



Warrumbungle Shire Council

Council meeting

Thursday, 16 October 2014

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

commencing at 10.00 am

Mayor

Councillor Peter Shinton

Deputy Mayor

Councillor Murray Coe

COUNCILLORS

Councillor Gary Andrews

Councillor Anne-Louise Capel

Councillor Fred Clancy

Councillor Victor Schmidt

Councillor Chris Sullivan

Councillor Ron Sullivan

Councillor Denis Todd

MANAGEMENT TEAM

Steve Loane (General Manager)

Rebecca Ryan (Director Corporate Services)

Kevin Tighe (Director Technical Services)

Leeanne Ryan (Director Development Services)

Warrumbungle Shire Council

Vision

Excellence in Local Government

Mission

We will provide:

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

We Value

Honesty

Frank and open discussion, taking responsibility for our actions

Integrity

Behaving in accordance with our values

Fairness

Consideration of the facts and a commitment to two way communication

Compassion

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

Respect

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

Transparency

Open and honest interactions with each other and our community

Passion

Achievement of activities with energy, enthusiasm and pride

Trust

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

Opportunity

To be an enviable workplace creating pathways for staff development

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 October 2014

NOTICE is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 16 October 2014 at the Council Chambers, John Street, Coonabarabran commencing at 10.00am

AGENDA

Welcome

Turn Off Mobile Phones

Order of Business

Forum

Steve Magee – presentation on the CASP Artwork

Apologies

Disclosure of Interest

Pecuniary Interest

Non Pecuniary Conflict of Interest

Reports

Matters of Concern

Reports to be considered in Closed Council

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STEVE LOANE
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

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Matter to be dealt with “in committee”

Item 1C Mow Creek Bridge Tender

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

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

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

FURTHER that Council resolve:

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

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STEVE LOANE
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

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Item 1 Minutes of Special Council Meeting – 18 September 2014

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

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

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

The General Manager (acting as Returning Officer for the election) advised Council that the method of voting needed to be dealt with before taking nominations.

72/1415 RESOLVED that voting be recorded by Show of Hands.

Todd/Andrews
The motion was put and carried

1S) Election of Mayor

The General Manager called for nominations for the position of Mayor.

The General Manager announced that two nominations had been received for the position of Mayor being nominations for Councillor Clancy and Councillor Shinton.

The General Manager extended the opportunity for each Councillor to state their preferred candidate for Mayor. The votes recorded were as follows:

Cr Shinton – 6 votes

- Cr Schmidt
- Cr Coe
- Cr Shinton
- Cr Capel
- Cr R Sullivan
- Cr C Sullivan

Cr Clancy – 3 votes

- Cr Todd
- Cr Andrews
- Cr Clancy

WARRUMBUNGLE SHIRE COUNCIL

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The General Manager declared Councillor Peter Shinton elected to the position of Mayor for the period 18 September 2014 to September 2015.

2S) Election of Deputy Mayor

The General Manager called for nominations for the position of Deputy Mayor.

The General Manager announced that one nomination had been received for the position of Deputy Mayor, that of Councillor Coe.

The General Manager declared Councillor Coe elected unopposed to the position of Deputy Mayor for the period 18 September 2014 to September 2015.

The Mayor assumed the Chair.

3S Delegations of Authority to the Mayor and Deputy Mayor

73/1415 RESOLED that Council endorse the following Delegations to the positions of the Mayor and Deputy Mayor.

WARRUMBUNGLE SHIRE COUNCIL

Delegations Mayor

That subject to the requirements of the Local Government Act, 1993, regulations thereunder, any expressed policies of Council or requirements of any Public Authority and pursuant to Section 377 of the Local Government Act, 1993, the Mayor, be authorized to exercise or perform on behalf of the Warrumbungle Shire Council the functions, powers, authorities and duties set out in the schedule hereunder.

Under Legislation – Pursuant to section 225 of the Local Government Act 1993

Mayors Functions – Authority to

- exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the Council.*
- exercise such other functions of the council as the council determines*
- preside at meetings of the Council.*
- carry out the civic and ceremonial functions of the mayoral office.*
- to carry out any function conferred on and duty imposed on the Mayor under any act or regulation.*
- to carry out the general supervision, control and direction of the General Manager.*
- to affix the Common Seal of Council in conjunction with the General Manager or Deputy Mayor to any necessary document pursuant to or consequent upon any decision of Council.*
- to respond to media publicity on Council matters and to issue media releases and make statements to the media on behalf of Council.*
- approve attendance by Elected Members at Conferences and Seminars etc, within New South Wales and the ACT to a maximum of three (3) days and within budget provisions.*
- authorise urgent works up to an amount of \$20,000 where budget funds are available and report that approval to the next Council meeting.*
- issue References under Council letterhead.*
- promote the area of Council through representations, functions and personal approaches.*
- provide Civic Receptions as deemed appropriate by the Mayor.*
- use of a Council Corporate Credit Card to a maximum of \$5,000*

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 October 2014

WARRUMBUNGL

Delegations Deputy Mayor

Subject to the requirements of the Local Government Act 1993, and regulations thereunder and any expressed policy of Council or the requirements or regulations under any other Act and pursuant to Section 377 of the Local Government Act 1993, the Deputy Mayor, be authorised to exercise on behalf of Warrumbungle Shire Council the following powers, authorities, duties and functions:

- to carry out the statutory functions of the Mayor and exercise the delegations conferred upon the Mayor whenever the Mayor is absent from the Council area or is otherwise unable to carry out his/her duties.
- to affix the Common Seal of Council in conjunction with the Mayor or General Manager to any necessary document pursuant to or consequent upon any decision of Council.
- to issue References under Council letterhead.

Schmidt/Capel
The motion was put and carried

4S)Meeting Schedule

74/1415 RESOLVED that Council adopts the current Meeting schedule and practice, being the third Thursday of each month, commencing at 10.00 am alternating between the Coolah and Coonabarabran Council Chambers as per the following schedule;

2014

Thursday 16 October Coonabarabran
Thursday 20 November Coolah
Thursday 11 December Coonabarabran

2015

Thursday 19 February Coolah
Thursday 19 March Coonabarabran
Thursday 16 April Coolah
Thursday 21 May Coonabarabran
Thursday 18 June Coolah
Thursday 16 July Coonabarabran
Thursday 20 August Coolah
Thursday 17 September Coonabarabran

Capel/Schmidt
The motion was carried

There being no further business the special meeting concluded at 10.06am.

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CHAIRMAN

RECOMMENDATION

That the resolutions contained in the Minutes of the Special Council meeting held on 18 September 2014 be endorsed.

WARRUMBUNGLE SHIRE COUNCIL

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Item 2 Minutes of Ordinary Council Meeting – 18 September 2014

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

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

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

The Mayor thanked the members of the gallery for attendance.

10.07am Forum

Ray Christison addressed Council regarding the Local Heritage Fund and answered questions from the Councillors.

10.23am

Ian Clifton addressed Council regarding the yards and the boost provided to economic development for the area through this community asset. Mr Clifton outlined the history and utilisation of the yards and the difficulties now presented with the sale.

10.40am

Jim Atkinson addressed Council regarding the success of the Recycling Centre and requested Council's consideration of naming the site, providing a prize for each school for environmental science and providing local media with a short history of the centre.

10.45am

75/1415 RESOLVED that standing orders be suspended to break for morning tea.

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

11.10am

76/1415 RESOLVED that standing orders be resumed.

**Capel/Schmidt
The motion was carried**

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

Councillor Shinton declared a non pecuniary interest in Items 12 and 13.

WARRUMBUNGLE SHIRE COUNCIL

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11.05am REPORTS

Item 1 Minutes of Ordinary Council Meeting – 21 August 2014

77/1415 RESOLVED that the resolutions contained in the Minutes of the Ordinary Council meeting held on 21 August 2014 be endorsed.

**Schmidt/Todd
The motion was carried**

Item 2 Minutes of Extraordinary Council Meeting – 4 September 2014

78/1415 RESOLVED that the resolutions contained in the Minutes of the Extraordinary Council meeting held on 4 September 2014 be endorsed.

**Coe/Clancy
The motion was carried**

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

79/1415 RESOLVED:

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.

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

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

80/1415 RESOLVED:

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.

WARRUMBUNGLE SHIRE COUNCIL

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6. That options for purchase of a second hand landfill compactor for the Coonabarabran landfill are investigated.

Andrews/Coe
The motion was carried

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

81/1415 RESOLVED:

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.

C Sullivan/Coe
The motion was carried

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

82/1415 RESOLVED that Council accepts the Minutes of the Pedestrian Access Advisory Committee meeting held at Coonabarabran on 27 August 2014.

Clancy/Todd
The motion was carried

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

83/1415 RESOLVED that Council notes the minutes from the Consultative Advisory Committee meeting held on 28 August 2014 at Coonabarabran.

Coe/C Sullivan
The motion was carried

Item 8 Minutes Bushfire Appeal Advisory Panel 27 June 2014

84/1415 RESOLVED

1. That Council endorse the RESOLVED s 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.

R Sullivan/Capel
The motion was carried

Item 9 Economic Development and Tourism Advisory Committee Meeting Minutes

85/1415 RESOLVED:

1. That apologies be accepted

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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 REPLAN 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.

Schmidt/Clancy
The motion was carried

86/1415 RESOLVED that the boundary locations for the next three (3) shire boundary signs be as follows:

- Boundary with Mid Western Regional Council on Castlereagh Highway near Barneys Reef Road
- Boundary on Golden Highway east of Tongy Lane
- Black Stump Way at cross roads near Premer.

Coe/Clancy
The motion was carried

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

87/1415 RESOLVED:

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;

WARRUMBUNGLE SHIRE COUNCIL

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- 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

Schmidt/Clancy
The motion was carried

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

88/1415 RESOLVED that Council accepts the Minutes of the Finance and Projects Committee Meeting held at Coonabarabran on 13 August 2014.

Todd/Schmidt
The motion was carried

Item 12 Coonabarabran Showground Reserve Trust

89/1415 RESOLVED that Council accept the report but does not endorse the General Manager's actions.

R Sullivan/Coe
The motion was carried

A motion was moved by Councillor Clancy that the letter from SK Partners dated 7 September 2014 be submitted to the Office of Local Government for clarification of the role of Councillors and the role of the General Manager in the execution of the day to day running of the organisation and the role of implementing policy determinations of Council.
The motion lapsed for want of a seconder.

Item 13 Horse and Rider Club Yards

A motion was moved by Councillor R Sullivan that Council resign from being Trustee of the Showground.
The motion was WITHDRAWN

Item 14 Coonabarabran Showground Reserve Trust Caretaker

90/1415 A motion was moved by Councillor Clancy seconded by Councillor Todd 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.
The motion was put and LOST

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Item 15 Coonabarabran Showground Interim Trustee

A motion was moved by Councillor R Sullivan seconded by Councillor Coe that Council resign as Interim Trustee of the Coonabarabran Showground.

The motion was WITHDRAWN

Item 16 Code of Meeting Practice

91/1415 A motion was moved Councillor Clancy seconded by Councillor Andrews that Council provide an opportunity for Councillors to raise Matters of Concern at the end of each meeting limited to three (3) questions per Councillor, acknowledging that all provisions in the Code of Meeting Practice must be adhered to.

The motion was put and carried

Item 17 Financial Assistance

A motion was moved Councillor Schmidt seconded by Councillor R Sullivan that in relation to financial assistance for 2WCRFM for the replacement of damaged equipment:

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.

An amendment was moved by Councillor Clancy that \$2,000 be provided from the community financial assistance budget and a further \$3,000 be provided from the Bushfire Appeal fund.

The amendment was withdrawn

92/1415 A further amendment was moved by Councillor Coe seconded Councillor Clancy that the request for the \$5,000 to assist 2WCRFM be submitted to the Warrumbungle Shire Mayors Bushfire Appeal committee for consideration.

The amendment was put and carried.

The amendment became the substantive motion and was put and carried.

12.58 pm

93/1415 RESOLVED that standing orders be suspended to break for lunch.

Capel/Schmidt

The motion was carried

1.50pm

94/1415 RESOLVED that standing orders be resumed.

Capel/Todd

The motion was carried

Item 18 Staffing

95/1415 RESOLVED that a report be brought back that when Council has its review on Council Senior Staff with Council's appointed facilitator, that all members of Council be invited to attend.

R Sullivan /Todd

The motion was carried

Item 19 Council Resolutions Report September 2014

Received.

Item 20 2014 Local Government NSW Annual Conference

96/1415 RESOLVED that Councillor Schmidt 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.

Capel/Coe

The motion was carried

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Item 21 Report from Human Resources – September 2014

Received.

Item 22 Delegations of Authority to the General Manager

97/1415 RESOLVED 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.

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.
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.

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“**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

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.

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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:

- 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.

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

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- 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
- 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

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- 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

Schmidt/Capel
The motion was carried

Item 23 Warrumbungle Cobbora Transition Fund Projects Update

98/1415 RESOLVED that Council note the Cobbora Coal Transition Fund Projects and Warrumbungle Cobbora Transition Fund 355 Committee Update.

C Sullivan/Capel
The motion was carried

Item 24 Brick Bats and Bouquets

Received

Item 25 2014 National Local Roads and Transport Congress

99/1415 RESOLVED that the Mayor, General Manager and Councillors Todd and Clancy attend the 2014 National Local Roads and Transport Congress.

Capel/C Sullivan
The motion was carried

Item 26 Australia Day 2015

100/1415 RESOLVED 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;

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- 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.

Schmidt/Capel
The motion was carried

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

101/1415 RESOLVED 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.

Schmidt/Capel
The motion was carried

Item 28 Bank Reconciliation for the month ending 31 August 2014

102/1415 RESOLVED that Council accept the Bank Reconciliation Report for the month ending 31 August 2014.

Capel/Schmidt
The motion was carried

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

103/1415 RESOLVED that Council accept the Investments Report for the month ending 31 August 2014.

Schmidt/Andrews
The motion was carried

Item 30 Rates Report for Month Ending 31 August 2014

Received.

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

104/1415 RESOLVED that Council note the findings of the Second Internal Audit Management Letter for the year ending 30 June 2014 from Council's internal auditors.

Schmidt/Capel
The motion was carried

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

105/1415 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.

Coe/Capel
The motion was carried

Item 33 Newell Highway Taskforce Strategy

106/1415 RESOLVED that the following comments are made in relation to the draft vision statement prepared by the Newell Highway Taskforce:

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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, funding be sought for structural improvements to be 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.

Todd/Andrews
The motion was carried

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

Consideration of this request to install a cattle grid on Narrawa Road has been deferred until October 2014 Council meeting to allow further consultation.

Item 35 Roadside Vegetation Project

Received.

Item 36 Development Applications

107/1415 RESOLVED that Council note the Applications and Certificates Approved, during August 2014, under Delegated Authority

Capel/Schmidt
The motion was carried

Questions of Concern

Cr C Sullivan

Ownership and use of stockpiles of blue metal on Spring Ridge Road. Director Technical Services advised that the piles belong to Council.

Cr Coe

Experiencing occasions where overhanging limbs on our roads are problem for stock trucks. Director Technical Services (DTS) advised Councillors to notify Manager Road Operations via email and cc DTS

Drainage Project for Bullinda St Dunedoo – seeking further information.

DTS advised that have written to residents with proposal seeking feedback; report to October meeting; Council has resolved on the concept and now on public comment; need a meeting with relevant stakeholders post Council meeting.

Cr Clancy

DA on Timor Road – seeking information regarding refusal of building entitlement on Timor Road property. Cr Clancy asked that a report be brought back to Council meeting about building entitlements as may need Council support to amend LEP.

There being no further business the meeting closed at 2.50pm.

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CHAIRMAN

RECOMMENDATION

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 18 September 2014 be endorsed.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 October 2014

Item 3 Minutes of Traffic Advisory Committee Meeting – 25 September 2014

Division:	Technical Services
Management Area:	Technical Services Management
Author:	PA to Director Technical Services – Tracy Cain
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	P13 Roads throughout the shire are safe, well-maintained and appropriately funded.

PRESENT: Cr Victor Schmidt (Chair), Mr David Vant (RMS), Mr Kevin Tighe (Director Technical Services), Mr Ken Smith (Road Safety Officer), Mr Colin Harper (Minister's Representative) and Mr Bikram Joshi (Manager Asset & Design).

APOLOGIES: Cr Peter Shinton, Ms Jackie Barry (RMS) and Senior Constable Steven Chaplin (NSW Police Force).

IN ATTENDANCE: Tracy Cain (Minutes).

CONFIRMATION OF MINUTES:

06/1415 RECOMMENDED that the minutes of the Traffic Advisory Committee meeting held on Thursday, 28 August 2014 be confirmed.

Harper/Tighe

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.

