



Warrumbungle Shire Council

Council meeting

Thursday, 18 September 2014

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

commencing at 10.00 am

COUNCILLORS

Councillor Gary Andrews

Councillor Anne-Louise Capel

Councillor Fred Clancy

Councillor Murray Coe

Councillor Victor Schmidt

Councillor Peter Shinton

Councillor Chris Sullivan

Councillor Ron Sullivan

Councillor Denis Todd

MANAGEMENT TEAM

Steve Loane (General Manager)

Rebecca Ryan (Director Corporate Services)

Kevin Tighe (Director Technical Services)

Leeanne Ryan (Director Development Services)

Warrumbungle Shire Council

Vision

Excellence in Local Government

Mission

We will provide:

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

We Value

Honesty

Frank and open discussion, taking responsibility for our actions

Integrity

Behaving in accordance with our values

Fairness

Consideration of the facts and a commitment to two way communication

Compassion

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

Respect

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

Transparency

Open and honest interactions with each other and our community

Passion

Achievement of activities with energy, enthusiasm and pride

Trust

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

Opportunity

To be an enviable workplace creating pathways for staff development

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

NOTICE is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 18 September 2014 at the Council Chambers, Binnia Street, Coolah commencing immediately following the Special Call of Council

AGENDA

Welcome

Turn Off Mobile Phones

Order of Business

Forum

Apologies

Disclosure of Interest

 Pecuniary Interest

 Non Pecuniary Conflict of Interest

Reports

.....
STEVE LOANE
GENERAL MANAGER

WARRUMBUNGLA SHIRE COUNCIL

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WARRUMBUNGLE SHIRE COUNCIL

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Item 1 Minutes of Ordinary Council Meeting – 21 August 2014

Division:	Executive Services
Management Area:	Governance
Author:	Manager Administration & Customer Service – Sally Morris
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF7 Ensure that communities of the shire have opportunities to be informed about and involved in Council's activities and decision making

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

In attendance: Acting Manager Administration & Customer Service (M Bennett) (minutes)

Forum

10.02am

Ms Linda Rowe – Coal Seam Gas and the reported effects on people's health.

APOLOGIES: Cr Coe

34/1415 RESOLVED that in accordance with Resolution 07/1415 granting leave of absence, that the apologies of Cr Coe be accepted.

Capel / Andrews
The motion was carried

10.09am

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

Councillor Capel declared a pecuniary and non pecuniary interest for Item 28.

Councillor Schmidt declared a pecuniary interest in Item 22.

REPORTS

Item 1 Minutes of Ordinary Council Meeting – 17 July 2014

35/1415 RESOLVED that the resolutions contained in the Minutes of the Ordinary Council meeting held on 17 July 2014 be endorsed.

Todd / Capel
The motion was carried

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

36/1415 RESOLVED:

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

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Capel / Schmidt
The motion was carried

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

37/1415 RESOLVED that Council notes the Minutes of the Warrumbungle Liquor Accord Incorporated Meeting held on 15 July 2014 at Dunedoo.

Schmidt / C Sullivan
The motion was carried

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

38/1415 RESOLVED that Council notes the Minutes from the Special Consultative Advisory Committee meeting held on 6 August 2014 at Coonabarabran.

Todd / Schmidt
The motion was carried

Item 5 Warrumbungle Shire Council Reserve Trust Committee Meeting Minutes

39/1415 RESOLVED that Warrumbungle Shire Reserve Trust Minutes be received.

Capel/ Schmidt
The motion was carried

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

40/1415 RESOLVED that Council accepts the notification from Councillor Capel and grants a Leave of Absence from the Ordinary November 2014 Council meeting.

Todd / Schmidt
The motion was carried

Item 7 Notice of Motion – Anti Coal Seam Gas

A motion was moved by Councillor Schmidt and seconded by Councillor Capel

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

The motion was put and lost

Item 8 Audit and Risk Management Committee

41/1415 RESOLVED that Council extends the membership and structure of the Internal Audit function of Warrumbungle Shire Council for another 12 months to 30 June 2015 and appoint to the Audit and Risk Management Committee;

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

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

Capel / C Sullivan
The motion was carried

Item 9 Warrumbungle Cobbora Transition Fund Committee

42/1415 RESOLVED that Council acquits the current committee members of the Warrumbungle Cobbora Transition Fund Committee, and the new Warrumbungle Cobbora Transition Fund Committee be formed with a revised Terms of Reference as amended.

Capel / C Sullivan
The motion was carried

Terms of Reference Warrumbungle Cobbora Transition Fund Committee

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

WARRUMBUNGLE SHIRE COUNCIL

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1. Title

The Committee shall be known as the Warrumbungle Cobbora Transition Fund Committee (hereinafter called the Committee).

2. Role and Objectives

This is an Advisory Committee, to provide a forum for discussion and make recommendations to Warrumbungle Shire Council to oversee the four (4) successful projects from the Cobbora Transition Fund:

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

The role of this Committee is purely advisory and may not commit Council resources. The Committee is to work within the framework of the Community Strategic Plan and does not deal with day to day operational matters. It should be noted that employees of the Council are not subject to the direction of the Advisory Committee or any of its members.

3. Management

A. Membership of Committee

The Committee shall consist of:

- X Councillor representatives (and the Mayor ex officio)
- One Staff Representative
- X Community representatives from the Warrumbungle Shire Council local government area. The Community members shall serve on the Committee in a voluntary capacity.

Membership of the Committee shall be reviewed after each quadrennial election.

The quorum for the Committee is 6 members.

This Committee meets as required for the purposes of the Cobbora Transition Fund time frame at Dunedoo.

B. Absence from Meetings

A Committee member absent from three (3) consecutive Committee meetings without approval of the Committee shall forfeit his/her place on the Committee.

C. Resignation from the Committee

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

D. Notification of Vacancies

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

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4. Duties of Officers

A. Chairperson

The duties of the Chairperson are to:

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

B. Secretariat and Staff Officer

The duties of the Secretariat and Staff Officer are to:

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

C. Members

The duties of the members are to:

- Attend and participate in meetings (as well as induction, planning sessions and relevant training).
- Work co-operatively with other members in achieving the objectives of the Committee.
- Contribute advice, ideas and suggestions relating to items on the agenda.
- Show respect for their peers, councillors, staff and others during Committee meetings.
- Understand that employees of the Council are not subject to the direction of Councillors, Committees or their members.

5. Meetings

- A QUORUM shall comprise a majority of members on the Committee. A scheduled meeting must be adjourned if a quorum is not present within half an hour after the time designated for the holding of the meeting, or at any time during the meeting. In either case, the meeting must be adjourned to a time, date and place fixed by the Chairperson, or, in his or her absence, by the majority of the members present.
- This is an Advisory Committee, and it is unlikely that there will be a need for voting, however, should that eventuality arise, each member of the Committee shall have one vote and decisions of the Committee shall be by simple majority. In the event of the votes

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and the members being equal the Chairperson of the meeting shall have a casting vote in addition to his/her deliberative vote.

- Council Secretariat and staff will attend meetings but have no voting rights, and provide administrative support and professional advice, as determined by the General Manager.
- The first item on the agenda for all committee meetings (after apologies and requests for leave of absence) shall be the declaring by members present of pecuniary and non-pecuniary interests and these shall be recorded in the minutes.
- Any committee member who has a pecuniary interest in any matter on the agenda for a committee meeting, or that arises during a meeting at which they are present, must disclose the nature of the interest to the meeting as soon as practicable, and must not be present at, or in sight of, the meeting at any time during which the matter is being considered or discussed, or at any time during which the committee is voting on any question in relation to the matter.
- Conflicts of interest may also arise due to a strong relationship or affiliation the member may have with a matter being discussed by the committee. These are referred to as non-pecuniary interests. A non-pecuniary interest would be considered significant where the relationship or affiliation is such as it would prevent the member from impartially and objectively considering all the relevant information as a result of this conflict of interest.
- A Councillor committee member who has a non-pecuniary interest in any matter on the agenda for a meeting, or that arises during a meeting at which they are present, must disclose the nature of the interest to the meeting as soon as practicable, and, in the case of a “significant” non-pecuniary interest must disclose the nature of the interest to the meeting as soon as practicable, and must not be present at, or in sight of, the meeting at any time during which the matter is being considered or discussed, or at any time during which the committee is voting on any question in relation to the matter.

A community member of a committee who is also a member or representative of a community group that could be affected by any matter on the agenda, or that arises during a meeting at which they are present, (irrespective of whether or not the person has a pecuniary or a non-pecuniary interest), must state the name of the community group of which the person is a member or representative, and the matter shall be recorded in the minutes.

6. Minutes, Communications and Reporting

- The agendas and minutes of the Committee shall be stored as a permanent record of Council, as determined by the General Manager.
- Once the draft minutes have been approved they will be referred to the Chair of the Committee for confirmation. The draft minutes will then be circulated to Committee members. Any questions by members regarding the minutes are to be referred immediately to the Staff Officer and if any error in the minutes is confirmed, the Staff Officer shall arrange to make the appropriate changes.
- Minutes will be completed within 2 weeks of the Committee meeting and then reported to the next available Council Meeting.
- Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by Council.

7. Insurance

- Council shall effect personal accident insurance on Committee members together with legal liability cover.

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Note: Legal liability cover will only be provided to members of the Committee whilst they are acting within the scope of their duties for and on behalf of Council.

8. Statutory Requirements

- The Committee shall ensure that the Local Government Act 1993 and related Regulations, all other statutory provisions and all Council's Codes and Policies relating to its activities are at all time strictly observed.

9. Dissolution

All committees are automatically dissolved from the date of the quadrennial election.

Adopted:

Modified:

Addendum: Nominated members of the Warrumbungle Cobbora Transition Fund Committee:

Date:

Chairperson:

-

Councillor Representatives:

-

Staff Representative

- General Manager, Steve Loane

Community Members:

-

External Organisation Representatives:

Item 10 Warrumbungle Cobbora Transition Funding Agreement

43/1415 RESOLVED that Council approves the General Manager and Mayor to affix Council's Seal, sign and execute the Restart NSW Funding Deeds for:

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

Capel / Andrews
The motion was carried

Item 11 Progress Report Delivery Program 2013-2017

44/1415 RESOLVED that Council adopts the 2013-2017 Delivery Program six (6) month Progress Report to 30 June 2014.

R Sullivan / Todd
The motion was carried

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

45/1415 RESOLVED that Council approves those applications received that have been determined under the High Priority category including items 31 and 32 totalling \$8,028.

C Sullivan / R Sullivan
The motion was carried

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Round One (1) Financial Assistance Grants

Applicant	Amount Granted	Description of Project
Mendooran Polocrosse	\$500	Sponsorship of the Mendooran Polocrosse Carnival August 2014
Warrumbungle Food Festival	\$68	Hall Hire for 2015 Warrumbungle Food Festival
Coonabarabran Garden Club Inc.	\$68	Hall Hire for 2015 40 th Anniversary Bulb and Camellia Spring Flower Show
Dunedoo PAH & I Association	\$500	Request for contribution towards Water account totalling \$1,397.82
Premer Central School	\$70	Donation towards Trivia Night
Coonabarabran Rifle Club	\$500	Development of Club Facilities – Kitchen for October Shoot meet
Mendooran Merrygoen Amateur Swimming Club	\$500	To assist with membership, pool hire, affiliation fees, trophies and other ongoing costs
Baradine Central School	\$422	To cover costs incurred for the Baradine Central School Horse Sports held October 2013 – Cost of Council Slashing
Coonabarabran High School P&C Association	\$500	To assist with funding for a multicultural event – Coonabarabran High School P & C International Feast
Mendooran Archers Inc.	\$500	Improvement of Club facilities (Toilets, Target Faces and Target Butts)
Coonabarabran Fringe Rural Fire Service (RFS))	\$400	To assist with cost incurred in landscaping of the premises before the official opening in September 2014
Binnaway Small Bore Rifle Club	\$500	Purchase battery power personal computer and printer to be used for licencing and membership renewals on site
Coonabarabran Junior Rugby League and Netball Club	\$500	To assist with cost for Volunteers to attend Coaching, First Aid and Refereeing courses including equipment for refereeing duties
Mendooran Preschool	\$500	To assist with purchase of Learning Resources
Dunedoo Rugby League Football Club	\$500	Purchase electrical Cooking Equipment to use in canteen and BBQ at Robertson Oval
Dunedoo Touch Football Club	\$500	To assist with purchasing of new equipment for the Junior and Senior Touch Football Club
Dunedoo Amateur Swimming Club	\$500	Purchase of a Family Season Ticket to raffle and remainder to purchase training equipment
Coolah Volunteer Rescue Association (VRA)	\$500	To assist VRA with costs of upgrading the training area and equipment.
Coolah and District Historical Society Inc.	\$500	Construction of a roof over Christina McCubbin's grave in the Coolah Cemetery and lopping of a nearby tree.
TOTAL	\$8,028	

Item 13 Council Resolutions Report August 2014

Received

Item 14 Third Quarterly Staff Achievement Award

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46/1415 RESOLVED that Council endorse MANEX's nomination of Amanda Sulter as the winner of the Third Quarterly Staff Achievement Award 2013/2014.

Andrews / C Sullivan
The motion was carried

Item 15 Brick Bats and Bouquets

Received.

Item 16 Report from Human Resources – August 2014

Received.

Item 17 Water Access Charges Coolabah Estate 2014/2015

47/1415 RESOLVED that Council reissue the revised 58 Rates Levy for Coolabah Estate to incorporate the \$816 Mendooran Water Access Charge and write to affected ratepayers informing them of the error. **FURTHERMORE**, that Council forfeits any interest accrued up until the second instalment falls due.

Clancy / Schmidt
The motion was carried

Item 18 Revote Request Capex 2013/14

48/1415 RESOLVED that Council approve the 2013-2014 CAPEX revote request totalling \$3.087m, but ensure that the 2014/15 budget is not pushed into deficit by this decision by either removing an unfunded project, or delaying a project of equal or greater value from the 2014/15 capital program.

Schmidt / Capel
The motion was carried

Item 19 2013/14 Financial Statements

49/1415 RESOLVED that in regards to the Federal Governments decision to freeze the indexation of FAGS grants, the Mayor write to the Federal Treasurer the Hon Mr Joe Hockey, MP voicing Councils concerns of the real cash cost and impact that this will have on Council's budget and jeopardising of delivery of services to the community.

R Sullivan / Clancy
The motion was carried

50/1415 RESOLVED:

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

Capel / C Sullivan
The motion was carried

11.30am

Presentation of Staff Award to Amanda Sulter.

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11.35am

Break for morning tea.

11.55am

Meeting resumed from morning tea.

Item 20 Bank Reconciliation for the month ending 31 July 2014

51/1415 RESOLVED that Council accept the Bank Reconciliation Report for the month ending 31 July 2014.

Capel / C Sullivan
The motion was carried

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

52/1415 RESOLVED that Council accept the Investments Report for the month ending 31 July 2014.

Schmidt / Capel
The motion was carried

11.57am

Councillor Schmidt declared an interest in the next item to be discussed and left the room.

Item 22 Implementation of Liquid Trade Waste Policy

53/1415 RESOLVED;

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

Capel / Andrews
The motion was carried

12.09pm

Councillor Schmidt returned to the meeting.

12.17pm

Councillor Todd left the room.

Item 23 Review of Bridge Construction Priority – Kenebri Bridge

54/1415 RESOLVED that Council delay the following bridge projects:

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

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

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

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Orana Road.

Capel / C Sullivan
The motion was carried

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

55/1415 RESOLVED:

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

Clancy / Schmidt
The motion was carried

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

56/1415 RESOLVED that Council approves the General Manager and Mayor to affix Councils seal, sign and execute the lease agreement with Specialist Diagnostic Services Pty Ltd for part of the property at 61 Cassilis Street, Coonabarabran.

R Sullivan / Schmidt
The motion was carried

Item 26 10/50 Vegetation Clearing Entitlement

Received.

Item 27 Pump House Camping Ground Binnaway

57/1415 RESOLVED:

1. That Council agree to continue to operate the Binnaway Pump House Camp Ground as a Primitive Camping Ground subject to a new DA being approved for this use.
2. The current Licence agreement for the Binnaway Pump House Camp Ground be reviewed.
3. That the Binnaway Pump House Camp Ground land be acquired and determined as operational land.

Schmidt / Clancy
The motion was carried

12.36pm

Councillor Capel declared an interest in the next item to be discussed and left the room.

Item 28 Consultant for Independent Wind Farm Environmental Assessment

58/1415 RESOLVED that Council engage a consultant to prepare an independent Environmental Assessment of the Liverpool Range Wind Farm. **FURTHERMORE**, that Council request that Epuron cover the costs for the consultant fees and seek to recoup the cost of the engaging a consultant from the proponent.

Schmidt / R Sullivan
The motion was carried

12.40pm

Councillor Capel returned to the meeting.

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Item 29 Coolah Rezoning Planning Proposal - John Gill

59/1415 RESOLVED:

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

Clancy / Capel
The motion was carried

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

The Director Development Services advised Council at the meeting of the revised figure which is reflected in the resolution as follows;

60/1415 RESOLVED that Council approves the Warrumbungle Shire Council Reserve Trust Committee accepting the Public Reserve Management Fund Program grants of \$58,457 to deposit into Councils Trust account, being for:

- \$25,957 for repair and upgrade of the kitchen and toilets of the Binnaway Showground,
- \$22,500 for the control of noxious weeds at Coonabarabran Rifle Reserve and
- \$10,000 for the control of noxious weeds at Dunedoo Riverside Reserve.

R Sullivan / Schmidt
The motion was carried

Item 31 Development Control Plan

61/1415 RESOLVED that Council prepare a Draft Development Control Plan for Development Controls within the Warrumbungle Shire Council Local Government Area.

Schmidt / R Sullivan
The motion was carried

Item 32 Development Applications

62/1415 RESOLVED that Council receive the Applications Approved, during July 2014, under Delegated Authority.

R Sullivan / Schmidt
The motion was carried

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12.46am

63/1415 RESOLVED that:

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

C Sullivan / Capel

The motion was carried

64/1415 RESOLVED that the order of consideration of items in closed committee be as follows:

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

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

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

12.51pm

65/1415 RESOLVED that Council move out of closed Committee.

C Sullivan / Capel

The motion was carried

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

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

66/1415 RESOLVED that Council accept the request for hardship and extend the equivalent to the Pensioner concession to the ratepayer in question, Assessment Number 10061604.

R Sullivan / Schmidt

The motion was carried

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

67/1415 RESOLVED that Council approve the write off of \$166.94 plus accrued interest of \$5.56, to the Water Charge Assessment No 01784.

C Sullivan / Schmidt

The motion was carried

12.49pm

Councillor Todd returned to the meeting.

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

68/1415 RESOLVED that Council not approve the write off of \$331.50 plus accrued interest \$11.04, to the Water Charge Assessment No 01546 and pay off in four instalments.

Schmidt / C Sullivan

The motion was carried

There being no further business the meeting closed at 12.51pm.

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CHAIRMAN

RECOMMENDATION

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 21 August 2014 be endorsed.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

Item 2 Minutes of Extraordinary Council Meeting – 4 September 2014

Division:	Executive Services
Management Area:	Governance
Author:	Manager Administration & Customer Service – Sally Morris
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF7 Ensure that communities of the shire have opportunities to be informed about and involved in Council's activities and decision making

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

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

The Mayor welcomed the Gallery and declared the meeting open, noting that this is an Extraordinary Meeting of Council called at the request of two Councillors. Adding this meeting may only establish Notices of Motion for the next meeting, which will enable time for public exhibition and preparation of reports if required, unless as Chairperson he deemed a matter that was of great urgency requiring a Council decision.

REPORTS

Item 1E Horse and Rider Club Yards

Question 1

Councillor R Sullivan questioned the General Manager why was Council's decision made at the July 2014 Meeting (**Resolutions 31/1415** and **32/1415**) not upheld.

The General Manager advised that Council had written to the Horse and Rider Club the very next day with the exact wording of the Council Resolution, and reiterated that a full report regarding the events that followed will be brought to the September Council meeting. Council requested that the General Manager seek legal opinion to test the jurisdiction and the rights of Council as Interim Trustee of the Coonabarabran Showground over equipment at the Showground that is under dispute.

Question 2

Councillor R Sullivan asked the General Manager did he know where the proceeds were from the sale of the Horse and Rider Yards?

The General Manager advised that he had no knowledge of where the money is or where the Horse and Rider Yards are.

Councillor R Sullivan foreshadowed a Notice of Motion

The foreshadowed Notice of motion was moved Councillor Ron Sullivan that Council resign from being Trustee of the Showground and Council enter into a ten (10) year Memorandum of

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

Understanding or Lease Agreement with the new Trust to manage the Cross Country ground at the Racecourse.

Item 2E Coonabarabran Showground Interim Reserve Trust

Question 3

Councillor Clancy asked the General Manager why was a member of staff, being the Manager Property and Risk sitting in the Council Chambers?

The General Manager responded that he had invited both the Manager Property and Risk and the Manager Urban Services, as members of the Council's Reserve Trust to attend the meeting, however the Manager Urban Services was not available. He added that it is quite normal for staff to sit in on Council meetings when matters regarding their responsibility area are being discussed, further that these costs are not claimable by Council to Crown Lands for the oversight of Council's management of 74 Public Reserves.

Question 4

Councillor Sullivan asked the General Manager why were long standing volunteers who were doing maintenance work at the Coonabarabran Showground told by a member of Council staff that they had to leave and were not permitted to be at the Showground anymore?

The General Manager responded that he was unaware of this matter and requested that Councillor Sullivan provide more details of the incident so that he may investigate.

Question 5

Councillor Clancy tabled an email from Gunnedah Community Corrections asking the General Manager why Mr John Hughes could not provide the supervision of these people required to undertake Community Service hours at the Coonabarabran Showground?

The General Manager responded that whilst Crown Lands had advised that waste collection and minor repairs and maintenance would be paid for by the Crown, there was no provision of funds and Council has no budget for the employment of a Caretaker.

Question 6

The General Manager requested that Councillor Clancy email to him the tabled document to Council so that the correspondence could be dealt with properly.

Councillor Clancy advised that he would forward the email when he got home.

Councillor Clancy foreshadowed a Notice of Motion

The foreshadowed Notice of motion was moved Councillor Clancy that Council establish whether it is able to engage John Hughes as interim caretaker of the Coonabarabran Showground on the basis he will provide a better service than Council.

Councillor R Sullivan foreshadowed a Notice of Motion

The foreshadowed Notice of motion was moved Councillor Ron Sullivan that Council resign as Interim Trustee of the Coonabarabran Showground effective immediately.

Item 3E Code of Meeting Practice

Councillor Clancy foreshadowed a Notice of Motion

The foreshadowed Notice of motion was moved Councillor Clancy that Council discuss the inclusion of Matters of Concern being permitted by Councillors acknowledging that all provisions in the Code of Meeting Practice must be adhered to.

Item 4E Transparency Issues

Withdrawn

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

Question 7

Councillor Coe asked the Mayor would it be out of order for Council to hear from the Gallery.

The Mayor responded that it would be out of order and that Council will not hear from the Gallery, noting that there are a number of foreshadowed motions that would be presented to the September Council meeting at which time there would be an opportunity during the Public Forum to hear from any members of the Public.

APOLOGIES: Cr Todd

69/1415 RESOLVED that the apology of Councillor Todd be accepted.

Capel/C Sullivan
The motion was carried

1.58 pm

The Mayor called for Declarations of Pecuniary Interest and Non Pecuniary Interest

Councillor Schmidt and Rebecca Ryan (Director Corporate Services) declared a non pecuniary interest in the Item 5E next before Council and left the room.

