



Warrumbungle Shire Council

Council meeting

Thursday, 20 November 2014

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

commencing at 10.00 am

Mayor

Councillor Peter Shinton

Deputy Mayor

Councillor Murray Coe

COUNCILLORS

Councillor Gary Andrews

Councillor Anne-Louise Capel

Councillor Fred Clancy

Councillor Victor Schmidt

Councillor Chris Sullivan

Councillor Ron Sullivan

Councillor Denis Todd

MANAGEMENT TEAM

Steve Loane (General Manager)

Stefan Murru (Acting 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 – 20 November 2014

NOTICE is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 20 November 2014 at the Council Chambers, Binnia Street, Coolah commencing at 10.00am

AGENDA

Welcome

Turn Off Mobile Phones

Order of Business

10.00am

Presentation: Paul Cornall – Forsyths – Presentation of 2013-2014 Financial Statements

Forum

Apologies

Disclosure of Interest

Pecuniary Interest

Non Pecuniary Conflict of Interest

Reports

Matters of Concern

Report to be considered in Closed Council

1C Purchase of Property Lot 11, DP 774266 for Quarry Expansion

.....
STEVE LOANE
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Matter to be dealt with “in committee”

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

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

- (a) personnel matters concerning particular individuals (other than councillors);
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.

.....
STEVE LOANE
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

INDEX

Item 1 Minutes of Ordinary Council Meeting – 16 October 2014.....	8
RECOMMENDATION	19
Item 2 Minutes of Warrumbungle Aerodromes Advisory Committee Meeting	20
RECOMMENDATION	21
Item 3 Minutes of Economic Development and Tourism Advisory Committee Meeting..	22
RECOMMENDATION	25
Item 4 Minutes of Work Health & Safety Meeting Committee Meeting	26
RECOMMENDATION	27
Item 5 Minutes of Pedestrian Access Advisory Committee Meeting – 22 October 2014	28
RECOMMENDATION	30
Item 6 Minutes of Robertson Oval Advisory Committee Meeting – 15 October 2014.....	31
RECOMMENDATION	32
Item 7 Minutes of the Finance and Projects Committee Meeting – 6 November 2014 ...	33
RECOMMENDATION	35
Item 8 Minutes of Baradine Community Consultation Meeting – 3 November 2014.....	36
RECOMMENDATION	38
Item 9 Minutes Coonabarabran Community Consultation Meeting – 3 November 2014	39
RECOMMENDATION	41
Item 10 Minutes of Binnaway Community Consultation Meeting – 4 November 2014....	42
RECOMMENDATION	43
Item 11 Minutes of Mendooran Community Consultation Meeting – 5 November 2014.	44
RECOMMENDATION	46
Item 12 Minutes of Warrumbungle Cobbora Transition Fund Committee Meeting	47
RECOMMENDATION	48
Item 13 Reactivating the Health Advisory Committee	49
RECOMMENDATION	49
Item 14 Australian and Indigenous Flags.....	50
RECOMMENDATION	50
Item 15 Sealing the All Weather Road north of Dunedoo	51
RECOMMENDATION	51
Item 16 Orana Arts.....	52
RECOMMENDATION	53
Item 17 Association of Mining Related Council.....	54
RECOMMENDATION	54
Item 18 Warrumbungle Cobbora Transition Fund Committee.....	55
RECOMMENDATION	56
Item 19 Council Meeting Public Forum Policy.....	57
RECOMMENDATION	58
Item 20 Policy Payment of Expenses & Provision of Facilities to Mayors & Councillors.	63
RECOMMENDATION	63
Item 21 2013/14 Annual Report.....	78
RECOMMENDATION	78
Item 22 Council Resolutions Report November 2014	79
RECOMMENDATION	79
Item 23 Brick Bats and Bouquets	80
RECOMMENDATION	80

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 24 Report from Human Resources – November 2014	89
RECOMMENDATION	90
Item 25 Fourth Quarterly Staff Achievement Award.....	91
RECOMMENDATION	92
Item 26 Request for Change of Category – Rates Assessment No 10034494.....	93
RECOMMENDATION	94
Item 27 Water Charge Request for Write Off Assessment No 10003291.....	95
RECOMMENDATION	96
Item 28 Quarterly Budget Review Statement for Quarter Ending 30 September 2014...	97
RECOMMENDATION	99
Item 29 Bank Reconciliation for the month ending 31 October 2014	100
RECOMMENDATION	104
Item 30 Investments and Term Deposits for Month ending 31 October 2014.....	105
RECOMMENDATION	108
Item 31 Rates Report for Month Ending 31 October 2014	109
RECOMMENDATION	112
Item 32 2015/16 Regional Road REPAIR Program	113
RECOMMENDATION	115
Item 33 Pool access without a lifeguard on duty.....	116
RECOMMENDATION	119
Item 34 Funding Opportunity for Cycleway and or Pedestrian Access projects	122
RECOMMENDATION	124
Item 35 Warrumbungle Pedestrian and Mobility Plan 2014 (PAMP)	125
RECOMMENDATION	126
Item 36 2014/15 Technical Services Works Program	127
RECOMMENDATION	127
Item 37 Road Name Change – Cobbora Road to Charlie Nott Drive	135
RECOMMENDATION	136
Item 38 Road Name Change – Neringa Road to Hynds Road.....	137
RECOMMENDATION	138
Item 39 Draft Contaminated Land Policy	139
RECOMMENDATION	140
Item 40 Planning Legislation – Update	145
RECOMMENDATION	146
Item 41 Protection of the Environment Operations (Waste) Regulation	147
RECOMMENDATION	150
Item 42 Queensborough Park Reserve Trust & Queensborough Park West Reserve .	151
RECOMMENDATION	153
Item 43 Heritage Adviser Resignation	154
RECOMMENDATION	155
Item 44 Planning Proposal – ‘Dwelling Permissibility in the RU1 Zone’	156
RECOMMENDATION	158
Item 45 Small Business Friendly Council.....	159
RECOMMENDATION	161
Item 46 Stocktake Visitor Information Centre Stocks – May – October 2014	162
RECOMMENDATION	163
Item 47 Development Applications	164
RECOMMENDATION	164

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 1 Minutes of Ordinary Council Meeting – 16 October 2014

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

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

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

APOLOGIES: Nil

The Mayor called for Declarations of Pecuniary Interest and Non Pecuniary Interest – No Declarations

Forum

Peter Small addressed the meeting representing Friends of Siding Spring and Coonabarabran Residents against CSG. Mr Small spoke of the threats to astronomy at Siding Spring due to coal mining and gas extraction in the North West of New South Wales indicating threats from light, dust and chemical pollution.

Mr Small also spoke of the Gas field free declarations and community responses to surveys regarding gas field free areas.

10.05am

Steve Magee and students addressed the meeting regarding the CASP Artwork Project undertaken at school and the artwork currently displayed in the Chamber. Mr Magee informed the meeting of the Indigenous Mentoring Arts Program which was held over 4 weeks. The Artwork will be presented to Elders within Coonabarabran.

10.11am

REPORTS

108/1415 RESOLVED that consideration of Item 14 (Council Senior Staff Reviews) and Item 28 (Dwelling Permissibility – Timor Road, Coonabarabran) be deferred for consideration “in Committee”.

R Sullivan/Capel
The motion was carried

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 1 Minutes of Special Council Meeting – 18 September 2014

109/1415 RESOLVED that the resolutions contained in the Minutes of the Special Council meeting held on 18 September 2014 be endorsed.

Clancy/Schmidt
The motion was carried

Item 2 Minutes of Ordinary Council Meeting – 18 September 2014

110/1415 RESOLVED that the resolutions contained in the Minutes of the Ordinary Council meeting held on 18 September 2014 be endorsed.

Schmidt/Coe
The motion was carried

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

111/1415 RESOLVED:

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.

Schmidt/Coe
The motion was carried

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

112/1415 RESOLVED that Council notes the minutes from the Local Emergency Management Committee held on 18 August 2014 at Coonabarabran.

Schmidt/R Sullivan
The motion was carried

Item 5 Minutes Bushfire Appeal Advisory Panel 26 September 2014

113/1415 RESOLVED

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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

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.

Schmidt/Capel
The motion was carried

Item 6 Minutes of Special Consultative Advisory Committee Meeting – 26 September 2014
114/1415 RESOLVED that Council notes the Minutes from the Special Consultative Advisory Committee meeting held on 26 September 2014 at Coonabarabran.

Coe/Schmidt
The motion was carried

Item 7 Report from Human Resources – October 2014
Received.

Item 8 Warrumbungle Cobbora Transition Fund Committee
115/1415 RESOLVED that:

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, Gus Stuart, 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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

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.

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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

- Attend to such housekeeping matters as booking meeting rooms and arranging refreshments in accordance with standard protocols.
- The Council Staff will not be members of the Committee, nor have voting rights, nor preside at meetings, apart from when it is necessary to organise the election of a chairperson to preside at the meeting.

C. Members

The duties of the members are to:

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

5. Meetings

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

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

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

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:

-

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Councillor Representatives:

- Cr Coe
- Cr C Sullivan
- Cr Capel

Staff Representative

- General Manager, Steve Loane

Community Members:

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

External Organisation Representatives:

C Sullivan/Capel
The motion was carried

Item 9 Notice of Motion – Swimming Pools

Key System for Swimming Pools

116/1415 A motion was moved by Cr Todd seconded by Cr R Sullivan that a report be brought back to Council that the Warrumbungle Shire Council consider implementing a key system for users of all local swimming pools for locals to access the pools at any time within stipulated hours as per the Council recommendations.

The motion was put and carried

Item 10 Notice of Motion – Heritage Funding

117/1415 A motion was moved by Cr Coe seconded by Cr R Sullivan 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. Further that a meeting be held with the Heritage Advisor.

The motion was put and carried

Item 11 Pecuniary Interest Returns

118/1415 RESOLVED that Council note the tabling of the Register of Disclosures.

Schmidt/R Sullivan
The motion was carried

Item 12 Council Resolutions Report October 2014

Received

Item 13 Resignation Director Corporate Services Rebecca Ryan

Received.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

In accordance with Council's resolution 108/1415, consideration of the next item was deferred.

Item 14 Council Senior Staff Reviews

During discussions, Cr Clancy raised the issue of him being the subject of a code of conduct review to which the General Manager cautioned Cr Clancy on raising this matter.

Cr Clancy went on to discuss the current Cr Todd code of conduct matter.

The General Manager again cautioned Cr Clancy that he had given advice immediately prior to the commencement of the meeting that a question on a matter that is subject to confidentiality would be out of order.

Item 15 Fit for the Future Program

119/1415 RESOLVED 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.

**Schmidt/Capel
The motion was carried**

Item 16 Fit for the Future – Joint Organisations

120/1415 RESOLVED 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.

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

Item 17 Council Meeting Public Forum Policy

Final draft Policy with amendments to be brought back to November Council meeting.

Item 18 Details of 2014-15 Financial Assistance Grant Calculations

121/1415 RESOLVED that Council accept the NSW Local Government Grants Commission details of the 2014-2015 Financial Assistance Grants Calculations.

**Capel/Todd
The motion was carried**

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

122/1415 RESOLVED that Council provide their support for a Letter of Support, with emphasis for Dubbo campus, 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.

**Clancy/Todd
The motion was carried**

123/1415 RESOLVED that Council write to the Hon Troy Grant to congratulate him on his appointment as Leader of the NSW Nationals and Deputy Premier of NSW.

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

Item 20 Bank Reconciliation for the month ending 30 September 2014

124/1415 RESOLVED that Council accept the Bank Reconciliation Report for the month ending 30 September 2014.

**Schmidt/Clancy
The motion was carried**

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

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

125/1415 RESOLVED that Council accept the Investments Report for the month ending 30 September 2014.

Capel/Schmidt
The motion was carried

Item 22 Rates Report for Month Ending 30 September 2014

Received

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

126/1415 RESOLVED 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.

Schmidt/R Sullivan
The motion was carried

11.20am

127/1415 RESOLVED that standing orders be suspended to break for morning tea.

R Sullivan/Capel
The motion was carried

11.40am

128/1415 RESOLVED that standing orders be resumed.

Todd/Capel
The motion was carried

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

129/1415 RESOLVED 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.

C Sullivan/Andrews
The motion was carried

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

130/1415 RESOLVED that annual allocations under the Roads to Recovery Program for the period 1 July 2014 to 30 June 2019 is noted by Council.

Todd/Capel
The motion was carried

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

131/1415 RESOLVED that 2014/15 works program presented in attachment 1.0 and attachment 2.0 in the business paper is noted for information only.

Schmidt/Capel
The motion was carried

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

Received

In accordance with Council's resolution 108/1415 consideration of the next item was deferred.

Item 28 Dwelling Permissibility – Timor Road, Coonabarabran

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 29 Coolah Sanitary Depot Reserve Trust

132/1415 RESOLVED 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.

Schmidt/Andrews
The motion was carried

Item 30 Development Applications

133/1415 RESOLVED that Council notes the Applications Approved, during September 2014, under Delegated Authority.

Schmidt/Todd
The motion was carried

Matters of Concern

Cr R Sullivan

Footpaths in Coonabarabran – question regarding mobility situation in respect of state of footpaths and did Council receive RMS funding for PAMP. Cr Clancy responded that PAMP Committee considered needs to be done now, bike track/plan and future needs to extend footpaths. Need to pursue funding for further mobility improvements.

Director Technical Services responded regarding PAMP to be finalised by December 2014; identifying priority routes and applications for funding to be made. Need a plan before Council can obtain funding.

Cr Schmidt

Solar thermal project. Request that Council communicate with CSIRO regarding their plans to install solar thermal project – seek information on location.

Cr Clancy

Quarry – request for operational report on Quarry operations.

Compactor for landfill site – questions regarding success in obtaining a compactor.

Director Technical Services responded no success yet – had quotes on second hand machinery but not appropriate equipment. Options still being reviewed.

Cr Coe

Request for a report back to next meeting providing update on grazing leases.

General Manager advised that Queensborough Park lease is 3 month by 3 month and is rolled over. A report will be brought back.

Cr C Sullivan

Robertson Park Advisory Committee – advising that the committee meet every 2 months and thanks to Director Technical Services for time spent in relation to the committee.

Director Corporate Services (Rebecca Ryan) congratulated on appointment and wished all the very best for future.

Cr Andrews

Mollyan Road opposite Bourke and Halls Road – the sign directing to Leaders Road but no sign to say what the road is actually called.

Director Technical Services taken as issue on notice

Crew in Binnaway to be congratulated for work done in Binnaway. Excellent job

Cr Capel

Question regarding tree pruning to cater for oversize trucks. Director Technical Services advised would check on program and update

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Funding for regions – has Council given any thought on that funding. Mayor responded that paperwork has only just been received. Need to review guidelines for this funding.

Sport & Recreation funding - is Council reapplying for netball courts?

Council to pursue funding under alternate funding source

Nielrex to Coolah Road - big subsidence in the road and sharp left hand bend

Coolah - Caravans are using private dump site at Caravan Park. Need to look at Public Dump Site

Cobbora road – condition of road raised in emails and phone calls.

General Manager advised Report will come back to November meeting.

Cr Todd

Sewerage pump in Baradine.

Director Technical Services advised staff have trialled several options. Reports being monitored about odour and looking at options.

Aerodrome bridge – when will this project commence?

Director Technical Services advised that Council will build itself – difficult job. Cannot advise when construction will commence. Limited budget and design being prepared.

Binnaway sewerage plan – Director Technical Services advised no progress

Baradine Showground and Racecourse Reserve Trust – Cr Todd not reappointed – Mayor advised that the Minister has now requested that Cr Todd be appointed to Baradine Showground and Racecourse Trust as Warrumbungle Shire Council representative if Council approves.

General Manager to investigate possible appointment of Council representative to Coonabarabran Showground Trust.

134/1415 RESOLVED that Cr Todd be appointed to Baradine Showground and Racecourse Reserve Trust as Warrumbungle Shire Council representative.

**R Sullivan/Andrews
The motion was put and carried.**

12.31pm

135/1415 RESOLVED:

- (a) that Council go into closed committee to consider business relating to commercial information – Mow Creek Bridge Tender and two further items moved from general business (Item 14 and Item 28)
- (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 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.

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

1.20am

136/1415 RESOLVED that Council move out of closed Committee.

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

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

Item 1C Mow Creek Bridge Tender

137/1415 RESOLVED that the tender for the design and construction of Mow Creek Bridge is awarded to Waeger Constructions Pty Ltd for a price of \$429,000 (incl GST).

Clancy/Andrews
The motion was carried

Item 14 Council Senior Staff Reviews

138/1415 RESOLVED:

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.
- All Councillors be invited to participate 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

R Sullivan/Capel
The motion was carried

Item 28 Dwelling Permissibility – Timor Road, Coonabarabran
Received

There being no further business the meeting closed at 1.23pm.

.....
CHAIRMAN

RECOMMENDATION

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 16 October 2014 be endorsed.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 2 Minutes of Warrumbungle Aerodromes Advisory Committee Meeting – 29 September 2014

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

PRESENT: Cr Denis Todd (Chair), Mr Colin Tink (Coonabarabran), Mr John Gill (Coolah), Mr Gary Connelly (Coolah) and Mr Shane Weatherall (Design Engineer).

IN ATTENDANCE: Mr Geoff Gazior and Mr Craig Whitfield (Supervisor Roads South).

APOLOGIES: Cr Gary Andrews, Mr John Farrell, Mr Kevin Barrington and Mr Kevin Tighe.

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

CONFIRMATION OF MINUTES

01/1415 RECOMMENDED that the minutes of the Warrumbungle Aerodromes Advisory Committee meeting held on Tuesday, 24 June 2014 be confirmed.

Todd/Tink

BUSINESS ARISING FROM THE MINUTES

The following matters were discussed:

- Members asked about the ramps on David Knight Drive in regards to status and construction.
- Sealing of thresholds at Coolah Airport.

02/1415 RECOMMENDED that an amount of \$15,000.00 for threshold sealing at Coolah Aerodrome be submitted in next year's budget.

Connelly/Tink

The following matters were discussed:

- Status of the Rainwater Harvesting Scheme.
- Finalisation of responses to CASA Surveillance Report on Coonabarabran Aerodrome.
- Status of response from RFDS and Air Ambulance regarding the use of Coolah Aerodrome for night time operations.

AGENDA ITEMS

a) Update on Aerodrome Lights - Coolah

Mr Craig Whitfield addressed the meeting as to the progress of the lights maintenance / repairs. It was recommended without motion to proceed as planned at this stage.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

GENERAL BUSINESS

The committee discussed the option to remove the cone markers on the grass strip at Coonabarabran Aerodrome.

03/1415 RECOMMENDED that cone markers on the grass strip at Coonabarabran Aerodrome be moved out to allow a runway width of 60 metres.

Tink/Gill

It was requested that the Director Technical Services be in attendance at all Aerodromes Advisory Committee meetings.

There being no further business the meeting closed at 10.05 am.

The next meeting is to be held in the Gallery Room of the Coonabarabran Administration Office on Tuesday, 2 December 2014 commencing 9.00 am.

.....
CHAIRMAN

RECOMMENDATION

1. That Council accepts the Minutes of the Warrumbungle Aerodromes Advisory Committee Meeting held on 29 September 2014.
2. That an amount of \$15,000.00 for threshold sealing at Coolah Aerodrome be submitted in next year's budget.
3. That cone markers on the grass strip at Coonabarabran Aerodrome be moved out to allow a runway width of 60 metres.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 3 Minutes of Economic Development and Tourism Advisory Committee Meeting – 28 October 2014

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

Meeting commenced 2pm.
Cllor Schmidt as chairperson.

Present: A. Bell, Cllor Clancy, V Schmidt, L Ryan, J Young, M Fleming, S Edwards and from 2.30 M Rickert

Apologies: A. Wherrett, L. Cutts, K. Olsen, K Rose, J. Lloyd, N. Kaloumaira

Attending: Cllor Capel

2014.11 RECOMMENDATION: that the apologies be accepted

Young/Capel

Meeting quorum: on the understanding that Maria Rickert was coming in to the meeting it was agreed to proceed and that for this meeting Cllor Schmidt represent the Coonabarabran District Chamber of Commerce and that Cllor Ann-Louise Capel be the alternate councillor representative. Victor Schmidt would continue as chairperson.

Declaration of Pecuniary and Non Pecuniary Interests: NIL

Minutes of Previous Meeting: circulated

2014.12 RECOMMENDATION: that the minutes of 28 July, 2014 meeting be accepted
Schmidt/Clancy

Business Arising:

Council Boundary Signs: decision of Council that the next round of signs be located:

- Boundary of Mid Western and Warrumbungle Shires – on Castlereagh Highway near Barney's Reef Road
- Boundary of Merriwa and Warrumbungle Shires – Golden Highway east of Tony Lane
- Boundary of Gunnedah and Warrumbungle Shire - Black Stump Way at cross roads near Bommera

These sites will require investigation to ensure the placement is compliant with RMS requirements and outside the "clearzone". A report will be brought back to EDT.

Manager's Report:

1. Committee Terms of Reference: document was circulated for endorsement. Discussion on 5. Meetings and the QUORUM which in the draft was "a majority of members"; this was amended to 4 ... so the document now reads:

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

“A QUORUM shall comprise four (4) members on the Committee .. “

2014.13 RECOMMENDATION: that the circulated Terms of Reference document be endorsed as a working document with amendment to 5. Meetings .. QUORUM .. noting reduction to 4 members.

Rickert/Schmidt

2. Newell Brochure: low response by advertisers has created a deficiency in funding of the 3 pages.

2014.14 RECOMMENDATION: that a further \$1375 be allocated from the Economic Promotions Advertising line to supplement the pages in the Newell brochure for 2014-15

Clancy/Schmidt

3. Highway signboard proposal: Cost \$8100 for 12 month period. No action.

4. Family History Website: request for assistance with annual fees for hosting site etc, proposing a link to other FH websites; cost \$100 per year.

2014.15 RECOMMENDATION: that Family History Website request for assistance with website hosting costs of \$100 per year be referred to the Community Assistance Grants of Council.

Clancy/Young

5. Radio Sponsorship 2WCR.FM: 1-2 hour weekly session to be syndicated to the 3 RIVERS stations as well.

2014.15 RECOMMENDATION: that \$500 be allocated for sponsorship of airtime on 2WCR.FM on the understanding that the program can be syndicated to outlying stations.

Young/Clancy

6. StarFest: successful but question of utilising the flag poles in John Street; suggestion to re visit proposal and costing for flags

2014.16 RECOMMENDATION: that StarFest Committee and Coonabarabran Jockey Club be approached to consider the production and flying of promotional banners for their events and **FURTHERMORE** an article be published in the Coonabarabran Times highlighting the value of utilising these banner poles for the broader community groups and event organisers.

Fleming/Rickert

7. Shire Boundary Signs: question of Traditional Owner identification on signs.

2014.17 RECOMMENDATION: that contact be made with Lands Councils for Golden and Castlereagh Highway sign location areas for clarification of traditional boundaries and identification.

Young/Capel

8. Changing Face of Business in the Shire: a matrix has been circulated with a request that members and CDC's populate the document as a running record of new and closing businesses across the shire.

9. New Brochure: response to purchasing of advertising has been slow with several towns not represented; this impacts on the overall presentation of a shire wide guide. Discussion on the value of advertising in the brochure and implications; this means that those not advertising will not be promoted; deadlines have been changed to allow time for advertisers to come on board; new deadline for commitments is now Wednesday 5th November; noting that those who have committed and paid deposits are being disadvantaged.

