



Warrumbungle Shire Council

Council meeting

Thursday, 21 March 2013

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

commencing at 10.00 am

Mayor

Councillor Peter Shinton

Deputy Mayor

Councillor Murray Coe

COUNCILLORS

Councillor Gary Andrews

Councillor Anne-Louise Capel

Councillor Fred Clancy

Councillor Victor Schmidt

Councillor Chris Sullivan

Councillor Ron Sullivan

Councillor Denis Todd

MANAGEMENT TEAM

Steve Loane (General Manager)

Rebecca Ryan (Director Corporate Services)

Kevin Tighe (Director Technical Services)

Tony Meppem (Director Environmental &
Community 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

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

NOTICE is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 21 March 2013 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

Staff Excellence Award presentation

Reports

Questions and Matters of Concern

Report to be considered in Closed Council
 – Tender for Casual hire of trucks and various Items of Plant

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STEVE LOANE
GENERAL MANAGER

WARRUMBUNGLA SHIRE COUNCIL

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Matter to be dealt with “in committee”

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

The 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.

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STEVE LOANE
GENERAL MANAGER

WARRUMBUNGL SHIRE COUNCIL

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Item 1 Minutes of Ordinary Council Meeting – 21 February 2013

Division: Executive Services

Management Area: Governance

Author: Coolah Administration Officer – Carol Nasmith

CSP Key Focus Area: Local Governance and Finance

Priority / Strategy: GF2.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

File Ref: **Function:** Corporate Management **Activity:** Council meetings

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

In attendance: Chief Financial Officer (Stefan Murru), Corporate Services Administration Officer (Carol Nasmith, Minutes) and PA to Director Corporate Services (Emma Gardiner, Ipad Angel).

Forum 10am

Mr Shane Bennett - Binnaway Sewerage costs
Virginia Birks and Ben Rourke – DA 20/1213

REPORTS

Item 1 Minutes Ordinary Council Meeting – 20 December 2012

230/1213 RESOLVED that the resolutions contained in the Minutes of the Ordinary Council meeting held 20 December 2012 be endorsed.

Coe/Sullivan
The motion was carried

Item 2 Minutes Finance and Projects Meeting – 7 February 2013

231/1213 RESOLVED:

1. That Council accepts the Minutes of the Finance and Projects Committee Meeting held on 7 February 2013 at Coolah.
2. That Council write to the Valuer Generals Department regarding the impact on landholders of inflated land values due to Cobbora Coal Project.
3. That Council approve the supplementary vote requests totalling \$330,096; being \$173,664 General Fund and \$156,432 Water and Sewer Fund.

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4. That Council review the Employee Leave Liability, Section 94 funds and report to next Finance and Projects Committee meeting an objective analysis of Restricted Assets to be moved in or out this financial year.
5. That the Internal Audit Report November 2012 be noted.
6. That Council adopts the draft budget and reporting format in the Delivery Program and Operational Plan including Activity Group Service Levels.

Coe/Schmidt
The motion was carried

Item 3 Minutes Economic Development and Tourism Advisory Meeting – 6 February 2013 **232/1213 RESOLVED:**

1. That Council accepts the Minutes of the Economic Development & Tourism Advisory Meeting held on 6 February 2012 at Coonabarabran.
2. That Council liaise with ABC Open on the re-tasking of ABC Open to support the implementation of a recovery montage for use in tourism promotions.
3. That Council through the Tourism & Economic Development unit construct a library of images showing the impact of the fire on the landscape of the Warrumbungle fires for displaying in the VIC, on websites and in promotional materials.
4. That strategy be developed focusing on the short term actions required to address the impacts of the bushfires and then with a longer term strategy for future activities.
5. That the budget be amended to reflect changed directions; that \$7,500 from the TP Budget and a further \$8,950 from the EP Budget reallocated to funds for matching with government allocation for a new media campaign making a total of \$16,450 plus the Brochure allocation of \$9,000 to be utilised for new promotional initiatives to address the impact of bushfires.

Schmidt/Coe
The motion was carried

Item 4 Minutes Bushfire Appeal Advisory Panel – 12 February 2013 **233/1213 RESOLVED:**

1. That Council approve the Warrumbungle Shire Mayors Bushfire Appeal Public Fund Rules and authorise the Mayor and General Manager to execute the document.
2. That Council approve the Warrumbungle Shire Mayors Bushfire Appeal Guiding Principles.
3. That Council approve the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Terms of Reference.
4. That Council endorse the recommendations for the Warrumbungle Shire Mayors Bushfire Appeal Phase two (2) disbursements, being a total of \$370,000 provided to the following Partner Agencies or Programs; BlazeAid Project \$40,000, Fencing Materials (\$1,000 per km road frontage) \$100,000, House Re-establishment Grant (\$5,000 per house) \$210,000 and the Shed Rebuild Grant (\$1,000 per shed) \$20,000.

Schmidt/Capel
The motion was carried

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Item 5 Minutes Waste Management Strategy Meeting – 4 December 2012

For Council's Information

Responses to Questions from Last Meeting

For Council's information.

Item 6 Warrumbungle Shire Mayor's Bushfire Appeal

234/1213 RESOLVED that Council approve the Warrumbungle Shire Council Mayors Bushfire Appeal Public Fund Rules, Guiding Principles and Advisory Panel Terms of Reference documents; **FURTHERMORE** that Council notes the Phase one (1) and Phase two (2) distribution of funds as follows:

Phase One

Partner Agency or Program	Amount
BlazeAid Project	\$40k
Centacare	\$10k
ADRA	\$10k
St Vincent de Paul	\$10k
Barnardos	\$10k
DPI Fodder Drive	\$10k
Potable Water Grant	\$20k
Home Dislocation Grant	\$50k
Total	\$160k

Phase Two

Partner Agency or Program	Amount
BlazeAid Project	\$40k
Fencing Material	\$100k
House Re-establishment Grant	\$210k
Shed Rebuild Grant	\$20k
Total	\$390k

Capel/R Sullivan
The motion was carried

Item 7 Policy Payment of Expenses and Provision of Facilities – Mayor and Council

235/1213 RESOLVED that Council endorses the amended Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors.

Strategic 1.1

Attachment A

Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors
(Pursuant to Sections 12, 23A, 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 21 November 2012 and replaces the previous policy titled Policy for the Payment of Expenses and Provision of Facilities to Councillors adopted by Council on 24 November 2011.

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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 Department of Local Government.

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

Basis of this Policy

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

Local Government Act 1993

252 Payment of expenses and provision of facilities

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

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- (4) *Within 28 days after adopting a policy or making an amendment to a policy for which public notice is required to be given under this section, a council is to forward to the Director-General:*
- (a) a copy of the policy or amendment together with details of all submissions received in accordance with subsection (1), and*
 - (b) a statement setting out, for each submission, the council's response to the submission and the reasons for the council's response, and*
 - (c) a copy of the notice given under subsection (1).*
- (5) *A council must comply with this section when proposing to adopt a policy each year in accordance with section 252 (1) even if the council proposes to adopt a policy that is the same as its existing policy.*

Part 2 - PAYMENT OF EXPENSES

Allowances and expenses

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

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

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

2.1 Establishment of Monetary Limits and Standards

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

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

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

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

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

For accommodation or meals that Council has not prepaid, and for incidental expenses, Council will reimburse expenses incurred while at conference, seminars or official functions to the limits of the allowances set out in the Australian Tax Office's Taxation Determination TD 2011/17 or such determinations or policies of the Australian Tax Office that supersede it.

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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 2011/17 (see Appendix A attached) or such determination or policies of the Australian Tax Office that supersede it. (As at October 2012 – Meal Allowance (per day) Breakfast \$30.30; Lunch \$42.95; Dinner \$60.20)
- 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 2011/17 or such determinations or policies of the Australian Tax Office that supersede it. (As at October 2012 – Incidental Expenses (per day) \$24.70)
- 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 2011/17 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.

