rehab	Fri 19/12/14	134,233	134,233	100%
Quia Rd Rehabilitation	Fri 26/06/15	120,000	57,349	40%
<b>Gravel Road Resheeting</b>		<b>760,232</b>	<b>678,639</b>	<b>95%</b>
Goolhi Rd	Fri 7/11/14	111,383	111,705	100%
Keeches Rd	Fri 7/11/14	82,499	77,814	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	52,274	90%
Premer Estate Rd	Fri 26/06/15	50,000	63,069	100%
Stoney Point Rd	Fri 26/09/14	30,000	11,835	100%
Mitchell Springs Rd	Fri 29/05/15	100,000	93,136	100%
Doganabuganaram Rd	Fri 26/06/15	75,000	32,559	50%
Homestead Rd / Merotherie Rd	Fri 27/03/15	40,000	60,724	100%
All Weather Rd	Fri 27/03/15	51,019	53,840	100%
Mooren Rd	Fri 27/03/15	50,000	20,326	100%
Banoon Rd	Fri 28/11/14	60,087	60,982	100%
<b>Regional Roads</b>		<b>1,334,476</b>	<b>883,952</b>	<b>75%</b>
Pavement Rehabilitation MR55	Fri 27/03/15	215,192	212,437	100%
Shoulder widening MR55	Fri 27/03/15	169,000	119,291	100%
Saltwater Ck Bridge - Guardrail, final se	31/01/2015	100,284	98,195	100%
Mow Creek Bridge	Fri 26/06/15	850,000	454,029	45%
<b>Urban Services</b>		<b>2,893,883</b>	<b>1,401,651</b>	<b>60%</b>
<b>Horticulture</b>		<b>447,201</b>	<b>253,133</b>	<b>80%</b>
Binnaway Progress Ass'n	Fri 28/11/14	5,000	5,000	100%
Mendooran Park Toilets	Fri 26/06/15	32,631	10,000	70%
Milling Park Toilet -CTF	Fri 26/06/15	250,000	147,527	80%
Milling Park playground equip - CTF	Fri 26/06/15	89,000	35,494	80%

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Task Name	Finish Date	Budget Allocation (\$)	YTD Cost (\$)	% Complete
Toilets, Nandi Park & Timor Rock Park	Fri 26/06/15	70,570	55,112	70%
<b>Ovals</b>		<b>564,752</b>	<b>286,710</b>	<b>95%</b>
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	230,184	60%
Coona. Netball crts	Fri 29/05/15	25,000	0	0%
<b>Swimming Pools</b>		<b>62,090</b>	<b>22,347</b>	<b>50%</b>
Dunedoo replace filter media	Fri 26/06/15	12,000	0	0%
Mendooran - repair leak - toddlers pool	Fri 26/06/15	10,000	10,257	100%
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%
<b>Town Streets Baradine</b>		<b>133,746</b>	<b>89,829</b>	<b>75%</b>
Flood Levee Invest	Fri 26/06/15	120,000	85,962	60%
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	2,121	100%
<b>Town Streets Binnaway</b>		<b>103,750</b>	<b>10,267</b>	<b>40%</b>
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	5,731	100%
Footpath rehabilitation	Fri 27/02/15	5,000	4,536	50%
Railway Street (Napier to Renshaw)	Fri 29/05/15	35,000	0	5%
<b>Town streets Coolah</b>		<b>311,737</b>	<b>49,861</b>	<b>40%</b>
Binnia St. kerb blisters	Fri 5/09/14	40,281	40,744	100%
Booyamurra St. rehab	Fri 26/06/15	208,456	341	10%
Street Light - Coolah	Fri 27/03/15	8,000		0%
Coolah Foot Rehab	Fri 24/04/15	15,000	8,379	100%
Intersection Treatments Binnia	Fri 26/06/15	40,000	397	0%
<b>Town Streets Coona</b>		<b>260,776</b>	<b>205,959</b>	<b>80%</b>
John Street K&G, eastern side	Fri 19/09/14	26,306	26,854	100%
Dalgarno St K&G rehab	Fri 19/09/14	21,470	21,470	100%
Cycleway Newell Hwy	Wed 9/07/14	60,000	60,000	100%
Cycleway - Newell Hwy - 2nd stage	Fri 19/09/14	45,000	41,058	90%
Robertson Street rain garden	Sat 29/11/14	8,000	0	20%

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

Task Name	Finish Date	Budget Allocation (\$)	YTD Cost (\$)	% Complete
John St K&G (west side)	Fri 29/05/15	70,000	56,577	80%
Footpath Cassilis Street	Fri 22/05/15	30,000	0	0%
<b>Town Streets Dunedoo</b>		<b>999,831</b>	<b>477,887</b>	<b>60%</b>
Dish drain const	Fri 30/01/15	22,831	22,910	100%
Dunedoo Foot Rehab	Fri 24/04/15	10,000	6,873	80%
Heavy vehicle parking area - CTF	Fri 26/06/15	422,000	348,212	90%
RV Parking area - CTF	Fri 26/06/15	155,000	52,138	65%
Bolaro Street beautification - CTF	Fri 26/06/15	390,000	47,754	10%
<b>Town Sts Mendooran</b>		<b>10,000</b>	<b>5,658</b>	<b>80%</b>
Mendooran Foot Rehab	Fri 24/04/15	10,000	5,658	80%
<b>Water</b>		<b>930,607</b>	<b>241,635</b>	<b>25%</b>
<b>Baradine</b>		<b>187,184</b>	<b>11,729</b>	<b>10%</b>
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	1,545	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%
<b>Binnaway</b>		<b>54,000</b>	<b>0</b>	<b>0%</b>
Mains replacement	Fri 26/06/15	50,000	0	0%
Meter replacements	Fri 26/06/15	4,000	0	0%
<b>Coolah</b>		<b>65,988</b>	<b>35</b>	<b>0%</b>
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%
<b>Coonabarabran</b>		<b>517,746</b>	<b>137,826</b>	<b>25%</b>
Meter replacements	Fri 26/06/15	5,195	0	0%
Main replacement	Fri 26/09/14	106,556	78,802	80%
Security audit	Fri 26/06/15	20,000	0	0%
Main extension, Queenie Street	Fri 26/06/15	149,995	28,713	25%
Telemetry software	Fri 29/05/15	3,253	3,253	100%
Timor Dam fence repairs	Fri 26/06/15	230,000	25,693	10%
Tools - Coona water	Fri 29/05/15	2,747	1,365	50%
<b>Dunedoo</b>		<b>80,308</b>	<b>82,545</b>	<b>100%</b>
Meter replacements	Fri 26/06/15	4,000	359	0%
Main. Bolaro (Tallawang-Merrygoen)	Fri 27/02/15	20,860	429	0%
Main. Ext (Evans street)	Fri 26/06/15	0	23,658	50%
New Bore	Fri 25/07/14	47,448	47,448	100%
Reservoir rehab.	Fri 26/06/15	0	7,180	20%