10. Advertising Opportunities:

- a. CCIA/Newell opportunity on What's Up Down Under – will feature Warrumbungle Shire Newell advertising participants in one episode.
- b. Go 55's – able to get reduced cost for ¼ page .. summer feature.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

- c. The Wanderer – magazine of CMCA; ¼ page \$750 in December issue.

2014.18 **RECOMMENDATION:** that advertising be purchased in The Wanderer and Go 55's magazines

Clancy/Rickert

2014.19 **RECOMMENDATION:** that the Manager EDT Report be accepted

Bell/Young

Budget Report:

2014.20 **RECOMMENDATION:** that the Budget Report be accepted

Fleming/Rickert

General Business:

- Coolah Dumpsite: liquid trade waste requirements mean the dumpsite at Coolah Caravan Park will need to close because of high cost of changeover for compliance; discussion on location of Coolah Dumpsite and funding agreement for shire. Investigation required in relation to best site, fall and drainage.

2014.21 **RECOMMENDATION:** that Council revisit the agreement for funding of Dump Sites across the Shire and re-finance the Coolah site as a one off in the 2015-16 budget and **FURTHERMORE** Council investigates the most appropriate site for the installation of a Dump Ezi in Coolah.

Edwards/Rickert

At 4.02pm Cllor Clancy left the meeting.

- Advised that the coordinator of Hartwood Music Festival has cancelled the 2015 concert; had been granted a 12 month extension to their existing development approval by Council to deal with compliance and regulatory matters to enable the 2015 festival to proceed.
- Website Updates and Cross Promotions: need for community organisations to ensure accuracy of events on the Events Calendar and that info is distributed using partnering organisations and social media.
- ABC Open Gardens will cease in 2015.
- Chamber of Commerce activities – Shop Locally campaign, Christmas incentives, Chamber of Commerce supports its own members; Australia Day Awards – info circulated; Town Committee Meetings – urging attendance.
- NPWS – Concert management has changed; ticket sales on target.
- NSW Farmers – 29 wild dog in region over 4 year period; confirmation that the www.coonabarabran.com website is now set up to redirect all enquiries to www.warrumbungleregion.com.au to ensure accuracy of information.
- Small Biz Workshop proposed by Orana Mutual in February 2015 – Speakers will present on Workers Comp and Business Planning.

There being no further business Meeting Closed at 4.29pm with the next meeting scheduled for January 2015, dates to be confirmed

.....
Chairperson

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

RECOMMENDATION

1. That the circulated Terms of Reference document be endorsed as a working document with amendment to read
5 Meetings .. QUORUM .. *“A QUORUM shall comprise four (4) members on the Committee .. “*
2. That a further \$1375 be allocated from the Economic Promotions Advertising line to supplement the pages in the Newell brochure for 2014-15.
3. That Family History Website request for assistance with website hosting costs of \$100 per year be referred to the Community Assistance Grants of Council.
4. That StarFest Committee and Coonabarabran Jockey Club be approached to consider the production and flying of promotional banners for their events and **FURTHERMORE** an article be published in the Coonabarabran Times highlighting the value of utilising these banner poles for the broader community groups and event organisers.
5. That contact be made with Lands Councils for Golden and Castlereagh Highway sign location areas for clarification of traditional boundaries and identification.
6. That advertising be purchased in The Wanderer and Go 55's magazines.
7. That Council revisit the agreement for funding of Dump Sites across the Shire and re-finance the Coolah site as a one off in the 2015-16 budget and **FURTHERMORE** Council investigates the most appropriate site for the installation of a Dump Ezi in Coolah.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 4 Minutes of Work Health & Safety Meeting Committee Meeting – 23 October 2014

Division: Executive Services

Management Area: Human Resources

Authors: Workplace Health & Safety Officer – Frances Perry

CSP Key Focus Area: Local Governance and Finance

Priority: GF8 Council undertakes its organisational, workforce and risk management responsibilities with efficiency and effectiveness

Present: Sam Robinson, Frances Perry, Alira Carlyle, Jim O'Malley, David Smith, Ben Smith, Terry Hadfield, Chris Staniforth, Kevin Tighe

Apologies: Mick Cox, Val Kearnes, Ron Howard, Steve Loane, Rebecca Ryan

Confirmation of Minutes of previous meeting:

98/11 Recommendation that the minutes of the Health & Safety Committee Meeting held on 29th August 2014 to be confirmed

D Smith/J O'Malley

Matters arising from previous minutes:

- **Lack of Amenities – Caravans**

Chris Staniforth presented to the committee an alternate idea of a portable demountable and trailer.

Approx cost: Demountable (2.4m x 5m) - \$6000
Trailer - \$14 000

At present WSC do own 2 caravans that are unable to be towed by truck due to braking systems not being adequate. The cost to modify trucks are approx. \$4000 each.

99/11 Recommendation that Manager Fleet Services discuss with Director in relation to purchasing 2 caravans for the use of road crews as per legislation and selling 2 currently owned vans

Hadfield/O'Malley

- **Ice Machines**

Will not be purchased. Dunedoo, Coolah and Coonabarabran depots now have freezers. Ice to be purchased when required

- **Working at heights procedure**

100/11 Recommendation that the Working at heights procedure be adopted

Consensus

- **Ladder brochure**

101/11 Recommendation that Australian standard safety ladders be purchased to suit Coonabarabran and Coolah offices

Hadfield/Staniforth

ACTION: Frances Perry to order

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

- **Who is considered a “competent person” to induct into plant?**

102/11 Recommendation that WSC choose a representative to attend the Council Safe meeting in Bathurst on the 6th November 2014 where the “competent person” issue will be discussed and to report outcome of this meeting to the next Managers Meeting.

Perry/Smith

Agenda Items

- **Asbestos Policy**

103/11 Recommendation that the Asbestos policy be adopted

Consensus

- **Action Plan** – discussed
- **Appointment of Management H & S Committee Meeting Representative**

104/11 Recommendation that Manex to decide who will be the new Management Representative in replace of Rebecca Ryan.

Smith/O’Malley

- **Incident Register** – discussed
- **Recommendations Table** – discussed

General Business

- **Dunedoo Sewerage Treatment Hazard Inspection**

105/11 Recommendation that report is forwarded to Manager of Water

Perry/Carlyle

- **Next Hazard Inspections as follows:**
 - Coonabarabran, Binnaway & Baradine Swimming Pools
 - Dunedoo, Coolah & Mendooran Swimming Pools
- C Staniforth advised that Out of Service/Danger Tags are now kept at Depots

**B Smith & T
Hadfield**

**D Smith &
O’Malley**

Meeting closed 12.55pm

.....
Chairperson

RECOMMENDATION

That Council accept the minutes from the Work Health & Safety Committee meeting held on 23 October 2014 at Coolah.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 5 Minutes of Pedestrian Access Advisory Committee Meeting – 22 October 2014

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

PRESENT: Cr Fred Clancy (Chair), Ms Wendy Hill, Ms Liz Cutts, Mr Bikram Joshi (Manager Asset & Design) and Mr Ken Smith (Road Safety Officer).

IN ATTENDANCE: Mr Geoff Stephenson (GIS Officer) and Mr Noel Gilbert (Acting Recycling & Waste Compliance Officer).

APOLOGIES: Ms Jennifer Tucker, Cr Anne-Louise Capel, Mr Norm Baker, Mrs Ellen Mahne, Mr Kevin Carberry and Mr Kevin Tighe.

CONFIRMATION OF MINUTES:

01/1415 RECOMMENDED that the minutes of the Pedestrian and Mobility Access Advisory Committee meeting held on Wednesday, 27 August 2014 be confirmed.

Cutts/Hill

BUSINESS ARISING FROM THE MINUTES

Nil.

AGENDA ITEMS

- a) Review and Ratify Proposed PAMPs (Pedestrian and Mobility Plans) for Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo & Mendooran

The Manager Asset & Design gave an overview of the progress of the Pedestrian Access & Mobility Plan (PAMP).

The colour coded priority legend was explained to the Committee.

- Yellow = Existing paths;
- Red = High Priority intention to complete within 1-3 years;
- Blue = Medium Priority intention to complete 2-5 years;
- Green = Low Priority intention to complete 4-10 years.

- b) Map of New Routes and List of Path Issues to be Reviewed

The Committee reviewed the map of each town's PAMP.

Baradine PAMP

- Discussion about the difficulties of walking track along the western bank of the Baradine Creek from Queen Street to Warrigal Street Bridge.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Binnaway PAMP

- Blue priority path along Warrumbungle Way to entrance of Bowling Club only.

Coolah PAMP

- Discussion about the routes chosen to reduce the incline from central main street area and western end of town to the hospital and hostel. The inability of gophers to climb long inclines was explained.
- Access to Bowen Park was discussed.
- Use of cycleway was discussed. The rough road surface of southern end of Booyamurra Street has a deterrent effect to pedestrians and cyclists.

Coonabarabran PAMP

- Pedestrian activity between hospital area and CBD discussed.
- High volume recreational pedestrian and cycle activity discussed.

Dunedoo PAMP

- School children crossing highway to sports ground discussed. Issue raised with Transitional Funding Group at Coolah.

Mendooran PAMP

- Lack of mobility access in main street area discussed.

The Committee reviewed and accepted the proposed PAMP future path maps.

02/1415 RECOMMENDED that the proposed PAMP future path maps be accepted.

Hill/Cutts

It was determined that the community are required to consider and make comment, if desired, on the proposed PAMP for each town. Maps are to be put on display as soon as possible.

03/1415 RECOMMENDED that written submissions be sought from the community on the proposed PAMP for each town and that the maps be displayed as soon as possible.

Cutts/Hill

- Suggestion made by Committee to label the main points of interest on all maps.
- It was explained to the Committee that the priority had yet to be set on the issues of existing paths and the cost of repairs had yet to be included.
- Suggestion made by Committee that the existing list of path issues be included in the next PAMP update.

The Committee reviewed and accepted the existing path issues as listed.

04/1415 RECOMMENDED that the existing path issues as listed in the PAMP for each town be accepted.

Hill/Cutts

The Committee recommended that each Councillor be given a copy of the PAMP.

GENERAL BUSINESS

Review of Draft PAMP Document

The Committee reviewed and accepted the Draft PAMP document, and agreed with Recommendations on page 10.

05/1415 RECOMMENDED that the Draft PAMP document, including Recommendations on page 10, be accepted.

Cutts/Hill

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

The following matters were raised without Resolution:

- Recommend an advert in local papers before 3 November 2014 advising residents the plans will be on display at the town meetings.

There being no further business the meeting closed at 12.50 pm.

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

.....
CHAIRPERSON

RECOMMENDATION

1. That Council accepts the Minutes of the Pedestrian Access Advisory Committee meeting held at Coolah on 22 October 2014.
2. That the proposed PAMP future path maps be accepted.
3. That written submissions be sought from the community on the proposed PAMP for each town and that the maps be displayed as soon as possible.
4. That the existing path issues as listed in the PAMP for each town be accepted.
5. That the Draft PAMP document, including Recommendations on page 10, be accepted.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 6 Minutes of Robertson Oval Advisory Committee Meeting – 15 October 2014

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

PRESENT: Cr Murray Coe (Chair), Mr Dale Hogden, Mrs Monica Foran, Mr Matthew Guan and Mr Kevin Tighe (Director Technical Services).

Mr Mark Yeo arrived at 5.50 pm.

APOLOGIES: Cr Chris Sullivan.

CONFIRMATION OF MINUTES

03/1415 RECOMMENDED that minutes of the Robertson Oval Advisory Committee meeting held on Wednesday, 20 August 2014 be accepted.

Hogden/Guan

BUSINESS ARISING FROM THE MINUTES

General discussion on the condition of toilets. Discussion on clubhouse and the need for change rooms.

The Committee was advised that a Club Grants funding application has been made.

AGENDA ITEMS

a) Review of Updated Plan Options for Robertson Oval

Members of the Committee reported very little feedback about the master plan that has been on display. Comments that were received were generally supportive of the plan.

04/1415 RECOMMENDED that the master plan as advertised for development of Robertson Oval be adopted, particularly in relation to location of proposed netball hard courts, and that detailed design and construction be undertaken in accordance with the plan **FURTHER** that the design of the proposed mound area be modified to include, where possible, tiered seating on the side facing the proposed netball courts.

Foran/Guan

It was noted that detailed design of the netball hard courts should include investigation of a 'rebound ace' surface.

GENERAL BUSINESS

Nil

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

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

The next meeting is to be held at the Robertson Oval Amenities Building, Dunedoo on Wednesday, 17 December 2014 commencing 5.00pm.

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CHAIRMAN

RECOMMENDATION

1. That Council accepts the Minutes of the Robertson Oval Advisory Committee meeting held at Dunedoo on 15 October 2014.
2. That the master plan as advertised for development of Robertson Oval be adopted, particularly in relation to location of proposed netball hard courts, and that detailed design and construction be undertaken in accordance with the plan **FURTHER** that the design of the proposed mound area be modified to include, where possible, tiered seating on the side facing the proposed netball courts.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 7 Minutes of the Finance and Projects Committee Meeting – 6 November 2014

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

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

APOLOGIES: Nil

ATTENDING: Liz Webster (PA to Director Corporate Services)

1. MINUTES

RECOMMENDATION

That the minutes of the Finance and Projects Committee meeting held on 13 August 2014 be accepted.

**Todd/R Sullivan
Carried**

2. BUSINESS ARISING

Nil

3. Financial Statements

Financial Statements have been audited and submitted to the Office of Local Government. Council's auditors requested that four significant amendments be made:

- Special Purpose Financial Statements to reflect Quarry as a separate business of Council;
- Changes to disclosures made to Note 27 Fair Value Measurement;
- Note 23 Events Occurring After the Reporting Date amended to reflect success in grant applications from the Cobbora Transition Fund;
- An adjustment of \$7k to recognise tax equivalent payments in the water/sewer funds.

All other changes were minor spelling and grammatical corrections. Paul Cornell from Forsyths (Council's external auditor) will be attending the November Council meeting. Councillors and Executive welcome to comment and ask questions. Sample questions to be emailed to Councillors by Acting Director of Corporate Services.

Action: Acting Director Corporate Services to email sample questions to Councillors prior to November Council Meeting.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

9:40am Director Technical Services Joined the meeting.

Various questions raised regarding reporting requirements such as amounts to be considered for inclusion in Note 23 - amounts are generally required to be equal or greater than 5% of total income/expenditure as amounts of lesser value are considered immaterial.

Roads are due to be re-valued this financial year question was raised if the valuation would be a desktop valuation or a field valuation. Acting Director Corporate Services advised meeting likely to be in the field, and an example was given of the building valuation where the consultant visited all council buildings and did an inspection and also completed a condition report.

Acting Director Corporate Services advised the meeting that depreciation bears a great influence on Council's financial statements which means depreciation should be considered closely when considering Fit for the Future requirements and Council's submission. The roads revaluation should help in firming up depreciation numbers for Council's road assets.

10:13am Cllr Victor Schmidt joined the meeting.

4. QBRs

- Acting Director Corporate Services introduced the report and format, advised the meeting new accounting system has simplified the process of the report preparation;
- Acting Director Corporate Services outlined the changes suggested which would amend the current deficit of \$672k to a surplus of \$6.161m on an accrual basis mostly due to the Cobbora Transition Fund grants. On an un-restricted cash basis the actual surplus is projected to be \$1k at year end although this surplus is partially due to the use of \$459k worth of restricted cash.

The General Manager mentioned that the Director of Technical Services had submitted 12 funding Expression of Interests for bridge works within the Shire.

Director Technical Services advised that one had been successful in progressing to the next stage. This application was for the replacement of Alison Bridge on MR55. Council discussed at length the benefit of replacing the bridge as very little of the 800/900 vehicles a day using the bridge would be residents/ratepayers of the Shire.

Director Technical Services advised the meeting that the bridge is in need of repair, if bridge repaired only it is expected to cost approximately \$1m, where as the total replacement for the bridge and road approaches is expected to be \$1.5m. The General Manager suggested that the Director Technical Services prepare a report on the status of the application and bridge condition and the forecast costs of the works

Action: Director Technical Services to report to Council the status on application and bridge condition and forecast costs to be incurred in works.

Question was raised with Director Technical Services regarding the expected/forecast road works on state roads to be completed and water availability. Director Technical Services advised major works were to be completed in the Mendooran area and water was expected to be available from the river in Mendooran.

Baradine Bridge has a total budget of \$250k to complete the works expected to amount to \$400k resulting in a shortfall of \$150k. The road is not an essentially busy road Council could consider constructing a sidetrack or other options.

Councillor Coe raised concerns about water rates, these issues are constantly under review.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

The Acting Director Corporate Services was questioned on how WSC rates compare with other Shires within our region.

Action: Acting Director Corporate Services to provide Councilors with a comparative rate report comparing WSC rates with those of other Shires.

11:22am Morning Tea

11:30am Meeting resumed

5. Fit For the Future

The General Manager advised attendees of the discussion held in Dubbo at the Rural Councils Fit for the Future Workshop. It was made clear during the discussion that financial considerations were not the only factor in the Fit for the Future requirements. Creating a community where people are engaged and the residents wish to live in was also important. The General Manager also stated that Council had taken a step in the right direction not keeping Centrelink agency as it had been noted that poorer Councils appeared in a lot of cases to be spending funds providing services previously provided by the State Government. The impact of cost shifting by other levels of government was also discussed.

The Acting Director Corporate Services explained that as part of Fit for the Future Council will need to prepare a roadmap for becoming Fit for the Future, taking account of the community's needs and future outlook. Consideration of scale and capacity will be the starting point, based on the Independent Panel's recommendations for each council. The Independent Panel's recommendations were for Warrumbungle Shire Council to remain as is, although this recommendation was based on a population for the shire greater than 10,000 which is no longer the case.

Acting Director Corporate Services outlined each of the proposed courses of action which could be undertaken by Council:

1. Separate Council but implement measures to become FFF
2. Discuss the possibility of amalgamations with neighboring Councils
3. Explore the possibility of becoming a "Rural Council under a JO"
4. Status Quo
5. Separate Council with boundary adjustment and implement measures to become FFF

Meeting discussed at length options and advantages and disadvantages of each option. Councilors were also asked to consider all options and forward any advantages or disadvantages following the meeting to the Acting Director Corporate Services.

1:30pm Cllr Ron Sullivan left the meeting.

NEXT MEETING: to be advised

MEETING CLOSED: 2:36pm

.....
CHAIRPERSON

RECOMMENDATION

That Council accepts the Minutes of the Finance and Projects Committee Meeting held on 6 November 2014 at Coolah.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 8 Minutes of Baradine Community Consultation Meeting – 3 November 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: Cllr Peter Shinton (Mayor), Cllr Gary Andrews, Cllr Anne Louise Capel, Cllr Fred Clancy, Cllr Denis Todd. Steve Loane (General Manager), Kevin Tighe (Director Technical Services), Leeanne Ryan (Director Development Services), Stefan Murru (Acting Director Corporate Services), Louise Johnson (Manager Children's & Community Services), Liz Cutts, Peter Hogben, Irene Worrell, Lauren Craig, Lorraine Condon, Janet Fitzgerald, R Kidley, Evelyn Hampton, Brenton Roiser, Patrick Lever, and Jennifer Ayoub

CHAIR: Steve Loane (General Manager)

APOLOGIES: Cllr Murray Coe (Deputy Mayor), Cllr Chris Sullivan, Cllr Ron Sullivan and Ted Hayman

CONFIRMATION OF MINUTES

RECOMMENDED: that the minutes of the Town Community Consultation Meeting Baradine, held on 24 March 2014 be accepted.

Liz Cutts/Irene Worrell

BUSINESS ARISING FROM PREVIOUS MINUTES

- None

AGENDA ITEMS

- **Australia Day Nominations**
Meeting advised that the nominations for Australia Day awards are now open. Nomination forms were distributed among those present.
- **Baradine Asbestos Issue Follow Up**
Meeting advised letters have been sent to the owner of the property. Council could consider cleaning up the block and then trying to re-coup the costs.
- **Request for New Rubbish Bin in Lions Park**
Following discussion Director Technical Services advised the meeting that there was no budget allocation for new bins but will investigate possibilities for funding new bins.
- **RV Friendly Town Sign Needed**
Director Technical Services to follow up further.
- **Public Toilet Sign Needed at Lions Park**
Direction signs required, Council to investigate.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

- **Culvert on Road Near Railway Bridge at Kenebri is Broken**
Director Technical Services advised the meeting that Council is aware of the issue and has plans in place to carry out repairs.
- **WSC Lighting Policy on Decorative Christmas Lights in Wellington Street**
Director Technical Services advised the meeting that Country Energy need to approve the lights display. Also the lights must be downward facing due to lighting requirements for Siding Spring Observatory. Council to provide all Community Development Coordinators with details of the new lighting consultant for the Observatory when available.
- **Update regarding Sewerage Pumping Station**
Following discussion, meeting advised by General Manager that Council recognises that it is a concern and Council to continue to monitor and liaise with residents.
- **Concerns in Regard to the State of the Baradine Road Following Road Improvements**
Council completed repair works to the shoulder of the road which has apparently resulted in problems with the road surface. Council will be sending patching truck to repair the surface of the road. As advised by Director Technical Services.
- **Shade for Baradine Pool**
Request made for shade structure over the pool for mothers possibly a colourbond structure
- **Use of WSC Council Meeting Room by Public**
Meeting advised TAFE had approached Council regarding use of Council Chamber on a weekend and had been advised the room was not available for use. The General Manager took the question on notice. (Current policy excludes use of room by public)

GENERAL BUSINESS

- **Television Reception**
Meeting advised of some residents difficulties in receiving adequate television reception. Responsibility falls with individual television stations and information pamphlets were handed out to all attendees.
- **Children on Scooters/Bikes**
Police, Youth Development officer and Road Safety Officer to work together with education program to be conducted in schools within the Shire,
- **Neilson Park in Coonabarabran**
Meeting was advised by the public that following the market day Neilson Park in Coonabarabran was a mess. Discussions were then held on Councils cleaning program for parks.
- **Worrigal Street Shoulder**
Request for Council to investigate the shoulder in Worrigal Street between Darling Street and the Railway line.
- **Street Trees**
Request for trees to be planted in the main street, Manager Urban Services to follow up.
- **Key Deposit for Pool**
To be raised with Council.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

- **Worrigal Creek Bridge – Aerodrome Road, main bridge over Baradine Creek.**
Project was given budget of \$250k but height requirement of the new bridge means that the expected cost of the project to be \$400k. Director Technical Services trying to work out a solution within budget and dimension requirements for the bridge.
- **Patrick Lever**
Request for movement of fence back 10m to his property at Councils cost. General Manager advised Mr Lever to put his request in writing.