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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 2011/17 (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. A total pool of \$4,510 per year per term is available for this purpose.

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.

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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 will allocate up to \$24,000 per year (including GST) 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:

- C Division Conference (Any Councillors and General Manager)
- Annual conference of the Local Government and Shires Association / One Association - (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)
- Australian Local Government Association (Mayor)

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

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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.

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.

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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 will allocate up to \$ 1500 per year per councillor (including GST) 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.

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2.17 Internet

Council shall meet the cost of providing and maintaining an internet connection at the residence of the Councillor by an allowance of \$50.00 per month to cover Councillors' 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.

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 is the fourth version of the Policy. This Policy replaces the previous version of the Policy adopted by Council on 24 November 2011 Minute No. 181/1112.

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

Appendix A

Place	Accomm. \$	Food and drink \$ B'fast 30.30 Lunch 42.95 Dinner 60.20	Incidentals \$	Total \$
Adelaide	209	133.45	24.70	367.15
Brisbane	236	133.45	24.70	394.15
Canberra	230	133.45	24.70	388.15
Darwin	278	133.45	24.70	436.15
Hobart	195	133.45	24.70	353.15
Melbourne	265	133.45	24.70	423.15
Perth	275	133.45	24.70	433.15
Sydney	265	133.45	24.70	423.15
Country centres	\$190, or the relevant amount in Table 4 if higher	133.45	24.70	Variable – see Table 4 if applicable

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Country centre	\$	Country centre	\$
Ballarat (VIC)	127.00	Kalgoorlie (WA)	169.50
Bendigo (VIC)	122.00	Karratha (WA)	285.00
Broome (WA)	222.50	Katherine (NT)	120.50
Bunbury (WA)	129.00	Kununurra (WA)	182.00
Burnie (TAS)	125.00	Launceston (TAS)	126.50
Cairns (QLD)	127.00	Mackay (QLD)	153.00
Carnarvon (WA)	151.00	Maitland (NSW)	131.50
Christmas Island (WA)	150.00	Mount Isa (QLD)	158.50
Dalby (QLD)	133.50	Newcastle (NSW)	142.50
Dampier (WA)	174.50	Newman (WA)	195.00
Derby (WA)	181.50	Norfolk Island	189.50
Devonport (TAS)	128.50	Port Hedland (WA)	270.00
Echuca (VIC)	122.50	Port Pirie (SA)	135.00
Exmouth (WA)	194.00	Thursday Island (QLD)	180.00
Geelong (VIC)	131.00	Townsville (QLD)	134.50
Geraldton (WA)	146.00	Weipa (QLD)	138.00
Gladstone (QLD)	138.50	Wilpena-Pound (SA)	144.00
Gold Coast (QLD)	170.00	Wollongong (NSW)	128.00
Halls Creek (WA)	195.00	Wonthaggi (VIC)	122.00
Horn Island (QLD)	169.00	Yulara (NT)	340.00
Jabiru (NT)	198.00		

Schmidt/C Sullivan
The motion was carried

Item 8 Notice of Motion – Traffic Counters

236/1213 RESOLVED that Warrumbungle Shire Council instigate traffic counters on a number of major roads to assist with traffic management and maintenance in the coming future.

Todd/Capel
The motion was carried

Item 9 Constitutional Recognition of Local Government Contribution

237/1213 RESOLVED that Council endorse the Mayor and General Manager support to the LGSA and ALGA national campaign for Constitutional Recognition of Local Government.
FURTHERMORE that a supplementary vote of \$4,594 be approved being Council's contribution to this campaign.

Coe/R Sullivan
The motion was carried

Item 10 Revised Code of Conduct

238/1213 RESOLVED that Council adopt the new Code of Conduct and implements with OROC a review of the Conduct Review Panel membership. **FURTHERMORE** appoint the Director of Corporate Services as the Complaints Coordinator and Director Technical Services as the alternate Complaints Coordinator.

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Attachment 1 Model Code of Conduct



Model Code of Conduct

for Local Councils in NSW

March 2013

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PART 1 INTRODUCTION

This Model Code of Conduct for Local Councils in NSW (“the Model Code of Conduct”) is made for the purposes of section 440 of the Local Government Act 1993 (“the Act”). Section 440 of the Act requires every council to adopt a code of conduct that incorporates the provisions of the Model Code. For the purposes of section 440 of the Act, the Model Code of Conduct comprises all parts of this document.

Councillors, administrators, members of staff of council, independent conduct reviewers, members of council committees including the conduct review committee and delegates of the council must comply with the applicable provisions of council’s code of conduct in carrying out their functions as council officials. It is the personal responsibility of council officials to comply with the standards in the code and regularly review their personal circumstances with this in mind.

Failure by a councillor to comply with the standards of conduct prescribed under this code constitutes misconduct for the purposes of the Act. The Act provides for a range of penalties that may be imposed on councillors for misconduct, including suspension or disqualification from civic office. Failure by a member of staff to comply with council’s code of conduct may give rise to disciplinary action.

A better conduct guide has also been developed to assist councils to review and enhance their codes of conduct. This guide supports this code and provides further information on the provisions in this code.

PART 2 PURPOSE OF THE CODE OF CONDUCT

The Model Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions. The Model Code is prescribed by regulation. The Model Code of Conduct has been developed to assist council officials to:

- understand the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in the integrity of local government.

PART 3 GENERAL CONDUCT OBLIGATIONS

General conduct

3.1 You must not conduct yourself in carrying out your functions in a manner that is likely to bring the council or holders of civic office into disrepute. Specifically, you must not act in a way that:

- a) contravenes the Act, associated regulations, council’s relevant administrative requirements and policies
- b) is detrimental to the pursuit of the charter of a council
- c) is improper or unethical
- d) is an abuse of power or otherwise amounts to misconduct
- e) causes, comprises or involves intimidation, harassment or verbal abuse
- f) causes, comprises or involves discrimination, disadvantage or adverse treatment in relation to employment
- g) causes, comprises or involves prejudice in the provision of a service to the community. (*Schedule 6A*)

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3.2 You must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions under the Act or any other Act. (*section 439*)

3.3 You must treat others with respect at all times. Fairness

and equity

3.4 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.

3.5 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.

Harassment and discrimination

3.6 You must not harass, discriminate against, or support others who harass and discriminate against colleagues or members of the public. This includes, but is not limited to harassment and discrimination on the grounds of sex, pregnancy, age, race, responsibilities as a carer, marital status, disability, homosexuality, transgender grounds or if a person has an infectious disease.

Development decisions

3.7 You must ensure that development decisions are properly made and that parties involved in the development process are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the development assessment process.

3.8 In determining development applications, you must ensure that no action, statement or communication between yourself and applicants or objectors conveys any suggestion of willingness to provide improper concessions or preferential treatment.

Binding caucus votes

3.9 You must not participate in binding caucus votes in relation to matters to be considered at a council or committee meeting.

3.10 For the purposes of clause 3.9, a binding caucus vote is a process whereby a group of councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before the council or committee irrespective of the personal views of individual members of the group on the merits of the matter before the council or committee.

3.11 Clause 3.9 does not prohibit councillors from discussing a matter before the council or committee prior to considering the matter in question at a council or committee meeting or from voluntarily holding a shared view with other councillors on the merits of a matter.

3.12 Clause 3.9 does not apply to a decision to elect the Mayor or Deputy Mayor or to nominate a person to be a member of a council committee.