WARRUMBUNGLE SHIRE COUNCIL

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- 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.
- 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) Warrumbungle Eventing Club – Request for Closure of Reservoir Street, Coonabarabran for Annual One Day Event on 12 October 2014

07/1415 RECOMMENDED that request by the Warrumbungle Eventing Club to close Reservoir Street from 9.00 am to 3.00 pm on Sunday, 12 October 2014 for the Annual One Day Event be approved subject to compliance with Council's Road Closure Policy.

Vant/Schmidt

- b) Coonabarabran District Girl Guides – Request for Erection of 'Guide Hall' Directional Sign to be Located at the Intersection of John & Edward Streets

08/1415 RECOMMENDED that further information be sought from the Coonabarabran District Girl Guides on their request for the erection of a 'Guide Hall' Directional Sign at the intersection of John Street and Edward Street.

Schmidt/Harper

- c) Coolah Lions Club – Request for Closure of Binnia Street, Coolah for Annual Christmas Parade on 13 December 2014

09/1415 RECOMMENDED that request by the Coolah Lions Club to close Binnia Street from 4.00 pm to 9.00 pm on Saturday, 13 December 2014 for the Annual Christmas Parade be approved subject to compliance with Council's Road Closure Policy.

Vant/Schmidt

- d) Coolah District Medical Centre – Request for Erection of Blue 'Doctor' Directional Signs at the Intersections of Cole & Martin Streets and Cole & Booyamurra Streets, Coolah

10/1415 RECOMMENDED that request by Coolah Medical Centre to erect two additional blue 'Doctor' Directional Signs at the intersections of Cole & Martin Streets and Cole & Booyamurra Streets be approved.

Schmidt/Vant

- e) Imperial Hotel – Request for Loading Zone to be Located at the Existing Parallel Carparking Area in John Street Adjacent the Imperial Hotel

A request has been received for the provision of a loading zone at the existing parallel parking area in John Street, Coonabarabran adjacent to the Imperial Hotel.

Long standing arrangements have been in place whereby deliveries to the Imperial Hotel have always been undertaken in Dalgarno Street. Recently a member of the NSW Police Force indicated that the delivery truck was parked illegally as it was not in a dedicated loading zone.

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RMS advised that the proposed location for the loading zone may be a problem for the size of delivery vehicles as there is a standard development condition that does not allow service vehicles to reverse on the highway.

As there were a number of questions raised regarding this matter it was determined that further investigations and an onsite inspection be undertaken.

- f) RMS – Review of Proposal to Install Partial Edge Line at Mendooran School Bus Parking Bay

11/1415 RECOMMENDED that an unbroken edge line be installed in front of Mendooran School for the purpose of accenting the new bus parking bay.

Vant/Harper

- g) RSO Monthly Reports – July & August 2014

RSO Monthly Reports for July and August 2014 were received and noted.

- h) Coonabarabran RSL Sub Branch – Request for Closure of John and Dalgarno Streets for Remembrance Day Service on 11 November 2014

12/1415 RECOMMENDED that request by Coonabarabran RSL Sub Branch to close John Street and Dalgarno Street from approximately 10.57 am to 11.15 am to conduct the Annual Remembrance Day Commemorative Service be approved subject to Council's Road Closure Policy.

Schmidt/Harper

GENERAL BUSINESS

The following matters were raised without Resolution:

- Traffic Count Data for Period August / September 2014 – Worrigal Street, Baradine - AADT 232; Vinegaroy Road - AADT 308.
- Progress on Active Transport and Bike Plan / Linked with PAMP - Cycleway Project underneath the Mary Jane Cain Bridge. RMS to arrange meeting with Council to discuss design issue for project.
- Turn Off Lanes / Widening of Newell Highway at Pilliga Pottery Turn Off – Background information required including crash history, traffic volumes, establish direction of turning vehicles, origin destination. Matter to be raised with the Newell Highway Taskforce Group (refer Policy) and to be referred to RMS for consideration, funding and approval.

Erection of 'No Stopping' Signs in Laneway at Woolworths

Concerns were raised regarding vehicles parking in the laneway between Woolworths and the Action Specific Gym. Parked vehicles were blocking the exit / entry to the loading zone area, Brains Ford and access to John Street.

13/1415 RECOMMENDED that four 'No Stopping' signs be erected either side of the laneway between the Woolworths and Action Specific Gym buildings.

Schmidt/Harper

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

The next meeting is to be held on Thursday, 23 October 2014 in the Gallery Meeting Room, Coonabarabran commencing 11.44 am.

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CHAIRMAN

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 October 2014

RECOMMENDATION

1. That Council accepts the Minutes of the Traffic Advisory Meeting held on 25 September 2014 at Coonabarabran
2. That request by the Warrumbungle Eventing Club to close Reservoir Street from 9.00 am to 3.00 pm on Sunday, 12 October 2014 for the Annual One Day Event be approved subject to compliance with Council's Road Closure Policy.
3. That further information be sought from the Coonabarabran District Girl Guides on their request for the erection of a 'Guide Hall' Directional Sign at the intersection of John Street and Edward Street.
4. That request by the Coolah Lions Club to close Binnia Street from 4.00 pm to 9.00 pm on Saturday, 13 December 2014 for the Annual Christmas Parade be approved subject to compliance with Council's Road Closure Policy.
5. That request by Coolah Medical Centre to erect two additional blue 'Doctor' Directional Signs at the intersections of Cole & Martin Streets and Cole & Booyamurra Streets be approved.
6. That an unbroken edge line be installed in front of Mendooran School for the purpose of accentuating the new bus parking bay.
7. That request by Coonabarabran RSL Sub Branch to close John Street and Dalgarno Street from approximately 10.57 am to 11.15 am to conduct the Annual Remembrance Day Commemorative Service be approved subject to Council's Road Closure Policy.

WARRUMBUNGL E SHIRE COUNCIL

Ordinary Meeting – 16 October 2014

Item 4 Minutes of Local Emergency Management Committee Meeting – 18 August 2014

Division:	Technical Services
Management Area:	Technical Services Management
Author:	Emergency Services Coordinator – Phil Southwell
CSP Key Focus Area:	Our Natural Environment
Priority:	PI2 The long-term wellbeing of our communities is supported by ongoing provision of high quality health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management.

MINUTES OF THE WARRUMBUNGL E SHIRE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD 18 AUGUST 2014 COMMENCING AT 7.30 PM AT THE COONABARABRAN VRA BUILDING.

CHAIRPERSON	Kevin Tighe	LEMO
PRESENT	Stuart Davies, REMO Rodney Coombes Sharon Lawrence Dav Hunter Sherry Tarrant Phil Mangan Grant O'Regan Peter Rootes Phil Lalor Dav Smith Stuart Green	REMO VRA Coonabarabran NSW Ambulance NSW Ambulance Red Cross NSW F&R NSW F&R VRA Mendooran SES Dubbo SES Dunedoo RFS Coonabarabran
MINUTES:	Phil Southwell	WSC
APOLOGIES	David Maher Tony Cole Anthony Smith Bob Cosgrove Barry Johnson Peter Vidler Anthony McEachan Rod Williams Tom Mumford Helen Naef June Buck Stephen Hirst	LEOCON VRA Coonabarabran Alt LEOCON SES Baradine SES Baradine VRA Mendooran VRA Mendooran VRA Coolah VRA Coolah Red Cross Red Cross NSW F&R

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 October 2014

MINUTES OF PREVIOUS MEETING:

The minutes for the previous meeting, which was held at Coonabarabran on the 17 th February 2014 was available to all committee members at the meeting.

Minutes accepted R.Coombes / D. Smith

BUSINES ARISING:

1. NOTE. Due to a "Missing Persons Incident" at Baradine both the LEOCON, SES and VRA members were called out prior to the meeting.
2. Baradine Public meeting on Evacuations. – no further correspondence from Baradine. Initial Community concerns over evacuations have been dampened since the community meeting.
3. Evacuation Centres. - review all Evacuation Centres for each town. To discuss in General Business.
4. EOC funding for training. Issue raised by Helen Naef (Red Cross) REMO will discuss in his Report

AGENDA ITEMS

1. REMO Report

Written Report submitted to committee and attached to minutes

Items from this report that were read out and discussed included :-

- (i) Review of Evacuation Centres (discussed in G Business)
- (ii) Review of Local EM Plans (Displan) and the use of the ERM Plan to re-evaluate the 'Risk 'ratings for Hazards
- (iii) EM Training to be conducted at Coonabarabran
Attached sheets show the dates of two courses and agencies should provide nominations via the MPES web site. (to be advised)

The courses are (1) Introduction to EM
(2) Emergency Operation Centre Concepts
Course 1 is mandatory before Course 2 unless previously done

- (iv) Exercise 'Warung' Coolah Tops 8th / 9th November 2014
The REMO asks the LEMC to endorse the Regional Committee's recommendation to conduct this exercise

Motion Phil Lalor / Seconded Phil Mangan

2. CONTACT LISTS

- circulated for additions, errors & alterations

3. EVENTS (summary of events within the shire)

- (i) Coolah Hospital Open Day - 20th September 2014
Contact Ann Taylor Coolah MPS 63779100
- (ii) Coonabarabran Fun Day for Volunteers
Sunday 31st August 2014 Contact Shire Youth Officer 68492222
- (iii) Coolah Mountain Bike Ride 14th September 2014

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- (attached in correspondence from Coolah VRA)
- (iv) Crooked Mountain Concert at Coonabarabran - 8th November 2014
 - (v) Coonabarabran Cup Races Monday 27th October 2014

4. RECOVERY INFORMATION

MPES has provided both to the shire and to the REMC meeting a briefing on the introduction of a comprehensive 'Draft Recovery Plan'
The Plan has resulted from *lessons learnt* in the Wambelong Fire and mainly targets Councils in their response to recovery.

5. SUBURBS & LOCALITIES

Phil Southwell asked the committee on their comments with respect to the increasing use of Suburbs & Localities by call centres in the activation of agencies
This was previously mentioned at the REMC meeting, but other councils had not considered it a problem.

The problem was emphasised by a triple 000 call that stated :-
MVA Oxley Highway, Napier Lane. North of Coona Call Back Incident Nu.

Napier Lane is a suburb and if this is unknown then it may mistake it as a cross road.

Other occurrences were :- Ropers Road, Ropers Road
Box Ridge Road, Box Ridge

Rod Coombes noted that Rural Addressing was still a problem and numbering directions still unknown. Dav Hunter noted that they, sometimes, are given incorrect direction based on the *Suburb*, only to find they have headed out from Coonabarabran on the incorrect road.
A map with both Suburb Names and Rural Address numbering direction will be sent out to all agencies.

6. PRE SEASON BUSHFIRE PLANNING MEETING

Suggested that if a High Fire Danger fire season develops as predicted that a November / December LEMC meeting be held at Coonabarabran.
Stuart Green reported that with the recent rain the Fire Danger Period had not been brought forward and still remained at the 1st October.
If these *green* conditions remain the need for a meeting will be alleviated

Stuart also noted that an internal IMT exercise conducted last week with RFS Sydney Command Centre had shown that local teams were well prepared for the Bushfire season.

E. DISPLAN

The latest Disc with all EM plans, promised for this meeting, is still waiting on a few outstanding item. The latest Plans are all available on our 'Dropbox'

WARRUMBUNGLE SHIRE COUNCIL

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GENERAL BUSINESS

1. Evacuation Centre Audit

LEOCON together with local Police Officers have been working through the old DISPLAN lists and updating as per the new template.. As these become available I will send out via email for 'comments & suggestions' with the view of endorsing the reports at the next meeting.

2. Stuart Davies Reported that at a recent function at Sydney University both Rod Coombes and himself had given a presentation to representatives from China on volunteers and Emergency Services. As Stuart was given a gift of appreciation he felt that Rod as a volunteer should have been the recipient and thus presented Rob with the gift from China.

CORRESPONDENCE

1. Open Day Coolah MPC
2. Proposed Fun Day
3. MPES Recovery Documents

ERMP Report Nil

DATE OF NEXT MEETING:

The date of the next meeting was suggested as being: Monday 17th November 2014 and to be held at Coolah at 7.00 pm (1900 Hrs)

MEETING CONCLUDED

As no further business the formal part of the meeting concluded at 2038 Hrs

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CHAIRMAN

Kevin Tighe
LEMO

RECOMMENDATION

That Council notes the minutes from the Local Emergency Management Committee held on 18 August 2014 at Coonabarabran.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 October 2014

Item 5 Minutes Bushfire Appeal Advisory Panel 26 September 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), Lois Sutton (St Vincent De Paul) Vicky Poyser (ADRA), Sue Freebairn

APOLOGIES: Steve Loane (General Manager) John Sawyer (Rotary), Hugh Raadgever (Rotary), Carolyn Eaves (Barnardos)

ATTENDING: Glennis Mangan (Disaster Recovery Centre Manager) Rebecca Ryan (Director of Corporate Services)

RECOMMENDED that the apologies be accepted.

V Poyser/ L Sutton

CONFIRMATION OF MINUTES

RECOMMENDED that the minutes of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held on 27 June 2014 be accepted with the following amendment Lois Sutton (St Vincent De Paul) present.

L Sutton/S Freebairn

UPDATE ON FUND STATUS

Mayors Appeal Reconciliation

Mayors Appeal Donated Funds	\$ 842,282
Restart NSW Grant	\$ 70,000
Interest Earned	\$ 1,160
	<hr/>
	TOTAL \$ 913,442
	<hr/>
Less	
Funds Allocated	\$ 781,489
	<hr/>
Available Unallocated Funds	\$ 131,953

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 October 2014

Funds Allocated

Mayors Appeal Allocated Funds	\$ 781,489
Less	
Funds Expended	\$ 489,132

Available Unallocated Funds	\$ 292,357
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SUMMARY OF ALLOCATIONS

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

Agency Assistance Program	TOTAL	Amount Expended from Mayors Appeal	Funds Remaining
Home Dislocation	\$ 30,000	\$ 30,000	\$ -
Roadside & Internal Fencing Materials	\$ 140,000	\$ 138,918	\$ 1,082
Home Re-establishment	\$ 210,000	\$ 40,000	\$ 170,000
Shed Rebuild	\$ 20,000	\$ 15,000	\$ 5,000
ADRA	\$ 26,000	\$ 26,000	\$ -
Barnados	\$ 26,000	\$ 26,000	\$ -
Centacare	\$ 26,000	\$ 26,000	\$ -
St Vincent de Paul	\$ 26,000	\$ 26,000	\$ -
DPI Fodder	\$ 12,482	\$ 12,482	\$ -
Potable Water	\$ 20,000	\$ 20,000	\$ -
BlaizeAid Projects	\$ 101,641	\$ 101,641	\$ -
BlaizeAid Plant Hire & Supplies	\$ 18,116	\$ 18,116	\$ -
Community Renewal	\$ 55,000	\$ 10,000	\$ 45,000
Bird Boxes	\$ 250	\$ 250	\$ -
Restart NSW Govt	\$ 70,000	\$ 39,952	\$ 30,048
Total	\$ 781,489	\$ 530,358	\$ 251,131

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

WARRUMBUNGLE SHIRE COUNCIL

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EMERGING ASSISTANCE REQUIREMENTS/ISSUES

Application for House Re-Establishment to be considered

RECOMMENDED House Re-establishment Grant of \$5,000 be approved for Assessment No 03053.

S Freebairn/ L Sutton

Response from Stuart Ayres, MPES re Clean Up following Wambelong Fire

RECOMMENDED Council explore options, costs and number of properties not insured and provide report back to Committee at the next meeting to be held end of November

V Poyser/S Freebairn

Community Renewal and Rejuvenation Program Allocation to be considered

RECOMMENDED that Mayors Appeal support Rural Support Program to the amount of \$10,000 adding two (2) workshops.

V Poyser/L Sutton

Community Renewal and Rejuvenation Program Allocation to be considered

RECOMMENDED Coonabarabran Artspace Project be approved the amount \$5,000 to be used as a positive rejuvenation story both in terms of landscape and environment.

S Freebairn/V Poyser

Restart NSW Application to be considered

RECOMMENDED to support 2WCRFM funds from Restart NSW, due to valuable contribution to fire \$5,000.

L Sutton/S Freebairn

GENERAL BUSINESS

Rob Gordon

- January/February Options

Action Sue Freebairn investigating, to come back to next meeting with some options.

Farming

Recovery Contribution

Action for next Meeting

- Numbers and criteria for Recovery Contribution Payments
- Properties affected by fire or ramifications of fire
 - Livestock
 - Assets
 - Fodder
 - Property
 - Emotional
- Method of process of funds (ie blanket payment for all previous recipients).