MEETING CLOSED AT 4:10PM

RECOMMENDATION

That Council accept the minutes from the Baradine Community Consultation Meeting held on 3 November 2014.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 9 Minutes of Coonabarabran Community Consultation Meeting – 3 November 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: Cllr Peter Shinton (Mayor), Cllr Gary Andrews, Cllr Anne-Louise Capel, Cllr Fred Clancy, Cllr Denis Todd, Cllr Victor Schmidt, Steve Loane (General Manager), Stefan Murru (Acting Director Corporate Services), Leeanne Ryan (Director Development Services), Kevin Tighe, Louise Johnson (Manager Children's & Community Services), Fay Chapman, Lorraine Renneberg, Brenda Young, Stephen Turner, Julie Shinton, Aniello Iannuzzi and Rendle Hannah

CHAIR: Steve Loane (General Manager)

APOLOGIES: Cllr Murray Coe (Deputy Mayor), Cllr Chris Sullivan, Cllr Ron Sullivan, P Matherson,

CONFIRMATION OF MINUTES

RECOMMENDED: that the minutes of the Town Community Consultation Meeting Coonabarabran, held on 24 March 2014 be accepted.

Cllr Capel/Cllr Andrews

BUSINESS ARISING FROM PREVIOUS MINUTES

- None

AGENDA ITEMS

- **Australia Day Nominations**
Meeting advised Australia Day Nominations have opened for 2015 and all attendees at the meeting were provided with nomination forms.

GENERAL BUSINESS

- **Community Consultation Meetings and advertising**
Concerns meetings were not well advertised. Although advertised in paper Council could also consider using the following methods of advertising to better publicise meetings: Local Radio, Website but better promoted and Coonabarabran Facebook page.
- **Fairy Lights**
Chamber of Commerce wants to put lights up in the main street for Christmas, aware of lighting restrictions. Cllr Schmidt to look into acquiring more festive lights.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

- **Main Street Flags**
Events could contribute to cost of flags to be used at time of the events (e.g. Horse Expo) Chamber of Commerce could also contribute to the cost of flags. Could flags be budgeted for? Research to be undertaken in regard to main street trader's opinions. Banners along Highway not advisable.
- **Television Reception**
Meeting advised of some residents difficulties in receiving adequate television reception. Responsibility falls with individual television stations information pamphlets handed out to all attendees.
- **Coonabarabran High School International Food Festival**
Council to look into possibly publicising this event in future.
- **Key Deposit for Pool**
Council considering providing access to pools out of hours (keys to season ticket holders). Water Aerobics group to provide submission to Council on what would be suitable and workable.
- **Abattoir**
New applicant on the horizon, still in discussions. Appears to have building and supply of cattle. Still negotiating with the owner of the Abattoir.
- **Mobility Committee**
Mobility Committee working on PAMP. All towns assessed for repairs to existing footpaths and plan for extension of footpaths. Maps with existing footpaths with desired extensions. Draft plans to go before Council for consideration at November Meeting. Plan will then be put out for public comment.

Level of littering and social disorder around hospital has improved over last 2 years. Could the whole block be footpathed and rubbish bins installed. There is also broken glass which is a safety issue.

- **Health**
Recently no shortages of medical manpower however in 2015 there could be shortages.
Baradine - Stable
Coonabarabran - 3 Doctors possibly leaving or reducing hours
Dunedoo - Unstable
Coolah - Unstable

There were extra grants for medical services. Council could maybe apply for grants for health centres. Shire may be in a good position to do this.

In Coonabarabran could have a Logistic Centre providing Accommodation, Physio, Dental, Medical etc. Dunedoo could do the same. Current set up in Coolah and Baradine maybe ok due to MPS. Facilities are important in attracting people to an area.

Shire should look into getting District of Workforce Shortage Status across the whole Shire.

Services at Hospital being cut back as more items are being moved to Dubbo. Now Coonabarabran cannot do chemotherapy, deliver babies, or many items relating to children. This means number of nurses and other staff are decreasing.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

It was stated by an attendee that the Dunedoo practice is for sale, practice is working out of Council Building with subsidised lease. Council needs to be transparent and fair. General Manager mentioned no subsidy provided by Council.

- **Gutters near Acacia and Golden Sea Dragon Restaurant in John Street**
Clr Schmidt enquired when would works be taking place. Director Technical Services advised March to June 2015.

- **Riding for the Disabled, Cross Country Course**
What happens if we loose all the facilities due to what is happening?
General Manager advised all are separate entities there was some trouble with the Showground trust but now ok.

- **Coonabarabran Swimming Pool**
What plans are there for the pool?

No plans for major upgrades.

A grant for solar power and some other works around the toddler pool. Manager of Community and Children's Services advised grant application was put in with Swimming Club, application included hot showers.

Discussion on how much a heated 50m pool would cost, Director of Technical Services advises \$6M.

- **Fit for the Future**
General Manager discussed the new Fit for the Future Program

MEETING CLOSED AT 6:50 PM

RECOMMENDATION

That Council accept the minutes from the Coonabarabran Community Consultation Meeting held on 3 November 2014.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 10 Minutes of Binnaway Community Consultation Meeting – 4 November 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: Clr Peter Shinton (Mayor), Clr G Andrews, Clr Anne-Louise Capel, Clr Fred Clancy, Clr Denis Todd, Clr Victor Schmidt, Clr Chris Sullivan, Steve Loane (General Manager), Stefan Murru (Acting Director Corporate Services), Leeanne Ryan (Director Development Services), Kevin Tighe (Director Technical Services), Louise Johnson (Manager Children's & Community Services), Shane Bennett, Lyn Petheridge, Julie Mitchell, and Verena Burri

CHAIR: Steve Loane (General Manager)

APOLOGIES: Clr Murray Coe (Deputy Mayor), Fred Mortyne, Robin Mortyne, Clr Ron Sullivan
Clr Sullivan/Clr Andrews

CONFIRMATION OF MINUTES

RECOMMENDED: that the minutes of the Town Community Consultation Meeting Binnaway, held on 8 April 2014 be accepted.

Clr Todd/Clr Sullivan

BUSINESS ARISING FROM PREVIOUS MINUTES

- **Pedestrian Access Mobility Committee**
Mobility Committee working on PAMP. All towns assessed for repairs to existing footpaths and plan for extension of footpaths. Maps with existing footpaths with desired extensions. Draft plans to go before Council for consideration at November Meeting. Plan will then be put out for public comment.

Clr Andrews – missed footpath for Belinda Street to Caravan Park. Issue with kids walking on the road. Need footpaths up near police station to camping ground.
- **Mow Creek**
Tender awarded. Work to commence in January 2015, Bridge expected to be finalised by July 2015.
- **Trees Hanging Over Road**
Should residents call council when trees hanging over road? Yes, can call in and provide a land mark to make it easier for council to locate

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

- **Binnaway Sewer**

Council is currently doing a feasibility study into the Binnaway Sewer.

Concern was raised by some attendees about the level of community consultation and possible cost of the Binnaway Sewer Project. Director Technical Services explained that the Council is only carrying out a feasibility study which could be used as a starting point for possible funding applications if the residents of Binnaway decided that they would like to proceed with construction of a Sewer in Binnaway.

AGENDA ITEMS

- **Australia Day Nominations**

Meeting advised Australia Day Nominations have opened for 2015 and all attendees at the meeting were provided with nomination forms.

GENERAL BUSINESS

- **Shires Association**

Comments were raised in regards to what Council gets from the Shires Association. The General Manager mentioned Fit For the Future and what is happening as part of the Fit For the Future Program. The General Manager further explained what is happening in Shires Association and that membership helps council keep abreast of changes and exchange ideas with other Councils.

Clr Capel: Mentioned Council has not been recommended for amalgamation under Fit For the Future but that we do not meet some of the Fit For the Future ratios.

- **Attracting Businesses Agriculture and People to the Shire**

General Manager discussed the work done by Council to attract business to the Shire plus the importance of transport networks and Transport Oriented Development (TODD).

- **Abattoir**

New applicant on the horizon, still in discussions. Appears to have building and supply of cattle. Still negotiating with the owner of the Abattoir.

- **Volunteers Course**

Need to thank Council for putting Men's Shed volunteers through Volunteers Course.

MEETING CLOSED AT 6:25 PM

RECOMMENDATION

That Council accept the minutes from the Binnaway Community Consultation Meeting held on 4 November 2014 at Binnaway.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 11 Minutes of Mendooran Community Consultation Meeting – 5 November 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: Clr Peter Shinton (Mayor), Clr Murray Coe (Deputy Mayor) Clr Gary Andrews, Clr Anne-Louise Capel, Clr Fred Clancy, Clr V Schmidt, Clr Chris Sullivan, Steve Loane (General Manager), Stefan Murru (Acting Director Corporate Services), Kevin Tighe (Director Technical Services), Louise Johnston (Manager Children's & Community Services), Jenny Lloyd, Elizabeth Ascher, Michael Ascher, Rita Wright, Shirley Zabynech, Dennis Althofer, Bev Bush, Christine Bayley June Underwood, Sydney Sauls, Lynette Yeo, John Yeo, Pat Dries, Lesley Sauls, Helen Naef.

Chair: Steve Loane (General Manager)

APOLOGIES: Clr Denis Todd, Clr Ron Sullivan, Leeanne Ryan (Director Development Services), Phil McCormack, Judy Henderson

CONFIRMATION OF MINUTES

RECOMMENDED that the minutes of the Town Community Consultation Meeting Mendooran, held on April 2014 be accepted.

Clr. Sullivan/Clr Capel

BUSINESS ARISING FROM PREVIOUS MINUTES

- **Park Toilets**
Update on progress, order written to, contractor expected to finish work before Christmas.
- **Mendooran Hotel**
Site inspected by Environmental Health Officer definite problems
- **Roaming Dogs**
Complaint regarding roaming dogs, had been reported to police – Director Development Services contacted police after the last Community Consultation Meeting. Police advised any reports they had received had been referred to Council. Rangers were deployed to undertake additional patrols in the town at the time. No further complaints received at this stage
- **Water Pressure Issue**
It was mentioned that the water pressure has improved

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

AGENDA ITEMS

- **Australia Day Nominations**
Meeting advised Australia Day Nominations have opened for 2015 and all attendees at the meeting were provided with nomination forms.
- **Kerbside Cleanup**
Meeting Advised Clean up day will be held again this year and is on the list to be organised by Environmental Health Officer (EHO). Problems were faced last year with collection staff needing to double back to collect rubbish placed out after the initial collection had occurred – led to increased costs for the collection overall. This year to limit costs and prevent doubling back we are looking at a system whereby residents book a collection with Council if they have large kerbside items. If not booked, then won't be collected.
- **Issues with communication**
Communication going forward to include Mendooran Pride, Community Noticeboard, school newsletter and Council's website.

GENERAL BUSINESS

- **Emailing of Minutes and Agendas**
Email to be sent of Minutes and Agenda to those who supply their email addresses.
- **Fit For the Future**
General Manager discussed the new Fit for the Future Program.
- **Bandulla St Roadworks**
RMS engaging Council to do widening works, between Campbell and Cobbora Streets, 1km of widening works was advertised by RMS in the Coonabarabran Times. Widening will make the road more conducive to people in a wheel chair
- **PAMP**
Mobility Committee working on PAMP. All towns assessed for repairs to existing footpaths and plan for extension of footpaths. Maps with existing footpaths with desired extensions. Draft plans to go before Council for consideration at November Meeting. Plan will then be put out for public comment. Details to be posted on the Community Noticeboard and Councils website.
- **Cobbora Road Name Change**
Concern was raised about the possible cost plus confusion of the suggested name change of Cobbora Road

Director Technical Services explained the process a change in road name and that Council resolved to have the suggest change put up for submissions. Council will reconsider the change in the November meeting post collation of all submissions.

Clr Coe explained road in Wellington Shire also called Cobbora Road. Issue of confusion with emergency services in regard to the road. Issue of problems with freight too. The General Manager reminded members of the public that they can attend the Council meeting.
- **Rates Notice Issue**
An issue with a rates notice going to the wrong address was raised. Details provided to Council for further investigation

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

- **Homecare**
Resident pays homecare to do nature strips. Nobody cuts nature strips. Council does not mow Brambil Street. Director Technical Services to investigate.
- **6a Bundulla Street**
Asphalt all bumpy each time truck passes everybody hears it. Council to inspect Road Surface.
- **Tree Limb Over the Footpath**
Need to bend down to walk under it. Council to attend to this.
- **Recycle Bin**
A new resident who asked for a recycle bin was told to go to Coonabarabran to collect. Why can't Council deliver bin? General Manager advised should be able to organise Council to have it delivered.
- **Barking Dogs**
Complaint about dogs barking.
General Manager advised this is a common complaint call and to lodge complaint with Council. Details of complaint were also taken down at the meeting.
- **Water Alert**
Boil water alert, what is happening?
Yes the boil water alert was lifted. In future Council will send details of water status to the Post Office.
- **Lighting for Rest Stop**
What is happening?
General Manager advised meeting Contactor has been engaged.
- **Dubbo Road Sign**
Discussed in Traffic Committee Meeting. They decided against it.
- **Town Mowing**
There is a mowing schedule. Director Technical Services advised mowing is completed as required and within budget constraints. If there is a section not being mowed please let Council know.
- **Manusu Drive**
Issue with trees and grass blocking view of Forrest road. Director of Technical Services mentioned that it was mowed frequently.
- **Street Lighting Program**
Is there a program to put in streetlights? Director Technical Services advised meeting that there is a program of one street light per year. General Manager mentioned new Solar Light Program.
- **Dips**
Issues with Bramble, Cobbora and School Streets, need signage.

Meeting Closed 6:36PM

RECOMMENDATION

That Council accept the minutes from the Mendooran Community Consultation Meeting held on 5 November 2014.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 12 Minutes of Warrumbungle Cobbora Transition Fund Committee Meeting – 22 October 2014

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

Present: A Stuart, S Loane, W Hill, K Rose, M Warren, Cr Coe (chair), S Dent, Cr C Sullivan, T Fergusson, S Stoddard

Attending: A Parker, C White

Guest: P Campbell

Apologies: S Russell, Cr Capel, K Westerman

Sullivan/Campbell

Agenda Items:

1. Terms of Reference - amendment to the Terms of Reference was noted for section 4 part B, noting that the Duties described are for Secretariat staff only, and does not include the Staff Officer. Reference to the Staff Officer to be removed. The 355 Committee is purely an advisory committee to Council.
2. RNSW333 Recreational Sporting and Cultural Facilities Improvement Project, Dunedoo Region
 - a. \$850,000 allocated across Jubilee Hall and the MPS. Costings presented for MPS to include disabled ramp, disabled WC, replacement of Air Conditioner and paint/repairs. Working group has recommended to set aside \$100,000 to enable application to the NSW Public Library Infrastructure Grant 2014-2015 for additional funds for library upgrade. Discussion on the relocation of the museum if library floor area is to be expanded into secure display cabinets throughout the MPS. Jubilee Hall to include WC upgrade, fire egress doors, commercial kitchen, coolroom, sound deadening/light/insulation curtains, and paint/repairs. Additional upgrades are on the wish list, pending future access to further funding, and includes floor sanding and operative walls or heavy curtains to separate the supper room from the main hall. Request to explore solar rebate opportunities.
 - b. \$50,000 allocated to Mendooran Tennis Courts. Finalising quotes to complete repair works to court surface, including installing a barrier to tree roots to prevent future damage.
 - c. \$100,000 Dunedoo Tennis Courts quotes to be confirmed to install HotShots Courts with potentially a synthetic grass surface on the existing asphalt surface courts.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

3. RNSW295 Dunedoo District Infrastructure Revitalisation

- a. Robertson Oval - Master plan has been on public exhibition. The Robertson Oval 355 Committee reports directly to Council, and is not subordinate to the Warrumbungle Cobbora Transition Fund Committee. Recommended to progress with construction of the two hard surface netball courts with lighting as per DDIR funding. Further, it is proposed for two grass netball courts to be relocated to the southern side of the hard surface netball courts and a modified viewing mound as an amendment to the Master Plan.
- b. Milling Park - new amenities facilities to be located opposite Merryogen Street with the allocated \$150,000, and installation of nearby play equipment allocated \$89,000.
- c. RV Parking site - \$155,000 allocated for RV Parking. Silo site not available for purchase by Council, however an MOU may be developed for road access with the site owner for RV vehicles only. \$2,500 allocated to a RV dump site and locations discussed included the showground, Jubilee Hall and Milling Park adjacent to the proposed RV Parking area.

Recommendation: The RV Parking and Dump Point to be located at the Jubilee Hall as considered more suitable site given change of ownership to the silo site.

Warren/Stuart
Motion Carried

- d. Heavy Vehicle Parking - Entrance on western end to be realigned and opened up to facilitate easier heavy vehicle access. The HV parking area to be resurfaced and edges repaired with \$422,000 allocated. Railcorp have been contacted to request installation of a fence along the railway line. RMS have not supported the additional funds of \$560,000 for the upgrade of the Heavy Vehicle parking area in their current funding round. M Hensley to forward a safety plan to Council staff.
- e. Bolaro St upgrades - Plan for upgrades including blisters and pedestrian safety points with landscaped gardens to be on public exhibition in November. Allocation of \$390,000.
- f. Dunedoo Bowling Club - solar, irrigation and new kitchen works \$93,000
- g. Dunedoo Sports Club - solar, internal walls and new BBQ area \$67,500

4. RNSW300 Mendooran Multipurpose Centre - Crown Lands DA has been lodged.

5. RNSW324 Three Rivers Recreation Grounds Upgrade - DA has been processed by Crown Lands and now forwarded to Council.

6. RNSW290 Three Rivers Regional Retirement Community and Learning Centre – an aboriginal land claim is on both lots on the site. Council has applied to Aboriginal Land Claims and approached the Minister to expel the claim. Expected to take up until April 2015 for the application to be processed. Working group members have been asked to provide specifications for scope of design to be developed for tender. Suggestions to be forwarded to Working Group committee, with next meeting on 11 November at 3pm.

7. Meeting Dates/Time – to be held on Tuesdays during the off-week of livestock sales.

Next meeting 4:30pm on 18 November at Dunedoo MPS

Meeting Closed 9.00pm

RECOMMENDATION

That Council accept the minutes from the Warrumbungle Cobbora Transition Fund Committee Meeting held on 22 October at Dunedoo.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 13 Reactivating the Health Advisory Committee

Notices of Motion

Reactivating the Health Advisory Committee

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

“That the Warrumbungle Shire Council considers reactivating the Health Advisory Committee”.

Support

Following a number of concerns expressed by one of the local General Practitioners in Coonabarabran about the medical service needs of the Shire at the last Coonabarabran Town meeting this committee needs to be reactivated in order to advise the Health Councils of assistance available through Government and also be aware of services being lost to the community.

I have been a member of the Baradine Health Council for 14 years and have seen our services gradually eroded and removed from our hospitals with very little regard for local needs. It is a real probability that even more services are to be cut in the coming future with small Multi Purpose Service hospitals being downgraded to Nursing Homes resulting in a serious loss of employment to the community.

Residents are already having to travel large distances for treatment especially if there is no GP on duty over the weekend and this is causing distress to the families involved and incurring a lot of expense to have to travel to the larger cities for specialist consultations and appointments.

The elected Warrumbungle Shire Council Health Advisory committee is Councillors Clancy, Chris Sullivan, Capel and myself, Denis Todd.

**CR TODD
COUNCILLOR**

RECOMMENDATION

For Council's consideration.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 14 Australian and Indigenous Flags

Notices of Motion

Australian and Indigenous Flags

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

“That the Australian and Indigenous flags, currently located on the footpath in John Street, be relocated permanently to the existing flag poles located above the entry to the Council building”.

Support

I believe whilst this matter has been discussed previously, the decision taken does not acknowledge the wishes of our R.S.L fraternity nor many community members. This adjustment to our displaying of the Flags does not appear to raise any protocol concerns nor does it impact persons involved in the day to day operation, of raising and lowering the flags. In fact should illumination of Flags be provided, the need for the Flags to be taken down overnight is negated.

**CR CLANCY
COUNCILLOR**

RECOMMENDATION

For Council's consideration.

Comment from Council's Building Inspector: The old flagpoles pose a number of WHS risks such as height for flag bearer; fatigue of poles, cables and weights and proximity to electrical cables. It is very difficult for the flags to be removed in windy conditions as the flags become entangled around the main 240V power cables from an adjoining building. The flags have been replaced on three occasions due to being damaged. It does not need to be very windy for the flags to get caught – the wind from a passing truck is sufficient. It is recommended that the old flag poles not be utilised due to WHS concerns.

The new flagpoles could be relocated from the corner of the footpath to the front of the entrance doors of the Council Administration Building in John Street, estimated cost to be around \$5,000 to undertake these works.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 15 Sealing the All Weather Road north of Dunedoo

Notices of Motion

Sealing the All Weather Road north of Dunedoo

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

"That a report be brought back to Council for costing and action of sealing (or part as finance allows) on the all weather road north of Dunedoo. The road is short cut that by passes the town, 2km north of Dunedoo, linking the Castlereagh Highway/Digilah Road. For this reason it has high traffic movements".

Support

The road has a higher use of traffic in/out of town when the hospital crossing is closed due to flooding (maybe January 2013 was last time).

Sealing of the road would eliminate dust that effects the property 'Martindale' whose residence pool etc are adjacent to road.

Over the years various local organisations have used the linking of all 3 roads of this circuit for fund raising with bike riding and walk-a-thons.

**CR C SULLIVAN
COUNCILLOR**

RECOMMENDATION

For Council's consideration.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 16 Orana Arts

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

Reason for Report

To report on the outcomes of the Orana Arts Inc. Meeting held on 12 September 2014 at the Council Chambers, Narromine.

Summary of Meeting Outcomes

Board Meeting abandoned at 10.40 due to no quorum as was last meeting in June.

Working party meeting commenced at 10.40.

Agreement was made to discuss the board papers as a working party and present flying minutes as required to the entire OA Board for endorsement.

- Recommendations for the June meeting would be ratified at this working party for action.
- Any recommendations from the September meeting to be ratified at this meeting and endorsed by all board members via email to the Executive Officer for authorisation by Friday, 19th September.

June Board Papers:

Ratified:

OA Chair, Les Lambert and Board Member, Virginia Handmer will be representing OA Board at the Regional Arts Australia conference in Kalgoorlie with funding assistance from RANSW.

Increase of EO/RADO's salary reflecting favourable performance of review and increase in wage.

September Papers:

Recommendation of Board Policies by adoption of policies by Board:

Recommendation and endorsement of Yvonne Muyumabi as community member for CASP assessment panel.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

The Chair, Les Lambert and Anne-Louise Capel to be on the assessment panel for CASP. Date for assessment 8th October 2014.

Recommendation: to withdraw from the partnership of Boori group.

Noted in this meeting, the December agenda item will include a constitution review for the AGM in March 2015.

A letter from OA board addressing the ABS is to be sent to relevant members of parliament.

At Kalgoorlie, Dubbo was announced as host city of the 2016 Regional Arts Australia Conference.

Options

Nil

Financial Considerations

Nil

RECOMMENDATION

That Council notes the meeting of Orana Arts Board from Councillor Capel.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 17 Association of Mining Related Council

Division:	Governance
Management Area:	Executive Services
Author:	Executive Assistant – Melissa Bennett
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

The purpose of this report is to inform Council that Mayor Peter Shinton has been elected chairman of the Association of Mining Related Council.

Background

At the annual general meeting for the Association of Mining Related Councils held in Cessnock on 7 November 2014, Mayor Peter Shinton was elected as chairman for the association. Mayor Shinton, having served on the executive board for two (2) years, was elected chairman following a two year term of Mayor Col Mitchell of Wollondilly Council.

Issues

The Association's mission is to advocate on behalf of members and their communities on mining related issues and to ensure that mining activity is conducted in accordance with the principles of Ecologically Sustainable Development.