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PART 4 CONFLICT OF INTERESTS

- 4.1 A conflict of interests exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty.
- 4.2 You must avoid or appropriately manage any conflict of interests. The onus is on you to identify a conflict of interests and take the appropriate action to manage the conflict in favour of your public duty.
- 4.3 Any conflict of interests must be managed to uphold the probity of council decision-making. When considering whether or not you have a conflict of interests, it is always important to think about how others would view your situation.
- 4.4 Private interests can be of two types: pecuniary or non-pecuniary. What is a pecuniary interest?
- 4.5 A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. (*section 442*)
- 4.6 A person will also be taken to have a pecuniary interest in a matter if that person's spouse or de facto partner or a relative of the person or a partner or employer of the person, or a company or other body of which the person, or a nominee, partner or employer of the person is a member, has a pecuniary interest in the matter. (*section 443*)
- 4.7 Pecuniary interests are regulated by Chapter 14, Part 2 of the Act. The Act requires that:
- a) councillors and designated persons lodge an initial and an annual written disclosure of interests that could potentially be in conflict with their public or professional duties (*section 449*)
 - b) councillors and members of council committees disclose an interest and the nature of that interest at a meeting, leave the meeting and be out of sight of the meeting and not participate in discussions or voting on the matter (*section 451*)
 - c) designated persons immediately declare, in writing, any pecuniary interest. (*section 459*)
- 4.8 Designated persons are defined at section 441 of the Act, and include, but are not limited to, the general manager and other senior staff of the council.
- 4.9 Where you are a member of staff of council, other than a designated person (as defined by section 441), you must disclose in writing to your supervisor or the general manager, the nature of any pecuniary interest you have in a matter you are dealing with as soon as practicable.

What are non-pecuniary interests?

- 4.10 Non-pecuniary interests are private or personal interests the council official has that do not amount to a pecuniary interest as defined in the Act. These commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.

- 4.11 The political views of a councillor do not constitute a private interest. Managing

non-pecuniary conflict of interests

- 4.12 Where you have a non-pecuniary interest that conflicts with your public duty, you must disclose the interest fully and in writing, even if the conflict is not significant. You must do this as soon as practicable.

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- 4.13 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes. This disclosure constitutes disclosure in writing for the purposes of clause 4.12.
- 4.14 How you manage a non-pecuniary conflict of interests will depend on whether or not it is significant.
- 4.15 As a general rule, a non-pecuniary conflict of interests will be significant where a matter does not raise a pecuniary interest but it involves:
- a) a relationship between a council official and another person that is particularly close, for example, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse, current or former spouse or partner, de facto or other person living in the same household
 - b) other relationships that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship
 - c) an affiliation between the council official and an organisation, sporting body, club, corporation or association that is particularly strong.
- 4.16 If you are a council official, other than a member of staff of council, and you have disclosed that a significant non-pecuniary conflict of interests exists, you must manage it in one of two ways:
- a) remove the source of the conflict, by relinquishing or divesting the interest that creates the conflict, or reallocating the conflicting duties to another council official
 - b) have no involvement in the matter, by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in section 451(2) of the Act apply
- 4.17 If you determine that a non-pecuniary conflict of interests is less than significant and does not require further action, you must provide an explanation of why you consider that the conflict does not require further action in the circumstances.
- 4.18 If you are a member of staff of council, the decision on which option should be taken to manage a non-pecuniary conflict of interests must be made in consultation with your manager.
- 4.19 Despite clause 4.16(b), a councillor who has disclosed that a significant non-pecuniary conflict of interests exists may participate in a decision to delegate council's decision-making role to council staff through the general manager, or appoint another person or body to make the decision in accordance with the law. This applies whether or not council would be deprived of a quorum if one or more councillors were to manage their conflict of interests by not voting on a matter in accordance with clause 4.16(b) above.

Reportable political donations

- 4.20 Councillors should note that matters before council involving political or campaign donors may give rise to a non-pecuniary conflict of interests.
- 4.21 Where a councillor has received or knowingly benefitted from a reportable political donation:
- a) made by a major political donor in the previous four years, and b) where the major political donor has a matter before council,
- then the councillor must declare a non-pecuniary conflict of interests, disclose the nature of the interest, and manage the conflict of interests in accordance with clause 4.16(b).

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4.22 For the purposes of this Part:

- a) a “reportable political donation” is a “reportable political donation” for the purposes of section 86 of the *Election Funding, Expenditure and Disclosures Act 1981*,
- b) a “major political donor” is a “major political donor” for the purposes of section 84 of the *Election Funding, Expenditure and Disclosures Act 1981*.

4.23 Councillors should note that political donations below \$1,000, or political donations to a registered political party or group by which a councillor is endorsed, may still give rise to a non-pecuniary conflict of interests. Councillors should determine whether or not such conflicts are significant and take the appropriate action to manage them.

4.24 If a councillor has received or knowingly benefitted from a reportable political donation of the kind referred to in clause 4.21, that councillor is not prevented from participating in a decision to delegate council’s decision-making role to council staff through the general manager or appointing another person or body to make the decision in accordance with the law (see clause 4.19 above).

Loss of quorum as a result of compliance with this Part

4.25 Where a majority of councillors are precluded under this Part from consideration of a matter the council or committee must resolve to delegate consideration of the matter in question to another person.

4.26 Where a majority of councillors are precluded under this Part from consideration of a matter and the matter in question concerns the exercise of a function that may not be delegated under section 377 of the Act, the councillors may apply in writing to the Chief Executive to be exempted from complying with a requirement under this Part relating to the management of a non-pecuniary conflict of interests.

4.27 The Chief Executive will only exempt a councillor from complying with a requirement under this Part where:

- a) compliance by councillors with a requirement under the Part in relation to a matter will result in the loss of a quorum, and
- b) the matter relates to the exercise of a function of the council that may not be delegated under section 377 of the Act.

4.28 Where the Chief Executive exempts a councillor from complying with a requirement under this Part, the councillor must still disclose any interests they have in the matter the exemption applies to in accordance with the requirements of this Part.

4.29 A councillor, who would otherwise be precluded from participating in the consideration of a matter under this Part because they have a non-pecuniary conflict of interests in the matter, is permitted to participate in consideration of the matter, if:

- a) the matter is a proposal relating to
 - i) the making of a principal environmental planning instrument applying to the whole or a significant part of the council’s area, or
 - ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant part of the council’s area, and
- b) the councillor declares any interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under this Part.

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Other business or employment

4.30 If you are a member of staff of council considering outside employment or contract work that relates to the business of the council or that might conflict with your council duties, you must notify and seek the approval of the general manager in writing. (section 353)

4.31 As a member of staff, you must ensure that any outside employment or business you engage in will not:

- a) conflict with your official duties
- b) involve using confidential information or council resources obtained through your work with the council
- c) require you to work while on council duty
- d) discredit or disadvantage the council.

Personal dealings with council

4.32 You may have reason to deal with your council in your personal capacity (for example, as a ratepayer, recipient of a council service or applicant for a consent granted by council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.

PART 5 PERSONAL BENEFIT

For the purposes of this section, a reference to a gift or benefit does not include a political donation or contribution to an election fund that is subject to the provisions of the relevant election funding legislation.

Gifts and benefits

- 5.1 You must avoid situations giving rise to the appearance that a person or body, through the provision of gifts, benefits or hospitality of any kind, is attempting to secure favourable treatment from you or from the council.
- 5.2 You must take all reasonable steps to ensure that your immediate family members do not receive gifts or benefits that give rise to the appearance of being an attempt to secure favourable treatment. Immediate family members ordinarily include parents, spouses, children and siblings.

Token gifts and benefits

- 5.3 Generally speaking, token gifts and benefits include:
- a) free or subsidised meals, beverages or refreshments provided in conjunction with:
 - i) the discussion of official business
 - ii) council work related events such as training, education sessions, workshops
 - iii) conferences
 - iv) council functions or events
 - v) social functions organised by groups, such as council committees and community organisations
 - b) invitations to and attendance at local social, cultural or sporting events
 - c) gifts of single bottles of reasonably priced alcohol to individual council officials at end of year functions, public occasions or in recognition of work done (such as providing a lecture/training session/address)
 - d) ties, scarves, coasters, tie pins, diaries, chocolates or flowers
 - e) prizes of token value.