1.59 pm

70/1415 RESOLVED that:

- (a) Council go into closed committee to consider business relating to alleged contraventions of code of conduct
- (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)(i) as outlined above
- (c) correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the Local Government Act 1993.

Capel / Andrews
The motion was carried

2.15pm

71/1415 RESOLVED that Council move out of closed Committee.

Capel/Andrews
The motion was carried

2.15pm

Councillor Schmidt and Rebecca Ryan (Director Corporate Services) returned to the room.

Item 5E Code of Conduct Determination

The General Manager announced that there was no resolution from the matter discussed in confidence.

There being no further business the meeting closed at 2.16pm.

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CHAIRMAN

RECOMMENDATION

That the resolutions contained in the Minutes of the Extraordinary Council meeting held on 4 September 2014 be endorsed.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

Item 3 Minutes of Traffic Advisory Committee Meeting - 28 August 2014

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

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

APOLOGIES: Nil

CONFIRMATION OF MINUTES:

03/1415 RECOMMENDED that the minutes of the Traffic Advisory Committee meeting held on Thursday, 27 July 2014 be confirmed.

Barry/Harper

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.
- Investigate changing 'Give Way' signs in Namoi Street.
- Prepare a proposal for RMS consideration to change location of speed zone on the eastern approach to Mendooran.
- Dedicated carpark for disabled drivers in front of Coolah School of Arts building – Further information to be sought on access from road shoulder to footpath and access from footpath to building. Access issues to be considered as part of PAMP.
- Dedicated carpark for disabled drivers in front of the Warrumbungle Community Care office in Coolah – Further information to be sought on access from road shoulder to footpath and access from footpath to building. Access issues to be considered as part of PAMP.
- Proposal to install rumble strips on approach to dip in Bullinda Street, Binnaway – Investigate and prepare sketch plans for kerb blisters in Bullinda Street; change traffic priority by placing 'Give Way' signs in Bullinda Street for a trial period of 12 months.
- Intersection of Manus Drive and Forest Road, south of Mendooran – Relocate 'Neighborhood Watch' sign from Forest Road to Manus Road; replace the 'Watch for Entering Traffic' sign with a fluorescent 'School Bus Turning' sign (size B); confirm that distance of existing advance warning sign on the southern approach is in accordance with guidelines; confirm extent of school bus movements at the intersection.
- Council investigate the preparation of a Rural Bus Stop Policy.
- Advise RMS of damage and deterioration of fence panels on the Mary Jane Cain Bridge.
- Bus Parking Concerns at Mendooran Central School – Linemarking to be installed along guideposts and adjustments to be made to location of school bus stop signs.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

- 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).
- Review of Traffic Priority for OD Route in Coonabarabran – Require more traffic count information and an inspection of each intersection to be undertaken by the Committee.
- Review of Travel Lane Width in John Street for OD Trucks – Further investigation required in relation to layout, including width of parking bay and angle of parking. An analysis of wide loads using the OD Route should be undertaken to determine most common oversize width.
- Intersection of Golden Highway and Vinegaroy Road – Concerns about lack of RH turn capacity at the intersection of Golden Highway and Vinegaroy Road to be formally conveyed to the Hunter Region of RMS.
- Centre Line Marking on Castlereagh Highway near location commonly known as Coopers Corner – Formal approach to be made to RMS to investigate installation of an unbroken centre line at Coopers Corner.

AGENDA ITEMS

- a) Coonabarabran Area Medical Centre – Request for emergency driveway painted and disabled car spaces

It was noted that unbroken lines were recently installed on the driveway entrances to the medical centre. It was also noted that No Parking signs were recently replaced. It was also noted that two disabled car spaces already exist in Cassilis Street near the Medical Centre.

04/1415 RECOMMENDED that request by Coonabarabran Area Medical Centre for additional disabled car spaces in Cassilis Street is refused as there are two spaces already in existence.

Shinton / Chaplin

- b) Coolah Rescue Squad Inc. request for street light and exemption for truck to enter at intersection of Campbell Street and Cunningham Street.

It was noted that request for street light will be addressed by Council during budget considerations.

05/1415 RECOMMENDED that exemption is provided for the Coolah Rescue Squad truck to turn at Cunningham Street in Campbell Street and furthermore an exemption sign is installed underneath the existing No Truck sign in Cunningham Street in accordance with Australian Standard 1742.

Barry / Chaplin

- c) Road Safety Officer monthly report – July 2014

No report this month. It was noted that several submissions have been made for funding under the Federal Governments Black Spot Safety Programme.

GENERAL BUSINESS

The following matters were raised without Resolution:

- Reflective markers or guide posts required for centre trees in Dalgarno Street Coonabarabran.
- Unusual style of road width markers on culvert on Mendooran Road (MR334).
- Notice to be provided to RMS about upcoming Pony Club parade on the 26 September 2014.
- Pedestrian crossing in John Street near Cassilis Street and reports of near misses. It was noted that it will be investigated in conjunction with preparation of the Pedestrian Access Mobility Plan.
- Traffic count information for Castlereagh Highway on eastern approach to Mendooran.
- Access into in Coolah recreation grounds from Black Stump Way.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

There being no further business the meeting closed around 11.15am.

The next meeting is to be held on Thursday, 25 September 2014 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 August 2014.
2. That request by Coonabarabran Area Medical Centre for additional disabled car spaces in Cassilis Street is refused as there are two spaces already in existence.
3. That exemption is provided for the Coolah Rescue Squad truck to turn at Cunningham Street in Campbell Street and furthermore an exemption sign is installed underneath the existing No Truck sign in Cunningham Street in accordance with Australian Standard 1742.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

Item 4 Minutes of Plant Advisory Committee Meeting - 4 September 2014

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

PRESENT: Cr Murray Coe (Chair), Cr Ron Sullivan, Cr Gary Andrews, Cr Fred Clancy, Kevin Tighe (Director Technical Services) and Chris Staniforth (Acting Fleet Manager),

IN ATTENDANCE: Cr Anne Louise Capel, Stefan Murru (Chief Financial Officer), Leanne Ryan (Director Development Services)

APOLOGIES: Steve Loane (General Manager), Rebecca Ryan (Director Corporate Services), Mark McWhirter (Manager Fleet Services)

CONFIRMATION OF MINUTES

01/1415 RECOMMENDED that minutes of the Plant Committee meeting held on 19 June 2014 be accepted.

Sullivan / Andrews

BUSINESS ARISING FROM THE MINUTES

- Discussion on quarry operations now that two dog trailers have been purchased. The following matters were noted as outstanding
- That a report is prepared on the use of the existing track loader at the Coonabarabran landfill and options investigated for improved compaction of the landfill.

AGENDA ITEMS

a) Budget v Actuals Plant Replacement Program 2014/15

It was noted that it is early in the financial year and that there has been no significant activity in the replacement program.

02/1415 RECOMMENDED that the year to date plant replacement program is accepted

Clancy / Andrews

b) Recurrent Financial Statement for Fleet Services 2014/15

Council's Chief Financial Officer presented a report on income and expenditure for the year, which was well received.

03/1415 RECOMMENDED that the income and expenditure report for year to date 2014/15 is accepted with thanks to staff for the high level of detail provided.

Sullivan / Andrews

c) Tenders for Replacement of Plant No 90 (hydraulic excavator)

04/1415 RECOMMENDED that Council purchase one(1) Komatsu PC200LC-8 Crawler Excavator fitted with Tilting Hydraulic Hitch and standard 1800mm bucket from Komatsu Australia Pty Ltd that complies with the tender specifications at a price of \$215,020.00(ex GST) and that Council trade in Plant No 8090 to Komatsu Australia Pty Ltd for \$88,000.00 resulting in a changeover price of \$127,020.00 being \$92,980.00 under budget.

Clancy / Sullivan

d) Tenders for Replacement of Plant No 167(bitumen patching truck)

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

05/1415 RECOMMENDED that Council purchase one(1) Isuzu FXY1500 bitumen patching truck with paveline body with electronic flashing arrow board to Workcover standard and road maintenance system from Tracserv Pty Ltd that complies with tender specification at a price of \$356,689(excl GST) and **FURTHERMORE** a report is prepared on options for use or sale of the trade vehicle including retaining the vehicle as a back up vehicle stationed in the southern area of the Shire.

Clancy / Sullivan

GENERAL BUSINESS

Compaction of landfill at Coonabarabran

06/1415 RECOMMENDED that options for purchase of a second hand landfill compactor for the Coonabarabran landfill are investigated.

Sullivan / Clancy

The following matters were discussed without resolution:

- Award to an employee or crew that develop innovative and productive tools, equipment or plant.
- Get well card for Mark McWhirter.

There being no further business the meeting closed at 10.10am

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CHAIR

RECOMMENDATION

1. That Council accepts the Minutes of the Plant Advisory Committee meeting held at Coonabarabran on 4 September 2014.
2. That the year to date plant replacement program is accepted.
3. That the income and expenditure report for year to date 2014/15 is accepted with thanks to staff for the high level of detail provided.
4. That Council purchase one (1) Komatsu PC200LC-8 Crawler Excavator fitted with Tilting Hydraulic Hitch and standard 1800mm bucket from Komatsu Australia Pty Ltd that complies with the tender specifications at a price of \$215,020(ex GST) and that Council trade in Plant No 8090 to Komatsu Australia Pty Ltd for \$88,000 resulting in a changeover price of \$127,020 being \$92,980 under budget.
5. that Council purchase one (1) Isuzu FXY1500 bitumen patching truck with paveline body with electronic flashing arrow board to Workcover standard and road maintenance system from Tracserv Pty Ltd that complies with tender specification at a price of \$356,689(excl GST) and furthermore a report is prepared on options for use or sale of the trade vehicle including retaining the vehicle as a back up vehicle stationed in the southern area of the Shire.
6. That options for purchase of a second hand landfill compactor for the Coonabarabran landfill are investigated.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

Item 5 Minutes of Robertson Oval Advisory Committee Meeting - 20 August 2014

Division:	Technical Services
Management Area:	Ovals
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF2.1 – Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

PRESENT: Cr Chris Sullivan (Chair), Mr Mark Yeo, Mr Dale Hodgen, Mr Matthew Guan, Mr Kevin Tighe (Director Technical Services).

APOLOGIES: Mr Harold Sutton, Cr Murray Coe, Mrs Monica Foran.

CONFIRMATION OF MINUTES:

01/1415 RECOMMENDED that minutes of the meeting held 25 June 2014 be accepted

Guan / Yeo

BUSINESS ARISING FROM THE MINUTES

Nil

AGENDA ITEMS

a) Review of Updated Plan for Robertson Oval

The Committee was presented with an updated masterplan for development and upgrading of the Robertson Oval complex. Discussion took place generally on location of grass netball courts and how the location and number can be adjusted according to events planned for the mini oval. It was recognised that athletic events could be accommodated on the proposed grassed mini field area.

The committee inspected the location of the proposed two hard surface netball courts, which were marked out in accordance the updated masterplan.

The Committee recognised that the latest plan for the complex should be broadly advertised and discussed in the Dunedoo community.

02/1415 RECOMMENDED that the draft masterplan for development and upgrading of the Robertson Oval complex is advertised in the local Dunedoo paper, with plans displayed at the multipurpose building and other shopfronts and on Council's website. A story about the proposed plan to be provided to the Dunedoo paper. Invite comment on the plans, which may be made to any of the Committee members.

Hogden / Guan

GENERAL BUSINESS

Nil

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

There being no further business the meeting closed around 6.20pm.

The next meeting is to be held on Wednesday 15 October 2014 commencing 5.00pm.

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CHAIRMAN

RECOMMENDATION

1. That Council accepts the Minutes of the Robertson Oval Advisory Committee meeting held at Dunedoo on 20 August 2014.
2. That the draft masterplan for development and upgrading of the Robertson Oval complex is advertised in the local Dunedoo paper, with plans displayed at the multipurpose building and other shopfronts and on Council's website. A story about the proposed plan to be provided to the Dunedoo paper. Invite comment on the plans, which may be made to any of the Committee members.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

Item 6 Minutes of Pedestrian Access Advisory Committee Meeting - 27 August 2014

Division:	Technical Services
Management Area:	Design
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF2.1 – Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

PRESENT: Cr Fred Clancy (Chair), Wendy Hill, Paul Baker, Kevin Carberry, Ellen Mahne, Liz Cutts, Bikram Joshi (Manager Asset & Design), Ken Smith (Road Safety Officer), Kevin Tighe (Director Technical Services)

IN ATTENDANCE: Cr Anne Louise Capel

APOLOGIES: Jennifer Tucker.

CONFIRMATION OF MINUTES

No minutes to be read as this is the inaugural meeting of the Committee.

BUSINESS ARISING FROM THE MINUTES

Nil

AGENDA ITEMS

e) Pedestrian Access & Mobility Plan (PAMP)

It was noted that preparation of a Shire Pedestrian Access & Mobility Plan (PAMP) is required to be completed by December 2014.

Committee members were provided with a draft version of the PAMP document. Committee members were also provided with a series of photographs in each town showing footpath and access issues. Members were asked to rank in order of priority each of the issues identified by the photographs.

It was noted that in order to complete the PAMP a map is required of each town showing pedestrian routes ranked in accordance with pedestrian and access priority. Committee members are to receive a copy of town maps showing current pedestrian routes.

GENERAL BUSINESS

The Committee discussed in general terms the objectives of the Committee. In particular the relationship between a PAMP and Bike Plan was discussed. A practical aspect of the relationship is the width of any new or upgraded footpath section.

Committee members discussed access issues into shops and buildings and generally agreed that in due course these issues may become a priority for the Committee.

The issue of safety at pedestrian crossings was raised, particularly in relation to the crossing in John Street near the intersection with Cassilis Street. It was noted that the Local Traffic Committee is primarily responsible for assessing safety at pedestrian crossings.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

There being no further business the meeting closed at 11.30am.

Next meeting 10.00am Wednesday 22 October 2014 at the Council Chambers in Coolah.

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CHAIR

RECOMMENDATION

That Council accepts the Minutes of the Pedestrian Access Advisory Committee meeting held at Coonabarabran on 27 August 2014.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

Item 7 Minutes of Consultative Advisory Committee Meeting – 28 August 2014

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

PRESENT: Brad Condon (Chairperson), Steve Loane (General Manager), Ben Smith, Jim O'Malley, Dave Smith and Ron Howard.

IN ATTENDANCE: Liz Webster (Minute Taker), Glennis Mangan (Acting Manager Human Resources),

APOLOGIES: Noel Gilbert, Rachael Carlyle, Tracy Cain and Adam Humphries (USU NW Organiser).

Welcome to all those attending.

MATTERS ARISING

None

AGENDA ITEMS

Version 20 Wyatt Paper

- Version 20 of Wyatt paper presented to committee. Version 20 superseded the current version used by the council, Version 19, in 1995.
- It was brought to the meetings attention HR had previously advised the committee that a presentation would be made on the Wyatt system and Form 19 process.

RECOMMENDED that the matter be held over until the next meeting and HR demonstrate both versions of the Wyatt System (versions 19 – Current and version 20 - proposed).

Consensus

Draft Permanent Recruitment, Selection & Appointment Procedure

- HR advised the meeting that no major changes had occurred in the procedure. Procedure has been established to be followed during the recruitment process to enable consistency.

RECOMMENDED that the Draft Permanent, Recruitment & Selection Procedure be accepted.

Consensus

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

Grave Digging Allowance

Meeting advised Council is currently consulting with Cessnock Council regarding allowances paid for grave digging.

- Staff member responsible for this area in Cessnock Council is currently on leave and matter still requires investigation but meeting was advised that Cessnock Council currently pays an allowance of \$55 per grave dug. Paid only on an occurrence basis
- HR advised the meeting of upcoming training course in regards to Grave Digging.

RECOMMENDED that the item be held over to the next meeting after further consultation with Cessnock Council.

Consensus

Staff Travel and Sustenance Policy

Policy currently shown on Staff Newsletter currently stated that staff receive a reimbursement rather than an allowance which is incorrect and had been dealt with at a previous meeting held 20 November 2013.

Minutes from the meeting held 20 November 2013 record changes as follows;

“Draft Staff Travel and Sustenance Expenses Policy

GM stated that full allowance is to be paid. The two sentences starting “Where an advance payment is made” are to be removed. Word ‘reimbursement’ changed to ‘allowance’.

Consensus”

RECOMMENDED that the policy be amended to the correct wording and republished for staff information.

Consensus

GENERAL BUSINESS

Intranet and Policy Documentation

Policy documentation on the Staff Intranet site not up to date, either policy not found or an out-dated version is displayed.

- HR advised the meeting that a Working Group had been made in both HR and Corporate Services to examine, verify and review all procedures. In this process the staff internet website would be updated.

There being no further business the meeting closed at 11:47am.

The next meeting is to be held on a date to be advised.

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CHAIRPERSON

RECOMMENDATION

That Council notes the minutes from the Consultative Advisory Committee meeting held on 28 August 2014 at Coonabarabran.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

Item 8 Minutes Bushfire Appeal Advisory Panel 27 June 2014

Division: Executive Services

Management Area: Governance

Author: PA to Director Corporate Services – Liz Webster

CSP Key Focus Area: Local Governance and Finance

Priority: GF2 The demographic makeup of the community is well-represented in local activities, service delivery and decision-making.

PRESENT: Peter Shinton (Mayor), Steve Loane (General Manager), Sue Freebairn (Rural Support Worker DPI)

APOLOGIES: Rebecca Ryan (Director Corporate Services) John Sawyer (Rotary), Hugh Raadgever (Rotary) and Cheryl Pope (DPI),

ATTENDING: Chris White (Acting Director Corporate Services) and Glennis Mangan (Disaster Recovery Manager), Stefan Murru (Chief Finance Officer WSC)

RECOMMENDED that the apologies be accepted.

S Freebairn/S Loane

CONFIRMATION OF MINUTES

RECOMMENDED that the minutes of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held on 28 March 2014 be accepted.

L Sutton/S Loane

UPDATE ON FUND STATUS

The fund has raised \$820,967 as at 27 June 2014

Funds Description:

Phase 1	\$ 160,000
Phase 2	\$ 370,000
Phase 3	\$ 130,000
Tied Donations	\$ 75,981
Phase 4	\$ 37,000
Phase 5	\$ 8,508
<u>Unallocated Funds</u>	<u>\$ 39,478</u>
TOTAL	\$ 820,967

Allocated Funds Not Expended \$ 292,357

SUMMARY OF ALLOCATIONS

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

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

Agency Assistance Program	Total Allocation	Amount Expended	Funds Remaining
Home Dislocation	\$30,000	\$30,000	-
Roadside and Internal Fencing	\$140,000	\$133,691	\$6,309
Home Re-establishment	\$210,000	\$30,000	\$180,000
Shed Rebuild	\$20,000	\$14,000	\$6,000
ADRA	\$26,000	\$26,000	-
Barnardos	\$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	-
BlazeAid Project - Camp	\$101,641	\$101,641	-
BlazeAid - Plant Hire & Materials	\$18,116	\$18,116	-
Bird Boxes	\$250	\$250	-
Community Renewal	\$55,000	\$10,000	\$45,000
Restart NSW Gov	\$70,000	\$14,952	\$55,048
Total	\$781,489	\$489,132	\$292,357

RECOMMENDED that in future the Summary of Allocations include the interest earned on the Mayoral Fund Bank Account.

S Loane/L Sutton

AGENCY REPORTS

Report received from L Sutton, St Vincents DePaul.

Action: That Council contact ADRA, Barnardos and CentraCare and request reports for the next meeting.

EMERGING ASSISTANCE REQUIREMENTS/ISSUES

Application for Roadside Clearing to be considered

RECOMMENDED that the application for Roadside Clearing be approved for payment.

S Loane/ L Sutton

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

RECOMMENDED that an Information Pack be provided for Fire Affected Residents when a DA is lodged. The Information Pack should include the application for the House Re Establishment Grant of \$5,000.

S Loane/ L Sutton

RECOMMENDED that the application for Community Renewal Funds for the Coonabarabran Art Space, be placed on hold and further information is sought from the Applicant, on the type of display envisaged and the size of the image frames quoted by OfficeWorks.

L Sutton/S Freebain

GENERAL BUSINESS

Mrs Sue Freebain addressed the Committee with information on the Quest for Life Foundation and funding that it has available for community Health purposes.

Action: that Mrs Freebain completes the Community Renewal Application forms for the purpose of Community Workshops by Margy Braunstein and possibly Rob Gordon, and when these applications are received an Extraordinary meeting is called to discuss and ratify the application.

HOUSE RE-ESTABLISHMENT GRANT

RECOMMENDED that Council investigate and establish why there are so few applications for the grant.

S Loane/L Sutton

Action: that Glennis make personal contact with the fire affected residents to determine reasons for the lack of applications for the House Re-Establishment Grant.

WARRUMBUNGLE SHIRE MAYORAL BUSHFIRE APPEAL

RECOMMENDED that the Chief Financial Officer seeks advice from the ATO on the possible extension of time for the Appeal.

S Loane/L Sutton

NEXT MEETING: August 2014

MEETING CLOSED 10.10am

.....
CHAIRPERSON

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

RECOMMENDATION

1. That Council endorse the recommendations of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held on 27 June 2014
2. That the application for Roadside Clearing be approved for payment.
3. That an Information Pack be provided for Fire Affected Residents when a DA is lodged. The Information Pack should include the application for the House Re Establishment Grant of \$5,000.
4. That the application for Community Renewal Funds for the Coonabarabran Art Space, be placed on hold and further information is sought from the Applicant, on the type of display envisaged and the size of the image frames quoted by OfficeWorks
5. That Council investigate and establish why there are so few applications for the House Re-establishment grant.
6. That the Chief Financial Officer seeks advice from the ATO on the possible extension of time for the Appeal.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

Item 9 Economic Development and Tourism Advisory Committee Meeting Minutes

Division:	Development Services
Management Area:	Development and Tourism
Author:	Manager Economic Development and Tourism – Aileen Bell
CSP Key Focus Area:	Local Economy
Priority:	LE3 Implementation of a cost effective tourism and marketing campaign aligned to market research

Meeting commenced 1.35PM. Cr Schmidt as chairperson.

Present: A. Bell, L. Cutts, K. Olsen, Cr Clancy, Cr Schmidt, L Ryan, J Young, M Rickert

Apologies: A. Wherrett, Cr Capel, J. Lloyd, N. Kaloumaira

Attending: from 2pm Karen Weatherall

2014.1 RECOMMENDATION: that the apologies be accepted

Young/Clancy

Declaration of Pecuniary Interests: NIL

Minutes of Previous Meeting: circulated

2014.2 RECOMMENDATION: that the minutes of 12th June meeting be ratified and form the working document for this meeting.

Schmidt/Young

Business Arising:

Recommendation 27 was discussed

2014.3 RECOMMENDATION: to ensure that there are always two elected councillors able to exercise voting rights at EDT meetings, an alternative councillor should be appointed to the committee and **FURTHERMORE** Cllor Anne-Louise Capel be appointed as Council's alternative representative on the EDT Advisory Committee.

Clancy/Young

Manager's Report:

1. Remplan: discussion on costs and utilisation of the Remplan kit.

2014.4 RECOMMENDATION: that Council proceed with the purchase of an annual subscription of the REMPLAN Suite at \$11,208 (gst incl) on the understanding that as this kit provides resources for all departments of Council it will be funded accordingly

Clancy/Young

2. Coonabarabran Bypass Study: proposal received by Dr Bruno Parolan to conduct a COONABARABRAN BYPASS STUDY at total cost of \$42,000 (includes Origin-Destination survey). Much discussion on political position, where Coonabarabran sits in the order of next by pass project and the need to have current information.