The Association of Mining Related Councils represents 24 councils across NSW that are affected by mining developments.

Further information on the Association of Mining Related Councils can be located at <http://miningrelatedcouncils.asn.au/>.

Options

WSC has been a member of Mining Related Council for the past five (5) years. Mayor Shinton is a current delegate on this committee and being elected as chairman provides the opportunity to raise the profile of Warrumbungle Shire Council.

Financial Considerations

All expenses incurred for the chairman of the board are paid by the association.

RECOMMENDATION

For Councils information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 18 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 October 2014 Council meeting, Council resolved (115/1415) the nominations and terms of reference for the Warrumbungle Cobbora Transition Fund Committee.

Issues

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.

Community membership is to be revised for the 355 committee, and it is requested that Ken Westerman's position on the committee be replaced with Peter Campbell.

Updates on projects follow:

- RNSW333 Jubilee Hall/MPS – a design architect will be engaged to draw up plans
- RNSW333 Dunedoo Tennis Club – revised quotes to be confirmed
- RNSW333 Mendooran Tennis Club – revised quotes to be confirmed, including tree root barrier

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

- RNSW295 Robertson Oval – Master Plan was on public exhibition in October, and recommendation from Robertson Oval 355 committee to commence construction of hardcourt netball courts, estimated to be in February/March 2015.
- RNSW295 Bolaro Street – concept plans to be on exhibition from mid November with the aim of improving pedestrian safety and streetscape beautification.
- RNSW295 Heavy Vehicle Parking – reseal of site incorporating edging and upgrade to western entrance off Bolaro Street to be completed, and awaiting for further correspondence from RMS regarding additional funding to undertake further improvements to the site.
- RNSW295 RV Parking – alternate sites being considered following private sale of the Graincorp Silo site that was originally proposed for RV Parking development
- RNSW295 Milling Park – new amenities and playground to be designed
- RNSW295 Dunedoo Bowling Club – revised quotes to be confirmed for roof painter and irrigation. Solar panel quote confirmed.
- RNSW295 Dunedoo Sports Club – revised quotes to be confirmed for Operable Wall. Solar Panel quote confirmed.
- RNSW290 Three Rivers Retirement Community – specifications to be finalised early December for preparation of design tender documents.
- RNSW300 Mendooran Showground – DA application being processed by Council
- RNSW324 Coolah Recreation Ground – DA application being processed by Council, road entrance upgrade and drainage works completed.

Monthly online reporting to INSW has been completed as required, detailing progress of each project as per the timeline, procurement, risk management and cashflow details executed with the Funding Deeds.

Options

Nil

Financial Considerations

Invoices totalling \$45,263 GST exclusive have been forwarded to INSW for the following project works:

- RNSW324 – Coolah Recreation Grounds road entrance upgrade and shed deposit
- RNSW333 – design works for Jubilee Hall/MPS
- RNSW295 – Dunedoo Bowling Club solar panels

Payment of invoices is pending confirmation by NSW Treasury.

RECOMMENDATION

Council note the Cobbora Transition Fund projects update, and endorse the change of one (1) community representative for the Warrumbungle Cobbora Transition Committee as: Replace Ken Westerman with Peter Campbell.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 19 Council Meeting Public Forum Policy

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

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 the obligations and rights when addressing the Council Meeting in the Public Forum. The draft policy was presented to the October 2014 Council Meeting for consideration and recommendation. An active discussion on this matter was held with contributions from Councillors. No resolution was made and it was requested that a Final draft Policy with amendments be brought back to November Council meeting.

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 Service 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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Options

The revised policy follows for consideration and the items that require Council feedback and agreement are numbered the same within the Policy for easy reference as follows.

1. *Members of the public wishing to address a Council meeting must complete an Agreement form and sign on the day*
2. *All requests must be received by the General Manager by 4.00pm on the Tuesday afternoon prior to the monthly meeting.*
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 at the Mayor's discretion plus question time.

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.*
7. *Information is permitted to be circulated at the meeting.*
8. *At discretion of the Mayor the matter may be dealt with by Mayoral Minute or notice of motion for report to be brought back for consideration*

Financial Considerations

There is no cost to Council implementing this Policy.

RECOMMENDATION

That Council approves the following Final Draft Council Meeting Public Forum Policy with those amendments to items 1 to 8 within the Policy statement.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

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.

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

1. *Members of the public wishing to address a Council meeting must complete an Agreement form and sign on the day*
2. *All requests 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 at the Mayor's discretion plus question time.

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.*
7. *Information is permitted to be circulated at the meeting.*
8. *At discretion of the Mayor the matter may be dealt with by Mayoral Minute or notice of motion for report to be brought back for consideration*

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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

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		

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Public Forum Speaker 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.
- 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)

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 20 Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors

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

Reason for Report

To seek Council endorsement of the amended Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors.

Background

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

Issues

Council must give public notice of the intention to adopt a policy before they annually adopt the policy, even if the policy is not amended or the amendments are not substantial.

This draft Policy was considered at the September 2014 meeting with Council placing the draft Policy on public exhibition (**Resolution 101/1415**).

Options

Council placed the amended Policy on public exhibition for a period of 28 days seeking public submissions by 4.00pm on 28 October 2014. No submissions were received from the public as a consequence of the exhibition and the Policy is submitted for consideration and endorsement.

Financial Considerations


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

RECOMMENDATION

That Council endorse the following amended Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

 warrumbungle SHIRE COUNCIL	Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors
	Strategic

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

Part 1 - INTRODUCTION

Title and Commencement of the Policy

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

Purpose of the Policy

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

Objectives and Coverage of the Policy

The objectives of this Policy are to:

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

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

Basis of this Policy

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

Local Government Act 1993

• 252 Payment of expenses and provision of facilities

- (1) *Within 5 months after the end of each year, a council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.*
- (2) *The policy may provide for fees payable under this Division to be reduced by an amount representing the private benefit to the mayor or a councillor of a facility provided by the council to the mayor or councillor.*

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

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

Part 2 - PAYMENT OF EXPENSES

Allowances and expenses

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

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

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

2.1 Establishment of Monetary Limits and Standards

This policy identifies and publishes monetary limits and standards applicable to the payment of various expenses to Councillors. This allows members of the public to know the expected cost of providing services to Councillors and to make comment during the

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

public consultation phase of making or amending the policy. It also avoids the situation where Councillors incur expenditure that is unforeseen or considered unreasonable by other Councillors and the public.

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

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

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

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

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

The limits will be applied as follows:

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

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

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

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

2.2 Requirement for receipts

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

2.3 Payment of Reimbursed claims

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

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

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

2.4 Accommodation and meal expenses

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

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

2.5 Incidental Expenses

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

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

2.6 Payment of expenses for spouses, partners and accompanying persons

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

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

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

2.7 Payments in advance

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

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

2.8 Approval arrangements

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

2.9 Attendance at seminars and conferences

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

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

- Annual conference of the Local Government NSW (Three (3) Councillors and General Manager)
- Roads Congress (Two (2) Councillors and General Manager)
- OROC meetings
- Country Mayor's Association meetings
- Mining Related Councils (Mayor and General Manager)

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

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

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

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

2.10 Registration fees

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

2.11 Travel Expenses

Council will meet all reasonable costs of transportation to and from conferences and seminars when they are not included in the conference fees. Councillors are entitled to use Taxis provided that the cost of a single trip does not exceed \$100 (including GST) unless approval is granted by the General Manager in exceptional circumstances. All travel by councillors should be undertaken by utilising the most direct route and the most practicable and economical mode of transport subject to any personal medical considerations.

Travel arrangements can include the use of a private vehicle, public transport, taxis, or travel using a council vehicle. Costs associated with parking fees and road tolls will be

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

refunded on production of a receipt. The driver is personally responsible for all traffic or parking fines incurred while travelling in private or council vehicles on council business.

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

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

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

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

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

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

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

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

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

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

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

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

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

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

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

2.12 Attendance at dinners and other non-council functions

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

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

2.13 Gifts

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

2.14 Training and Educational expenses

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

2.15 Telephone and internet expenses

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

2.16 Mobile telephone

Council shall meet the cost of a mobile telephone for the Mayor, for which Council shall pay rental and 100% of metered calls charged against that service, to a limit of \$205 per month for Council business calls and \$20 per month for incidental personal calls, provided that the number is available to be given out for general public information.

2.17 iPads

Council shall meet the cost of providing and maintaining a mobile iPad device costs of communication via computer OR provision of an iPad with internet connectivity.

2.18 Insurance Provisions

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

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

2.19 Legal Expenses and Obligations

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

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

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

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

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

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

2.20 Special requirements of Councillors – Care and Other Related Expenses

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

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

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

Part 3 – PROVISION OF FACILITIES

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

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

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

3.1 Mayoral Expenses, Facilities, Equipment and Services

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

- a) Provision of a Council vehicle for appropriate use by the Mayor to carry out his duties as Mayor. Council to meet all costs associated with the provision of the vehicle. The Mayor will have no right of private use of this vehicle with the exception that he may use the vehicle for limited private use travel within the Shire only when attending different functions on the same day.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

- b) Secretarial services relating to the discharge of his/her civic functions, including use of official stationery, writing pads, pens, diaries, folders and postage of official correspondence.
- c) Administrative assistance associated with civic functions, meetings and the like.
- d) Office refreshments
- e) Supply of Name Badges, Business Cards, Diaries and Attaché Case.

3.2 Elected Members – Facilities, Equipment and Services

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

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

3.3 Bluetts Handbook

Provide all Councillors with a copy after their election.

3.4 Policies

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

Part 4 – OTHER MATTERS

4.1 Acquisition and return of equipment and facilities by Councillors

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

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

4.2 Status of the Policy

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

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

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Appendix A

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

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

POLICY DOCUMENT CONTROL:

Policy		Resolution	Date
Payment of Expenses Policy	Endorsed	233	16 June 2005
Payment of Expenses Policy	Amendment	49	18 August 2005
Payment of Expenses Policy	Amendment	393	18 May 2006
Payment of Expenses Policy	New Policy endorsed	199	17 December 2009
Payment of Expenses Policy	Revised Version	123	21 October 2010
Payment of Expenses Policy	Revised Version	181/1112	24 November 2011
Payment of Expenses Policy	Revised Version – 4	235/1213	21 February 2013
Payment of Expenses Policy	Revised Version – 5	168/1314	21 November 2013
Payment of Expenses Policy	Revised Version – 6	**/1415	20 November 2014

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 21 2013/14 Annual Report

Division:	Executive Services
Management Area:	General Manager
Author:	Administration Officer – Carol Nasmith
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan.

Reason for Report

To present to Council Warrumbungle Shire Council's 2013/14 Annual Report.

Background

Per s428 of the Local Government Act (1993), within 5 months after the end of each year Council must prepare an Annual Report for that year reporting as to its achievements in implementing its Delivery Program and the effectiveness of the principal activities undertaken in achieving the objectives at which those principal activities are directed.

The Annual Report is in effect a review of Council's performance for the previous financial year. The 2013/14 Annual Report covers the period 1 July 2013 to 30 June 2014.

Issues

A copy of Council's Annual Report must be posted on the Council's website and provided to the Minister for Local Government via the Office of Local Government (OLG). The 2013/14 Annual Report has been prepared and is submitted for Council's information under separate cover.

Options

Council must provide the endorsed Annual Report to the Minister by 30 November 2014.

Financial Considerations

Nil

RECOMMENDATION

That Council note the contents of the 2013/14 Annual Report and that the report be submitted to the Minister for Local Government.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 22 Council Resolutions Report November 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 October 2014. This report is attached under separate cover. Items completed are noted then deleted from the report in the following month.

Background

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

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

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

Issues

This feedback is provided to Council for information purposes.

Options

Nil

Financial Considerations

Nil

RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 23 Brick Bats and Bouquets

Division:	Executive Services
Management Area:	Executive Services
Author:	Executive Assistant to General Manager – Melissa Bennett
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI2.1 Ensure the long-term provision and retention of high quality services for our community

Reason for Report

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

Background

Nil

Issues

Nil

Options

Nil

Financial Considerations

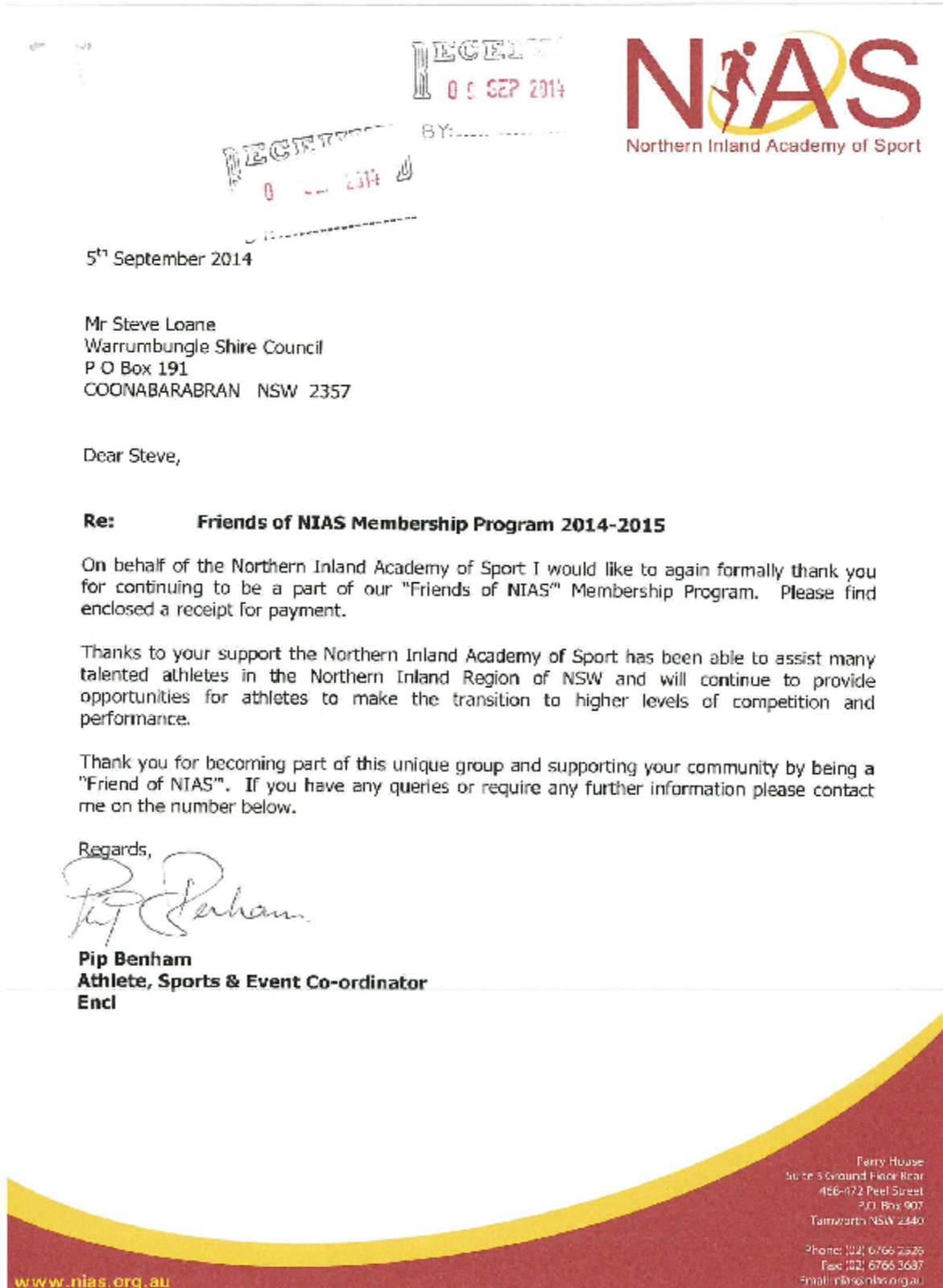
Nil

RECOMMENDATION

For Councils information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014



WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014



10 September 2014

Mr Harold Sutton
Coonabarabran Shire Council
COONABARABRAN NSW 2357

Dear Harold,

On behalf of the Coonabarabran Junior Rugby League and Netball Club, I would like to express our sincerest gratitude to you and your staff for all your support to help our club for the 2014 season. Our committee unanimously thought that you and your team should be recognised and thanked.

Yours sincerely,

WENDY WILLOUGHBY
Secretary
CJRLNC

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014



Coonabarabran High School

PO Box 3
Newell Highway
COONABARABRAN NSW 2357

Telephone: (02) 6842 1099
Facsimile: (02) 6842 2267
ABN: 20 447 655 023

Email: coonabarab-h.school@det.nsw.edu.au

RECEIVED
23 SEP 2014

BY:.....

17th September 2014

Dear Steve,

Thank you, for all you brought to our Indigenous Art Program and NAIDOC Day Celebrations. Your expertise and patience with the students was greatly appreciated. The students were so proud of the finished product. Please accept this certificate as an expression of our appreciation for all your hard work.

Yours sincerely,

Gail Kenny
Aboriginal Studies Coordinator

Alison Stanton
Aboriginal Education Officer

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014



Coonabarabran High School

2014

Presented to

Mr Steve Magee

In appreciation of your support for the Indigenous Art Workshop
and NAIDOC Day celebrations


Mel Johnston, Principal

18/09/2014
Date

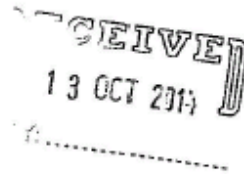
WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Talbragar Broadcasters Incorporated **Three Rivers FM 95.3 & 96.1**

8th October 2014

The General Manager
Warrumbungle Shire Council
PO Box 191
COONABARABRAN NSW 2357



Dear Sir

This letter is to sincerely thank the Warrumbungle Shire Council for the recent donation to Talbragar Broadcasters Inc. for the cost of the Transmitter installation. This donation was very much appreciated by all of us associated with the radio station.

Regards

A handwritten signature in cursive script that reads "Jenny Tunks". The signature is written in black ink and is positioned above the typed name and contact information.

Jenny Tunks
Secretary Talbragar Broadcasters Inc.
tunkselong@harboursat.com.au

ABN 63 151 690 638

Three Rivers FM 95.3 & 96.1

Phone Dunedoo 6375 1015 Coolah 6377 1654 - Fax 6375 1086

PO Box 1000 Dunedoo NSW 2844

Email talbrag@bigpond.net.au

Serving Dunedoo, Coolah, Mendooran & Elong Elong with A 24 Hour Community Radio

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014



WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

19 Drumm St.,
Coolah 2843.
26-9-2014.

The General Manager,
Warrumbungle Shire,
Dear Sir,

I would like to bring to
your attention the work that
Carl Price has done in the Coolah
Cemetery. It is always mowed &
tidy.

Yours faithfully,
Margaret Staniford

RECEIVED
3 - OCT 2014

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Coonabarabran public toilets

From : Katrina Makim 'Katrina.Makim@mpsc.nsw.gov.au'
To : Records Officer 'info@warrumbungle.nsw.gov.au';
Sent : 16 September 2014 10:46:55

To whom it may concern

I just wanted to drop a quick email to say that whenever we travel through Coonabarabran, the public areas / parks and toilets are always very clean and well looked after.

We travel from near Goondiwindi to Orange regularly and always know that we have a nice spot to stop along the way.

As a member of a community (and another Council) further north west, I think it is a great reflection on your Council and Community to take such pride in your public areas. I hope you can pass this on to the relevant area/s.

All the best.

Kind regards

Katrina Makim
Executive Assistant - Engineering

T 02 6757 3265 F 02 6751 1512

Moree Plains Shire Council
PO Box 420 (Level 2, 30 Heber Street)
MOREE NSW 2400
Fax: (02) 6752 3934
council@mpsc.nsw.gov.au
www.mpsc.nsw.gov.au
www.facebook.com/MoreePlainsShireCouncil

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 24 Report from Human Resources – November 2014

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

Reason for Report

This report is to inform Council of activities undertaken by the Human Resources Branch 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 and Workplace Health and Safety. Since the last Council Meeting in October 2014 the following positions have been advertised either internally or externally:

- Manager Regulatory Services – External
- Acting Manager Regulatory Services – Internal
- Manager Urban Services – Temporary relief
- Director Corporate Services – External
- 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
- Grader Operator – Coonabarabran
- Pool Lifeguards – Casual

Positions filled to date:

- Acting Manager Regulatory Services – Internal
- Pool Lifeguards

All other positions advertised are currently undergoing the interview and selection process.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Resignations

There have been no resignations this month.

Issues

HR continues to work towards filling all positions left vacant with some positions requiring to be re advertised due to lack of suitably qualified and experienced staff.

Financial Considerations

Costs involved in advertising positions more than once.

LEARNING AND DEVELOPMENT

Urban Services staff and Pool operators have undergone training in Chemical Safety. The training was for staff that operates or conducts maintenance on equipment or processes that involves the use of or may involve contact with chemicals in the work place. Participants will receive a Certificate of Competency from Orica (Australia Pty Ltd).

Technical Services staff, who were involved with the fighting of the Wambelong Bushfires in 2013 took part in a Quest for Life workshop on the 31st October. The workshop was provided by the Warrumbungle Shire Council Mayor's Bushfire Appeal and NSW Health and was part of Council's staff welfare programme. Topics for discussion included:

- How to build resilience in the face of trauma and challenge
- The importance of self-care and how to incorporate into daily life, and
- How to incorporate stress relief into daily life through easy deep relaxation

Also in October the Ministry of Police and Emergency Services conducted Emergency Management Training in Council's training room. The training was facilitated by Stuart Davies, Region Emergency Management Officer, Central West Region for NSW Police.

WORKPLACE HEALTH AND SAFETY

Claims review was undertaken with StateCover with their advice that Council is moving in a positive direction with claims. Human Resources is currently working on a noise survey for all plant which is a requirement under current legislation, this is a huge task as every item of plant must be tested and a risk assessment carried out.

Workplace Health and Safety is currently working on developing an incident register in Authority to track control measures.

Workers Compensation and Incidents:

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

All incidents have been investigated and control measures implemented.

RECOMMENDATION

For Council's information

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 25 Fourth Quarterly Staff Achievement Award

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

Reason for Report

To present to Council the nominations for the Fourth Quarter Staff Achievement Award.

Background

2013/14 Quarterly Staff Achievement Award

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

Applications for the 2013/14 Third Quarterly Warrumbungle Shire Employee Excellence in Achievement Award closed on June 30, 2014. Previous recipient of the Third Quarterly Award was Mandy Sulter – Community Services.

Issues

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

Individual Nominations

Tyson Galvin – Customer Service Officer (3rd quarter nomination)
Dawn Keirle – Visitor Information Officer (3rd quarter nomination)
Mandy Salter – Community Services (3rd quarter nomination and winner)
Erin Player – Administration
Phil Hensby – Urban Services
Kelly Dewar – Development Services
Jo Isedale – Yuluwirri Kids
James O'Malley – Concrete Crew Coolah

The MANEX team considered all nominations and agreed on the winner of the Fourth Quarterly Employee Excellence in Achievement Award to go to Erin Player.

Team Nominations

Finance Team – (3rd quarter nomination)
Creditors Team
OOSH Team

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Coolah Concrete Team
Dunedoo Concrete Team

The MANEX team considered all nominations and agreed on the winner of the Fourth Quarterly Team Excellence in Achievement Award to go to the OOSH Team.