# WARRUMBUNGL E SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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Task Name	Finish Date	Budget Allocation (\$)	YTD Cost (\$)	% Complete
Sodium Hypochlorite-standby pump	Fri 29/05/15	5,000	3,471	100%
Minor plant	Fri 31/10/14	3,000	0	0%
<b>Mendooran</b>		<b>25,381</b>	<b>9,500</b>	<b>100%</b>
Meter replacements	Fri 26/06/15	4,000	0	0%
water pressure project	Fri 31/10/14	21,381	9,500	100%
<b>Sewerage</b>		<b>201,416</b>	<b>51,769</b>	<b>25%</b>
<b>Baradine</b>		<b>28,000</b>	<b>18,073</b>	<b>90%</b>
Replac. vacuum components	Fri 26/06/15	28,000	18,073	90%
<b>Coonabarabran</b>		<b>109,080</b>	<b>11,854</b>	<b>15%</b>
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%
<b>Coolah</b>		<b>0</b>	<b>21,357</b>	<b>100%</b>
STP upgrade	Fri 26/06/15	0	21,357	100%
<b>Dunedoo</b>		<b>14,336</b>	<b>0</b>	<b>0%</b>
STP upgrade	Fri 26/06/15	14,336	0	0%
<b>Binnaway</b>		<b>50,000</b>	<b>485</b>	<b>25%</b>
Sewerage investigation	Fri 26/06/15	50,000	485	25%

# WARRUMBUNGLE SHIRE COUNCIL

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### Attachment 2.0 – Maintenance grading of unsealed roads in the period 1 July 2014 – 29 May 2015.

Road Name	Cat.	Length graded (km)	Road Name	Cat.	Length graded (km)
A'Becketts Rd	2	9.7	Kanoona Rd	1	2.2
Albert Wright Rd	3	1	Keech's Rd	2	11.8
All Weather Rd	1	1.9	Kilchurn	2	4.8
Apricot Ln	2	1.4	Locknaw Rd	3	4
Bakers Ln	3	5.5	Lynwood Rd	2	1.7
Balmoral Rd	3	2	Major Mitchell Rd	2	0.7
Bellings Rd	2	3.5	Maranoa Rd	2	5
Beni Rd	1	10.6	Merebene Rd	3	2
Berowra Rd	1	4.2	Merryula Road	2	3
Binnia Hills Rd	3	1	Methrotherie Road	2	10.8
Borah Creek Rd	2	9.7	Mia Mia Rd	2	9.8
Borambitty Rd	2	3.8	Minnedah Rd	3	5.3
Bourke and Halls Rd	3	5.1	Mitchell Springs	1	3.5
Box Ridge Rd	1	29.5	Monks Rd	2	1
Brenti Rd	3	3.5	Moorefield Rd	2	1.8
Brooklyn Rd	1	4	Mt Nombi	1	8.2
Brooks Rd	1	23.6	Munns Rd	1	9.2
Brown Springs Rd	3	3.4	Murphys	3	1.4
Bulga	3	1.1	Myall Plains Rd	3	12.4
Caledonia Rd	1	10	Nalders Rd	3	1.7
Cenn Cruiach Road	3	14	Narangarie Rd	3	3
Cobborah	2	12.1	Narrawa Rd (North)	3	8.1
Corella Rd	3	2.4	Nash Road	3	5.2
Creenaunes Rd	2	2.6	Neible Rd	3	6.4
Cumbil Rd	2	19	Oakey Creek Rd	2	6
Dandry Rd	1	14	Pine Ridge Rd	1	7.9
Dennykymine Rd	1	27.8	Premier Estate Rd	2	16.3
Doganabuganaram Road	2	2.72	Quaker Tommy Rd	2	7.2
Dows Lane	2	1	Ropers Rd	1	24.5
Eagleview Rd	3	1.5	Salaks Rd	2	6
Emu Ln	3	0.3	Saltwater Road	3	5
Finlays Rd	3	4	Schumaks Rd	2	1.2
Flags Rockedgiel Rd	1	28.6	Sleightholmes Rd	2	5.7
Galashiels Rd	3	0.8	Stannix Park Rd	3	1
Gentle Annie Rd	1	8.2	Stoney Point	3	5.2
Goolhi Rd	1	22.6	Tannabah Road	2	2



