



# **Warrumbungle Shire Council**

## **Council meeting**

**Thursday, 11 December 2014**

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

**commencing at 10.00 am**

## ***Mayor***

Councillor Peter Shinton

## ***Deputy Mayor***

Councillor Murray Coe

## ***COUNCILLORS***

Councillor Gary Andrews

Councillor Anne-Louise Capel

Councillor Fred Clancy

Councillor Victor Schmidt

Councillor Chris Sullivan

Councillor Ron Sullivan

Councillor Denis Todd

## ***MANAGEMENT TEAM***

Steve Loane (General Manager)

Stefan Murru (Director Corporate & Community  
Services)

Kevin Tighe (Director Technical Services)

Leeanne Ryan (Director Development Services)

# Warrumbungle Shire Council

## Vision

Excellence in Local Government

## Mission

We will provide:

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

## We Value

### Honesty

Frank and open discussion, taking responsibility for our actions

### Integrity

Behaving in accordance with our values

### Fairness

Consideration of the facts and a commitment to two way communication

### Compassion

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

### Respect

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

### Transparency

Open and honest interactions with each other and our community

### Passion

Achievement of activities with energy, enthusiasm and pride

### Trust

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

### Opportunity

To be an enviable workplace creating pathways for staff development

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 11 December 2014**

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**NOTICE** is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 11 December 2014 at the Council Chambers, John Street, Coonabarabran commencing at 10.00am

# **AGENDA**

Welcome

Turn Off Mobile Phones

## **Order of Business**

Forum

Apologies

Disclosure of Interest

    Pecuniary Interest

    Non Pecuniary Conflict of Interest

Reports

Matters of Concern

Reports to be considered in Closed Council

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

# **WARRUMBUNGLE SHIRE COUNCIL**

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

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

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

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

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

# WARRUMBUNGLE SHIRE COUNCIL

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# WARRUMBUNGLE SHIRE COUNCIL

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### Item 1 Minutes of Ordinary Council Meeting – 20 November 2014

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

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

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

#### 10.02am

##### Forum

Margaret Vale addressed the meeting regarding Cunningham Street, Coolah informing the meeting of complaints regarding standard of road leading to the caravan park noise issues and trucks driving on incorrect side of road to avoid potholes. Ms Vale asked what Council's plan is for Cunningham and Booyamurra Streets.

Director Technical Services informed the meeting of plans in this year's budget for works in Cunningham Street.

Steve Billet (on behalf of the Coolah Swimming Club) addressed the meeting regarding concerns that the swimming pool covers purchased last year are not being used. Mr Billet understood it was an WH&S issue and covers were not being used by council staff. Electric rollers needed to get covers on and off.

Director Technical Services informed the meeting that the matter is still under investigation.

#### 10.13am

**Presentation:** Paul Cornall of Forsyths presented the 2013/14 Financial Statements and audit results.

#### 10.47am

**APOLOGIES:** Cr Capel and Cr R Sullivan

**139/1415 RESOLVED** that the apology of Cr Capel be accepted (in accordance with Resolution 40/1415 granting leave of absence to Cr Capel) and the apology of Cr R Sullivan be accepted.

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

The Mayor called for Declarations of Pecuniary Interest and Non Pecuniary Interest.  
No declarations were made.



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### 10.49am

Presentation made of the Fourth Quarterly Employee Excellence in Achievement Award to Erin Player and presentation of the Fourth Quarterly Team Excellence in Achievement Award to OOSH team members.

### REPORTS

#### Item 1 Minutes of Ordinary Council Meeting – 16 October 2014

**140/1415 RESOLVED** that the resolutions contained in the Minutes of the Ordinary Council meeting held on 16 October 2014 be endorsed.

**Todd/Schmidt**

**The motion was carried**

Cr Clancy lodged his objection with the caution comment being included in the minutes.

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

##### 141/1415 RESOLVED:

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.

**Todd/Andrews**

**The motion was carried**

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

##### 142/1415 RESOLVED:

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.

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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.

**Schmidt/Clancy**  
**The motion was carried**

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

**143/1415 RESOLVED** that Council accept the minutes from the Work Health & Safety Committee meeting held on 23 October 2014 at Coolah.

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

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

**144/1415 RESOLVED:**

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.

**Clancy/Schmidt**  
**The motion was carried**

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

**145/1415 RESOLVED:**

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 in principle and that subject to further detail design in relation to drainage and in relation to location of proposed netball hard courts and that detailed design and construction subject to master plan be undertaken **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.

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

**11.07am**

**146/1415 RESOLVED** that standing orders be suspended to break for morning tea.

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

**11.25am**

**147/1415 RESOLVED** that standing orders be resumed.

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

At this time Cr Clancy had not returned to the meeting.

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

**148/1415 RESOLVED** that Council accepts the Minutes of the Finance and Projects Committee Meeting held on 6 November 2014 at Coolah.

**Schmidt/Andrews  
The motion was carried**

### **Item 8 Minutes of Baradine Community Consultation Meeting – 3 November 2014**

**149/1415 RESOLVED** that Council accept the minutes from the Baradine Community Consultation Meeting held on 3 November 2014.

**Andrews/Todd  
The motion was carried**

### **Item 9 Minutes of Coonabarabran Community Consultation Meeting – 3 November 2014**

**150/1415 RESOLVED** that Council accept the minutes from the Coonabarabran Community Consultation Meeting held on 3 November 2014.

**Andrews/Schmidt  
The motion was carried**

**11.27am**

Cr Clancy returned to the meeting.

### **Item 10 Minutes of Binnaway Community Consultation Meeting – 4 November 2014**

**151/1415 RESOLVED** that Council accept the minutes from the Binnaway Community Consultation Meeting held on 4 November 2014 at Binnaway.

**Andrews/Schmidt  
The motion was carried**

### **Item 11 Minutes of Mendooran Community Consultation Meeting – 5 November 2014**

**152/1415 RESOLVED** that Council accept the minutes from the Mendooran Community Consultation Meeting held on 5 November 2014.

**Coe/Schmidt  
The motion was carried**

Cr Coe foreshadowed a motion for consideration at the December meeting that Council consider lodging a competitive tender for water meter reading.

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

**153/1415 RESOLVED** that Council accept the minutes from the Warrumbungle Cobbora Transition Fund Committee Meeting held on 22 October at Dunedoo.

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

### **Item 13 Reactivating the Health Advisory Committee**

**154/1415 A motion was moved by Cr Todd seconded by Cr Andrews** that the Warrumbungle Shire Council reactivates the Health Advisory Committee and further that Cr Clancy be nominated as the Chairperson of the Committee.

**The motion was put and carried.**

### **Item 14 Australian and Indigenous Flags**

**155/1415 RESOLVED** that a review of the location of the flag poles in John Street Coonabarabran be undertaken and a report be brought back to Council.

**Clancy/Todd  
The motion was carried**

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### **Item 15 Sealing the All Weather Road north of Dunedoo**

**156/1415 RESOLVED** that a comprehensive 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 and report to include Piambra Road and Munns Road together with options for sealing in front of properties for dust reduction.

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

### **Item 16 Orana Arts**

**157/1415 RESOLVED** that Council notes the meeting of Orana Arts Board from Councillor Capel.

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

### **Item 17 Association of Mining Related Council**

Received.

Council was advised that the Mayor, Peter Shinton, was elected Chairman of the Association of Mining Related Councils for the next twelve (12) months.

### **Item 18 Warrumbungle Cobbora Transition Fund Committee**

**158/1415 RESOLVED** that 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.

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

### **Item 19 Council Meeting Public Forum Policy**

**159/1415 RESOLVED** that Council approves the following Final Draft Council Meeting Public Forum Policy with those amendments to items 1 to 8 within the Policy statement.

#### **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

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### **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.

- 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.*

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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.

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.

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

<b>Policy Name</b>	<b>Action</b>	<b>Resolution No.</b>	<b>Date</b>
Council Meeting Public Forum	Endorsed		

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### 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)

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

# WARRUMBUNGLE SHIRE COUNCIL


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12.01pm

Cr C Sullivan left the room.

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

**160/1415 RESOLVED** that Council endorse the following amended Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors.

	<b>Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors</b>
	<b>Strategic</b>

(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*



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

### **Part 2 - PAYMENT OF EXPENSES**

#### **Allowances and expenses**

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

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

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

#### **2.1 Establishment of Monetary Limits and Standards**

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

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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.

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.

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **2.3 Payment of Reimbursed claims**

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

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

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

### **2.4 Accommodation and meal expenses**

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

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

### **2.5 Incidental Expenses**

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

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

### **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.

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

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

### **2.7 Payments in advance**

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

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

### **2.8 Approval arrangements**

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

### **2.9 Attendance at seminars and conferences**

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

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

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

# WARRUMBUNGLE SHIRE COUNCIL

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

### **2.10 Registration fees**

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

### **2.11 Travel Expenses**

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

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

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

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

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

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.

# WARRUMBUNGLE SHIRE COUNCIL

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

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

Elected members using private vehicles will be paid the kilometre rate to a maximum payment, which is not to exceed economy class air fares to and from the particular destination. All travel by Councillors that involves an overnight stay of one or two nights must be authorised in advance by the Mayor and General Manager (or in the event that the Mayor requires approval to travel outside of council meetings approval should be given jointly by the deputy mayor or another councillor and the general Manager.)

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

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

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**

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### **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.

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.

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **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.
- 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.



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- 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.

## **Appendix A**

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

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<b>Table 4: High cost country centres – accommodation expenses</b>			
<b>Country centre</b>	<b>\$</b>	<b>Country centre</b>	<b>\$</b>
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

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### POLICY DOCUMENT CONTROL:

Policy		Resolution	Date
Payment of Expenses Policy	Endorsed	233	16 June 2005
Payment of Expenses Policy	Amendment	49	18 August 2005
Payment of Expenses Policy	Amendment	393	18 May 2006
Payment of Expenses Policy	New Policy endorsed	199	17 December 2009
Payment of Expenses Policy	Revised Version	123	21 October 2010
Payment of Expenses Policy	Revised Version	181/1112	24 November 2011
Payment of Expenses Policy	Revised Version – 4	235/1213	21 February 2013
Payment of Expenses Policy	Revised Version – 5	168/1314	21 November 2013
Payment of Expenses Policy	Revised Version – 6	160/1415	20 November 2014

**Schmidt/Clancy**  
**The motion was carried**

### **Item 21 2013/14 Annual Report**

**161/1415 RESOLVED** that Council note one change to the contents of the 2013/14 Annual Report being amendment to Councillor representation on the Traffic Committee and that the report be submitted to the Minister for Local Government.

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

**12.04pm**

Cr C Sullivan returned to the meeting.

### **Item 22 Council Resolutions Report November 2014**

Received.

**162/1415 RESOLVED** that Council approach Crown Lands regarding Memorandum of Understanding relating to the Coonabarabran Showground area on western side of creek and report back to council.

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

### **Item 23 Brick Bats and Bouquets**

Received.

### **Item 24 Report from Human Resources – November 2014**

Received.

### **Item 25 Fourth Quarterly Staff Achievement Award**

**163/1415 RESOLVED** that Council accepts MANEX's nomination of Erin Player and the OOSH Team as the winners of the Fourth Quarterly Staff Achievement Award.

**Clancy/Andrews**  
**The motion was carried**

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

**164/1415 RESOLVED** that Council approve the change of category for Assessment number 10034494 from Business to Residential and that the re-categorisation take affect from 1 July 2014.

**Todd/Andrews**  
**The motion was carried**

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 27 Water Charge Request for Write Off Assessment No 10003291

**165/1415 RESOLVED** that Council deny the request to write off \$377.78 for Assessment Number 10003291.

**Todd/Schmidt**  
The motion was carried

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

**166/1415 RESOLVED** 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.

**Coe/Andrews**  
The motion was carried

### Item 29 Bank Reconciliation for the month ending 31 October 2014

**167/1415 RESOLVED** that Council accept the Bank Reconciliation Report for the month ending 31 October 2014.

**Schmidt/Andrews**  
The motion was carried

### Item 30 Investments and Term Deposits for Month ending 31 October 2014

**168/1415 RESOLVED** that Council accept the Investments Report for the month ending 31 October 2014.

**Andrews/Schmidt**  
The motion was carried

### Item 31 Rates Report for Month Ending 31 October 2014

Received.

### Item 32 2015/16 Regional Road REPAIR Program

**169/1415 RESOLVED** 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
<b>Total</b>		<b>\$800,000</b>	<b>\$800,000</b>	<b>\$800,000</b>	<b>\$800,000</b>

# WARRUMBUNGLE SHIRE COUNCIL

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Andrews/Schmidt  
The motion was carried

### Item 33 Pool access without a lifeguard on duty

**170/1415 RESOLVED** 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 \$50 on the key.

### 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 – 11 December 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

**Andrews/Todd**  
The motion was carried

#### Item 34 Funding Opportunity for Cycleway and or Pedestrian Access projects

**171/1415 RESOLVED** 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.

# **WARRUMBUNGLE SHIRE COUNCIL**

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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 & Daglish 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.
8. Shared Path in Cowper Street between Edward Street and Cassilis Street.

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.

**Schmidt/Clancy**  
**The motion was carried**

**Item 35 Warrumbungle Pedestrian and Mobility Plan 2014 (PAMP)**

**172/1415 RESOLVED** that the Pedestrian Access Mobility Plan prepared for each town in the Shire is endorsed as a draft document for public exhibition.

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

**Item 36 2014/15 Technical Services Works Program – Road Operations, Urban Services & Water Services**

Received

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

**173/1415 RESOLVED** 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.

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

**Item 38 Road Name Change – Neringa Road to Hynds Road**

**174/1415 RESOLVED** 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*.

**Schmidt/Clancy**  
**The motion was carried**

**Item 39 Draft Contaminated Land Policy**

**175/1415 RESOLVED** 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.

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

**Item 40 Planning Legislation – Update**

Received.

**Item 41 Protection of the Environment Operations (Waste) Regulation**

Received.

# **WARRUMBUNGLE SHIRE COUNCIL**

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

Received.

### **Item 43 Heritage Adviser Resignation**

**176/1415 RESOLVED** that:

1. 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 which privately owned buildings are eligible for Local Heritage Funding, and **FURTHERMORE** that Council calls for applications for the 2014/15 Local Heritage Fund.

**Todd/Schmidt**

**The motion was carried**

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

**177/1415 RESOLVED** 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.

**Coe/Schmidt**

**The motion was carried**

### **Item 45 Small Business Friendly Council**

**178/1415 RESOLVED** that Council supports the proposal to join the Small Business Friendly Program for 2015 AND the Manager EDT be the primary contact.

**Clancy/Schmidt**

**The motion was carried**

### **Item 46 Stocktake Visitor Information Centre Stocks – May – October 2014**

**179/1415 RESOLVED** 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.

**Schmidt/Todd**

**The motion was carried**

### **Item 47 Development Applications**

**180/1415 RESOLVED** that Council note the Applications and Certificates Approved, during October 2014, under Delegated Authority.

**Schmidt/Clancy**

**The motion was carried**



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12.55pm

**181/1415 RESOLVED** that standing orders be suspended to break for lunch.

**Todd/Schmidt**  
**The motion was carried**

1.58pm

**182/1415 RESOLVED** that standing orders be resumed.

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

### **Matters of Concern**

Cr Clancy – Traffic Committee – request for installation of ‘reduce noise’ signs on Purlewaugh Road MR129

Property on corner of eastern side of Robertson Street and Timor Lane recently erected a fence made of rusted corrugated iron

Could disabled employee be provided with a parking spot at rear of building. GM advised that he can again offer a car parking space.

Cr Todd – trees overhanging on Baradine Aerodrome Road and Dandry Road.

Two houses at Kenebri – roof off one and toilet out of other – something needs to be done about houses

Toilet in Baradine Lions Park is locked overnight – children are running into pub to use toilets – locking of toilets causing problems.

Water running in men’s toilet. Director Technical Services advised that the water has been fixed and then broken again. Staff are monitoring.

**183/1415 RESOLVED** that:

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

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

2.28pm

**184/1415 RESOLVED** that Council move out of closed Committee.

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

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

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

**185/1415 RESOLVED:**

1. That Council resolve that the General Manager finalise the purchase of part Lot 11 DP 774266 for \$455,000 plus GST **FURTHERMORE** Council approves the General Manager and Mayor to complete the purchase agreement and affix Council’s seal.
2. That Council classify the land as operational land.

**Schmidt/Coe**  
**The motion was carried**

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**Councillor Clancy moved a spill on the motion.**

**The motion was put and carried with Councillors Schmidt, Coe, C Sullivan and Shinton** each recording their vote in favour of the motion and Councillors Andrews, Clancy and Todd each recording their vote against the motion.

There being no further business the meeting closed at 2.30pm.

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**CHAIRMAN**

### **RECOMMENDATION**

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 20 November 2014 be endorsed.

# WARRUMBUNGLE SHIRE COUNCIL

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

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

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

**APOLOGIES:** Ms Jackie Barry (RMS).

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

**CONFIRMATION OF MINUTES:**

**15/1415 RECOMMENDED** that the minutes of the Traffic Advisory Committee meeting held on Thursday, 25 September 2014 be confirmed.