INDIVIDUAL WINNER

Erin joined Council in August 2012 in a casual capacity and gained a permanent position as Administration Officer in Corporate Services in August 2013. Erin has undertaken higher duties as Temporary Manager of Administration and Customer Services and Personal Assistant to the Director Technical Services.

During her time with Council Erin has proved herself to be a dedicated team member whichever team she is working with. She has embraced new technologies and has been involved in the introduction of those new technologies and has supported Councillors during the introduction of iPads.

Erin has been nominated in recognition of her commitment to her work and her ability to take on new challenges as they arise.

TEAM WINNER

The OOSH Team provides out of school hours care for children in the Coonabarabran and surrounding district. The team comprises of Jane Nelson-Hauer, Toni Smith, Michelle Capewell, and various other casual employees.

The team is a small service with limited funding and resources but has BIG ideas, they have worked hard to ensure the success of the services and have received good results in their first quality assessment.

OOSH has a high standard of work and work ethic, is proactive in putting ideas into practice and is committed to providing quality child care.

The OOSH team has been nominated in recognition of their service to the community and providing a quality service.

Options

Consideration of decision by MANEX to award the Quarterly Staff Achievement Award to Erin Player and the Team Achievement Award to the Community Services OOSH team.

Financial Considerations

One of the four Individual quarterly award winners will be selected in December to receive the yearly award. This staff member will be awarded an extra one week's annual leave as their prize. The winner of the yearly Team Achievement Award will nominate their favourite charity to which Council will pay \$200.

RECOMMENDATION

That Council accepts MANEX's nomination of Erin Player and the OOSH Team as the winners of the Fourth Quarterly Staff Achievement Award.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 26 Request for Change of Category – Rates Assessment No 10034494

Division:	Corporate Services
Management Area:	Financial Services
Author:	Rates Officer – Alira Carlyle
CSP Key Focus Area:	Local Government and Finance
Priority:	GF5 Council is severely burdened by the increasing Costs of service provision & asset management and its reliance on grants and other funding, together with a limited rate base, rate capping and restricted capacity to source income from other areas.

Reason for Report

To seek Council approval for a change of rate categorisation for assessment number 10034494.

Background

Council has received a request from the property owner of assessment number 10034494, Lot B Sec 11 DP331540, in Baradine, requesting a change of rate categorisation from Business to Residential.

The land in question is the property owner's primary place of residence which has a shop front. The shop is rented and only open business hours. The property owner wishes to have the land re-categorised to Residential for rating purposes.

Issues

Section 516 of the Local Government Act 1993 states that for land to be categorised as residential it must be a parcel of rateable land valued as one assessment and its dominant use must be for residential purposes. The parcel of land in question, being Lot B Sec 11 DP331540, meets these conditions. As the shop is only open during business hours and the rate payer resides at the property, the dominant use of the land is for residential purposes.

The property owners request is for Council to rate the property as residential from the beginning of the 2014/2015 financial year being 1 July 2014.

Options

Council can either:

1. Approve the change in category from 1 July 2014 as requested by the property owner;
2. Deny the request for change in category;
3. Approve the change in category from the date of request by the property Owner on 4 August 2014.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Financial Considerations

Should Council approve the change in categorisation from the 1 July 2014 the result would be a decrease in notional revenue of \$510.41.

RECOMMENDATION

That Council approve the change of category for Assessment number 10034494 from Business to Residential and that the re-categorisation take effect from 1 July 2014.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 27 Water Charge Request for Write Off Assessment No 10003291

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

Reason for Report

To seek Council approval to write off water consumption charges for Assessment number 10003291.

Background

Council has received a request from the property owner of assessment number 10003291, Dunedoo requesting that the difference between the average and the excessive water account be waived.

The water usage at the property increased from an average of 45 Kilolitres (KL) to 267 KL, for the water notice issued 31 Jan 2014. The water notice has been paid, however the owner is seeking reimbursement for the difference between the historical average consumption and the actual consumption for this water notice.

The reading was checked at the time of billing and found to be correct. The property owner advised there was no leak and consumption has returned to the usual average for this property. It should also be noted that the period prior to the high reading has had a usage of only 2KL. This may indicate that the previous read was incorrect.

Issues

Rate payers are responsible for all water that is metered through Council Water Meters, although Council does have discretion to write off water rates.

The average water use for this property over the last three water accounts is 45 KL, which is reasonable for a two person household. The water consumption for the period in question was 267 KL, which is 222 KL above the average.

Options

Council can either:

1. Write off the amount of \$377.78, being the difference in the average consumption and the consumption billed;
2. Deny the request to write off the water charges.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Financial Considerations

Should Council accede to this proposal, this will result in a reduction of water revenue by \$377.78.

RECOMMENDATION

That Council deny the request to write off \$377.78 for Assessment Number 10003291.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 28 Quarterly Budget Review Statement for the Quarter Ending 30 September 2014

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

Reason for Report

To present a summary of Council's financial position as at the end of the September 2014 quarter.

Background

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

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

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

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

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

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

- Balance Sheet as at 30 September 2014 (**QBRs: Part 9**);
- A Summary of Results that links the function view of Council's activities back to Council's income statement and cashflow statement (**QBRs: Part 4**);
- A Loan Movement Schedule (**QBRs: Part 11**).

A copy of Council's first quarter QBRs for the quarter ending 30 September is provided under separate cover as an Appendix to the November 2014 business paper.

Issues

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

- Council's YTD surplus/ (deficit) from Council's income statement is a surplus of \$5.868m;
- Council is currently forecasting an accrual surplus (per Council's income statement) of \$6.161m at the end of the financial year which represents a \$6.833m increase relative to the original budget;
- Council has currently spent \$953k of its proposed \$19.543m (5%) capital program;
- Council's cash and investments balance is currently forecast to decrease from \$11.405m as at 30 September 2014 to \$10.463m at 30 June 2015;
- Council's unrestricted cash and investments balance is \$2.133m as at 30 September 2014;
- Council's cash surplus/(deficit) which includes capital expenditure and loan movements, but excludes other balance sheet movements and depreciation is forecast to be (\$459k) at year end. This figure includes supplementary votes submitted for approval discussed below;
- As revotes and some supplementary votes are funded from restricted assets (\$460k), Council's real forecast cash surplus/(deficit) is a surplus of \$1k.

The QBRs is Council's opportunity to explain major variations and recommend changes to Council's original budget for Council approval. Explanations for major variations are reported within the QBRs, and Council has also included in the QBRs supplementary votes for approval (total \$273k increase in cash outflows, of which \$266k is to be funded by restricted assets, resulting in a \$6.4k decrease in Council's surplus):

- Suggested recurrent expenditure increases of \$597k;
- Suggested capital expenditure increases of \$6.369m;
- An increase in revenue of \$7.430m.

Options

The suggested supplementary votes for the September quarter results in a \$6.5k reduction in Council's unrestricted cash position. Council has two options in regard to the supplementary votes suggested in the September QBRs:

1. Approve the supplementary votes;
2. Reject all or some of the supplementary votes.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Financial Considerations

Council's original cash deficit for the 2014/15 financial year per Council's Operational Plan was \$7k. Council subsequently revoked \$3.087m worth of capital expenditure budgeted for in the 2013/14 financial year (funded predominantly from restricted assets and loan funding) into the 2014/15 financial year.

The September Quarter QBRS includes total supplementary votes of \$6.5k which if approved will result in a forecast cash surplus of \$1k.

Statement by Responsible Accounting Officer

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

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

RECOMMENDATION

That Council accept the Quarterly Budget Review Statement for the quarter ending 30 September 2014, and approve the requested supplementary votes for a total value of \$6,457.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 29 Bank Reconciliation for the month ending 31 October 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.

Issues

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

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

Options

Nil

Financial Considerations

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Summary

Balance per General Ledger - 31 October 2014

General Ledger	Amount
Trust Bank Account	236,143
Bushfire Trust Account	65,978
Bushfire Trust Investment Account	289,661
General Bank Account	155,151
Investment At Call General	4,484,757
Investment At Call Water	1,905,000
Investment At Call Sewer	1,967,000
Investment Non Current General	710,000
Investment Non Current Water	580,000
Investment Non Current Sewer	210,000
Total per General Ledger	10,603,690

Bank	Balance
General	
Commonwealth General Account	344,691
Total – General	344,691
Investments	
Securities	1,500,000
Term Deposits	8,356,757
Total Investments	9,856,757
Sub Total WSC Operational Accounts	10,201,448

Trust	
Commonwealth Trust Account	236,143
Total – Trust	236,143
WSC Mayors Bush Fire Appeal Trust	
Commonwealth Mayors Fund General Account	65,978
Commonwealth Mayors Fund Savings Account	289,661
Total - WSC Mayors Bush Fire Appeal Trust	355,639
Total All Bank Accounts	10,793,230

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

<i>Add:</i>	
Outstanding Deposits - General	29,514
Outstanding Deposits - Trust	-
Outstanding Deposits – WSC Mayors Bushfire Appeal	-
<i>Less:</i>	
Unpresented cheques - General	(219,054)
Unpresented cheques - Trust	-
Unpresented cheques- WSC Mayors Bushfire Appeal	-
Balance adjusted for outstanding deposits & Un-presented cheques (Final Bank Balance)	10,603,690
Variance between Final Bank Balance and General Ledger	-

WARRUMBUNGLE SHIRE COUNCIL

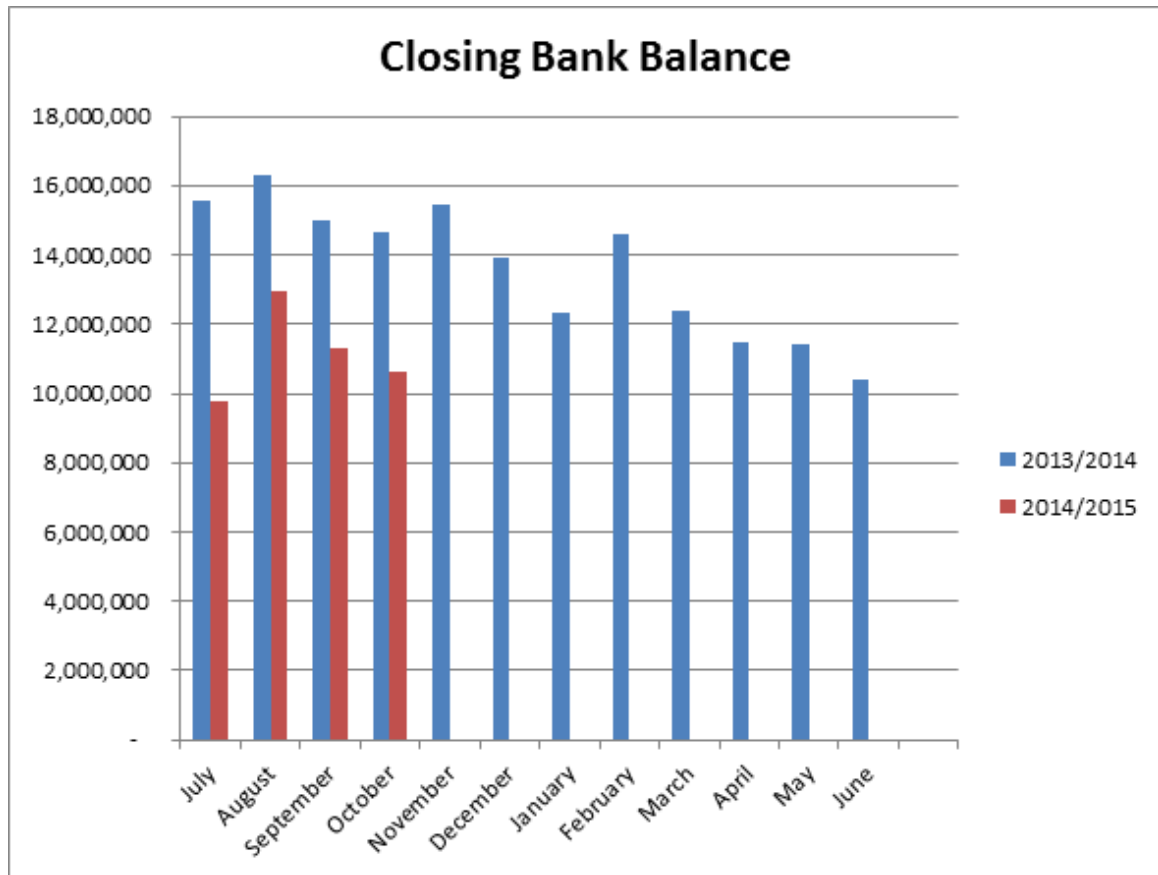
Ordinary Meeting – 20 November 2014

Balance as per Bank Account History as at 31 October 2014

Month	Funds Held in General Account	Funds Held in Trust Account	Mayors Bushfire Appeal Trust Account	Investment	TOTAL	Net of Outstanding Deposits and Un-presented Cheques	End of Month Closing Bank Balance
Jun-14	323,176	177,204	368,762	10,129,888	10,999,030	(622,858)	10,376,172
Jul-14	421,545	177,204	369,832	9,227,662	10,196,243	(411,269)	9,784,974
Aug-14	2,088,541	177,185	354,197	9,681,456	12,301,379	488,277	12,789,656
Sep-14	585,637	235,697	354,779	10,739,125	11,915,238	(541,423)	11,373,815
Oct-14	344,691	236,143	355,639	9,856,757	10,793,230	(189,540)	10,603,690

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 20 November 2014



RECOMMENDATION

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 30 Investments and Term Deposits for Month ending 31 October 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 October BBSW 3 month rate was 2.74%. Council's term deposits returned an average rate of 3.08% for the month of October, outperforming Council's benchmark.

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

Issues

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

Options

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

Financial Considerations

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

WARRUMBUNGL E SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Octagon Ltd Linked

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

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)	October Interest Earned/ Accrued	Closing Balance	Lodgement date	Maturity Date	Rating	Current Yield
NAB Cash Maximiser #	4,509,919	5,397,939	(900,000)	11,980	4,509,919	At Call	At Call	AA-	3.04%
ANZ At Call	723,680	721,869	-	1,811	723,680	At Call	At Call	AA-	2.85%
Westpac General at Call	25,550	24,516	1,034	-	25,550	At Call	At Call	AA-	-
NAB Eftpos At Call	97,608	94,801	2,807	-	97,608	At Call	At Call	AA-	-
Bank of QLD	1,000,000	1,000,516	-	2,668	1,003,184	24/09/2014	24/11/2014	BBB+	3.15%
Westpac	1,000,000	1,000,650	-	2,880	1,003,530	23/09/2014	15/12/2014	AA-	3.40%
NAB	1,000,000	1,000,660	-	2,922	1,003,582	23/09/2014	22/12/2014	AA-	3.45%
Total:	8,356,757	9,240,951	(896,159)	22,261	8,367,053				3.08%

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Certification of Responsible Accounting Officer

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

Responsible Accounting Officer

RECOMMENDATION

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 31 Rates Report for Month Ending 31 October 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 Office of Local Government (OLG) recommends (via their accepted benchmark) a ratio of less than 5% for Urban and Coastal Councils and less than 10% for Rural Councils. Council's outstanding ratio as at 30 June 2014 was 11.41% which is slightly above the OLG recommended benchmark.

Issues

The outstanding rates and annual charges ratio as at 31 October 2014, is 11.15%. This figure is higher than the 10% benchmark proposed by the OLG. Although Council's Rates Outstanding ratio is still trending under the previous years balance for the same period.

Options

Nil

Financial Considerations

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

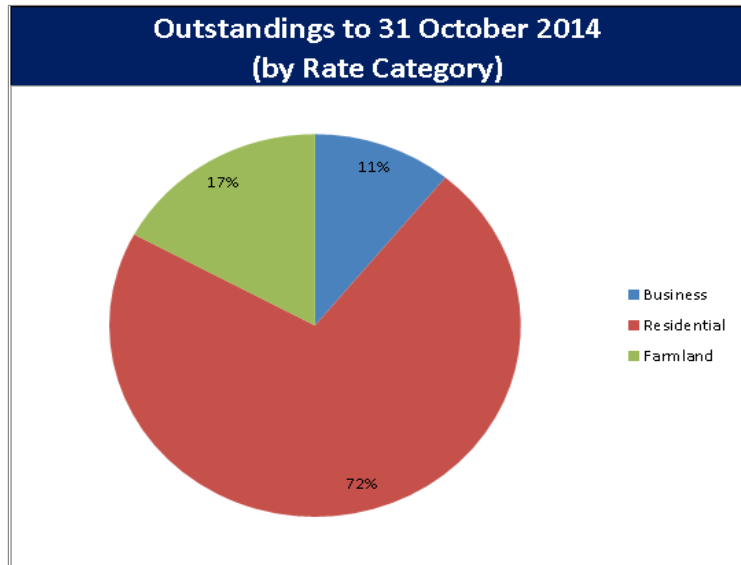
RATE/CHARGE TYPE	RATE ARREARS 2013/14	2014/15 LEVY	Pensioner Write off	Abandoned	Interest	Legal Fees	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2014/15	COLLECTION % 2014/15	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	633,482	7,346,904	(164,452)	(10,087)	13,438	18,167	7,837,452	(2,591,176)	5,246,277	33.06%	679,456	8.67%
Water	194,095	1,327,704	(72,727)	(496)	4,016	-	1,452,592	(582,831)	869,762	40.12%	152,780	10.52%
Sewerage	-	1,001,828	(52,055)	-	412	-	950,185	(354,823)	595,361	37.34%	22,522	2.37%
Garbage	207,235	1,841,570	(110,249)	(548)	4,444	-	1,942,452	(791,309)	1,151,142	40.74%	171,142	8.81%
TOTAL RATES AND ANNUAL CHARGES	1,034,812	11,518,006	(399,483)	(11,131)	22,310	18,167	12,182,681	(4,320,139)	7,862,542	35.46%	1,025,900	8.42%
Sewer Access (Water Billing)	451,251	196,177	-	(6,646)	3,141	-	643,924	(299,484)	344,440	46.51%	151,160	23.47%
Water Consumption	572,533	1,328,400	-	(2,518)	3,489	4,663	1,906,567	(324,894)	1,581,673	17.04%	277,104	14.53%
Sewer Consumption	34,788	126,000	-	(67)	286	-	161,006	(21,382)	139,624	13.28%	14,587	9.06%
TOTAL WATER SUPPLY SERVICES	1,058,572	1,650,577	-	(9,231)	6,915	4,663	2,711,497	(645,760)	2,065,737	23.82%	442,851	16.33%
GRAND TOTAL	2,093,384	13,168,583	(399,483)	(20,362)	29,226	22,830	14,894,178	(4,965,899)	9,928,279	33.34%	1,468,751	11.15%

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

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

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



Rates Type	Rates levy			Water levy			Grand Total
	General	Domestic Waste	Water Access	Sewer Access	Water Usage	Sewer Usage	
Business	59,031	23,130	14,528	23,664	25,451	14,587	160,391
Residential	371,267	145,976	138,252	150,018	251,653	-	1,057,166
Farmland	249,158	2,036	-	-	-	-	251,194
Total	679,456	171,142	152,780	173,682	277,104	14,587	1,468,751

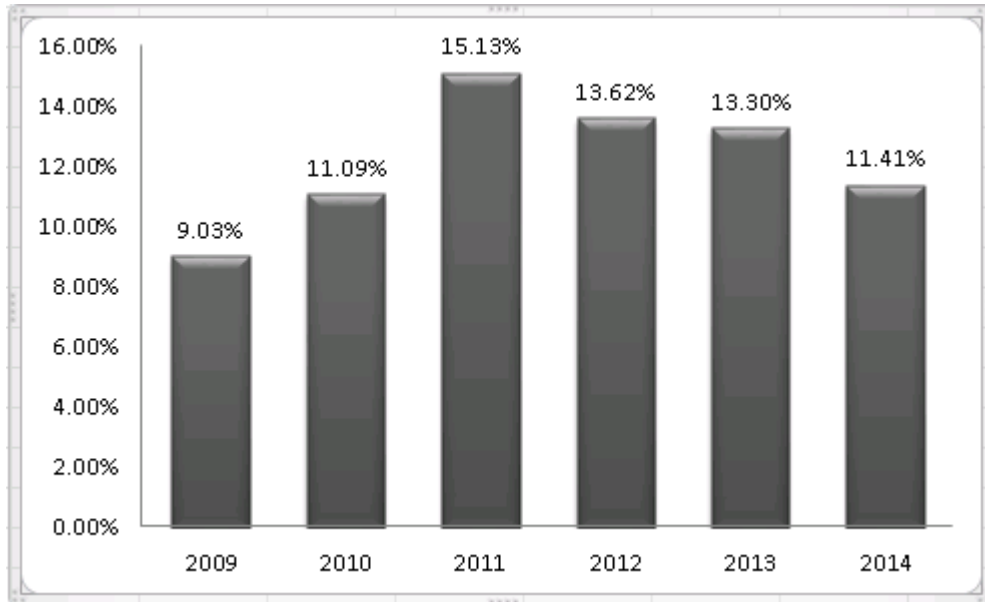
Collection of outstanding rates commences with an overdue letter which is received from Council giving 14 days to pay or contact Council requesting an arrangement, if no payment or contact is made a letter of demand is sent out by Council's Debt Recovery Agency giving 7 days to make a payment or contact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

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

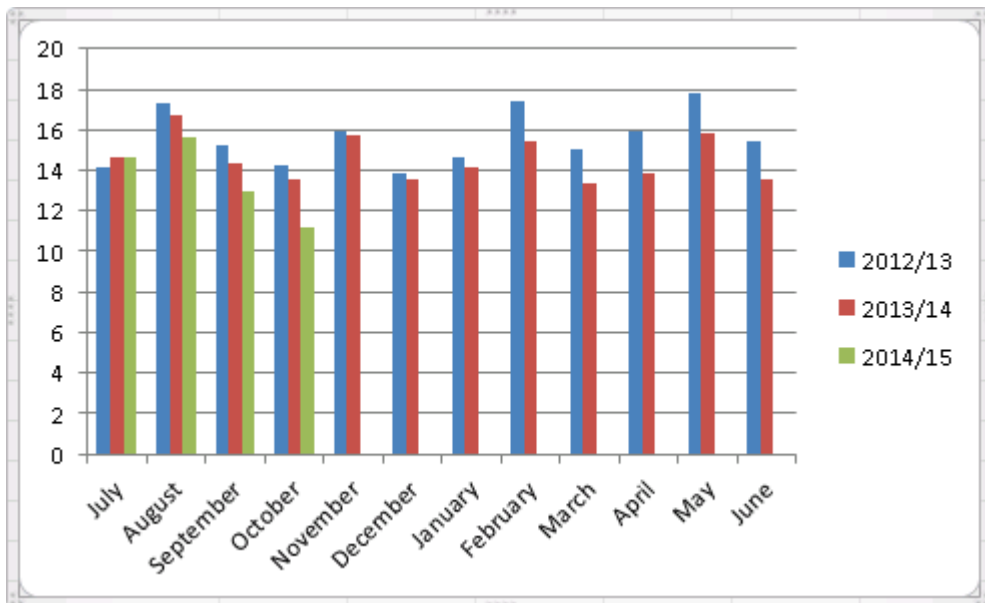
WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Graph 1: Ratio by Year



Graph 2: Ratio Month by Month



RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 32 2015/16 Regional Road REPAIR Program

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

Reason for Report

Council resolution is sought on priority projects for funding under the regional roads REPAIR program.