NEXT MEETING: November 2014

MEETING CLOSED 10:05am

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CHAIRPERSON

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 October 2014

RECOMMENDATION

1. That Council endorse the recommendations of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held on 26 September 2014
2. That the Warrumbungle Shire Council Mayors Bushfire Appeal fund status and allocation summary be accepted.
3. That House Re-establishment Grant of \$5,000 be approved for Assessment No 03053.
4. That Council explore options, costs and number of properties not insured and provide report back to Committee at the next meeting to be held end of November
5. That Mayors Appeal support Rural Support Program to the amount of \$10,000 adding two (2) workshops.
6. That Coonabarabran Artspace Project be approved the amount \$5,000 to be used as a positive rejuvenation story both in terms of landscape and environment.
7. That support 2WCRFM funds from Restart NSW, due to valuable contribution to fire \$5,000.

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Item 6 Minutes of Special Consultative Advisory Committee Meeting – 26 September 2014

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

PRESENT: Brad Condon (Chairperson), Tracy Cain (Secretary), Ben Smith, Noel Gilbert, Ron Howard and Rebecca Ryan (Alternate Management Representative).

IN ATTENDANCE: Liz Webster (Minute Taker), Finlay Hawkins (Observer), Glennis Mangan (Acting Manager HR) and Adam Humphries (USU NW Organiser).

APOLOGIES: Steve Loane (General Manager), Rachael Carlyle, Jim O'Malley and Dave Smith.

CONFIRMATION OF MINUTES

RECOMMENDED that the Minutes of the Special Consultative Advisory Committee meeting held on Wednesday, 28 August 2014 be confirmed.

Smith/Howard

BUSINESS ARISING

Business Arising to be held over until the next meeting on 23 October 2014.

AGENDA ITEMS

Warrumbungle Water Technical Officer Positions (x3)

Alternate Management Representative, Rebecca Ryan briefed the Committee on the following proposed changes to the current position of Warrumbungle Water Technical Officer:

- It was noted that the present incumbent had resigned therefore allowing for the position to be reviewed.
- The current position had a 3 Stage 'Career Progression' Traineeship type arrangement, which was subject to attainment of the various qualifications and skills required for each Grade. The incumbent had the opportunity to progress from Grade 6 to Grade 9 to Grade 11.
- The position has been changed into three new positions valued at Grade 6, Grade 8 and Grade 11 to clearly identify the career progression opportunities.
- Council have requested that all three new positions be advertised at the same time in order to appoint one successful applicant to the position at the appropriate Grade of 6, 8 or 11.
- Concerns were raised as to how the advertising of three positions to fill one position would be clearly stated without causing confusion. Also, how can all applicants at varying

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levels be fairly assessed and culled without exclusion of applicants at the lower levels (ie Grade 6 or 8).

- It was noted that Council's ideal successful applicant would be at a Grade 11 in order to assist the Manager with various legislative requirements and to undertake more of a Project Officer role.
- Concerns were once again raised in relation to job security whereby the incumbent would be required to reapply for their position once they had attained the relevant qualifications and had requested a regrade to the next progressive Grade of either an 8 or 11. It was also requested that as this is a unique position the steps involved with career progression should be outlined in the advertisement and/or position description.
- The option of broad banding was raised, which included formalising an agreement between both Council and the incumbent in relation to career progression / training plan. This option was usually applied to lower grade positions. The incumbent would be required to attain certain skills and qualifications for the position within a set timeframe, they would be assessed and progress one grade at a time. It was suggested that should Council not attract a suitable applicant at Grade 11 or 8 that the option of broad banding be revisited for a Grade 6 position.
- It was determined that the option for a 3 stage career progression as per the present position not be considered. The Committee must consider the three new positions that have been presented, as well as the best option for advertising and filling the role at Council's desired grade.

RECOMMENDED that the Warrumbungle Water Technical Officer positions evaluated at Grades 6, 8 and 11 be accepted and that the vacant position be advertised at a Grade 11 **FURTHER** that should the position not be filled by a suitable applicant then the position be readvertised at a Grade 8 with the same process to be applied to the Grade 6 position.

Consensus

Ben Smith noted his Dissenting View

Whilst Ben Smith agreed with the Recommendation he sought the inclusion of career progression and job security in the advertisements and position descriptions for the Grades 6 and 8 Warrumbungle Water Technical positions.

Staff Policy Review Program Summary

Alternate Management Representative, Rebecca Ryan provided the Committee with a summary of Staff Policies to be reviewed, reformatted, updated and deleted.

HRs aim is to have the Staff Policy Review project completed by the end of December 2014. It was requested that the Consultative Advisory Committee plan for regular sessions at each meeting to work through a number of policies to achieve the desired completion date.

Summary sheets together with the amended / deleted policies are to be provided to the Committee outlining the proposed changes, consolidation and/or deletion.

RECOMMENDED that the Staff Policies as listed in the attached Report be considered at the next Consultative Advisory Committee meeting on 23 October 2014 **FURTHER** that an average of 10 policies be tabled and presented at the ensuing meetings to allow for completion of the project by the end of December 2014.

Consensus

GENERAL BUSINESS

General Business to be held over until the next meeting on 23 October 2014.

There being no further business the meeting closed at 11:25 am.

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The next Consultative Advisory Committee meeting is to be held in the Coolah Council Chambers on Thursday, 23 October 2014 commencing 9:30 am.

.....
CHAIRPERSON

RECOMMENDATION

That Council notes the Minutes from the Special Consultative Advisory Committee meeting held on 26 September 2014 at Coonabarabran.

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Item 7 Report from Human Resources – October 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 September 2014 positions have been advertised either internally or externally:

- Manager Regulatory Services – External
- Manager Warrumbungle Water (Maternity Leave Relief) - Internal
- Technical Officer Water & Sewer – Internal
- Room Leader – Yuluwirri Kids – Internal
- Part Time Cook – Yuluwirri Kids – Internal
- Manager Projects – External
- Trainee Child Carer
- Pre School Teacher
- Trainee Plant Operator – Dunedoo
- Lifeguards

Interviews are currently being organised for the following position:

- Grader Operator – Coonabarabran

To date there has been one new position filled:

- Manager Warrumbungle Water (Maternity Leave Relief)

Resignations

There has been one resignation this month from Director Corporate Services.

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Issues

For the past four weeks the Human Resource Department has been working to fill several positions which have been vacant for an extended period of time i.e. Pre School Teacher, Technical Officer Water as well as reviewing and updating all HR Policies and Procedures.

Financial Considerations

No substantial financial considerations.

LEARNING AND DEVELOPMENT

September has seen training workshops in RMS Blue and Red Cards for staff in areas of responsibility for traffic control.

A series of workshops were also held for plant operators in Bushfire Awareness. This training was provided by the RFS and was conducted in both Coonabarabran and Coolah.

Council's Emergency Services Officer conducted a workshop for Administration staff in Control Centre basics. This training identified the structure of the Fire Control Centre in times of emergencies and what is required from those Administration staff who volunteer to work in the Centre at those times.

Council now has 55 staff trained across plant operations and administrative functions in preparation for future emergencies.

WORKPLACE HEALTH AND SAFETY

No new claims this month. Undertook claims review with State Cover with a reduction in open claims from last year. Ongoing reviews of policies and procedures.

RECOMMENDATION

For Council's information

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Item 8 Warrumbungle Cobbora Transition Fund Committee

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

Reason for Report

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

Background

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

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

At the August 2014 Council meeting, Council resolved (42/1415) the acquittal of the current committee members of the Warrumbungle Cobbora Transition Fund Committee, and a new Warrumbungle Cobbora Transition Fund Committee be formed with a revised Terms of Reference as amended.

Nominations were advertised in the *Dunedoo Diary* and *Coolah Diary* for the revised Warrumbungle Cobbora Transition Fund Committee with the following nominations received as at 8 October 2014:

Sally Dent
Todd Fergusson
Marie Hensley
Wendy Hill
Kylie Rose
Scott Russell
Sue Stoddart
Mary Warren
Ken Westerman

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Working groups were also advertised for nominations with the following received:

1. Jubilee Hall/Dunedoo MPS – John Horne, Keith Turner, Ken Westerman, Dunedoo District Development Group, Marie Hensley
2. Bolaro St/Milling Park upgrades – nil
3. TRRRC and Learning Centre – Mary Warren, Neville Stanford, Julie Stanford, Barry Evans, Dunedoo Central School (Peter Campbell - tbc), John Horne and Sally Dent

Working Groups are included in the terms of reference as amended, and provide an advisory role to the Warrumbungle Cobbora Transition Fund Committee and Council on individual project components of each of the RNSW projects. Working groups have been established for the Dunedoo Bowling Club, Dunedoo Sports Club, Coolah Showground and Recreation Reserve Trust and the Mendooran Showground Trust with the committee of each of these incorporated community groups.

Robertson Oval is an existing 355 Committee.

Issues

Funding Deeds have been finalised for
RNSW295 Dunedoo District Infrastructure Revitalisation
RNSW24 Three Rivers Recreation Grounds Update

Funding Deeds are near confirmation for
RNSW300 Mendooran Multipurpose Centre
RNSW290 Three Rivers Regional Retirement and Learning Centre

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.

Options

Nil

Financial Considerations

Across the five (5) projects, total funds from the Cobbora Transition Fund to be received and managed/auspiced by Council is \$7,767,445. This is in addition to co-contributions of \$475,840 across all projects.

The Heavy Vehicle parking upgrade as part of the RNSW295 DDIR project is now in jeopardy as the previously pledged \$560K from RMS has been withdrawn.

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RECOMMENDATION

Council endorse the revised Terms of Reference for the Warrumbungle Cobbora Transition Committee, and Council to determine the membership of this committee (section 3.A) for:

- Councillor representatives
- Staff Representatives – Steve Loane, General Manager
- Number of Community Representatives – the nominees as at 9 October are Sally Dent, Todd Fergusson, Marie Hensley, Wendy Hill, Kylie Rose, Scott Russell, Sue Stoddart, Mary Warren and Ken Westerman.

Attachment 1

Revised Terms of Reference

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

1. Title

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

2. Role and Objectives

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

- RNSW333 Recreational Sporting and Cultural Facilities Improvement Project, Dunedoo Region
- 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:

- 3 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 5 members.

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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.

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.

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

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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.

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. Working Groups

Working Groups operate in an advisory role to the 355 committee for specific components of each RNSW project. Nominations were publicly advertised for the following Working Groups:

- 9.1 Jubilee Hall/Dunedoo MPS
- 9.2 Bolaro St/Milling Park/Heavy Vehicle and RV Parking
- 9.3 TRRRC and Learning Centre

Working Groups were established with the committees of the incorporated community groups for:

- 9.4 Dunedoo Bowling Club
- 9.5 Dunedoo Sports Club
- 9.6 Mendooran Showground Trust
- 9.7 Coolah Showground and Recreation Reserve Trust

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10. 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:

- Sally Dent
- Todd Fergusson
- Marie Hensley
- Wendy Hill
- Kylie Rose
- Mary Warren
- Scott Russell
- Sue Stoddart
- Ken Westerman

External Organisation Representatives:

-

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Item 9 Notice of Motion – Swimming Pools

Key System for Swimming Pools

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

“That the Warrumbungle Shire Council consider implementing a key system for users of the local swimming pools at Binnaway, Baradine and Mendooran for locals to access the pool at any time within stipulated hours as per the Council recommendations.”

Support

This system is working very successfully in the Diamantina Shire whereby the keys are administered by the council office. Residents or visitors hire a key for a deposit sum of \$50 payable, refundable only on return of the key.

Access is allowed to the pool area by key holders at any time during the day when the pool is not in use but not within normal pool opening hours or when community groups and schools are using it.

There are strict conditions of entry and use. Users sign an indemnity form absolving the Council of any responsibility of risk as the pools are not controlled by Life Guards and the Council is in no way responsible for the safety of users.

Primary key holders must be over the age of 18 years old and the registration form must list the names of other potential users and must hold a seasonal ticket purchased prior to obtaining a key.

This would enable those residents who wish to use the pool within the stipulated hours the freedom to do so and absolve the council of having to provide a lifeguard to be present at all times.

Schools and Aquarobic Classes should be encouraged to hold a key under these conditions as well for ease of access.

This method would potentially be a cost saving for the council and also have the effect of increasing patronage to the pools during off peak hours.

Cr D Todd
Councillor

General Manager’s comment – this matter is being researched with other councils and with Council’s risk provider.

RECOMMENDATION

That a report be brought back.

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Item 10 Notice of Motion – Heritage Funding

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

That Warrumbungle Shire Council support public heritage listed projects in preference to those situated on private property. Furthermore, that Council notify its heritage advisor Mr Ray Christison of its decision before he next makes a recommendation to Council.

**CR COE
COUNCILLOR**

RECOMMENDATION
For Council's consideration.

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Item 11 Pecuniary Interest Returns

Division:	Executive Services
Management Area:	Governance
Author:	Manager Administration & Customer Service – Sally Morris
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

As part of the public scrutiny of councillors (and designated persons), councillors (and designated persons) are required to prepare and submit a written return identifying their pecuniary interests as per Part (3) of Section 449 of the Local Government Act 1993

(3) A councillor or designated person holding that position at 30 June in any year must complete and lodge with the general manager within 3 months after that date a return in the form prescribed by the regulations.

Background

In pursuance of Section 449 of the Local Government Act, 1993, the General Manager is required to table the Register of Returns at the first ordinary Council meeting after 30 September.

Issues

The Register is now tabled.

Options

Nil

Financial Considerations

Nil

RECOMMENDATION

That Council note the tabling of the Register of Disclosures.

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Item 12 Council Resolutions Report October 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 August 2013 to September 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 13 Resignation Director Corporate Services Rebecca Ryan

Division:	Executive Services
Management Area:	Management and Leadership
Author:	General Manager – Steve Loane
CSP Key Focus Area:	Local Governance and Finance
Priority:	Council's governance practices and organisational structure reflects the vision, directions and priorities outlined in the CSP

Reason for Report

To formally advise Council of the resignation of Council's Director Corporate Services, Ms Rebecca Ryan.

Background

The Director Corporate Services resignation is effective as from 31 October 2014. An informal email was sent to Councillors and Manex on 23 September 2014 advising of the resignation and that Rebecca will be taking up the position of General Manager at Blayney Shire Council.

Issues

Staff will be relieving in the position of Acting Director Corporate Services pending a permanent recruitment and a permanent replacement.

As this is a key position in Council and these roles are invariably difficult to fill, Local Government Management Solutions have been engaged to conduct the recruitment of this position.

In addition, to formally recognise the full dimension of the role the position will now be referred to as Director Corporate and Community Services.

Options

Nil

Financial Considerations

The higher grade duties for the relief staff will be covered by the vacant position of Director Corporate Services.

RECOMMENDATION

For Council's information.

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Item 14 Council Senior Staff Reviews

Division:	Executive Services
Management Area:	Governance
Author:	Director Corporate Services – Rebecca Ryan
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF 8 Council undertakes its organisational, workforce and risk management responsibilities with efficiency and effectiveness.

Reason for Report

At the September Council meeting, Council requested that a report be brought back in regards to a Notice of Motion, that when Council has its review on Council Senior Staff with Council's appointed facilitator, that all members of Council be invited to attend. (**Resolution No 95/1415**).

Background

As reported to Council in May 2013, the performance of the General Manager must be reviewed at least annually against the agreed performance criteria for the position. There are a number of published guidelines relating to the appointment and oversight of the General Manager as per the Office of Local Government (OLG) *Guidelines for the Appointment and Oversight of General Managers* (July 2011) issued pursuant to section 23A of the Local Government Act (1993); and the Standard General Managers Contract.

Issues

At the May 2013 meeting, (**Resolution No 342/1213**) Council established a Performance Review Panel comprising of Mayor Peter Shinton, Deputy Mayor Murray Coe, Councillor Ron Sullivan and Councillor Victor Schmidt. As per the OLG guidelines, Council delegated the function and role of the Performance Review Panel to;

- conducting the Performance Reviews of the General Manager
- reporting the findings and recommendations of these reviews to Council and
- development of the new Performance Agreements for the following period.

Council has engaged Local Government Management Solutions (LGMS) to provide external facilitation of the General Managers Performance Reviews, new Performance Agreement and delivery of training to Councillors in Performance Management. Best practice directs that the Review Panel Committee model is the most appropriate, with Councillors invited to submit to the process in writing.

The General Managers contract is silent on the structure of the Performance Review Panel Committee, however the current performance agreement prescribes the four (4) Councillor Review Panel structure. Council can change the arrangement for the next period following the 2015 review.

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Options

Any Councillor who is not on the Performance Review Panel may contribute to the process by providing feedback to the Mayor on the General Manager's performance. It is recognised that the process in seeking non Panel member contribution has not been as successful as anticipated.

An option that may be worth trialling is that all Councillors be involved in the Panel's Performance Review discussions held with the LGMS facilitator, however when the General Manager is present, these non Panel members are excluded from the meeting.