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Road Name	Cat.	Length graded (km)	Road Name	Cat.	Length graded (km)
Guinema	2	12.3	Three Hills Road	2	0.5
Gum Nut Rd	3	0.6	Tothill	3	3
Gundare Rd	1	5.2	Turee Vale Rd	2	6.6
Hawkins Road	3	2	Ulungra Springs Rd	3	1.7
Heads Rd	3	1.5	Upper Laheys Creek Rd	2	4.9
Hickeys Rd	2	7.8	Wangmans Rd	2	3
Hollymount Road	2	2.1	Wardens Rd	2	6.8
Homestead Rd	3	7.2	Warkton Rd	1	4
Honeypot	3	0.6	Wattle Springs	2	3.8
Hotchkiss Rd	2	4	Willicombes	2	4
Indians Ln	1	4.5	Wyuna Rd	1	22.7
Jerrys Rd	3	0.6	Yarragrinn Rd	1	6.6

### Unsealed Roads on grading maintenance programme over the next 2 months

Homeleigh Drive  
Timor Dam Rd  
Tibuc Rd  
Old Common Rd  
Bingie Grumble Rd  
Morrisseys Rd  
Hawkers Rd

Yearinan Station Rd  
Kurrajong Rd  
Dows Lane  
Dandry Rd  
Tothills Rd  
Salacks Rd  
Narrawa Rd – off Newell Hwy  
Borambitty Rd

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 June 2015**

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### **Item 30 Planning Proposal for 2013 Wambelong Fire Affected Properties – Dwelling Entitlement**

<b>Division:</b>	Development Services
<b>Management Area:</b>	Town Planning
<b>Author:</b>	Town Planner – Alia Slamet
<b>CSP Key Focus Area:</b>	Rural and Urban Development
<b>Priority:</b>	RU1.1 Council conducts periodic reviews of its planning instruments to ensure that land use planning supports the long term sustainability of our local communities and our economy.

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#### **Reason for Report**

Council direction is sought on the preparation of a Planning Proposal so to ensure that dwelling entitlement exists for all land on which dwellings were destroyed by the 2013 Wambelong fire.

From Staff investigation, a number of affected properties do not appear to have dwelling entitlement. The preparation of a Planning Proposal would ensure that dwellings can be re-erected on all affected land.

Use of the term ‘affected lots’ in this report is in reference to those lots listed by the Council Wambelong Bushfire Recovery Centre as having lost a dwelling in the Wambelong fire.

#### **Background**

Since the Wambelong fire of January 2013, Council has resolved on various actions to assist bushfire affected people in the recovery and rebuild process, including but not limited to: the establishment of the Council Wambelong Bushfire Recovery Centre and Warrumbungle Shire Mayors Bushfire Appeal and Advisory Committee; the Council donations; and waiving of certain fees such as for demolition waste disposal at Council landfill sites and building application and approval fees for affected residents within certain circumstances.

According to the list provided by the Council Wambelong Bushfire Recovery Centre, approximately 50 dwelling structures were destroyed by the fire. Council Development Services Department have concluded after investigation that a proportion of these dwellings were not previously subject to planning/building approvals and some of the allotments do not currently have a dwelling entitlement under the Warrumbungle Local Environmental Plan 2013 (WLEP). The exact number of affected lots without dwelling entitlement has not yet been confirmed due to the limited property file records for each site.

Should Council desire to ensure that dwelling entitlement exists for all those properties affected by the bushfire, an amendment to the WLEP will be required (a Planning Proposal).

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The NSW Department of Planning and Environment have been consulted at a preliminary level and have not raised any issues with this proposal thus far. Further consultation with the Department would be undertaken to determine the most suitable form for the amendment and to ensure that any relevant issues are addressed. The Department have advised that NSW Rural Fire Service consultation would be required as part of the process.

It is possible that the amendment would include a list of those affected allotments having lost a dwelling (as per the Bushfire Recovery Centre's list) and that a dwelling would be permissible with consent on those lots. Alternatively, it is possible that the Department recommends that the amendment apply only to those lots that are proven not to have dwelling entitlement under the current WLEP. Regardless of the format, it is proposed that dwelling permissibility would be applied irrespective of ownership to ensure that affected property owners are not disadvantaged.

It is acknowledged there may be land owners who lost a dwelling in the fire that have not come forward to Council and thus have not been recorded by the Bushfire Recovery Centre. If a Planning Proposal is supported, the public exhibition period may provide an opportunity for those property owners to come forward so that their land may be included in the amendment if appropriate.

### **Issues**

In general the locality of the affected lots has been Zoned RU1 Primary Production under the WLEP with the objective of limiting residential development due to environmental values and bushfire risk. As such, certain environmental, land use planning, and resources issues may arise in providing affected lots dwelling entitlement in areas where it would otherwise be prohibited.

For instance, affected lots that are remote, densely vegetated and/or subject to relatively high degrees of slope could be strategically risky locations for residential development. In such circumstances there may be significant costs for property owners in bringing the new proposed dwellings into compliance with the current bushfire protection regulation for NSW (Planning for Bushfire Protection 2006 – NSW Rural Fire Service Document). It is expected that this would necessitate vegetation clearing and maintenance of asset protection zones in areas where native fauna and flora is of particular environmental or scenic value. There may also be implications for local emergency services (Rural Fire Service) and Council resources relating to future protection and recovery of life and property in high bushfire risk areas.

On the other hand there are serious social/community welfare issues that arise if property owners are unable to rebuild on affected lots or are unable to sell their property with dwelling entitlement.

Further investigation is required to determine the number and location of affected lots that do not have dwelling entitlement under the current WLEP. This would be undertaken as part of the Planning Proposal preparation.

### **Options**

1. Continue to assess dwelling entitlement in accordance with the current WLEP.  
In this scenario, residential development in some high risk bushfire prone areas would be prohibited and therefore some planning, environmental and safety/resource issues would be mitigated. However there are likely to be bushfire affected people who are unable to

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rebuild or sell their land with dwelling entitlement, causing financial and emotional hardship.