Background

Roads & Maritime Services are inviting funding submissions from Councils for eligible projects under the 2015/16 REPAIR program. Submissions close 28 November 2014. All 28 Councils in the RMS Western Region have an opportunity to submit a project on any regional road in their Shire. A project assessment sheet must be completed for each proposal and points are determined based on a range of assessment criteria. RMS western region is allocated funding for the REPAIR program and only projects with points above a determined cut off score are allocated funding from the pool. Funding is only available for 50 percent of the estimated total project cost.

Issues

The cut off score for projects last year was 24 points. Last year Council obtained funding for construction of a new bridge over Mow Creek on Warrumbungle Way, which received a project assessment of 28 points. Council is encouraged to submit a number of projects in order of priority to ensure a better chance of obtaining funding should RMS disagree with assessment of Council's preferred project.

Council receives funding assistance for maintenance of regional roads through the RMS block grant. Traditionally, Council has used funding from the block grant to fund Council's 50 percent contribution to the REPAIR program. The primary purpose of the REPAIR program is to improve network efficiency, hence there is some conflict in purpose when funds from the block grant are used on road improvement projects.

Options

Council has discretion in this matter and may wish to consider projects from the following list for submission under the 2015/16 program.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

<i>Project Location</i>	<i>Project Description</i>	<i>Indicative Point Score under current assessment criteria</i>
<i>MR55 Segments 64,63,62,61(north of Coolah</i>	<i>Rehabilitation including culvert widening, pavement widening and overlay.</i>	<i>29</i>
<i>MR55 Segments 60,59,58 (north of Coolah</i>	<i>Rehabilitation including culvert widening, pavement widening and overlay.</i>	<i>29</i>
<i>MR55 Segments, 28,29, 30 (south of Coolah)</i>	<i>Rehabilitation including culvert widening, pavement widening and overlay.</i>	<i>29</i>
<i>MR55 Segments 69,68, 67 (north of Coolah</i>	<i>Rehabilitation including culvert widening, pavement widening and overlay.</i>	<i>29</i>
<i>Blackburn's Hill MR 4053</i>	<i>Drainage and pavement rehabilitation</i>	<i>20</i>
<i>McGanns Crossing MR129</i>	<i>Medium sized culvert structure</i>	<i>22</i>
<i>Allison Bridge on MR55</i>	<i>Part funding for replacement of Allison Bridge.</i>	<i>22</i>

Financial Considerations

The maximum amount that any one Council can receive from RMS under the REPAIR program is \$400,000, that is, total project cost of \$800,000. In previous years, most of Council's matching 50% contribution is funded from the block grant and from the Roads to Recovery program.

The cost of rehabilitation on MR55 north of Coolah will vary between \$250,000 and \$400,000 per km. Factors that influence the cost this type of roadworks include culvert widening, access to suitable road base and roadworks necessary to improve road safety.

A submission for replacement of Allison Bridge is being made under the NSW Government's Fixing Country Roads program. This submission will have more 'weight' if project funding is available from different sources.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

RECOMMENDATION

That Council's priority for REPAIR programme funding in 2015/16 and forecast programme is as follows;

Project No.	Project Description	Total Project Cost			
		2015/16	2016/17	2017/18	2018/19
1	MR55 Segments 64,63,62,61(north of Coolah) Rehabilitation including culvert widening, pavement widening and overlay.	\$800,000			
2	MR55 Segments 60,59,58 (north of Coolah) Rehabilitation including culvert widening, pavement widening and overlay.		\$800,000		
3	MR55 Segments 69,68, 67 (north of Coolah) Rehabilitation including culvert widening, pavement widening and overlay.			\$800,000	
4	Replacement of Allison Bridge over Oakey Creek on MR55 (Black Stump Way)				\$800,000
Total		\$800,000	\$800,000	\$800,000	\$800,000

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 33 Pool access without a lifeguard on duty

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

Reason for Report

To report on a proposal, raised through a Council Notice of Motion on the 23 October 2014, to make pools available for use when a lifeguard is not present.

Background

Through the Warrumbungle Shire Community Strategic Plan, Council has a goal to provide swimming pools for sporting and recreational use by the community. There are various types of users of swimming pools within the Shire including; individuals, families, clubs, community groups, schools, NSW Sport and Recreation, health groups, fund raising, private lessons and visitors.

The notice of motion now being considered by Council proposes to increase the level of service available to all pool user types. Furthermore, the notice of motion seeks to increase the level of service without additional cost to Council. In fact the notice of motion also suggests that cost savings could be made if a lifeguard is not present during selected sessions.

The current opening times for each pool in the Shire have evolved over time and reflect general demand for access. The current opening times for the pool at Baradine are provided in attachment 1.0. It is assumed that risks associated with frequent use of the pool by under 18 years without the presence of a lifeguard is unacceptable. With this assumption in mind, a possible opening hours timetable is shown in attachment 2.0. The opening hours suggested in attachment 2.0 increase the level of service to pool users by making the pool available each day of the week.

Operation of pools guidance documents:

- 'Swimming Pool Operations' – *Statewide Mutual Guidance Note, February 2011*;
- 'Signs as Remote Supervision' – *Statewide Mutual, Best Practice Manual, October 2012*;
- 'Risk Management – Principles and Guidelines'; *AS/NZS ISO 31000:2009*;
- 'Practice Note 15 – Water Safety' (Office of Local Government)
- 'Guidelines for Safe Pool Operation'. Royal Life Saving Society Australia

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Issues

Council is required to have a risk management framework in place for operation of swimming pools. In particular a risk assessment must be undertaken of the proposal to allow access to a pool without the presence of a lifeguard. It appears that risk sources associated with operating a pool without a lifeguard can be grouped into one of three categories;

- **Safety of patrons:** Injury may occur to patrons due to a range of trip, slip and fall hazards as well as electrical hazards. The likelihood of injury is influenced by behaviour of the patron and the behaviour of others. Injury may also occur when the capacity of the patron to swim in the pool is exhausted. Over the last few seasons there are no documented reports from lifeguards having to perform life saving first aid on patrons. Lifeguards have on numerous occasions been required to provide first aid to patrons, mostly on patrons under the age of 18 years. Currently, there is no management system in place to record and report on the provision of first aid.

Warning and information signs are a recognised method of providing supervision to users of a Council facility. Statewide Mutual have developed a procedure and guidance on the information that should be displayed on sign. The most appropriate sign design will depend upon the type of pool facility, number of people using the pool and the frequency of use.

- **Pool maintenance and operation tasks:** Lifeguards currently attend to a number of maintenance and operation tasks they may not be undertaken if there is a reduced staff presence. For example, water quality testing, pump operation, toilet cleaning, cleaning of pool concourse area, removal of pool vacuum and grounds maintenance.
- **Controlling access:** Provision of a key will allow season ticket holders to access the pool during those sessions when a lifeguard or pool attendant is not available. Provision of a key will also allow access outside nominated session times, for example key holders could access the pool overnight. There are various types of locking systems that allow Council to control access times and to record who has entered the pool. A significant issue with electronic key locks or card swipe systems is that physical modification to pool entry gates will be required.

Currently, it is necessary for pool toilet and change room facilities to be locked overnight to reduce damage from vandalism. Hence, access gate key holders will also need to be provided with a key for unlocking pool amenities.

Options

Council has discretion in this matter. Attachment 2.0 contains one option for a revised schedule of opening times for the Baradine Pool, which incorporates sessions when no lifeguard is on duty.

The number of staff hours associated with the existing schedule is outlined in table 1.0. The number of staff hours under the opening schedule option in attachment 2.0 is outlined in table 2.0. Under the option there is a reduction of 6 hours per week in the period October to February. In terms of service level, there is an increase of available

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

opening times in the period October to February of 6 hours per week and in March there is an increase in available opening times of 10.5 hours per week.

Table 1.0 – Existing Weekly Staff Hours at Baradine Pool

	Oct & Nov	Dec, Jan & Feb	March
Lap	6	6	0
Morning	7.5	12.5	7.5
Evening	29	28	24
Hrs / Wk	42.5	46.5	31.5

Table 2.0 – Weekly Staff Hours under Opening Hours Option in Attachment 2.0

	Oct & Nov	Dec, Jan & Feb	March
Lap	0	0	0
Morning	7.5	12.5	7.5
Evening	29	28	24
Hrs / Wk	36.5	40.5	31.5

Council may wish to consider a limited trial of opening times outlined in attachment 2.0. The trial may include calling for expression of interest from members of the Baradine community to be part of the trial.

Financial consideration

The cost of employing a casual lifeguard under the existing opening hours schedule is outlined in table 3.0. The cost of employing a casual lifeguard in accordance with the option in attachment 2.0 is outlined in table 4.0. There is a reduction of \$3,272 in lifeguard costs or 11% between the two schedules.

Table 3.0 – Lifeguard Costs Associated with Existing Opening Hours at Baradine Pool

	Oct & Nov	Dec, Jan & Feb	March	Totals
Lap	\$770.00	\$2,502.00	\$0.00	\$3,272.00
Morning	\$962.00	\$5,213.00	\$1,203.00	\$7,379.00
Evening	\$3,721.00	\$11,678.00	\$3,850.00	\$19,249.00
\$ / Period	\$5,454.00	\$19,393.00	\$5,053.00	\$29,900.00

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Table 4.0 – Lifeguard Costs Associated with Opening Hours under Option in Attachment 2.0

	Oct & Nov	Dec, Jan & Feb	March	Totals
Lap	\$0.00	\$0.00	\$0.00	\$0.00
Morning	\$962.00	\$5,213.00	\$1,203.00	\$7,379.00
Evening	\$3,721.00	\$11,678.00	\$3,850.00	\$19,249.00
\$ / Period	\$4,684.00	\$16,891.00	\$5,053.00	\$26,628.00

The cost of establishing an electronic pad lock that will control access into the pool is \$10,000. The quotation obtained for this system includes provision of 50 electronic keys.

RECOMMENDATION

That a revised schedule of opening times based on attachment 2.0 for the Baradine pool is implemented based on the following conditions;

1. A documented risk assessment is completed
2. Appropriate warning and information signs are produced for use when no lifeguard is on duty.
3. The revised opening time schedule is for a trial period only in the 2014/15 season.
4. The trial period includes inviting members of the Baradine community to participate in the trial through an expression of interest process.
5. The participants in the trial are provided with key access to the Baradine pool subject to them being a season ticket holder and subject to a refundable bond of \$100 on the key.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Attachment 1.0 Existing Opening Hours for Baradine Pool

Pool Hours Baradine (October & November)

Session	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Lap	Nil	Nil	6.30 am - 8.00 am	6.30 am - 8.00 am	6.30 am - 8.00 am	Nil	Nil
Morning	Nil	11.30 am - 1.00 pm	Nil	11.30 am - 1.00 pm	Nil	11.30 am - 1.00 pm	Nil
Evening	1.30 pm - 6.00 pm	2.00 pm - 6.00 pm	2.00 pm - 6.00 pm	2.00 pm - 6.00 pm	2.00 pm - 6.00 pm	2.00 pm - 6.00 pm	1.30 pm - 6.00 pm

Pool Hours Baradine (December, January & February)

Session	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Lap	Nil	Nil	6.30 am - 8.00 am	6.30 am - 8.00 am	6.30 am - 8.00 am	Nil	Nil
Morning	11.30 am - 1.00 pm	11.30 am - 1.00 pm	Nil	11.30 am - 1.00 pm	Nil	11.30 am - 1.00 pm	11.30 am - 1.00 pm
Evening	1.30 pm - 6.00 pm	2.00 pm - 6.00 pm	2.00 pm - 6.00 pm	2.00 pm - 6.00 pm	2.00 pm - 6.00 pm	2.00 pm - 6.00 pm	1.30 pm - 6.00 pm

Pool Opening Hours Baradine (March)

Session	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Lap	Closed	Nil	Nil	Nil	Nil	Nil	Nil
Morning		11.30 am - 1.00 pm	Nil	11.30 am - 1.00 pm	Nil	11.30 am - 1.00 pm	Nil
Evening		2.00 pm - 6.00 pm	2.00 pm - 6.00 pm	2.00 pm - 6.00 pm	2.00 pm - 6.00 pm	2.00 pm - 6.00 pm	1.30 pm - 6.00 pm

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Attachment 2.0

Option for Opening Hours at Baradine Pool With and Without a Pool Lifeguard

No Lifeguard on Duty

Lifeguard on Duty

Pool Closed

(October – February)

Session	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Lap	6.30 am - 8.00 am	6.30 am - 8.00 am	6.30 am - 8.00 am	6.30 am - 8.00 am	6.30 am - 8.00 am	6.30 am - 8.00 am	6.30 am - 8.00 am
Morning	Nil	11.30 am - 1.00 pm	Nil	11.30 am - 1.00 pm	Nil	11.30 am - 1.00 pm	Nil
Evening	1.30 pm - 6.00 pm	3.00 pm - 6.00 pm	3.00 pm - 6.00 pm	3.00 pm - 6.00 pm	3.00 pm - 6.00 pm	3.00 pm - 6.00 pm	1.30 pm - 6.00 pm

(School Holidays)

Session	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Lap	6.30 am - 8.00 am	6.30 am - 8.00 am	6.30 am - 8.00 am	6.30 am - 8.00 am	6.30 am - 8.00 am	6.30 am - 8.00 am	6.30 am - 8.00 am
Morning	11.30 am - 1.00 pm	11.30 am - 1.00 pm	Nil	11.30 am - 1.00 pm	Nil	11.30 am - 1.00 pm	11.30 am - 1.00 pm
Evening	1.30 pm - 6.00 pm	2.00 pm - 6.00 pm	2.00 pm - 6.00 pm	2.00 pm - 6.00 pm	2.00 pm - 6.00 pm	2.00 pm - 6.00 pm	1.30 pm - 6.00 pm

(March)

Session	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Lap	6.30 am - 8.00 am	6.30 am - 8.00 am	6.30 am - 8.00 am	6.30 am - 8.00 am	6.30 am - 8.00 am	6.30 am - 8.00 am	6.30 am - 8.00 am
Morning	Nil	11.30 am - 1.00 pm	Nil	11.30 am - 1.00 pm	Nil	11.30 am - 1.00 pm	Nil
Evening	2.00 pm - 5.00 pm	2.00 pm - 5.00 pm	2.00 pm - 5.00 pm	2.00 pm - 5.00 pm	2.00 pm - 5.00 pm	2.00 pm - 5.00 pm	1.30 pm - 5.00 pm

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 34 Funding Opportunity for Cycleway and or Pedestrian Access projects

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

Reason for Report

The reason for the report is to determine cycleway and or pedestrian access project(s) suitable for funding application under the State Government's 2015/16 Active Transport program.

Background

The State Government Active Transport funding program is a revamp of previous shared path and pedestrian facilities program. The guidelines and assessment criteria have changed and there is a revised list of funding streams. There are a total of six funding streams, three walking and three cycling:

1. Walking communities Council partnership funding
2. Walking communities NSW Government priority funding
3. Pedestrian bridges
4. Connecting centres cycleways Council partnership funding
5. Priority cycleways NSW Government priority funding
6. Cycling towns.

A copy of the funding guidelines for the Walking and Cycling Programs has been forwarded to Councillors under separate cover. Applications for funding must now be made online and applications must be received by 28 November 2014.

Under the revised program, Council can apply for a rolling program of funding for up to three years to allow early planning then design and construction. However, confirmation of funding will be provided on a project by project, year by year basis.

Under the previous program, Council received funding in 2014/15 for cycleway construction along the Newell Highway in Coonabarabran. This funding was on 50/50 basis. Also, Council received 100% funding for cycleway design under the Mary Jane Bridge and 100% funding for completion of the Pedestrian Access Mobility Plan.

Issues

Council is in the process of preparing a Pedestrian Access Mobility Plan. Many of the projects in the PAMP align with the various funding streams under Active Transport NSW program. It has also become evident that Council's Bike Plan for Coonabarabran should be updated before projects identified by that plan become eligible for funding.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Options

Council has discretion in this matter and may wish to consider the following options;

Shared path projects, 2.5 metres wide, eligible for 100% funding:

1. Shared Path under Mary Jane Cain Bridge Coonabarabran, length 127 metres
2. Shared Path from north of Mary Jane Cain Bridge to existing Cycleway path Coonabarabran, length 450 metres.
3. Shared Path from John Street & Edward Street Intersection to Neate Street & Edward Street Intersection Coonabarabran, length 850 metres
4. Shared Path from Bandulla Street & Brambil Street Intersection to Bandulla Street & Daghish Street intersection Mendooran, length 625 metres

Pedestrian amenity projects, eligible for 100% funding

5. Kerb blister in John Street near Cassilis Street (opposite Council Administration building).
6. Kerb blisters in John Street at the intersection of Edwards Street, Coonabarabran
7. Kerb blisters in Bandulla Street Mendooran

Bicycle Shared path, 2.5 metres, eligible for 50% funding:

8. Coolah cycleway, between Booyamurra Street and Charles Street, propose 300 metre section in remaining length of 800 metres.

Pedestrian amenity projects, eligible for 50% funding:

9. Kerb blisters in Edwards Street west of John Street and pedestrian fencing.

Non infrastructure projects

10. Review and updating of Coonabarabran Bike Plan

Financial Considerations

The applications are for funding in the 2015/16 financial year and as such Council will need to commit to the project during preparation of the budget for that year where 50% funded projects are approved.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

RECOMMENDATION

That in response to their invitation, application is made to RMS for funding in 2015/16 for the following projects;

No Council contribution:

1. Shared Path under Mary Jane Cain Bridge Coonabarabran, length 127 metres, project cost \$80,000.
2. Shared Path from north of Mary Jane Cain Bridge to existing Cycleway path Coonabarabran, length 450 metres, project cost \$160,000.
3. Shared Path from John Street & Edward Street Intersection to Neate Street & Edward Street Intersection Coonabarabran, length 850 metres, project cost \$300,000
4. Shared Path from Bandulla Street & Brambil Street Intersection to Bandulla Street & Darglish Street intersection Mendooran, length 625 metres, project cost \$230,000.
5. Kerb blister in John Street near Cassilis Street (opposite Council Administration building), project cost \$35,000.
6. Kerb blisters in John Street at the intersection of Edwards Street, Coonabarabran, project cost \$25,000.
7. Kerb blisters in Bandulla Street Mendooran, project cost \$45,000.

50% Council contribution of total project cost:

1. Kerb blisters in Edwards Street west of John Street and pedestrian fencing, total project cost \$30,000.
2. Review and updating of Coonabarabran Bike Plan, total project cost \$25,000.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 35 Warrumbungle Pedestrian and Mobility Plan 2014 (PAMP)

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

Reason for Report

A draft version of a Pedestrian And Mobility Plan for Warrumbungle Shire has been prepared and is presented for consideration by Council for public exhibition.

Background

Council formed the Pedestrian and Mobility Access Advisory Committee (PAMAAC) during May 2014. PAMAAC Community member representatives Councillors and staff have conducted 8 community meetings throughout the shire. Meetings were conducted in each town of the Shire with at least 2 local community members actively participating in prioritising existing issues and future path planning.

Issues

The PAMP provides the following information;

- Identifies existing pedestrian infrastructure
- Identifies current pedestrian walkway deficiencies,
- identifies current key access needs to meet AUSTRROAD access requirements,
- provides a strategic and coordinated framework for budget and grant application in pedestrian infrastructure on routes that have been identified by the community

The process of developing the PAMP has included development of maps in electronic format of pedestrian walkway infrastructure and deficiencies.

Options

Council has discretion in this matter and may wish to make changes to the draft version of the PAMP document before it is placed on public exhibition and forwarded to the RMS

Financial Considerations

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Priority:	Total Estimated Cost as at 2014
Existing issues	\$729,700
Short Term Plan (future path)	\$517,377
Medium Term Plan (future path)	\$713,925
Long Term Plan (future path)	\$2,756,350
Total PAMP Estimated Cost as at 2014	\$4,717,352

RECOMMENDATION

The Pedestrian Access Mobility Plan prepared for each town in the Shire is endorsed as a draft document for public exhibition.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 36 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 31 October 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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Attachment 1.0 – Technical Services Works Program Report for Period Ending 31 October 2014

Task Name	Finish Date	Budget Allocation (\$)	YTD Cost (\$)	% Complete
Technical Services	Fri 26/06/15	11,840,871	1,533,593	13%
Asset Design Services	Thu 30/04/15	92,300	13,895	25%
Survey Equipment	Thu 30/04/15	12,000	0	0%
Software Upgrades	Fri 27/03/15	13,000	1,940	20%
Traffic Counter	Fri 14/11/14	10,000	8,370	80%
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	3,585	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	3,585	0%
Fleet Services	Fri 27/03/15	2,350,000	475,715	0%
Minor Plant Purchases	Fri 27/03/15	15,000	0	0%
Plant Purchases	Fri 27/03/15	2,305,000	462,715	20%
Cricket pitch roller - Coolah	Fri 24/10/14	15,000	13,000	100%
Radio Network	Sat 31/01/15	15,000	0	0%
Road Operations	Fri 29/05/15	6,813,535	647,208	3%
RMS Work Orders	Fri 24/04/15	500,000	0	0%
Rehabilitation - Mendooran widening	Fri 24/04/15	500,000	0	0%
Reseals	Fri 27/03/15	1,055,400	121,771	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	29,789	100%
Coonabarabran reseals	Fri 27/03/15	84,100	91,982	100%
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%
Local Roads	Fri 29/05/15	4,019,135	369,958	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%

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Task Name	Finish Date	Budget Allocation (\$)	YTD Cost (\$)	% Complete
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	127,394	100%
Quia Rd Rehabilitation	Fri 19/12/14	120,000	0	0%
Gravel Road Resheeting	Fri 29/05/15	790,000	242,564	0%
Goolhi Rd	Fri 7/11/14	130,000	101,394	100%
Keeches Rd	Fri 7/11/14	80,000	81,648	100%
Bakers Lane	Fri 7/11/14	30,000	24,346	100%
Schumacks Rd	Fri 7/11/14	20,000	14,890	100%
Mt Cenn Cruich Rd	Fri 19/12/14	70,000	840	5%
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	2,444	0%
Mooren Rd	Fri 27/03/15	50,000	0	0%
Banoon Rd	Fri 28/11/14	50,000	15,520	10%
Regional Roads	Fri 24/04/15	1,239,000	155,479	2%
Pavement Rehabilitation	Fri 27/03/15	169,000	110,195	0%
Saltwater Ck Bridge - Guardrail, seal	31/01/2015	70,000	45,284	50%
Mow Creek Bridge	Fri 24/04/15	1,000,000	0	3%
Urban Services	Fri 26/06/15	1,126,484	302,657	13%
Horticulture	Fri 30/01/15	208,201	62,602	0%
Binnaway Progress Ass'n	Fri 28/11/14	5,000	5,000	100%
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	20%
Tree Audit project	Sat 30/08/14	0	2,744	100%
Ovals	Fri 30/01/15	41,752	55,704	19%
Baradine Tennis Courts Resurface	Wed 1/10/14	10,000	44,630	100%
Baradine Grandstand	Fri 8/08/14	7,550	0	50%
Binnaway Grandstand	Fri 8/08/14	14,320	4,960	50%

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Task Name	Finish Date	Budget Allocation (\$)	YTD Cost (\$)	% Complete
Bowen Oval	Tue 30/09/14	2,882	6,114	100%
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	12,090	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	100%
Town Streets Baradine	Fri 26/06/15	134,803	1,746	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	1,746	100%
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	40,314	13%
Binnia St. kerb blisters	Fri 5/09/14	30,927	40,314	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	107,295	25%
John Street K&G, eastern side	Fri 19/09/14	16,031	26,306	100%
Dalgarno St K&G rehab	Fri 19/09/14	40,314	21,470	100%
Cycleway Newell Hwy	Wed 9/07/14	60,000	59,519	90%
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	22,906	33%
Dish drain const	Fri 30/01/15	18,000	22,906	100%
Dunedoo Foot Rehab	Fri 24/04/15	10,000	0	0%
Bolaro Street beautification	Fri 24/04/15	0	0	0%
Town Sts Mendooran	Fri 24/04/15	10,000	0	0%

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Task Name	Finish Date	Budget Allocation (\$)	YTD Cost (\$)	% Complete
Mendooran Foot Rehab	Fri 24/04/15	10,000	0	0%
Water	Fri 26/06/15	1,221,472	82,668	0%
Baradine	Fri 26/06/15	328,413	10,184	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	10,184	100%
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%
Coonabarabran	Fri 26/06/15	549,556	30,768	0%
Meter replacements	Fri 26/06/15	7,000	0	0%
Main replacement	Fri 26/09/14	106,556	27,641	30%
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	3,127	100%
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	41,716	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	41,716	100%
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	11,450	0%
Baradine	Fri 26/06/15	28,000	0	0%
Replac. vacuum components	Fri 26/06/15	28,000	0	0%
Coonabarabran	Fri 3/04/15	109,080	11,450	0%
Mains relining	Fri 3/04/15	94,080	0	0%
Replace steel rods	Fri 19/12/14	3,000	0	0%

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Task Name	Finish Date	Budget Allocation (\$)	YTD Cost (\$)	% Complete
Sewer camera replacement	Fri 29/08/14	12,000	11,450	100%
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%

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Attachment 2.0 – Maintenance grading on unsealed local rural roads

Unsealed Road - Maintenance Grading

Roads Graded since 1 July 2014

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

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
Albert Wright Rd	1	1
Bakers Lane Rd	3	5.5
Balmoral Rd	3	2
Bellings Rd	2	3.58
Brooklyn Rd	2	4
Finlays Rd	3	4
Galashiels Rd	3	0.8
Locknaw rd	3	4
Lynwood Rd	2	1.7
Maranoa Rd	2	5
Merebene Rd	3	2
Minnedah Rd	3	1.2
Moorefield Rd	2	1.8
Myall Plains Rd	3	10.3
Nalders Rd	3	1.7
Narangarie Rd	3	3
Salaks Rd	2	6
Wardens Rd	2	6.8
Warkton Rd	1	4
Wyuna Rd	1	8.6
Honeypot Rd	3	0.6

Roads Scheduled for Maintenance next 2 months

Pibbon	Yearanin
Boori	Ameys
Boogadah	Walls
Bourke & Halls	McEvoy's
Gowang	Jerrys Lane
Nashs	Saltwater
Hickeys	Nallawa
Oconnors	Patrick
Borah Ck	Blue Springs
Napier Lane	Avonside
Ryack	Lower Laheys Creek
Hollymount	Cobbora
Bingie Grumble	Narrawa (south)

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 37 Road Name Change – Cobbora Road to Charlie Nott Drive

Division:	Development Services
Management Area:	Regulatory Services
Author:	Regulatory Officer – Noel Gilbert
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

To provide Council with information on the submissions received for the proposed name change for Cobbora Road.