Councillors would be expected to commit to being trained in undertaking a General Managers Performance Review should this option be progressed.

However there will be an opportunity for Council to review the Performance Review Panel and determine that all Councillors are appointed in 2016. All Councillors would be expected to commit to being formally trained in undertaking a General Managers Performance Review.

Financial Considerations

The cost of Councillors travel is on average \$130 per meeting and catering ranges from \$325 depending on the meal served. Multiply this by nine (9) Councillors and the base cost of conducting a full Council meeting with out staff is approximately \$1,500.

RECOMMENDATION

That Council maintain the current General Manager's Performance Review Panel comprising of Mayor Peter Shinton, Deputy Mayor Murray Coe, Councillor Ron Sullivan and Councillor Victor Schmidt, delegated with the role and function as follows;

- conducting the Performance Reviews of the General Manager
- reporting the findings and recommendations of these reviews to Council and
- development of the new Performance Agreements for the following period.

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Item 15 Fit for the Future Program

Division:	Executive Services
Management Area:	Governance
Author:	Director Corporate Services – Rebecca Ryan
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF 5 Council has guaranteed access to diverse sources of funding to address its responsibilities in service planning and delivery

Reason for Report

To inform Council and the community about the Local Government Reform and the NSW Governments Fit for the Future (FFF) Program launched on Wednesday 10 September 2014.

Background

On 10 September 2014 the Office of Local Government (OLG) announced the Fit for the Future reform package. This package responds to the final recommendations of the Independent Local Government Review Panel and the Local Government Acts Taskforce and reflects the priorities identified by the sector during the past three years of consultation.

The NSW Government has released a number of papers and information publications over the last three years including:

- NSW Government Response to the Independent Local Government Panel Review Recommendations and Local Government Acts Taskforce Recommendations
- A Blueprint for the Future of Local Government
- Joint Organisations (JO's) – A roadmap for intergovernmental collaboration in NSW
- A road map for Stronger Smarter Councils

These documents and Ministerial press releases have been provided to Councillors as they were published, and are available on the Office of Local Government (OLG) website: www.fitforthefuture.nsw.gov.au

This report is addressing specifically the necessity for Warrumbungle Shire Council to lodge a FFF proposal by 30 June 2015 and options for funding and/or support for merger and rural Council investigations.

The Mayor and General Managers of the Orana Regional Organisation of Councils (OROC) attended a briefing in Dubbo on Thursday 25 September with the OLG attended by the Minister for Local Government, the Hon Paul Toole MP.

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In addition the reform includes:

- A review of Financial Assistance Grants via a Financial Sustainability Program
- A new Local Government Act in 2016 including a Regulatory Review, Rating Review and a Performance Measurement Framework
- Changes to Regulations relating to Procurement, Reporting, Auditing and Governance Reform

Changes to the latter, relate to organisational and governance matters such as;

- the \$150K Contract Tender limit
- Auditor Generals oversight of auditing of financial statements and
- Two (2) year Mayoral terms in those Councils where the Mayor is elected by the Council.

Issues

As part of the FFF package, the OLG is now asking that all Councils submit a proposal by 30 June 2015 on how they plan to become “Fit for the Future”.

A Fit for the Future (FFF) Council is one that is:

- **Sustainable**
A FFF financially sustainable Council is one that over the long term is able to generate sufficient funds to provide the level and scope of services and infrastructure, agreed with its community through the Integrated Planning & Reporting process.
- **Efficient**
A FFF is efficient if it:
 - Minimises unnecessary burdens on business and the community;
 - Provides value for money to the community; and
 - Manages resources well to deliver services and infrastructure.
- **Effectively manages infrastructure and delivers services for communities;**
A Council effectively manages infrastructure and delivers services if it:
 - Knows the current and future infrastructure needs of the community;
 - Develops, maintains and renews infrastructure using the right mix of revenue and borrowings;
 - Works with others to deliver cost effective services;
 - Delivers services and infrastructure that meets the needs of communities as identified through the IP&R process;
 - Delivers services and infrastructure on time and on budget.
- **Has the scale and capacity to engage effectively across community, industry and government.**
A Council has scale and capacity if it:
 - Saves money on bureaucracy and administration, freeing up funds for front-line services and community facilities;
 - Can contribute to projects and tackle issues that impact on its residents and extend beyond the Council boundary; and

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- Has credibility and influence across Councils, across government and with industry.

Whether a Council is FFF will be determined on the basis of the ratios detailed in the following table:

Measure	Ratio
Sustainability - Generate sufficient funds over the long term to provide the agreed level and scope of services and infrastructure for communities as identified through the intergrated planning and reporting process.	<ol style="list-style-type: none">1. Operating Performance Ratio (> or equal to break even over 3 years)2. Own Source Revenue Ratio (>60% over 3 years)3. Building and Infrastructure Asset Renewal Ratio (>1 over 3 years)
Effective infrastucture and service management - Maximise return on resources and minimise unnecessaary burden on the community and business, while working strategically to leverage economies of scale and meet the needs of communities as identified in the integrated planning and reporting process.	<ol style="list-style-type: none">1. Infrastructure Backlog Ratio (<2%)2. Asset Maintenance Ratio (>1%)3. Debt Service Ratio (>0 and less than 0.2)
Efficiency - Efficient service and infrastructure delivery achieving value for money for current and future rate payers	<ol style="list-style-type: none">1. Real Operating Expenditure per capita over time
Scale and capacity - Demonstrate strong organisational and regional capacity to mobilise resources to engage effectively across community, industry and governement.	<ol style="list-style-type: none">2. Has the scale and capacity consistent with the recommendations of the Independent Panel.

Council's financial statements are still being audited, and details of Council's performance against each of these ratios will be provided to the following Council meeting. However, based on the unaudited financial statements, Council will not meet any of the three sustainability ratios or the infrastructure backlog ratio. Council will likely meet the debt service ratio and asset maintenance ratio, and more information will be required to determine Council's performance against the Efficiency ratio

In terms of scale and capacity, whilst Warrumbungle Shire Council is recommended to be in the Orana Joint Organisation with no change of status, Council's population has fallen under the 10,000 threshold.

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There are four (4) stages to the FFF program:

1. self assessment,
2. preparing a roadmap,
3. review and
4. implementation.

The newly created local government areas, JO's and/or rural Councils will become effective post the local government elections in September 2016.

A detailed time frame for the FFF program is provided below:

Date	Item
September 2014	<ul style="list-style-type: none">• FFF launched
October 2014	<ul style="list-style-type: none">• EOI for Regional JO Pilots
November 2014	<ul style="list-style-type: none">• Far Western Forum• Regional JO pilots selected and co-design underway• Rural Council co-design underway
February 2015	<ul style="list-style-type: none">• Regional JO pilots begin
June 2015	<ul style="list-style-type: none">• FFF proposals due
July – September 2015	<ul style="list-style-type: none">• Independent Review of FFF proposals
October 2015	<ul style="list-style-type: none">• Commencement of implementation of FF proposals
September 2016	<ul style="list-style-type: none">• Local Government Elections• New Local Government Act• Regional JO's established• Mergers completed• Rural Councils commence• FFF entity's new CSO and DP commences

Warrumbungle Shire Council must undertake the self assessment and review its situation, investigate or explore options available, prepare and lodge a submission by 30 June 2015 demonstrating how it will be FFF.

The NSW Government Responses to the Independent Local Government Panel Review Recommendations are very considered and supported by a range of funding packages, in the form of grants or identified savings.

Whilst the identified savings in the form of a state owned lending and investment agency for local government, are becoming politically contentious issues, this report does not seek to analyse or contest this component of the local government reform package.

Options

Council will need to prepare a report demonstrating how Council will be FFF. During the process of preparing this report, Council should take advantage of invitations to participate in exploring other models including mergers and rural Councils. Council may choose to at least discuss these options with neighbouring Councils.

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Details of alternate models and funding available from the OLG are provided below:

- **Mergers**

Support being provided for mergers of regional Councils is as follows; \$5M for two (2) Councils, \$11M for three (3) Councils and \$13.5M for four (4) Councils. This support is in the form of an untied grant to be used as Council chooses for such things as signage, rebranding, financial software etc. It however may not be used for paying of staff redundancies. The legislation regarding protection of pre-amalgamation staff numbers for three (3) years in each merged Council will apply.

The OLG will provide funding for 100% of the costs of external facilitators to initiate discussions between Councils investigating possible mergers. The distance factor is the main issue for mergers of rural Councils, as noted in the Independent Panel Review report; so the traditional amalgamation model would require consideration and input.

OROC and in particular those neighbouring Councils to Warrumbungle Shire Council remain adamantly opposed to any possible merger.

- **Rural Councils**

Councils with current or projected population under 10,000 will be invited to work with the OLG to develop a new Rural Council model by December 2014. Should a Council decide in their Fit for the Future model to become a Rural Council, the NSW Government has \$4m available in total to assist with this transition process.

There are a number of Councils within OROC which have been recommended by the Independent Local Government Review Panel to investigate the Rural Council model.

Councils that are deemed to be Fit for the Future will be granted access to the following by the NSW Government:

- Access to a streamlined IPART process for rate increases above the rate pegging limit, particularly focused on infrastructure funding needs;
- Access to a T-Corp borrowing facility with a budget of \$600m;
- Priority access to other State funding and grants;
- Eligibility for additional devolved planning powers in relation to the making of local environmental plans and development decisions, and opportunities for devolving further planning powers.

It is proposed that a workshop be held as soon as practicable, possibly as part of the September QBRS for Council to discuss the FFF options and set a course of action.

Financial Considerations

A range of financial assistance is offered for Council if it chooses to investigate the options as outlined in the FFF Programs and summarised above.

In order for Council to make an informed decision about the options a preliminary business case would have to be undertaken to research the costs of a merger or becoming a Rural Council and being part of a JO.

Any assessment, preparation of FFF proposal or technical advice to help Council determine and address FFF criteria is at Council's expense.

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RECOMMENDATION

That Council conduct a workshop as soon as practicable to discuss options and plan the direction for Warrumbungle Shire Council's submission to the NSW Government Local Government Reform - FFF Program.

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Item 16 Fit for the Future – Joint Organisations

Division:	Executive Services
Management Area:	Governance
Author:	Director Corporate Services – Rebecca Ryan
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF 5 Council has guaranteed access to diverse sources of funding to address its responsibilities in service planning and delivery

Reason for Report

To seek Council endorsement for Council's support provided to the Orana Regional Organisation of Council's (OROC) Expression of Interest (EOI) to the Office of Local Government (OLG) become involved in a Pilot Joint Organisation of Councils.

Background

The NSW Government has released a number of papers and information publications including;

- NSW Government Response to the Independent Local Government Panel Review Recommendations and Local Government Acts Taskforce Recommendations
- A Blueprint for the Future of Local Government
- Joint Organisations – A roadmap for intergovernmental collaboration in NSW
- Stronger Smarter Councils A road map for

These documents and Ministerial press releases have been provided to Councillors as they were published, and are available on the OLG website;

www.fitforthefuture.nsw.gov.au

This report is addressing specifically the opportunity for regional councils to be involved in and have funded a Pilot Joint Organisation. As announced in the Fit for the Future package on Wednesday 10 September 2014, the NSW Government will provide \$300K to help in the establishment costs of regional Pilot Joint Organisations (JO). This funding is not available for metropolitan councils.

The Mayor and General Managers of OROC attended a briefing in Dubbo on Thursday 25 September with the OLG attended by the Minister for Local Government, the Hon Paul Toole MP. This was followed by a meeting of OROC to discuss the issue of a Pilot JO.

Issues

The OROC position as determined in January 2014, was to not support a JO. However, given the fact that JO's are now not negotiable and the available time frame, OROC has

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moved on and have recommended to member Councils to support the lodgement of an EOI to Pilot an Orana JO.

Whilst the proposed Orana JO does not include four (4) councils being; Bourke, Cobar, Walgett and Brewarrina, OROC would prefer to include them on any pilot on the basis that it strengthens the Orana region and communities of interest.

The following recommendation has been adopted by OROC;

1. *That on the basis of all member councils resolving same, the 12 existing members of OROC proceed to lodge, as one, an Expression of Interest application to the Office of Local Government as a pilot group for a Joint Organisation under the 'Fit for the Future' program noting that the role of such 'Orana Joint Organisation' would include*

- *Intergovernmental relationships*
- *Regional advocacy*
- *Regional planning*
- *Regional purchasing*
- *Lower Macquarie Water Users Alliance*
- *Regional interest groups*
- *Shared services*

2. *That member Councils be requested to respond in respect of their position regarding this Joint Organisation proposal to the Executive Office of OROC by Friday 10 October 2014.*

Options

Warrumbungle Shire Council previously supported the concept of a JO in their submission to the NSW Government at the February 2014 meeting.

As this position is in line with the OROC proposal and the Mayor and General Manager have extended support to OROC to lodge an EOI by Friday 10 October 2014 as requested.

Financial Considerations

This support will not impact on Council budget.

RECOMMENDATION

That Council endorse the Mayor and General Managers decision to provide support from Warrumbungle Shire Council to the OROC Expression of Interest to the Office of Local Government for a pilot Orana Joint Organisation.

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Item 17 Council Meeting Public Forum Policy

Division:	Executive Services
Management Area:	Governance
Author:	Director Corporate Services – Rebecca Ryan
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

Council's Code of Meeting Practice adopted in September 2013 (**Resolution No 101/1314**) does not include any guidelines for the Public Forum part of the Council Meeting. Given that Council has a desire to encourage public participation and community engagement; it is considered best practice that some guidelines are available to support the process.

Background

The draft Council Meeting Public Forum Policy provides guidelines to the public of their obligations and rights when addressing the Council Meeting in the Public Forum. Many council's now have guidelines for addressing the public forum and application forms to ensure the process is transparent and fair.

Currently the only guideline that exists for the Public Forum are as follows;

An open forum will be conducted during the meeting, and members of the public who wish to address the meeting on particular matters are invited to lodge their names with Manager Administration and Customer Services on Ph 6849 2000 by 4pm the Monday prior to the Council meeting, setting out issues they wish to address.

Each addressee may speak for five (5) minutes.

Issues

This policy has been developed in order to enhance public consultation and contribution to the decision making process of Council.

This policy does not preclude Council inviting special guest speakers to present Council a matter of particular interest or issues like the annual Audited Financial Statements.

Options

A draft policy follows for consideration and the items that requires Council feedback and agreement are numbered the same within the Policy for easy reference as follows;

1. Whether Council requires the completion of a formal Application Form or a Public Forum Speaker Agreement which acknowledges these guidelines.

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2. The prior notice necessary for members of the public to register their item for the Public Forum.

This is currently 4.00pm on the Monday prior to the Thursday meeting, however it is recommended that this be changed to 4.00pm on the Tuesday, given that the Council Business Paper is only available to the public on Council's website on the Monday.

3. If Council wish to stipulate the formality of the person addressing the Mayor as Mr Mayor/ Mr Chairperson or Madam Mayor/Madam Chairperson.
4. The maximum, if any of the number of speakers at each meeting.
5. If a number of people wishing to address the same matter are permitted or if a nominated spokesperson speaks for everyone to save time and repetition.
6. If speakers are allowed to address Council on the same matter at subsequent meetings or within a certain time period.
7. Whether information is permitted to be circulated at the meeting as is current practice, or if Council requires this information to be submitted prior to the meeting for distribution at the discretion of the General Manager.
8. Whether the speaker may only address Council on an Agenda Item on the Business Paper, or if Council will provide an opportunity for the Making of a Statement or Request to Council.

Financial Considerations

There is no cost to Council implementing this Policy.

RECOMMENDATION

That Council approves the Draft Council Meeting Public Forum Policy with those amendments to items 1 to 7 within the Policy Statement.

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Draft Council Meeting Public Forum Policy

Purpose

The purpose of this policy is to provide members of the public with Guidelines in addressing the Council Meeting in the Public Forum and the application form which needs to be completed to be able to address the meeting.

Objectives of the Policy

To provide members of the community with the opportunity to address Councillors on matters falling within the jurisdiction and Charter of Council as outlined in the Local Government Act 1993, with the exception of development applications which are undetermined, or have been the subject of official consultation forums.

The Public Forum at Council meetings seeks to

- improve communication between Council and its residents;
- assist Council in its decision making processes;
- provide an opportunity for members of the community to raise relevant issues with Council in a formal meeting environment; and
- to assist in portraying Council as an open and accessible organisation.

Policy Scope

The policy applies to the members of the community of Warrumbungle Shire Council who wish to address Council in the monthly Council meetings in the Public Forum. The Council meetings are held alternately at the Coonabarabran and Coolah Council Chambers, generally on the third Thursday of the month at 10.00am as per the Council meeting Schedule adopted by Council at each September meeting which is available on Council's website.