**Harper/Grierson**

**BUSINESS ARISING FROM THE MINUTES**

The following matters were noted as outstanding:

- Proposal to Extend Centre Median in Binnia Street - Further investigations and site visit to be undertaken in relation to issue with northbound vehicles making a U turn at Campbell Street intersection. Plan to be prepared prior to site visit.
- Further investigations and site visit to be undertaken of sight distance concerns at the intersection of Digilah Street and Wallaroo Street.
- Investigate changing 'Give Way' signs in Namoi Street.
- Prepare a proposal for RMS consideration to change location of speed zone on the eastern approach to Mendooran.
- Dedicated carpark for disabled drivers in front of Coolah School of Arts building – Further information to be sought on access from road shoulder to footpath and access from footpath to building. Access issues to be considered as part of PAMP.
- Dedicated carpark for disabled drivers in front of the Warrumbungle Community Care office in Coolah – Further information to be sought on access from road shoulder to footpath and access from footpath to building. Access issues to be considered as part of PAMP.
- Proposal to install rumble strips on approach to dip in Bullinda Street, Binnaway – Investigate and prepare sketch plans for kerb blisters in Bullinda Street; change traffic priority by placing 'Give Way' signs in Bullinda Street for a trial period of 12 months.
- Council investigate the preparation of a Rural Bus Stop Policy.
- Advise RMS of damage and deterioration of fence panels on the Mary Jane Cain Bridge.
- Location of School Bus Stop Areas on Golden Highway between 9 km and 13 km West of Dunedoo – Formal contact to be made with bus operator(s).
- Review of Travel Lane Width in John Street for OD Trucks – Further investigation required in relation to layout, including width of parking bay and angle of parking.

# WARRUMBUNGLE SHIRE COUNCIL

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An analysis of wide loads using the OD Route should be undertaken to determine most common oversize width.

- Intersection of Golden Highway and Vinegaroy Road – Concerns about lack of RH turn capacity at the intersection of Golden Highway and Vinegaroy Road to be formally conveyed to the Hunter Region of RMS.
- Centre Line Marking on Castlereagh Highway near location commonly known as Coopers Corner – Formal approach to be made to RMS to investigate installation of an unbroken centre line at Coopers Corner.
- Request for Erection of a 'Guide Hall' Directional Sign at the Intersection of John & Edwards Streets - Further information to be sought from the Coonabarabran District Girl Guides.
- Unbroken edge line to be installed in front of Mendooran School for the purpose of accenting the new bus parking bay.

### AGENDA ITEMS

a) Proposed Road Closure for 2015 ANZAC Day Ceremonies in Each Town of the Shire 16/1415 RECOMMENDED that approval be given to close the following roads on Saturday, 25 April 2015 for the purpose of conducting an ANZAC Day March and Ceremony, subject to compliance with guidelines and Road Closure Policy:

- Coolah RSL Sub Branch - Binnia Street between Booyamurra Street and Campbell Street between 10.00 am and 12.30 pm.
- Coonabarabran RSL Sub Branch – John Street between Edwards Street and Essex Street between 10.00 am and 1.00 pm.
- Dunedoo RSL Sub Branch – Bolaro Street between Wargundy Street and Merrygoen Street between 10.00 am and 12 noon.
- Mendooran RSL Sub Branch – Bandulla Street between Pampoo Street and Napier Street between 9.30 am and 12 noon.
- Binnaway RSL Sub Branch – Renshaw Street between Bullindah Street and Yarran Street between 9.30 am and 12 noon.
- Baradine RSL Sub Branch – Wellington Street and Narran Street between 10.00 am and 12.30 pm.

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

**Harper/Chaplin**

b) Baradine Progress Association – Request for Closure of Wellington Street for Christmas Carnival on 24 December 2014

**17/1415 RECOMMENDED** that request by Baradine Progress Association to close Wellington Street between Narren Street and Darling Street, Baradine on Wednesday, 24 December 2014 between 6.00 pm and 12.00 am to conduct a Christmas Carnival be approved subject to compliance with Council's Road Closure Policy.

**Harper/Chaplin**

c) RMS – Speed Zone Review No SZRT-1244 – Black Stump Way (MR55) between Coolah and Binnia

Letter received from RMS responding to Council's request for a speed zone review on the Black Stump Way, with a view to reducing the speed limit from 100 kph to 90 kph due to the pavement condition.

RMS advise that there is no provision in the NSW Speed Zoning Guidelines for a reduction in speed due to substandard pavement conditions. Information noted.

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- d) Installation of Concealed Access Signs and Symbolic Bus Route Signs on Golden Highway on Approach to the Property 'Talbragar Park'

**18/1415 RECOMMENDED** that the proposed installation of a concealed driveway sign on the approach to property 'Talbragar Park', Golden Highway, Dunedoo be referred to RMS for further investigation and that the outcome be brought back to the next meeting.

**Harper/Chaplin**

- e) Coonabarabran LALC – Request for Annual Closure of John Street for National Sorry Day Memorial Walk

**Chaplin / Harper** moved an amendment to Traffic Advisory Committee Recommendation No 54/1314 of 29 May 2014 to include a 'rolling road closure' on the south bound lane. Amended Recommendation to read as follows:

**54/1314 RECOMMENDED** that request by the Coonabarabran Local Aboriginal Lands Council to close John Street between the Tennis Club entrance and the Town Hall on Tuesday, 26 May 2015 for 15 minutes between 10.30 am and 10.45 am be approved subject to preparation of a Traffic Control Management Plan that involves the NSW Police Force implementing a 'rolling road closure' on the south bound lane between the bridge and the Town Hall and also submission of public liability insurance coverage for the event **FURTHER** that RMS be advised of the proposed road closure event.

**Chaplin/Harper**

- f) 'Stop' Sign Located at the Coonabarabran Racecourse Gateway – Nelson Street and Reservoir Street Intersection

**19/1415 RECOMMENDED** that the 'Stop' sign installed at the Coonabarabran Racecourse gateway be relocated closer to Reservoir Street.

**Chaplin/Harper**

- g) Coonabarabran Pony Club – Request for Closure of Reservoir Street for Cross Country One Day Event on 14 December 2014

**20/1415 RECOMMENDED** that request by the Coonabarabran Pony Club to close Reservoir Street, Coonabarabran on Sunday, 14 December 2014 between 9.00 am and 3.00 pm to conduct the Annual Cross Country One Day Event be approved subject to compliance with Council's Road Closure Policy.

**Harper/Chaplin**

- h) RSO Monthly Reports – September & October 2014

RSO Monthly Reports for September and October 2014 were received and noted.

- i) Development Proposal – Piggery near Baradine – Traffic Access at Baradine Road (MR129)

**21/1415 RECOMMENDED** that intersection located at Baradine Road (MR129) for access to proposed Piggery development be inspected by Council to ensure traffic movements are in compliance with guidelines for intersection treatment.

**Harper/Chaplin**

- j) Request for Sign in Edwards Street, Coonabarabran – 'No Exhaust Noise'

**22/1415 RECOMMENDED** that a 'No Exhaust Noise' advisory sign be erected in Edwards Street, Coonabarabran at the eastern side of Nandi Street.

**Harper/Chaplin**

### GENERAL BUSINESS

#### Draft PAMP and Funding Opportunities

The Committee were advised that a report was presented to the November Council meeting to determine cycleway and/or pedestrian access project(s) suitable for funding application under the State Government's 2015/16 Active Transport Program.

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In accordance with funding conditions the Traffic Advisory Committee were to be consulted and informed of the proposed projects.

The Committee were presented with a list of proposed projects and undertook a review.

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

**23/1415 RECOMMENDED** that request by the Imperial Hotel for a Loading Zone at the existing parallel parking area in John Street, Coonabarabran not be approved.

**Chaplin/Harper**

There being no further business the meeting closed at 11.54 am.

The next meeting is to be held on Thursday, 26 February 2015 in the Gallery Meeting Room, Coonabarabran commencing 10.00 am.

.....  
CHAIRMAN

### RECOMMENDATION

1. That Council accepts the Minutes of the Traffic Advisory Committee meeting held at Coonabarabran on 27 November 2014.
2. That approval be given to close the following roads on Saturday, 25 April 2015 for the purpose of conducting an ANZAC Day March and Ceremony, subject to compliance with guidelines and Road Closure Policy:
  - Coolah RSL Sub Branch - Binnia Street between Booyamurra Street and Campbell Street between 10.00 am and 12.30 pm.
  - Coonabarabran RSL Sub Branch – John Street between Edwards Street and Essex Street between 10.00 am and 1.00 pm.
  - Dunedoo RSL Sub Branch – Bolaro Street between Wargundy Street and Merrygoen Street between 10.00 am and 12 noon.
  - Mendooran RSL Sub Branch – Bandulla Street between Pampoo Street and Napier Street between 9.30 am and 12 noon.
  - Binnaway RSL Sub Branch – Renshaw Street between Bullindah Street and Yarran Street between 9.30 am and 12 noon.
  - Baradine RSL Sub Branch – Wellington Street and Narran Street between 10.00 am and 12.30 pm.

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

3. That request by Baradine Progress Association to close Wellington Street between Narren Street and Darling Street, Baradine on Wednesday, 24 December 2014 between 6.00 pm and 12.00 am to conduct a Christmas Carnival be approved subject to compliance with Council's Road Closure Policy.

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

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

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

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**PRESENT:** Cr Murray Coe (Chair), Cr Ron Sullivan, Cr Fred Clancy, Mrs Leeanne Ryan (Director Development Services) and Mr Mark McWhirter (Manager Fleet Services).

**IN ATTENDANCE:** Mr Chris Staniforth (Acting Manager Fleet Services).

**APOLOGIES:** Cr Gary Andrews, Mr Steve Loane (General Manager), Mr Kevin Tighe (Director Technical Services) and Mr Stefan Murru (Director Corporate Services).

#### **CONFIRMATION OF MINUTES**

**07/1415 RECOMMENDED** that minutes of the Plant Advisory Committee meeting held on Thursday, 4 September 2014 be accepted.

**Sullivan/Clancy**

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

- Excavator has been delivered.

#### **AGENDA ITEMS**

a) Replacement of Plant Item No 144 – Tipping Truck – Urban Services Baradine

**08/1415 RECOMMENDED** that Council defer consideration of the replacement of Plant Item No 144 to the February 2015 Plant Advisory Committee meeting.

**Clancy/Sullivan**

b) Replacement of Plant Item No 148 – Tipping Truck – Plumbers Coonabarabran

**09/1415 RECOMMENDED** that Council purchase one (1) Isuzu FRR 500 Long from Tracserv Dubbo Pty Ltd fitted with a load cover that complies with the tender specifications at a price of \$103,127.28 (ex GST) **FURTHER** that Council trade in Plant Item No 148 to Tracserv Dubbo for \$37,727.28 resulting in a changeover price of \$65,400.00 being \$5,400.00 over budget.

**Clancy/Sullivan**

c) Replacement of Plant Item No 152 – Gravel Truck – Road Operations Dunedoo

**10/1415 RECOMMENDED** that Council purchase one (1) Isuzu CXY 455 Gravel Truck from Tracserv Dubbo Pty Ltd fitted with optional reversing cameras that complies with the tender specifications at a price of \$189,980.00 (ex GST) **FURTHER** that Council trade in Plant Item No 152 to Tracserv Dubbo Pty Ltd for \$77,273.00 resulting in a changeover price of \$112,707.00 being \$17,293.00 under budget.

**Sullivan/Clancy**



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d) Additional Vehicle for Technical Services

**11/1415 RECOMMENDED** that Council purchase a 4 Wheel Drive or 2 Wheel Drive (High Rider) Single Cab Utility fitted with a lockable canopy to be used by the Road Operations Technical Officer to the value of \$35,000.00 (ex GST) **FURTHER** that Council sell Plant Item No 1061 at auction with an auction estimate of \$7,500.00 (ex GST).

**Clancy/Sullivan**

e) Report on Landfill Compactor and Options

**12/1415 RECOMMENDED** that Council purchase a second hand Landfill Compactor from Conplant Australia as per their quotation for \$57,000.00 (ex GST) including delivery, and that Council retain this machine for a period of no more than three (3) years with the funds to be drawn from the Plant Reserve for payment **FURTHER** that a report be brought back to the Plant Advisory Committee every twelve months on the maintenance and reliability of the second hand Landfill Compactor and that this machine be placed into Council's 10 Year Plant Replacement Program.

**Sullivan/Clancy**

f) Options for Use or Resale of Plant Item No 167 – Patching Truck

A report was presented to the Committee regarding options for the Bitumen Patching Truck and it was determined that this matter be deferred to the February 2015 Plant Advisory Committee meeting.

### **GENERAL BUSINESS**

The following matters were discussed without resolution:

- A report is to be brought back to the next Plant Advisory Committee meeting regarding caravans and staff amenities.
- Overview of the Plant Replacement Program and savings or reductions of plant items.
- Discussion regarding proposed date for the next meeting – Thursday, 19 February 2015 prior to the Council meeting.

There being no further business the meeting closed at 11.10 am.

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

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CHAIR

### **RECOMMENDATION**

1. That Council accepts the Minutes of the Plant Advisory Committee meeting held at Coonabarabran on 2 December 2014.
2. That Council defer consideration of the replacement of Plant Item No 144 to the February 2015 Plant Advisory Committee meeting.
3. That Council purchase one (1) Isuzu FRR 500 Long from Tracserv Dubbo Pty Ltd fitted with a load cover that complies with the tender specifications at a price of \$103,127.28 (ex GST) **FURTHER** that Council trade in Plant Item No 148 to

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Tracserv Dubbo for \$37,727.28 resulting in a changeover price of \$65,400.00 being \$5,400.00 over budget.

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

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 11 December 2014

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

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

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### Minutes Warrumbungle Cobbora Transition Fund Committee Meeting 18 November 2014 at Dunedoo MPS at 4.35pm

**Present:** S Loane, Mayor P Shinton, S Stoddard, M Warren, K Rose, W Hill, Cr C Sullivan, S Dent, Cr Coe, M Hensley, P Campbell, T Fergusson

**Attending:** A Parker, C White

**Apologies:** Cr Capel, G Stuart, S Russell

Campbell/Hill

#### Previous Minutes

Minutes accepted

Loane/Hill

#### Business Arising

1. Cr Sullivan has spoken to staff from MP Troy Grant's office regarding concerns over funding not forthcoming to date from the RMS for the co-contribution towards the Heavy Vehicle Parking. Mayor Shinton has contacted MP Kevin Humphries regarding this issue. A letter has been forwarded to Kevin Humphries and Duncan Gay, Minister for Roads.
2. Clarification on impacts to funding allocation with the recommendation to relocate the RV Parking and Dump Point to Jubilee Hall.

**Recommendation to be amended:** The preferred site of the RV Parking and dump site to be immediately behind and adjacent to Jubilee Hall, subject to an engineering report, and the funding be transferred.

Campbell/Sullivan

3. To approach NSW State Rail to clarify pedestrian access to/from the railway platform across the railway line.

#### RNSW333 Recreational and Sporting and cultural Facilities Improvement Project

1. The working group recommended holding \$100,000 of the allocated funds to enable application to the NSW State Library Public Infrastructure grant, submitted in October for \$200,000.
2. Barnsons engaged for the Jubilee Hall design works.
3. Disabled toilet in MPS to be located in the current store room area

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4. Discussion on Jubilee Hall fire egress doors, acoustics and operative walls.

**Recommendation:** to ensure the proposed fire egress doors on the northern wall to be designed so that they can be part of a future operative wall system if required.

Dent/Stoddard

5. Dunedoo and Mendooran Tennis Courts awaiting revised quotes.

**Recommendation:** K Rose to approach Tennis NSW regarding funding for the HotShot courts for Dunedoo.

Rose/Sullivan

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

1. Milling Park western end amenities - Five options were considered, including pre-fabricated designs with opportunity to customise external appearance, and two designs constructed by Council.

**Recommendation:** To proceed with the three toilet ExeLoo design Model 53AAD with pitched roof and printed mural as per majority vote.

Hill/Warren

2. Bolaro Street - concept plans for kerb blisters/streetscape design on exhibition until 28 November. Concerns over location of water main along Bolaro Street relative to location of kerb blisters, and the impact to articulated vehicle access and parking with the proposed kerb blisters in Tallawang Street. Discussion on a 1m extension of footpath with angled parking to mitigate vehicles reverse parking into shop verandah posts.

**Recommendation:** The five concept plans currently on exhibition are to be withdrawn, and for Council engineers to liaise with the 355 Committee for further design.

Sullivan/Warren

3. HV Parking - refer to Business Arising  
4. RV Parking - refer to Business Arising  
5. Dunedoo Sports Club - solar panels installed, awaiting quotes for further works.  
6. Dunedoo Bowling Club - quotes confirmed on solar panels. Painting to commence end November prior to solar panel installation. Kitchen to be installed end February. Irrigation quote to be confirmed.

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

1. Working Group meeting minutes submitted from 22 October and 11 November. The Dunedoo Mendooran Aged Hostel committee has offered to pay for the construction of a memorial gazebo. Council to be owner of the land and buildings.  
2. Tender for Design to be scoped by mid December, to be opened from mid January for 21 days. Tenders submitted will go to working group for weighting of submissions, this weighting will then be referred to the 355 committee, which will then provide a recommendation to a Council meeting. Demolition of site to be undertaken by Council with a contractor engaged for asbestos removal.  
3. Awaiting response from Crown Lands regarding aboriginal land claim.