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Gifts and benefits of value

5.4 Notwithstanding clause 5.3, gifts and benefits that have more than a token value include, but are not limited to, tickets to major sporting events (such as state or international cricket matches or matches in other national sporting codes (including the NRL, AFL, FFA, NBL)), corporate hospitality at a corporate facility at major sporting events, discounted products for personal use, the frequent use of facilities such as gyms, use of holiday homes, free or discounted travel.

How are offers of gifts and benefits to be dealt with?

5.5 You must not:

- a) seek or accept a bribe or other improper inducement
- b) seek gifts or benefits of any kind
- c) accept any gift or benefit that may create a sense of obligation on your part or may be perceived to be intended or likely to influence you in carrying out your public duty
- d) accept any gift or benefit of more than token value
- e) accept an offer of cash or a cash-like gift, regardless of the amount.

5.6 For the purposes of clause 5.5(e), a “cash-like gift” includes but is not limited to gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internal credit, memberships or entitlements to discounts.

5.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, this must be disclosed promptly to your supervisor, the Mayor or the general manager. The recipient, supervisor, Mayor or general manager must ensure that any gifts or benefits of more than token value that are received are recorded in a Gifts Register. The gift or benefit must be surrendered to council, unless the nature of the gift or benefit makes this impractical.

Improper and undue influence

5.8 You must not use your position to influence other council officials in the performance of their public or professional duties to obtain a private benefit for yourself or for somebody else. A councillor will not be in breach of this clause where they seek to influence other council officials through the appropriate exercise of their representative functions.

5.9 You must not take advantage (or seek to take advantage) of your status or position with or of functions you perform for council in order to obtain a private benefit for yourself or for any other person or body.

PART 6 RELATIONSHIP BETWEEN COUNCIL OFFICIALS

Obligations of councillors and administrators

6.1 Each council is a body politic. The councillors or administrator/s are the governing body of the council. The governing body has the responsibility of directing and controlling the affairs of the council in accordance with the Act and is responsible for policy determinations, for example, those relating to workforce policy.

6.2 Councillors or administrators must not:

- a) direct council staff other than by giving appropriate direction to the general manager in the performance of council’s functions by way of council or committee resolution, or by the Mayor or administrator exercising their power under section 226 of the Act (*section 352*)
- b) in any public or private forum, direct or influence or attempt to direct or influence, any other member of the staff of the council or a delegate of the council in the exercise of the functions of the member or delegate (*Schedule 6A of the Act*)

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- c) contact a member of the staff of the council on council related business unless in accordance with the policy and procedures governing the interaction of councillors and council staff that have been authorised by the council and the general manager
- d) contact or issue instructions to any of council's contractors or tenderers, including council's legal advisers, unless by the Mayor or administrator exercising their power under section 226 of the Act. This does not apply to council's external auditors or the Chair of council's audit committee who may be provided with any information by individual councillors reasonably necessary for the external auditor or audit committee to effectively perform their functions.

Obligations of staff

6.3 The general manager is responsible for the efficient and effective operation of the council's organisation and for ensuring the implementation of the decisions of the council without delay.

6.4 Members of staff of council must:

- a) give their attention to the business of council while on duty
- b) ensure that their work is carried out efficiently, economically and effectively
- c) carry out lawful directions given by any person having authority to give such directions
- d) give effect to the lawful decisions, policies, and procedures of the council, whether or not the staff member agrees with or approves of them
- e) ensure that any participation in political activities outside the service of the council does not conflict with the performance of their official duties.

Obligations during meetings

6.5 You must act in accordance with council's Code of Meeting Practice, if council has adopted one, and the *Local Government (General) Regulation 2005* during council and committee meetings.

6.6 You must show respect to the chair, other council officials and any members of the public present during council and committee meetings or other formal proceedings of the council.

Inappropriate interactions

6.7 You must not engage in any of the following inappropriate interactions:

- a) Councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters other than broader workforce policy issues.
- b) Council staff approaching councillors and administrators to discuss individual or operational staff matters other than broader workforce policy issues.
- c) Council staff refusing to give information that is available to other councillors to a particular councillor.
- d) Councillors and administrators who have lodged a development application with council, discussing the matter with council staff in staff- only areas of the council.
- e) Councillors and administrators being overbearing or threatening to council staff.
- f) Councillors and administrators making personal attacks on council staff in a public forum.
- g) Councillors and administrators directing or pressuring council staff in the performance of their work, or recommendations they should make.
- h) Council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community.
- i) Council staff meeting with applicants or objectors alone AND outside office hours to discuss applications or proposals.

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- j) Councillors attending on-site inspection meetings with lawyers and/or consultants engaged by council associated with current or proposed legal proceedings unless permitted to do so by council's general manager or, in the case of the Mayor or administrator, exercising their power under section 226 of the Act.

PART 7 ACCESS TO INFORMATION AND COUNCIL RESOURCES

Councillor and administrator access to information

- 7.1 The general manager and public officer are responsible for ensuring that members of the public, councillors and administrators can gain access to the documents available under the *Government Information (Public Access) Act 2009*.
- 7.2 The general manager must provide councillors and administrators with information sufficient to enable them to carry out their civic office functions.
- 7.3 Members of staff of council must provide full and timely information to councillors and administrators sufficient to enable them to carry out their civic office functions and in accordance with council procedures.
- 7.4 Members of staff of council who provide any information to a particular councillor in the performance of their civic duties must also make it available to any other councillor who requests it and in accordance with council procedures.
- 7.5 Councillors and administrators who have a private (as distinct from civic) interest in a document of council have the same rights of access as any member of the public.

Councillors and administrators to properly examine and consider information

- 7.6 Councillors and administrators must properly examine and consider all the information provided to them relating to matters that they are dealing with to enable them to make a decision on the matter in accordance with council's charter.

Refusal of access to documents

- 7.7 Where the general manager and public officer determine to refuse access to a document sought by a councillor or administrator they must act reasonably. In reaching this decision they must take into account whether or not the document sought is required for the councillor or administrator to perform their civic duty (see clause 7.2). The general manager or public officer must state the reasons for the decision if access is refused.

Use of certain council information

- 7.8 In regard to information obtained in your capacity as a council official, you must:
 - a) only access council information needed for council business
 - b) not use that council information for private purposes
 - c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have by virtue of your office or position with council
 - d) only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

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Use and security of confidential information

7.9 You must maintain the integrity and security of confidential documents or information in your possession, or for which you are responsible.

7.10 In addition to your general obligations relating to the use of council information, you must:

- a) protect confidential information
- b) only release confidential information if you have authority to do so
- c) only use confidential information for the purpose it is intended to be used
- d) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
- e) not use confidential information with the intention to cause harm or detriment to your council or any other person or body
- f) not disclose any information discussed during a confidential session of a council meeting.

Personal information

7.11 When dealing with personal information you must comply with:

- a) *the Privacy and Personal Information Protection Act 1998*
- b) *the Health Records and Information Privacy Act 2002*
- c) the Information Protection Principles and Health Privacy Principles
- d) council's privacy management plan
- e) the Privacy Code of Practice for Local Government

Use of council resources

7.12 You must use council resources ethically, effectively, efficiently and carefully in the course of your official duties, and must not use them for private purposes (except when supplied as part of a contract of employment) unless this use is lawfully authorised and proper payment is made where appropriate.

7.13 Union delegates and consultative committee members may have reasonable access to council resources for the purposes of carrying out their industrial responsibilities, including but not limited to:

- a) the representation of members with respect to disciplinary matters
- b) the representation of employees with respect to grievances and disputes
- c) functions associated with the role of the local consultative committee.

