

**WARRUMBUNGLE SHIRE COUNCIL**

**MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD  
AT THE COUNCIL CHAMBERS, COOLAH ON THURSDAY, 20 NOVEMBER 2014  
COMMENCING AT 10.02AM**

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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.

**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.

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**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**

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**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.

**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**

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**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 bought back to Council.

**Clancy/Todd**

**The motion was carried**

**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

### **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.*
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.

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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		

***Public Forum Speaker Agreement***

*Date of Council Meeting:* ..... / ..... / .....

*Name:* .....

*Address:*  
.....

*Telephone Number:* .....

*Email:* .....

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



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*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**


**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.

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	<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 mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.*

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- (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.

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

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

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

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.

## **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

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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.

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.

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**2.9 Attendance at seminars and conferences**

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

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

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

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

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

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

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

**2.10 Registration fees**

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

**2.11 Travel Expenses**

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

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

**WARRUMBUNGLE SHIRE COUNCIL**

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

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

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

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

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

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

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

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

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

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

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.)



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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.

#### **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.

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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.

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**3.2 Elected Members – Facilities, Equipment and Services**

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

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

**3.3 Bluetts Handbook**

Provide all Councillors with a copy after their election.

**3.4 Policies**

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

**Part 4 – OTHER MATTERS**

**4.1 Acquisition and return of equipment and facilities by Councillors**

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

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

**4.2 Status of the Policy**

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

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

**WARRUMBUNGL E SHIRE COUNCIL**

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**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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**Table 4: High cost country centres – accommodation expenses**

<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		

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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.

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**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 effect from 1 July 2014.

**Todd/Andrews**

**The motion was carried**

**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:



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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>

**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.

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**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

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**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**

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**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.
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 & Dalglish 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**

**WARRUMBUNGLE SHIRE COUNCIL**

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD  
AT THE COUNCIL CHAMBERS, COOLAH ON THURSDAY, 20 NOVEMBER 2014  
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**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.

**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

**WARRUMBUNGLE SHIRE COUNCIL**

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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**

**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 Purlawaugh 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

**WARRUMBUNGL E SHIRE COUNCIL**

**MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGL E SHIRE COUNCIL HELD  
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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**

**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**

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