This policy does not preclude Council inviting special guest speakers to present Council a matter of particular interest or issues

Background

This policy has been developed in order to enhance Public consultation and contribution to the decision making of Council's decisions and are therefore encouraged and facilitated by this policy.

Definitions

Chairperson means for a meeting of the Council who is the Mayor or in their absence the Deputy Mayor.

Policy Statement

Requests to address Council and the conduct of public addresses are to be submitted to Council in accordance with the following guidelines.

Any person may make a request to submit a question to, or address the Council in Public Forum on any issue having relevance to the responsibilities and jurisdiction of Warrumbungle Shire Council.

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Members of the public who wish to address the meeting on particular matters are invited to register with Council prior to the Council meeting setting out issues they wish to address.

1. *Members of the public wishing to address a Council meeting must complete an Application or Agreement form.*
2. All requests/application forms must be received by the General Manager by 4.00pm on the Tuesday afternoon prior to the monthly meeting.

The proceedings of all Council Meetings, unless closed to the public in special circumstances as per the Local Government Act 1993 requirements, are in public session. Any member of the public can be present to listen or take notes. Speakers do not have absolute privilege (parliamentary privilege) in respect of anything said or any material presented to the Meeting. All speakers are advised that they do not enjoy any special protection from defamation arising from comments made during the presentation before Council and should therefore refrain from voicing defamatory remarks or person defamatory statements against any individual.

The right of a member of the public to address the meeting will be at the absolute discretion of the Chairperson. The Chairperson will generally give first preference to those speakers who have an interest in a matter on the agenda for the meeting.

Any person addressing the meeting must direct the presentation through the Chairperson.

3. *The Chairperson should be addressed as Mr Mayor, Madam Mayor, Mr Chairperson or Madam Chairperson, as the case may be.*
4. *A maximum of five (5) speakers will be permitted to speak at each meeting.*

Each presentation shall be limited to a maximum of five (5) minutes.

5. *Speakers nominating the same subjects may be requested to nominate one spokesperson to speak for everyone so as to save time and repetition.*
6. *Speakers may address Council once on a matter, unless new “significant” information is being considered by Council, in which case you must advise why you believe this warrants a further address to Council. This will not preclude residents addressing Council for the first time on a matter that has previously been the subject of a public forum presentation, question or statement albeit that they intend to raise issues that were previously raised in the public forum.*
7. *Information is permitted to be circulated at the meeting.*
8. *Speakers may only address Council on a matter being presented as an Agenda Item on the current Business Paper*

Each speaker is required to state their name and address, organisation (if applicable) and interest in the issue before speaking.

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Presentations should be respectful, courteous, based on facts and be concise.

Personal allegations against Councillors and/or staff or other members of the public may not be made. The rights of other people must be observed at all times. A member of the public making such allegations forfeits immediately the opportunity to address the meeting. The Chairperson shall insist that an offending speaker cease speaking.

At the conclusion of an address a question and answer period is available for Councillors to clarify issues raised in the address. The opportunity to address the meeting enables you to provide your argument of opinion. However, it does not provide the opportunity for debate or to ask questions of the Councillors or Council Officers. Councillors are not to enter into any general debate with speakers.

Following the address the person will be asked to return to their seat in the public gallery.

Members of the public are not permitted to interact with Councillors during presentations or the conduct of the meeting, other than as set out within these guidelines.

Members of the public may quietly enter and leave the meeting at any time. Speakers in the Public Forum will be subject to the same rules and regulations relating to behaviour in Council's Code of Meeting Practice, as apply to others who participate in the meeting.

A member of the public may as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of a Council for engaging in or having engaged in disorderly conduct at the meeting.

Responsibilities

The General Manager and the Chairman (Mayor) are responsible for the application and enforcement of the policy during Council Meetings.

Associated Documents

Warrumbungle Shire Council Code of Meeting Practice,
NSW Local Government Act (1993)
NSW Local Government (General) Regulations (2005)

Getting Help

Manager Administration and Customer Services
Department: Corporate Services

Version Control

Review Date: September 2016
Staff Member Responsible for Review: Manager Administration and Customer Services

Policy Name	Action	Resolution No.	Date
Council Meeting Public Forum	Endorsed		

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DRAFT – Public Forum Speaker Application Form / Agreement

Date of Council Meeting: / /

Name:

.....

Address:

.....

Telephone Number:

Email:

I am representing the following Organisation/Group (if applicable)

.....

Do you wish to:

- Make a Statement
- Make a Request of Council
- Address an Agenda Item on the Business Paper

Please provide details of matter to be discussed

.....

.....

Declaration

I agree to comply with the Council's Code of Meeting Practice in relation to order at meetings and to comply with the directions of the Chairperson in this regard and will refrain from making and insult, allegation or person reflection against any person, present or not at the meeting, during the course of my address to Council and any answers that I may give in response to questions from Councillors. I have read and understood the following guidelines:

- *Each speaker is required to state their name and address, organisation (if applicable) and interest in the issue before speaking.*
- *Presentations should be respectful, courteous, based on facts and be concise.*
- *Personal allegations against Councillors and/or staff or other members of the public may not be made. The rights of other people must be observed at all times. A member of the public making such allegations forfeits immediately the opportunity to address the meeting. The Chairperson shall insist that an offending speaker cease speaking.*
- *At the conclusion of an address a question and answer period is available for Councillors to clarify issued raised in the address. The opportunity to address the meeting enables you to provide your argument of opinion. However, it does not provide the opportunity for debate or to ask questions of the Councillors or Council Officers. Councillors are not to enter into any general debate with speakers.*

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- *Following the address the person will be asked to return to their seat in the public gallery.*
- *Members of the public are not permitted to interact with Councillors during presentations or the conduct of the meeting, other than as set out within these guidelines.*

..... Date/...../.....
(Signature)

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Item 18 Details of 2014-15 Financial Assistance Grant Calculations

Division:	Executive Services
Management Area:	General Manager
Author:	PA to the Director Corporate Services – Liz Webster
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF6 That Council is financially sustainable over the long term.

Reason for Report

The NSW Local Government Grants Commission has a policy of providing information to councils about the way it calculates financial assistance grants. A detailed summary of the 2014-15 grant calculations for Warrumbungle Shire Council has been received with a request that this information is tabled at the next Council meeting.

A copy of the letter is provided to Council under separate cover.

Background

Special submissions are invited from Council in relation to the distribution of financial assistance grants for 2015-16. The purpose of a submission is to give Council the opportunity to present information on the financial impact of inherent expenditure disabilities beyond its control that are not generally recognised in the current methodology. This allows the commission to adequately consider all legitimate factors that affect Council's capacity to deliver services.

Appendix D: Guidelines for Special Submissions, contains guidelines for preparing submissions. Submissions should be e-mailed to the Commission at grants@olg.nsw.gov.au by 30 November 2014.

Issues

Appendix A: Disability Calculations Summary - 2014-15, shows the measures used in the calculation of grants for Warrumbungle Shire Council. This information should be examined if Council is considering making a special submission.

Appendix B: Explanation of Calculation Summaries, explains how the revenue and expenditure allowances are calculated and used in the grant determination process.

Appendix C: Details of Disability Factors, provides background information relating to what each expenditure disability factor recognises, the measures used, their source, the standards (State average) and weightings.

Options

Council is not required to make a submission.

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Financial Considerations

The methodology and disability indexes are factors in the calculation of the Financial Assistance Grants provided by the NSW Local Government Grants Commission.

RECOMMENDATION

That Council accept the NSW Local Government Grants Commission details of the 2014-2015 Financial Assistance Grants Calculations.

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Item 19 Request for Council Support – Murray-Darling Medical School

Division:	Corporate Services
Management Area:	Children's and Community Services
Author:	Manager Children's and Community Services - Louise Johnson
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI2 The long term wellbeing of our communities is supported by ongoing provision of high quality health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management.

Reason for Report

To seek Council's formal support for the establishment of the Murray-Darling Medical School at Charles Sturt University.

Background

Council has received a request from the Vice Chancellor, Charles Sturt University (CSU) to provide written support for the establishment of the Murray-Darling Medical School.

Issues

The Murray-Darling Medical School will be established by Charles Sturt University and Latrobe University based in Wagga Wagga, Orange and Bendigo.

The Medical School will have clear responsibilities to work to address the medical workforce shortages in the Murray-Darling region and other inland areas of Australia.

CSU notes that such a significant development, as the Murray-Darling Medical School, in the region will act as a driver to encourage other related investments as businesses grow and emerge to meet the need of the Medical School. CSU also proposes that other unrelated investors will be attracted to the region as the development of the Medical School will be an indicator of confidence in region and show the commitment of Government to the region.

Many local high school students in Warrumbungle Shire choose and attend CSU in Wagga Wagga, Orange, Bathurst and Dubbo for their tertiary education and being from the university catchment area are eligible for early entry and rural entry programs.

Options

Council advocacy and support for rural and regional health services is consistent with the priorities and strategies of the Community Strategic Plan.

Financial Considerations

Nil

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RECOMMENDATION

That Council provide their support for a Letter of Support, to be signed by the Mayor, be written to the Hon. Peter Dutton (MP), Minister for Health, regarding the establishment of the Murray-Darling Medical School at Charles Sturt University.

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Item 20 Bank Reconciliation for the month ending 30 September 2014

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

Reason for Report

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

Background

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

The 30 September 2014 Bank Reconciliation has been completed over two (2) 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. The second being to capture movements since the closing balance from 23 June 2014, which will be rolled over when the Financial Audit is complete.

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.

Council's Auditors expect to finalise the 2013-2014 Audit the week ending Friday 10 October, including the rates return (Schedule 9) so that both may be lodged to the Office of Local Government as per s417 Local Government Act (1993).

Options

Nil

Financial Considerations

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

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Summary

Balance per General Ledger - 30 September 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	(215,182)
Trust Fund	58,512
WSC Mayor's Bushfire Appeal	(13,984)
Investments	1,280,000
Total per General Ledger	11,373,815

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Bank	Balance
<u>General</u>	
Commonwealth General Account	585,637
Total – General	585,637
<u>Investments</u>	
Securities	1,500,000
Term Deposits	9,239,125
Total Investments	10,739,125
Sub Total WSC Operational Accounts	11,324,762

<u>Trust</u>	
Commonwealth Trust Account	235,697
Total – Trust	235,697
<u>WSC Mayors Bush Fire Appeal Trust</u>	
Commonwealth Mayors Fund General Account	65,676
Commonwealth Mayors Fund Savings Account	289,103
Total - WSC Mayors Bush Fire Appeal Trust	354,779
Total All Bank Accounts	11,915,238
<i>Add:</i>	
Outstanding Deposits - General	37,402
Outstanding Deposits - Trust	-
Outstanding Deposits – WSC Mayors Bushfire Appeal	-
<i>Less:</i>	
Unpresented cheques - General	(578,825)
Unpresented cheques - Trust	-
Unpresented cheques- WSC Mayors Bushfire Appeal	-
Balance adjusted for outstanding deposits & Un-presented cheques (Final Bank Balance)	11,373,815
Variance between Final Bank Balance and General Ledger	-

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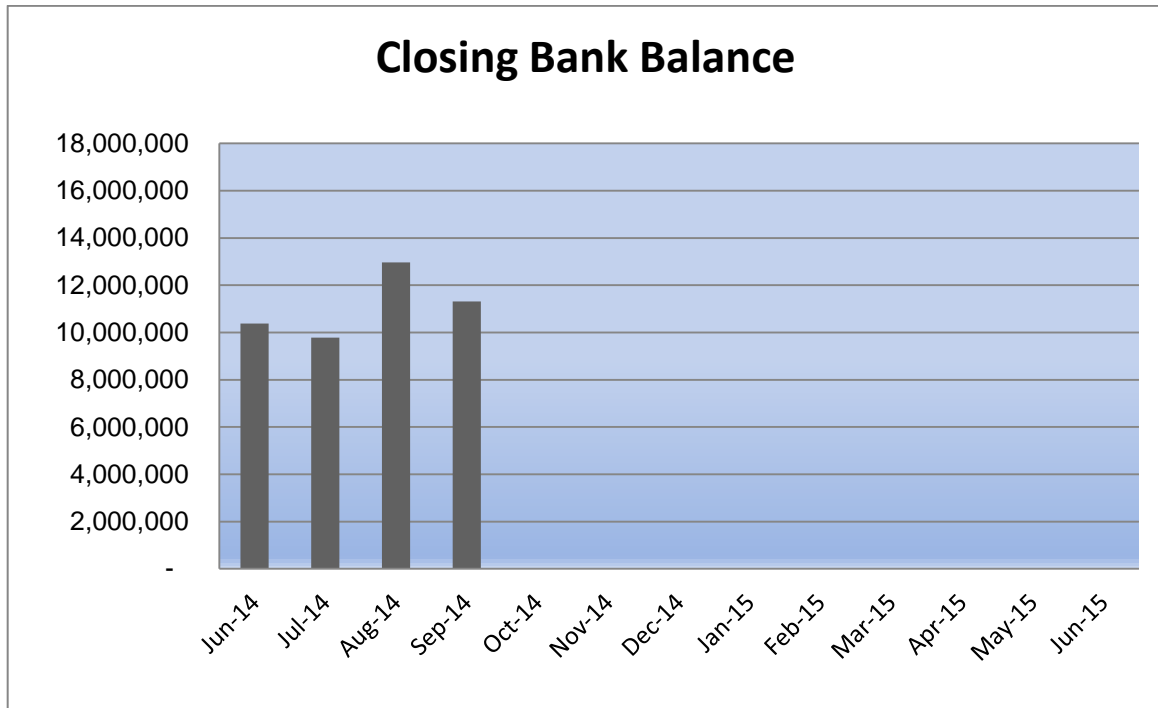
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Balance as per Bank Account History as at 30 September 2014

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
June-14	323,176	177,204	368,762	10,129,888	10,999,030	(622,858)	10,376,172
Jul-14	421,545	177,204	369,832	9,227,662	10,196,243	(411,269)	9,784,974
Aug-14	2,088,541	177,185	354,197	9,681,456	12,301,379	488,277	12,789,656
Sep-14	585,637	10,739,125	235,697	354,779	11,915,238	(541,423)	11,373,815

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RECOMMENDATION

That Council accept the Bank Reconciliation Report for the month ending 30 September 2014.

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Item 21 Investments and Term Deposits for Month ending 30 September 2014

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

Reason for Report

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

Background

Council currently benchmarks its investment performance against the three (3) month Bank Bill Swap Reference Rate (BBSW) as per Council's Investment Policy. The September BBSW 3 month rate was 2.70%. Council's term deposits returned an average rate of 3.10% for the month of September, outperforming Council's benchmark.

During the month of September one of Council's Term Deposits totalling \$1m held with ANZ fell due earning a total of \$10,407 in interest.

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

Issues

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

Options

Council adheres to the DLG Investment Guidelines and Ministerial Investment Order 2011 and 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

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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)	September Interest Earned/ Accrued	Closing Balance	Lodgement date	Maturity Date	Rating	Current Yield
NAB Cash Maximiser #	5,397,939	4,186,157	1,200,000	11,782	5,397,939	At Call	At Call	AA-	3.04%
ANZ At Call	721,869	2,703,830	(1,989,593)	7,632	721,869	At Call	At Call	AA-	3.10%
Westpac General at Call	24,516	38,305	(13,789)	-	24,516	At Call	At Call	AA-	-
NAB Eftpos At Call	94,801	253,163	(158,362)	-	94,801	At Call	At Call	AA-	-
ANZ Term Deposit	-	1,007,954	(1,010,407)	2,453	-	10/06/2014	16/09/2014	AA-	3.55%
Bank of QLD	1,000,000	-	1,000,000	516	1,000,516	24/09/2014	24/11/2014	BBB+	3.15%
Westpac	1,000,000	-	1,000,000	650	1,000,650	23/09/2014	15/12/2014	AA-	3.40%
NAB	1,000,000	-	1,000,000	660	1,000,660	23/09/2014	22/12/2014	AA-	3.45%
Total:	9,239,125	8,189,409	1,027,849	23,692	9,240,951				3.10%

- 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 30 September 2014.

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Item 22 Rates Report for Month Ending 30 September 2014

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

Reason for Report

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

Background

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

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

Issues

The outstanding rates and annual charges ratio as at 30 September 2014, is 12.99%. This figure is higher than the 10% benchmark proposed by the DLG. Although Council's Rates Outstanding ratio is still trending under the previous years balance for the same period.