### **RNSW300 Mendooran Multipurpose Centre**

1. DA has been approved by Crown Lands as landowners consent, and now being processed by Council together with Construction Certificate.

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### **RNSW324 Three Rivers Recreation Ground Upgrade Project**

1. Road entrance upgrade completed
2. DA currently being processed with Council and construction certificate for amenities and multipurpose shed.

### **General Business**

1. Project Management - overview of Council staff skill set in relation to the management of the Cobbora Transition Fund projects and the secretariat support to the 355 Committee and working groups.
2. Overview of insurance requirements as specified in the Funding Deeds.
3. Council will be calling for a register of suppliers, trades and services from local businesses.

Meeting Closed 7:15pm

Next Meeting Tuesday 16 December 4:30pm Dunedoo MPS

### **RECOMMENDATION**

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

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

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

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### Minutes Extraordinary Warrumbungle Cobbora Transition Fund Committee Meeting at Dunedoo MPS on 1 December at 3:40pm

**Present:** S Loane, P Campbell, S Dent, M Warren, K Rose, Cr C Sullivan, Mayor P Shinton, Cr A Capel, S Russell, S Stoddart, W Hill, Cr M Coe

**Apologies:** M Hensley, T Fergusson

**Attending:** A Parker, C White, G Mihan

Loane/Capel

#### **General Business:**

1. Milling Park western end amenities - The ExcelLoo recommendation at the 18 November committee meeting is not available for delivery until March/April 2015. The General Manager advised that Council staff are available to commence construction of an amenities facility in December 2014.

**Recommendation:** That the order be placed for ExcelLoo as per the 18 November recommendation pending availability and Council staff to commence preparation of the site.

Sullivan/Campbell

2. Milling Park western end skate playground - proposal to install a skate playground at the western end of Bolaro Street. INSW has confirmed that this fits the category for funding under the terms of the Funding Deed for RNSW295 Dunedoo District Infrastructure Revitalisation Fund.

**Recommendation:** To proceed with the construction of a skate playground to fall within the budget of the playground and amenities to be located at the western end of Milling Park.

Capel/Sullivan

3. Bolaro Street public exhibition feedback - Feedback received by the public was presented to the committee. The major concerns being the potential loss of carparking spaces, ongoing maintenance and improving surface of existing footpath. The General Manager advised the Bolaro Street Upgrades are to 'improve pedestrian accessibility and parking' as per the Funding Deeds signed by the NSW Treasurer, and this will need to be considered in future design.

**Recommendation:** The installation of kerb blisters at the intersections of Bolaro St with Wallaroo, Merryogen and Tallawang Streets be abandoned. Kerb blisters in front of Jubilee Hall to be

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relocated west of Merrygoen/Bolaro St intersection, subject to Traffic Advisory Committee.  
Existing kerb blisters at front of Stoddarts CRT to be upgraded to be uniform.

Coe/Warren  
Motion Carried

Mayor Shinton left the meeting at 5:27pm

Ideas discussed for the Bolaro Street upgrade included improving the concrete surface of the footpath, location of flag/banner poles, improving existing playground with gates to create a focal point, solar lighting.

Next meeting members are requested to present ideas on Bolaro St upgrades, including uniformity of concrete plinth and footpath, signage location, attractive seating in the street, solar lighting, flags, garbage bins, and suggestions for strategically placed garden beds. Council staff to prepare a scope for the future appearance of the Dunedoo Streetscape.  
Solar power lit flag poles to be located on kerb blisters subject to consultation with Essential Energy.

Wendy Hill left the meeting at 6pm

**Recommendation:** Ten solar powered poles, two to be located on the kerb blisters to be located at each end of Milling Park, with six to be located in the front of Milling Park playground, subject to funding.

Warren/Russell

Next Meeting November 18 4:30pm

Meeting Closed 6.10pm

### **RECOMMENDATION**

1. That Council accept the minutes from the Extraordinary Warrumbungle Cobbora Transition Fund Committee Meeting held on 1 December 2014 at Dunedoo MPS.
2. That the order be placed for Excelloo as per the 18 November recommendation pending availability and Council staff to commence preparation of the site.
3. To proceed with the construction of a skate playground to fall within the budget of the playground and amenities to be located at the western end of Milling Park.
4. The installation of kerb blisters at the intersections of Bolaro St with Wallaroo, Merrygoen and Tallawang Streets be abandoned. Kerb blisters in front of Jubilee Hall to be relocated west of Merrygoen/Bolaro St intersection, subject to Traffic Advisory Committee. Existing kerb blisters at front of Stoddarts CRT to be upgraded to be uniform.
5. Ten solar powered poles, two to be located on the kerb blisters to be located at each end of Milling Park, with six to be located in the front of Milling Park playground, subject to funding.

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

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

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**PRESENT:** Cr Peter Shinton (Mayor), Cr Murray Coe (Deputy Mayor), Cr Gary Andrews, Cr Fred Clancy, Cr Denis Todd, Steve Loane (General Manager) Kevin Tighe (Director Technical Services), Stefan Murru (Acting Director Corporate & Community Services), Leeanne Ryan (Director Development Services), Louise Johnson (Manager Community & Children Services), Chris White (Manager Communications & IT), Wendy Hill, Kyle Rose, Barb Smith, David Smith, Evelyn Todd, Nick Tspirouras, Keith Turner and Ken Westerman.

**Chair:** Steve Loane (General Manager)

**APOLOGIES:** Cr Chris Sullivan, Cr Anne-Louise Capel, Cr Victor Schmidt, Cr Ron Sullivan, Lloyd Graham and Sue Graham

#### **CONFIRMATION OF MINUTES**

**RECOMMEND** that the minutes of the Town Community Consultation Meeting Dunedoo, held on 1 April 2014 be accepted

**Andrews/Hill**

#### **BUSINESS ARISING FROM PREVIOUS MINUTES**

- **50 km Signs**  
Councillor Coe was not present at previous meeting would like more details of the 50km signs. General Manager advised those present at the meeting it had not made its way to the Traffic Committee meetings as yet. Matter was also discussed in General business.

#### **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.
- **Water Restrictions**  
Issue with people knowing water restrictions in effect but not knowing restrictions have been lifted. Council to ensure better communication of water restrictions going forward.
- **Bores**  
Director Technical Services confirming monitoring of Bore, looking at consumption as well. Dunedoo not first town on water restrictions. Have two (2) Bores, one (1) of which is a back up Bore.



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- **Extension of Sewer System Caigan Street**

Director Technical Services advised meeting he was unaware of a demand for the Sewer service. Deputy Mayor advised the residents are on septic systems. There may be also be an issue with the location due to limited fall and Council would have to put in another pump.

Meeting was advised that the issue had been raised at the Development Group meeting. Communication to happen via Dunedoo District Development Group.

- **Dump Point**

Matter raised at the Dunedoo District Development Group was Council to pay for dump site? General Manager advised those present that it will be funded from Cobbora Transition Fund. Under normal circumstances there is some Council funds, but Caravan Group usually provide the equipment. Locations for the Dump Site were discussed. As the Jubilee Hall is one-way the entrance would require work. Discussion of location Engineering Department looking at designs. Final decision up to Community. Suggested site was Jubilee Hall as it is a multiuse site. Also across from the Caravan Park. General Manager suggested Director Technical Services to look into design.

It was noted that the 355 Committee agreed to have dump point at Jubilee Hall. The terms of the Cobbora Transition Funding were raised. Outcome is RV Parking Facility and Dump Point in main Street. If we change too much scope, funding may not be available. Jubilee Hall in the funding agreement.

- **Fit For the Future**

General Manager discussed the new Fit for the Future Program. It was mentioned that the program has been discussed already with Council. Council will be coming together again in December. Council deemed to be stand alone entity in Local Government Review Panel Report.

### GENERAL BUSINESS

- **50km Zone**

Dunedoo one of the few towns where speed does not reduce from 80-50km per hr, this is an issue. It was suggested that the Digilah turnoff should be 80km, where 50km sign is, until Sullivan Street.

Deputy Mayor advised meeting he would make a Notice of Motion for December Council Meeting.

- **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. Some representation from government departments, sounds like it might get up and going. The person interested is now showing further interest.

- **Stop Sign Gallagher's Corner**

Corner Digilah and Wallaroo - Director Technical Services matter still being investigated.

- **Tank in MPS**

Cannot use the tank in the building. Councillor Coe advised those present that the guttering and roof are being looked at as part of the Cobbora Transition Fund.

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- **Toilet Block Western End of Dunedoo**  
Starting Toilet block project very soon. Location decided, currently choosing types of toilet and design. Design concept to be available Wednesday 18 November
- **Sale of Silo**  
Has silo been sold to private interests? Yes, and it is currently being used.
- **Tree Cut Down in Tallawang Street**  
Director Technical Services looking into the matter.
- **Parallel Lines for Car Spaces Tallawang Street**  
If lines marked cars will park correctly. Director Technical Services advised meeting that this is focus for funding under the Cobbora Transition Fund. Need to look at plans and concept.
- **Reminder in Diary**  
Dogs to be on leads, cats to be indoors at night no loud music at night.
- **Bitumen issue**  
Some work needs to be done before ANZAC day. Director Technical Services to investigate.
- **Gas Pipeline from Dubbo to Tamworth**  
What is happening with this?  
Deputy Mayor advised private pipeline, would require a major commercial interest before they considered Dunedoo being able to use it.
- **Gardens Outside MPS**  
Meeting wish to thank Council's gardeners for the work completed outside the MPS Building.

**Meeting Closed 3:55 PM**

### **RECOMMENDATION**

That Council accept the minutes from the Dunedoo Community Consultation Meeting held 17 November 2014 at Dunedoo MPS Building.

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

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

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**PRESENT:** Cr Peter Shinton (Mayor), Cr Murray Coe (Deputy Mayor), Cr Gary Andrews, Cr Anne-Louise Capel, Cr Fred Clancy, Cr Denis Todd, Cr Chris Sullivan, Steve Loane (General Manager), Stefan Murru (Director Corporate & Community Services), Leeanne Ryan (Director Development Services), Kevin Tighe (Director Technical Services), Chris White (Manager Communication & IT), Gary Picard, Ernie Fetch, Kevin Williams, Greg Piper, Sal Edwards, Quinton Hutchinson, Leonie Hutchinson, Richard Tanner, Mick McLeod, Steve Billett, Ted Miller, A Stansford, Rod Williams

**CHAIR:** Steve Loane (General Manager)

**APOLOGIES:** Cr Victor Schmidt, Cr Ron Sullivan

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED:** that the minutes of the Town Community Consultation Meeting Dunedoo, held on 25 March 2014 to be accepted.

Clr Capel/ Greg Piper

#### **BUSINESS ARISING FROM PREVIOUS MINUTES**

- **Status of Bomera Cemetery.**  
Questions asked - How has it progressed? Are we the Trustee? Still waiting for information from Crown lands. We will put note in Coolah Diary when we receive the information.
- **Were there any decisions on endangered vegetation?**  
Director Technical Services advised that any major roadworks include a review of environmental factors. Nothing in place for routine maintenance (grading etc.). Council welcomes any comments from land holders. Council's Environmental Officer is completing a roadside vegetation management plan, but it is at early stages. Can contact Council if you know of anything.
- **Awning inspections**  
Have the inspections started? Inspections have started and we are working with the heritage advisor to get this done.
- **Consultation with land holders on rural roads**  
What is happening? Director Technical Services advised that currently reports about roads being graded are in the business paper. Greg Piper commented that

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Council should notify property owners before going to the road. Council to investigate.

- **Extension of medium strip down Campbell Street ?**  
Medium strip extension has not yet been designed.

### AGENDA ITEMS

- **Australia Day Nominations**  
Forms handed out. General Manager discussed the process.
- **Coolah MPS Request to Upgrade Footpaths – Mobility and Access Including Motorised Scooters**  
Council's PAMP has identified routes in Coolah and other towns. Goddard Street is on priority list for when funding becomes available. PAMP should be on the website. General Manager advised PAMP committees have now been formed, with representatives from each town. Plan includes footpaths which will be "shared paths" i.e. includes cycleways. Plan will be on public exhibition. Council welcomes community input. Director Technical Services discussed RMS funding for footpaths/cycle ways.
- **RV Friendly Town: Dump Point, Day Rest Areas or Parking, RV Friendly Parking**  
**Notice of motion 1** from Councillor Capel that a dump point be located in Coolah and the suggested sites to be investigated are sewerage access point opposite Fire shed or at Jorrocks park.  
  
**Notice of Motion 2** signage to indicate RV parking available directing off Binnia street to encourage RV to park and visit Coolah.
- **Bypass Road**  
The state of the Bypass in Coolah was discussed  
Two options:
  1. Reseal road so good for the trucks
  2. Construction of a new road. Currently have \$200k in the budget and are looking at a design.

Question: Have we looked into doing a bypass from Campbell Street all the way to Charles Street? No scoping study undertaken yet. There are issues with flooding and a feasibility study will need to be completed and will be very expensive.
- **Campbell Street Stop Sign**  
Is there a time line to convert back to give way? Discussion on whether it should be a stop sign or give way sign. It does appear that a lot of drivers are ignoring the stop signs.
- **Progress report from Community Consultation Meetings**  
Have meetings but don't hear progress of discussions. Council to look into setting up a task register.
- **Income from parks /Crown land**  
Income from crown land/ parks where do they go? Parks go to General income. Crown lands items are held in trust.

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- **Cycle way /rail trail funding opportunities**

Why was the Coolah cycleway not included for funding in the November Business paper? Director Technical Services advised that the Cycleway Committee reformed too late and missed the business paper.

There was further discussion as per the status of the Coonabarabran Cycleway plan Director Technical Services mention that if money was required for the cycleway in Coolah a submission would need to be made as part of the budget process. There was also discussion whether Council could construct cycleways in asphalt? Council to consider.

Discussion moved onto the rail trails. Rail trail is a movement to convert old railway lines to cycle ways/ horse tracks. Why can't we do this? Many railways in NSW are "disused" not closed, so they cannot pass the rail corridors to us. Is Council willing to lease the rail corridor? Has Council received any guidelines from the State Government? No.

Development Group is going to write to Council to "kick something off" i.e. possible use of rail corridor / other options.
- **Skate park /children's bike arena**

Possibly looking at area this side of silos as location of skate park (Binnia Street opposite Jorrocks Park). This area is crown land. Suggestion made to using of Jorrocks Park. However there was community disagreement.
- **Tourist information Centre business promotion**

Want to highlight to Coolah businesses not taking up opportunity to advertise in the Tourist Information Centre brochure. Comments from the public that businesses need more notice re : the brochure.
- **Council acquisition of some state rail land**

See Cycle way and skate park items.

### GENERAL BUSINESS

- **Blanket issue for pool**

Concern was raised about the non use of the solar blanket at the Coolah pool. Council is waiting for a quote for winch for the pool. Re possible concreting to assist in the placing/removal of the solar blanket, Director Technical Services to look at budget and assess options.
- **Pool Playground**

Playground has soft fall but has nothing in it. It is now locked why? Director Technical Services to take on notice
- **Items Brought Up in Meetings**

Ted Miller brought up in November 2013 that there is an issue with people backing into veranda posts near the Butchery and that no action has been taken by Council. There were also discussions about the painted median strip in at the Binnia/Campbell Street intersection. Director Technical Services discussed median strips and protection for veranda posts. Council is not in favour of concrete kerb steps as they are trip hazards and street sweeper cannot run along the street. The efficacy and aesthetics of the post at the bottom pub was also discussed.

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- **Status of Cossington Gravel Pit**  
Are we going to use it again? (located on Moorefield Road)  
Director Technical Services - Unless there are reseals done in the area Council wont push up more gravel.
- **Director's Place of Residence**  
Do Directors need to live in Coonabarabran? Yes this matter has been discussed in MANEX
- **No Dogs Allowed in McMasters Park**  
Armidale Tennis Club had a lot of dogs running in the park for 2.5hrs. Community wants more signs in the park.
- **No Watering Points in the Anglican Portion of the Cemetery**  
Will be looked at as part of the Cemetery review.
- **Hartwood**  
Question raised on why Hartwood was not on this Easter, and if this was due to Council putting extra conditions on the licence. General Manager responded that Council did not put on extra conditions for this year, and Council even extended current circumstances for 12 months. In consideration going forward, there are improvement notices for issues such as bushfire prevention and toilet access.  
  
The decision to not hold Hartwood this year was made by Mr McLeod not Council. In regard to the improvement notices complaints were made by residents and Council is therefore required to investigate the complaints.
- **Dunedoo Cobbora Transition Fund**  
There was discussion that Council was charging a fee for the Dunedoo Cobbora Transition Fund projects. The General Manager explained that Council was only seeking full cost recovery and was not charging a fee. The concept of on-costs for administration and staff time working on the project was also explained.  
  