7.14 You must be scrupulous in your use of council property, including intellectual property, official services and facilities, and must not permit their misuse by any other person or body.

7.15 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.

7.16 You must not use council resources, property or facilities for the purpose of assisting your election campaign or the election campaign of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.

7.17 You must not use council letterhead, council crests and other information that could give the appearance it is official council material for:

- a) the purpose of assisting your election campaign or the election campaign of others, or
- b) for other non-official purposes.

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7.18 You must not convert any property of the council to your own use unless properly authorised.

7.19 You must not use council's computer resources to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature.

Councillor access to council buildings

7.20 Councillors and administrators are entitled to have access to the council chamber, committee room, mayor's office (subject to availability), councillors' rooms, and public areas of council's buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the general manager.

7.21 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the general manager (or delegate) or as provided in the procedures governing the interaction of councillors and council staff.

7.22 Councillors and administrators must ensure that when they are within a staff area they avoid giving rise to the appearance that they may improperly influence council staff decisions.

PART 8 MAINTAINING THE INTEGRITY OF THIS CODE

8.1 You must not conduct yourself in a manner that is likely to undermine confidence in the integrity of this code or its administration.

Complaints made for an improper purpose

8.2 You must not make a complaint or cause a complaint to be made under this code for an improper purpose.

8.3 For the purposes of clause 8.2, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:

- a) to intimidate or harass another council official
- b) to damage another council official's reputation
- c) to obtain a political advantage
- d) to influence a council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
- e) to influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
- f) to avoid disciplinary action under this code
- g) to take reprisal action against a person for making a complaint under this code except as may be otherwise specifically permitted under this code
- h) to take reprisal action against a person for exercising a function prescribed under the procedures for the administration of this code except as may be otherwise specifically permitted under this code
- i) to prevent or disrupt the effective administration of this code.

Detrimental action

8.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made under this code except as may be otherwise specifically permitted under this code.

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- 8.5 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under this code except as may be otherwise specifically permitted under this code.
- 8.6 For the purposes of clauses 8.4 and 8.5 detrimental action is an action causing, comprising or involving any of the following:
- a) injury, damage or loss
 - b) intimidation or harassment
 - c) discrimination, disadvantage or adverse treatment in relation to employment
 - d) dismissal from, or prejudice in, employment e) disciplinary proceedings.

Compliance with requirements under this code

- 8.7 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under this code.
- 8.8 You must comply with a reasonable and lawful request made by a person exercising a function under this code.
- 8.9 You must comply with a practice ruling made by the Division of Local Government.
- 8.10 Where you are a councillor or the general manager, you must comply with any council resolution requiring you to take action as a result of a breach of this code.

Disclosure of information about the consideration of a matter under this code

- 8.11 You must report breaches of this code in accordance with the reporting requirements under this code.
- 8.12 You must not make allegations of suspected breaches of this code at council meetings or in other public forums.
- 8.13 You must not disclose information about the consideration of a matter under this code except for the purposes of seeking legal advice unless the disclosure is otherwise permitted under this code.

Complaints alleging a breach of this part

- 8.14 Complaints alleging a breach of this Part (Part 8) by a councillor, the general manager or an administrator are to be made to the Division of Local Government.
- 8.15 Complaints alleging a breach of this Part by other council officials are to be made to the general manager.

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PART 9 DEFINITIONS

In the Model Code of Conduct the following definitions apply:

the Act	the <i>Local Government Act 1993</i>
act of disorder	see the definition in clause 256 of the Local Government (General) Regulation 2005
administrator	an administrator of a council appointed under the Act other than an administrator appointed under section 66
Chief Executive	Chief Executive of the Division of Local Government, Department of Premier and Cabinet committee a council committee
conflict of interests	a conflict of interests exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty
council committee	a committee established by resolution of council
“council committee member”	a person other than a councillor or member of staff of a council who is a member of a council committee
council official	includes councillors, members of staff of council, administrators, council committee members, conduct reviewers and delegates of council
councillor	a person elected or appointed to civic office and includes a Mayor
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
designated person	see the definition in section 441 of the Act
election campaign	includes council, State and Federal election campaigns
personal information	information or an opinion about a person whose identity is apparent, or can be ascertained from the information or opinion
the Regulation	the Local Government (General) Regulation 2005

The term “you” used in the Model Code of Conduct refers to council officials. The phrase “this code” used in the Model Code of Conduct refers also to the procedures for the administration of the Model Code of Conduct prescribed under the Local Government (General) Regulation 2005.

Clancy/Todd
The motion was carried

Item 11 Orana Arts Board Meeting

For Council’s information.

Item 12 Section 44 Fire – Provision of Council Heavy Plant

239/1213 RESOLVED that Council provide a subsidy capped at \$1,000 per property to pay for plant hire to clear road reserves where trees are deemed a threat to new property infrastructure or road users. Conditions to include:

- Full road frontage to be treated
- Timber stacked on property
- Prior assessment by Council
- Fences deemed destroyed or damaged beyond repair
- Only roads maintained by Council ie: not paper roads
- Warrumbungle Shire Council ratepayers
- Claimable if work undertaken by private contractor

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- Increase the Donations Budget by \$70,000
- Works to be completed by 30 June 2013
- Refer to QBRS

Sullivan/Coe
The motion was carried

Item 13 Human Resources

For Council's information.

Item 14 Staff Achievement Award

240/1213 RESOLVED that Council accepts the recommendation from MANEX and presents Maree Thompson, Payroll Officer with the First Quarter Warrumbungle Shire Council Employee Excellence in Achievement Award.

Clancy/Schmidt
The motion was carried

Item 15 Administration Building Funding

241/1213 RESOLVED that Council execute a loan contract for a ten year fixed rate loan (principal and interest) for \$1.5m to fund half of the construction cost of the Coonabarabran administration building; **FURTHERMORE** that Council authorise the General Manager to execute and sign the loan documentation on behalf of Council and notify the Division of Local Government.

Schmidt/Andrews
The motion was carried

The meeting adjourned at 11.30am for morning tea and resumed at 11.55am.

Item 16 Medical Centre – 16 Cole Street Coolah

242/1213 RESOLVED that Council accepts return of the deposit of \$15,180 and instruct its Solicitors to write to the Vendor Solicitors seeking advice as to the first right of refusal provisions as agreed in the sale conditions in 2008.

Coe/Capel
The motion was carried

Item 17 Financial Assistance Requests 2012-2013 (Round Two)

Cr Clancy moved the motion to approve a one-off donation of \$2,500 to the Binnaway Sesqui-Centenary Celebrations being Ref 8.

Clancy/Schmidt
The motion was carried

243/1213 RESOLVED that Council provide financial assistance to the February 2013 applicants listed in the higher priority rated activities/projects after removing Ref 7 Fantom Hot Rod Club and Ref 9 Coonabarabran Bowling Club; which now provides a total amount of \$5,300.

Coe/Schmidt
The motion was carried

Cr C Sullivan recorded his vote against the motion.

Item 18 Section 44 Fire – Sunday 13 January 2013

Cr Coe moved a motion of confidence and congratulations to Council staff for outstanding efforts during the Section 44 Natural Disaster.

Coe/Sullivan
The motion was carried

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Item 19 Section 44 Fire – Asbestos Clean Up and Remediation

244/1213 RESOLVED that Council endorse the community funding assistance arrangements for the clean-up of asbestos related properties as outlined in a letter dated 12 February 2013 from the Deputy State Emergency Controller Response and Recovery.

**Schmidt/Clancy
The motion was carried**

Item 20 Progress Report – Delivery Program 2012-2016

245/1213 RESOLVED that Council accepts the 2012-2016 Delivery Program six (6) month Progress Report to 31 December 2013.

**Clancy/Schmidt
The motion was carried**

Item 21 Bank Reconciliation Month Ending 31 December 2012

246/1213 RESOLVED that Council accept the Bank Reconciliation Report for the month ending 31 December 2012.