2. Prepare a Planning Proposal to ensure that a dwelling is permissible under the WLEP 2013 on those affected lots recorded on the Council Wambelong Bushfire Recovery Centre list.

Should the Planning Proposal be successful and adopted as proposed, this option could provide confidence to Council, property owners and the community that a dwelling is permissible with consent on those affected lots.

### **Financial Considerations**

The planning proposal will be prepared in-house with the Department's assistance. However, there may be some impact on other town planning activities due to time and resource constraints.

### **RECOMMENDATION**

That Council resolves to prepare a Planning Proposal for Gateway Determination so that it is permissible with consent to erect a dwelling on a lot recorded on the Council Wambelong Bushfire Recovery Centre list as having lost a dwelling in the Wambelong fire of 2013.

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### **Item 31 Re-establish Alcohol Free Zones**

<b>Division:</b>	Development Services
<b>Management Area:</b>	Regulatory Services
<b>Author:</b>	PA to Director Development Services – Kelly Dewar
<b>CSP Key Focus Area:</b>	Rural and Urban Development
<b>Priority:</b>	RU4 – Out towns and villages are characterised by their attractiveness, appearance, safety and amenity

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### **Reason for Report**

To re-establish the Alcohol Free Zones within the towns of Baradine, Binnaway, Coonabarabran, Coolah, Dunedoo and Mendooran as per Section 646(1) of the Local Government Act 1993.

### **Background**

Council has designated Alcohol Free Zones established in Baradine, Binnaway, Coonabarabran, Coolah, Dunedoo and Mendooran that are due to expire in July 2015. Maps showing the location of the current Alcohol Free Zones are provided as an enclosure under separate cover.

### **Issues**

If Council decides to renew the zones, the following process under Section 644 of the Local Government Act 1993 (as amended) is required:

1. Publish notice of the proposal in a newspaper circulating in the area, allow inspection of the proposal and invite representations or objections within 14 days (from the date of publication). The notice should state the exact location of the proposed Alcohol Free Zones and the place and time at which the proposals may be inspected.
2. Send a copy of the proposal to:
  - a. the officer in charge of the police station within or nearest to the proposed zone,
  - b. liquor licensees and secretaries of registered clubs whose premises border on or adjoin or are adjacent to the proposed zone, and invite representations or objections within 30 days (from the date of sending the copy of the proposal), and
3. Send a copy of the proposal to the NSW Anti-Discrimination Board, if the local area is listed in Appendix 2 of the guidelines

In addition to these statutory requirements there are other consultative avenues that would enhance the effectiveness of any Alcohol Free Zone that is subsequently established.

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A copy of the proposal must be forwarded to any known organisation representing or able to speak on behalf of an identifiable Aboriginal or ethnic group within the local area and invite representations or objections within 30 days (from the date of sending the copy of the proposal).

Council is to give proper consideration to any representations, submissions or objections received and as a result may amend or withdraw a proposal to establish an Alcohol Free Zone.

### **Options:**

1. Not renew the Alcohol Free Zones in Baradine, Binnaway, Coonabarabran, Coolah, Dunedoo and Mendooran.
2. Renew the Alcohol Free Zones by publicising Council's proposal and advertising in accordance with the Ministerial Guidelines published by the Department of Local Government February 2009.

### **Financial Considerations**

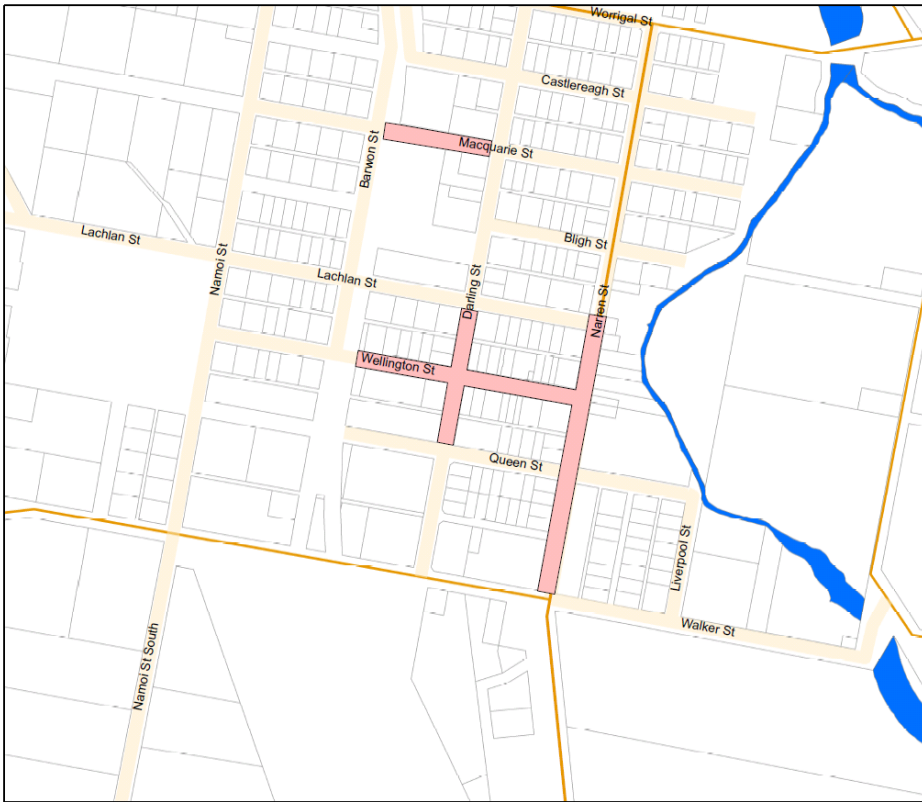
Council is responsible for advertising the proposal to declare Alcohol Free Zones and for advertising the declaration of the zones when they are renewed. It is also Council's responsibility to meet the cost of providing/updating signage within the zones.