Question on cost of DAs for the Coolah Recreational Ground. It was mentioned that the DA fees are set by the State Government.
- **TV Reception**  
Flyer handed out. General Manager explained what to do.
- **Fit for the Future**  
General Manager discussed the new Fit for the Future Program. It was mentioned that the program has been discussed already with Council. Council will be coming together again in December. Council deemed to be stand alone entity in Local Government Review Panel Report.

**CLOSED AT : 7.25 PM**

### **RECOMMENDATION**

That Council accept the minutes from the Coolah Town Committee meeting held on 24 November 2014 at Coolah.

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### Item 8 Request for Leave of Absence – Councillor Denis Todd

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

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### Reason for Report

Councillor Todd has made a request for Leave of Absence from the Ordinary February 2015 Council meeting.

### Background

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

#### 39. Leave of absence

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

### Issues

Nil

### Options

Nil

### Financial Considerations

Nil

### RECOMMENDATION

That Council accepts the notification from Councillor Todd and grants a Leave of Absence from the Ordinary February 2015 Council meeting.

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### **Item 9 Council Resolutions Report December 2014**

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

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#### **Reason for Report**

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

#### **Background**

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

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

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

#### **Issues**

This feedback is provided to Council for information purposes.

#### **Options**

Nil.

#### **Financial Considerations**

Nil.

#### **RECOMMENDATION**

For Council's Information.



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### Item 10 Report from Human Resources – December 2014

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

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### Reason for Report

This report is to inform Council of activities undertaken by the Human Resources Department and provide an update on the status of Staff Recruitment, Training and Workplace Health and Safety (WHS) matters.

### Background

Human Resources are responsible for Recruitment, Learning and Development, Workplace Health and Safety. Since the last Council Meeting in November 2014 positions have been advertised either internally or externally:

- Manager Regulatory Services – External
- Manager Urban Services – Temporary 12 month relief
- Director Corporate Services – External
- Chief Financial Officer - External
- Technical Officer Water & Sewer – External
- Design Engineer – Temporary 12 month relief
- 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
- Project Manager
- Town Planner – Temporary 6 month

### Positions filled to date:

- Manager Regulatory Services - External
- Room Leader (Yuluwirri Kids)
- Part Time Cook (Yuluwirri Kids)
- Director Corporate & Community Services

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- Trainee Child Carer
- Temporary Manager Urban Services (12 months)
- Interviews are scheduled for Manager Projects

### **Resignations**

There has been one resignation this month from Children's Services.

### **Issues**

Council still has difficulty in filling and retaining the position of Teacher at Yuluwirri Kids. This has been an issue for many years with a shortage of skilled early childhood teachers. This position remains unfilled despite numerous attempts to recruit.

### **Financial Considerations**

Ongoing costs for advertising and shortage of required qualified staff.

### **LEARNING AND DEVELOPMENT**

Individual staff's training plans are being updated with information provided on the approved competency audit documents. The plans include legislative training, competency progression and career development requirements for all staff.

The L&D Coordinator will be meeting with all crews and indoor staff, on a progressive basis from next week, to discuss the individual's training plan to ensure its accuracy. This information will also be used to establish a budget forecast in readiness for the 2015/2016 Management Plan.

Commencing on the 1<sup>st</sup> January 2015 is the new Smart and Skilled reform of the NSW vocational education and training system. The reform brings changes to the way funding for training is allocated by the NSW Government. Not all Registered Training Organisations will be awarded "Smart and Skilled" funded training. Those RTO's that do not receive funding allocations will offer programs under fee- for- service arrangements.

Also as part of the reform 2015 Course fees will be calculated for the whole qualification rather than the current practice of paying by the semester or year.

Training being planned for early next year includes RMS Blue, Yellow and Red Traffic Controller Licencing updates; Manual Handling workshops for new staff and staff who did not attend the training in December 2013 and Code of Conduct training for all Staff and Councillors.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 11 December 2014

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### WORKPLACE HEALTH AND SAFETY

#### Workers Compensation and Incidents:

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

All incidents have been investigated and control measures implemented.

#### **RECOMMENDATION**

For Council's information.

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 11 Annual Code of Conduct Complaints Statistics

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

---

#### **Purpose**

Report to Council on code of conduct statistics in accordance with clauses 12.1 and 12.2 of the Model Code Procedures.

#### **Background**

The Office of Local Government requires Council's Complaint Coordinator to report to Council and the Office on code of conduct statistics for the period 1<sup>st</sup> September 2013 – 31 August 2014.

#### **Issues**

The OLG has provide a template for reporting of statistics. The report for the required period is provided in attachment 1.0.

#### **Options**

The report is provided for Council information. Council has no discretion in this matter.

#### **Financial Considerations**

There is no budget impact associated with preparation of the statistics report. The cost of investigating complaints during the period is \$14,716.

#### **RECOMMENDATION**

That the annual Code of Conduct Complaints Statistics report shown in attachment 1.0 is noted as information.

# WARRUMBUNGLE SHIRE COUNCIL

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Attachment 1.0 Code of Conduct Complaints Statistics report for the period 1<sup>st</sup> September 2013 to 31<sup>st</sup> August 2014.

### Model Code of Conduct Complaints Report

Select Council Name from drop-down list

#### Number of Complaints

- |     |   |   |
|-----|---|---|
| 1 a | The total number of complaints <b>received</b> in the period about councillors and the general manager under the code of conduct  | 3 |
| b   | The total number of complaints <b>finalised</b> in the period about councillors and the general manager under the code of conduct | 0 |

#### Overview of Complaints and Cost

- |     |  |   |
|-----|--|---|
| 2 a | The number of complaints <b>finalised at the outset</b> by alternative means by the General Manager or Mayor | 0 |
| b   | The number of code of conduct complaints <b>referred to a conduct reviewer</b>                               | 3 |
| c   | The number of code of conduct complaints <b>finalised at preliminary assessment</b> by conduct reviewer      | 1 |
| d   | The number of finalised code of conduct complaints <b>investigated by a conduct reviewer</b>                 | 1 |
| e   | The number of finalised code of conduct complaints <b>investigated by a conduct review committee</b>         | 0 |
| f   | Number of finalised complaints investigated where there was found to be <b>no breach</b>                     | 0 |

# WARRUMBUNGLE SHIRE COUNCIL

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g	Number of finalised complaints investigated where there was found to be a <b>breach</b>	1
h	Number of complaints being investigated that are <b>not yet finalised</b>	2
i	The <b>total cost</b> of dealing with code of conduct complaints within the period made about councillors and the general manager including staff costs	\$14,716

### Preliminary Assessment Statistics

3	The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:	
a	To take no action	0
b	To resolve the complaint by alternative and appropriate strategies	1
c	To refer the matter back to the general manager or the Mayor, for resolution by alternative and appropriate strategies	0
d	To refer the matter to another agency or body such as, but not limited to, the ICAC, the NSW Ombudsman, the Office or the Police	0
e	To investigate the matter	2
f	To recommend that the complaints coordinator convene a conduct review committee to investigate the matter	0

### Investigation Statistics

- 4 The number of investigated complaints resulting in a determination that there was **no breach**, in which the following recommendations were made:

# WARRUMBUNGLE SHIRE COUNCIL

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a	That the council revise it's policies or procedures	0
b	That a person or persons undertake training or other education	0
5	The number of investigated complaints resulting in a determination that there <b>was a breach</b> in which the following recommendations were made:	
a	That the council revise any of its policies or procedures	0
b	That the subject person undertake any training or other education relevant to the conduct giving rise to the breach	1
c	That the subject person be counselled for their conduct	1
d	That the subject person apologise to any person or organisation affected by the breach	0
e	That findings of inappropriate conduct be made public	1
f	In the case of a breach by the general manager, that action be taken under the general manager's contract for the breach	0
g	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Act	1
h	In the case of a breach by a councillor, that the matter be referred to the Office for further action	0

### Categories of misconduct

- 6 The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:

# WARRUMBUNGLE SHIRE COUNCIL

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a	General conduct (Part 3)	1
b	Conflict of interest (Part 4)	1
c	Personal benefit (Part 5)	1
d	Relationship between council officials (Part 6)	0
e	Access to information and resources (Part 7)	0
<b>Outcome of determinations</b>		
7	The number of investigated complaints resulting in a determination that there was a breach in which the council failed to adopt the conduct reviewers recommendation	1
8	The number of investigated complaints resulting in a determination that there was a breach in which the council's decision was overturned following a review by the Office of Local Government	0



# WARRUMBUNGLE SHIRE COUNCIL

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### Item 12 2016 Local Government Elections

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Executive Assistant to General Manager – Melissa Bennett
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF4 Council's governance practices and organisational structure reflects the visions, directions and priorities outlined in the Community Strategic Plan

---

### Reason for Report

The next local government elections will be held in September 2016. Council are to make a determination as to engage the NSW Electoral Commission (NSWEC) to facilitate Warrumbungle Shire Councils (WSC) elections or for WSC to facilitate the 2016 elections.

### Background

Under the Local Government Act 1993, council elections are held on the second Saturday in September every 4 years. By-elections are conducted periodically when a councillor vacancy occurs. Councils can conduct their own elections or elections can be conducted by the NSW Electoral Commission (NSWEC).

Section 296 of the *Local Government Act 1993* was amended in 2013 to enhance the flexibility of councils to make decisions on the conduct of their elections. Among other things, the changes now allow councils to decide up to 18 months prior to an ordinary election to enter into a contract with the NSWEC to conduct all of their elections, referendums and polls. Councils may also decide to engage the NSWEC to conduct their individual elections (other than ordinary elections), referendums and polls at any time.

### Issues

In relation to the ordinary elections in 2016, where a council chooses to use the NSWEC, the council must pass a resolution to this effect before March 2015.

To give the NSWEC certainty, councils must provide a definite commitment by this date. This means that councils need to make an unconditional resolution and cannot place caveats such as 'subject to cost' on their resolution. The NSWEC has advised that for these decisions to be effective, appropriate wording of the resolutions needs to be used, as provided by the NSWEC.

It is important to note that March 2015 is a non-negotiable deadline. Once the deadline has passed, any council that has not resolved to engage the NSWEC will by default be responsible for the conduct of its own elections. There are no provisions in the legislation enabling an extension to be granted or to approach the NSWEC at a later date.

# WARRUMBUNGLE SHIRE COUNCIL

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### Options

That Council elect to administer the 2016 elections. The following link provides the guidelines for council administered elections. [Office of Local Government - Guidelines for Council Administered Elections](#)

### Financial Considerations

The cost to Council for the 2012 Local Government elections, conducted by NSWEC, was \$70,527.60. The NSWEC has provided a preliminary estimate for the 2016 Local Government elections being \$77,925.

The cost for Council to administer the elections is to be determined. As per the 'Guidelines for Council Administered Elections' supplied by the Office of Local Government, the following key factors are to be considered;

- Wages of all electoral officials and any council staff engaged in election-related work
- Recruitment and training
- Advertising including the placement of statutory advertisements
- Candidate and elector information
- Hire of venues, furniture and equipment
- Production of all election-related material, including forms, envelopes and cardboard material
- Printing of ballot papers including in Braille, if requested
- Transportation of election-related materials
- IT software and hardware
- Administration expenses such as telephone, postage, courier services, photocopiers and printers
- Insurance.

A number of key variables will not be known until the close of nominations, namely whether an election will be uncontested, whether there will need to be a by-election due to insufficient nominations, whether candidates will form groups and request Group Voting Squares, and whether as a result, ballot papers will need to be printed to allow 'above the line' and 'below the line' voting. These factors will have an impact on costs.

With regards to determining fees payable to the Returning Officer, the substitute Returning Officer and electoral officials *'at the March 2011 state election the NSWEC paid Returning Officers between \$15,000 (base rate) and \$18,000 for approximately 10 weeks fulltime work (eight weeks before the election and two weeks after). In the case of councils conducting their own elections it may be necessary to hire a Returning Officer for a longer period as many of the tasks that were taken care of centrally by NSWEC staff will have to be addressed'*.

### RECOMMENDATION

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

# WARRUMBUNGLA SHIRE COUNCIL

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### Item 13 Delegations of Authority to the General Manager

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

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### Reason for Report

At the April 2014 Council meeting it was resolved (318/1314) *that Council delegate to the General Manager the acts and regulations as prescribed in this report. FURTHERMORE that any amendment to legislation is automatically bestowed to the General Manager however any new legislation is to be endorsed by Council.*

This report is to update the General Manager's delegations with new acts and regulations as detailed below and in line with.

### Background

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

### Issues

Council maintains a subscription to a delegations database that advises Council of changes to acts and regulations. The following amendments/additions have been advised;

Repealed acts and regulations;

1. The Conversions of Cemeteries Act 1974

New acts and regulations;

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

### Options

Nil

### Financial Considerations

Nil

# **WARRUMBUNGLA SHIRE COUNCIL**

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### **RECOMMENDATION**

That Council delegate to the General Manager the new acts and regulations as follows:

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

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 14 Brick Bats and Bouquets

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

---

### **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

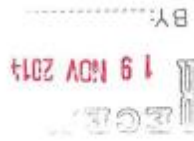
### **RECOMMENDATION**

For Councils information.

# WARRUMBUNGLE SHIRE COUNCIL

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18/11/2014

Dear Aileen & Staff,

On behalf of the Coonabarabran Local Aboriginal Land Council, board and staff,

We would like to thank you for your contribution towards the first keeping place, on the 14/11/14.

The day was a success, and we appreciate your role in in the significant event.

Joint Cheif Executive Officer

Coonabarabran Local Aboriginal Land Council

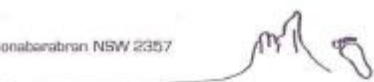
Sherrin Whale

Narelle Andrews

Thank You!  
😊



Coonabarabran Local Aboriginal Land Council ABN 86 363 652 050  
Office Address: Lot 568 Gardener St, Coonabarabran NSW 2357 Mailing Address: PO Box 110, Coonabarabran NSW 2357  
Telephone: 02 6842 3137 Facsimile: 02 6842 2840 Email: coonabarabran.lal@bigpond.com



# WARRUMBUNGLE SHIRE COUNCIL

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### 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

17 November 2014

RECEIVED  
21 NOV 2014

Mr S Loane  
General Manager  
Warrumbungle Shire  
John Street  
COONABARABRAN NSW 2357

BY:.....

Dear Mr Loane

Our P&C International Feast, which was held last Friday 14 November, was an outstanding success. Both as a fundraiser to provide valuable student resources, and in addition, it provided an avenue to bring our school community together.

Our school appreciate the ongoing support provided by our Shire Council in loaning us 40 tables for this occasion. We look forward to working with you in the future.

Yours sincerely

  
Mr Mel Johnston  
PRINCIPAL



**WARRUMBUNGLE SHIRE COUNCIL**

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# WARRUMBUNGLE SHIRE COUNCIL

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### Item 15 Nomination for Australia Day 2015 – Shire Wide Awards

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Executive Services
<b>Author:</b>	Executive Assistant to General Manager – Melissa Bennett
<b>CSP Key Focus Area:</b>	Community and Culture
<b>Priority:</b>	CC3 The vibrant arts and cultural life of the shire needs to be promoted and supported as an essential aspect of community well-being.

---

#### Reason for report

Nomination forms for Australia Day 2015 – Shire Wide Awards are now presented to Council for consideration and determination for the 2015 award winners.

#### Background

At the September 2014 Council meeting it was resolved (100/1415) that Council administers and presents the following awards for Australia Day 2015;

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

Submissions for nominations closed on 28 November 2014 and listed below are the categories with names of nominees and their nominator.

A copy of each nomination form has been provided to Councillors under separate cover.

<b>Citizen of the Year Nominee</b>	<b>Nominator</b>
Jenny Ut	Carol Pickette
Lois Sutton	Lorna Clare
Martin Gordon	Erin Player
Michael Henderson	Karen Lane
Sallie Turner	Stephen Turner
Robert Freebairn OAM	John and Carol Richard

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Young Citizen of the Year Nominee	Nominator
Samantha Smith	Graham Enks

Senior Citizen of the Year Nominee	Nominator
Cynthia Freeman	Garry Furnell
Fay Chapman	Dawn Weatherall
John King	Ted Hayman
Barry Evans	Melissa Farrow
Don Walton	Ron Sullivan
Alex Parsons	Caroline Parsons

Sports Person of the Year Nominee	Nominator
Kyle Turner	Tyson Galvin
Heather Waters	Lisa Grammar
Don Walton	Ron Sullivan
Dunedoo Rugby League Football 1st Grade Team	Chris Sullivan
Kyle Turner	Maureen Sulter

Young Sports Person of the Year Nominee	Nominator
Harley Wood	Helen Wood
Jacob Howarth	Rebecca Sciberras

### Issues

As per Warrumbungle Shire Councils Australia Day guidelines, a person cannot receive the same award in subsequent years. The list of recipients from previous years (2003 to 2014) can be located on Council's website at [Agenda September 2014 Council Meeting](#)

A copy of this list has been provided to Councillors under separate cover.

### Options

Nil

# **WARRUMBUNGLA SHIRE COUNCIL**

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### **Financial Considerations**

Nil

### **RECOMMENDATION**

For Council's consideration and determination.

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 16 Warrumbungle Cobbora Transition Fund Committee

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

---

### 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)

### Issues

Funding Deeds are confirmed 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.