Options

For Council Information

Financial Considerations

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

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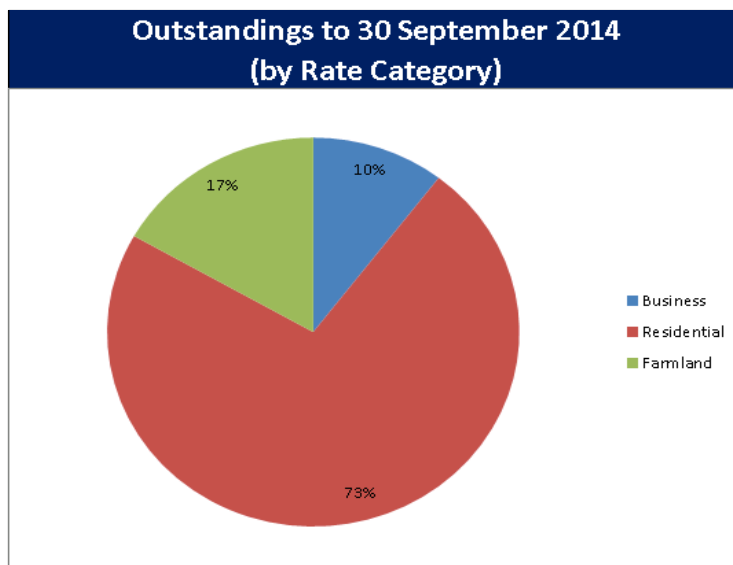
RATE/CHARGE TYPE	RATE ARREARS 2013/14	2014/15 LEVY	Pensioner Write off	Abandoned	Interest	Legal Fees	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2014/15	COLLECTION % 2014/15	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	633,482	7,346,969	(163,362)	(18,904)	5,861	17,969	7,822,015	(2,335,025)	5,486,990	29.85%	760,566	9.72%
Water	194,095	1,328,424	(72,443)	152	1,914	-	1,452,143	(508,828)	943,315	35.04%	180,069	12.40%
Sewerage	-	1,001,828	(52,077)	-	-	-	949,751	(309,010)	640,741	32.54%	32,403	3.41%
Garbage	207,235	1,842,285	(109,730)	(550)	2,046	-	1,941,286	(703,923)	1,237,363	36.26%	198,916	10.25%
TOTAL RATES AND ANNUAL CHARGES	1,034,812	11,519,506	(397,612)	(19,302)	9,821	17,969	12,165,195	(3,856,786)	8,308,409	31.70%	1,171,954	9.63%
Sewer Access (Water Billing)	451,251	196,177	-	(659)	722	-	647,492	(287,099)	360,393	44.34%	174,489	26.95%
Water Consumption	572,533	1,328,400	-	535	539	4,630	1,906,637	(290,514)	1,616,124	15.24%	349,757	18.34%
Sewer Consumption	34,788	126,000	-	(65)	102	-	160,825	(19,758)	141,067	12.29%	15,067	9.37%
TOTAL WATER SUPPLY SERVICES	1,058,572	1,650,577	-	(189)	1,364	4,630	2,714,954	(597,371)	2,117,583	22.00%	539,314	19.86%
GRAND TOTAL	2,093,384	13,170,083	(397,612)	(19,491)	11,186	22,599	14,880,149	(4,454,157)	10,425,992	29.93%	1,711,267	12.99%

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Analysis by Council staff has indicated that a majority of the rates and annual charges outstanding amount 73% relates to residential properties, while 17% relates to farmland and 10% 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	63,001	25,874	15,799	25,577	33,052	15,067	178,370
Residential	413,180	170,386	164,270	181,315	316,705	-	1,245,856
Farmland	284,385	2,656	-	-	-	-	287,041
Total	760,566	198,916	180,069	206,892	349,757	15,067	1,711,267

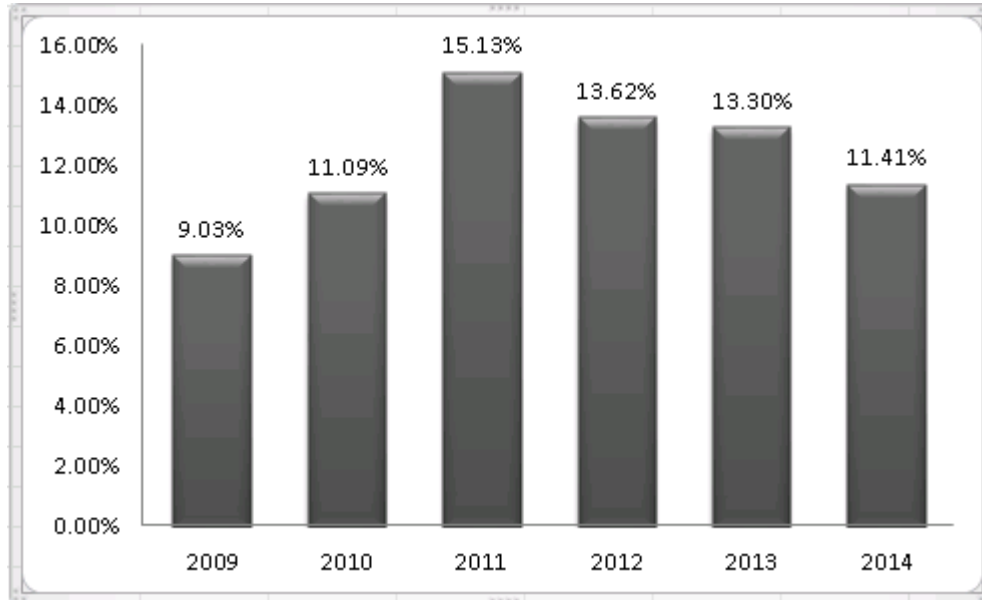
Collection of outstanding rates commences with an overdue letter which is received from Council giving 14 days to pay or contact Council requesting an arrangement, if no payment or contact is made a letter of demand is sent out by Council's Debt Recovery Agency giving 7 days to make a payment or contact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

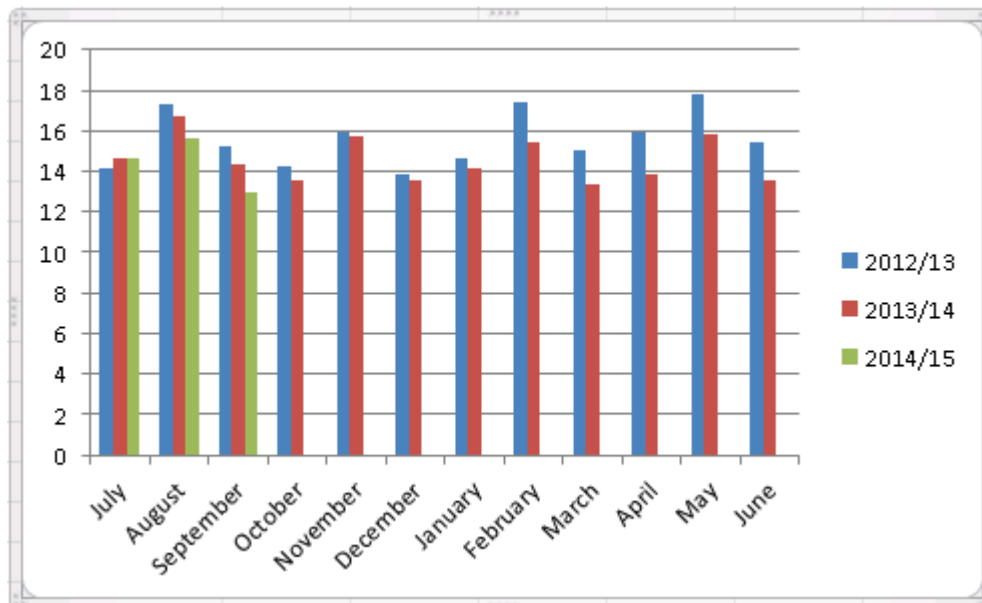
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Graph 1: Ratio by Year



Graph 2: Ratio Month by Month



RECOMMENDATION

For Council's information.

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Item 23 Yuluwirri Kids Preschool and Long Day Care Centre 2013-2014 Review

Division:	Corporate Services
Management Area:	Yuluwirri Kids Coonabarabran Preschool & Long Day Care Centre
Author:	Director Corporate Services – Rebecca Ryan
CSP Key Focus Area:	Community & Culture
Priority:	CC1 Opportunities and support mechanisms are developed across the shire attract and retain young people and families

Reason for Report

To provide Council with information regarding the operation of Yuluwirri Kids, Coonabarabran Preschool and Long Day Care Centre (Yuluwirri Kids), in relation to the 2013-2014 Financial Statements and current challenges facing the Children's Services sector.

Background

- The Service

Yuluwirri Kids has been auspiced by Warrumbungle Shire Service since January 2009. Warrumbungle Shire Council took on the auspicing of the Children's Service after the previous private Long Day Care and community based Preschool services in Coonabarabran closed.

Yuluwirri Kids is a 57 place service. The 57 places include 30 Long Day Care places and 27 Preschool places. These 57 places are available each day, Monday – Friday and is licensed by NSW Education and Communities for this number of children each day.

Within the service there are three (3) rooms. These rooms cater for:

- 11 children – all Long Day Care (LDC) aged 0 to 2 years;
- 20 children – 13 LDC and 7 Preschool aged 2 to 4 years; and
- 26 children – 6 LDC and 20 Preschool aged 3 to 5 years.

The Monkey Room, opened in 2010, is licensed for a further 20 places for children aged 3 to 5 years. Monkey Room currently runs two days per week at the Robertson Street facility.

Each week Yuluwirri Kids offers 325 booked places.

As of October 2014, Yuluwirri Kids caters for 103 families, with 140 children enrolled.

Yuluwirri Kids is open for 49 weeks of the year. Yuluwirri Kids provides Long Day Services for 49 weeks and Preschool Services for 40 weeks each year. Long Day Care students accessing the service from 7:30am to 5:30pm and Preschool students access the service, during school terms, from 8:30am to 4:00pm.

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An Advisory Committee that consists of parents, community representatives, a representative from the local Aboriginal Education Consultative Group (AECG), the Nominated Supervisor and Manager Children's and Community Services oversees the running of the Centre. Advisory Committee meetings, held once per term, provide valuable opportunities for community feedback and engagement.

- Service Provision & Utilisation

For the week commencing 6/10/2014:

Possum, Panda and Giraffe Rooms	5 days, 57 sessions = maximum 285 enrolments	238 enrolled (83.5%)
Monkey Room	2 days, 20 sessions = maximum 40 enrolments	38 enrolled (95%)
Yuluwirri Kids Total	5 days, 325 sessions = maximum 325 enrolments	276 enrolled (84.9%)

In comparison, the Term 1, 2014, utilisation report shows that across the week there was around 80% utilisation of the Service, with 262 of the 325 places being used each week.

In comparison, the Term 1, 2014, utilisation report shows that across the week there was around 80% utilisation of the Service, with 262 of the 325 places being used each week.

During the 2013/2014 financial year education sessions were provided and attended were as follows:

- 6,797 LDC sessions with an average of 65.86 individual children a week
- 249 LDC Holiday sessions with an average of 4.03 individual children taking holidays a week
- 1,291 Preschool sessions, with an average of 30.7 individual children a week
- 715 Preschool second day subsidy sessions with an average of 17.8 individual children a week
- 1,813 Preschool health care subsidy sessions with an average of 25.88 individual children a week
- 1,861 Indigenous Preschool sessions with an average of 27.43 individual children a week
- 125 Unfunded Preschool sessions with a average of 3.79 individual children

- Funding

Yuluwirri Kids is primarily supported by funding from a range of State and Federal Government Departments. The other major income source is User Fees. Both income sources are dependent on enrolments.

Additional income is sourced to provide additional support to children with special needs, including Aboriginal and Torres Strait Islander children and children with a disability.

Funding formulas for major funding sources are based on Census reporting undertaken in August each year.

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- Staffing

Staffing arrangements are based around required child / staff ratios and the necessary required qualifications. Child / staff ratios are required to be maintained at all times.

The current staffing structure consists of:

- Three (3) Teacher positions, including the Nominated Supervisor
- One (1) Diploma trained Room Leader
- 11 Educators that are either Diploma or Certificate III trained
- Two (2) Trainee Educators

Support staff consist of an Administration Officer and Cook. Cleaning is undertaken by Contractors employed through Council. Gardening and other maintenance work is completed by a Casual worker or provided on a fee for service basis by Council's Urban Services staff.

Yuluwirri Kids employs nine (9) full time staff, ten (10) part time staff and three (3) casual staff. There are 25 on call casual staff members. Fourteen staff were undertaking study in 2013/14 to obtain further industry qualifications. Placements for students from local schools, TAFE and New England and Charles Sturt Universities are hosted throughout the year.

Issues

Current challenges relating to the delivery of Children's Services include:

- Staffing Requirements

Staffing requirements are changing as at 1 January 2016 with the current staff child ratios for 2 to 3 years of 1:8 changing to 1: 5.

- Recruitment and Retention of Staff

Recruitment and retention of quality staff is an ongoing concern. This is a sector-wide challenge made more difficult by the location of our Centre.

There are fewer early childhood teachers than are required in most regions of Australia. Early childhood teachers are paid less for working in early childhood settings than schools. This affects the ability to attract and retain teachers in early childhood services.

There are campaigns to recognise that all teachers should be paid the same, with request for funding to Services to be increased in order for teachers to receive greater remuneration.

This is evident through the history of Yuluwirri Kids with there being lengthy periods where teaching positions in particular have remained vacant.

Most Teachers seem to only stay with the service for up to 12 months before moving on to other and / or better employment conditions.

Further to the challenge of recruiting and retaining teachers, under the National Law and National Regulations, early childhood settings are required to have an Educator, Co-ordinator or other individual who is suitably qualified and experienced to lead the

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development and implementation of educational programs. This places an additional burden on the service in terms of being able to recruit and retain appropriately qualified staff.

In short, further funding is required to recruit and retain the number of qualified staff required to run a Centre. These requirements are not recognised in current funding formulas.

- **Attracting Additional Children**

As noted earlier in this report, Yuluwirri Kids has utilisation rates of around 85%.

Whilst this is commendable, the service needs to be operating at almost 100% capacity to optimise funding allocations.

A change in the organisational structure of Council has provided the service with a dedicated Nominated Supervisor who receives support from the newly employed Manager Children's and Community Services. This will allow the Nominated Supervisor to focus their attention on challenges noted above.

- **Funding Changes**

The change in funding presents a risk but also presents a number of opportunities for the Service.

As an example the Supplementary Recurrent Assistance (SRA) funding will cease as of 31 December 2014, however this program is included under the new Indigenous Advancement Strategy (IAS) which is a funding program worth \$4.8 billion. There are opportunities under this program for increased funding.

Funding is subject to change, with current funding reviews happening in government. This impacts on long term planning as continued funding amounts are unknown. Many funding amounts have been capped. Information regarding one of the major reviews taking place is provided below.

The review again presents challenge and also opportunities for the delivery of local services. Yuluwirri Kids is in a strong position to respond to the results of the inquiry and make the best of the situation with which we are presented following the review.

- **Public Inquiry Childcare and Early Childhood Learning**

The Australian Government has, in 2014, undertaken a Public Inquiry into Childcare and Early Childhood Learning. The report from this inquiry is expected to be released in October, 2014.

The Australian Government states that it is committed to establishing a sustainable future for a more flexible, affordable and accessible child care and early childhood learning market that helps underpin the national economy and supports the community, especially parent's choices to participate in work and learning and children's growth, welfare, learning and development.

They note that the market for child care and early childhood learning services is large, diverse and growing, and it touches the lives of practically every family in Australia.

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The Government acknowledge that almost all children in Australia participate in some form of child care or early learning service at some point in the years before starting school.

The Australian Government is the largest funder of the sector, with outlays exceeding \$5 billion a year and growing. The issues raised and objectives of this Inquiry can be found at the following website <http://www.pc.gov.au/projects/inquiry/childcare/terms-of-reference>. In summary the Government recognises the value of quality, sustainable and affordable childcare services to the whole economy.

- National Quality Standards

The service was assessed on the National Quality Standards in April of 2013, and received an overall rating of Working Towards.

The service engaged a subsidised consultant for ten (10) hours to assist staff in the review of the Service philosophy and improvement in those unmet areas.

A playground concept plan to implement an outdoor learning environment requires funding from grants to implement. This is a priority for the Centre.

- Building Extension

Plans for the extension of the building at Yuluwirri Kids remain unfunded.

Options

Yuluwirri Kids as a combined Preschool/Long Day Care supports early childhood education and supports families to work, study and be involved in the community. Families consider what children services are in the community when deciding to move to Coonabarabran and the service was rated highly as an important community asset in the Community Strategic Planning Forums in 2011.

The Local Government Act (2003) and Charter ensures that Councils 'promote and to provide and plan for the needs of children'. Council

Council was provided grants from both the Commonwealth and State Governments as reported and resolved by Council in June 2008.