2014.5 RECOMMENDATION: that Council source funds to engage Dr Bruno Parolan to complete a comprehensive By Pass Study for Coonabarabran. The survey period for the study must encompass a holiday travel period and a draft report must be presented to Council within two months of the survey.

WARRUMBUNGLE SHIRE COUNCIL

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Clancy/Schmidt

3. Co-operative Marketing and DMP: participated in shared marketing initiatives with Coonamble Shire (brochure advertising), DMP initiated Regional Guide and DMP initiated Accommodation Prospectus.

4. ANZAC Centenary: OROC request for list of celebration events for ANZAC Day 2015 to co-ordinate and promote region wide activities. Suggestion by local RSL member to purchase flags for main streets; proposal is to have 1914-1918 A PROUD HISTORY OF SERVICE banners, some communities may choose to have street banners (\$89 discounted to \$59) and others bow banners (\$139 discounted to \$119). Overall cost would be Coona 10x\$59 = \$590; Coolah 5x\$59 = \$295; Mend, Bway, Bdine, Ddoo 2ea@ \$119 = \$952. The banners can be flown each year to 2018 a total cost of \$1837. Funding may be derived from the bundling procedure for the Tourism Investment Program listed further through.

5. Shire Boundary Signs: There are 19 boundary signs across the Shire. Those roads with highest volume of traffic flow were identified for allocation of signs; the first three signs purchased and ready for installation; allocation of \$20,000 in current budget to fund a further 3 signs.

Sign Number	Boundary	Completed
1	Newell Highway – south @ Gil Shire boundary	2013-14
2	Newell Highway – north @ N'bri Shire boundary	2013-14
3	Oxley Highway – north @ G'dah Shire boundary	2013-14
4	Castlereagh Highway – south east between Birriwa and Craboon Junction @ Mid Western Shire boundary	
5	WNP boundary – west on Timor Rd	
6	Purlewaugh Rd – eastern boundary	
7	Forest Road, boundary of Dubbo and Warrumbungle Shires	
8	Golden Highway - Dubbo-Dunedoo Road at Elong Elong	

2014.6 RECOMMENDATION: that Council resolves the boundary locations to be considered for the next 3 signs.

Young/Olsen

6. Visitor Guide:

Report presented to the committee on the tender process undertaken and the list of potential graphic designers/publishers. Design brief included requirement for a 36-40 page brochure, printed on 115gsm weight paper (minimum) and print run of 60,000 with a currency of two years. It was agreed that the brochure should be one part of a bundling process where a number of marketing initiatives should be costed and included in the overall cost and sold to advertisers as a Tourism Investment Partnership Program; manager presented a draft prospectus with a bundling of activities which will now require adjustment that includes the final decision on cost of brochure. The imagery was also discussed and agreed to expansion of image library to create new pics for the brochure.

A draft prospectus for distribution to all tourism businesses and other businesses was circulated and discussed, and following amendment in line with final costings for the Visitor Guide, this prospectus will be distributed.

2014.7 RECOMMENDATION: that the design and publication of the 2014-2015 Visitor Guide be awarded to VAADA at the quoted price of \$25498 for design and \$24671.42 for printing noting that there may be opportunities to reduce some of the costs in the design and layout of the brochure.

Clancy/Rickert

2014.8 RECOMMENDATION: that the budget drafted for the production of a new Visitor Guide incorporate a bundling of other tourism marketing activities and form the basis for advertising sales for the Visitor Guide 2014-15.

Cutts/Olsen

WARRUMBUNGLE SHIRE COUNCIL

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2014.9 **RECOMMENDATION:** that \$500 be allocated to engage Anna Tenne Photography for additional imagery for the Visitor Guide.

Clancy/Young

2014.10 **RECOMMENDATION:** that the Manager's Report be accepted.

Bell/Schmidt

General Business

NSW Farmers – clarification of D/A's post fires and the confusion about what is and isn't exempt from the D/A process.

NSW Farmers – CTC has now been finally wound up and www.coonabarabran.com enquiries are directed to the www.warrumbungle.com.au site where all content is managed by the VIC Tourism Services. There is a \$10 per month fee for this diversion service.

There being no further business Meeting Closed at 3.20pm with the next meeting set for Tuesday 28 October 2014

.....
Chairperson

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

RECOMMENDATION

1. That apologies be accepted
2. That the minutes of 12th June meeting be ratified and form the working document for this meeting.
3. To ensure that there are always two elected councillors able to exercise voting rights at EDT meetings, an alternative councillor should be appointed to the committee and **FURTHERMORE** Cr Anne-Louise Capel be appointed as Council's alternative representative on the EDT Advisory Committee.
4. That Council proceed with the purchase of an annual subscription of the REMPLAN Suite at \$11,208 (gst incl) on the understanding that as this kit provides resources for all departments of Council it will be funded accordingly
5. That Council source funds to engage Dr Bruno Parolan to complete a comprehensive By Pass Study for Coonabarabran. The survey period for the study must encompass a holiday travel period and a draft report must be presented to Council within two months of the survey.
6. That Council resolves the boundary locations to be considered for the next 3 shire boundary signs.
7. That the design and publication of the 2014-2015 Visitor Guide be awarded to VAADA at the quoted price of \$25,498 for design and \$24,671.42 for printing noting that there may be opportunities to reduce some of the costs in the design and layout of the brochure.
8. That the budget drafted for the production of a new Visitor Guide incorporate a bundling of other tourism marketing activities and form the basis for advertising sales for the Visitor Guide 2014-2015.
9. That \$500 be allocated to engage Anna Tenne Photography for additional imagery for the Visitor Guide.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

Item 10 Minutes of the Audit and Risk Management Committee Meeting – 26 August 2014

Division:	Corporate Services
Management Area:	Corporate Management
Author:	Director Corporate Services – Rebecca Ryan
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF4 Ensure that Council's governance, practices, policies and procedures respond effectively to the long-term goals of the Community Strategic plan.

PRESENT: Andrew Fletcher (Chair), David Honner, Peter Shinton (Mayor)

ATTENDING: Steve Loane (General Manager), Rebecca Ryan (Director Corporate Services), Stefan Murru (Chief Financial Officer), Rebekah Elliott (Graduate Accountant), Jeff Shanks (Luka Group), Lisa Mannlon (Luka Group)

The Chair welcomed everyone to the ARMC meeting

1. MINUTES

RESOLVED that the minutes of the ARMC meeting held on Wednesday 19 March 2014 be adopted with an amendment to delete dot point 3 under item 3 (Review of ARMC Charter).

P Shinton/D Honner

2. INTERNAL AUDIT REPORT JULY 2014 – FINANCIAL REVIEW

The Internal Audit report was reviewed and discussed among committee members. The following items were **RESOLVED**:

1. That the report be noted;
2. That the committee notes Council is progressing with the TCorp findings;
3. That a report be brought to the next ARMC meeting on Council's development and implementation of individual and overarching asset management plans;
4. That a report be brought to the next ARMC meeting on Council's opportunities for shared services such as a joint EOI for assets condition assessment and valuation;
5. That a report be brought to the next ARMC meeting on Council's agreed actions from the IA Report;
6. That the Committee thanks the Internal Auditor for the detailed report and opinions

P Shinton/D Honner

11:45 am Mayor Peter Shinton and the General Manager left the meeting

3. ACTION LIST UPDATE

The progress on the action list items was reviewed by the Committee. It was requested that the items in the Internal Audit action list report be updated for the new action items resulting from the Internal Audit Report. The updated report is to be brought to the next meeting.

RESOLVED that the progress on the action list items be noted.

P Shinton/D Honner

4. CREDITORS REPORT

WARRUMBUNGLE SHIRE COUNCIL

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The Creditors report was reviewed and discussed among committee members. Members discussed the opportunity of individual Councils sharing information to improve purchasing practices and seek opportunities for joint procurement.

RESOLVED that progress on the Creditors Report be noted.

D Honner/ A Fletcher

5. ORDERS REPORT

The Orders Report was reviewed and discussed among committee members. The CFO discussed recent changes to the purchasing process within Council as a result of the implementation of Civica Authority (Council's new accounting software). The use of online requisitions should improve Council's purchasing practices significantly going forward.

RESOLVED that progress on the Orders Report be noted.

D Honner/ A Fletcher

6. STATECOVER WHS AUDIT REPORT 2013

The Statecover WHS Audit Report was briefly discussed with a more detailed discussion to take place in the next meeting when the WHS Officer's action list is available.

RESOLVED that the Report be noted and Council prepare a report for the subsequent meeting on the implementation plan for the items addressed.

D Honner/ A Fletcher

7. FINANCIAL STATEMENTS 2013-2014

The discussion of the Warrumbungle Shire Council's Financial statements for the year ending 30 June 2014 will be addressed in the subsequent ARMC meeting.

8. GENERAL BUSINESS

General items discussed throughout the meeting include:

- The Director of Corporate Services discussed the opportunity for using the alliance for training purposes. It was agreed this would be beneficial and should be added to Council's action list to discuss with other Councils within the partnership;
- It was advised that Council have formally resolved to continue with the current ARMC Committee and Internal Auditor arrangements until 30 June 2015.

RESOLVED that the report for reappointing the Audit committee be noted.

D Honner/ A Fletcher

Next Meeting: 27 to 31 October 2014 (date to be confirmed)

Meeting Closed: 1.02 pm

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Chairperson

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

RECOMMENDATION

1. That Council accepts the Minutes of the Audit and Risk Management Committee meeting held at Coonamble on 26 August 2014.
2. That:
 - I. the report be noted;
 - II. the committee notes Council is progressing with the TCorp findings;
 - III. a report be brought to the next ARMC meeting on Council's development and implementation of individual and overarching asset management plans;
 - IV. a report be brought to the next ARMC meeting on Council's opportunities for shared services such as a joint EOI for assets condition assessment and valuation;
 - V. a report be brought to the next ARMC meeting on Council's agreed actions from the IA Report;
 - VI. the Committee thanks the Internal Auditor for the detailed report and opinions
3. That the progress on the action list items be noted.
4. That progress on the Creditors Report be noted.
5. That progress on the Orders Report be noted.
6. That the Report be noted and Council prepare a report for the subsequent meeting on the implementation plan for the items addressed.
7. That the report for reappointing the Audit committee be noted

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

Item 11 Minutes of the Finance and Projects Committee Meeting – 13 August 2014

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

PRESENT: Mayor Peter Shinton, Cr Denis Todd, Cr Anne Louise Capel, Cr Gary Andrews, Cr Chris Sullivan, Cr Fred Clancy, Steve Loane (General Manager), Leeanne Ryan (Director of Development Services), Rebecca Ryan (Director Corporate Services), and Stefan Murru (Chief Financial Officer).

APOLOGIES: Cr Murray Coe, Cr Ron Sullivan, Cr Victor Schmidt, and Kevin Tighe (Director of Technical Services).

ATTENDING: Rebekah Elliott (Graduate Accountant)

1. MINUTES

RESOLVED that the minutes of the Finance and Projects Committee meeting held on 1 May 2014 be accepted.

C. Sullivan/Capel

BUSINESS ARISING

Nil

2. AUDIT AND RISK MANAGEMENT (ARMC)

The Director of Corporate Services addressed the committee on the progress of the internal Audit Committee which the Warrumbungle Shire Council (WSC) currently has a partnership with five (5) OROC Councils. It is proposed to extend this agreement for another 12 months with the same Independent Chair, second independent and Internal Auditor. The General Managers Committee is currently considering expanding the model to include an additional four (4) Councils. The General Manager noted that there is a concern this may become too cumbersome for one ARMC and may consider adopting the Bathurst, Orange Dubbo (BOC) Alliance model by employing an internal auditor. However, there are concerns about independence of an employed person undertaking this role. A report will be presented to the August meeting outlining this recommendation Council is proposing.

3. 2013-2014 FINANCIAL STATEMENTS AND JUNE 2014 QBRS

The Chief Financial Officer presented the fourth and final quarter (June 2014) QBRS to the committee including income statement, KPI's, Statements of Cash Flows, Balance Sheet, Revenue, Operational Expenditure and Capital Budget Reviews. Noting some of the following issues:

- On an accrual basis, income is 95% of the revised budget (\$33.211m compared to \$35.103m). This is due predominately to the Federal Governments decision not to prepay approximately \$3.1m of the first two quarters of the Federal Assistance Grants (FAGs). This

WARRUMBUNGLE SHIRE COUNCIL

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is a significant challenge for Council considering FAGs are 17% to 20% of Councils total income. If Council had received these monies, Council would have received roughly \$36.311m worth of income and consequently would have exceeded the revised budget for income;

- On an accrual basis, expenses are 3% over the revised budget (\$39.07m compared to \$37.999m). In conjunction with revenue, this results in an operating deficit of \$5.883m which is 203% of the budget. If adjusted for the FAGS not brought forward the total deficit would be \$2.759m which is 96% of the revised budget. This means that if the grants were received, Council would have been \$137k better than the original budget.

The CFO explained the two impacts of the Federal Government decision relating to the FAGs Grants. These are as follows:

1. In 2009 the Federal Government brought forward the 1st quarter of the FAGs Grants which resulted in an operating surplus of \$3.967m (operating surplus of \$2.417m if the grant was not prepaid). This occurred again in the 2012 Financial Year resulting in an operating deficit of \$2.357m (operating deficit of \$3.907m if the grant was not prepaid). This meant Council was ahead two quarters for the FAGs grants.

These brought forward funds improved Council's financial performance in these two years but when the grants were not brought forward in the 2013/14 year this resulted in Council reporting a deficit that is \$3.1m higher than it should be due to the Federal Government's decision to not bring forward these grants (i.e. the improved performance from prepaying the grants in the 2009 and 2012 financial years was backed out in one year – 2013/14 resulting in a \$3.1m increase in Council's deficit).

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

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

2. During the 2014/15 budget, the Federal government decided to "pause the indexation" of the FAGS for the next three years. Over the subsequent 10 years, the final impact of this decision will be roughly an \$8m reduction in revenue to Council. While other grants may become available to offset this loss, they will most likely be tied to certain projects. It is important to note that FAGs grants are one of the two major unrestricted funds Council receives (the other being rates).

For the 2013/14 Financial Year, Council's cash balance has decreased from \$16.931m to \$11.012m (a \$5.919m decline) which was due to:

1. The Federal Government's decision not to bring forward \$3.1m worth of FAGs Grants;
 2. Council's use of restricted assets to catch up on its capital backlog/revoted capital works (\$2.7m);
 3. Council brought forward \$359k worth of reseals from the 2014/15 Financial Year.
- If Council had received the prepayment of the FAGs and the \$359k worth of reseals were not brought forward, Council would have reported a small surplus in unrestricted cash of \$43k.

Council is currently working through the 2013/14 financial statements which will be finished by the end of this week and presented to Council during the August meeting for approval. The auditors will be onsite from the 20 August to 22 August.

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4. GENERAL BUSINESS

- **YULUWIRRI KIDS**

Councilors inquired as to how the Federal Government's changes to childcare will affect Yuluwirri Kids. Council is yet to receive any documentation from the Federal government in regard to this as the Federal Budget is yet to be passed through the Senate. Councilors requested that a report be brought back to Council outlining in detail the history of Council's purchase and involvement in the Long Day Care Centre/Preschool operations, impact of the Federal Budget on future viability.

- **PENSIONER CONCESSIONS**

Councilors inquired as to how the Federal Government's cut to the pensioner rebate will affect Council. Currently, the State Government has agreed to continue funding 55% of the pensioner rebate for the 2014/15 financial year only. Funding for subsequent years remains unknown.

NEXT MEETING: Thursday 6 November 2014 Coolah Council Chambers

MEETING CLOSED: 10.58am

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CHAIRPERSON

RECOMMENDATION

That Council accepts the Minutes of the Finance and Projects Committee Meeting held at Coonabarabran on 13 August 2014.

WARRUMBUNGLE SHIRE COUNCIL

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Item 12 Coonabarabran Showground Reserve Trust

Division:	Executive Services
Management Area:	Governance
Author:	General Manager – Steve Loane
CSP Key Focus Area:	Recreation and Open Space
Priority:	RO1 – the planning and provision of local sports and recreation facilities and parklands reflect community needs and anticipated demographic changes.

Reason for Report

To provide Council with an update on the issues and events that led to the General Manager in the capacity of Chairperson of the Interim Reserve Trust of the Coonabarabran Showground, releasing the Coonabarabran Horse and Rider Club Yards.

To provide Council with the independent advice requested by Council in regards to the ownership of the Horse and Rider Club Yards, and the issues of the management of the Coonabarabran Showground as raised at the Extraordinary Meeting held on Thursday 4 September 2014.

Background

At the meeting held Thursday 4 September 2014 in Coonabarabran, Council received four notices of motion for consideration at the September 2014 Council meeting .

Three of those notices of motion were relevant to the Coonabarabran Showground.

- 1. That Council resign from being Trustee of the Showground and Council enter into a ten (10) year Memorandum of Understanding or Lease Agreement with the new Trust to manage the Cross Country ground at the Racecourse.*
- 2. That Council establish whether it is able to engage John Hughes as interim caretaker of the Coonabarabran Showground on the basis he will provide a better service than Council.*
- 3. That Council resign as Interim Trustee of the Coonabarabran Showground effective immediately.*

Council also requested;

- 4. That the General Manager seek Legal opinion to test the jurisdiction and rights of Council as interim Trustee of the Coonabarabran Showground over equipment at the Showground that is under dispute.*

The General Manager sought the services of an appropriately qualified legal practitioner and Mr Stan Kondilios, SK Partners Legal and Strategic Solutions provided his Curriculum Vitae (CV) for consideration. The General Manager subsequently engaged the services of SK Partners Legal and Strategic Solutions and briefed them on the matter.

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Enclosed under separate cover for Councillors information is Mr Kondilios' CV, the General Manager's briefing note and the Legal advice received.

Issues

- **Resigning from Showground Trust**

Council should act prudently when considering its position. Mr Michael Kneipp, Director Western Crown Lands has informed Council by telephone on Tuesday 9 September 2014, that an independent appointment firm has been engaged to recruit new Trust Board members. This firm will interview the applicants that originally applied for a position on the Trust and assess their suitability to serve on the Trust. The interviews will be complete by early October and a report of recommendations will be forwarded to the Minister by mid-October for determination.

If Council was to wait for this process to conclude there may be less disruption to the showground user groups and the wider community. There are regular requests for temporary stabling and depasture of stock, mostly horses, from travellers that stay overnight in Coonabarabran.

However, this function has been proving difficult because the Interim Trust does not have full functionality with fees charges or access to bank accounts and funds.

- **Council to engage Mr John Hughes as Caretaker**

Ms Christina Hill, Manager Gunnedah Community Corrections, NSW Department of Justice, has advised that there was an error within the correspondence with Cr Clancy. The Showground Trust is not a registered entity with the NSW Department of Justice.

There are only three registered entities which are involved with this Community Services program in Coonabarabran and a copy of the emails are provided to Councillors for information under separate cover;

1. Coonabarabran PAI&H Association

The primary contact and initial supervisor was Mr Kodi Brady. The voluntary supervisor was Mr John Hughes. Mr Brady has informed Council that that there was a special arrangement with the former Showground Trust Chairperson (Mr Richard Blackman) for payment from the Trust not PAI&H to Mr Hughes.

2. Warrumbungle Shire Council
3. Coonabarabran Jockey Club

In practical terms, for Mr Hughes to be engaged by Council he would require an ABN number and self funded Workers Compensation Insurance and Superannuation. Council could employ him as a Casual employee, however there would be requirements for a pre-employment medical and development of a Position Description or in the least a terms of reference of the expectations of the engagement. Furthermore, the costs associated with this proposal is completely unbudgeted for and the Reserve Trust has no funds to expend on a Caretaker role.

- **Release of the yards on Friday 18 July 2014**

As per Councils wish that was expressed at the meeting held on Thursday 17 July (**Resolution No's 31/1415 and 32/1415**) the General Manager wrote and sent via

WARRUMBUNGLE SHIRE COUNCIL

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email to the Coonabarabran Horse and Rider Club (CHR) the very next day being Friday 18 July 2014 informing them of the Council resolution in its entirety.

CHR immediately returned via email proof of ownership in the form of invoices and receipts which is enclosed under separate cover for Council information.

Cr Ron Sullivan came in to see the General Manager on the morning of Friday 21 July 2014 to discuss the matter. He informed me that he had just come from the showground and had been speaking with various people including Cr Fred Clancy and Ms Rebecca Moxham from Expo Committee. Cr Sullivan was informed of the advice received from Crown Lands and NSW Police and that Council had issued the CHR with Council's resolution and request to suspend the sale of the yards.

The following people made representation to the General Manager on this matter; Mr Richard Blackman, Mr Ambrose Doolan, Mr Phil Nash, Mr Peter Knight and Ms Narelle Andrews.

These people all had varying degrees of opinion as to what should be done with the yards.

Booth Brown Legal were written to on Monday 21 July to inform Expo of the decision made to release yards.

- **Aboriginal Lands Council Memorandum of Understanding (MOU)**

Adding to the above, recently Council has been contacted by Mr Tom Briggs, Electoral Representative of the North Regional Lands Council based in Armidale, regarding the progress of the review of the Memorandum of Understanding (MOU) at the Showground and Racecourse.

There are various issues regarding the land use in the Showground and Racecourse precinct that will require significant input from all current and future users. This extremely valuable and important community asset requires the formulation of an overall Master Plan of Management.

- **Questions regarding response to correspondence**

The issue of referring the letters to the General Manager as Chair of Councils Reserve Trust Committee is under question. Council should be assured that letters received from Mr Ambrose Doolan and Mr Kevin Sharpe were dealt with in the most appropriate and professional manner. Councillors have been provided with copies of this correspondence under separate cover.

Options

Council has the option to resign from the Showground Trust, noting the issues raised above,

Council is advised against engaging Mr Hughes, on the basis that there is no budget and no suitable arrangement that could be made to pay for these services appropriately.

Council is meeting the after hours needs for access to the showground albeit with difficulty, and is seeking minimal cost alternatives.

WARRUMBUNGLE SHIRE COUNCIL

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Financial Considerations

Council has no budget for the operation of the Coonabarabran Showground Reserve Trust. Any monies collected for horse stabling is receipted and reconciled in a Trust Account and will be handed over to the Crown when the new Trust is appointed.

Western Crown Lands has approved the payment of minor R&M, electricity and garbage collection at the Coonabarabran Showground in this interim period. Council operates on a Private Works account, whereby staff and other expenses are allocated to and billed to Western Crown Lands each month.

RECOMMENDATION

That Council endorse the actions of the General Manager in relation to the matter of the portable horse yards that were stored at the showground.

WARRUMBUNGLE SHIRE COUNCIL

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Item 13 Horse and Rider Club Yards

Notice of Motion

Cr R Sullivan has advised that at this meeting of Council he intends moving the following Notice of Motion:

That Council resign from being Trustee of the Showground and Council enter into a ten (10) year Memorandum of Understanding or Lease Agreement with the new Trust to manage the Cross Country ground at the Racecourse.

**CR R SULLIVAN
COUNCILLOR**

General Manager's comment

Please refer to separate report in Business Paper No. 12.

RECOMMENDATION

For Council's consideration.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

Item 14 Coonabarabran Showground Reserve Trust Caretaker

Notice of Motion

Cr Clancy has advised that at this meeting of Council he intends moving the following Notice of Motion:

That Council establish whether it is able to engage John Hughes as interim caretaker of the Coonabarabran Showground on the basis he will provide a better service than Council.