Updates on projects follow:

- RNSW333 Jubilee Hall/MPS – design works to be completed
- RNSW333 Dunedoo Tennis Club - revised quotes to be confirmed
- RNSW333 Mendooran Tennis Club – revised quotes to be confirmed, including tree root barrier
- RNSW295 Robertson Oval –construction of two hardcourt netball courts estimated to be in February/March 2015.
- RNSW295 Bolaro Street – proposals to be discussed at the 16 December Warrumbungle Cobbora Transition Fund 355 Committee meeting.
- RNSW295 Heavy Vehicle Parking – design and survey works under way for widening western entrance

# **WARRUMBUNGLE SHIRE COUNCIL**

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- RNSW295 RV Parking/Dump Point– alternate site of 152 Bolaro Street being considered to remain in the vicinity of the western end of Milling Park.
- RNSW295 Milling Park – recommendation to proceed with ExceLoo to be delivered and installed March 2015. Design works for skate playground at western end of Milling Park to be confirmed in consultation with Dunedoo Youth.
- RNSW295 Dunedoo Bowling Club –roof painter to commence early December followed by install of solar panels. Quotes to be confirmed for irrigation.
- RNSW295 Dunedoo Sports Club – revised quotes to be confirmed for Operable Wall. Solar Panels installed.
- RNSW290 Three Rivers Retirement Community – preparation of design tender documents to be confirmed by mid January for tenders to be advertised from 19 January to 9 February 2015.
- RNSW300 Mendooran Showground – DA application to be received by Council.
- RNSW324 Coolah Recreation Ground – DA application processed by Council. Multipurpose shed to commence construction 8 December.

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 \$104,644 GST exclusive have been forwarded to INSW for the following project works:

- RNSW333 – design works and air-conditioning installation for MPS
- RNSW295 – Survey and design works for Bolaro Street, solar panels for Dunedoo Bowling Club.

Payment of invoices is pending confirmation by NSW Treasury.

### **RECOMMENDATION**

Council note the Cobbora Transition Fund projects update.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 11 December 2014

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### Item 17 Bank Reconciliation for the month ending 30 November 2014

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

---

#### **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

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### Summary

Balance per General Ledger - 30 November 2014

<b>General Ledger</b>	<b>Amount</b>
Trust Bank Account	236,143
Bushfire Trust Account	65,981
Bushfire Trust Investment Account	290,239
General Bank Account	661,135
Investment At Call General	5,830,090
Investment At Call Water	1,905,000
Investment At Call Sewer	1,967,000
Investment Non Current General	710,000
Investment Non Current Water	580,000
Investment Non Current Sewer	210,000
<b>Total per General Ledger</b>	<b>12,455,588</b>

<b>Bank</b>	<b>Balance</b>
<b><u>General</u></b>	
Commonwealth General Account	334,183
<b>Total – General</b>	<b>334,183</b>
<b><u>Investments</u></b>	
Securities	1,500,000
Term Deposits	9,702,090
<b>Total Investments</b>	<b>11,202,090</b>
<b>Sub Total WSC Operational Accounts</b>	<b>11,536,273</b>

<b><u>Trust</u></b>	
Commonwealth Trust Account	236,143
<b>Total – Trust</b>	<b>236,143</b>
<b><u>WSC Mayors Bush Fire Appeal Trust</u></b>	
Commonwealth Mayors Fund General Account	65,981
Commonwealth Mayors Fund Savings Account	290,239
<b>Total - WSC Mayors Bush Fire Appeal Trust</b>	<b>356,220</b>
<b>Total All Bank Accounts</b>	<b>12,128,636</b>

# WARRUMBUNGLE SHIRE COUNCIL

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<i>Add:</i>	
Outstanding Deposits - General	331,113
Outstanding Deposits - Trust	-
Outstanding Deposits – WSC Mayors Bushfire Appeal	-
<i>Less:</i>	
Unpresented cheques - General	(4,161)
Unpresented cheques - Trust	-
Unpresented cheques- WSC Mayors Bushfire Appeal	-
<b>Balance adjusted for outstanding deposits &amp; Un-presented cheques (Final Bank Balance)</b>	<b>12,455,588</b>
<b>Variance between Final Bank Balance and General Ledger</b>	<b>-</b>



# WARRUMBUNGLE SHIRE COUNCIL

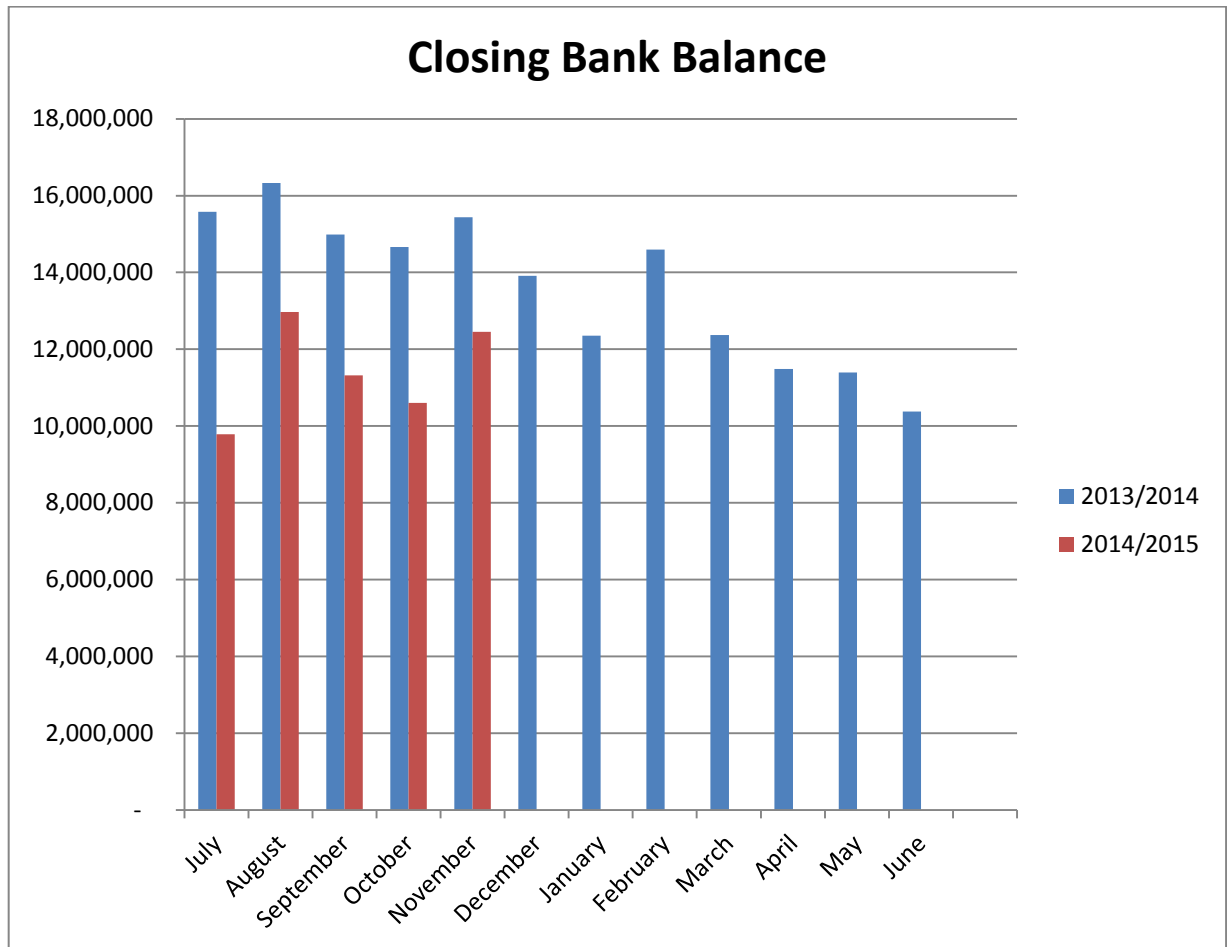
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Balance as per Bank Account History as at 30 November 2014

Month	Funds Held in General Account	Funds Held in Trust Account	Mayors Bushfire Appeal Trust Account	Investment	TOTAL	Net of Outstanding Deposits and Un-presented Cheques	End of Month Closing Bank Balance
Jun-14	323,176	177,204	368,762	10,129,888	10,999,030	(622,858)	10,376,172
Jul-14	421,545	177,204	369,832	9,227,662	10,196,243	(411,269)	9,784,974
Aug-14	2,088,541	177,185	354,197	9,681,456	12,301,379	488,277	12,789,656
Sep-14	585,637	235,697	354,779	10,739,125	11,915,238	(541,423)	11,373,815
Oct-14	344,691	236,143	355,639	9,856,757	10,793,230	(189,540)	10,603,690
Nov-14	334,183	11,202,090	236,143	356,220	12,128,636	326,952	12,455,588

# WARRUMBUNGLA SHIRE COUNCIL

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### RECOMMENDATION

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

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 11 December 2014

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

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

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#### **Reason for Report**

As required by Clause 212 of the Local Government (General) Regulation 2005, the details of all monies invested by Council under Section 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 November BBSW 3 month rate was 2.74%. Council's term deposits returned an average rate of 3.08% for the month of November, outperforming Council's benchmark.

During the month of November one of Council's Term Deposits totalling \$1m held with BOQ fell due earning a total of \$5,264 in interest.

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

#### **Issues**

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

#### **Options**

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

#### **Financial Considerations**

Council received a report on the performance and analysis of each of the long term investment funds from investment advisors, Amicus Advisory Pty Ltd (formerly

# WARRUMBUNGLA SHIRE COUNCIL

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Structured Credit Research and Advisory Pty Ltd), as at 30 June 2014. This information is provided below.

Octagon Ltd Linked

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

# WARRUMBUNGLE SHIRE COUNCIL

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### Summary

Investment Securities: Council currently holds the following investment securities:

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

Term Deposits: Council currently holds the following Term Deposits:

Bank	Current Investment	Opening Balance	Buy/(Sell)	November Interest Earned/ Accrued	Closing Balance	Lodgement date	Maturity Date	Rating	Current Yield
NAB Cash Maximiser #	4,720,107	4,509,918	200,000	10,189	4,720,107	At Call	At Call	AA-	3.04%
ANZ At Call	725,241	723,681	-	1,561	725,241	At Call	At Call	AA-	2.85%
Westpac General at Call	40,495	25,550	14,945	-	40,495	At Call	At Call	AA-	-
NAB Eftpos At Call	216,248	97,608	118,640	-	216,248	At Call	At Call	AA-	-
Bank of QLD	-	1,003,184	(1,005,264)	2,080	-	24/09/2014	24/11/2014	BBB+	3.15%
Bank of QLD	1,000,000	-	1,000,000	516	1,000,516	24/11/2014	23/02/2015	BBB+	3.15%
Suncorp Treasury	1,000,000	-	1,000,000	574	1,000,574	24/11/2014	24/03/2015	BBB+	3.50%
Westpac	1,000,000	1,003,530	-	2,787	1,006,317	23/09/2014	15/12/2014	AA-	3.40%
NAB	1,000,000	1,003,582	-	2,828	1,006,410	23/09/2014	22/12/2014	AA-	3.45%
<b>Total:</b>	<b>9,702,090</b>	<b>8,367,053</b>	<b>1,328,321</b>	<b>20,535</b>	<b>9,715,908</b>				<b>3.08%</b>

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

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### **Certification of Responsible Accounting Officer**

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

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Responsible Accounting Officer

### **RECOMMENDATION**

That Council accept the Investments Report for the month ending 30 November 2014.

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## Ordinary Meeting – 11 December 2014

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### Item 19 Rates Report for Month Ending 30 November 2014

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

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### **Reason for Report**

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

### **Background**

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

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

### **Issues**

The outstanding rates and annual charges ratio as at 30 November 2014, is 17.01%. This figure is higher than the 10% benchmark proposed by the DLG. The slight increase in the rates and annual charges ratio can be attributed to the second rates instalment falling due at the end of November.

### **Options**

For Council Information

### **Financial Considerations**

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

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RATE/CHARGE TYPE	RATE ARREARS 2013/14	2014/15 LEVY	Pensioner Write off	Abandoned	Interest	Legal Fees	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2014/15	COLLECTION % 2014/15	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	633,482	7,347,627	(164,089)	(11,045)	13,450	56,567	7,875,992	(3,495,225)	4,380,767	44.38%	1,238,906	16.86%
Water	194,095	1,327,883	(72,574)	(1,402)	4,017	-	1,452,019	(709,852)	742,167	48.89%	236,811	17.83%
Sewerage	-	1,001,974	(51,705)	(590)	412	-	950,091	(457,194)	492,897	48.12%	86,454	8.36%
Garbage	207,235	1,841,420	(109,974)	(901)	4,445	(451)	1,941,774	(971,540)	970,234	50.03%	280,345	15.22%
<b>TOTAL RATES AND ANNUAL CHARGES</b>	<b>1,034,812</b>	<b>11,518,904</b>	<b>(398,342)</b>	<b>(13,938)</b>	<b>22,324</b>	<b>56,116</b>	<b>12,219,876</b>	<b>(5,633,811)</b>	<b>6,586,065</b>	<b>46.10%</b>	<b>1,842,516</b>	<b>16.00%</b>
Sewer Access (Water Billing)	451,251	196,177	-	(7,019)	3,490	-	643,900	(322,896)	321,004	50.15%	134,125	68.37%
Water Consumption	572,533	1,328,400	-	(3,275)	4,212	5,186	1,907,056	(412,010)	1,495,046	21.60%	250,081	18.83%
Sewer Consumption	34,788	126,000	-	(67)	310	-	161,031	(24,531)	136,500	15.23%	13,755	10.92%
<b>TOTAL WATER SUPPLY SERVICES</b>	<b>1,058,572</b>	<b>1,650,577</b>	<b>-</b>	<b>(10,361)</b>	<b>8,012</b>	<b>5,186</b>	<b>2,711,987</b>	<b>(759,437)</b>	<b>1,952,550</b>	<b>28.00%</b>	<b>397,961</b>	<b>24.11%</b>
<b>GRAND TOTAL</b>	<b>2,093,384</b>	<b>13,169,481</b>	<b>(398,342)</b>	<b>(24,299)</b>	<b>30,336</b>	<b>61,302</b>	<b>14,931,863</b>	<b>(6,393,248)</b>	<b>8,538,615</b>	<b>42.82%</b>	<b>2,240,477</b>	<b>17.01%</b>

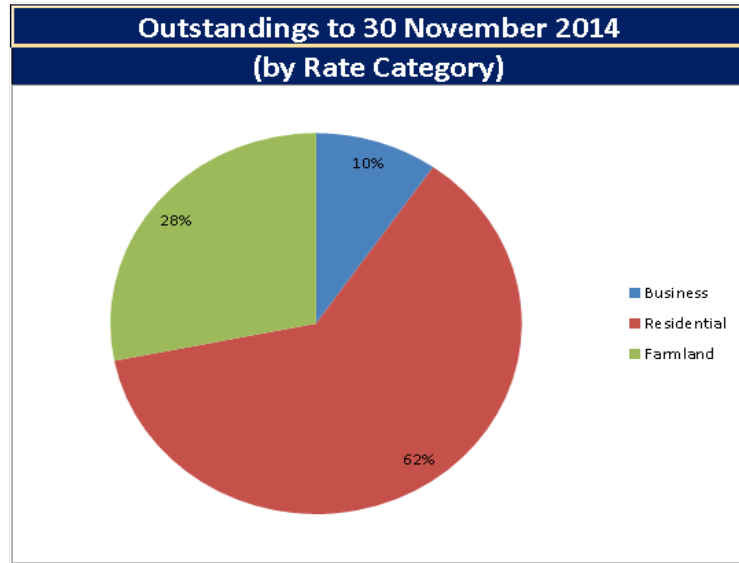


# WARRUMBUNGLE SHIRE COUNCIL

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Analysis by Council staff has indicated that a majority of the rates and annual charges outstanding amount 62% relates to residential properties, while 28% relates to farmland and 10% to business.