**Capel/Clancy
The motion was carried**

Item 22 Bank Reconciliation Month Ending 31 January 2013

247/1213 RESOLVED that Council accept the Bank Reconciliation Report for the month ending 31 January 2013.

**Clancy/Capel
The motion was carried**

Item 23 Investments and Term Deposits – 31 December 2012

248/1213 RESOLVED that Council accept the Investments Report for the month ending 31 December 2012.

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

Item 24 Investments and Term Deposits – 31 January 2013

249/1213 RESOLVED that Council accept the Investments Report for the month ending 31 January 2013.

**Capel/Clancy
The motion was carried**

Item 25 Rates Report Month ending 31 December 2012

For Council's information.

Item 26 Rates Report Month ending 31 January 2013

For Council's information.

Item 27 Quarterly Budget Review Statement – Quarter Ending 31 December 2012

250/1213 RESOLVED that Council accept the Quarterly Budget Review Statement for the quarter ending 31 December 2012, and approve the requested supplementary votes for a total value of \$350K (reduction). Further that \$10,000 be re-allocated for Bandulla Street, Mendooran footpath resulting in a reduction of \$340K.

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

The meeting adjourned at 1.00pm for lunch and resumed at 1.55pm.

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Item 28 Rates and Annual Charges Relief Grant – Natural Disaster 2013

251/1213 RESOLVED that Council not provide rate relief for Bush Fire affected residents.

R Sullivan/Coe
The motion was carried

Cr Todd left the meeting at 2.30pm and did not return.

This item was brought forward.

Item 39 Refusal – Development Application 20/1213

252/1213 RESOLVED that pursuant to section 80 of the Environmental Planning and Assessment Act 1979 Council refuse Development Application 20/1213 for the subdivision of Lot 36 DP 705202 into two lots for the following reasons;

- 1) The Right of Carriageway over adjoining land does not provide sufficient access for the operation of an intensive agriculture operation.
- 2) The application has not successfully demonstrated that the land can be operated as a viable agricultural operation.
- 3) The application has not demonstrated that an adequate and legal supply of water for irrigation is available
- 4) There is a lack of comprehensive soils information particularly to justify the suitability of the site for a permanent planting
- 5) The development does not meet the objectives of the Rural 1 (a) zone as it will create the fragmented and isolated development of rural land
- 6) The property access road is not able to comply with section 4.1.3 (2) of 'Planning for Bushfire Protection 2006'.

Coe/R Sullivan
The motion was carried

Councillors Shinton, R Sullivan, Capel, Schmidt and Coe voted in favour of the motion to refuse the development application.

Councillors Clancy, Andrews and C Sullivan voted against the motion to refuse the development application.

Item 29 Grazing Lease Lots 1 and 2 DP 847880 Coonabarabran

253/1213 RESOLVED that Council approve Lot 1 and 2 DP847880 be included in the portfolio of lands available for grazing licence and that it be advertised for expressions of interest from the general public for a short term licence of twelve months, **FURTHERMORE** Council gives authority to the General Manager to offer this land to the LHPA.

Schmidt/Andrews
The motion was carried

Item 30 Grazing Lease Request Fraser Place, Coonabarabran

254/1213 RESOLVED that Council approve Lot 6 Deposit Plan 255639 to be included in the portfolio of lands available as a grazing leases and that it be advertised for submissions of interest from the general public **FURTHERMORE** Lots 5 and 7 Deposit Plan 255639 remain as vacant, providing public access to the Castlereagh River.

Clancy/Capel
The motion was carried

Item 31 Water Charge Request for Write Off

255/1213 RESOLVED that Council not accede to the request to write off water rates being water charge on Assessment No. 11812, since the water meter was tested and found not to be faulty.

Clancy/Schmidt
The motion was carried

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Item 32 Proposal to Install Pencil Shape Sculpture – Milling Park Dunedoo

256/1213 RESOLVED that Council support the continued temporary installation of the pencil shaped sculpture in Milling Park Dunedoo for a period of 12 months.

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

Item 33 Works Program 2012/2013- Road Operations

For Council's information.

Item 34 Kerbside Collection Service

257/1213 RESOLVED that:

1. Council note the postponement of the proposed free kerbside collection service that was to be held in conjunction with the Clean Up Australia day event on 3 March, 2013.
2. Subject to funding being provided in the 2013/14 operational plan that Council conduct a free kerb side bulky goods collection service in September 2013.

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

Item 35 Road Naming – Nandi Hills Estate

258/1213 RESOLVED that Council name the road created off Bingie Grumble Road to service the subdivision created by development consent No 23/2005 "Nandi Hills Place" pursuant to Section 162 of the Roads Act 1993

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

Item 36 Bridge Naming - Ulamambri

259/1213 RESOLVED that Council name the newly constructed bridge over Baby Creek at Ulamambri as the "Bob Salisbury Bridge" and that suitable bridge name signs be erected

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

Item 37 Bush Fire Recovery Assistance

260/1213 RESOLVED that:

1. Council endorse the waiving of disposal fees for demolition waste at the landfill operations of council for all private properties affected by the January 2013 bushfires within the Warrumbungle Shire LGA subject to strict compliance with the Emergency Waste Management Plan 2013 developed by Council.
2. Council waive Development Application, Construction Certificate, Inspection and Section 94A fees for those residents who meet all of the following criteria:
 - (a) Have lost their principle place of residence and they meet the LEP requirements that allow construction of a dwelling on that property.
 - (b) Insurance held does not cover the payment of approval related fees.
 - (c) The property has been confirmed by Council to have been destroyed by the January 2013 bushfires.
 - (d) That the supplementary vote be referred to the next QBRS meeting.

**Schmidt/Capel
The motion was carried**

Item 38 Warrumbungle Shire Local Heritage Fund 2012-2013

261/1213 RESOLVED that Council:

Disperse \$17,749 from the Warrumbungle Shire Council Local Heritage Fund 2012-2013 as follows:

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Baradine CWA Rooms	\$2,500
Baradine Memorial Hall	\$3,000
Baradine Methodist Church (former.)	\$1,749
Baradine Tennis Club	\$3,000
Coolah St Andrews Anglican Church	\$3,000
Dunedoo Royal Hotel	\$2,000
Tucklan Public School (former.)	\$2,500
Total	\$17,749

Clancy/Schmidt
The motion was carried

Item 40 Development Applications Approved – December 2012

262/1213 RESOLVED that Council note the applications approved during December 2012 under Delegated Authority.

Clancy/Schmidt
The motion was carried

Item 41 Development Applications Approved – January 2013

263/1213 RESOLVED that Council note the applications approved during January 2013 under Delegated Authority.

Clancy/Schmidt
The motion was carried

3.20pm

264/1213 RESOLVED:

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

Coe/Schmidt
The motion was carried

3.45pm

265/1213 RESOLVED Council move out of closed Council and into open Council.

Coe/Schmidt
The motion was carried

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

Item 1C Datalink Bandwidth Upgrade – Coonabarabran Coolah Office Link

266/1213 RESOLVED that Council awards the tender for Datalink Bandwidth Upgrade – Coonabarabran Coolah Office Link to Ipera at a total annual cost of \$169,716.