**CR CLANCY
COUNCILLOR**

General Manager's comment

Please refer to separate report in Business Paper No. 12

RECOMMENDATION

For Council's consideration.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

Item 15 Coonabarabran Showground Interim Trustee

Notice of Motion

Cr R Sullivan has advised that at this meeting of Council he intends moving the following Notice of Motion:

That Council resign as Interim Trustee of the Coonabarabran Showground effective immediately.

**CR R SULLIVAN
COUNCILLOR**

General Manager's comment

Please refer to separate report in Business Paper No. 12

RECOMMENDATION

For Council's consideration.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

Item 16 Code of Meeting Practice

Notice of Motion

Cr Clancy has advised that at this meeting of Council he intends moving the following Notice of Motion:

That Council discuss the inclusion of Matters of Concern being permitted by Councillors acknowledging that all provisions in the Code of Meeting Practice must be adhered to.

CR CLANCY COUNCILLOR

General Manager Comment

At the September 2013 meeting Council endorsed the current Code of Meeting Practice, (**Resolution No 101/1314**). Councillors have been provided with copies of the Warrumbungle Shire Meeting Code of Practice (2013), Office of Local Government (OLG) Practice Note No 16 Meetings Practice and Circular as separate enclosures.

Of relevance to this discussion excerpts of the clauses relating to this Notice of Motion, have been provided below.

Source from Warrumbungle Shire Council Code of Meeting Practice Clause 11 Order of Business;

'11.1 The general order of business at a meeting of Council or Committee of Council (other than an extraordinary meeting) will be fixed by Council from time to time and in accordance with this Code of Meeting Practice.

Business will be listed by the General Manager as follows:

- (i) Opening of ordinary meeting*
- (ii) Forum*
- (iii) Apologies*
- (iv) Endorsement of Minutes of Previous Council Meeting/s and adoption or acceptance of Committee meeting minutes*
- (v) Mayoral/Official Minutes*
- (vi) Reports to Council by General Manager and relevant staff*
- (vii) Reports to Closed Council*
- (viii) The General Manager advises the meeting of the Resolutions from the Closed Meeting*

11.2 It is an expectation that all Councillors, the General Manager and Council employees attending the meeting and the members of the public gallery turn all mobile phone and/ or electronic devices onto 'silent' or 'off'.

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11.3 *The order of business may be altered if a motion to that effect, which can be moved without notice, is carried. Only the mover of such a motion may speak to it before it is put.*

And clause 18 Questions may be put to Councillors and Council employees as per clause 249 of the Regulation.

18.1 *A Councillor:*

- (a) may, through the Chairperson, put a question to another Councillor; and*
- (b) may, through the Chairperson and the General Manager, put a question to a Council employee.*

18.2 *However, a Councillor or Council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents.*

18.3 *The Councillor must put every such question directly, succinctly and without argument.*

18.4 *The Chairperson must not permit discussion on any reply or refusal to reply to a question put to a Councillor or Council employee under this section.*

18.5 *Nothing in this clause affects questions being asked, with the leave of the Chairperson, relevant to any matter under discussion at a meeting.'*

The OLG issued a revised and updated Practice Note 16 – *Meetings Practice* on 31 August 2009. The Practice Note was developed to assist councillors and staff conduct council and committee meetings in accordance with best practice standards. The following information was provided by the OLG to answer some of the more frequently asked questions arising out of the contents of the revised Practice Note.

'Questions at Council Meetings Generally

The opportunity to raise questions at council meetings should not be abused. Councillors should bear in mind that there may well be other effective avenues of obtaining information, for example through the general manager outside the formal meeting cycle.

As in the case of putting forward notices of motion, councillors must, in submitting questions, balance their civic responsibility for representing the interests of their community with their obligation to use council's resources effectively and efficiently.

Questions without notice

Clause 1.4.11 of the revised Practice Note explains that allowing questions without notice is inconsistent with the provisions of clause 241(1) of the Local Government (General) Regulation 2005 which requires notice to be given of matters to be raised at council meetings.

The purpose of the notice requirement is to enable all councillors and the public to be aware, by reading the agenda for the meeting, of matters that will be raised at the meeting. This in turn promotes openness and transparency in the conduct of council meetings.

The notice requirement also ensures that questions, when asked, are appropriately

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recorded and responded to. It should not stifle debate or constrain the asking of questions.

If the subject matter of a question is genuinely urgent and the question is not on the agenda, the question could be raised under clause 241(3) of the Regulation. That clause allows a matter to be raised before council, despite notice not having been given, if:

- A motion is passed to have the matter brought before the meeting; and
- The matter is ruled by the chairperson to be of great urgency.

It should be borne in mind that a councillor is at liberty to ask a question of another councillor or the general manager about a matter that is on the meeting agenda during the debate on that matter.

The Division considers that it is acceptable for a council to adopt a practice of allowing councillors, just prior to the end of a meeting, to raise questions on the understanding that the answers will be provided at the following meeting.

Such questions should be recorded in the minutes of the meeting. This could be formalised by way of an agenda item "Questions for Next Meeting". This would constitute a means of giving notice of the question for the following meeting, provided that there is sufficient time between the two meetings to meet the notice requirements of clause 241. When such questions are listed, there is nothing preventing an answer being given straight away, if it makes sense to do so.'

(Source: OLG, May 2010)

For Council information the relevant items in the Practice Note No 16 Meetings Practice (August 2009) is provided as follows;

'1.4.10 Can an agenda include provision for questions from councillors?'

Yes. Council agendas could contain an item "questions on notice". Councillors would provide questions to the general manager to be asked at the meeting and included on the agenda, in accordance with the notice provisions of the Regulation (cl 241(1)).

Questions provided in this way, and responses to those questions, would be considered council business and as such council's Meeting Code could cover this issue. As responses to questions on notice would be considered council business, responses could form the basis for further motions on the same topic at that meeting.

Agendas and business papers (other than business papers for a confidential item) must be available for the public to look at or take away (s9 of the Act). Any non-confidential questions included in the agenda or business papers would also need to be available to the public.

For information relating to asking questions about matters on the agenda during the meeting, see 2.5 of this Practice Note.

1.4.11 Is it appropriate to have as an agenda item "Questions Without Notice"?

Having an agenda item, "questions without notice" is inconsistent with the provisions of the Regulation that require notice to be given of matters to be discussed at council meetings (cl 241).

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Allowing questions without notice would avoid the notice provisions of clause 241 of the Regulation. That clause enables all councillors and the public to be aware, by reading the agenda, of matters that will be raised at each meeting. It also enables councillors to give careful thought to any pecuniary interest or conflict of interest they might have in a matter, rather than having to hastily confront an issue during the meeting.

However, questions can be proposed by giving notice to the general manager in the usual way (see 1.4.10) and can be asked during the meeting in relation to business already before council (see 2.5). If the matter is genuinely urgent, and the matter is not on the agenda, it could be dealt with under clause 241(3) of the Regulation. For information relating to asking questions about matters on the agenda during the meeting, see 2.5 of this Practice Note.

2.5 Questions at council meetings

Can Questions be asked of councillors or staff concerning a matter on the council agenda?

A councillor may ask a question of another councillor or a staff member. A question to a councillor must be put through the chairperson. A question to a staff member must be put through the general manager.

Any person to whom a question is put is entitled to be given reasonable notice of the question so as to allow that person time to research the matter, for example by referring to documents or making enquiries of other persons.

Questions must be put succinctly and without argument. The chairperson must not allow any discussion on any reply or refusal to reply to such questions (cl 249 of the Regulation). It is considered that staff refusal to reply would be in circumstances where they require further time to research the response to the question. In this case, it would be good practice for council and/or the general manager to identify a timeframe for the response so that the period to respond is not open-ended.

When further time is required to respond to a question asked during a council meeting, it would be good practice to record the question and responses in the minutes.

5.2.8 Can a motion be moved following a question on notice?

Where an answer has been provided to a question on notice and a councillor seeks to have a matter arising from that question and answer considered by the council, notice should be given to the general manager in the usual way. The general manager can include the item on the agenda for the next meeting, and make sure that the relevant staff prepare any necessary background documents or reports. However if the matter is genuinely urgent, it could be dealt with under clause 241(3) of the Regulation.'

(Source: OLG, August 2009)

RECOMMENDATION

For Council's consideration.

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Item 17 Financial Assistance

Notices of Motion

Item Name

Financial assistance for 2WCRFM for the replacement of damaged equipment

Support

On Tuesday 26th August 2014 the repeater tower for 2WCRFM located on TV Tower Road, was hit by lightning. These damaged all the components that allow the radio station to transmit and consequently the radio station was off the air for 5 days.

Mr Rob Dean, chairman of our local radio station 2WCRFM, spent the next 5 days repairing the equipment to enable the radio station be begin transmission again by 31.08.14 (Sunday)

One piece of equipment, the exciter, is over 40 years old and has been temporarily repaired. This item will not last and the committee of 2WCRFM spoke with me regarding its replacement and perhaps some financial assistance from council to ensure the continued operation of the station.

A new Exciter is priced at \$5,000.00.

The committee has indicated that they can raise half of the money required (\$2,500.00) - dollar for dollar.

They realise that councils budget is already in place and have requested the following-

1. Council consider a dollar for dollar contribution at our next budget deliberation.
2. Council advise them of grant opportunities that would assist in the replacement of the damaged component.

The committee has been advised that funding may not be available from council (not grant opportunities) for up to 9 months. They do believe that the damaged component can be maintained to keep functioning for this period of time.

**CR VICTOR SCHMIDT
COUNCILLOR**

RECOMMENDATION

For Council's consideration.

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Item 18 Staffing

Notices of Motion

Item Name

Cr R Sullivan has advised that at this meeting of Council he intends moving the following Notice of Motion:

When Council has it's interviews on Council Senior Staff with our appointed facilitator, that all members of Council be invited to attend.

**CR R SULLIVAN
COUNCILLOR**

RECOMMENDATION

For Council's consideration.

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Item 19 Council Resolutions Report September 2014

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

Reason for Report

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

Background

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

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

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

Issues

This feedback is provided to Council for information purposes.

Options

Nil.

Financial Considerations

Nil.

RECOMMENDATION

For Council's Information.

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Item 20 2014 Local Government NSW Annual Conference

Division:	Executive Services
Management Area:	Executive Services
Author:	Acting Executive Assistant to the General Manager – Joanne Hadfield
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF7 Council provides strong civic and regional leadership, and undertakes its governance and service delivery tasks with integrity

Reason for Report

Councillor Ron Sullivan was nominated to attend the Local Government NSW (LGNSW) Annual Conference to be held on Sunday 19 October to Tuesday 21 October 2014 at Coffs Harbour (**Resolution 379/1314**). He has advised the he unfortunately is now unable to attend.

Background

This event brings together all 152 of NSW's Local Government Areas to provide a forum in which to debate important issues pertinent to local communities. The conference also provides the opportunity to hear from state and federal government leaders, business representatives, community groups and academics.

The draft program can be located at <http://www.lgnsw.org.au/events-training/local-government-nsw-annual-conference>.

Issues

Accommodation and registration fees for the conference have been booked and paid.

Options

Council may wish to nominate another Councillor to attend the LGNSW 2014 conference.

Financial Considerations

The delegates registration fees for the conference are;

1. Early bird - \$880 (closes 8 September 2014)
2. Standard registration - \$990

Costs are yet to be determined for accommodation, meals, transport and transfers.

RECOMMENDATION

That Councillor attend the 2014 LGNSW Conference and that all transport, transfers, accommodation and meals be provided as per the Payment of expenses and Provision of facilities to Elected Members policy.

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Item 21 Report from Human Resources – September 2014

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

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 August 2014 positions have been advertised either internally or externally:

- Manager Regulatory Services
- Manager Warrumbungle Water (Maternity Relief)

Interviews are currently being organised for the following positions:

- Manager Warrumbungle Water (Maternity Relief)

And the following positions have been filled:

- Trainee Plant Operator – Coolah
- Urban Services Operator – Coonabarabran
- Administration Officer, Development Services
- PA to Director Corporate Services
- Supervisor Binnaway
- Youth Development Officer
- Finance Officer
- Plumber – Dunedoo
- Plumber – Coonabarabran

Resignations

There were no staff resignations this month.

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Issues

There is some difficulty being experienced in attracting suitable applicants for traineeship positions. One of the criteria for traineeship eligibility is that the applicant must not hold a qualification at Certificate III level or above gained in the last seven years. Likewise the shortage of rental housing causes difficulties for successful applicants within our small communities.

Financial Considerations

The way Council advertise the Positions Vacant is being reviewed with a view to cost savings.

Learning and Development

August has seen training workshops in RMS Yellow Card, Confined Spaces, Working Near Overhead Power Lines and Sprayed Sealing Selection and Design.

Four of our Urban Services Supervisors attended a workshop at Bogan Shire Council to participate in the training of staff who work near overhead power lines. This training was provided by Essential Energy and staff have reported positively on the effectiveness of the training and the need for additional staff to undertake the same course.

The Sprayed Sealing and Selection and Design course was held in Canberra and introduced participants to practical insights into when and where sprayed treatment can be successfully used.

Workplace Health and Safety

Recent events have highlighted the need to review Council's Working in Isolation Policy for those positions where staff are required to be by themselves for an extended period of time or in situations where tension has arisen.

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

It was pleasing to see that the month of August had no reported incidents. This presented an opportunity to follow up on some action items from July.

Policies and Procedures regarding Work Health and Safety have been reviewed, approved by MANEX and placed on the Intranet.

RECOMMENDATION

For Council's information

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Item 22 Delegations of Authority to the General Manager

Division:	Executive Services
Management Area:	Executive Services
Author:	Acting Executive Assistant to the GM - Joanne Hadfield
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF4 Council's governance practices and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan.

Reason for Report

To update the alignment for the General Managers delegations with the requirements of legislation as detailed below.

Background

In pursuance of Section 335 of the Local Government Act, 1993, the General Manager is generally responsible for the efficient and effective operation of the Council's organisation and for ensuring the implementation, without undue delay, of decisions of the Council.

Council amended the delegations of the General Manager in April 2014 to include relevant legislation and regulations relating to various Acts and Regulations (**Resolution 318/1314**).

Issues

Council maintains a subscription to the Delegations Database with Local Government Legal that advises Council of changes to Acts and Regulations to ensure compliance and staff delegations

As per s377 of the Local Government Act (1993) Council cannot delegate to the General Manager the following functions of Council:

- a) *the appointment of a general manager,*
- b) *the making of a rate,*
- c) *a determination under section 549 as to the levying of a rate,*
- d) *the making of a charge,*
- e) *the fixing of a fee,*
- f) *the borrowing of money,*
- g) *the voting of money for expenditure on its works, services or operations,*
- h) *the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),*
- i) *the acceptance of tenders which are required under this Act to be invited by the council,*
- j) *the adoption of an operational plan under section 405,*
- k) *the adoption of a financial statement included in an annual financial report,*

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- l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,*
- m) the fixing of an amount or rate for the carrying out by the council of work on private land,*
- n) the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,*
- o) the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979,*
- p) the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,*
- q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons,*
- r) a decision under section 234 to grant leave of absence to the holder of a civic office,*
- s) the making of an application, or the giving of a notice, to the Governor or Minister,*
- t) this power of delegation,*
- u) any function under this or any other Act that is expressly required to be exercised by resolution of the council..*

Attached is the draft delegations to the General Manager and a current list of all Acts and Legislation relevant to the General Manager's delegations as prescribed by Local Government Legal.

Options

Council may choose to review and amend any part of the Draft Delegations.

For example the current delegation includes the authority to write off Rates and Charges up to \$10,000 and to write off debts to Council up to \$500 in accordance with Clause 131 of the Local Government (General) Regulation 2005.

In addition the current delegation enables approval of the General Manager and Directors to attend only one annual conference of their professional organisation each year. It is proposed to include in the new delegation that MANEX training, travel and conference costs are approved subject to the Operational Plan budget, professional development opportunities and benefit to Council.

Financial Considerations

Nil

RECOMMENDATION

That Council delegate to the General Manager the Acts and Regulations as prescribed in this report **FURTHERMORE** that any amendments to Acts and Legislation is automatically bestowed to the General Manager however any new Legislation is to be endorsed by Council.

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Attachment 1

DRAFT DELEGATIONS OF AUTHORITY TO THE GENERAL MANAGER

On Thursday, 18 September 2014 the Warrumbungle Shire Council ("Council") resolved that:

1. All previous delegations of the Functions this subject of the Instrument be revoked.
2. The person who from time to time holds the position of General Manager of Council ("General Manager"), being at the date of this instrument Steve Loane, be delegated authority under:
 - 2.1. Section 377 of the LG Act, to exercise and/or behalf on behalf of Council the Council's Functions under all Acts and Regulations in force and as amended from time to time:
 - a) **Subject to** any condition or limitation on a Function specified in Schedule 1; and
 - b) **Excluding** those functions:
 - i. that are expressly prohibited from delegation as listed under Section 377 of the LG Act;
 - ii. which are expressly required by legislation to be exercised by a resolution of the Council.
 - 2.2. Section 68 of the NW Act, to exercise and/or perform on behalf of Council the Functions of the Council (other than the power of delegation) under the NW Act
3. The General Manager be sub-delegated authority to exercise and/or perform on behalf of Council the Functions delegated to the Council under, and in accordance with, the instrument of delegation to the council set out in **Schedule 2**, **excluding** those Functions which pursuant to the terms of the delegation to the Council may not be sub-delegated.
4. The General Manager be conferred authority to carry out the Policy Authorities listed in **Schedule 3** and undertake any administrative actions necessary to carry out those Policy Authorities.
5. The General Manager be delegated and Function which is taken to be conferred or imposed on the Council pursuant to section 381(1) of the LG Act.
6. In the absence of the General Manager that a person appointed by resolution to act as General Manager assume all Functions, delegations, and sub-delegations of the General Manager for the period only of the absence of the General Manager unless otherwise resolved by the Council.
7. These delegations and authorities are subject to, and are to be exercised in accordance with:
 - 7.1. the requirements of the relevant Legislation;
 - 7.2. any conditions or limitations set out in **Schedule 1**; and
 - 7.3. any resolution or policy, procedure or budget adopted from time to time by the Council.
8. These delegations and authorities are effective from thy date of the Resolution of the Council and remain in force until amended or revoked by a resolution of the Council.

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9. In this delegation:

“**Acts**” includes legislation enacted by the parliaments of New South Wales and the Commonwealth of Australia;

“**Functions**” means powers, authorities, duties and functions and anything ancillary or related to the exercise or performance thereof.

“**Legislation**” includes an Act of the parliament of New South Wales or of the Commonwealth of Australia and a Regulation under the Act.

“**LG Act**” means the *Local Government Act 1993* as amended.

“**NW Act**” means *Noxious Weeds Act 1993* as amended.

Schedule 1: Limitations

Part A – Limitations applicable to specific statutory Function (if any)	
Legislation	Limitation (if any)
N/A	N/A
Part B – General Limitations	
N/A	

Schedule 2: Instruments of Delegation to Council

Delegator	Instrument Name	Date of Instrument
Minister for Planning – EPA Act 1979	Environmental Planning and Assessment Act – Section 59	Wednesday, 21 November 2012
NSW Department of Fair Trading	Plumbing and Drainage Act under Section 21	Thursday, 20 December 2012
Roads and Maritime Services	RMS Delegation to Councils – Regulation of Traffic	Monday, 31 October 2011

Schedule 3: Policy Authorities

Policy Authority - Administrative
Use of Council Corporate Credit Card to a maximum limit of \$10,000
Requisition Authority Limit to \$150,000
To carry out the regular services and operations of the Council within the sums voted by the Council for expenditure thereon and in accordance with the resolutions of Council
To authorise MANEX training, travel and conference costs are approved subject to the Operational Plan budget, professional development opportunities and benefit to Council.
Staff Time Sheets
To implement the decisions of Council

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Policy Authority - Administrative
Complaints and Requests – To instruct staff to take any necessary action in connection with any complaints or requests received, subject to all major matters being reported to Council
Correspondence of Council : To control all correspondence of Council with all official mail to be addressed to the General Manager and for all outgoing mail, Section 603 Certificates of Local Government and Section 149 Certificates of Environment and Planning Act to be signed by himself or other persons authorised by him in any emergent circumstances. A reply to correspondence is not necessary where the item is actioned and completed within 21 days of receipt.
Legal and Other Documents To sign and execute documents under the Common Seal of the Council in conjunction with Mayor.
Policy Authority – Financial
To be a signatory to the bank accounts of Council
Expenditure and authorisations – certify the prices and computations on all creditor payments
Authority to sign as the authorising officer on Council’s voucher payments for any costs.
Advances – Cash – To fix and vary the level of cash advances
Cheques/Orders for Goods – Signing – to sign and or to specify the servants authorised to sign cheques and orders for goods of Council
Accounts – Payments – Authority to pay all accounts as they fall due
Authority to write off Rates and Charges up to \$10,000 and to write off debts to Council up to \$500 in accordance with Clause 131 of the Local Government (General) Regulation 2005.
Policy Authority – Media
To make media statements and issue press releases in respect of Council Resolutions and decisions
Policy Authority - Staff
Exercise the powers of the Council in relation to: <ul style="list-style-type: none">• The day to day management of Council employees.• The conduct of staff education and staff attendance at training courses and computer user group.• Engage and dismiss casual staff as and when required within the provisions made in the approved estimates.• Deal with all industrial disputes involving the Council and its staff, subject to any formal dispute being referred to Council.• Within the funds voted by Council to approve overtime being worked by staff in all directorates or branches of Council when considered necessary subject to any directions or policy of Council from time to time.• Authority to approve staff leave
Salaries – To authorise the payment of the salaries and wages of the employees of Council within the sums voted by Council expenditure thereon.

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Attachment 2 Acts

- Boarding House Act 2012
- Building Professional Act 2005

- Children(Protection & Parental Responsibility) Act 1987
- Commons Management Act 1989
- Community Land Development Act 1989
- Community Land Management Act 1997
- Companion Animals Act 1998
- Contaminated Land Management Act 1997
- Conversion Of Cemeteries Act 1974
- Conveyancing Act 1919
- Crown Lands Act 1989, Crown Lands Regulation 2006, Crown Lands (General Reserves By Laws 2006

- Dams Safety Act 1978

- Electricity Supply Act 1995
- Environment Planning And Assessment Act 1979
- Environment Planning And Assessment Regulation 2000

- Fines Act 1996
- Fire Brigades Act 1989
- Fisheries Management Act 1994
- Fluoridation Of Public Water Supplies Act 1957
- Food Act 2003

- Game & Feral Animal Control Act 2002
- Gas Supply Act 1996
- Geographical Names Act 1996
- Government Advertising Act 2011
- Graffiti Control Act 2008
- Growth Centres (Development Corporations) Act 1974
- Heritage Act 1977
- Holiday Parks (Long-Term Casual Occupation) Act 2002
- Housing Act 2001

- Inclosed Land Protection Act 2001
- Independent Pricing & Regulatory Tribunal Act 1992

- Land & Environment Court Act 1979
- Land Acquisition (Just Terms Compensation) Act 1991
- Library Act 1939
- Library Regulation 2010
- Liquor Act 2007 And Liquor Regulation 2008
- Local Government Act 1993
- Local Government (General) Regulation 2005
- Local Government (Manufactured Home Estates, Caravan Parks, Camping Ground And Moveable Dwellings) Regulation 2005

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- Local Government And Other Authorities (Superannuation) Act 1927
- Local Land Services Act 2013

- Major Events Act 2009

- Noxious Weeds Act 1993

- Ombudsman Act 1974

- Pesticides Act 1999
- Pipelines Act 1967
- Protection Of The Environment Operations (Clean Air) Regulation 2010
- Privacy & Personal Information Protection Act 1998
- Public Health Act 2010
- Public Health Regulation 2012
- Public Interest Disclosures Act 1994
- Public Works Act 1912

- Restricted Premises Act 1943
- Roads Act 1993
- Roads Transport Act 2013
- Road Transport (General) Regulation 2013
- Rural Fires Act 1993
- Rural Fires Regulation 2013

- Service NSW (One Stop Access To Government Services) Act 2013
- State Emergency And Rescue Management Act 1989
- State Emergency Service Act 1989
- State Records Act 1998
- Strata Schemes (Freehold Development) Act 1973
- Strata Schemes (Freehold Development) Regulation 2012
- Strata Schemes (Leasehold Development) Act 1986
- Strata Schemes (Leasehold Development) Regulation 2012
- Strata Schemes Management Act 1996
- Surveying And Spatial Information Act 2002
- Swimming Pools Act 2002
- Swimming Pools Regulation 2008

- Tattoo Parlours Act 2012
- Threatened Species Conservation Act 1995
- Transport Administration Act 1988
- Trees (Disputes Between Neighbours) Act 2006

- Valuation Of Land Act 1916

- Water Management Act 2000
- Wilderness Act 1987
- Work Health And Safety Act 2011

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Item 23 Warrumbungle Cobbora Transition Fund Projects Update

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

Reason for Report

To provide an update of projects funded by the Restart NSW Cobbora Transition Fund.