### **RECOMMENDATION**

That Council commence the advertising and notification process as per Section 644 under Local Government Act 1993 to renew the existing Alcohol Free Zones within Baradine, Binnaway, Coonabarabran, Coolah, Dunedoo and Mendooran and for a further period of four years.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015



  
warrumbungle  
SHIRE COUNCIL

**WARRUMBUNGLE  
SHIRE  
COUNCIL**

**ALCOHOL FREE  
ZONE**

**Baradine**


N

**Legend**

- AlcoholFreeZone
- Regional Rds

Meters  
0 60 120 240



  
warrumbungle  
SHIRE COUNCIL

**WARRUMBUNGLE  
SHIRE  
COUNCIL**

**ALCOHOL FREE  
ZONE**

**Binnaway**

N

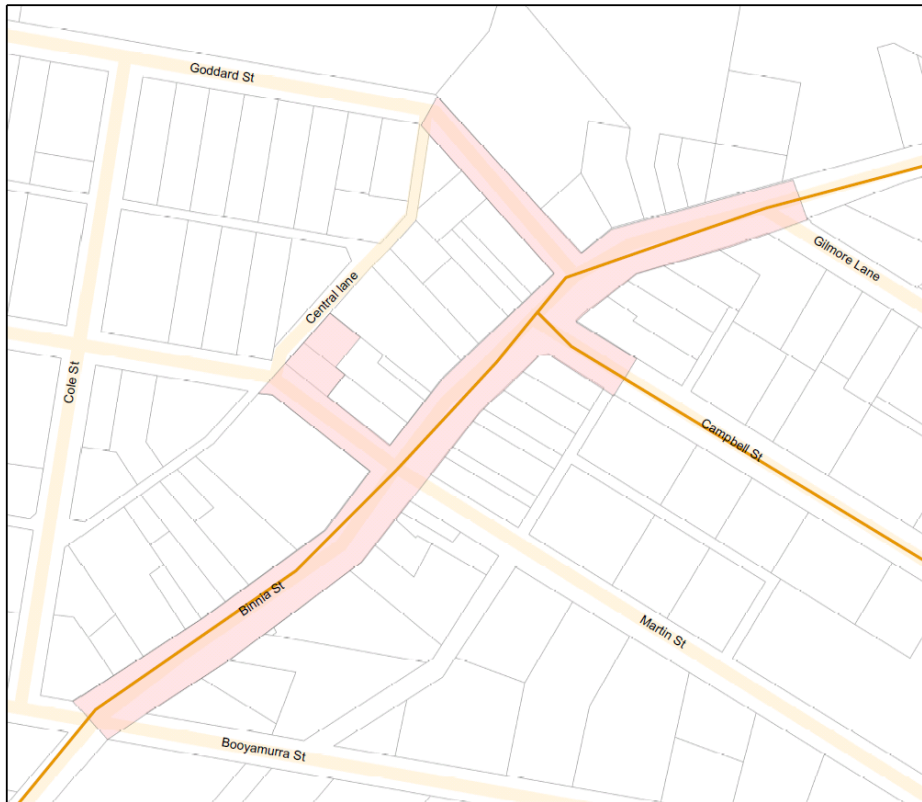
**Legend**


- Regional Rds
- AlcoholFreeZone

Meters  
0 30 60 120

# WARRUMBUNGLE SHIRE COUNCIL

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warrumbungle  
SHIRE COUNCIL

**WARRUMBUNGLE  
SHIRE  
COUNCIL**

**ALCOHOL FREE  
ZONE**

**Coolah**


N  
▲

**Legend**

- Regional Rds
- AlcoholFreeZone

Meters  
0 20 40 80



  
warrumbungle  
SHIRE COUNCIL

**WARRUMBUNGLE  
SHIRE  
COUNCIL**

**ALCOHOL FREE  
ZONE**

**Coonabarabran**

N  
▲

**Legend**

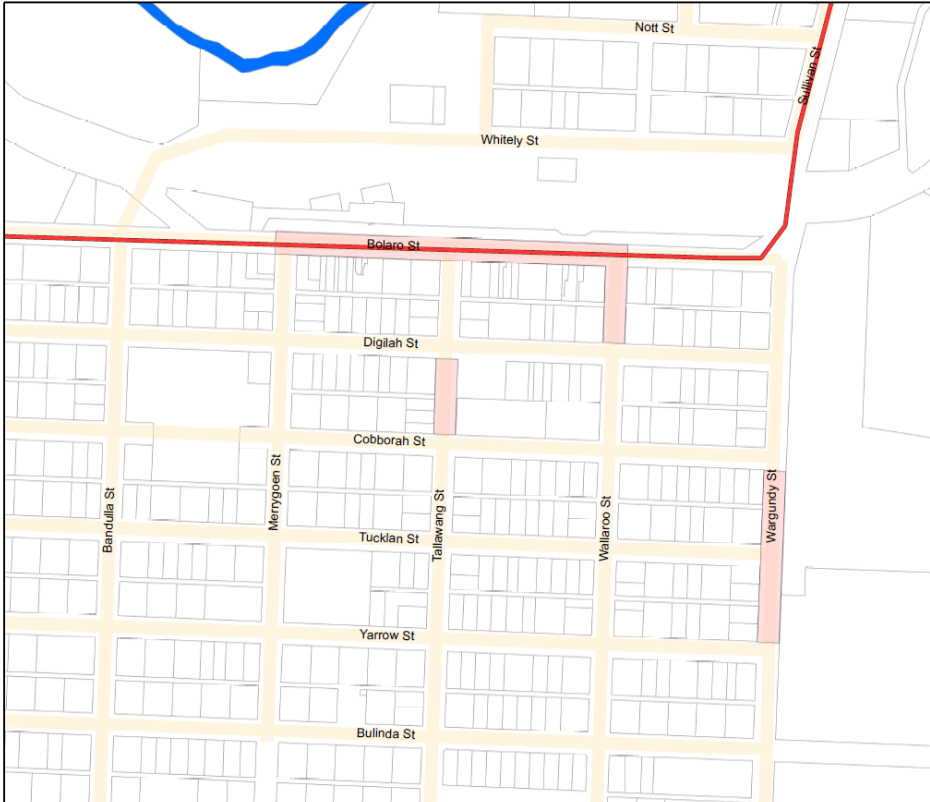
- Highways
- Regional Rds
- AlcoholFreeZone