The Australian Government Department of Education, Employment and Workplace Relations (DEEWR) provided \$340,000 for the land and property purchase. NSW Department of Community Services (DoCS) contributed \$230,000 to fund both purchase price and refurbishment/legal expenses.

Conditions of the funding were as follows;

- The Coonabarabran Preschool would move to the new premises and operate a community based Multipurpose Childcare Centre.
- Preschool and Long Day Care services will be combined for 0-5 year olds with the services being funded by both DoCS (Preschool funding) and DEEWR (via Child Care Benefit).
- That the 57 place centre would be fully operational by 1 January 2009.

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- The Childcare Centre would operate for a minimum of seven (7) years and compliance is met by the Licensee for all Childcare regulations and requirements.
- Ongoing maintenance of the buildings and equipment relating to the provision for the childcare service remains the responsibility of Council, as recipient of the grant funding.

The negotiations to purchase and then settlement, took nearly the whole year and on 15 December 2008, settlement was effected. Council then embarked upon the refurbishment and employing of staff with the community assistance and support, and successfully welcomed children into the service by late January 2009.

Council has a Funding Agreement responsibility to continue the operations of a multipurpose Childcare Centre until January 2016.

Financial Considerations

As for all of Council's grant funded programs, accounts are maintained in a separate ledger and surplus or deficit monies held in Restricted Asset each year and carried forward the following year.

Summary of Income and Expenditure 2013-2014

INCOME		
Preschool		
NSW Education and Community Services	349,616	
SCAN & ISP Support	17,151	
IESIP - Indigenous Support	83,304	
User Charges - Preschool	236,113	
		686,184
Long Day Care		
DEEWR Sustainability Assistance	47,020	
DEEWR Child Care Benefit	277,736	
User Charges - Long Day Care	207,134	
Inclusion Support	5,878	
		537,768
Other Income		
Other Income - Fundraising and Donations	8,694	
CBN LDC other income	3,386	
		12,081
	TOTAL INCOME	1,236,032

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EXPENDITURE		
Salaries & Wages	904,886	
Materials /Resources	18,926	
Furniture/Fittings	1,551	
Catering	26,883	
Fees Support	88,629	
R&M Building	3,177	
Contracts	24,346	
Photocopy and printing	5,809	
Plant	501	
Training	3,020	
Bad Debts	-389	
Internal Charges - IT Comms	14,100	
Water Charges	5,676	
Electricity	6,807	
Postage and Stationery	4,646	
Subscriptions	2,559	
Telephone/internet and computer	3,486	
IESP - Fees Support	46,830	
- Wages	67,177	
- Resources/Materials	301	
Inclusion Support - Wages	8,346	
SCAN - Wages	16,730	
- Materials	512	
FOYS	2,542	
	TOTAL EXPENDITURE	1,257,049
NET Surplus / (Deficit)		-21,017
Carry Forward from Restricted Asset 2013		61,155
Balance Restricted Asset 2014		40,138

Yuluwirri Kids is fully self funded, however Council does provide some assistance through the waiving of rates and insurance costs and the provision of rent free premises. Council also provides this support for community-based Preschools which operate from Council owned buildings in Binnaway, Coolah and Dunedoo.

Assistance Type	Amount
Rates and Charges	\$8,520
Insurance	\$4,471
Total:	\$12,991

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All staff expenses have an oncost to cover Workers Compensation, Superannuation and Leave Entitlements, as well as payroll processing costs. Costs of financial audits are also directly allocated to the service.

A breakdown of funding received is provided below:

Funding Body	Funding Period	Funding Received 2013-2014
Preschool		
Early Childhood Education and Care, NSW Education and Communities – Preschool funding	1/7/13 to 30/6/14	\$349,616
NSW Education & Communities <i>Preschool Fee Reduction Initiative</i>	Terms 2, 3 & 4 - 2013.	\$55,146
Department of Prime Minister and Cabinet – <i>Supplementary Recurrent Assistance (SRA)</i> Funding is for improving educational outcomes for ATSI Preschool students.	1/1/14 to 31/12/19	\$83,304
<i>Carewest SCAN</i> Aims to provide funding for children with additional needs to access State funded children's services.	1/1/14 to 31/12/14	\$9,060
NSW Education & Communities – <i>Inclusion Support Program</i> ISP grant is to promote access and improved educational opportunities, learning outcomes and personal development of children with disabilities.	1/1/14 to 31/12/14	\$8,091
Long Day Care		
DEEWR – Long Day Care Sustainability Assistance	Ongoing	\$47,020
DEEWR – Childcare Benefit & Rebate	Ongoing	\$277,736
DEEWR – Inclusion Support Funding Funding for Long Day Care children who have a disability or undergoing assessment.	19/8/13 to 17/8/14	\$5,878

RECOMMENDATION

That Council accepts the submitted information regarding the operation of Yuluwirri Kids, Coonabarabran Preschool and Long Day Care Centre, in relation to the 2013-2014 Financial Statements and current challenges facing the Children's Services sector.

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Item 24 Wallaroo Street Project and Stormwater Drainage in Bullinda Street Dunedoo

Division:	Technical Services
Management Area:	Asset and Design
Author:	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.

Reason for Report

Report on consultation to date on the proposed drainage project in Bullinda Street Dunedoo.

Background

Council will be aware of a proposal to install stormwater drainage in Bullinda Street, which is part of an overall project to bitumen seal Wallaroo Street between Bullinda Street and Mogimill Street. Furthermore, Council will recall the resolution made on 19 December 2013.

***223/1314 RESOLVED** that in principle support is given to the proposed concept design for the Wallaroo Street project, which involves removal of trees in the centre of Bullinda Street, between Wallaroo Street and Wargundy Street. Furthermore, the concept plan is placed on public exhibition and a final report prepared for Council consideration prior to implementation of the project.*

Property owners in Bullinda Street, between Wallaroo Street and Wargundy Street, have been canvassed for their views on the proposed drainage project. Letters with an attached feedback form and self addressed envelope were sent to nine (9) property owners in Bullinda Street. Five (5) responses have been received. Three of the property owners were in favour of the project, with conditions, and two of the property owners objected to the proposal and wanted further information. A copy of the responses have been forwarded to Councillors under separate cover.

Issues

The Wallaroo Street sealing project and the associated drainage project in Bullinda Street are significant projects. Strong support for the project from adjoining residents and property owners is necessary before Council is a position to implement the project.

Options

Council has discretion in this matter and may wish to engage in further public consultation including face to face meetings with property owners. However, some of the adjoining property owners do not live in Dunedoo and hence they are unlikely to attend an onsite meeting.

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Financial Considerations

There is no budget allocation in 2014/15 for the Wallaroo Street project. An estimate of cost for the whole project is currently being developed.

RECOMMENDATION

That property owners in Bullinda Street between Wallaroo Street and Wargundy Street, and property owners in Wallaroo Street between Mogimil Street and Bullinda Street, are invited to a meeting to discuss the proposed Wallaroo Street / Bullinda Street drainage project.

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Item 25 Roads to Recovery Program 1 July 2014 to 30 June 2019

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

Reason for Report

To inform Council of recent advice from the Australian Government of funding levels under the Roads to Recovery program

Background

Council will be aware of grants under the Roads to Recovery Program (R2R). Under this program, the Australian Government provides funding directly to Councils for projects associated with roads. The program commenced 15 years ago and has been administered in five year blocks. Until recently there was uncertainty about continuation of the program for another five year period. However, advice has now been received from the Minister for Infrastructure and Regional Development, that the program will run for another five years between the period 1 July 2014 and 30 June 2019.

Issues

Nil

Options

Nil

Financial Considerations

The allocation for each of the five years is provided in the following table. It is significant to note that the allocation in the 2015/16 year is double the amount normally expected on an annual basis.

Financial Year	Allocation
2014 – 15	\$1,086,802
2015 – 16	\$2,173,605
2016 – 17	\$1,086,802
2017 – 18	\$1,086,802
2018 - 19	\$1,086,802

Council made a budget revenue allocation in 2014/15 of \$1,030,000 for the R2R program. An adjustment for the additional \$56,802 that is now expected may be made at the Quarterly Budget Revenue (QBRs).

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RECOMMENDATION

That annual allocations under the Roads to Recovery Program for the period 1 July 2014 to 30 June 2019 is noted by Council.

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

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

Reason for Report

The works program for the technical services division of Council for period ending 26 September 2014 is presented for information

Background

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

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

Issues

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

Options

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

Financial Considerations

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

RECOMMENDATION

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

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Attachment 1.0 – Technical Services Works Program Report for Period Ending 26 September 2014

Task Name	Finish Date	Budget Allocation (\$)	YTD Cost (\$)	% Complete
Technical Services	Fri 26/06/15	10,312,319	0	10%
Asset Design Services	Thu 30/04/15	92,300	0	25%
Survey Equipment	Thu 30/04/15	12,000	0	0%
Software Upgrades	Fri 27/03/15	13,000	0	0%
Traffic Counter	Fri 14/11/14	10,000	8,370	0%
Binnia St Median Ext.	Fri 29/08/14	0	0	0%
Bridge design - Orana Rd	Fri 19/12/14	15,000	0	60%
Dalgarno St, Median	Fri 6/02/15	0	0	0%
Robertson Oval - masterplan	Fri 8/08/14	0	0	80%
Coona aerodrome - plan, manual	Fri 24/10/14	0	0	60%
Cycleway Mary Jane Cain Bridge- design	Mon 1/12/14	5,000	0	50%
Road Safety Program	Fri 24/04/15	37,300	0	0%
Keep our kids safe	Fri 24/04/15	4,000	0	0%
Just slow down	Fri 24/04/15	6,000	0	0%
Free cuppa for driver	Fri 24/04/15	1,500	0	0%
Workshops for Supervisors of L Drivers	Fri 24/04/15	1,800	0	0%
Pedestrian Access Mobility Plan	Mon 1/12/14	24,000	0	0%
Fleet Services	Fri 27/03/15	2,350,000	0	0%
Minor Plant Purchases	Fri 27/03/15	15,000	0	0%
Plant Purchases	Fri 27/03/15	2,305,000	122,779	0%
Cricket pitch roller - Coolah	Fri 24/10/14	15,000	0	0%
Radio Network	Sat 31/01/15	15,000	0	0%
Road Operations	Fri 29/05/15	6,743,535	0	3%
RMS Work Orders	Fri 24/04/15	500,000	0	0%
Rehabilitation	Fri 24/04/15	500,000	0	0%
SH18 - Merrygoen Bridge	Fri 24/04/15	0	0	0%
SH18 (Mendooran)	Fri 19/12/14	500,000	0	0%
Reseals	Fri 27/03/15	1,055,400	0	0%
Baradine reseals	Fri 27/03/15	17,700	0	0%
Binnaway reseals	Fri 27/03/15	15,800	0	0%
Coolah reseals	Fri 27/03/15	26,300	0	0%
Coonabarabran reseals	Fri 27/03/15	84,100	0	0%
Dunedoo reseals	Fri 27/03/15	23,600	0	0%
Mendooran reseals	Fri 27/03/15	15,800	0	0%
Local roads reseals	Fri 27/03/15	430,800	0	0%
Regional Rd reseals	Fri 27/03/15	441,300	0	0%

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Local Roads	Fri 29/05/15	5,188,135	0	4%
Bridge - Barad/Aero Rd	Fri 12/12/14	237,315	0	13%
Bridge- Baradine Creek	Fri 29/05/15	1,324,397	0	5%
Bridge - Kenebri	Fri 29/05/15	527,423	0	5%
Orana Rd - Coolaburragundy River	Wed 9/07/14	450,000	0	0%
Ross Crossing Bridge	Wed 9/07/14	450,000	0	0%
Black Gully Bridge	Fri 29/05/15	0	0	0%
Coonagoony Bridge/culvert	Fri 29/05/15	0	0	0%
Warkton Bridge	Fri 29/05/15	0	0	0%
Coolah Ck Rd Rehab	Fri 19/12/14	120,000	100,377	80%
Quia Rd Rehabilitation	Fri 19/12/14	120,000	0	0%
Gravel Road Resheeting	Fri 29/05/15	790,000	0	0%
Goolhi Rd	Fri 7/11/14	130,000	19,557	0%
Keeches Rd	Fri 7/11/14	80,000	56,993	0%
Bakers Lane	Fri 7/11/14	30,000	21,975	0%
Schumacks Rd	Fri 7/11/14	20,000	11,030	0%
Mt Cenn Cruich Rd	Fri 19/12/14	70,000	840	0%
Premer Estate Rd	Fri 27/02/15	50,000	138	0%
Stoney Point Rd	Fri 26/09/14	30,000	0	0%
Mitchell Springs Rd	Fri 29/05/15	130,000	1,344	0%
Doganabuganaram Rd	Fri 28/11/14	75,000	0	0%
Homestead Rd	Fri 27/03/15	40,000	0	0%
All Weather Rd	Fri 27/03/15	35,000	0	0%
Mooren Rd	Fri 27/03/15	50,000	0	0%
Banoon Rd	Fri 28/11/14	50,000	0	0%
Regional Roads	Fri 24/04/15	1,169,000	0	2%
Pavement Rehabilitation	Fri 27/03/15	169,000	134,623	0%
Mow Creek	Fri 24/04/15	1,000,000	0	3%
Mow Creek design	Fri 1/08/14	0	0	0%
Mow Crk, Construct.	Fri 24/04/15	1,000,000	0	5%
Urban Services	Fri 26/06/15	1,126,484	0	13%
Horticulture	Fri 30/01/15	208,201	0	0%
Binnaway Progress Ass'n	Fri 28/11/14	5,000	0	0%
Mendooran Park Toilets	Fri 29/08/14	32,631	0	0%
Milling Park Toilet	Fri 30/01/15	100,000	0	0%
Milling Park playground equip	Fri 29/05/15	0	0	0%
Toilets, Nandi Park & Timor Rock Park	Wed 31/12/14	70,570	54,858	0%
Tree Audit project	Sat 30/08/14	0	2,744	0%

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Ovals	Fri 30/01/15	41,752	0	19%
Baradine Tennis Courts Resurface	Wed 1/10/14	10,000	0	0%
Baradine Grandstand	Fri 8/08/14	7,550	0	50%
Binnaway Grandstand	Fri 8/08/14	14,320	2,850	50%
Bowen Oval	Tue 30/09/14	2,882	6,114	0%
Robertson Oval Netball court	Fri 29/05/15	0	0	0%
Robertson Oval - 2nd development	Fri 29/05/15	0	0	0%
Coona. Netball crts	Fri 29/05/15	7,000	0	25%
Swimming Pools	Fri 26/09/14	69,000	0	0%
Dunedoo replace filter media	Fri 26/09/14	12,000	0	0%
Mendooran - repair leak - toddlers pool	Fri 26/09/14	10,000	0	0%
Concrete repairs - Coona	Fri 26/09/14	15,000	0	0%
Shade shelter - Baradine Pool	Fri 26/09/14	32,000	12,090	0%
Town Streets Baradine	Fri 26/06/15	134,803	0	15%
Flood Levee Invest	Fri 26/06/15	120,000	0	0%
Baradine Foot Rehab	Fri 27/03/15	10,000	0	0%
Walker street k&g	Fri 25/07/14	2,803	11,745	60%
Baradine Street bins	Fri 28/11/14	2,000	0	0%
Town Streets Binnaway	Fri 29/05/15	116,000	0	2%
David street k&g	Fri 29/08/14	60,000	0	10%
Street Lights	Fri 27/03/15	8,000	0	0%
Garbage bins, Renshaw Street	Fri 26/12/14	8,000	0	0%
Footpath rehabilitation	Fri 27/02/15	5,000	0	0%
Castlereagh Av - K&G - link	Fri 29/05/15	20,000	0	0%
Railway Street (Napier to Renshaw)	Fri 29/05/15	15,000	0	0%
Town streets Coolah	Fri 26/06/15	294,383	0	13%
Binnia St. kerb blisters	Fri 5/09/14	30,927	43,237	75%
Booyamurra St. rehab	Fri 28/11/14	208,456	0	0%
Coolah Foot Rehab	Fri 24/04/15	15,000	0	0%
Intersection Treatments Binnia	Fri 26/06/15	40,000	0	0%
Town Streets Coona	Fri 29/05/15	224,345	0	25%
John Street K&G, eastern side	Fri 19/09/14	16,031	28,463	100%
Dalgarno St K&G rehab	Fri 19/09/14	40,314	21,470	100%
Cycleway Newell Hwy	Wed 9/07/14	60,000	36,299	0%
Robertson Street rain garden	Sat 29/11/14	8,000	0	0%
John St K&G (west side)	Fri 29/05/15	70,000	0	0%
Footpath Cassilis Street	Fri 22/05/15	30,000	0	0%
Town Streets Dunedoo	Fri 24/04/15	28,000	0	33%
Dish drain const	Fri 30/01/15	18,000	19,147	100%
Dunedoo Foot Rehab	Fri 24/04/15	10,000	0	0%
Bolaro Street beautification	Fri 24/04/15	0	0	0%