Background

The projects and dollar value (ex GST) funded by the Restart NSW Cobbora Transition Fund to be auspiced by Council are as follows:

RNSW295 Dunedoo District Infrastructure Revitalisation	\$1,846,500
RNSW290 Three Rivers Regional Retirement Community and Learning Centre	\$4,500,000
RNSW300 Mendooran Multipurpose Centre	\$133,445
RNSW324 Three Rivers Recreation Grounds Upgrade Project	\$287,500
RNSW333 Recreational Sporting and Cultural Facilities Improvement Project, Dunedoo Region	\$1,000,000

At the August 2014 Council meeting, Council agreed to the disbanding of the Warrumbungle Cobbora Transition Fund Committee established last year, and a new Warrumbungle Cobbora Transition Fund Committee be formed with a revised Terms of Reference as amended (**Resolution No 42/1415**).

Issues

Funding Deeds templates for each Project have been forwarded by Infrastructure NSW to Council to complete with the required documentation, that being:

- Project Scope
- Project Timeline Gantt Chart
- Project Procurement Policy
- Project Risk Management Plan
- Project Cost Projections and Monthly Cashflow

Funding Deeds have been submitted to INSW for RNSW295 Dunedoo District Infrastructure Revitalisation and RNSW324 Three Rivers Recreation Grounds Upgrade

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Project, and Council awaits the return of the Deeds after sign off by NSW Treasury before executing.

Some points that Council should be aware of;

- RNSW333 Funding Deeds were executed in August 2014.
- Further documentation is required for RNSW300 and RNSW290 before Funding Deeds can be submitted to INSW.
- No ground works can commence on any project until the Funding Deeds have been executed.
- Online reporting is required monthly to INSW, detailing progress of each project as per the timeline, procurement, risk management and cashflow details executed with the Funding Deeds for each project.
- Invoicing from Council to INSW for individual components of project works commenced can occur monthly after the Funding Deeds are executed, with payment of invoice pending confirmation by NSW Treasury.
- Advertising for membership of the Warrumbungle Cobbora Transition Fund 355 Committee has commenced, with applications closing Monday 6 October. A list of applicants will be presented at the October Council meeting.

Options

Working groups are in the process of being established to ensure there are community members involved in an advisory role for each project component. Work Groups established to date are:

- Dunedoo Bowling Club
- Dunedoo Sports Club
- Coolah Recreation Ground
- Mendooran Showground
- Robertson Oval (existing 355 committee)

Work Groups to be finalised are:

- Three Rivers Retirement Community and Learning Centre
- Jubilee Hall/Dunedoo MPC
- Bolaro Street/Milling Park/Recreational Vehicle and Heavy Vehicle Parking

Financial Considerations

Across the five (5) projects, total funds from the Cobbora Transition Fund to be received and managed by Council is \$7,767,445. This is in addition to co-contributions of \$475,840 across all projects, plus the Roads and Maritime Services NSW funding contribution for the Heavy Vehicle parking upgrade as part of the RNSW295 DDIR project, yet to be secured.

RECOMMENDATION

That Council note the Cobbora Coal Transition Fund Projects and Warrumbungle Cobbora Transition Fund 355 Committee Update.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

Item 24 Brick Bats and Bouquets

Division:	Executive Services
Management Area:	Executive Services
Author:	Executive Assistant to General Manager – Melissa Bennett
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	Ensure the long-term provision and retention of high quality services for our community

Reason for Report

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

Background

Nil

Issues

Nil

Options

Nil

Financial Considerations

Nil

RECOMMENDATION

For Councils information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 18 September 2014



RECEIVED
18 AUG 2014

BY:.....

Rotary Club of Coonabarabran Inc
PO Box 265
Coonabarabran
NSW 2357

12-8-2014

Mr Steve Loane
General Manager
Warrumbungle Shire Council

Dear Sir,

The Rotary Club of Coonabarabran has asked me to convey to you and the team of Shire employees under the leadership of Harold Sutton our appreciation for the assistance given to our Club in installing the exercise equipment near the river.

Coonabarabran Rotary is committed to funding projects in the Coonabarabran district to benefit our residents. On this occasion funds from The Rotary Foundation, the Rotary Club of Coonabarabran, and the former Coonabarabran Gift Association were combined to purchase the equipment. The Shire was then able to use expertise to install the exercise 'stations'.

For this we thank you and ask that you pass on our appreciation to the relevant employees. I trust that we can work in the same way on future projects.

Kind regards

A handwritten signature in black ink, appearing to read "Lindsay Wilkin".

Lindsay Wilkin
Secretary

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

158 Hart's Road,
Braidwood,
NSW 2622
14/8/14

RECEIVED
18 AUG 2014
BY:.....

The Shire Clerk,
Warrumbungles Shire Council.

Dear Clerk,

I read recently in Climate Spectator that the Warrumbungles Shire is about to install PV panels to defray some of the costs of electricity as has the Palerang Council where I now reside.

As one who is in utter disbelief that so many apparently intelligent people deny anthropogenic climate change I thoroughly applaud anyone who was involved with the move although I realize it was prompted by more immediate concerns.

Yours sincerely,



G R Varley,

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

Warrumbungle Arts & Crafts Inc.



8 South Street,
ULAMAMBRI, NSW 2357

28.08.2014

Mr. S. Loane,
General Manager,
Warrumbungle Shire Council,
John Street,
Coonabarabran, NSW 2357.

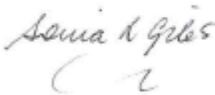
Dear Steve,

On behalf of Warrumbungle Arts & Crafts Inc. I would like to thank Council for the generous donation of Hall and facility hire, and \$1,000 for the Acquisitive Prize for 2015 Arts and Craft expo and exhibition.

This year's Opening Night will be held on Wednesday, 22nd October, 2014, and we would welcome the attendance of a Council representative.

In appreciation,

Yours sincerely,

A handwritten signature in cursive script that reads "Sonia L. Giles".

Sonia L. Giles,
(Hon. Secretary)

gsgiles@activ8.net.au

website: www.waaciartscrafts.wikifoundry.com

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

WUC 100 32151
RECEIVED
2 - SEP 2014
BY:

48 Bolaro Street
Dunedoo NSW 2844
31 July 2014

Attention: Warrumbungles Shire

I would like to pass on my objection to money being allocated for another block of toilets in Dunedoo a small country town!

The block of Public Toilets that are already here are locked up now unnecessarily.

Upgrade what is here now and spend the other funds on town improvements or a great tourist attraction.

Our town isn't large enough for another block of toilets.

The business houses at the other end of town are all businesses that cater for their clientele and have rest rooms already. All other businesses close at 5.30pm so no one will need to use the toilets.

We have extended our hours in the White Rose Café to cater for the locals and visitors into Dunedoo and we have an enormous amount of feedback asking "WHY are the toilets closed"? Especially on weekends, Long weekends, school holidays etc.

As the town has a truck bay that is very busy (which is great for the town) it would be of great benefit to upgrade the existing block and add a shower or two.

These men and women work hard and long hours hauling goods all over this country that benefit all of us in one way or another and we hear over and over again how **DUNEDOO is ONE of a few towns that actually think about the truckies!**

As they have very strict hours to work by sometimes these truckies spend hours resting here in Dunedoo- sometimes even the weekend, as they have modern tiny kitchens in their rigs they can easily walk to the butcher, Five Star Grocery to stock up, walk to the bank and Post office, down to the caravan park to wash and have a shower or even call on us but the biggest benefit would be a shower!!

SUGGESTION-

Save money and don't add another Public Toilet Block just upgrade what our town has.

Add a shower or two – if council think they need to lock them up so be it we at the cafe would be only too happy to have a key just like we have had in the past so they can be used.

Money saved on this could be spent on a free caravan parking bay were this proposed toilet block was to be and that would bring more visitors and more benefits to our town. (Look at how many stay at Mendooran for just one example).

There would be double cleaning- double wages. Double up keep and not much benefit if any.

WARRUMBUNGLE SHIRE COUNCIL

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I'm not the only person saying this but I am putting it in writing letting you know. Maybe a petition would be called for?

So come on Council let's get into this tourist business and add an attraction ,upgrade the existing toilet block and spend elsewhere in the town.

Regards



Ph: 0263751017

Karleeta Chadwick-Ryan

(Owner White Rose Café)

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

Item 25 2014 National Local Roads and Transport Congress

Division:	Executive Services
Management Area:	Executive Services
Author:	Executive Assistant to General Manager – Melissa Bennett
CSP Key Focus Area:	Local Governance and Finance
Priority:	Council builds strategic relationships with other levels of government to ensure that the shire receives an equitable allocation of resources

Reason for Report

To nominate two Councillors to attend the 2014 National Local Roads and Transport Congress, as per the policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors.

Background

The Australian Local Government Association is holding the 2014 National Local Roads and Transport Congress at the Tamworth Regional Entertainment and Conference Centre from the 12-14 November 2014.

Issues

At the 2014 Roads Congress the key aim is to highlight the importance of federal funding in overcoming road and infrastructure challenges and reinforce the need for increased and permanent funding under the Roads to Recovery program beyond June 2019.

Options

That Council do not register delegates to attend the 2014 congress.

Financial Considerations

The cost of registration is \$860 for early bird registration and \$970 for late registration per delegate. The registration cost includes attendance at all congress sessions, welcome reception, congress dinner, morning tea, lunch and afternoon tea as per the congress program, congress satchel and material.

The cost of meals, travel and accommodation are yet to be determined.

RECOMMENDATION

That the Mayor, General Manager and Councillor (to be nominated) attend the 2014 National Local Roads and Transport Congress.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 18 September 2014

Item 26 Australia Day 2015

Division:	Executive Services
Management Area:	Executive Services
Author:	Acting Executive Assistant – Joanne Hadfield
CSP Key Focus Area:	Community and Culture
Priority:	CC3 The vibrant arts and cultural life of the shire needs to be promoted and supported as an essential aspect of community well-being.

Reason for report

Council consideration is sought for the arrangements for the 2015 Australia Day functions throughout the shire and if it wishes to participate in the Australia Day Ambassador Program for the 2015 Australia Day Celebrations.

Background

Australia Day 2014 celebrations included events hosted in Baradine, Coonabarabran, Binnaway, Coolah, Mendooran and Dunedoo. Australia Day Ambassadors made representation at the 2014 celebrations with Mr Greg Donovan attending Binnaway, Baradine and Coonabarabran and Ms Claire Tonkin attending Mendooran, Dunedoo and Coolah celebrations.

As part of the celebrations in 2014 Council opened the public swimming pools free of charge to the public. Attendance at the pools on Australia Day in 2014 recorded numbers of above average.

Council have provided a small contribution to each committee to cover the advertising, and frames or laminating of local awards and catering. The amount allocated in 2014 was;

- \$500 each for Binnaway, Mendooran, Baradine, Dunedoo and Coolah
- \$600 for Coonabarabran

The Warrumbungle Shire Wide Awards are administered by Council and include;

- Citizen of the Year
- Young Citizen of the Year
- Senior Citizen of the Year
- Sportsperson of the Year and
- Young Sportsperson of the Year

The communities have ownership of their town awards including categories such as Certificates of Recognition, Group Community Service and Sports Team of the Year Awards.

The Draft 2015 Guidelines and Criteria and the Nomination forms follow this report as Attachment 1 and Attachment 2.

A list showing the past ten (10) years winners for Councillors' information is as follows:

WARRUMBUNGLE SHIRE COUNCIL

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Category	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005
Citizen of the Year Award	Rodney Williams and Rob Deans	Len Roberts	Rita Keech	Bob Sutherland	John Sawyer	John Eastburn	Roger Hadfield	David Baker	Peter Manning	Dr Fred Watson
Young Citizen of the Year Award	Brendon Hawkins	Alexander Tighe	Lewis Varty	Shannon Nott	Malcolm Fleming	Dannielle Macbeath	Amy Elton	John Abbott	Sarah Ford	Martin Davenport and Anna O'Brien
Senior Citizen of the Year Award	Tony Brain	Krystina Wesley and Annette Estens	Woody Carberry	Suzanne Stoddard	Kevin Stewart	John Yeo, Lachlan Campbell and Maxwell Fairall	Ted Miller, Len Bowman, Charlotte Dinsdale, Graham Martin and Robert Walton	Ernie Rookyard and Don Watton	Joan Rockliffe	Hazel Aylett
Sportsperson of the Year Award	Kevin Williams and Roy Mathews	Edward Kuras	Gabi Olsen	Tim Wilkinson	Ken Campbell	Philip Ayoub	Wesley Suckley	Sharon Nott	James Campbell	Rebecca Flood
Young Sportsperson of the Year Award	Darcy Clifton and Albert Nolan	Ellie Capewell	Jessica Cormie	Coona High School Open Netball Team	Casey Burgess	Kyle Turner	Hayley Arden	Gabi Olsen	Wes Suckley	Carley Rowland

WARRUMBUNGLE SHIRE COUNCIL

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Issues

The Hospital Auxiliary in Baradine, the Development Groups in Coolah, Dunedoo and Mendooran, the Progress Association in Binnaway and the Chamber of Commerce in Coonabarabran provide the basis for the host Australia Day Committee which includes the Public Liability Insurance for each event.

Members of the community and other local organisations are also invited to participate in this Australia Day committee with the Development Coordinators assisting as necessary. Other service organisations such as Lions and Rotary for catering and Schools, Lands Council or Girl Guides are involved for the event program support.

The Australia Day Ambassador program is a very popular feature of the day and Councillor attendance is appreciated.

Options

Council may choose to select local Ambassadors as opposed to an Ambassador provided by Australia Day Council.

Council may wish to review the Guidelines and Criteria.

Council may elect to remove or add categories of awards associated with the Warrumbungle Shire Wide Awards.

Council may choose to rescind previous year practices of providing free pool entry on Australia Day 2015.

Financial Considerations

The pools were open on Australia Day 2014 and the loss of revenue is estimated at \$800 to \$1,000. Fees for the pool have increased for the 2014 – 2015 season and the loss of revenue is estimated up to \$1,600 across the shire's pools.

The total budget allocation for Australia Day in the 2014-2015 Management Plan is \$4,500. This covers the cost of advertising, awards/certificates and frames, donations to each community, hosting of two (2) Australia Day Council Ambassadors.

RECOMMENDATION

That Council participates in the Australia Day Program in 2015 hosting two (2) Ambassadors from the Australia Day Council **FURTHERMORE;**

1. Council administers and presents the following awards for Australia Day 2015;
 - Warrumbungle Shire Council Citizen of the Year
 - Young Citizen of the Year
 - Senior Citizen of the Year
 - Sportsperson of the Year and
 - Young Sportsperson of the Year Award
2. Council provides a contribution to each local organising Australia Day Committee in Baradine, Binnaway, Dunedoo, Coolah and Mendooran an amount of \$500 and Coonabarabran \$600.
3. Council pools be opened free of charge throughout the shire on Australia Day 2015 as in past years.

WARRUMBUNGLE SHIRE COUNCIL

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Attachment 1

Draft Australia Day Awards 2015 Program

Guidelines and Criteria

Each year the people of Warrumbungle Shire Council are invited to nominate fellow citizens for the Warrumbungle Shire Wide Australia Day Awards. The awards aim to recognize outstanding achievement during the past year and / or have contributed to the local community over a number of years.

AWARD CATEGORIES

Citizen of the Year

To be eligible, the person must be 26 years of age or older on 26 January 2015

Young Citizen of the Year

To be eligible, the person must be under 26 years of age on 26 January 2015

Young Sports Person of the Year

To be eligible, the person must be under 26 years of age on 26 January 2015

Sports Person of the Year

To be eligible, the person must be 26 years of age or older on 26 January 2015

Senior Citizen of the Year

To be eligible, the person must be 60 years of age or older on 26 January 2015

WHO IS ELIGIBLE?

- Nominees must be Australian citizens and residing in Warrumbungle Shire at the time of nomination;
- Unsuccessful nominees may be re-nominated in subsequent years;
- Self nominations will not be accepted;
- Awards will not be granted posthumously;
- Sitting State and Federal politicians and current vice-regal offices are not eligible. Consideration of retired politicians and officers would be for work in addition to their official duties;
- A person cannot receive the same award in subsequent years.

HOW TO NOMINATE:

The attached nomination form is to be completed and returned to Council offices. The nomination should detail the nature, duration and impact of the nominee's contribution to the Warrumbungle region.

In assessing a nomination, the judging panel may consider:

- The number of hours of work over and above normal employment duties
- The benefits to the community from the nominee's service or contribution
- Other outstanding achievements by the nominee
- Other recognition of the nominee's contribution or work, including publicity
- Whether the nominee worked as part of a team and their role within the team.

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JUDGING:

The judging panel comprises of the elected Councillors at the time.

The selection of recipients will reflect the nominations received and information available to the judging panel.

The nomination forms received by the closing date will be presented to the judging panel. At the December council meeting, Councillors will determine the award winner for each category.

PRESENTATION:

The awards will be presented by Council at the Australia Day celebrations in the town of which the successful recipient resides.

Warrumbungle Shire Council reserves the right to withdraw an award if further information or the recipients conduct draws the Australia Day award into disrepute.

Nominations close at 4.30pm Friday 28 November 2014

WARRUMBUNGLE SHIRE COUNCIL

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Attachment 2

Draft Australia Day 2015 - Shire Wide Awards Nomination Form

1. Please provide as much detail as possible
2. One nomination per form
3. Nominations close 4.30pm on Friday 28 November 2014. Late nominations will not be considered
4. All nomination forms should be forwarded to the General Manager, PO Box 191 Coonabarabran 2357 or hand delivered to the Council Chambers in Coolah or Coonabarabran.

Award Category for nominee: (please tick one category)

- Citizen of the Year Young Citizen of the Year
- Senior Citizen of the Year
- Sports Person of the Year Young Sports Person of the Year

Nominee: (The person you would like to nominate)

Title (Mr, Mrs, Ms etc)

First Name

Surname.....

Position/Organisation

(Optional).....

Address Town

.....

Tel (H)..... Tel (W)

Tel (M)

Age/DOB Please tick Exact Estimate Unknown

Areas of Excellence: In what area(s) has the nominee excelled? (you may tick more than one box)

- Arts/Media/Entertainment Business Charity
- Community/Volunteer Service
- Education Services Environment Humanitarian
- Indigenous/Ethnic
- Medicine/Science Technology/Engineering Sport
- Other.....

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Tell us about your nominee: How are they an inspirational role model? How have they demonstrated excellence in their field and to the community? Please write as much as you can about your nominee. If you need more space please write on a separate piece of paper and attach it to this form. Remember, your nominee will be judged on this information and it is important for you to give as much information as possible.

.....
.....
.....
.....

Nominator: (Your details)

Your title (Mr, Mrs, Ms etc)

First Name

Surname

Position/Organisation
(Optional).....

Address

Suburb State

Postcode.....

Tel (H) Tel (W) Tel
(M).....

Referee: (Optional, this information will help us if your nominee is short listed. This person may be contacted for further information.)

Title (Mr, Mrs, Ms etc)

First Name..... Surname.....

Position/Organisation (Optional).....

Address

Suburb State Postcode.....

Tel (H) Tel (W) Tel (M).....

Nominator's Signature **Date**

WARRUMBUNGLE SHIRE COUNCIL

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Item 27 Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors

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

Background

Under Section 252 of the Local Government Act, Council is required to adopt within five (5) months after the end of each year, a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor and the other councillors in relation to discharging the functions of civic office.

Issues

The amendments to the policy relate to the limits identified in Clause 2.1 and Appendix A being the updating of expenses in line with the Australian Tax Office's Taxation Determination TD 2014/19 and amendments identified in Red on the attached Draft Policy.

Options

Under Section 253 of the Local Government Act, Council must place the amended Policy on public exhibition for a period of 28 days seeking public submissions.

Financial Considerations

Provision is made within the budget relating to provision of expenses and facilities to Mayors and Councillors.

Summary

The review of the policy and updating of the references to the current Taxation Determination and insertion of updated Appendix A tables, allows clarity in calculation of provision of the expenses to be paid under this policy.

The Draft Policy is included for review and consideration marked Attachment A.

RECOMMENDATION

That the Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors be placed on public exhibition, providing public notice of the intention to adopt a policy, and seek public submissions. **FURTHER** that the Policy and any submissions received be considered at the November 2014 Council meeting.

WARRUMBUNGLE SHIRE COUNCIL

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Attachment A

Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors

(Pursuant to Sections 12, 2 3A, 252, 253 and 254 of the Local Government Act and Clauses 217 and 403 of the Local Government (General) Regulation 2005)

Part 1 - INTRODUCTION

Title and Commencement of the Policy

This Policy shall be cited as the Policy for the Payment of Expenses and Provision of Facilities to Councillors and is effective from **** November 2014** and replaces the previous policy titled Policy for the Payment of Expenses and Provision of Facilities to Councillors adopted by Council on **21 November 2013**.

Purpose of the Policy

The purpose of this Policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by the Councillors. The Policy also ensures that the facilities provided to assist and support the Councillors to carry out their civic functions are reasonable.

Objectives and Coverage of the Policy

The objectives of this Policy are to:

- Provide a guide to councillors expenses and facilities
- Outline the process for paying expenses so that they can be properly recorded, reported and audited
- Comply with the guidelines issued by the **Office** of Local Government.

In this Policy, unless otherwise stated, the expression “Councillor” refers to all Councillors of Warrumbungle Shire Council including the Mayor and Deputy Mayor.

Basis of this Policy

The relevant legislative provisions for this policy are set out below. In this legislation the expression “year” means the period from 1 July to the following 30 June.