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



Rates Type	Rates levy			Water levy			Grand Total
	General	Domestic Waste	Water Access	Sewer Access	Water Usage	Sewer Usage	
<b>Business</b>	98,086	37,035	22,183	23,071	21,912	13,755	216,042
<b>Residential</b>	517,447	236,419	214,628	197,508	228,169	-	1,394,171
<b>Farmland</b>	623,372	6,891	-	-	-	-	630,263
<b>Total</b>	<b>1,238,905</b>	<b>280,345</b>	<b>236,811</b>	<b>220,579</b>	<b>250,081</b>	<b>13,755</b>	<b>2,240,476</b>

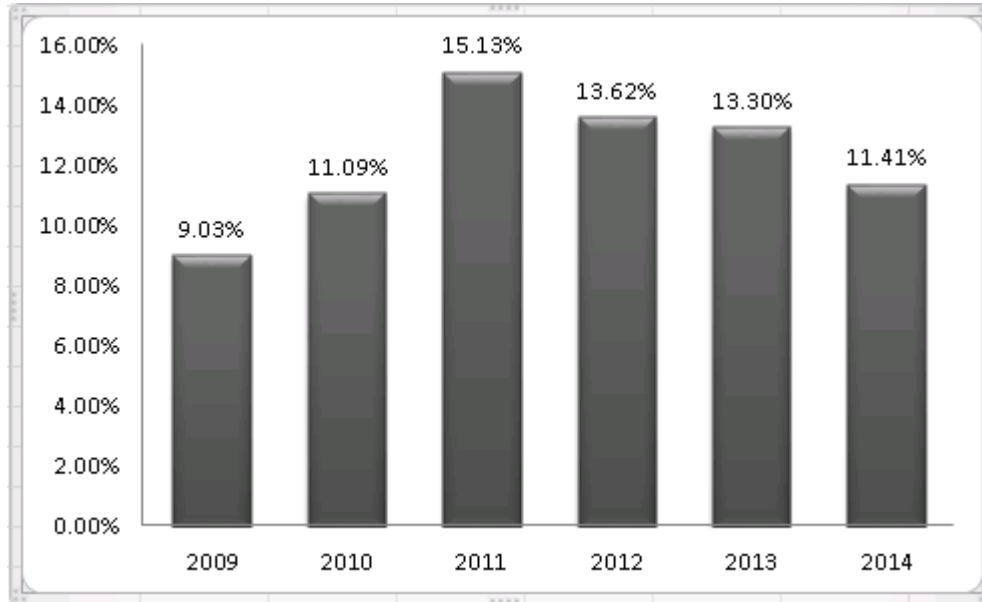
Collection of outstanding rates commences with an overdue letter which is received from Council giving 14 days to pay or contact Council requesting an arrangement, if no payment or contact is made a letter of demand is sent out by Council's Debt Recovery Agency giving 7 days to make a payment or contact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

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

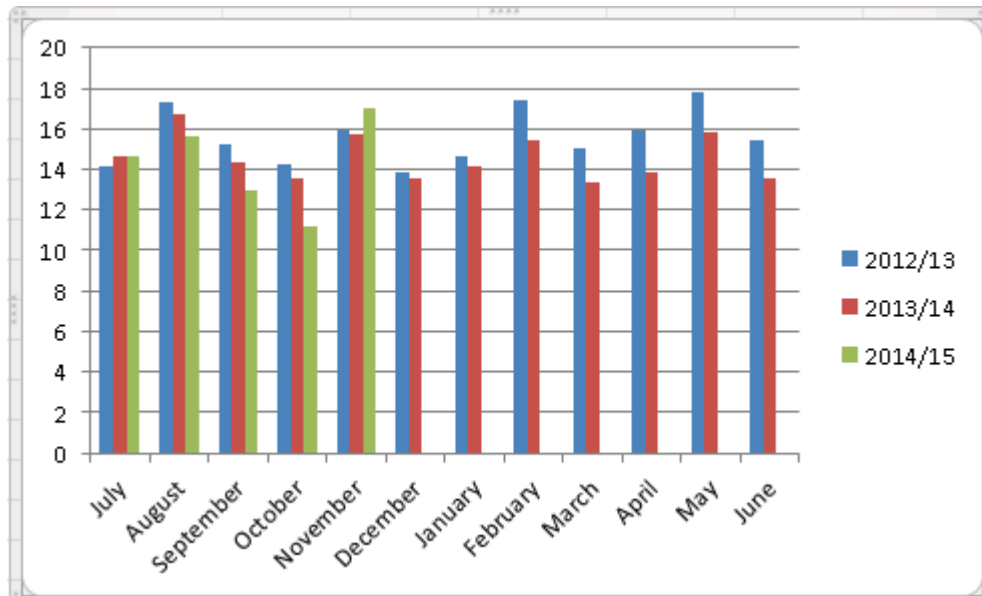
# WARRUMBUNGLE SHIRE COUNCIL

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**Graph 1: Ratio by Year**



**Graph 2: Ratio Month by Month**



### **RECOMMENDATION**

For Council's information.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 11 December 2014

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### Item 20 Water Charge Request for Write Off Assessment No 10038032

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

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### Reason for Report

To seek Council's approval to write off water charges for Assessment number 10038032.

### Background

Council has received a request from the property owner of assessment number 10038032, located in Binnaway, requesting that the water consumption charge for the property be reduced. The applicant states that he notified Council that water was flowing through the meter whilst turned off, and requested that the meter be repaired or replaced on a number of occasions during the past four years.

Water consumption for the period between 28 February 2014 and 1 May 2014 was 790KI, with total charges of \$1,343.00. Prior to this period the property had an average consumption of 57.93KI per billing cycle, with charges totalling \$196.96.

After interviewing Council staff, it has been ascertained that the house on the property in question is extremely dilapidated. There may be a tap leaking somewhere inside the house, and there are no records of Council being notified of any issues with the water meter prior to the applicant speaking with Council's Environmental and Health Officer in April 2014. There is also no record of Council attending the property to do maintenance on the meter until the 1 May 2014 where a gate valve was fitted successfully stopping the water flowing through the meter whilst turned off.

### Issues

Property owners are responsible for all water leaks that occur on their side of Council's water meters. The owner states that because the gate valve was faulty and the water was flowing through the meter whilst turned off, he had no control over the consumption.

The property owner had knowledge of a leak and requested the meter be repaired through Council's Environmental and Health Officer, whilst speaking with him in April on another matter. Although the owner may have had no control over preventing water flowing through the meter because of the faulty gate valve, he could have contacted Council earlier to have the gate valve repaired and then turning it off preventing water flow to the empty premises.

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### **Options**

Council can either:

1. Write off water charges in the amount of \$1,146.04, plus interest of \$49.56, being the difference between actual consumption and the average consumption for the property;
2. Deny the request to write off the water charges;
3. Enter into an arrangement with the property owner to delay the repayment of water charges.

### **Financial Considerations**

If Council decides to write off the amount for water charges there would be a loss of income of \$1,146.04.

### **RECOMMENDATION**

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

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 11 December 2014

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

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

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#### **Reason for Report**

The works program for the technical services division of Council for period ending 30 November 2014 is presented for information.

#### **Background**

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

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

#### **Issues**

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

#### **Options**

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

#### **Financial Considerations**

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

#### **RECOMMENDATION**

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

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### Attachment 1.0 – Tech Services Works Program Report for Period Ending 30 November 2014

Task Name	Finish Date	Budget Allocation (\$)	YTD Cost (\$)	% Complete
<b>Technical Services</b>	<b>Fri 26/06/15</b>	<b>11,385,921</b>	<b>1,933,352</b>	<b>17%</b>
<b>Asset Design Services</b>	<b>Thu 30/04/15</b>	<b>92,300</b>	<b>16,884</b>	<b>25%</b>
Survey Equipment	Thu 30/04/15	12,000	0	0%
Software Upgrades	Fri 27/03/15	13,000	4,929	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%
<b>Road Safety Program</b>	<b>Fri 24/04/15</b>	<b>37,300</b>	<b>3,585</b>	<b>0%</b>
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%
<b>Fleet Services</b>	<b>Fri 27/03/15</b>	<b>2,380,400</b>	<b>515,758</b>	<b>0%</b>
Minor Plant Purchases	Fri 27/03/15	15,000	0	0%
Plant Purchases	Fri 27/03/15	2,305,000	490,457	20%
Emulsion tank rehab - Coolah depot	Fri 27/03/15	25000	6,901	50%
Lunch room - Mendooran depot	Fri 27/03/15	5400	5,400	100%
Cricket pitch roller - Coolah	Fri 24/10/14	15,000	13,000	100%
Radio Network	Sat 31/01/15	15,000	0	0%
<b>Road Operations</b>	<b>Fri 29/05/15</b>	<b>6,368,838</b>	<b>993,440</b>	<b>3%</b>
<b>RMS Work Orders</b>	<b>Fri 24/04/15</b>	<b>500,000</b>	<b>0</b>	<b>0%</b>
Rehabilitation - Mendooran widening	Fri 24/04/15	500,000	0	0%
<b>Reseals</b>	<b>Fri 27/03/15</b>	<b>709,227</b>	<b>437,874</b>	<b>0%</b>
Baradine reseals	Fri 27/03/15	13,700	846	0%
Binnaway reseals	Fri 27/03/15	11,800	17,193	0%
Coolah reseals	Fri 27/03/15	22,300	29,789	100%
Coonabarabran reseals	Fri 27/03/15	74,814	91,982	100%
Dunedoo reseals	Fri 27/03/15	19,600	0	0%
Mendooran reseals	Fri 27/03/15	15,800	250	0%

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<b>Local roads reseals</b>	Fri 27/03/15		0	0%
Baradine Goorianawa	Fri 27/03/15	33,000	6,104	5%
New Mollyan Road	Fri 27/03/15	59,400	46,960	100%
Boomley Road	Fri 27/03/15	9,075	4,282	100%
Cobborah Road	Fri 27/03/15	60,720	28,743	100%
Indian Lane	Fri 27/03/15	29,700	5,579	5%
Neilrex Road	Fri 27/03/15	53,018	38,933	100%
Regional Rd reseals	Fri 27/03/15	306,300	167,213	0%
<b>Local Roads</b>	<b>Fri 29/05/15</b>	<b>4,019,135</b>	<b>391,874</b>	<b>4%</b>
Bridge - Barad/Aero Rd	Fri 12/12/14	237,315	0	13%
Bridge- Baradine Creek	Fri 29/05/15	1,324,397	0	5%
Bridge - Kenebri	Fri 29/05/15	527,423	0	5%
Orana Rd - Coolaburragundy River	Wed 9/07/14	450,000	0	0%
Ross Crossing Bridge	Wed 9/07/14	450,000	0	0%
Black Gully Bridge	Fri 29/05/15	0	0	0%
Coonagoony Bridge/culvert	Fri 29/05/15	0	0	0%
Warkton Bridge	Fri 29/05/15	0	0	0%
Coolah Ck Rd Rehab	Fri 19/12/14	120,000	134,233	100%
Quia Rd Rehabilitation	Fri 19/12/14	120,000	0	0%
<b>Gravel Road Resheeting</b>	<b>Fri 29/05/15</b>	<b>790,000</b>	<b>257,641</b>	<b>0%</b>
Goolhi Rd	Fri 7/11/14	130,000	110,870	100%
Keeches Rd	Fri 7/11/14	80,000	80,022	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	3,319	5%
Premer Estate Rd	Fri 27/02/15	50,000	138	0%
Stoney Point Rd	Fri 26/09/14	30,000	131	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	20,000	0	0%
All Weather Rd	Fri 27/03/15	35,000	6,578	0%
Merotherie Rd	Fri 27/03/15	20,000		
Mooren Rd	Fri 27/03/15	50,000	0	0%
Banoon Rd	Fri 28/11/14	50,000	16,003	10%
<b>Regional Roads</b>	<b>Fri 24/04/15</b>	<b>1,140,476</b>	<b>163,692</b>	<b>2%</b>
Pavement Rehabilitation MR55	Fri 27/03/15	215,192	110,195	0%
Saltwater Ck Bridge - Guardrail, final seal	31/01/2015	75,284	45,284	50%
Mow Creek Bridge	Fri 24/04/15	850,000	8,213	3%

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<b>Urban Services</b>	<b>Fri 26/06/15</b>	<b>1,115,836</b>	<b>301,895</b>	<b>13%</b>
<b>Horticulture</b>	<b>Fri 30/01/15</b>	<b>208,201</b>	<b>59,858</b>	<b>0%</b>
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%
<b>Ovals</b>	<b>Fri 30/01/15</b>	<b>41,752</b>	<b>56,526</b>	<b>19%</b>
Baradine Tennis Courts Resurface	Wed 1/10/14	35,000	44,630	100%
Baradine Grandstand	Fri 8/08/14	7,550	0	50%
Binnaway Grandstand	Fri 8/08/14	14,320	5,782	50%
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%
<b>Swimming Pools</b>	<b>Fri 26/09/14</b>	<b>62,090</b>	<b>12,090</b>	<b>0%</b>
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%
Baradine Pool - leak protection	Fri 26/09/14	13,000	0	
Shade shelter - Baradine Pool	Fri 26/09/14	12,090	12,090	100%
<b>Town Streets Baradine</b>	<b>Fri 26/06/15</b>	<b>134,803</b>	<b>1,746</b>	<b>15%</b>
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%
<b>Town Streets Binnaway</b>	<b>Fri 29/05/15</b>	<b>116,000</b>	<b>0</b>	<b>2%</b>
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%
<b>Town streets Coolah</b>	<b>Fri 26/06/15</b>	<b>294,383</b>	<b>40,314</b>	<b>13%</b>
Binnia St. kerb blisters	Fri 5/09/14	40,281	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%



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<b>Town Streets Coona</b>	<b>Fri 29/05/15</b>	<b>215,776</b>	<b>108,455</b>	<b>25%</b>
John Street K&G, eastern side	Fri 19/09/14	26,306	26,726	100%
Dalgarno St K&G rehab	Fri 19/09/14	21,470	21,470	100%
Cycleway Newell Hwy	Wed 9/07/14	60,000	60,259	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%
<b>Town Streets Dunedoo</b>	<b>Fri 24/04/15</b>	<b>32,831</b>	<b>22,906</b>	<b>33%</b>
Dish drain const	Fri 30/01/15	22,831	22,906	100%
Dunedoo Foot Rehab	Fri 24/04/15	10,000	0	0%
Bolaro Street beautification	Fri 24/04/15	0	0	0%
<b>Town Sts Mendooran</b>	<b>Fri 24/04/15</b>	<b>10,000</b>	<b>0</b>	<b>0%</b>
Mendooran Foot Rehab	Fri 24/04/15	10,000	0	0%
<b>Water</b>	<b>Fri 26/06/15</b>	<b>1,191,467</b>	<b>93,925</b>	<b>0%</b>
<b>Baradine</b>	<b>Fri 26/06/15</b>	<b>328,413</b>	<b>10,184</b>	<b>0%</b>
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%
<b>Binnaway</b>	<b>Fri 26/06/15</b>	<b>5,000</b>	<b>0</b>	<b>0%</b>
Meter replacements	Fri 26/06/15	5,000	0	0%
<b>Coolah</b>	<b>Fri 26/06/15</b>	<b>98,000</b>	<b>0</b>	<b>0%</b>
Meter replacements	Fri 26/06/15	48,000	0	0%
Main extension - rem dead end	Fri 19/12/14	50,000	0	0%
<b>Coonanbarabran</b>	<b>Fri 26/06/15</b>	<b>519,551</b>	<b>42,025</b>	<b>0%</b>
Meter replacements	Fri 26/06/15	7,000	0	0%
Main replacement	Fri 26/09/14	106,556	38,898	30%
Security audit	Fri 26/06/15	20,000	0	0%
Main extension, Queenie Street	Fri 28/11/14	149,995	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%
<b>Dunedoo</b>	<b>Fri 26/06/15</b>	<b>235,503</b>	<b>41,716</b>	<b>0%</b>
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%

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<b>Mendooran</b>	<b>Fri 26/06/15</b>	<b>5,000</b>	<b>0</b>	<b>0%</b>
Meter replacements	Fri 26/06/15	5,000	0	0%
water pressure project	Fri 31/10/14	0	0	0%
<b>Sewerage</b>	<b>Fri 26/06/15</b>	<b>237,080</b>	<b>11,450</b>	<b>0%</b>
<b>Baradine</b>	<b>Fri 26/06/15</b>	<b>28,000</b>	<b>0</b>	<b>0%</b>
Replac. vacuum components	Fri 26/06/15	28,000	0	0%
<b>Coonabarabran</b>	<b>Fri 3/04/15</b>	<b>109,080</b>	<b>11,450</b>	<b>0%</b>
Mains relining	Fri 3/04/15	94,080	0	0%
Replace steel rods	Fri 19/12/14	3,000	0	0%
Sewer camera replacement	Fri 29/08/14	12,000	11,450	100%
<b>Coolah</b>	<b>Fri 26/06/15</b>	<b>50,000</b>	<b>0</b>	<b>0%</b>
STP upgrade	Fri 26/06/15	50,000	0	0%
<b>Dunedoo</b>		0	0	0%
<b>Binnaway</b>	<b>Fri 26/06/15</b>	<b>50,000</b>	<b>0</b>	<b>0%</b>
Sewerage investigation	Fri 26/06/15	50,000	0	0%

Attachment 2.0 – Maintenance grading on unsealed local rural roads

### Unsealed Road - Maintenance Grading

#### Roads Graded since 1 July 2014

Road Name	Category	Length Graded (km)
A'Becketts Rd	2	7.2
Apricot Ln	2	1.4
Beni Rd	1	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

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Gum Nut Rd	3	0.6
Gundare Rd	1	5.2
Heads Rd	3	1.5
Hotchiss Rd	2	4
Indians Ln	1	4.5
Kanoona Rd	1	2.2
Keech's Rd	2	11.8
Major Mitchell Rd	2	0.7
Mia Mia Rd	2	9.8
Monks Rd	2	1
Munns Ln	1	9.2
Narrawa Rd (north)	3	8.1
Neible Rd	3	6.4
Oakey Creek Rd	2	6
Pine Ridge Rd	1	7.9
Quaker Tommy Rd	3	7.2
Ropers Rd	1	24.5
Schumaks Rd	2	1.2
Sleightholmes Rd	2	2.5
Stannix Park Rd	3	1
Turee Vale Rd	2	6.6
Ulungra Srpings 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

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Warkton Rd	1	4
Wyuna Rd	1	8.6
Honeypot Rd	3	0.6
Borah Creek Rd	2	9.7
Bourke & Halls Rd	3	5.1
Jerrys Rd	3	0.6
Upper Laheys Ck Rd	1	4.9
Myall Plains Rd	3	2.1
Wyuna Rd	1	4.4

### **Roads Scheduled for Maintenance next 2 months**

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

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### Item 22 Crown Land Access to Mendooran Subdivision.