Schmidt/Capel
The motion was carried

Item 2C Tenders for Casual Hire of Trucks and Various Items of Plant

267/1213 RESOLVED that

1. That tendered rates for casual plant hire for the period 1 March 2013 to 28 February 2014 under the hourly rate schedule be accepted as follows:

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Schedule 1.0 - Hourly Rate Plant Schedule

Contractor	Plant Type	Tendered Plant Rate		
		"A" Rate	"A1" Rate	"C" Rate
Castlereagh Hire Pty Ltd	Roller Self Prop Rubber Tyre	\$88.00	\$105.00	\$55.00
Castlereagh Hire Pty Ltd	Roller Self Prop Rubber Tyre	\$88.00	\$105.00	\$55.00
CW Hall Earthmoving Pty Ltd	Roller Smooth Drum Vibrating	\$110.00	\$115.00	\$0.00
DAPS Woodchipping	Wood Chipper	\$0.00	\$0.00	\$60.00
DC & KM Canham	Loader Track	\$130.00	\$0.00	\$0.00
Dubbo Traffic Control	Jet Patcher	\$150.00	\$180.00	
HS & HL Bowman Contracting P/L	Grader	\$165.00	\$0.00	\$0.00
HS & HL Bowman Contracting P/L	Grader	\$175.00	\$0.00	\$0.00
HS & HL Bowman Contracting P/L	Roller Multi Tyred Multipac	\$110.00	\$0.00	\$0.00
HS & HL Bowman Contracting P/L	Roller	\$110.00	\$0.00	\$0.00
IRCB Pty Ltd	Backhoe	\$117.00	\$130.00	\$94.00
IRCB Pty Ltd	Loader Front End	\$128.50	\$140.50	\$105.50
Jack's Hire Service Pty Ltd	Cherry Picker	\$0.00	\$283.00	\$0.00
Jack's Hire Service Pty Ltd	Excavator & Bobcat	\$0.00	\$360.00	\$0.00
Jack's Hire Service Pty Ltd	Message Board Solar	\$0.00	\$120.00	\$0.00
Jack's Hire Service Pty Ltd	Message Board Solar	\$0.00	\$120.00	\$0.00
Jack's Hire Service Pty Ltd	Traffic Lights Solar	\$0.00	\$156.00	\$78.00
Jack's Hire Service Pty Ltd	Traffic Lights Solar	\$0.00	\$156.00	\$78.00
Jack's Hire Service Pty Ltd	Traffic Lights Solar	\$0.00	\$156.00	\$78.00
Jack's Hire Service Pty Ltd	Traffic Lights Solar	\$0.00	\$156.00	\$78.00
Jack's Hire Service Pty Ltd	Traffic Lights Solar	\$0.00	\$156.00	\$78.00
Jack's Hire Service Pty Ltd	Traffic Lights Solar	\$0.00	\$156.00	\$78.00
Jack's Hire Service Pty Ltd	Traffic Lights Solar	\$0.00	\$156.00	\$78.00
Jack's Hire Service Pty Ltd	Loader Mini	\$0.00	\$340.00	\$0.00
Lewis Underground Services P/L	Backhoe FEL	\$110.00	\$110.00	\$0.00
M & I Plant Hire	Roller Smooth	\$110.00	\$0.00	\$0.00
NJ Contracting Services Pty Ltd	Crane	\$150.00	\$180.00	\$0.00
Russell's Earthmoving Pty Ltd	Bulldozer	\$187.00	\$220.00	\$0.00
Russell's Earthmoving Pty Ltd	Excavator - Tiltbucket	\$143.00	\$176.00	\$0.00
Russell's Earthmoving Pty Ltd	Excavator – Hyd Hammer	\$38.50	\$38.50	\$0.00
Russell's Earthmoving Pty Ltd	Bulldozer	\$137.50	\$155.00	\$0.00
Semmlers Sand & Gravel	Excavator	\$160.00	\$175.00	\$0.00
Semmlers Sand & Gravel	Loader	\$150.00	\$165.00	\$0.00
Semmlers Sand & Gravel	Backhoe	\$110.00	\$125.00	\$0.00
Semmlers Sand & Gravel	Grader	\$110.00	\$125.00	\$0.00
Coates Hire Operations Pty Ltd	Various Plant & Machinery	Refer Sched of Rate for Dry Hire		
Conplant Pty Ltd	Various Rollers	Refer Sched of Rate for Dry Hire		
Universal Mobile Tower Hire	Various Cherry Pickers	Refer Schedule of rates		
Max Hire Pty Ltd	Various Plant & Machinery	Refer Sched of Rate for Dry Hire		
Rollers Australia Pty Ltd	Various Rollers	Refer Schedule of Rates		

Notes on Rates

- A Rate – Wet hire rate applicable for operating weekdays.
- A1 Rate – Wet hire rate applicable for operating weekends.
- B Rate – Rate applicable for traveling.
- C Rate – Dry hire rate.

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2. Council advises Contractors that the following rates for supply of trucks under the hourly rate and distance schedule will be accepted for the period 1 March 2013 to 28 February 2014.

Schedule 2.0 – Hourly Rate and Distance Truck Schedule.

Truck Type	GVM (tonnes)	"A" & "A1" Rate (incl GST)			"B" Rate (incl GST)	
		"A"	"A1"	Distance	"B"	Distance
Gravel Trucks	21 to 27	\$85.00/hr	\$95/hr	\$1.85 / km	\$60.00/hr	\$1.15 / km

Gravel Truck Combination Truck & Trailer

Contractor	Model	GVM (tonnes)	"A" & "A1" Rate			"B" Rate	
			"A"	"A1"	Distance	"B"	Distance
Semmler's S&G	4800 T&T	70.00	\$154.00	\$169.00	\$0.00	\$154.00	\$0.00
Semmler's S&G	FLC112 T&T	70.00	\$154.00	\$169.00	\$0.00	\$154.00	\$0.00
Semmler's S&G	N12 T&T	68.00	\$154.00	\$169.00	\$0.00	\$154.00	\$0.00
Semmler's S&G	4800	70.00	\$110.00	\$125.00	\$0.00	\$110.00	\$0.00
Semmler's S&G	FLC112	70.00	\$110.00	\$125.00	\$0.00	\$110.00	\$0.00
Semmler's S&G	N12	68.00	\$110.00	\$125.00	\$0.00	\$110.00	\$0.00

Notes: T&T refers to Truck & Trailer.

Truck Type	Capacity (litres)	"A" & "A1" Rate (incl GST)			"B" Rate (incl GST)	
		"A"	"A1"	Distance	"B"	Distance
Water Carts	7,000 – 8,000	\$72/hr	\$84/hr	\$0/km	\$0/hr	\$0/km
	12,000 – 15,000	\$109/hr	\$125	\$0/km	\$80/hr	\$0/km

Notes on Rates

- A Rate – Wet hire rate applicable for operating weekdays.
- A1 Rate – Wet hire rate applicable for operating weekends.
- B Rate – Rate applicable for traveling.
- C Rate – Dry hire rate.

3. Council advises Contractors that the following rates for supply of trucks under the float hourly rate and distance schedule will be accepted for the period 1 March 2013 to 28 February 2014.

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SCHEDULE 3.0

Contractor	Make	Model	GVM (tonnes)	Rate Tendered		
				"A" Rate	"A1" Rate	Distance
IRCB Pty Ltd	H/Made	1980 PTrail	18.00	\$ 180.00	\$ 195.00	\$ -
Lewis Underground Services	Kenworth	K123CR	23.58	\$ -	\$ -	\$ 6.00
Lewis Underground Services	Utility	00TRAIL	36.00	\$ -	\$ -	\$ 6.00
MJ & ML McEvoy Pty Ltd	Volvo	1997 FH12	23.50	\$ 187.00	\$ -	\$ 3.40
Russells Earthmoving Pty Ltd	Volvo	FH16	68.00	\$ 143.00	\$ 176.00	\$ -
Semmlers Sand & Gravel	Volo	FM13	70.00	\$ 170.00	\$ 185.00	\$ 0.88

Notes on Rates

A Rate – Wet hire rate applicable for operating weekdays.

A1 Rate – Wet hire rate applicable for operating weekends.