Background

At the June 2014 Council meeting it was resolved that Council commence the road naming process pursuant to honouring Charles Nott's achievements in the community as Coolah Shire President; by renaming the Cobbora Road in the Localities of Dunedoo & Merrygoen to Charlie Nott Drive.

Pursuant to facilitating a name change, Council advertised in accordance with the Roads Regulation 2008 in August 2014 the proposal to change the road name from Cobbora Road to Charlie Nott Drive with submissions closing on August 19 2014.

Issues

A total of nine submissions were received by Council in relation to the proposal with a variety of responses ranging from the cultural and historical significance of the current Road name "Cobbora" to the emotive issue of recognising Charles Nott's contributions to the region by naming a road after him. Seven of the submissions received strongly oppose the changing of the name of the road. Two letters of opposition are from the Village of Cobbora, Cobbora Station and their residents. One of the submissions has attached a petition with a great many of the local residents as signatory's.

One submission from a local Post Master outlines the very important issues of the impact upon residents along the road in relation to continued delivery of service, registration with government and statutory authorities and the changing of addresses with supply company's and postal and courier services. Under the New South Wales *Road Naming Policy* and *Road Naming Guidelines of the Geographic Names Board 3.1 Principal 1- Ensuring Public Safety and Service Delivery* {ref: enclosure under separate cover}, the name changing proposal will have a significant impact upon the safe delivery of services to the community.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

The historical significance of the Cobbora Road cannot be ignored as the road originates from the Village of Cobbora near the Golden Highway and services many rural properties along its length to the Castlereagh Highway at Merrygoen. An important arterial road and an extension of other service roads from regional centres since the mid 19th Century the Cobbora road has long been an integral part of the Village and community identity. This point has been raised amongst most of the submissions opposing the name change.

Two submissions supporting the proposal, are in principal supporting the creation of a significant memorial tribute to Charles Nott's achievement for the community and agree the proposal would be a fitting tribute. Several of the submissions have opposed the proposal whilst agreeing that some type of memorial should be created recognising his work such as naming the new Mendooran water treatment works after Charlie Nott.

The road naming process has been followed. The submissions received are overwhelmingly in opposition to the proposal.

Options

The suggested name Charlie Nott Drive complies with *Road Naming* Guidelines of the Geographical Names Board. Council may consider further pursuing the name change by notifying the prescribed authorities, such as Australia Post, and the Surveyor General. Alternatively Council may consider the impact upon the locality residents; too great the changes to their addressing detail being numerous.

Council may also decide to receive submissions from the public suggesting alternate Council infrastructure sites to bear Charles Nott's name.

Financial Considerations

Nil

RECOMMENDATION

That Council abandon the name change proposal being the Cobbora Road from the Golden Highway in Dunedoo to the Castlereagh Highway at Merrygoen to Charlie Nott Drive recognising the significant opposition with the locals to change; and the imposition upon the residents of having to change their address details.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 38 Road Name Change – Neringa Road to Hynds Road

Division	Development Services
Management Area:	Regulatory Services
Author	Regulatory Officer – Noel Gilbert
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

To provide Council with information on the submissions received for the proposed naming of Hynds/Neringa Road.

Background

In 2010 some preliminary steps were made to name an unnamed road established as part of a private four lot subdivision in 2005. The original developer of the road requested that Council take steps to name a road currently known both as Hynds Road and Neringa Road. A further request was received by Council from Barbara Hynds to have the named Hynds Road adopted with the alternative names Pigibila or Udunda should Council find the name Hynds unacceptable.

Pursuant to facilitating a change negating any confusion surrounding the roads current name; Council advertised in accordance with the *Roads Regulation 2008* in August 2014 the proposal to change the road name from Neringa (never formally named) to Hynds Road with submissions closing on August 19 2014.

Issues

A submission was received from a Coonabarabran resident supporting the retention of Aboriginal names where possible, preserving the Historical significance of the Aboriginal culture and heritage. The names “Neringa”, “Pigibila” and “Udunda” are thought to be almost certainly Aboriginal and as road names are acceptable under *Principle 3.5 of the New South Wales Road Naming Policy*. As the property Neringa will still be at the locality being the original property subdivided, the Aboriginal name of “Neringa” will be retained at the location; should the 2.2 km of service road to the subdivision be named Hynds Road.

The road naming process has been followed and whilst the suggested names of Pigibila and Udunda have been received it would seem to be appropriate to use the reference consistent with the development proposal asking for a recognised name that is accepted locally and is still being used to describe the subdivision. This proposal complies with *Principle 3.1 of the New South Wales Road Naming Policy -Principle 1 – Ensuring Public Safety and Service Delivery*.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Financial Considerations

Nil

Options

All suggested names comply with *Road Naming Guidelines* of the Geographical Names Board (Enclosure provided under separate cover).

Council may consider the alternative Aboriginal names of Pigibila or Udunda as suggested by the developer and follow the road naming process outlined in the *Roads (General) Regulation 2008*.

Council could as per the submission name the road Neringa Road. Alternatively, Council could continue with the naming of Hynds Road as per the original submission to Council and as per the report provided to the July 2014 Council Meeting – noting that the property Neringa will retain the name Neringa.

RECOMMENDATION

That Council name the road created off the Oxley Highway to service the subdivision known as the Hynds subdivision and created by development consent DA 6/1994 Hynds Road pursuant to the *Roads Act 1993*.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 39 Draft Contaminated Land Policy

Division:	Development Services
Management Area:	Regulatory Services
Author:	Environment and Health Officer – Brad Condon
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF4.1 Ensure that Council's governance, practices, policies and procedures respond effectively to the long-term goals of the Community Strategic Plan.

Reason for Report

Council has developed a Draft Contaminated Land Policy to provide a framework to manage contaminated or potentially contaminated land sites within the Warrumbungle Local Government Area.

Background

The management of contaminated land is a shared responsibility between Office of Environment and Heritage (including the Environment Protection Authority), the Department of Planning and Infrastructure, and Council. Under the Contaminated Land Management Act 1997, the EPA regulates contaminated sites that pose a significant risk of harm to human health or the environment. Contaminated or potentially contaminated sites that are not regulated by the EPA will be managed by Warrumbungle Shire Council through land use planning processes.

The Draft Contaminated Land Policy will be referenced in planning decisions for all contaminated or potentially contaminated land parcels within the shire area. The policy will allow contaminated land issues to be considered in any development or rezoning activities and to ensure that contaminated land is identified in the issuing of Section 149 planning certificates.

Issues

Without an adopted policy and definitive register of contaminated sites Council staff are unable to fully consider contaminated land issues in the planning decision process. This could lead to Council not meeting the requirements of the *Contaminated Land Management Act 1997* and *State Environmental Planning Policy 55 – Remediation of Land*.

Council is required to have a register of contaminated land. Up until recently this register did not exist, and has since been generated and a number of contaminated land areas identified and documented.

Options

Council can adopt the Draft Contaminated Land Policy or make amendments to the Policy.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

If Council does not have a policy there will be no trigger to record contaminated land on 149 certificates when an application for a 149 certificate is lodged for a particular parcel of land that may potentially be contaminated. This could lead to liability issues for Council if it is proven that Council was informed that the land was contaminated but failed to register the information and/or include it on future 149 certificates.

Financial Considerations


Nil

RECOMMENDATION

That Council adopts the Draft Contaminated Land Policy and the policy be placed on public exhibition for 28 days and **FURTHERMORE** that a report be prepared for Council after the exhibition period detailing any submissions received.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

 warrumbungle SHIRE COUNCIL	Contaminated Land Policy
	Strategic

1. Purpose

The purpose of this Policy is to provide a framework to assist Council, residents and proponents of current and proposed development to respond positively and proactively to contaminated land based hazards and risks, both past and present. The objectives of this Policy will aim to ensure compliance with the requirements of the *Contaminated Land Management Act 1997*, State Environmental Planning Policy (SEPP) 55 – Remediation of Land 2005 and the associated Managing Land Contamination: Planning Guidelines 1998.

2. Objectives of the Policy

The objectives of this Policy are:

- Maintain a database of contaminated or potentially contaminated land and any information on remediation, abatement, or site audits of work on contaminated land undertaken in the Warrumbungle Shire Council area.
- Provide information to support decision making and to inform and liaise with the community
- Ensure that appropriate consideration of contamination issues is made during the rezoning and development assessment process, including:
 - Identification of the presence of, or the potential for contamination on the land;
 - Consideration of the outcomes of any land contamination study;
 - Consideration of any remediation or abatement that has occurred on the land; and
 - The application of requirements set out in the Contaminated Land Management Act 1997, State Environmental Planning Policy (SEPP) 55 – Remediation of Land, Managing Land Contamination: Planning Guidelines 1998 and Warrumbungle Shire LEP 2013; and
- Ensure that changes to land use will not increase the risk to health or the environment.

3. Policy Scope

This policy applies to Councils Development Services Department and will be referenced in planning decisions for all contaminated or potentially contaminated land parcels within the shire area.

4. Background

This Policy forms the basis for the management of land, which is either contaminated or potentially contaminated, within the Warrumbungle Local Government Area.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

The management of contaminated land is a shared responsibility between Office of Environment & Heritage (OEH) (which includes the Environment Protection Authority (EPA), the Department of Planning and Infrastructure (DP&I) and Council. The EPA is the regulatory arm of OEH.

Under the Contaminated Land Management Act, the EPA regulates contaminated sites that pose a significant risk of harm to human health or the environment.

The EPA:

- Regulates the appropriate investigation and clean-up of significantly contaminated land;
- Administers the NSW site auditor scheme under Part 4 of the Contaminated Land Management Act;
- Makes or approves guidelines for use in the assessment and remediation of contaminated sites;
- Administers the public record of regulated sites under the Contaminated Land Management Act.

Contaminated or potentially contaminated sites that are not regulated by the EPA will be managed by Warrumbungle Shire Council through land use planning processes, ie., SEPP 55, Warrumbungle LEP 2013.

Under the provisions of this policy, Warrumbungle Shire Council has developed a framework to manage those sites which are contaminated or potentially contaminated, that do not pose an unacceptable risk to human health or the environment under its current or approved use. The planning and development process will determine what remediation or abatement is required to ensure the land is suitable for a different use. It is important to note that this policy is a land-based policy only.

Part 7A of the Environmental Planning and Assessment Act 1979 (EP&A Act) provides that planning authorities who act substantially in accordance with the SEPP 55 Guidelines are taken to have acted in good faith when carrying out planning functions.

5. Definitions

Contaminated Land – land in, on or under which any substance is present at a concentration above that naturally present in, on or under the land and that poses, or is likely to pose, an immediate or long-term risk to human health or the environment.

Contamination – concentration of substances above that naturally present that poses, or is likely to pose, an immediate or long-term risk to human health or the environment.

Potentially Contaminated Land – land that may be contaminated with a concentration of substances above that naturally present and that poses or is likely to pose a potential or actual risk to human health or the environment.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Remediation of contaminated land includes:

- a) Preparing a long-term management plan (if any) for the land, and
- b) Removing, dispersing, destroying, reducing, mitigating or containing the contamination of the land, and
- c) Eliminating or reducing any hazard arising from the contamination of the land (including by preventing the entry of persons or animals on the land).

6. Policy Statement

6.1 Database of Contaminated or Potentially Contaminated Land

Council will develop and maintain a database of contaminated or potentially contaminated land within the local government area. Development of this database will be assisted by a community engagement program to identify contaminated or potentially contaminated land not known to Council. This database may not be a complete list, and will only identify properties known to Council which have a history of contamination, or that have been associated with uses that may have resulted in contamination. Persons should also make their own enquiries or investigations into whether land is contaminated, or potentially contaminated. The Database will also record details of any site remediation or abatement that has been undertaken, validation records, and audits of remediation work. Information regarding individual properties will be located in Council's Database. Any enquiries associated with a property should be checked against information contained within the Council Database.

6.2 Council's Decision Making Process

In determining all rezoning and development applications, Council must consider the possibility of land contamination and the implications it has for any proposed or permissible future uses of the land. A precautionary approach will be adopted to ensure that any land contamination issues are identified and dealt with early in the planning process. Council's decision making process is identified in the Contaminated Land Management Procedure.

6.3 Section 149 Planning Certificates

Section 59(2) of the Contaminated Land Management Act prescribes the following matters to be specified in a section 149(2) planning certificate:

- a) that the land to which the certificate relates is significantly contaminated land—if the land (or part of the land) is significantly contaminated land at the date when the certificate is issued,
- (a) that the land to which the certificate relates is subject to a management order—if it is subject to such an order at the date when the certificate is issued,
- (b) that the land to which the certificate relates is the subject of an approved voluntary management proposal—if it is the subject of such an approved proposal at the date when the certificate is issued,
- (c) that the land to which the certificate relates is subject to an ongoing maintenance order—if it is subject to such an order at the date when the certificate is issued,

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

- (d) that the land to which the certificate relates is the subject of a site audit statement—if a copy of such a statement has been provided at any time to the local authority issuing the certificate.

Where Council is aware of any further information relating to contamination, Council may include this advice which may relate to the following matters in its planning certificates under s149(5):

- any activities listed in Table 1 of Managing Land Contamination: Planning Guidelines that Council records show have occurred or are occurring on the land
- a reference to any contamination investigations undertaken on the land or the results and key conclusions of such investigations
- any notifications of remediation
- a reference to any validation report held by Council in respect of the land; and
- any notices or public positive covenants requiring the maintenance of remediation.

7. Responsibilities

Development Services

8. Associated Documents

This policy should be read in conjunction with the following Acts and Regulations:

- Contaminated Land Management Act 1997
- Contaminated Land Management Regulation 2013
- Environment Planning and Assessment Act 1979
- Environment Planning and Assessment Regulation 2000

9. Getting Help

Position: Manager Regulatory Services

Department: Development Services

Position: Town Planner

Department: Development Services

Position: Environment and Health Officer

Department: Development Services

10. Version Control

Review Date:

Staff Member Responsible for Review:

Policy Name

Action

**Resolution
No.**

Date

*Eg
endorsed*

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 40 Planning Legislation – Update

Division:	Development Services
Management Area:	Regulatory Services
Author:	Director Development Services – Leeanne Ryan
CSP Key Focus Area:	Rural and Urban Development
Priority:	RU4.2 Take enforcement action against owners of properties with unsafe, dangerous or unhealthy conditions.

Reason for Report

To provide Council with information on new legislation dealing with breaches of planning laws.

Background

On 13 October 2014 Minister for Planning Pru Goward announced the NSW Government will introduce new laws to crack down on companies and individuals which breach planning rules.

The new penalties for breaches of planning laws will be the toughest in Australia, with a maximum penalty of \$5 million for companies and \$1 million for individuals.

The NSW Government is changing laws to:

- introduce a new three-tiered system based on the seriousness of an offence, which will allow a fine of up to \$5 million for corporations which break the rules under the Environmental Planning and Assessment Act;
- Upgrade the offence of providing false or misleading information in environmental impact statements; and
- Make clear that it is an offence to not declare political donations made by directors of companies related to development applicants, in addition to political donations from the applicant themselves.

Minister Goward said “The strengthened rules would bring the powers of the Land and Environment Court into line with community expectations. Each of these offences undermine the community’s faith in the way planning decisions are made – these changes send a message that we’re serious about making the system fairer. For example, when developers fail to properly declare political donations or environmental impact statements can’t be relied upon, the system lets the community down. These changes mean political donations can no longer be hidden away in chains of subsidiary companies, and that breaching environmental conditions carries a greater penalty. Currently, all offences under the Environmental Planning and Assessment Act carry a maximum penalty of \$1.1 million. Fines under the Act have not increased since 1999. We’re talking about a mine that intentionally dumps dirty water into a nearby river system, or a developer building a block of units that doesn’t stick to the fire safety

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

conditions that have been set. The Court has been reluctant to impose the maximum penalty, so introducing a tiered system makes clear the Government's intentions and encourages higher penalties for the worst offences."

The three tiers of offences are:

Tier 1: Applies to the most serious offences, such as carrying out development without approval or outside of existing approvals, or contravening a development control order, where the offence:

- was committed intentionally; and
- caused, or was likely to cause, significant harm to the environment or the death or serious injury or illness of a person.

Maximum penalty: \$5 million for corporations and \$1 million for individuals

Tier 2: Applies to tier one offences that were unintentional or did not cause, or were not likely to cause, significant harm to the environment or the death or serious injury of a person. For example, accidentally spilling waste into a stream which was cleaned up quickly, minimising the effect on the environment.

Maximum penalty: \$2 million for corporations and \$500,000 for individuals

Tier 3: Applies to less serious offences. For example, a mine failing to meet dust and noise monitoring requirements or providing false or misleading information in relation to meeting a condition of approval.

Maximum penalty: \$1 million for corporations and \$250,000 for individuals.

Amendments to the legislation to give effect to the new penalties are intended to be introduced within the next month.

Issues

Nil

Options

Nil

Financial Considerations

Nil

RECOMMENDATION

For Councils Information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 41 Protection of the Environment Operations (Waste) Regulation

Division:	Development Services
Management Area:	Regulatory Services
Author:	Environment & Health Officer – Brad Condon
CSP Key Focus Area:	Public Infrastructure & Services
Priority:	PI8 Local communities have access to effective and efficient waste and recycling services

Reason for Report

The Protection of the Environment Operations (Waste) Regulation 2014 came into effect 1 November 2014. This report will highlight the amendments that have been made to the regulations and the impact these changes will have on waste management in general.

Background

There are a number of important changes in the Waste Regulation, with the aim of further protecting the environment and human health. The changes included in the regulation will help combat illegal waste activity, and maintain a level playing field for lawful operators across the state.

Issues

The main changes to the waste regulation are listed below:

Proximity Principle: Offence for transport of waste

The Waste Regulation makes it offence to transport waste generated in NSW by motor vehicle for disposal more than 150 kilometres from the place of generation, unless the waste is transported to one of the two nearest lawful disposal facilities. For the transport of restricted solid waste for disposal, the offence provision applies where waste is transported by motor vehicle to a place that is not the closest lawful disposal facility.

These changes will impact on waste generators and transporters in Warrumbungle LGA. In the past unmanned transfer stations and landfills have been used by transporters to avoid paying disposal fees at manned operations closer to where the waste was generated. These changes will combat this issue.

Improving resource recovery exemptions

The Waste Regulation clarifies the obligations of generators, processors and consumers who supply or receive waste intended to be beneficially applied to land, reused as fuel or reused in connection with a process of thermal treatment.

Impact on WSC will be limited as council does not currently supply or receive waste for resource recovery.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Prescribed wastes for land pollution offence

From 1 November 2014, the Protection of the Environment Operations (General) Regulation 2009 will contain a list of wastes that automatically constitute land pollution under section 142A of the POEO Act. These wastes include:

- Hazardous waste
- Restricted solid waste
- >10 tonnes of asbestos waste
- >5 tonnes of waste tyres or more than 500 waste tyres

This amendment sends a strong signal to polluters with court imposed penalties being up to \$1,000,000 for corporations and \$250,000 for individuals.

The change will result in serious polluters receiving greater fines than what was previously attracted for similar offences. This change should result in polluters being sent a strong signal that dumping of waste is unacceptable in the Warrumbungle LGA and across the state.

Improving immobilisation of high-risk contaminants

The Waste Regulation strengthens the current immobilisation approval framework. It does this by clearly identifying the responsibilities of generators and processors of immobilised waste, including recipient landfills. The new provisions include the requirement for generators or processors of waste that is subject to an immobilised contaminants approval (generally hazardous waste) to issue a certificate confirming the waste has been treated in accordance with EPA requirements for lawful re-use of disposal.

Council does not current accept hazardous waste, as such it is assumed this change will have limited impact on WSC.

Land pollution defence for unlicensed landfills

The Waste Regulation introduces a defence to land pollution at unlicensed landfills. The defence would be available if the landfill operator, at the time of the alleged land pollution, maintained certain minimum operational standards at the facility.