Meters  
0 45 90 180



# WARRUMBUNGLE SHIRE COUNCIL

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warrumbungle  
SHIRE COUNCIL

**WARRUMBUNGLE  
SHIRE  
COUNCIL**

**ALCOHOL FREE  
ZONE**

**Dunedoo**


N

**Legend**

- Regional Rds
- AlcoholFreeZone

Meters  
0 50 100 200



  
warrumbungle  
SHIRE COUNCIL

**WARRUMBUNGLE  
SHIRE  
COUNCIL**

**ALCOHOL FREE  
ZONE**

**Mendooran**

N

**Legend**

- Regional Rds
- AlcoholFreeZone

Meters  
0 30 60 120

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 32 Bomera Cemetery Reserve Trust (R36127)

<b>Division:</b>	Development Services
<b>Management Area:</b>	Property and Risk
<b>Author:</b>	Manager Property and Risk - Jennifer Parker
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	PI2 - The long term wellbeing of our communities is supported by ongoing provision of high quality health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management.

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### **Reason for Report**

Council has been invited by NSW Trade and Investment - Crown Lands Division to apply to be appointed as Trust Manager of the Bomera Cemetery Reserve Trust (R36127) located on Lot 89 DP 755476.

### **Background**

Bomera Cemetery, being Reserve 36127, is located on the Black Stump Way at Bomera. This Reserve is gazetted for the purpose of Cemetery. In 1919 Bomera Cemetery Reserve devolved to Council under the Local Government (Control of Cemeteries) Amendment Act of 1919 and now it is managed by Council under section 48 of the Local Government Act 1993.

#### ***Responsibility for certain public reserves***

##### *48 Responsibility for certain public reserves*

*(1) Except as provided by section 98A of the Crown Lands Act 1989, a council has the control of:*

*(a) public reserves that are not under the control of or vested in any other body or persons and are not held by a person under lease from the Crown, and*

*(b) public reserves that the Governor, by proclamation, places under the control of the council.*

*(2) If any doubt arises as to whether any land comes within the operation of this section, or as to the boundaries of a public reserve, the Governor may, by proclamation, determine the matter.*

Unlike most cemeteries Bomera Cemetery has kept its Reserve Trust entitlement due to its historical significance. This site has no current Trust Manager, therefore is controlled by Crown Lands Department.

Whilst Council currently maintains this cemetery, it is closed as it has reached its full capacity and no revenue is received by Council to contribute to its maintenance.

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **Issues**

Bomera Cemetery has significant historical significance for the shire and Bomera in particular. Requests have come from various members of local historical societies who have trouble traversing from the edge of the road to the entrance to the Cemetery. If Council becomes Trust Manager it will be in a better position to apply for funding under the Public Reserve Management Funding Program (PRMFP) to assist in creating off road parking and also repair the existing fencing.

As Council intends to develop the site in conjunction with other community groups, it has been advised that Council should request to be appointed as the Trust Manager for the Cemetery. As Trust Manager, Council would be responsible for the care, control and management of the reserve; however, Council is able to delegate some of its functions under section 97A of the Crown Lands Act, 1989.

### **Options**

Council can continue to manage the site as a reserve devolved to Council.

Council could apply to the Crown Lands Division of NSW Trade and Investment, to have this reserve added to the list of Crown Reserves that are managed by Warrumbungle Shire Council Reserve Trust Committee like Native Grove Cemetery in Coonabarabran (R96923).

### **Financial Considerations**

The budget for Bomera Cemetery this financial year is \$360 to cover mowing only. Council does not have the budget set aside for any extra work needed on this site. External grants could be sought to achieve desired works such as repairs to the fencing and ensuring that the historically sensitive grave sites are maintained to the best of our ability.

### **RECOMMENDATION**

That Council approves the Warrumbungle Shire Council Reserve Trust Committee registering an expression of interest to become the Reserve Trustee of the Bomera Cemetery Crown Reserve (R36127) located on Lot 89 DP 755476 to enable funding to be applied for to assist preserve the cemetery.

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **Item 33 Heritage Advisor Reports**

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

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### **Reason for Report**

To provide Council with the Heritage Advisor Reports for the 2014/2015 funding year. Council's Heritage Advisor Mr Ray Christinson has completed the Heritage Advisory Service Report, Local Heritage Fund Annual Report and Report and prepared Councils 2015/2018 Draft Heritage Strategy; these reports are provided in the accompanying attachments. As per our funding agreement the Local Heritage Fund and Heritage Advisory Services reports have been submitted to the Office of Environment and Heritage.

### **Background**

During the 2014/2015 financial year activity has generally focused on providing heritage advice to property owners and on continuation of the Local Heritage Fund. Inspections and provision of advice has been provided for a wide range of sites across the Shire including the completion of the Baradine Heritage Main Street Study.