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Town Sts Mendooran	Fri 24/04/15	10,000	0	0%
Mendooran Foot Rehab	Fri 24/04/15	10,000	0	0%
Water	Fri 26/06/15	1,221,472	0	0%
Baradine	Fri 26/06/15	328,413	0	0%
Meter replacements	Fri 26/06/15	5,000	0	0%
WTP building renovations	Fri 17/04/15	48,000	0	0%
WTP - improvements	Fri 17/04/15	40,000	0	0%
WTP clarifier rehab	Fri 17/04/15	200,000	0	0%
Namoi Street main extension	Fri 29/08/14	35,413	16,329	0%
Binnaway	Fri 26/06/15	5,000	0	0%
Meter replacements	Fri 26/06/15	5,000	0	0%
Coolah	Fri 26/06/15	98,000	0	0%
Meter replacements	Fri 26/06/15	48,000	0	0%
Main extension - rem dead end	Fri 19/12/14	50,000	0	0%
Coonanbarabran	Fri 26/06/15	549,556	0	0%
Meter replacements	Fri 26/06/15	7,000	0	0%
Main replacement	Fri 26/09/14	106,556	16,565	0%
Security audit	Fri 26/06/15	100,000	0	0%
Main extension, Queenie Street	Fri 28/11/14	100,000	0	0%
Telemetry software	Fri 29/05/15	3,000	0	0%
Timor Dam fence repairs	Fri 26/06/15	230,000	0	0%
Tools - Coona water	Fri 29/05/15	3,000	0	0%
Dunedoo	Fri 26/06/15	235,503	0	0%
Meter replacements	Fri 26/06/15	5,000	0	0%
Main. Bolaro (Tallawang-Merrygoen)	Fri 27/02/15	58,000	0	0%
Main. Ext (Evans street)	Thu 30/10/14	50,000	0	0%
New Bore	Fri 25/07/14	4,503	43,110	0%
Reservoir rehab.	Fri 26/06/15	110,000	0	0%
Sodium Hypochlorite-standby pump	Fri 29/05/15	5,000	0	0%
Minor plant	Fri 31/10/14	3,000	0	0%
Mendooran	Fri 26/06/15	5,000	0	0%
Meter replacements	Fri 26/06/15	5,000	0	0%
water pressure project	Fri 31/10/14	0	0	0%
Sewerage	Fri 26/06/15	237,080	0	0%
Baradine	Fri 26/06/15	28,000	0	0%
Replac. vacuum components	Fri 26/06/15	28,000	0	0%
Coonanbarabran	Fri 3/04/15	109,080	0	0%
Mains relining	Fri 3/04/15	94,080	0	0%
Replace steel rods	Fri 19/12/14	3,000	0	0%
Sewer camera replacement	Fri 29/08/14	12,000	0	0%

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Coolah	Fri 26/06/15	50,000	0	0%
STP upgrade	Fri 26/06/15	50,000	0	0%
Dunedoo		0	0	0%
Binnaway	Fri 26/06/15	50,000	0	0%
Sewerage investigation	Fri 26/06/15	50,000	0	0%

Attachment 2.0 – Maintenance grading on unsealed local rural roads

Unsealed Road - Maintenance Grading

Roads Graded since 1 July 2014

Road Name	Category	Length Graded (km)
A'Becketts Rd	2	7.2
Apricot Ln	2	1.4
Beni Rd	1	9.6
Berowra Rd	1	4.2
Binnia Hills Rd	3	1
Borambitty Rd	2	3.8
Bretni Rd	3	3.5
Brooks Rd	1	23.6
Brown Springs Rd	3	3.4
Caledonia Rd	1	10
Corella Rd	3	2.4
Creenaunes Rd	2	2.6
Cumbil Rd	2	19
Dandry Rd	1	14
Dennykymine Rd	1	27.8
Eagelview Rd	3	1.5
Emu Ln	3	0.3
Flags Rockedgial	1	8.5
Gentle Annie	1	8.2
Goolhi Rd	1	4.1
Gum Nut Rd	3	0.6
Gundare Rd	1	5.2
Heads Rd	3	1.5
Hotchiss Rd	2	4
Indians Ln	1	4.5
Kanoona Rd	1	2.2
Keech's Rd	2	5.8
Major Mitchell Rd	2	0.7

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Mia Mia Rd	2	9.8
Monks Rd	2	1
Munns Ln	1	9.2
Narrawa Rd (north)	3	8.1
Neible Rd	3	6.4
Oakey Creek Rd	2	6
Pine Ridge Rd	1	7.9
Quaker Tommy Rd	3	7.2
Ropers Rd	1	24.5
Schumaks Rd	2	1.2
Sleightholmes Rd	2	2.5
Stannix Park Rd	3	1
Turee Vale Rd	2	6.6
Ulungra Springs Rd	3	1.7
Wangmans Rd	2	3
Yarragrian Rd	1	6.6

Roads Scheduled for Maintenance next 2 months

Pibbon	Goolhi
Myall Plains	Ameys
Boori	Bellings
Boogadah	Schumacks
Bourke & Halls	Walls
Gowang	McEvoys
Nashs	Jerrys Lane
Hickeys	Saltwater
Oconnors	Nallawa
Borah Ck	Patrick
Napier Lane	Galashiels
Ryack	Lynwood
Albert Wright	Moorefield
Balmoral	Blue Springs
Warkton	Avonside
Hollymount	Lower Laheys Creek
Minnedah	Cobbora
Bingie Grumble	Narrawa (south)
Yearanin	

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Item 27 10/50 Vegetation Clearing Entitlement Code of Practice Amendments

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

Reason for Report

To inform Council of amendments to the *10/50 Vegetation Clearing Entitlement Code of Practice*.

Background

The *10/50 Vegetation Clearing Entitlement* was created to provide people living near bushland with the ability to increase their level of protection against bush fires, following concerns raised by homeowners after devastating blazes destroyed more than 200 homes last year.

Introduced on 1 August 2014, the entitlement allowed property owners living within 350 metres of Category 1 and Category 2 Bush Fire Prone Land to remove trees within 10 metres of their home, as well as vegetation within 50 metres, without state or local approval, on their own land.

Issues

Since its introduction, a number of councils and community groups have raised concerns regarding the 350 metre entitlement area particularly on small parcels of land.

On 30 September 2014 NSW RFS Commissioner Shane Fitzsimmons announced changes to the *10/50 Vegetation Clearing Entitlement*, which have been made following site inspections, an interim review of the Code of Practice and community feedback.

The changes are:

- The 10/50 entitlement area for Category 2 Bush Fire Prone Land is now 150 metres, reduced from 350 metres
- Councils will have the ability to reclassify smaller parcels of vegetation from Category 1 to Category 2 therefore reducing the entitlement area.

(Category 2 is areas where the vegetation poses a reduced fire risk)

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The NSW RFS has also brought forward the formal review of the 10/50 scheme to commence 1 October 2014. This provides communities across NSW the opportunity to provide comment and feedback. Details on where and how the community can provide its feedback can be found on the NSW RFS website. The 10/50 online assessment tool at www.rfs.nsw.gov.au has been updated to reflect the changes.

Options

Nil

Financial Considerations

Nil

RECOMMENDATION

For Council's information.

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Item 28 Dwelling Permissibility – Timor Road, Coonabarabran

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

Reason for Report

This report was requested by Cr Clancy at the September Ordinary Meeting of Council and is in regard to dwelling permissibility for Lots 2, 6, 7 DP 1076728, Timor Road Coonabarabran.

Background

The following points provide information on Lots 2, 6, 7 DP1076728 and matters relating to dwelling permissibility on the subject land.

- The subject allotments were created under Notice of Determination DA14/2003 for a six lot subdivision (of Lot 5 DP 753410, Lot 20 DP 257198 and Lot 24 DP 705233).
- The consent was essentially a revision of an eight (8) lot subdivision approval DA11/98 issued 5 June 1998.
- The original application and letter was for subdivision for the purpose of “motel site, cabins, owner residences and manager residences”. However the Council approval does not explicitly state that the subdivision was for this purpose.
- The subdivision has been formally registered.
- On 20 August 2014, the owner wrote to Council seeking advice regarding the existence of ‘building entitlements’ for the subject allotments.
- On 27 August 2014 Council’s former Acting Manager Regulatory Services replied by letter and advised that, pursuant to the Warrumbungle Shire Council LEP 2013 (WLEP 2013), the lots did not achieve the applicable minimum lot size (500ha) and therefore the erection of a dwelling was not permitted on the subject land.
- On 11 September 2014 the former Acting Manager Regulatory Services sent the owner another letter, confirming the advice of his previous letter following a meeting held between Council and the owner of the subject lands.
- The matter has since been referred to Department of Planning for consideration and advice on a possible mechanism to achieve dwelling entitlements.
- The Department of Planning has advised that Council may consider that a dwelling be erected on each of the created lots under Clause 4.2A subclause 3(b) in so far as the original development application included “7 owners residences’ – despite the consent issued by Council not formally stating that intention for the subdivision approval.

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- As such, the erection of a dwelling is permissible with Council consent. A separate Development Application would be required for the erection of a dwelling for each allotment. The assessment would be subject to Council merit assessment.
- The owner has been advised by Council of the above.

Issues

- Under the WLEP 2013 it is not a clear cut process of determining dwelling permissibility (or commonly referred to as 'dwelling entitlement').
- If the lot does not achieve the minimum lot size specified for that parcel of land (typically 500ha to 600ha), the lot must have been either created under the previous LEP and a dwelling needed to have been permissible under the previous LEP, or the lot must form part of an 'existing holding' since the relevant date.
- This process requires research into the history of the file and parent file/s where file records are often limited. This can require assumptions to be made.
- Development Services also often need to purchase information (Valnet data) from the Department of Land and Property Information to investigate whether or not the land qualifies as 'existing holding'.
- This process can be complicated and time-consuming.

Options

Nil

Financial Considerations

Nil

RECOMMENDATION

For Council's Information.

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Item 29 Coolah Sanitary Depot Reserve Trust

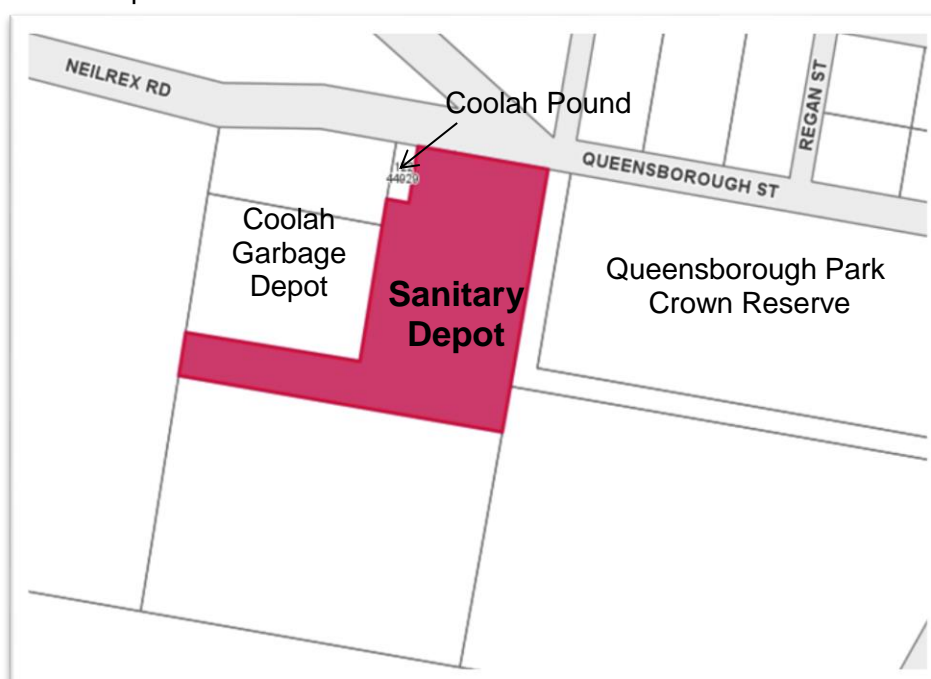
Division:	Development Services
Management Area:	Property and Risk
Author:	Manager Property and Risk – Jennifer Parker
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI2 - The long term wellbeing of our communities is supported by ongoing provision of high quality health and aged care,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

Reason for Report

The Coolah Sanitary Depot Crown Reserve (part of R754966) Lot 123 DP 44929 is a reserve trust for future public requirement that has been used by Council for sometime for operational purposes. This report is to request Councils permission for the property to be added to Councils list of Reserve Trusts.

Background

Prior to the merger of Coolah Shire and Coonabarabran Shire the “Coolah Sanitary Depot” had been used by the Coolah Shire firstly its original use as a Sanitary Depot then as an operations depot for storage of fill and large operational material i.e. large pipes and culverts. This site also had the access to the pound and also holds the deceased animal pit.



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In a recent review of Crown Reserves under Councils care it came to light that “Sanitary Depot” was a reserve set aside for future public requirement but Council was not the Trustee of the land. Council is trustees of neighbouring land being Garbage Depot (Lot 74 & 83 DP754966), Pound Yard (Lot 122 DP754966) and Queensborough Park Recreational Reserve. In 2007 and 2008 all crown land without reserve status were grouped together into Parish reserves for future requirements. Lot 123 DP 44929 was put into this category along with other parcels of Crown Land in the Coolah area under one reserve number.

The reserve R754966 is a bundle of nine(9) parcels of land being Lot 123 DP 44929, Lot 128 DP 727157, Lot 129 DP 728787, Lot 99 DP 754966, Lots 3, 6, 8 Section 1 DP 758276, Lot 7305 DP 1161957, Lot 7308 DP 1164806 in the Parish of Coolah, County of Napier. The old sanitary depot is the only lot that Council currently is using.

Unlike other Crown Reserve that Council looks after this reserve is for future public requirements and is not held to the designated uses i.e. Recreation Reserve, Cemetery, and Resting Place etc. The site is an integral part of the operations for Council in Coolah.

Issues

Council has been storing infrastructure and materials on this site for many years with no formal application to crown land for the use of the land. It is appropriate that Council approach the Crown and request to become trustee of the site.

Options

1. Council could formally request to be made trustee of the site using the reason that we have been maintaining the parcel of land and utilising it in our operations as a Council.
2. Council could continue using the space and run the risk of some other party becoming trustee and charging Council for the use of the site as is their right when trustee of Crown Land or evicting Council from the site.
3. Council also has the option of vacating the site and finding another site to store large operational products and build and access road off Queensborough Road to access the pound.

Financial Considerations

If Council is not trust and is asked to be a licence holder on the land there is a minimum fee that is required by the trustee to put that licence in place.

There is no real cost to Council to become trustee of this property as Council has been carrying on its operations on the site for many years without knowledge that its wasn't the trust manager of the land.

RECOMMENDATION

That Council approves the Warrumbungle Shire Council Reserve Trust Committee registering an expression of interest to become the Reserve Trustee of the Sanitary Depot Crown Reserve (part R754966) Lot 123 DP 44929 for the continued use of operational purposes by Council.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 October 2014

Item 30 Development Applications

Division: Development Services

Management Area: Regulatory Services

Author: Development Services Administration Officer – Katrina Matakitoga

CSP Key Focus Area: Rural and Urban Development

Priority / Strategy: RU4 the attractiveness appearance and amenity of our towns and villages need to be improved

Development Applications

(i) Approved – September 2014

Complying Development (Set Criteria) Development Application (Specialised Conditions)	Date Approved	Applicant's Name	Location	Town	Type Of Development
CDC 10/1415	9 September 2014	James Ferns	62 Tucklan Street	Dunedoo	New shed & carport
CDC 11/1415	12 September 2014	Ian Brown	82 Goddard Street	Coolah	Additions to existing dwelling
CDC 12/1415	9 September 2014	Ian Brown	32 Charles Street	Coolah	Additions to existing dwelling
CDC 13/1415	12 September 2014	James & Rita McDonnell	2-4 Henderson Street	Coolah	3 vehicle garage
DA 14/1415	5 September 2014	Chad Stanford	88 Bolaro Street	Dunedoo	Erecting a sign
DA 15/1415	25 September 2014	Richard Quinlin	444 Timor Road	Coonabarabran	Steel shed & workshop
DA 16/1415*	22 September 2014	Rawson Homes	2142 Timor Road	Coonabarabran	New dwelling

*Development from the January 2013 Wambelong Bushfires

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 16 October 2014

RECOMMENDATION

That Council notes the Applications Approved, during September 2014, under Delegated Authority.