Recent compliance campaigns conducted by the EPA have shown that operational practices at unlicensed landfills vary greatly across NSW. This has the potential to pose a significant risk to the environment and human health. Creating a defence to potential prosecution, under section 142 of the Protection of the Environment Operations Act 1997 (POEO Act), sets minimum standards for unlicensed landfills across NSW.

This change will have a positive impact on Council. Council's current landfill in Coonabarabran is unlicensed. This change will protect Council from prosecution in case of pollution events if Council is maintaining minimal operational standards at the facility. These minimal operational standards include reducing the risk of fire and odour/noise/dust emissions, controlling public access, and general maintenance of the facility. At present Council is constantly improving operations at the Coonabarabran landfill, and should safely meet any minimal operational standards presented by the EPA.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Additions to operational purpose deductions

The Waste Regulation expands the range of materials eligible for a levy deduction, including road-making or construction works and certain materials used for daily cover at levy-paying landfills in the regulated area.

Council is not a levy paying area and operates unlicensed facilities. As a result this change should have limited impact on Council.

Reduced licensing thresholds for waste activities

The Waste Regulation introduces new thresholds at which the processing, recovery, and storage of waste trigger the requirement to hold an environment protection licence.

Council does not trigger the new thresholds; as such this change will have limited impact on WSC.

Waste tracking for waste transported outside of NSW

The Waste Regulation has introduced requirements for waste consignors and waste transporters to track waste transported interstate. Tracking requirements will apply to more than 10 tonnes of waste generated from the metropolitan levy area that is transported outside of NSW.

Council does not transport or regulate any transport of waste outside of NSW; this change will have limited impact on WSC.

Waste tyre monitoring and licensing

From 1 July 2015, consignors and transporters of waste tyres will be required to monitor the movements of waste tyres within NSW. The requirements will apply to loads of waste tyres greater than 200 kilograms or more than 20 waste tyres. The thresholds at which the storage of waste tyres requires consignors and transporters to hold an environment protection licence issued by the EPA has also reduced significantly.

Council is not a consignor or transporter of waste tyres, this change will have limited impact on WSC.

Asbestos waste monitoring

The Waste Regulation introduces new requirements for waste transporters to record the movement of more than 100kg of asbestos waste or more than 10 square metres of asbestos sheeting. From 1 July 2015, loads of asbestos waste will be assigned a unique consignment code to allow the EPA to monitor their movement from site of generation to disposal. The disposal facility will be required to confirm and record details of receipt of the asbestos waste.

Council will be required to confirm and record details of receipt of asbestos waste of more than 100Kg or more than 10 square metres. The EPA will be developing an electronic system to make this a simple & easy-to-use process.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Reforming the waste levy framework

The Protection of the Environment (Illegal Waste Disposal) Act 2013 was assented to on 3 September 2013. The Act removes the levy exemption for scheduled waste facilities that is used solely for re-using, recovering, recycling or processing waste. From 1 August 2015 the levy exemption that applied to storage, treatment and transfer stations will be removed from the Waste Regulation. This has the effect that all scheduled waste facilities in the regulated area will be liable to pay the levy. The levy changes apply only to scheduled waste facilities (those with required to hold an EPL) in the regulated area.

Council is outside the regulated area, this change will have no impact on WSC.

New reporting requirements for waste facilities

Facilities that will for the first time be required to pay the levy will also be required to undertake the same record keeping and reporting requirements as current levy-paying facilities. All scheduled waste facilities not required to pay the levy will be required to submit an annual report to the EPA detailing the amount, type and destination of waste received and sent off site.

Council is not required to pay the waste levy, and already submits an annual report to the EPA detailing the amount, type and destination of waste received and sent off site. As such this change will have limited impact on WSC.

Options

Nil

Financial Considerations

Nil

RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 42 Queensborough Park Reserve (R11) Trust and Queensborough Park West Reserve (R31715)

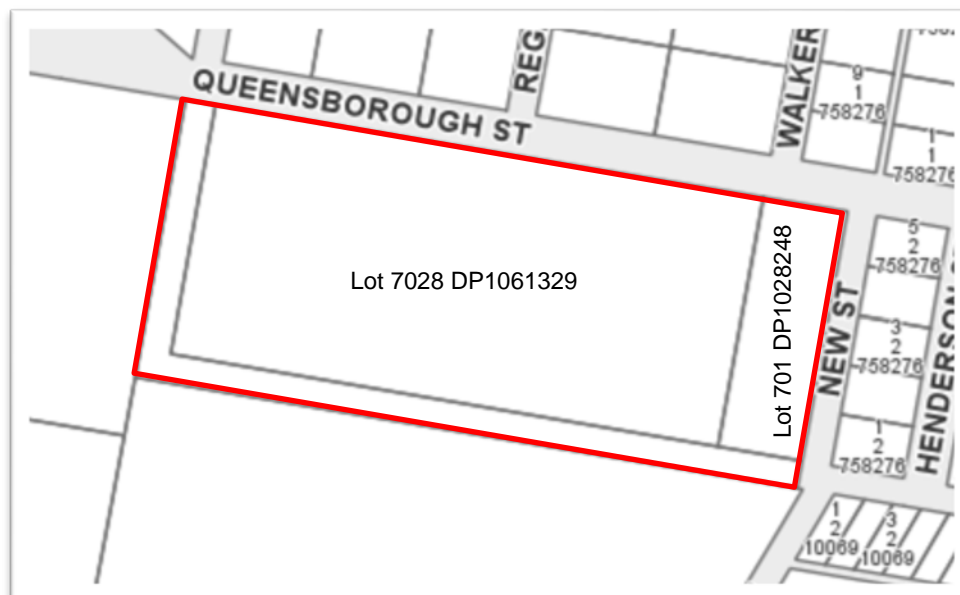
Division:	Development Services
Management Area:	Property and Risk
Author:	Manager Property and Risk – Jennifer Parker
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI2 The long term wellbeing of our communities is supported by ongoing provision of high quality health and aged care,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

Reason for Report

Council has requested a report on the management of Queensborough Park Reserve (R11) and Queensborough Park West Reserve (R31715).

Background

Queensborough Park Reserve (R11) Trust and Queensborough Park West Reserve (R31715) Trust gazetted as a trust on 12 December 1885 and 3 November 1900 are situated at Lot 7028 DP1061329 and Lot 701 DP1028248.



The Queensborough Park Reserve Trust (R11) is a designated Park and the Queensborough Park West Reserve Trust (R31715) is designated as a Public Reserve.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

With the existing Park and Public Reserve space already available in Coolah the Queensborough Park has not needed to be utilised as sports and recreational space for approximately 20 years. The park has been licensed out as a Grazing License to assist with the ongoing cost of maintaining the site.

Issues

All crown land must be managed and lease/licensed according to regulations set down in the [Crown Reserve Act 1989](#) and [Reserve Trust Handbook](#).

Warrumbungle Shire Council Reserve Trust Committee has entered into a temporary licence agreement so that the properties can be utilised outside their designated uses whilst investigating options for ensuring the site is used for the benefits the community into the future. Any agreement extending over a timeframe greater than 12 months requires approval and signature by the Minister for Crown Lands hence the use of the temporary license agreement as pursuant to Section 108 of the *Crown Lands Act 1989* as displayed below.

CROWN LANDS ACT 1989 - SECT 108

Temporary licences

108 Temporary licences

- 1) *A reserve trust may, in respect of the whole or any part of a reserve, grant temporary licences for grazing or any other prescribed purpose.*
- 2) *A temporary licence may be granted subject to conditions and is also subject to such conditions as may be prescribed.*
- 3) *A temporary licence may not be granted for any purpose for which an authority, permit, lease or licence may be granted under the [Fisheries Management Act 1994](#).*
- 4) *A temporary licence ceases to have effect on the expiration of the prescribed period after it is granted unless it is revoked sooner or is granted for a shorter period.*

Currently both reserves are under one temporary licence agreement. This temporary licence is for a three month period that ends 24 December 2014 and is for Low Impact Grazing and Land Management. The use of a temporary licence grants the Reserve Trust Committee the ability to utilise the site outside its designated uses of Park and Public Reserve whilst still insuring that the site is not a burden on Councils budget.

Council is currently awaiting information on a grant submission to erect a multi purpose shed structure on the Lot 701 DP 1028248 that is proposed to house the Coolah Men's Shed, with public hall space and compliant public toilet facilities. This use will fall into the designated use for the reserve and be of benefit for the Coolah community enabling the whole of Queensborough Park to be utilised for its designated use in the future.

Options

Nil

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Financial Considerations

There is a base license fee that all licenses on Crown Land must pay per license. The base fee is adjusted by CPI every three months. Crown Lands require that all licenses are to be the base fee or a commercial rent, whichever is the greater. The base fee is currently \$458.00.

Trust Reserves can be managed and any income received by way of leases or licenses are deposited into a trust account only to be spent back on the Trust Reserves.

Any other funding of Council controlled Crown Land is at the discretion of Council.

RECOMMENDATION

For Councils information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 43 Heritage Adviser Resignation

Division:	Development Services
Management Area:	Regulatory Services
Author:	Director Development Services – Leeanne Ryan
CSP Key Focus Area:	Rural and Urban Development
Priority:	RU4 Our towns and villages are characterised by their attractiveness, appearance, safety and amenity

Reason for Report

This report advises Council of the resignation of our Heritage Adviser and provides an update on the Local Heritage Fund.

Background

Council has received written advice from our Heritage Adviser – Mr Ray Christison that he is resigning from his position as Council's Heritage Adviser. A copy of Mr Christison letter is provided as an enclosure to this report. The reasons for his resignation attribute to a number of matters including the workload he is currently under with providing advice to seven (7) Councils, and the travel associated with providing these services. Mr Christison has noted he is available to assist Council in the interim until a replacement Heritage Adviser is found.

Issues

A number of issues arise from this matter including;

- Council will need to engage a replacement Heritage Adviser via consultation with the NSW Heritage Branch.
- The Local Heritage Fund (LHF) is yet to be advertised this year.
- It is also necessary for Council to decide whether private buildings will be included under the LHF. It is worth noting at this stage that under Council's LEP there are many items listed under Schedule 5 Environmental heritage including Heritage Conservation Areas in Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran. The items listed under this schedule are eligible for funding under the LHF with a number of these being privately owned buildings. To remove privately owned items from the schedule will require Council to undertake a planning proposal to make changes to the LEP.
- It is noted that an earlier Council resolution from April 2014 indicates that half of the LHF for this financial year will be allocated to Baradine as per works identified in the Baradine Main Street report. This Baradine Heritage Conservation Area is incorporated in within the Baradine Main Street Report and may contain privately owned buildings. *Resolution from April 2014 is as follows – 328/1314*

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

RESOLVED:

1. *That Council adopt the Baradine Heritage Main Street Study*
2. *That 50% of the 2014-2015 Warrumbungle Shire Local Heritage Fund budget is allocated to projects in accordance with the Baradine Heritage Main Street Study. Moved R Sullivan/Todd Motion Carried.*

Options

Options to progress this matter forward could include the following, or a combination of options;

1. Council approaches the NSW Heritage Office to seek a replacement, and in the interim continue working with Mr Christison until a replacement can be found.
2. The LHF is advertised and implemented in its current form for this financial year. Alternatively Council can elect to have privately owned buildings not entitled to funding and prepare a planning proposal to have these items removed from Schedule 5 of the LEP.
3. That no action is taken, and heritage adviser is not replaced and LHF is not advertised or utilised this financial year and resolution 328/1314 be rescinded.

Financial Considerations

LHF and Heritage Adviser funding is provided via grants to Council from NSW Heritage Office. Funding is matched \$ for \$ as per budgets.

RECOMMENDATION

1. That Council approaches the NSW Heritage Office to seek a replacement Heritage Adviser, and in the interim continue working with Mr Christison until a replacement is found.
2. That Council writes a letter to Mr Christison thanking him for his many years of service to Council.
3. That Council makes a determination on whether privately owned buildings are eligible for Local Heritage Funding, and **FURTHERMORE** that Council calls for applications for the 2014/15 Local Heritage Fund.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 44 Planning Proposal – ‘Dwelling Permissibility in the RU1 Zone’

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

For Council to consider and resolve on the Planning Proposal for ‘dwelling permissibility in the RU1 Zone’ so that it can be submitted to The Department of Planning and Environment (The Department) for ‘gateway determination’.

Background

At the July 2014 Council meeting Council resolved to: “support the preparation of a Planning Proposal to address the issue of ‘lost dwelling entitlement’ under the current LEP Zone RU1, including any other amendments necessary, which would be determined at a later date.”

This Planning Proposal document has now been finalised with some consultation with The Department (Dubbo Branch). The document is provided as an enclosure to this report for Council’s consideration. The objectives of the report are outlined as follows:

1. To provide the opportunity for anyone to apply to erect a dwelling on any allotment in Zone RU1 Primary Production, if: the allotment was created before the commencement of the WLEP; the allotment was previously Zoned 1(b) General Rural or 1(c) Rural Small Holdings under the CLEP; and if the allotment achieves the applicable minimum lot size under its former Zone.
2. To ensure that environmental impacts associated with rural-residential development are appropriately managed at the development application stage.

Such considerations include fragmentation of agricultural land, preferred land uses and dwelling location, protection of natural resources and native fauna and flora, bushfire risk and protection, access and servicing, contamination/remediation, and appropriate residential/agricultural land use buffers.

3. To establish a reasonable timeframe within which applications for dwellings can be lodged in order to limit the extent of rural-residential development within the Shire.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

4. To ensure that once expired, the assessment of dwelling permissibility in the RU1 Zone (the application of Clause 4.2A) would revert to what it was at the time of WLEP gazettal.

The report also includes: an explanation of the proposal; a justification for the proposal with regards to policy and planning considerations; some mapping to demonstrate the extent of the application; a community consultation outline and a project timeline.

The gateway determination is the first formal stage in the Planning Proposal process.

Issues

In order for the proposed LEP amendment to proceed with The Department, Council is required to resolve to approve the Planning Proposal document.

Please also note the following:

- Although some level of consultation has been undertaken with The Department, the wording and format of the LEP amendment will be subject to ultimate determination by Parliamentary Counsel. As such, the final outcome may vary from Council's original intention.
- Following gateway determination, the Planning Proposal process will involve liaison with government agencies, public exhibition, a community consultation process, consideration of submissions, and drafting and mapping in consultation with The Department.
- The process is expected to take approximately 6 months from gateway determination through to finalisation.

Options

1. Resolve that the Planning Proposal (attached) is submitted to The Department for gateway determination if Council is satisfied with the direction and content of the document.

OR

2. Resolve that further review/changes to the Planning Proposal document are required prior to it being submitted to The Department for gateway determination.

OR

3. Resolve not to move forward with the Planning Proposal.

Financial Considerations

Following gateway determination, there will be some costs associated with putting the Planning Proposal on public exhibition (advertisement in local papers and notifying relevant parties by post).

The planning proposal is likely to be prepared in-house with The Department's assistance. However, there may be some impact on other town planning activities due to time and resource constraints.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

RECOMMENDATION

That Council resolves to lodge a planning proposal with the Department of Planning and Environment for gateway determination to amend the WLEP as follows:

- I. To make provision for the erection of a dwelling (pending consideration of any environmental impacts relating to the land) on any allotment in Zone RU1 Primary Production, if: the allotment was created before the commencement of the WLEP; the allotment was previously Zoned 1(b) General Rural or 1(c) Rural Small Holdings under the CLEP; and if the allotment achieves the applicable minimum lot size under its former Zone.
- II. To include a sunset clause for the above inclusion to enable the WLEP to revert to what it was at the time of gazettal in 2013.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 45 Small Business Friendly Council

Division:	Development Services
Management Area:	Tourism and Economic Development
Author:	Manager Economic Development and Tourism – Aileen Bell
CSP Key Focus Area:	Local Economy
Priority:	LE2 Our communities have access to diverse local employment opportunities and our workforce is inclusive of people of all ages and skill levels.

Reason for Report

Council has been invited by the NSW Office of the Small Business Commissioner to become a Small Business Friendly Council.

Background

The Office of the NSW Small Business Commissioner (OSBC) and the NSW Business Council have established a program called Small Business Friendly Councils (SBFC); the program is supported by Division of Local Government, LG NSW, and the LG Professionals Australia (NSW).

The pilot program has 40 Councils participating from right across NSW including Coonamble and Gilgandra and an invitation is extended to other Councils to join the project from January 2015. The target appears to be 152 member councils for the program by 2015.

The program is about Councils demonstrating their commitment to local small businesses and there is an expectation that participating shires will report on business improvement processes and on-time payment policies in their operational plans. It is suggested that a business advisory board be established with representation from stakeholders and the development of initiatives within Council such as procurement or establishing pre-lodgement D/A meetings.

Based on a knowledge of processes already undertaken, an Expression of Interest was confirmed with the Office of Small Business pending a final decision of the November 2014 Council meeting.

Participation requires a commitment to the SBFC Charter which sets out a number of benchmarks that Council should agree to meet to foster and support small businesses in Warrumbungle Shire.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

The Charter refers to operations which:

- enhance public confidence in Council's commitment to engage pro-actively and effectively with small businesses;
- recognize standards required when engaging with small business;
- identify best practice approaches to encourage a vibrant small business sector; and
- enable Council to fulfil their commitment to SBFC.

Council's commitment requires agreement to review procedures and practices in dealing with small businesses and how these can be improved and recognition that Council is expected to develop an objective approach for implementing the Charter benchmarks in Warrumbungle Shire.

The EDT Unit, guided by the EDT Advisory Committee has procedures and programs in place to address the requirements.

Elements established by the Office of Small Business Commissioner and how they are addressed by Council include:

1. Commitment to Small Business

- currently the EDT liaises with established and establishing small businesses;
- the Community Development Coordinator Program of Council also addresses Small Business issues in the small towns;
- the Manager Economic Development & Tourism liaises with NSW Small Biz to bring consultants to communities to assist small businesses on matters relating to Business Planning, Work Cover and other industrial requirements;
- the EDT Committee also funds education programs for small business operators including Visual Merchandising, eCommerce, Customer Service etc;
- shop local campaign are supported by the EDT unit;
- coordination of the Shire Business Awards.

2. Administration and Regulation this area would be covered by Council's policies on

- Development Approval processes and how they are shared with, and interpreted by, the business community;
- consultation with communities through community meetings;
- the IP&R processes – particularly the development of the CSP and consultation around issues raised;
- Council's fee structure – private works etc

3. Dispute Resolution

- through membership of NSW Business Council, small business is able to access support and assistance for the resolution of disputes related to business operations; The Coonabarabran Chamber of Commerce offers a shared membership program for Progress Association and Development Group members as well.

4. Promotion and Marketing (of the Program)

- through the tourism marketing initiatives of EDT the program can be promoted

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

5. Appropriate use of the SBFC logo
 - To be used on Council material and that which promotes the program and Council's participation
6. Reporting and Monitoring
 - SBFC Program will provide a template for 1/4ly reporting;
 - Council has a mechanism for reporting through the Operational and Delivery Plans.
7. Provision of contact persons. Manager EDT to have responsibility for the program and report to the EDT Advisory Committee and in turn Council

SBFC also refers to quarterly reporting on the key performance indicators in the Operational Plan with the inclusion of the following in the Operational Plan for reporting from Oct-Dec 2014

- *On time payment .. implement an on time payment policy to small business (if not already in place);* this refers to practices for payment to local providers
- *Business Improvement Processes .. implement and report on 2 strategies to improve business processes for small business and include in quarterly reporting cycle .. this could include Shop Local Campaigns undertaken within communities; education programs for small business (community workshops), development of the Changing Face of Business in Warrumbungle Shire matrix or even "going cashless" or implementation of EFT for Council payments.*
- The expectation is to report on at least one other initiative which can include establishment of an Advisory Board (the EDT Committee would be this)

Financial Considerations

There appears to be no costs to Council to be a partner other than the commitment to pursuing the outcomes of the project; funding from within the Economic Promotions budget allocation.

RECOMMENDATION

That Council supports the proposal to join the Small Business Friendly Program for 2015 AND the Manager EDT be the primary contact.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 46 Stocktake Visitor Information Centre Stocks – May – October 2014

Division:	Development Services
Management Area:	Tourism and Economic Development
Author:	Manager Economic Development and Tourism – Aileen Bell
CSP Key Focus Area:	Local Governance and Finance
Priority:	G4 Council's governance and organisational Structure reflects the vision, directions and priorities outlined in the CSP

Reason for Report

On 16 October 2014 Financial Services undertook a stocktake of the saleable items stock held at the Coonabarabran Visitor Information Centre.

Background

Council conducts stocktakes in order to reconcile the physical sales stock with what is recorded in Council's accounting records system. Stocktakes are an important internal control that ensures the accuracy of Council's stock records and also acts as a process for detecting and preventing fraud.

A disparity between Council's stock records in its financial systems and Council's stocktake results will mean that there has been a failure of either the system for physically controlling the stock or in the operations of recording the stock. A retail operation such as the VIC will present a different set of issues to an internal stores/depot stock take and discrepancies in stock counts to the stock records may indicate a number of issues for the VIC. "Shrinkage" of stock may be due to lost or misplaced stock, stolen or broken stock or goods wrongly located in the store or shelves. Stocktakes ensure that any disparities are identified and then be rectified.

Issues

Difficulties experienced at previous stocktakes related to the installation of a new cash register have continued and are being addressed when identified. This has included the timing of stock write offs as they occur – damaged and out of date stock; these are being entered onto the Stock Control of the register.

The VIC is dependent on the services of volunteers who may enter goods sold incorrectly; they may use the wrong barcode or not know the correct procedures for certain transactions. This results in amazing variations in the stock levels and the requirement for staff at the VIC to double count to clarify the anomalies.

The actual count of stock presented issues which delayed operations at the VIC and required the Centre to be closed for the morning of the count with staff having to address all stock control prior to end of day, impacting on the routine work and services of the VIC.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Financial Considerations

The May Stocktake results are as follows:

Opening Stock Value (@13.05.14)	\$15,873.04
Closing Stock Value (@16.10.14)	\$14,397.11
Gross Sales/Revenue for period	\$23,189.90
Stock purchases for period	\$11,664.58

Stocktake of 16.10.2014 indicates:

a GAIN of \$794.57

and a LOSS of \$685.25

Resulting in a Variance of +\$109.32

The count of stock held resulted in a Nett Write On of \$109.32

RECOMMENDATION

That Council notes the results of the May to October 2014 Stocktake at the Coonabarabran Visitor Information Centre and approves a nett stock write-on of \$109.32.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 November 2014

Item 47 Development Applications

Division: Development Services

Management Area: Regulatory Services

Author: PA to Director Development Services – Kelly Dewar

CSP Key Focus Area: Rural and Urban Development

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

Development Applications

(i) Approved – October 2014

Complying Development (Set Criteria) Application (Specialised Conditions)	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type Of Development	Stop the Clock Referral Days
DA 7/2014	23/07/2014	17/10/2014	Coolah Home Base	38 Cunningham Street	Coolah	The use of Lot 130 for 'multi dwelling housing' in addition to the current caravan park use of Lot 130 The erection of 3 dwelling houses on Lot 130 (sites 2, 15, 17). The use of 1 dwelling house on Lot 131 (site 34) utilising Clause 5.3 Development near zone boundaries.	46
DA 26/2014	7/10/2014	30/10/2014	Celia Canham	48 Dalgarno Street	Coonabarabran	Change of Use to Shop and associated Café	NIL

RECOMMENDATION

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