To enable Council to continue to receive funding for our Local Heritage Fund and Heritage Advisor Program from Office of Environment and Heritage it is necessary for Council to prepare a three year Heritage Strategy outlining actions Council will be taking to improve heritage across the Shire. The attached draft three year strategy has been prepared by Council's Heritage Adviser and is presented for Council's adoption. The strategy recommends that Council continue on with the following key performance areas and outcomes;

1. Increased community participation, awareness and appreciation of heritage
2. Increased community participation, with proactive heritage urban design and management
3. Proactive heritage and urban design management
4. Increased community participation, and proactive conservation and management of heritage
5. Council, owners and the community actively participate in active, attractive and well-managed heritage main streets
6. Council proactively conserves and manages its heritage assets
7. Promote sustainable development as a tool for heritage conservation
8. Increased knowledge and proactive management of heritage
9. Increased awareness and appreciation of heritage by the Council, owners and the community.

The strategy is in draft form at present and can be changed if required.

# **WARRUMBUNGLA SHIRE COUNCIL**

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### **Issues**

Nil noted at time of writing report.

### **Options**

Council has the option to:

1. adopt the Heritage Advisory Services and Local Heritage Fund reports
2. adopt the draft Heritage Strategy without change or;
3. amend the draft Heritage Strategy and adopt the amended version

### **Financial Considerations**

Council resolved at the February 2015 meeting to allocate money through the Local Heritage Fund and seek reimbursement from the Office of Environment and Heritage (OEH).

### **RECOMMENDATION**

1. Council adopt the reports on the Heritage Advisory Service and Local Heritage Fund report for 2014/2015
2. Council adopt the 2015/2018 Draft Heritage Strategy.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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### Item 34 Dark Skies Park

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

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### Reason for Report

A position is sought from Council on the proposed designation of the Warrumbungle National Park as a Dark Sky Park (DSP) by the International Dark-Sky Association (IDA). This is a proposal of the Siding Spring Dark Skies Committee (SSDSC) with some backing by the Australian Astronomical Observatory and Australian National University. If the proposal is successful this will be the first Dark Sky Park approved within Australia.

### Background

An IDA Dark Sky Park (DSP) is defined as 'Land possessing an exceptional or distinguished quality of starry nights and a nocturnal environment that is specifically protected for its scientific, natural, educational, cultural heritage, and/or public enjoyment. The land may be publicly owned, or privately owned provided that the landowner(s) consent to the right of permanent, ongoing public access to specific areas included in the IDA designation'.

There are 3 categories of dark sky places: 1) Dark Sky Reserve 2) Dark Sky Park 3) Dark Sky Community. They can each have a status of gold, silver or bronze depending on ability to meet criteria for each. In total there are only between 25 and 30 dark sky places in the world; there are currently no dark sky places in Australia. The objective of the SSDSC is that Warrumbungle National Park is the first Dark Sky Park in Australia and to achieve a gold standard rating.

The SSDSC has been exploring opportunities to establish Warrumbungle National Park as a DSP for several years. The Warrumbungle National Park, which spans three Local Government Areas, is considered by the SSDSC to be worthy of DSP status given:

- The lighting regulations already in place within 100kms of Siding Spring Observatory (Orana Regional Environmental Plan – Siding Spring);
- The quality lighting analysis available from Siding Spring Observatories (existing infrastructure and data);
- The Park's existing recognition as an eco and astro-tourist destination;
- There being few costs involved with bringing the Park up to DSP standard.

The IDA goals of establishing Dark Sky Parks, which are echoed by the SSDSC, are to:

- Identify, restore and protect public lands with exceptional commitment to dark sky preservation and outstanding night skies;
- Promote eco- and astro-tourism;

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- Promote and protect nocturnal habitat and human health, public enjoyment of the night sky and its heritage and/or areas ideal for professional and amateur astronomy;
- Encourage park administrators to recognize dark skies as a valuable resource;
- Provide international recognition to the Park;
- Encourage parks to become environmental leaders on dark sky issues.

DSP designation has the potential to bring:

- Recognition of efforts towards protecting dark skies;
- Education and awareness of dark sky issues for visitors and the community;
- Entitlement to display the IDA DSP logo in official Park publications and promotions by commercial or other groups within the community when identifying the Park area itself (the park agency must erect a public sign In the Park announcing The Dark Sky Park status);
- The DSP will feature on the IDA web page which identifies and describes all DSPs.

Specific Benefits to Warrumbungle Shire area:

- The Warrumbungle Shire as a gateway to the First UNESCO recognised Australian Dark Sky Park, 3<sup>rd</sup> in Southern Hemisphere;
- Economic and community benefit in increased eco/astro tourism;
- Opportunities with Travel NSW, Tourism Australia, Ecotourism branding;
- Greater awareness in the community as to minimise lighting impacts.

Attached to this report is an article featured in a publication (Nightscape) of the IDA which reports formal and anecdotal evidence of increased tourism, development of local business synergies, and community engagement as a result of DSP designation.

A meeting was held at Coonabarabran Council Offices on 11 May 2015 for the proposed Warrumbungle Dark Sky Park. In attendance were representatives from the Australian Astronomical Observatory, Australian National University, SSDSC, Coonamble Shire, Gilgandra Shire, NSW National Parks and Wildlife Service (NPWS). As well as an IDA Lighting Consultant and IDA Lifetime Member, Coordinator of the Warrumbungle Dark Sky Park project and Warrumbungle Shire Council Mayor, General Manager and relevant Council officers. The AAO Chair (and SSDSC member) and the project coordinator explained the proposal and the various points raised in this report. There was found to be unanimous support for the proposal from the attendees of the meeting. The coordinator of the project requested that each LGA gains letters of support from the community to assist in their application.