Local Government Act 1993

• 252 Payment of expenses and provision of facilities

- (1) *Within 5 months after the end of each year, a council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.*
- (2) *The policy may provide for fees payable under this Division to be reduced by an amount representing the private benefit to the mayor or a councillor of a facility provided by the council to the mayor or councillor.*
- (3) *A council must not pay any expenses incurred or to be incurred by, or provide any facilities to, the mayor, the deputy mayor (if there is one) or a councillor otherwise than in accordance with a policy under this section.*
- (4) *A council may from time to time amend a policy under this section.*

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- (5) *A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under section 23A.*
- **253 Requirements before policy concerning expenses and facilities can be adopted or amended**
 - (1) *A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.*
 - (2) *Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.*
 - (3) *Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.*
 - (4) *Within 28 days after adopting a policy or making an amendment to a policy for which public notice is required to be given under this section, a council is to forward to the Director-General:*
 - (a) *a copy of the policy or amendment together with details of all submissions received in accordance with subsection (1), and*
 - (b) *a statement setting out, for each submission, the council's response to the submission and the reasons for the council's response, and*
 - (c) *a copy of the notice given under subsection (1).*
 - (5) *A council must comply with this section when proposing to adopt a policy each year in accordance with section 252 (1) even if the council proposes to adopt a policy that is the same as its existing policy.*

Part 2 - PAYMENT OF EXPENSES

Allowances and expenses

Council does not provide general expense allowances to Councillors. Councillors are entitled to the expenses set out in this policy provided that they satisfy the stated requirements.

This Policy is intended to cover most situations where a Councillor reasonably incurs expenses in discharging the functions of civic office.

The payment of expenses and reimbursement of expenses under this Policy shall only be in respect of costs directly associated with discharging the functions of civic office.

2.1 Establishment of Monetary Limits and Standards

This policy identifies and publishes monetary limits and standards applicable to the payment of various expenses to Councillors. This allows members of the public to know the expected cost of providing services to Councillors and to make comment during the public consultation phase of making or amending the policy. It also avoids the situation where Councillors incur expenditure that is unforeseen or considered unreasonable by other Councillors and the public.

Monetary limits prescribed in this Policy set out the maximum amount payable in respect of any expense or facility.

WARRUMBUNGLE SHIRE COUNCIL

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Where a Councillor incurs expenses in the course of discharging their civic office responsibilities, such expenses will be reimbursed. Typical examples of such expenses include:

- Course fees
- Fares / parking / tolls
- Accommodation
- Meals
- Incidentals, including telephone or facsimile charges, internet charges, laundry and dry cleaning etc. while attending conferences, seminars etc.

Wherever possible, every effort should be made to minimise the extent of such expenses to a reasonable level. Furthermore, in the majority of cases course/conference fees and accommodation will be pre-booked, negating the need for out-of pocket expenses to be incurred.

For accommodation or meals that Council has not prepaid, and for incidental expenses, Council will reimburse expenses incurred while at conference, seminars or official functions to the limits of the allowances set out in the Australian Tax Office's Taxation Determination TD 2014/19 or such determinations or policies of the Australian Tax Office that supersede it.

The limits will be applied as follows:

- Where Councillors' meals are not prepaid by Council or are not included in the seminar, conference, event or briefing fee, the monetary limits per day for meals are those set out under 'Food and Drink' in Table 3 paragraph 11 of **TD 2014/19** (see Appendix A attached) or such determination or policies of the Australian Tax Office that supersede it. (As at July 2014 – Meal Allowance (per day) Breakfast \$32.55; Lunch \$46.10; Dinner \$64.60)
- Where Councillors incur incidental expenses, such as phone call and similar expenses, the monetary limits per day for those expenses are the rates set out under 'Incidentals' in Table 3 of paragraph 11 of TD 2014/19 or such determinations or policies of the Australian Tax Office that supersede it. (As at July 2014 – Incidental Expenses (per day) \$26.75)
- Where Councillors' accommodation expenses are not prepaid by Council or are not included in the seminar, conference, event or briefing fee, the monetary limits per day for those expenses are those set out under 'Accommodation' in Tables 3 and 4 (see Appendix A attached) of paragraph 11 of **TD 2014/19** or such determinations or policies of the Australian Tax Office that supersede it.

With the approval of the Mayor and General Manager, a Councillor may expend more than the individual monetary limits per day for meals and incidental expenses, provided that the overall monetary limit per day in that case will be the sum of all of the monetary limits per day for meals and incidental expenses.

On completion of a discretionary trip or attendance, Councillors should provide a written report to Council on the aspects of the attendance that are relevant to Council's business and/or the local community. A report is not required for the annual conference of the Local Government and Shires Associations.

Where applicable the standard of any equipment, facility or service to be provided shall be to the maximum standard prescribed in this Policy.

WARRUMBUNGLE SHIRE COUNCIL

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2.2 Requirement for receipts

Council will not reimburse any expenses unless a receipt or tax invoice is produced and the necessary claim forms completed.

2.3 Payment of Reimbursed claims

Councillors are to submit all claims for reimbursement, including all travel expenses, to the General Manager or delegate in a form and manner acceptable to the General Manager in the circumstances to enable full assessment of the claim on a monthly basis and these will be paid with their monthly allowance. Tax invoices and receipts are to be supplied to support claims. All payments to Councillors will be via direct deposit to their nominated bank account. Councillors are to seek reimbursement for their expenses within three (3) months of the expense being incurred.

Should a determination be made that a claim should not be paid, the General Manager shall explain such decision to the Councillor and should the Councillor still believe that the claim should be paid, in part or in full, it shall be considered that a dispute exists.

In the event of a dispute at any time regarding this Policy, the parties to the dispute shall provide a written report on the nature of the dispute. The General Manager shall submit such reports to the next meeting of Council to have the dispute determined by a resolution of Council having regard to this Policy, the Act and any other relevant law. The decision of Council shall be binding on all of the parties.

2.4 Accommodation and meal expenses

Councillors shall be accommodated in the hotel where the conference, seminar, or training course is being held or the nearest hotel to it that is of a similar standard, or as authorised by the host organiser where the conference is not located within the Sydney metropolitan area. Accommodation shall be provided at the rate of a double room.

Such attendance to be confirmed by Council with reimbursement of costs and expenses to be made upon the production of appropriate receipts and/or tax invoices and completion of the required claim forms. Alternatively, accommodation can be booked by Council order form and allowance for incidental expenses as provided under clause (2.5).

2.5 Incidental Expenses

Incidental expenses such as public transport fares, parking fees, phone/fax expenses and expenses incurred as the result of the purchase of refreshments during meetings related to council business or meals not included in the registration fees for conferences or similar functions, will be reimbursed by Council on production by the Councillor of the relevant receipts together with an approved claim form in accordance with Table 3 of paragraph 11 of **TD 2014/19** (see clause 2.1).

Council will not meet any expenses for alcohol, cigarettes or personal requirements. Council will not fully fund any activity where the Councillor is not in attendance for at least 90% of the specified activity. Other than in the most exceptional circumstances, where Councillor's expenses have been met by Council but the Councillor does not attend at least 90% of the activity, that Councillor will be required to show cause why they should not reimburse Council for any costs incurred.

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2.6 Payment of expenses for spouses, partners and accompanying persons

In this clause accompanying person means a person who has a close personal relationship with a Councillor and/or provides carer support to the Councillor. Where the attendee is accompanied at a conference or seminar by his or her spouse or partner or accompanying person, the attendee will be required to meet all costs associated with their spouse or partner or accompanying person's travel expenses, additional accommodation expenses, tours and attendance unless otherwise resolved by Council.

Council will meet the reasonable costs of spouses and partners or an accompanying person for attendance at official council functions that are of a formal and ceremonial nature. Examples would be Australia Day award ceremonies, citizenship ceremonies and civic receptions. Such functions would be those that a Councillor's or General Manager's spouse, partner or accompanying person could be reasonably expected to attend.

By resolution of Council, costs and expenses incurred by the Mayor, Councillors (or General Manager or nominee) for other events or functions on behalf of their spouse, partner or accompanying person shall be reimbursed if the cost or expense relates specifically to the ticket, meal, travel and accommodation and/or direct cost of attending the function.

2.7 Payments in advance

Councillors may request payment in advance in anticipation of expenses to be incurred in attending conferences, seminars and training away from home or for the cost of service associated with a civic duty. Councillors must fully reconcile all expenses against the cost of the advance.

Within one (1) week of incurring the cost and/or returning home the Councillor shall submit the details to the General Manager for verification and pay back to Council any unspent money. The level of the supporting documentation is to be commensurate with the nature of the expenditure. The maximum value of a cash advance is \$563.20.

2.8 Approval arrangements

Approval for discretionary trips and attendance at conferences and the like should be where possible, approved by a full meeting of the Council. If this is not possible then the approval should be given jointly by the Mayor and the General Manager. If the Mayor requires approval to travel outside of council meetings it should be given jointly by the Deputy Mayor or another Councillor and the General Manager.

2.9 Attendance at seminars and conferences

Council has allocated **\$30,000** to fund attendance at conferences, investigatory delegations and similar events. However, Council may agree to allocate additional funds in specific cases where it decides that there is a benefit to council from the attendance.

The following seminars, conferences and meetings are endorsed for attendance by council representatives:

- Annual conference of the Local Government **NSW** (Three (3) Councillors and General Manager)
- Roads Congress (Two (2) Councillors and General Manager)
- OROC meetings

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- Country Mayor's Association meetings
- Mining Related Councils (Mayor and General Manager)

After returning from the conference, Councillors or a member of council staff accompanying the councillor/s, should provide a written report to council on the aspects of the conference relevant to council business and/or the local community.

No written report is required for the Annual Conferences of the Local Government and Shires Association.

Requests for attendance at other conferences or seminars should be lodged in writing outlining the benefits for Council.

Council will meet the costs of conference / seminar registration fees including the costs of related official lunches and dinners and associated tours where they are relevant to the business and interests of the Council. Council will also meet the reasonable cost of transportation and accommodation associated with attendance at the conference and Council shall meet the cost of breakfast, lunch and dinner for Councillors where any of the meals are not provided as part of the conference, seminar or training course.

2.10 Registration fees

Registration fees for attendance at Council approved conferences and seminars will be paid by Council. These fees will include the costs of related official lunches and dinners and associated tours where they are relevant to the business and interests of the council.

2.11 Travel Expenses

Council will meet all reasonable costs of transportation to and from conferences and seminars when they are not included in the conference fees. Councillors are entitled to use Taxis provided that the cost of a single trip does not exceed \$100 (including GST) unless approval is granted by the General Manager in exceptional circumstances.

All travel by councillors should be undertaken by utilising the most direct route and the most practicable and economical mode of transport subject to any personal medical considerations.

Travel arrangements can include the use of a private vehicle, public transport, taxis, or travel using a council vehicle. Costs associated with parking fees and road tolls will be refunded on production of a receipt. The driver is personally responsible for all traffic or parking fines incurred while travelling in private or council vehicles on council business.

Claims for travelling expenses under this Policy shall include details of:

- Date and place of departure
- Date and place of arrival
- Distance travelled
- Fares and parking fees paid
- Amount claimed as travelling allowances
- Total amount of claim

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Travel in a Councillor's own vehicle to Council and Committee meetings, formal or social functions or activities or other meetings involving the community whilst representing Council where attendance is approved by the Mayor and/or General Manager is to be paid at the per kilometre rate payable for claims by staff in the Local Government (State) Award.

Where the approved meeting, function or activity is within the Warrumbungle Shire Council boundary, reimbursement shall be on the basis of the distance from the Councillor's principal place of residence (if it is within the Warrumbungle Shire Council boundary) to the venue or, if the Councillor resides outside the Warrumbungle Shire Council boundary, from the Warrumbungle Shire Council boundary to the venue.

Where the Councillor uses his/her own vehicle to travel to an approved function that is outside the Warrumbungle Shire Council boundary then council's reimbursement will be based on the total distance travelled from residence to venue and return if the Councillor resides within the Warrumbungle Shire Council boundary. If the Councillor does not reside within the Warrumbungle Shire Council boundary, then Council will reimburse the distance either:

- a) from the Councillor's residence to the venue, or
- b) from the Warrumbungle Shire Council boundary closest to the Councillor's residence to the venue, whichever is the lesser.

Claims for the above expenses require the submission of a claim form signed by the claimant detailing date, distance and reason for journey(s) with such claims to be submitted monthly.

Travel associated with authorised conferences, seminars and meetings may be undertaken by Council vehicle (where available) subject to prior approval by the General Manager, with fuel expenses etc. to be met by Council.

Council will meet the cost of return economy air travel or equivalent payment for attendance at authorised conferences/seminars.

Elected members using private vehicles will be paid the kilometre rate to a maximum payment, which is not to exceed economy class air fares to and from the particular destination.

All travel by Councillors that involves an overnight stay of one or two nights must be authorised in advance by the Mayor and General Manager (or in the event that the Mayor requires approval to travel outside of council meetings approval should be given jointly by the deputy mayor or another councillor and the general Manager.)

All travel by Councillors that involves an overnight stay of more than two nights must be authorised in advance by the Council.

Where travel for Council business or approved activities outside of the local government area is to be undertaken – arrangements for both travel and accommodation must be made through the General Manager and will be by the most practical method.

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Prior approval of travel should generally be required for interstate travel. The application for approval should include full details of the travel, including itinerary, costs and reasons for the travel.

Overseas travel on behalf of council must be approved by a meeting of the full council prior to a councillor undertaking the trip.

2.12 Attendance at dinners and other non-council functions

The costs of attendance by Councillors at dinners and other non-council functions which provide briefings to councillors from key members of the community, politicians and business will only be met by Council when the function is relevant to the council's interests and authorised by Council in advance.

No payment shall be made by Council for attendance by a councillor at any political fundraising event, for any donation to a political party or candidate's electoral fund, or for some other private benefit. Any expenses to be incurred that would be directed towards such events and activities will not be approved for payment.

2.13 Gifts

Where it is appropriate for councillors **to give** a gift or benefit, these gifts and benefits will be of token value and in accordance with council's Code of Conduct.

2.14 Training and Educational expenses

Council will only meet the costs of training or attendance at an educational course that is directly related to the Councillor's civic functions and responsibilities and is approved by Council prior to undertaking such training or attendance. Council **has allocated \$5,000** to fund relevant training and educational courses and attendances at briefings.

2.15 Telephone and internet expenses

Except as otherwise set out in this policy, Council will not reimburse Councillors for telephone expenses incurred in using their private/mobile phones for Council business. Phones are available for Councillors' use at the Coolah and Coonabarabran offices of Council.

2.16 Mobile telephone

The Mayor is provided with a mobile phone which is part of Council's shared data plan. It is the responsibility of the Mayor to ensure the monthly data usage remains within the agreed limit. Data only SIM devices have Telstra Business data rates, based on a monthly GB data allowance, and pricing is available on request. Private use must be kept to a minimum and at a reasonable level. This is defined where private use must not cause a breach of the monthly call allowance as per the device's voice service contract. If private usage leads to voice and/or data charges to be in excess of the monthly allowance, all associated costs will be recovered from the Mayor.

2.17 Tablet (iPad)

Council shall meet the cost of providing and maintaining **a mobile Tablet (iPad) device**.

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2.18 Insurance Provisions

Council will maintain adequate insurance against public liability and professional indemnity for matters arising out of Councillors' performance of their civic duties and/or exercise of their council functions.

Council shall pay the insurance policy excess in respect of any claim made against a Councillor arising from Council business where any claim is accepted by Council's insurers, whether defended or not.

2.19 Legal Expenses and Obligations

Council shall, if requested, indemnify or reimburse the reasonable legal expenses to a maximum of \$200,000 of:

- a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act; or
- a Councillor defending an action in defamation provided the statements complained of were made in good faith in the course of exercising a function under the Act, provided that the outcome of the legal proceedings is favourable to the councillor; or
- a Councillor for proceedings before the Local Government Pecuniary Interest and Disciplinary Tribunal or an investigative body provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter before investigative or review body has proceeded past any initial assessment phase to a formal investigation or review. In the case of a conduct complaint made against a councillor, legal costs will only be made available where a matter has been referred by the General Manager to a conduct reviewer/conduct review committee to make formal enquiries into that matter in accordance with the procedures in the Code of Conduct. In the case of a pecuniary interest or misbehaviour matter legal costs will only be made available where a formal investigation has been commenced by the Division of Local Government. Legal costs must only be provided where the investigative or review body makes a finding that is not substantially unfavourable to the councillor. This can include circumstances in which a matter does not proceed to a finding.

Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act shall be distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly by using knowledge of a proposed rezoning for private gain is not covered by this provision.

Council shall not meet the costs for any legal assistance in respect of legal proceedings initiated by a Councillor in any circumstances.

Council must not meet the legal costs of a councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.

Council shall not meet the costs of any enquiry, investigation or hearing initiated at the request of, or to any legal proceedings taken by, Council itself.

2.20 Special requirements of Councillors – Care and Other Related Expenses

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Council shall meet reasonable expenses associated with any special requirements of a Councillor, such as disability and access needs, in order to discharge the functions of civic office.

Council will meet reasonable costs of facilitating access to council premises, functions and activities where, by reason of disability, care-giver role or other special need, a councillor would not otherwise have equity of access with other councillors. Such support will allow the fullest participation reasonably possible. Council will reimburse the reasonable cost of care arrangements, including childcare expenses and the care of elderly, disabled and/or sick immediate family members of councillors to allow councillors to undertake their council business obligations.

The total amount paid to a Councillor under this provision shall not exceed \$800 per year of term.

Part 3 – PROVISION OF FACILITIES

Councillors shall not generally obtain private benefit from the provision of equipment and facilities. However, incidental personal use of Council equipment and facilities may occur from time to time without requiring reimbursement of the cost by a Councillor. No entitlement under this Policy shall be treated as being a private benefit that requires a reduction in the Mayoral fee or the Councillors fee.

Unless otherwise authorised in this Policy, if a Councillor does obtain a private benefit for the use of a facility provided by Council the Councillor shall be invoiced for the amount of the private benefit with repayment to be in accordance with Council's normal terms. The value of the private benefit shall be determined by Council in non-confidential session of a Council meeting.

Equipment, facilities and services provided under this Policy shall not be used to produce election material or for any other political purposes.

3.1 Mayoral Expenses, Facilities, Equipment and Services

The Mayor will be entitled to receive the following benefits:-

- a) Provision of a Council vehicle for appropriate use by the Mayor to carry out his duties as Mayor. Council to meet all costs associated with the provision of the vehicle. The Mayor will have no right of private use of this vehicle with the exception that he may use the vehicle for limited private use travel within the Shire only when attending different functions on the same day.
- b) Secretarial services relating to the discharge of his/her civic functions, including use of official stationery, writing pads, pens, diaries, folders and postage of official correspondence.
- c) Administrative assistance associated with civic functions, meetings and the like.
- d) Office refreshments
- e) Supply of Name Badges, Business Cards, Diaries and Attaché Case.

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3.2 Elected Members – Facilities, Equipment and Services

The Councillors including the Deputy Mayor are entitled to receive the following benefits:-

- a) Use of Council Chambers, telephone and limited hospitality facilities (tea and coffee) for Council business or functions or community consultation.
- b) Secretarial services relating to the discharge of his/her civic functions, including use of official stationery where authorised by Mayor or General Manager.
- c) Postage of official correspondence dealing with Council business.
- d) Access to facsimile and photocopying facilities for Council related business.
- e) Transport to official functions when deputising for the Mayor (ie) Use of Mayoral vehicle if required.
- f) Supply of Name Badges and Note Books.

3.3 Bluetts Handbook

Provide all Councillors with a copy after their election.

3.4 Policies

Provide all Councillors with a full and up to date copy of policies and manuals.

Part 4 – OTHER MATTERS

4.1 Acquisition and return of equipment and facilities by Councillors

At the completion of their term of office, during extended leave of absence or cessation of civic duties, Councillors are to return equipment and other facilities to the General Manager.

At the cessation of their duties, the option to purchase at a fair market price or written down value of equipment previously allocated to Councillors will be subject to determination by Council.

4.2 Status of the Policy

This Policy replaces the previous version of the Policy adopted by Council on 21 **November** 2013 Minute No. **168/1314**.

The Policy shall only be amended at a subsequent meeting of Council, subject to compliance with the Act.

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Appendix A

Table 3: Employee's annual salary – \$200,291 and above				
Place	Accomm. \$	Food and drink \$ B'fast 32.55 Lunch 46.10 Dinner 64.60	Incidentals \$	Total \$
Adelaide	209	143.25	26.75	379
Brisbane	257	143.25	26.75	427
Canberra	246	143.25	26.75	416
Darwin	287	143.25	26.75	457
Hobart	195	143.25	26.75	365
Melbourne	265	143.25	26.75	435
Perth	299	143.25	26.75	469
Sydney	265	143.25	26.75	435
Country centres	\$190, or the relevant amount in Table 4 if higher	143.25	26.75	Variable – see Table 4 if applicable

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Country centre	\$	Country centre	\$
Albany (WA)	179	Jabiru (NT)	192
Alice Springs (NT)	150	Kalgoorlie (WA)	159
Bordertown (SA)	135	Karratha (WA)	347
Bourke (NSW)	165	Katherine (NT)	134
Bright (VIC)	152	Kingaroy (QLD)	134
Broome (WA)	233	Kununurra (WA)	202
Bunbury (WA)	155	Mackay (QLD)	161
Burnie (TAS)	149	Maitland (NSW)	152
Cairns (QLD)	140	Mount Isa (QLD)	160
Carnarvon (WA)	151	Mudgee (NSW)	135
Castlemaine (VIC)	133	Newcastle (NSW)	152
Chinchilla (QLD)	143	Newman (WA)	195
Christmas Island (WA)	150	Norfolk Island (NSW)	329
Cocos (Keeling) Islands (WA)	285	Northam (WA)	163
Colac (VIC)	138	Orange (NSW)	149
Dalby (QLD)	144	Port Hedland (WA)	295
Dampier (WA)	175	Port Pirie (SA)	140
Derby (WA)	190	Queanbeyan (NSW)	133
Devonport (TAS)	135	Roma (QLD)	139
Emerald (QLD)	156	Thursday Island (QLD)	200
Exmouth (WA)	255	Wagga Wagga (NSW)	141
Geraldton (WA)	175	Weipa (QLD)	138
Gladstone (QLD)	187	Whyalla (SA)	145
Gold Coast (QLD)	149	Wilpena-Pound (SA)	167
Gosford (NSW)	140	Wollongong (NSW)	136
Halls Creek (WA)	199	Wonthaggi (VIC)	138
Hervey Bay (QLD)	157	Yulara (NT)	244
Horn Island (QLD)	180		

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POLICY DOCUMENT CONTROL:

Policy		Resolution	Date
Payment of Expenses Policy	Endorsed	233	16 June 2005
Payment of Expenses Policy	Amendment	49	18 August 2005
Payment of Expenses Policy	Amendment	393	18 May 2006
Payment of Expenses Policy	New Policy endorsed	199	17 December 2009
Payment of Expenses Policy	Revised Version	123	21 October 2010
Payment of Expenses Policy	Revised Version	181/1112	24 November 2011
Payment of Expenses Policy	Revised Version – 4	235/1213	21 February 2013
Payment of Expenses Policy	Revised Version – 5	168/1314	21 November 2013
Payment of Expenses Policy	Revised Version – 5	**/1415	

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Item 28 Bank Reconciliation for the month ending 31 August 2014

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

Reason for Report

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

Background

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

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

Issues

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

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

Options

Nil

Financial Considerations

Nil

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Summary

Balance per General Ledger – 31 August 2014

General Ledger	Amount
Balances as at 23 June	
General Fund CBA Account Only (as at 23 June)	259,397
General Fund NAB General Account Only (as at 23 June)	19,771
General Fund WPAC General Account Only (as at 23 June)	86,757
Trust Fund (as at 23 June)	177,185
WSC Mayor's Bushfire Appeal (as at 23 June)	368,762
Total Practical Investments Balance (as at 23 June)	9,352,597
Total Balances as at 23 June (Practical Close)	10,264,469
Movements Post 23 June (In Authority)	
General Fund	2,317,423
Trust Fund	-
WSC Mayor's Bushfire Appeal	(14,566)
Investments	222,330
Total per General Ledger	12,789,656