<b>Division:</b>	Development Services
<b>Management Area:</b>	Town Planning
<b>Author:</b>	Town Planner – Alia Slamet
<b>CSP Key Focus Area:</b>	Rural and Urban Development
<b>Priority:</b>	RU1.2 – Development activity is monitored and controlled to prevent fragmentation of rural lands.

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### Reason for Report

To provide for proper and lawful public access to a residential subdivision in Mendooran.

### Background

#### Development Consent

In 1996 Council resolved to approve a development application for a 6 lot residential subdivision at Lot 68 DP720303, located approximately 10km west of the Mendooran Township. This land is **marked 'A'** on the attached map. The subject allotment adjoins the Castlereagh River and is located over one kilometre north of the Castlereagh Highway.

The only lawful access to the property is via Council owned land known as Lot 11 DP710511 **marked 'B'**, and a section of Crown Land road **marked 'C'**. The Crown Land road also traverses Lot 9 DP728722 which is owned by a different landholder (**marked 'D'**).

Condition 4 of the Development Consent (ref. D9-9697) for the 6 lot subdivision requires that access is provided as follows: *“Roadworks from Gilgandra Road [Castlereagh Highway] being constructed over Lot 10 DP710511 in accordance with Council’s specification for roadworks for rural subdivisions”*

It is noted that Lot 10 DP710511 was purchased in 1998 by the same landholder that owns Lot 9 DP728722 and therefore the consent should be amended to require access over Lot 11 DP710511, being the Council owned land adjoining the Castlereagh Highway **marked 'B'**.

#### Construction of Access:

The subdivision was brought to the attention of Council earlier this year when the developer for the 6 lot subdivision undertook works on Lot 11 (Council owned land **marked 'B'**) involving upgrading of the intersection at the Castlereagh Highway with no prior consultation with the RMS or Council. In addition, the developer also constructed an access road to the subdivision on the section of Crown Land **marked 'C'**.

Technical Services (Kevin Tighe and Shane Weatherall) inspected the works and provided a set of requirements so that the developer could upgrade the access road and ensure that it is brought into accordance with Council standards. The RMS was also

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notified of the works, and provided their own construction requirements relating to the Castlereagh Highway intersection at Lot 11 (Council land).

### Crown Land advice:

Council has since been advised by Crown Land that it is not lawful for anyone (including Council) to undertake works on a Crown Land road unless the land is transferred to Council. As such, Council cannot require that the developer upgrade the road in accordance with Council requirements unless Council takes over the section of Crown Land road **marked 'C'**.

Investigations have since been underway to explore what options there are for Council, considering that the subdivision was approved with access only possible via Crown Land.

It is also noted that the owner of Lot 9 (**marked 'D'**) has an Enclosure Permit over the Crown Land. The owner has advised that she has no issue with Council taking over the Crown Land provided it is not fenced and she can continue to have access to her land and the river.

### **Issues**

#### Lawful access to subdivision:

It is understood that Council has some responsibility to ensure lawful and proper access to the subdivision which Council approved. This includes ensuring that access is constructed to the proper standard.

#### Crown Lands advice:

Council cannot undertake work or require work to be undertaken on the Crown Land road unless Council take over the subject section of Crown Land.

#### Adjoining landowner concerns:

The owner of Lot 9 has raised some issues in relation to the developer's construction of the access and erection of ramps. Kevin Tighe has advised that Council would be in a more suitable position to address these concerns if Council is transferred the land.

#### Note for finalisation of subdivision:

In order for the developer to be issued a Subdivision Certificate (to 'lift the linen plans') they are required to comply with the outstanding conditions of consent. Also, Council will ask that an amendment to the consent is lodged, so that Condition 4 (as mentioned above) relates to the provision of access over 'lot 11' instead of 'Lot 10'.

### **Options**

1. Crown Land is transferred to Council.

One option is for Council to apply for the section of Crown Land located between Lot 11 and up to the northern boundary of Lot 68 (**marked 'C'**) to be transferred to Council. This will enable Council to require the developer to upgrade the access to Council standards.

As advised by Crown Lands, Council's representative could write to Crown Land requesting that the subject section of land is transferred to Council for reasons mentioned above.

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If Council were to take over the Crown Land it would remain publically accessible land in perpetuity. The Enclosure Permit would be revoked as part of this takeover, however the permit holder would still be afforded access on and over the road given the public status of the road and provided that the road was not fenced.

Jason Jones of Crown Lands (Dubbo) advises that in circumstances such as this it is typical that Council is transferred the Crown Land.

**OR**

2. Council does not apply for transfer of Crown Land

Another option is for Council not to be transferred the Crown Land. In this scenario, Council could neither undertake access works on the Crown Land nor require the developer to undertake the works. Council would then not be in a position to rectify the adjoining land owner's issues relating to the developer's works.

### **Financial Considerations**

Crown Lands have advised that the cost of the transfer of Crown Land to Council is nil.

There will be some cost (Technical Services Department) associated with the future maintenance of the access road. It will be Council's responsibility to ensure that the access road is designed and maintained to the appropriate standard. It is not known whether some sort of maintenance agreement could be entered into with the developer.

There may be some risk associated with not taking over the Crown Land road if there is any future issue/incident resulting from the inadequate construction or state of the access road.

### **RECOMMENDATION**

That Council resolves to apply for the transfer of Crown Land to Council (the area shown as 'C' on the attached map), so that:

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

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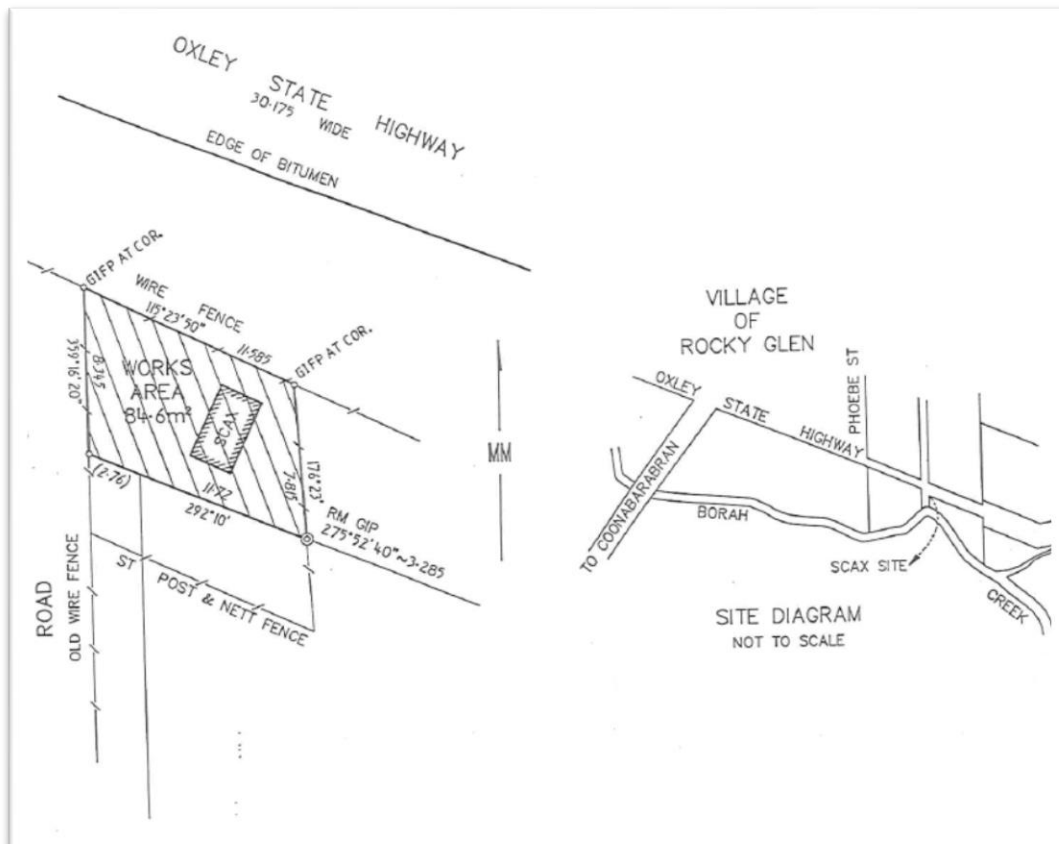
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### Item 23 License Agreement with Telstra for Rocky Glen Phone Box

<b>Division:</b>	Development Services
<b>Management Area:</b>	Property and Risk
<b>Author:</b>	Manager Property and Risk – Jennifer Parker
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	Local communities, businesses and public organisations need access to comprehensive telecommunications infrastructure including mobile telephone and high-speed internet services.

### Reason for Report

The renewal for the lease agreement (now referred to as a licence agreement) between Warrumbungle Shire Council and Telstra Corporation Limited for the site occupied by the telephone box in Rocky Glen has been received and requires signing and affixation of the seal by an authorised person for Warrumbungle Shire Council.



Current site of the phone box in Rocky Glen (extract from current agreement)

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### **Background**

Coonabarabran Shire Council entered into a lease agreement with Telstra Corporation Limited in October 1997 to enable a small parcel of road reserve in the village of Rocky Glen to be utilised for the site of a public phone box. The agreement expires in June 2016 and Telstra is seeking for the agreement to continue with sign off by the two parties prior to expiration of the current arrangement.

### **Issues**

The phone box has been in existence for many years. The area is a black spot for mobile phone service and often has no signal. On this basis, the phone box remains in use by travellers and locals when required due to lack of and loss of mobile phone service.

*Under the Local Government Regulations 2005 it is stated that 'The seal of a Council must not be affixed to a document unless the document relates to the business of the Council and the Council has resolved (by resolution specifically referring to the document) that the seal be so affixed.'*

### **Options**

Council could choose to either not renew the agreement, or renew the agreement. If the agreement is not renewed it is likely the phone box could be removed as there will be no licence in place for its existence on Council controlled land.

Should Council wish to renew this agreement with Telstra Corporation the licence will need to be signed with the Council seal affixed.

### **Financial Considerations**

The annual Licence Fee for this agreement is \$250 per annum to be increased on each Review Date by 2.5% per annum during the term of the agreement which is the anniversary of the commencement date of the agreement being 1 July. The total value of the agreement over the term of the agreement of 20 years is \$6,386.

### **RECOMMENDATION**

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

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

<b>Division:</b>	Development Services
<b>Management Area:</b>	Property and Risk
<b>Author:</b>	Manager Property and Risk – Jennifer Parker
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF 5 - 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.

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#### Reason for Report

Council has requested that an investigation be undertaken on the possible fitment of solar panels to every appropriate Council building.

#### Background

At the July 2014 Ordinary Meeting of Council a motion was moved to investigate the fitment of solar panels to every appropriate Council building (Resolution 08/1415).

A solar power provider with a history of supply to councils in this region was approached to assist in a feasibility study on three base sites owned by Council. Those sites were the Coonabarabran Shire Office, Coolah Town Hall and Coolah Shire Office. The reason behind the decision to choose those sites came down to day light hour's usage of these sites. The information displayed in Diagram 1 explains the energy usage during the day showing the majority of electricity use is between 8am and 4:30pm at all three sites.

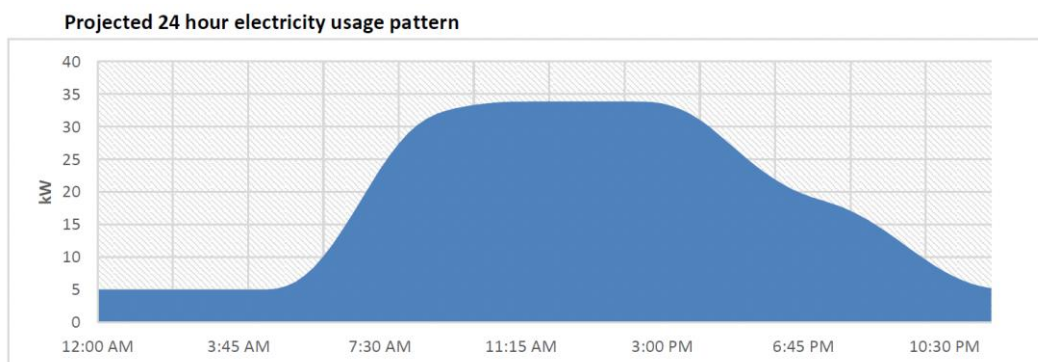


Diagram 1 – current energy usage in 24 hour cycle on weekdays at the three sites.

The final feasibility document that was received by Council was on the Coonabarabran Shire Office, Coolah Shire Office and the Coolah Town Hall. The projected solar usage on these buildings is shown in Diagram 2 below where it is displayed the optimum time for solar energy collection to take place on the three buildings as highlighted in yellow.

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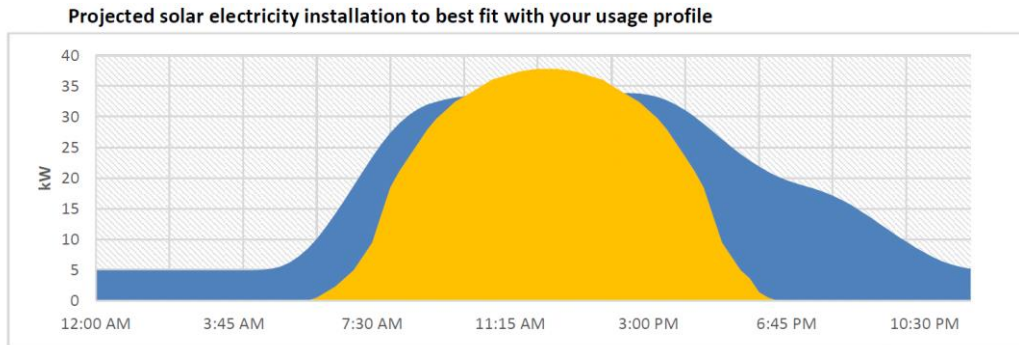


Diagram 2 - Peak solar energy availability periods in the 24 hour weekday cycle as highlighted yellow.

Diagram 3 shows the projected excess energy created by the solar photovoltaic (PV) cells that could be sold back to the grid during the normal week day 24 hour cycle (shown in orange). On weekends this would increase to take up most of the power generated by the solar PV cells.

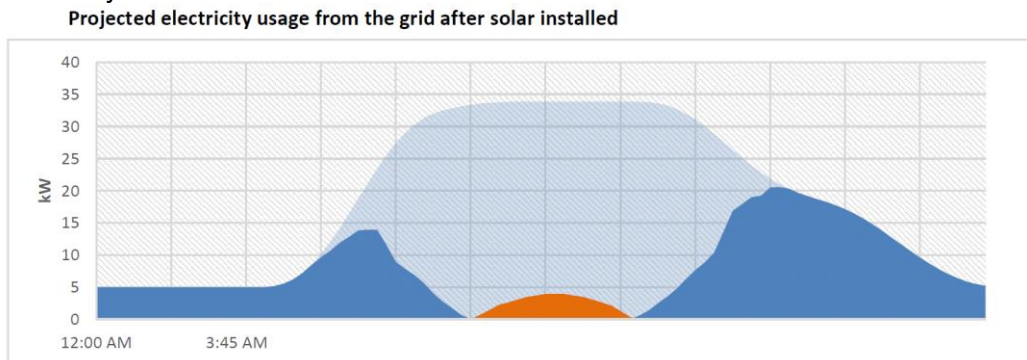


Diagram 3 - Energy excess that is sold back to the grid in the weekday 24 hour cycle (highlighted in orange)

The initial feasibility study suggests that Council would be able to generate and use 46% of the overall electricity need to run these sites on a week day and be able to export 1% back to the grid. Diagram 4 explains this.

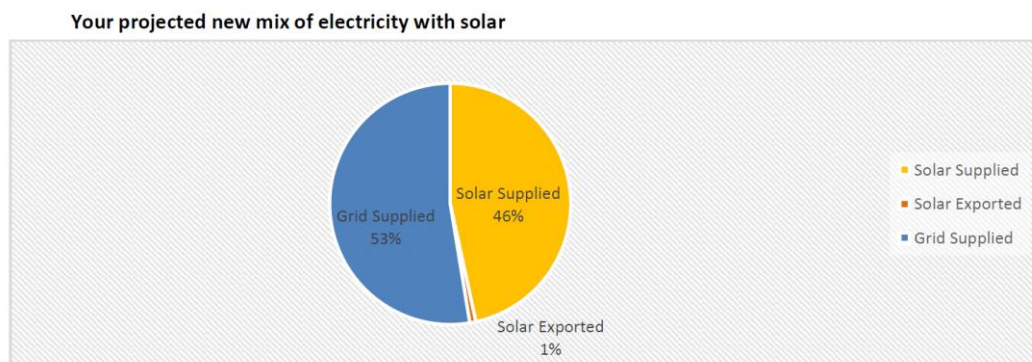


Diagram 4 - Electricity and solar mix projected over 24 hours weekday cycle

This feasibility study was then forwarded to Council's electricity consultant Energy & Management Services who assisted Council and OROC in electricity bill audits and advise on all matters affecting councils and electricity including Street Lighting and OROC group electricity Tenders.