Application process:

*The application coordinator has been engaged (volunteer). The primary requirement is the preparation of an application that demonstrates the fit of the Warrumbungle National Park against the acceptance guidelines mandated by the International Dark Sky Association. Previous applications have varied between 100 and 250 pages. Applications are required to contain background information, letters of support, details of lighting ordinances, an inventory of lighting installations, day and night satellite images, night sky brightness measurements, night sky photography, details of public night-sky awareness events (of which there must be at least four per year) and community activities. The four events may include existing events at the Park deemed appropriate to become a DSP event.*

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Once prepared, the IDA committee consisting of nine members will review the formal application. To be successful Warrumbungle National Park must prove to the committee it has met all IDA eligibility with a consensus of 67%. On approval, the IDA council will permit press releases, opening dates and use of the IDA logo at an agreed date. The application Coordinator expects this process could be achieved within the year.

### **Issues**

#### **Use of the Park:**

The project coordinator has advised that there will be few implications regarding restrictions on users of the Park as a result of obtaining DSP status. It has been suggested that the Park will still be completely accessible by the public, the only limit being restrictions on excessive lighting utilised by visitors. There is no foreseen issue with existing events being held at the Park (e.g. Crooked Mountain Festival); as mentioned, such events can in fact be incorporated as DSP events.

#### **Park Management (NPWS):**

The local Area Manager for NPWS advised at the abovementioned Meeting on 11 May 2015 that NPWS would support the proposal and if DSP designation is achieved, it would be involved with the management of the Park as a DSP. The Area Manager noted that the current NPWS Plan of Management for the Warrumbungle National Park will need to be reviewed/considered to establish whether any part of the plan needs to be amended to accommodate the DSP.

#### **Planning and development:**

The project coordinator and AAO Chair have advised that there are no foreseeable implications for planning and development for surrounding private land as a result of DSP designation. It is noted that the Department of Planning and Environment has prepared draft policy to replace the Orana Regional Environmental Plan – Siding Spring (current lighting controls). Land to which the new lighting policy applies will be required to comply with the new controls.

### **Options**

1. Resolve to support the SSDSC's application for designation of the Warrumbungle National Park as a DSP.

Council support for the DSP designation of the Park would bolster the SSDSC's application in demonstrating to the IDA that local support exists for the project and thus is likely to be a success for various reasons.

Importantly, there is strong potential for economic and associated community benefit in the Shire given the promotion of tourism that comes from DSP status, including from amateur and professional astrologers as well as in the area of eco-tourism.

In resolving to support the application, Council has been asked to contribute to some costs associated with signage and promotion of the DSP designation, in the form of financial assistance and staff time.

2. Resolve not to support the application.

In resolving not to support the application, Council would avoid some financial expenditure and commitment of staff resources, however the Shire would be likely to miss out on early opportunities to promote local tourism and local business as part of the DSP designation.



# **WARRUMBUNGLE SHIRE COUNCIL**

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### **Financial Considerations**

The budget and costings for the application have not yet been finalised for the application. According to advice by the project coordinator, the division of costs is expected to be as follows:

- *Costs borne by Australian Astronomical Observatory:  
Preparation of documentation, collation of support material, correspond with IDA throughout application process.*
- *Costs borne by other stakeholders*
- *Costs of any lighting issues that need to be addressed to qualify for DSP status.*
- *Printing of outreach exhibits for public places and events in and around the park, including banners and flyers*
- *Erection of required signage at park entrances.*
- *PR activities to announce the successful outcome of the application, including a celebratory BBQ in the park.*

All three LGA's and the NPWS have been asked to share the cost of Park identification signage and other promotion costs, estimated at:

- \$2,000 for creating, printing and distributing flyers;
- \$5,000 for two Dark Sky Park signs for the park entrances;
- \$5,000 for the opening celebration.

*Involvement by Council would also require some staff time in the area of Economic Development and Tourism and potentially also Regulatory Services (e.g. for signage approvals).*

### **RECOMMENDATION**

That Council resolve to support the Siding Spring Dark Sky Committee's application for Dark Sky Park designation of the Warrumbungle National Park from the International Dark-Sky Association.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 June 2015

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### Item 35 Development Applications

**Division:** Development Services

**Management Area:** Regulatory Services

**Author:** Development Services Administration Officer – Katrina Matakitoga

**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

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### Development Applications (i) Approved – March 2015

Complying Development (Set Criteria) Application (Specialised Conditions)	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type Of Development	Stop the Clock Referral Days
DA 17/2015	30/03/2015	19/05/2015	Michelle McEvoy	1-15 Drummond Street	Coonabarabran	New single storey dwelling & garage	0
DA 20/2015	02/04/2015	27/05/2015	Lindsay Dunstan	9-11 Macquarie Street	Baradine	New subdivision & installation of manufactured home	44
DA 25/2015	14/04/2015	08/05/2015	Kristin Kaloper	3109 Blackstump Way	Coolah	Alterations & additions to single storey dwelling	0
DA 27/2015	27/04/2015	21/05/2015	Andrew Chapple	30-32 Walker Street	Coolah	New single storey dwelling	0
DA 28/2015	06/05/2015	21/05/2015	Brenton Packham	44 Goddard Street	Coolah	New single storey dwelling & new garage	0

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DA 29/2015	08/05/2015	25/05/2015	David Copeland	Dunedoo Showground	Dunedoo	Alterations & additions to commercial building	0
DA 33/2015	18/05/2015	26/05/2015	Darren Mathews	5-7 Digilah Street	Dunedoo	Alterations & additions to Verandah	0
DA 34/2015	21/05/2015	27/05/2015	Susan Baxter	4 Renshaw Street	Binnaway	Change of Use	0
DA 35/2015	19/05/2015	26/05/2015	Leah Parkinson	13 John Ward Place	Coonabarabran	New Garage/shed – Residential	0

### **RECOMMENDATION**

That Council note the Applications and Certificates Approved, during May 2015 under Delegated Authority

\* **Development from the January 2013 Wambelong Bushfires**