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Bank	Balance
General	
Commonwealth General Account	2,088,541
Total – General	2,088,541
Trust	
Commonwealth Trust Account	177,185
Total – Trust	177,185
WSC Mayors Bush Fire Appeal Trust	
Commonwealth Mayors Fund General Account	65,674
Commonwealth Mayors Fund Savings Account	288,523
Total - WSC Mayors Bush Fire Appeal Trust	354,197
Investments	
Securities	1,500,000
Term Deposits	8,181,456
Total Investments	9,681,456
Total All Bank Accounts	
	12,301,379
<i>Add:</i>	
Outstanding Deposits - General	1,128,666
Outstanding Deposits - Trust	-
Outstanding Deposits – WSC Mayors Bushfire Appeal	-
<i>Less:</i>	
Unpresented cheques - General	(640,389)
Unpresented cheques - Trust	-
Unpresented cheques- WSC Mayors Bushfire Appeal	-
Balance adjusted for outstanding deposits & Un-presented cheques (Final Bank Balance)	12,789,656
Variance between Final Bank Balance and General Ledger	-

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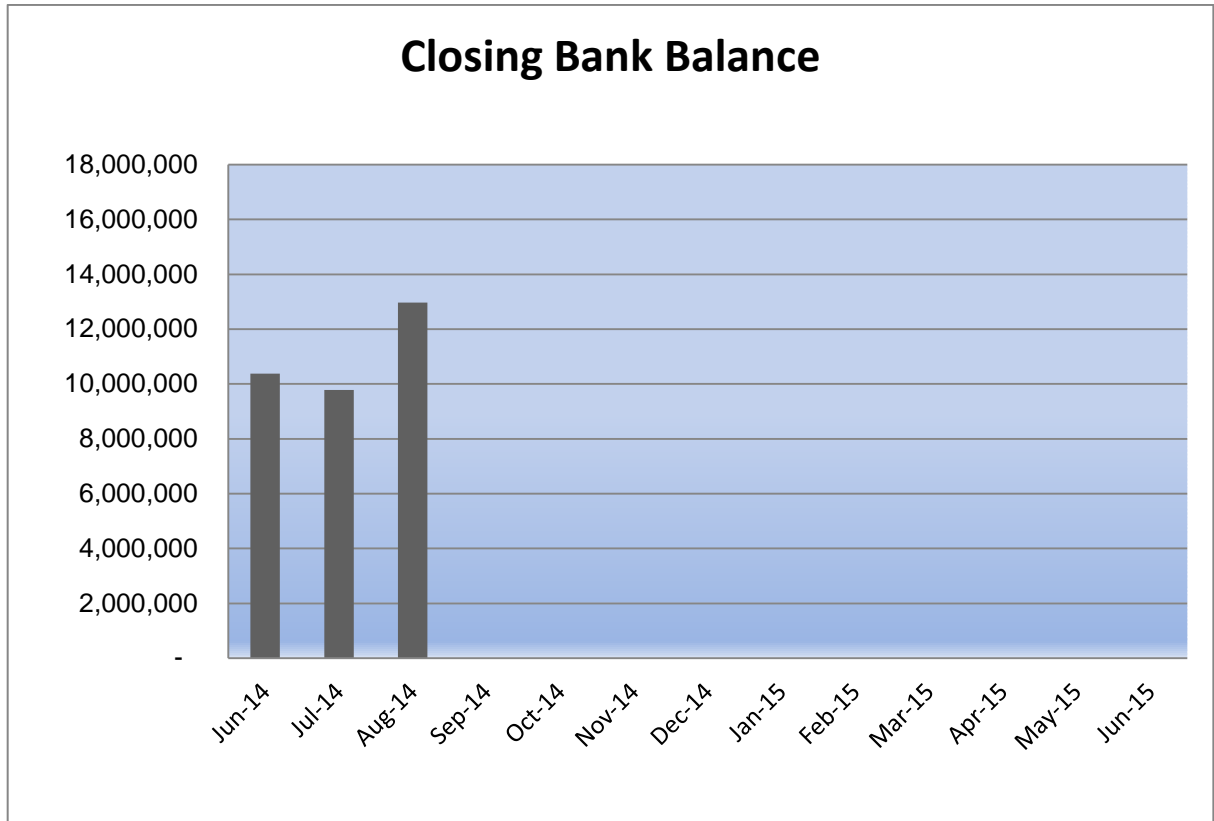
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Balance as per Bank Account History as at 31 August 2014

Month	Funds Held in General Account	Funds Held in Trust Account	Mayors Bushfire Appeal Trust Account	Investment	TOTAL	Net of Outstanding Deposits and Un-presented Cheques	End of Month Closing Bank Balance
Jun-14	323,176	177,204	368,762	10,129,888	10,999,030	(622,858)	10,376,172
Jul-14	421,545	177,204	369,832	9,227,662	10,196,243	(411,269)	9,784,974
Aug-14	2,088,541	177,185	354,197	9,681,456	12,301,379	488,277	12,789,656

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RECOMMENDATION

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

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Item 29 Investments and Term Deposits for Month ending 31 August 2014

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

Reason for Report

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

Background

Council currently benchmarks its investment performance against the three (3) month Bank Bill Swap Reference Rate (BBSW) as per Council's Investment Policy. The August BBSW 3 month rate was 2.63%. Council's term deposits returned an average rate of 3.01% for the month of August, outperforming Council's benchmark.

During the month of August one of Council's Term Deposits totalling \$1m held with NAB fell due earning a total of \$18,699 in interest.

Council's investment security FIIG All Seasons CPPI totalling \$1.5m matured on 29 August, earning Council \$60,633 in interest revenue (over the life of the deposit). This equates to an annual rate of return of less than 0.7% per annum over the six years of the investment. Although the return on this investment was not ideal, Council did receive all its principle back at maturity date, unlike many other Councils with similar Investment products.

Council's last investment security is currently not paying coupons although the remaining investment is expected to be redeemed at higher than original purchase price as was the case for the FIIG All Seasons investment. Council's investment securities underperformed against Council's benchmark.

Issues

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

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Options

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

Financial Considerations

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

Octagon Ltd Linked

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

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Summary

Investment Securities: Council currently holds the following investment securities:

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

Term Deposits: Council currently holds the following Term Deposits:

Bank	Current Investment	Opening Balance	Buy/(Sell)	August Interest Earned/ Accrued	Closing Balance	Lodgement date	Maturity Date	Rating	Current Yield
NAB Cash Maximiser	4,186,157	1,971,133	2,208,698	6,326	4,186,157	At Call	At Call	AA-	3.04%
ANZ At Call	2,703,830	2,098,258	600,000	5,572	2,703,830	At Call	At Call	AA-	3.10%
*Westpac General at Call	38,305	29,109	9,196	-	38,305	At Call	At Call	AA-	-
*NAB Eftpos At Call	253,163	129,163	124,000	-	253,163	At Call	At Call	AA-	-
NAB Term Deposit	-	1,017,520	(1,018,699)	1,179	-	10/02/2014	11/08/2014	AA-	3.75%
ANZ Term Deposit	1,000,000	1,004,947	-	3,007	1,007,954	10/06/2014	16/09/2014	AA-	3.55%
Total:	8,181,456	6,250,130	1,923,195	16,084	8,189,410				3.01%

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

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Certification of Responsible Accounting Officer

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

Responsible Accounting Officer

RECOMMENDATION

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

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Item 30 Rates Report for Month Ending 31 August 2014

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

Reason for Report

To report on Council's monthly rates and annual charges collection performance.

Background

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

The Office of Local Government (OLG) 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.

Some factors that affect this indicator should be considered when assessing Warrumbungle Shire Council's performance against this indicator such as the socioeconomic characteristics of the area.

Issues

The outstanding rates and annual charges ratio as at 31 August 2014, is 15.59%. This figure is higher than the 10% benchmark proposed by the OLG. Although Council's Rates Outstanding ratio is still trending under the previous years balance for the same period.

Options

Nil

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.

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RATE/CHARGE TYPE	RATE ARREARS 2013/14	2014/2015 LEVY	PENSIONER WRITE OFF	Interest	Legal Fees	ABAND-ONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2014/2015	COLLECTION % 2014/2015	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	633,482	7,340,352	(163,407)	(7,296)	3,370	17,573	7,824,073	(2,079,798)	5,744,275	26.58%	936,428	12.76%
Water	194,095	1,328,424	(72,377)	-	1,077	-	1,451,220	(411,546)	1,039,674	28.36%	225,812	17.00%
Sewerage	-	1,001,828	(52,077)	-	-	-	949,751	(272,473)	677,278	28.69%	52,034	5.19%
Garbage	207,235	1,843,525	(109,560)	(30)	1,170	-	1,942,341	(564,531)	1,377,809	29.06%	260,176	14.11%
TOTAL RATES AND ANNUAL CHARGES	1,034,812	11,514,129	(397,421)	(7,326)	5,617	17,573	12,167,385	(3,328,348)	8,839,036	27.35%	1,474,450	12.81%
Sewer Access (Water Billing)	451,251	196,177	-	(223)	269	-	647,474	(268,449)	379,025	41.46%	193,316	98.54%
Water Consumption	572,533	1,328,400	-	56	(6)	4,130	1,905,113	(254,428)	1,650,685	13.36%	369,200	27.79%
Sewer Consumption	34,788	126,000	-	-	47	-	160,835	(19,061)	141,773	11.85%	15,773	12.52%
TOTAL WATER SUPPLY SERVICES	1,058,572	1,650,577	-	(167)	310	4,130	2,713,422	(541,938)	2,171,483	19.97%	578,289	35.04%
GRAND TOTAL	2,093,384	13,164,706	(397,421)	(7,493)	5,927	21,703	14,880,807	(3,870,286)	11,010,519	26.01%	2,052,739	15.59%

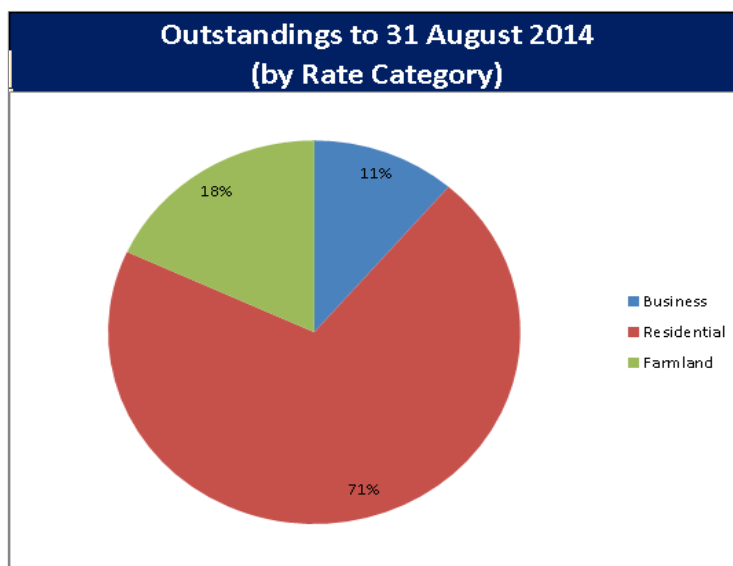
Interest charges in the 'Total Arrears' column are classified under the relevant charge type above, as opposed to being recorded separately per the 'Total Outstanding' column. The outstanding figures for sewer consumption, water consumption and sewerage rates and charges need to be viewed in total as Council's finance systems is currently grouping a majority of the arrears amounts for these items under sewer consumption. Total arrears at End of Month, include interest in arrears under the relevant Rate/Charge Type and is not separately disclosed as interest.

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

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



Rates Type	Rates levy			Water levy			Grand Total
	General	Domestic Waste	Water Access	Sewer Access	Water Usage	Sewer Usage	
Business	76,025	48,097	27,964	30,511	33,667	15,773	232,037
Residential	492,163	208,371	197,848	214,839	335,533	-	1,448,754
Farmland	368,240	3,708	-	-	-	-	371,948
Total	936,428	260,176	225,812	245,350	369,200	15,773	2,052,739

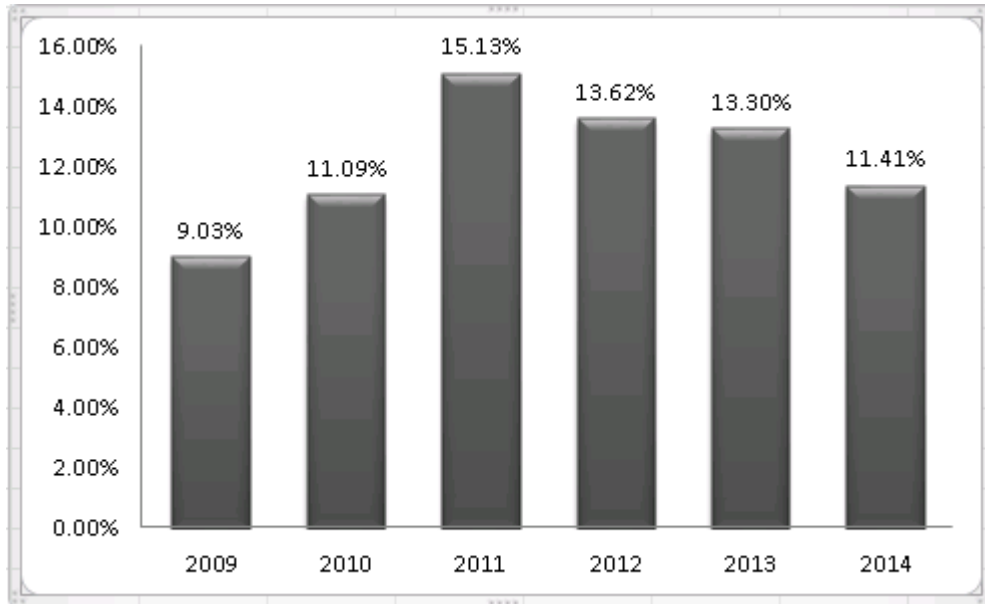
Collection of outstanding rates commences with an overdue letter which is received from Council giving 14 days to pay or contact Council requesting an arrangement, if no payment or contact is made a letter of demand is sent out by Council's Debt Recovery Agency giving 7 days to make a payment or contact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

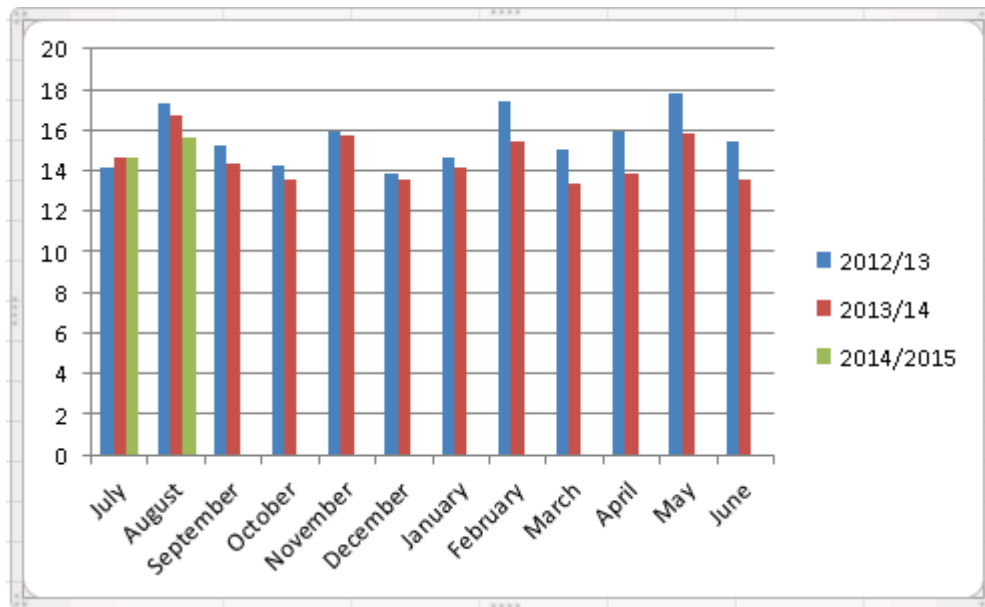
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Graph 1: Ratio by Year



Graph 2: Ratio Month by Month



RECOMMENDATION

For Council's information.

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Item 31 Second Internal Audit Management Letter - Year Ending 30 June 2014

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

Reason for Report

To present to Council the findings of the Second Internal Audit Management Letter for the year ending 30 June 2014 from Council's internal auditors.

Background

Each year Council's internal auditors provide to Council two (2) Management Letters which generally detail areas of weakness relating to Council's internal controls as well as possible actions Council could take to improve its current practices.

Council's internal audit function is different from the external audit function as it does not aim to provide an opinion on Council's financial statements, but seeks to review areas of concern to Management in order to suggest improvements. The areas of review are generally agreed upon as part of the internal audit plan.

The second internal audit visit for the year ending 30 June 2014 aimed to provide a report on the financial status of Warrumbungle Shire Council based on the review of eight (8) years of historical performance, current financial position and the future nine (9) years which form part of the Long Term Financial Plan (LTFP). This Internal Audit report was as a result of requests to see whether Council's financial performance had improved since the TCorp report.

A listing of the main findings of this report is provided in the issues section below, and a copy of the Management Letter has been provided to Councillors attached under separate cover.

Issues

The main observations from the report are provided below:

General Observations

- The report finds that Council was in a satisfactory financial position in 2013 with improving ratios and a strengthening financial position when compared to the past (Council comment: this is clearly the case relative to 2011, but not so when compared to the 2005/06 to 2008/09 financial years);
- The report notes that Council's income has been increasing at an average of 5.7% per annum over the past 8 years from 2006 to 2013. Conversely, expenditure has been increasing at 7.3% per annum over the same period

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(Council note: a large portion of the increase in expenditure is due to increased depreciation expense post asset revaluations);

- The report notes that the average result over the last 8 years has been a small surplus of \$5k. The report notes the impact of the FAGs grants on this surplus;
- The report notes that there have been no special rate variations (SRVs) for the past 8 years, and suggests that a SRV would significantly improve Council's ability to maintain its infrastructure and sustain the current service level provided to the community;
- The report notes that Council's LTFP is conservative, and that it projects budget deficits on an accrual basis for the next nine (9) years. The report suggests that council should aim to have balanced budgets to allow Council to "live within its means". Council note: Council has achieved balanced budgets on a cash basis in total across all Council funds, however, Council would find it extremely difficult given its large infrastructure base to achieve a surplus on an accrual basis (i.e. including depreciation);
- The report notes that Council's infrastructure performance ratios have not necessarily improved but the level of detail Council now has around its assets has significantly improved, providing Council with more reliable knowledge in relation to the condition of assets and its infrastructure backlog.
- In regard to the asset backlog, the report notes that Council's asset backlog figures appear to be too high, particularly in relation to buildings.

Analysis from TCorp report to now

The TCorp report released in March 2013 was based on the 2011 financial reports and 2012 LTFP. A comparison of the key performance areas between 2011 and 2013 is provided in the following table:

Key Performance Area	2011	2013	Improvement?
Operating Result	(3,137,000)	(929,000)	Yes
Budgeted results in LTFP	10yrs of losses	10yrs of losses	No
Special rate variation approved	No	No	N/A
Cash position	\$14.715m	\$16.931m	Yes
Operating performance ratio	(19.4%)	(4.4%)	Yes
Own source revenue%	41.8%	45.7%	Yes
Unrestricted current ratio	7.55	4.05	No but still sound
Debt service cover ratio	9.71	19.28	Yes
Rates and annual charges o/s ratio	15.13%	13.30%	Yes
Cash expense ratio	4.5	6.2	Yes
Building and infra renewal ratio	41%	66%	Yes
Infrastructure backlog ratio	5.54%	19.8%	No
Asset maintenance ratio	3.23	1.0	No
Capital expenditure ratio	0.7	1.47	Yes
Infrastructure backlog in \$	\$19.799m	\$60.172m	No

Overall Council has improved its financial position between 2011 and 2013 though the LTFP still indicates that Council its financial position to weaken considerably but not to the extent of the previous plan utilised in the TCorp review.

Note: this report compared Council's 2012/13 financial performance and position against the 2010/11 financial year which was the last year looked at by TCorp for the preparation of the TCorp report.

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Key Performance Indicators (KPIs)

The report measures Council's past and future financial performance with reference to a suit of KPIs. Details are provided in the following table

Ratio	Details	Benchmark	Council's Performance
Operating Performance Ratio	<p>This KPI measures Council's operating performance.</p> <p>It is calculated by revenue less capital grants less expenditure divided by operating revenue less capital grants</p>	Positive result (i.e. 0% or greater)	<p>Council's performance has been below the benchmark for each of the past 8 years except for 2006, with the second best performance being the 2012/13 financial year.</p> <p>The internal auditors commented that this benchmark is unrealistic given Council's high depreciation expense and the exclusion of capital grants/contributions from the calculation.</p>
Own source operating revenue	<p>This KPI measures rates, fees and charges as a percentage of total operating revenue. It is used to show Council's level of dependence on own source revenue.</p>	>60%	<p>Council has never and is not forecast to ever meet this benchmark.</p> <p>This benchmark is unreasonable for small rural councils due to their heavy reliance on grant funding and limited rates base.</p>
Unrestricted current ratio	<p>This KPI measures the ratio of unrestricted current assets vs current liabilities.</p> <p>It is calculated by current assets less external restrictions divided by current liabilities less specific purpose liabilities</p>	>1.5	<p>Except for the 2008/09 financial year Council has always met this benchmark. While Council's cash assets are forecast to stay constant over its LTFP, the portion of cash that relates to the water and sewer funds (which are restricted) is forecast to increase while general fund's cash balance is forecast to decrease. As a result it is forecast that Council will not meet this benchmark post 2019 (based on the 2012/13 LTFP)</p>
Debt service cover ratio	<p>This KPI measures Council's ability to service its debt through operating revenue</p>	>2	<p>Council has always been above the benchmark and is forecast to remain so over the period of the LTFP</p>

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Ratio	Details	Benchmark	Council's Performance
Rates and annual charges outstanding ratio	This KPI measures Council's debt collection performance. It is calculated by outstanding rates and charges divided by total rates and charges collectible	<10%	Council met this benchmark once in the last 8 years (2008/09). Although not mentioned in the report, Council's second best performance against this ratio was in the 2013/14 financial year.
Cash expense cover ratio	This KPI measures the number of months a council can continue paying its immediate expenses	Greater than 3 months	Council did not meet this benchmark between 2007 and 2009 due to its high investments balance during that period. Council is forecast to meet the benchmark going forward, although it should be noted that a benchmark of 6 months may be more suitable for rural councils.
Building and infrastructure renewal ratio	This KPI measures the rate at which assets are being depreciated/worn down against the rate they are being renewed.	100%	Council has averaged a ratio of 69% between 2008 and 2013, and is forecast to achieve a ratio of 91% going forward.
Capital expenditure ratio	This KPI measures the extent to which Council is forecast to expand its asset base with capital expenditure spent on both new assets and the replacement and renewal of existing assets	Greater than 1.1	Council has met this ratio for 5 out of the 8 previous years, but is forecast to not meet the ratio going forward as capital expenditure is reduced. Note: although not mentioned in the report, it should be noted that the LTFP does not take into account potential capital grants such as the Cobbora Transition Fund so it is likely that this benchmark may be met in some of the outer years.

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Identified Alternate Sources of Revenue and Potential Savings

The report identifies potential alternative sources of revenue, including:

- A special rates variation (the report pushes quite strongly for this option);
- Increased income from RMS contract works;
- Implementing a more rigorous grant identification program;
- Actively pursuing private works;
- Expansion of aged care facilities.