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These figures do not take into account the energy generated over the weekends when most of these buildings are not using as much power.

### Issues

Only some Council buildings will be viable for productive solar power installation. These buildings are normally used during the day time to maximise viability. Council Buildings currently believed to fit into this category are:

Baradine Depot/Water Treatment Building  
Coonabarabran Depot/Stores & Archives buildings – Gardiner Street  
Coonabarabran Chambers – John Street Coonabarabran\*  
Family Support Services Building – Robertson Street Coonabarabran  
Community Care Building – John Street Coonabarabran  
Visitor Information Centre Coonabarabran – Newell Highway \*\*  
Yuluwirri Kids – Newell Highway Coonabarabran  
Coolah Depot – Martin Street Coolah  
Coolah Chambers – Binnia Street Coolah\* #  
Coolah Town Hall – Binnia Street Coolah\*  
Dunedoo Depot – Golden Highway Dunedoo  
MPS Building – Bolaro Street Dunedoo  
Dunedoo Community Centre – Digilah Street, Dunedoo

\* used in the feasibility study

\*\* Investigation is needed into solar heat tubes for the pool and whether they have to be removed to put solar panels on the VIC

# the Decramastic Roof (pressed aluminium) will need to be replaced with corrugated iron to enable fitting of Solar Panels; structural integrity of current roof fixtures insufficient to carry weight and bulk of solar panels.

All these buildings have the potential to utilise solar energy and directly affect a decrease in Council's electricity costs. For the last quarter these sites together cost Council \$54,450 for electricity.

Other sites that will need further investigation are the general water and sewerage sites around the shire – these sites use energy 24/7 and the upgrade to solar power will assist in the overall cost. Council still need more investigation as to roof space and electricity load used by these sites to chose an appropriate solar system.

Energy & Management Services (EMS) had some initial questions about the feasibility study and believe that some assumptions made about future savings for Council need to be adjusted due to the changing electricity market in NSW both politically and in relation to the paper from Australian Energy Regulator released on the 27 November 2014 regarding the Draft Decision on revenues for ACT and NSW energy businesses.

EMS recommends that Council undertakes;

1. A desktop study to identify attractive potential sites based on current average day time electricity prices and expected consumption during day time periods. This would focus on those sites that have a favourable network tariff.
2. A two week data logging of each prospective site (unless they already have half hourly data available from the Retailer) should be carried out to confirm the proportion of energy consumed in day time periods and differences in week day and weekend patterns.

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3. A detailed analysis of solar generation and export for each site be completed using data from (2) to determine the optimal size of photovoltaic (PV) system.
4. The seeking of quotes from potential quality solar PV suppliers.
5. A financial analysis of the various purchase options best suited to Council's needs.

### **Options**

To progress this matter forward Council has several options worthy of consideration as listed below;

1. To engage a solar energy supply company to further investigate all Council owned buildings and calculate the viability of installing solar on all Council buildings.
2. To seek tender/quotes for a solar energy company to supply solar assets on appropriate buildings where the main power usage is during daylight hours.
3. To seek tender/quotes for a solar energy company to supply solar assets on the major daytime power using buildings and also undertake a feasibility study on the other Council assets including water and sewer pumping stations and their viability for fitment of solar power.
4. As suggested by Council's consultant, EMS, Council continue to gather more information to ascertain if the instalment of solar power to all sites will be of benefit to Council and by how much.

### **Financial Considerations**

The Australian Energy Regulator released on the 27 November 2014 the Draft Decision on revenues for ACT and NSW energy businesses. This draft includes a 10% decrease in the KW rates for electricity. If this draft is accepted it will make a definite impact into Council's costs for electricity. This will also have a direct impact into the way electricity companies will run their business into the future and may indirectly affect the benefits of Solar Power in the long term. This determination should be handed down in April or May 2015.

Some of the options available to Council in the open market place to pay for the initial cost of the solar PV purchase are;

- Outright purchase by Council
- Self-sourced leasing or loan by Council
- A Pay-As-You-Go (PAYG) model incorporating a Power Purchase Agreement (PPA) - this option has some benefits to Council;
  - No upfront cost to Council
  - No other cost except all electricity supplied from solar at \$0.17 per kWh (ex GST) for a ten year term with no increases in this rate
  - Zero cost at end of the term
  - All operation and maintenance handled by the provider for the first ten years

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If the assumptions are correct with the option of PPA for the purchase of solar PV, Council will receive small savings for the first ten years then large savings for the rest of the lifetime of the asset.

With Council's current energy purchase agreement the main issue is that Council will purchase all generated energy at 17 cents per kWh. They will offset potential purchases at 26.79 c/kWh at the contract rates due to commence on 1 January 2015. It is noted that if Council chose to move to a time of use tariff the new Origin rate for peak and shoulder periods is 24.18 and off peak prices of 14.62 c/ .

Fortunately the solar systems will generate over 85% during peak and shoulder periods when Council properties tend to be using the highest consumption.

Constant revenue assuming a 6 c/kWh price from exported electricity could be generated. This is not guaranteed by government or retailers and could go either up or down over time.

The following issues will also impact on the economic viability of the any Power Purchase Agreement (PPA) proposal and hence the Council final decision:

- The current proposal includes the Federal Government Renewable Energy Certificate (REC) rebate which equates to \$36,260 upfront discount. The Government is reviewing the renewable energy targets and it is a strong possibility that rebates will be reduced in the near future.
  - Solar power is widely regarded as an environmentally friendly alternative to fossil fuels. It may also be viewed as a positive action by the local public.
  - The attractiveness of the feasibility report offer is enhanced by the current Essential Energy (EE) network tariff BLNN1AU which has no demand component or time of use component. This tariff is not available for sites using more than 160 MWh pa (as the Coonabarabran Admin Council site does). Should EE in future require the site to change to the correct demand tariff BLND3AO the base electricity price would increase and the solar PV would probably be less attractive.
  - However the proposed installation of the solar system would substantially reduce the sites consumption to under the 160 MWh pa limit and hence minimise the possibility of a forced tariff change.
  - Is there a benefit in locking in rates for 10 years? On the plus side it provides certainty for Council and it will be beneficial if electricity prices increase. Obviously if prices fall it will prove to be a less attractive option.
  - The future direction of electricity prices is not clear or obvious as electricity prices are composed of numerous components which tend to move in different directions. Note that Council receives a bundled bill for all these sites so does not necessarily see the underlying factors that drive tariff rates e.g.:
1. Energy prices have consistently fallen for the last five years to record low levels causing a number of power stations (mainly gas fired) to close because they are unprofitable. We are probably nearing the bottom of the cycle as even base load coal fired stations are experiencing extreme pressures on profit margins. Typical energy prices allow for increases in peak rates of

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approximately 0.5 and 0.3 c/kWh in the next two years and increases in off peak rates of 0.2 and 0.3 c/kWh respectively.

2. Network charges on the other hand (the major component of SME site prices) have consistently increased significantly for the last five year. This has now stabilised and reductions (with respect to inflation) are now expected in the short term. Some commentators are questioning if network charges will increase rather than decrease, as currently expected, if everyone continues to use less electricity. The other scenario network organisations are leaning towards is large increases to fixed charges and lower energy rates which would result in longer payback periods for solar systems (and energy efficiency projects).
3. The carbon charge has been removed, but the political climate also affects the other environmental charges that make up approximately 1 c/kWh or 5% of the energy bill. Government policy changes could see these either reduce or increase significantly depending on who is in power in Canberra (and to a lesser extent Sydney).
4. The end result of the recent OROC tariff negotiation resulted in average savings to OROC Councils of 11% in the first year and 8% in the second year. Note this implies a 2.8% increase from year to year. It should be noted that for the leasing and PAYG option financial analysis the solar power providers feasibility study state an average 3% increase in future electricity bundled rates. This would appear reasonable however they are commencing from an inflated base due to previously discussed incorrect assumptions.

### **RECOMMENDATION**

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



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

<b>Division:</b>	Development Services
<b>Management Area:</b>	Regulatory Services
<b>Author:</b>	Acting Manager Regulatory Services – Brad Condon
<b>CSP Key Focus Area:</b>	Natural Environment
<b>Priority:</b>	NE5.2 – Conduct regular community education programs and ensure that information is available regarding responsible domestic animal ownership and management.

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#### **Reason for Report**

To advise Council of the recently released draft Prevention of Cruelty to Animals Act (Dogs and Cats in Council Pounds and Animal Shelters) Standard 2014 No 1, and associated Dogs & Cats in Council Pounds and Animal Shelters Guidelines. In addition, this report will highlight to Council the concerns with the new standards and associated changes, and the impacts these changes will have on Council's regulatory operations and budgetary considerations.

#### **Background**

The Department of Primary Industries is seeking submissions on the draft Prevention of Cruelty to Animals Act (Dogs and Cats in Council Pounds and Animal Shelters) Standard 2014 No 1 and associated guidelines, with the submission deadline being the 19 December 2014. The standard is released under the Prevention of Cruelty to Animals Regulation 2012, which states that Councils must comply with the provisions of this standard.

In their current form, this standard and the guidelines have the potential to significantly impact on Council's companion animals operations, with significant upgrades being required to Council's pound facilities. Due to the likelihood of these changes having a significant impact on Council, it is recommended that a submission be prepared for the Department of Primary Industries highlighting the impacts these changes will bring if enforced.

#### **Issues**

The draft standard presents a number of minimal operational requirements for the keeping of companion animals in Council's pound facilities. At present, Council already complies with some of draft requirements of the standard; however significant changes and improvements to the pound facilities would be required for Council to fully comply. The items are too numerous to list as part of this report and have been provided as an enclosure under separate cover.

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### **Options**

Council has the option of preparing a submission to the draft standards. A copy of the concerns raised by Council staff are included as an enclosure under separate cover.

### **Financial Considerations**

There are no financial considerations in preparing the submission. However, there exists the potential for significant financial commitments from Council if the draft standards and guidelines are adopted and enforced under the Prevention of Cruelty to Animals Regulation 2012.

### **RECOMMENDATION**

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

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### Item 26 Legislation Changes – New Smoking Bans

<b>Division:</b>	Development Services
<b>Management Area:</b>	Regulatory Services
<b>Author:</b>	Acting Manager Regulatory Services – Brad Condon
<b>CSP Key Focus Area:</b>	Natural Environment
<b>Priority:</b>	NE1.3 – Provide opportunities for communities in the shire to participate in maintaining and enhancing the health of our natural environment.

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### Reason for Report

To advise Council of the new smoking bans under the *Smoke-free Environment Act 2000* for commercial outdoor dining areas and for pedestrian entrances and exits from restaurants, cafes and licensed premises,

### Background

The new smoking bans will come into effect as of 6 July 2015. These bans are expected to have significant impacts on local government, especially through queries and complaints from the public and businesses.

From 6 July 2015, smoking is not permitted in commercial outdoor dining areas, being:

- A seated dining area – an area in which seating is provided and in which food that has been purchased and served on plates or packaged for immediate consumption is consumed – but only while food is being consumed or is available for purchase and consumption there.
- Within 4 metres of a seated dining area on licensed premises or at a restaurant
- Within 10 metres of a place at a food fair where food is sold or supplied for consumption.

The new law does not prevent the creation of designated outdoor smoking areas in licensed premises and restaurants. These areas would still have to comply with the above, and must be appropriately signed.

NSW Health is responsible for the administration and enforcement of the *Smoke-free Environment Act 2000*. NSW Health Inspectors are authorised to enforce the ban in commercial outdoor dining areas. On the spot fines of \$300 may apply to individuals who smoke in a commercial outdoor dining area. Penalties of up to \$5,500 apply to occupiers if a person is found to be smoking in a commercial outdoor dining area.

### Issues

Nil

### Options

Nil

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### Financial Considerations

Nil

### RECOMMENDATION

For Council's information.

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### Item 27 Waste Management Strategy Update

<b>Division:</b>	Development Services
<b>Management Area:</b>	Waste Services
<b>Author:</b>	Acting Manager Regulatory Services – Brad Condon
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	PI8 – Local communities have access to effective and efficient waste and recycling services

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### Reason for Report

The reason for this report is to provide Council with an update on the progress of the implementation of the Waste Management Strategy.

### Background

At its meeting on the 15 August 2013, Council adopted a Waste Management Strategy prepared by a consultant. Accompanying this strategy was a presentation recommending Council call for tenders to contract out its waste services.

In preparing to implement this strategy a number of issues were raised regarding the accuracy of the financial information presented to Council. These issues focused mainly on the assumption that Council would receive a tender of \$1.70 per service from an external contractor, and the additional costs of plant and staff rates whilst Council continues to operate its landfill site and transfer stations. Delays were further exaggerated by the staff turnover in the position of Manager Regulatory Service, with new staff being presented with the responsibility of learning and progressing the strategy.

The model presented by the consultant has resulted in some feedback from the community regarding the possible negative outcomes of going to contract. This has included the possible loss of a service quality, and the possible loss of local jobs. This negative feedback has been reiterated within the workforce, with some employees uncertain of their future. It is also noted that Council were not provided with all the possible options available to address the primary issue of concern being WHS matters relating to the collection of recycling crates along the main roads within 100km/hr zones. To enable Council to make an informed decision on the WHS matters it is necessary for all possible options of improving the system to be explored as opposed to the current situation where only one option was presented, considered and adopted. The work undertaken to address these issues has further extended the time required to implement the strategy as a thorough approach is being undertaken to enable Council to have the opportunity to consider all the facts and information before progressing.

In the last few months substantial staff time has been allocated to review the strategy working towards progression and eventual implementation. At the February 2015 Council meeting a number of waste models, with relevant financial modelling, will be presented

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to Council. These models will include a number of different scenarios to address recycling and WHS issues such as:

1. Introducing 240L recycling bins to all waste users across the Shire to be serviced by new garbage trucks.
2. Introducing 240L recycling bins on rural runs only, to address WHS issues, with recycling crates remaining within the townships.
3. Following through with consultants tender/contract model whereby all waste and recycling collection is contracted out.
4. Introducing 240L recycling bins on rural runs only, to address WHS issues, with recycling crates remaining within the townships as well as introducing a second crate, for paper and cardboard, allowing for quicker kerbside sorting, and retendering the current southern domestic waste collection service.
5. Introducing 240L recycling bins on rural runs only, keeping the crates in the townships, and retendering the current southern domestic waste collection service.

The modelling suggested above will explore the social, economic and environmental aspects of the possible directions Council could take its waste services. The initial strategy and recommendation failed to address this triple bottom line, with the emphasis being to focus on going to tender and contracting out the service. The report to Council in February will present a number of scenarios and options, and allow Council to compare the triple bottom line for each.

These models will allow Council to have a true comparison of the costs of waste services, and the relevant costs of Council keeping some or all of its services in house. The models will also present options where no job losses will occur in the waste services section of Council.

Prior to the February meeting neighbouring Councils will be contacted to investigate any joint initiatives that may exist. To date a number of Councils have already been approached to give an insight into the waste services of similar Councils, and how these methods could be applied to Warrumbungle. This information will be presented to Council in February, and the cost per service charged to other Councils will be compared to the \$1.70 stated in the recommendation given by the consultant in his model.

The above mentioned scenarios allow for a comparison of waste service methods, without taking into account a kerbside organics collection. In the months leading to the February meeting an audit of green waste going to Councils landfill will also be undertaken. This audit will be presented to Council for recommendation on whether to further explore an organics collection service as well as the true cost of managing and dealing with green waste.

Other matters that will be addressed in the February report will include the possibility of a staged approach to conversion of crates to 240L recycling bins over a number of years, with a gradual change town by town to enable Council to introduce and afford additional trucks and infrastructure to handle recyclables. The ability for Council to apply for grant funding to update material recycling facilities should not be discounted and could be seriously considered as part of any future model as part of Council's waste strategy.

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### **Issues**

As 12 months has lapsed since Council's original resolution, it is a requirement of the Local Government Act to present the Strategy to Council again. This presents the opportunity to address some of the discrepancies that existed in the strategy and associated recommendations. A workshop is planned to be held in March to assist Councillors understand the full extent of the additional/alternate models being proposed.

### **Options**

Nil

### **Financial Considerations**

Nil

### **RECOMMENDATION**

For Council's information.

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### Item 28 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 / Strategy:** RU 4 – The attractiveness appearance and amenity of our towns and villages need to be improved

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### Development Applications

#### (i) Approved – November 2014

Complying Development (Set Criteria) Development Application (Specialised Conditions)	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type Of Development	Stop the Clock Referral Days
DA 20/2014	19/9/2014	5/11/2014	Scott Johnston	1051 River Road	Coonabarabran	Single Storey Dwelling	0
DA 31/2014	10/10/2014	28/11/2014	Donald Grimshaw & Elizabeth Austen	2831 Neilrex Road	Neilrex	Installation of Manufactured Dwelling	0

### RECOMMENDATION

That Council note the Applications Approved during November 2014 under Delegated Authority