The report also identifies the following potential savings:

- Reducing the size of Council's workforce;
- Implementing shared service arrangements with other councils;
- Using asset management plans and community consultation to save monies by reducing service levels.

Comparisons with Other OROC Internal Audit Alliance Councils

The report also compares Council's performance with the other OROC Internal Audit alliance Councils, although it should be noted that comparison across Council's is difficult due to the difference in size (Warrumbungle Shire Council is significantly larger than all the comparative councils).

Options

Nil

Financial Considerations

Nil

RECOMMENDATION

That Council note the findings of the Second Internal Audit Management Letter for the year ending 30 June 2014 from Council's internal auditors.

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Item 32 Review of Council resolution – property access to ‘Glen Alvin’

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

Reason for Report

To review a resolution, which has not been finalised, and to assess if it is still relevant.

Background

The following resolution was made by Council on the 21 March 2013

Resolution No. 289/1213

Item 21 Access to ‘Glen Alvin’ Via Rail Level Crossing and Right of Carriageway

RESOLVED that Council continue to consult with ARTC regarding the existing level crossing between the properties ‘Claredale’, ‘Pine Park’, ‘Ewetopia’ and ‘Glenveigh’ and advise relevant owners on the outcome of the consultation.

FURTHER that Councillors Coe and C Sullivan be party to those discussions.

Issues

The issues outlined in the March 2013 report are still relevant. However, despite several phone calls and a letter no response has been received from ARTC on the matter. Furthermore, evidence that adjoining property owners have reached a legally binding agreement has not been presented to Council.

Options

Council has discretion in this matter. Council may wish to pursue agreement regarding the rail crossing with ARTC and then in turn agreement between relevant property owners. However it appears that the potential for agreement is not very high. Council may wish to abandon resolution 289/1213 and make another resolution.

Financial Considerations

The financial considerations outlined in the 21 March 2013 report are still current.

RECOMMENDATION

That Council continue to consult with ARTC regarding the existing level crossing between the properties ‘Claredale’, ‘Pine Park’, ‘Ewetopia’ and ‘Glenveigh’ and advise relevant owners on the outcome of the consultation. **FURTHER** that Councillors Coe and C Sullivan be party to those discussions.

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Item 33 Newell Highway Taskforce Strategy

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

Reason for Report

Consider a set of vision statements proposed by the Newell Highway Taskforce and formulate a Council response.

Background

The Newell Highway Taskforce was established in 2009 by a group of Councils interested in improving safety and travel efficiency on the Newell Highway. Membership of the Taskforce includes the RMS, NRMA, trucking associations and all Councils that are traversed by the Newell Highway in NSW. Warrumbungle Shire Council has been attending meetings of the Taskforce since 2012. A copy of minutes from the last meeting has been forwarded to Councillors under separate cover.

The Taskforce is updating a set of objectives or vision statements for the Newell Highway. The draft document contains visions relating to the following areas;

1. Freight productivity
2. Road safety
3. Network friendliness
4. Visitor economy
5. Travel experience
6. Environmental impact

A copy of the draft document is provided in attachment 1.0. The Taskforce will use the final document to lobby for funding from the State and Federal Governments.

The proposed Newell Highway Taskforce strategy should not be confused with the document called the Newell Highway Corridor Strategy which was prepared by the NSW Government. The Corridor Strategy document was considered by Council on the 19 June 2014 and a response was made to the document.

The Newell Highway traverses the Shire and has a particular impact upon the social and economic wellbeing of Coonabarabran. John Street (Newell Highway) runs through the Central Business District of Coonabarabran. For decades now, the community of Coonabarabran has debated the merits of having a major highway running through the CBD. As the volume of traffic grows and the nature and type of vehicles changes, it is appropriate that Council respond to a Strategy and Planning document which aims to improve the efficiency and safety of vehicles travelling the route.

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Issues

Council made a submission to the State Government's Newell Highway Corridor Strategy and the issues raised also have relevance to the Strategy document being prepared by the Newell Highway Taskforce. The issues are summarised as follows;

- **Timeframes.** Businesses, property owners and the general community of Coonabarabran require certainty about plans for John Street and in particular any proposals for town centre bypass. Investment decisions are being constrained due to lack of timeframes and certainty about bypass proposals.
- **Coonabarabran Over Dimension Route.** The number of over dimension vehicles travelling the Newell Highway as percentage of total truck movements appears to be increasing, yet over dimension vehicles are not recognised in the proposed document. Over dimension vehicles have a particular impact on Coonabarabran as they are required to use residential street in Coonabarabran.
- **Incident Response Plans.** There are many sections of the Newell Highway are not covered by a plan for traffic diversion if an incident on the highway occurs.
- **Rest areas.** Rest areas in general appear to be identified in the strategy document. However, rest areas for trucks in the urban area, particularly in Coonabarabran should be addressed in any strategy for the Newell Highway.

Options

Council has discretion in this matter.

Financial Considerations

The Newell Highway Corridor Strategy has no direct and immediate impacts on Council's budget. However, the use of the wide load detour by over mass vehicles is considered to be unsustainable in the long term and if not addressed the cost of repairs and renewal of pavement and drainage structures will become a Council responsibility. Furthermore, there are cost implications to Council if truck rest areas are not adequately addressed and cost implications if trucks are diverted to local and regional roads.

RECOMMENDATION

That the following comments are made in relation to the draft vision statement prepared by the Newell Highway Taskforce;

That as a strategy document more certainty in relation to timeframes and route is provided to towns identified as requiring an alternate truck route or town centre bypass. Furthermore, structural improvements are made to road pavement, culverts and causeway on the over dimension route in Coonabarabran. There is a lack of adequate facilities for truck parking in the urban area of Coonabarabran. Incident response plans must be developed if any section of the Newell Highway is closed to traffic.

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Attachment 1.0 – Draft Strategy Document prepared by the Newell Highway Taskforce

VISION ONE: Freight productivity

A highway that boosts economic productivity by allowing modern higher productivity vehicles (e.g. B-triples and A-B triples) and which discourages older vehicles (e.g. Double Road trains).

In particular, a road system that allows vehicles up to 36m length on the Newell and up to 53m length west of the Newell.

Remedy	Rationale	Risks and Response
<ul style="list-style-type: none"> ● Modify intersections to accommodate High Productivity Vehicles (HPVs) ● Create longer acceleration and deceleration lanes ● Explore feasibility, develop and construct major town bypasses – Parkes, Forbes, Coonabarabran, Dubbo, Moree, Narrabri (?), Boggabilla, West Wyalong, Narrandera, Jerilderie, Grong Grong ● Increase the number and length of overtaking lanes including overtaking lanes on flat terrain as well as hilly terrain <ul style="list-style-type: none"> ○ Roads and Maritime Services to check overtaking lane strategies for relevance, opportunities and input of customer perception ● Increase the proportion of road possessing wide centre line marking by developing an implementation strategy ● Improve shoulder widths to allow for safe emergency parking opportunities ● Increase the number and facility-richness of rest areas ● Seek feedback from Road Freight Industry Council regarding the Newell Highway Corridor Strategy ● Develop B-Quad Breakdown area at Dubbo and other major centres ● Develop 'Last-Mile' plan for key towns e.g. Forbes 	<ul style="list-style-type: none"> ● Up to 91% growth in freight tonnage across next twenty years ● HPV vehicles are safer ● GrainCorp rationalising (reducing) number of receipt points resulting in better economics by using HPV vehicles ● Wide centre lines offer a heightened perception of safety 	<ul style="list-style-type: none"> ● Risk: Urgent demands for introduction of HPV vehicles by transport operators occurs ahead of funding for, and construction of, remedial works that accommodate HPV vehicles ● Response: TfNSW to consider remedial actions into Newell Highway Corridor strategy and proceed to early funding

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VISION TWO: Road safety

A safe highway for all road users that encourages tourism and freight between Victoria and Queensland.

Remedy	Rationale	Risks and Response
<ul style="list-style-type: none"> ● Maintain clear zones to prevent wildlife strikes – 10m on curves, 6m on straight ● Confirm and clarify the speed limiting of vehicles including Recreation vehicles ● Increase the proportion of road possessing wide centre line marking by developing an implementation strategy ● Increase the number and length of overtaking lanes including overtaking lanes on flat terrain as well as hilly terrain <ul style="list-style-type: none"> ○ Roads and Maritime Services to check overtaking lane strategies for relevance, opportunities and input of customer perception ● Rest stops – Issues: number of stops, attractiveness, vehicle mix friendliness, upgrade accesses, intelligent rest stops, mobile and WiFi coverage ● Rail crossing elimination – Inland Rail may pay ● Signage – Identify where Rest Areas and Overtaking Lanes are located, Identify distance to rest areas, attractions and service centres ● Managing access to highway particularly more acceleration and deceleration lanes ● Clarify age-related and experience-related competency of recreational vehicle users ● Install more point to point technology and checking stations ● Increase enforcement particularly for light vehicles 	<ul style="list-style-type: none"> ● Adequate clear zones increase reaction time for migrating wildlife ● Recreational vehicle use has grown to the point where it has become a dominant influence on road frustration experienced by other road users ● Wide centre lines offer a heightened perception of safety ● Rest areas combat fatigue if they are attractive to all road users – see Rest area strategy of Texas (U.S.A.) ● HPV grain vehicles need greater acceleration and deceleration opportunities when accessing or exiting the highway ● Recreational vehicles are often difficult to manoeuvre for inexperienced or age-impaired drivers 	<ul style="list-style-type: none"> ● Risk: Inland Rail may not pay for all or any of the cost for rail crossing elimination ● Response: ??? ● Risk: Adequacy of funding for remedial actions ● Response: ???

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VISION THREE: Network-friendliness

A highway that forms part of a transport network possessing intermodal linkages and no bottlenecks

Remedy	Rationale	Risks and Response
<ul style="list-style-type: none">• Develop breakdown, consolidation and modal exchanges in each major Newell town e.g. Parkes• Ensure grade-separated rail crossings can cater for double-stacked containers	<ul style="list-style-type: none">• Growing trend for agricultural products to be containerised from farm to port• GrainCorp rationalising (reducing) number of receival points resulting in greater on farm storage and transport from farm by HPV vehicles• Inland Rail want double-stacked containers	<ul style="list-style-type: none">• Risk: Cost sharing with Inland Rail for modal exchanges and grade separated rail crossings may not occur• Response: ???

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VISION FOUR: Visitor economy

A tourism-friendly highway of choice

Remedy	Rationale	Risks and Response
<ul style="list-style-type: none"> ● Develop and promote the Newell Highway as an attractive touring route ● Develop tourism signage that features: <ul style="list-style-type: none"> ○ Consistent and unambiguous signage for novice travellers and travellers for whom English is a second language ○ Consistent white-on-brown signs ○ Advance notice of traffic conditions, attractions ○ Allows travellers to be fully informed of distances and time delays ● Promote travel on the Newell as family-friendly <ul style="list-style-type: none"> ○ Family-themed parks ○ Animal-friendly accommodation ● Develop techno-friendly rest areas <ul style="list-style-type: none"> ○ WiFi equipped ○ Tourist information in rest areas ○ Mobile coverage in rest areas ● Ensure that the full range of different vehicle types are catered for e.g. Recreation vehicle friendly rest areas, rest areas with attractive toilet facilities, adequate overtaking opportunities ● Ensure that promotions of the Newell include promotions for Melbourne to Brisbane inland travel ● Ensure that business travellers specific needs are met e.g. timeliness, speed of travel, availability of accommodation, fuel and refreshments 	<ul style="list-style-type: none"> ● The visitor economy is set to grow as retirees seek anew and affordable experience with well-maintained and feature-rich rest areas ● Build on already existing family-friendly parks that exist on the Newell ● Business travellers represent the largest sector of travellers and need to be given high level of focus 	<ul style="list-style-type: none"> ● Risk: Increased conflict between different vehicle types e.g. Heavy vehicles and recreation vehicles, both of which are experiencing significant growth ● Response: ??? ● Risk; Probability that novice users may become lost due to inadequate, inconsistent, or ambiguous signage ● Response: Independent audit of road signage by road user groups to identify improvements

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VISION FIVE: Travel experience

A travel experience that is consistent between Melbourne and Brisbane

Remedy	Rationale	Risks and Response
<ul style="list-style-type: none"> ● Advocate consistency of licensing regulations across Australia ● Advocate consistency of load dimension limits across Australia ● Advocate for consistent road signage between Melbourne and Brisbane ● Seek consistency in key travel parameters between Melbourne and Brisbane e.g. speed (110 vs. 100), roughness, width of shoulders, centreline markings and centreline widths, clear zones, rest areas ● Advocate consistent naming of the route between Melbourne and Brisbane (need more than A39) 	<ul style="list-style-type: none"> ● Consistency adds to the appeal of the route as well as removes unwelcome ambiguity and surprises ● Consistency gives the route greater identity and integration and allows for better promotion 	<ul style="list-style-type: none"> ● Risk: Victoria, Queensland and NSW may have different perceptions and regulations that fracture the oneness of the route ● Response: ??? ● Risk: National Regulator may not agree to the consistency being sought ● Response: ????

VISION SIX: Environmental impact

A highway that in its construction, maintenance and operation demonstrates best practice environmental stewardship

Remedy	Rationale	Risks and Response
<ul style="list-style-type: none"> ● Ensure that native habitats surrounding the Newell are contiguous and sustainable ● Ensure that adequate signage exists to identify likely wildlife interactions with road users ● Ensure that adequate signage exists to identify contacts for maimed wildlife e.g. WIRES ● Ensure that stockpile sites are maintained and decommissioned when not needed ● Ensure that Aboriginal and European heritage is preserved in a sensitive and adequate manner 	<ul style="list-style-type: none"> ● Australian landscapes are often degraded and fragile and need constant care 	<ul style="list-style-type: none"> ● Risk: Funding of environmental projects can be costly both in initial construction and ongoing maintenance ● Response: ???

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Item 34 Permit application to install a cattle grid on Narrawa Road.

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

Reason for Report

Consider a public gate permit application to install a grid on Narrawa Road.

Background

The owner of the property 'Narrawa' has lodged a permit application to establish a grid on Narrawa Road at the intersection with Cobbora Road. A copy of the application has been forwarded to Councillors under separate cover. A map showing the location of the proposed ramp is included in Attachment 1.0

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

The Regulation requires adjoining owners to be notified and a notice to be published in a newspaper. Responses have been received from three adjoining property owners and another from a person who responded to the newspaper notice. The responses have been forwarded to Councillors under separate cover.

Issues

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

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

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

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

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Options

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

Financial Considerations

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

RECOMMENDATION

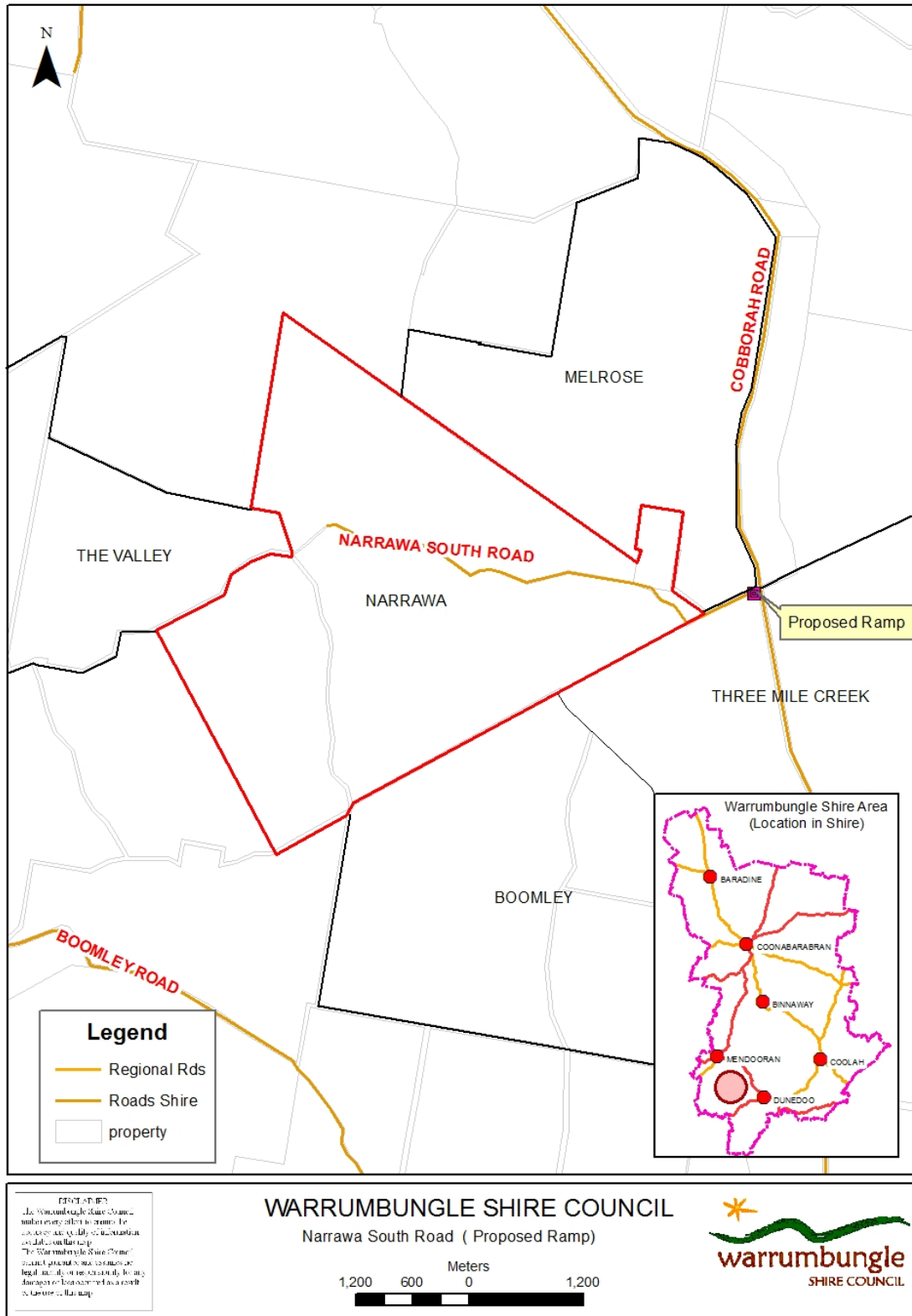
That application by the owner of 'Narrawa' for a public gate permit on Narrawa Road at the intersection with Cobbora Road is refused. The reason for refusal is that the applicant does not own land on either side of Narrawa Road at the location of the proposed grid. **FURTHERMORE**, the applicant is directed to remove the steel post and rail fence that has been erected on Narrawa Road at the intersection of Cobbora Road.

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Attachment 1.0

Map showing location of proposed grid.



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Roads Regulation 2008

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

Part 6

<< page >>

Part 6 Public gates

73 Consent of adjoining landowner to be obtained

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

74 Notice inviting objections

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

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

75 Maintenance of public gates

The holder of a public gate permit must ensure that:

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

Maximum penalty: 10 penalty units.

76 Road near gate

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

Maximum penalty: 10 penalty units.

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Item 35 Roadside Vegetation Project

Division:	Development Services
Management Area:	Regulatory Services
Author:	Environment & Health Officer – Brad Condon
CSP Key Focus Area:	Natural Environment
Priority:	NE3 Local bushlands and forests are host to a healthy diversity of flora and fauna.

Reason for Report

Council recently completed a Roadside Vegetation Project as part of the Roadside Vegetation Implementation Regional Project grant received by the Salinity and Water Quality Alliance. This report aims to illustrate the positive outcomes achieved by the project.

Background

Councils had an allocation of approximately \$20,000 to implement a project to improve roadside vegetation in the shire area. The project consisted of 5 major components:

- Environmental management training for road crews
- Regeneration of the Purlewaugh Road/Merrygoen Road Stockpile
- Revegetation and plantings at Saltwater Creek No 2 bridge
- Coolati grass identification & control
- Placement of roadside marker to identify high conservation value roadside areas

Environmental management training

Council, in conjunction with the other councils in the Alliance, engaged Applied Ecology to deliver roadside environmental management training to staff involved in road crews. The training aimed to educate staff on sustainable best practice methods for managing vegetation on roadsides. It included discussion of best methodology, identifying Endangered Ecological Communities, and a site visit to revegetation works at Purlewaugh Road/Merrygoen Road stockpile.

Regeneration of the Purlewaugh Road/Merrygoen Road Stockpile

The roadside stockpile located on the corner of Purlewaugh and Merrygoen Roads had a large area of compacted soil inhibiting native vegetation growth. The stockpile is situated in a healthy white box yellow box community and is adjacent to the riparian zone of Baby Creek. As such the area was identified as an area that would benefit from works associated with the project. Large rock base and some top soil was also used to remediate an area of bank erosion on Baby Creek, and prevent the loss of stability and collapse of a large eucalypt. The compacted areas were then ripped up to promote natural regeneration, and kangaroo grass and native eucalypt species planted in the area. The area has benefitted from recent rainfall with good signs of native regeneration.

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Revegetation and plantings at Saltwater Creek No 2 Bridge

The recent construction of Saltwater Creek No 2 Bridge left a large area of bare soil which was susceptible to erosion and sediment entering Saltwater Creek. Council engaged Spraygrass to apply hydromulch to the bridge batters to aid in soil stability. The hydromulch contains grass and shrub seed species native to the area, and bonds to the steep incline of the bridge batters. With recent rainfall events the seed has begun germination and will help reduce erosion in the area and sedimentation of Saltwater Creek.

Coolatai Grass identification

Council has been working closely with a local Landcare group to identify areas of Coolatai Grass infestations with particular focus on Timor Road. At present significant areas have been marked, with Coolatai Grass identification signage to be installed in coming weeks. This signage will identify areas to the road crews to ensure Council limits the spread of the weed any further along the roadside. These areas will then be sprayed to further reduce the weed populations. In conjunction with this identification Council purchased a Blower to be fitted to one of Councils slashers. The blower helps to prevent any seed collecting on the slasher and being transported along the roadside to infest new areas.

Placement of roadside markers to identify high conservation value roadside areas

In conjunction with the other councils in the Alliance Council received a number of green roadside guideposts to identify areas of high conservation value along Timor Road and Mt Hope Road. Similar to the Coolatai Grass signage the guideposts will be used to identify areas of significant conservation value to road crews. This will ensure these areas remain protected and that biodiversity is promoted in the area.

Issues

Nil

Options

Nil

Financial Considerations

Nil

RECOMMENDATION

For Council's information.

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Item 36 Development Applications

Division: Environmental and Community Services

Management Area: Regulatory Services

Author: PA to Director Development Services – Kelly Dewar

CSP Key Focus Area: Rural and Urban Development

Priority / Strategy: RU 4 – The attractiveness appearance and amenity of our towns and villages need to be improved

Development Applications

(i) Approved – August 2014

Complying Development (Set Criteria) Development Application (Specialised Conditions)	Date Approved	Applicant's Name	Location	Town	Type Of Development
DA 74/1314	8 August 2014	Geolyse Pty Ltd	22 Bolaro Street	Dunedoo	Diesel Tank
DA 81/1314	8 August 2014	Wayne & Debbie Clarke	153 Dandry Road	Coonabarabran	Additions and Extensions and Swimming Pool
DA 90/1314	5 August 2014	Taylor Made Buildings	747 Guinema Road	Bugaldie	Installation of manufactured home
DA 91/1314	5 August 2014	Robert Patterson	28 Carrington Lane	Coonabarabran	Relocatable Transportable Studio
DA 9/1415	11 August 2014	Scott Witton	9 Yule Street	Coolah	Extensions to existing dwelling and new garage/carport

RECOMMENDATION

That Council note the Applications and Certificates Approved, during August 2014, under Delegated Authority