WARRUMBUNGL SHIRE COUNCIL

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4. Council advises Contractors that the following rates for supply of trucks under the quantity and distance schedule for the period 1 March 2013 to 28 February 2014 will be accepted:

SCHEDULE 4.0 – Truck Quantity and Distance Schedule

Quantity and Distance Schedule - Single Truck

Haul Length (km)	Rate \$/tonne (incl GST)	Haul Length (km)	Rate \$/tonne (incl GST)
0.5	1.90	15.5	7.38
1.0	2.06	16.0	7.46
1.5	2.21	16.5	7.69
2.0	2.40	17.0	7.89
2.5	2.55	17.5	8.09
3.0	2.72	18.0	8.28
3.5	2.86	18.5	8.48
4.0	3.07	19.0	8.67
4.5	3.24	19.5	8.87
5.0	3.43	20.0	9.02
5.5	3.59	20.5	9.27
6.0	3.76	21.0	9.45
6.5	3.97	21.5	9.63
7.0	4.20	22.0	9.84
7.5	4.31	22.5	10.03
8.0	4.50	23.0	10.26
8.5	4.69	23.5	10.46
9.0	4.86	24.0	10.65
9.5	5.05	24.5	10.85
10.0	5.24	25.0	11.07
10.5	5.41	25.5	11.24
11.0	5.59	26.0	11.46
11.5	5.78	26.5	11.65
12.0	5.96	27.0	11.85
12.5	6.16	27.5	12.05
13.0	6.35	28.0	12.26
13.5	6.55	28.5	12.45
14.0	6.73	29.0	12.66
14.5	6.95	29.5	12.87
15.0	7.12	30.0	13.04

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Quantity and Distance Schedule - Truck & Dog

Haul Length (km)	Rate \$/tonne (incl GST)	Haul Length (km)	Rate \$/tonne (incl GST)
0.5	1.88	15.5	6.64
1.0	2.02	16.0	6.70
1.5	2.17	16.5	6.91
2.0	2.35	17.0	7.09
2.5	2.50	17.5	7.26
3.0	2.67	18.0	7.43
3.5	2.83	18.5	7.61
4.0	3.01	19.0	7.78
4.5	3.18	19.5	7.96
5.0	3.37	20.0	8.28
5.5	3.53	20.5	8.31
6.0	3.69	21.0	8.48
6.5	3.90	21.5	8.66
7.0	4.13	22.0	8.83
7.5	4.24	22.5	9.02
8.0	4.42	23.0	9.20
8.5	4.61	23.5	9.25
9.0	4.80	24.0	9.30
9.5	4.97	24.5	9.35
10.0	5.16	25.0	9.40
10.5	4.85	25.5	9.50
11.0	5.00	26.0	9.65
11.5	5.18	26.5	9.81
12.0	5.34	27.0	9.98
12.5	5.51	27.5	10.16
13.0	5.69	28.0	10.35
13.5	5.87	28.5	10.51
14.0	6.03	29.0	10.67
14.5	6.22	29.5	10.84
15.0	6.37	30.0	10.99

R Sullivan/Clancy
The motion was carried

QUESTIONS AND MATTERS OF CONCERN

Cr Clancy

- Debris at Ulamambri Bridge.

DTS advised that the debris will be removed.

- Saltwater Creek Bridge Tender.

DTS advised Tenders awarded November meeting.

- Asbestos in a Masman Street property.

DECS advised that this property was being renovated and if there was any asbestos it would be dealt with appropriately.

- Native Grove Cemetery Index listing.

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DECS advised that each time the lists are placed they are removed by unknown persons.

- Finance and Projects Committee – audit on credit cards issued to staff

GM advised was role of External Auditor

Cr Schmidt

- Requested the street sweeper attend to lane in between Menz and Brains Ford

Cr Coe

- Read aloud a letter from Dunedoo Health Service regarding rubbish along footpath around the Hospital.

- Wombat Warning Signs – Mollyann Road.

DTS advised RMS state that these are not standard signs.

- Will provide a report on the Castlereagh Macquarie County Council next meeting.

Cr Capel

- Attended the Mullaley community meeting regarding gas field exploration and tabled declaration notices for various roads opposing gas exploration in the area.

- House fire in Coolah – house contained asbestos. Was Council informed of the situation. Should a letter be sent to local fire brigades requesting information on any fire where the building contains asbestos

DECS advised Council was informed that building was burned and contained Asbestos

Cr C Sullivan

- Mendooran Community Care Car – questioned whether this car would remain in Mendooran. Requested prior notification of sensitive matters such as these.
- Commended the staff member at the Coolah waste transfer station and advised that he had received many compliments on his attitude
- Development Groups struggling for membership
- Compliments to staff on Dunedoo main street and how good it looks
- Robertson Park committee meeting held

Cr Andrews

- What is the criteria for having a Community Car.

DECS advised that communities needed to demonstrate the need for one.

- Soft fall and lighting at Len Guy Park. GM to advise.

- Aerodrome and Floodplain Committees – were they being advertised for community representatives.

DTS advised Floodplain Committee established.

GM advised will provided Committee lists to council next meeting.

- Request to use a room at the Binnaway Hall for storage.

GM advised he needed to investigate key access however on short term was approved.

GM

- Asbestos clean up. Report to March meeting regarding financial implications.

There being no further business the meeting closed at 4.25pm.

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CHAIRMAN

RECOMMENDATION

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 21 February 2013 be endorsed.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

Item 2 Responses to Questions from last meeting

Question One: Requested the street sweeper attend to lane in between Menz and Brains Ford. Cr Schmidt

Response From: Manager Urban Services

Response: The street sweeper has swept the lane twice since requested

Question Two: Soft fall and lighting at Len Guy Park. Cr Andrews

Response From: Manager Urban Services

Response: The softfall supplier has been contacted and Len Guy Park repairs are in the pipeline. Essential Energy have been notified of the light.

Question Three: Aerodromes and Floodplain Committees – were they being advertised for community representatives. Cr Andrews

Response From: General Manager

Response: Advertisements will be placed after new Councillor is elected to the Traffic Advisory Committee

Question Four: Asbestos clean up. Report to March meeting regarding financial implications.

Response From: General Manager

Response: The asbestos cleanup is still underway. Financial Implications should be reported at April Council Meeting.

RECOMMENDATION

For Council's information.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

Item 3 Minutes of Local Emergency Management Committee Meeting – 17 January 2013

Division: Technical Services

Management Area: Technical Services Management

Author: Emergency Services Coordinator – Phil Southwell

CSP Key Focus Area: Our Natural Environment

Priority / Strategy: NE2.2 Ensure that management of our natural environment is based on a regional approach and interagency cooperation.

File Ref: **Function:** Emergency Services **Activity:** Planning

LEMC Meeting 17 January 2013

10am

Present: as per sign on sheet (P Southwell)

Apologies: Martin Fileman, NSW Police, Fiona Luckhurst, WSC

Meeting Purpose:

Rachael Squires addressed the meeting as to the recommendation for the LEMC to formally nominate a Recovery Committee. The Committee's role is to assess and identify the local needs arising from the Wambelong and Redbank BushFires, and recommend appropriate actions. The Committee is to have a strategic role, delegating responsibilities to applicable agencies.

Recovery Centre: to be set up for Friday opening with government agency representatives, bank and insurance staff on site. Council to provide a manager and administration officer. Will initially be opened 10 hours per day/7 days per week.

Motion: That a Recovery Committee be formed.

Moved Phil Mangan. Sec Bob Freebairn.

Membership of the Recovery Committee:

Chamber of Commerce, DEMO, National Parks, DPI, WSC (S Loane Chair), NSW Police, Agencies in Recovery Centre, Disaster Welfare, NSW Farmers and a local landholder representative.

Meeting frequency: As needed, but initially every few days.

First meeting 3pm 17 January 2013 Coonabarabran Town Hall.

Committee to invoke a Sunset Clause for the life of the Committee.

Meeting Closed 10.30am

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

RECOMMENDATION

- 1) That Council notes the minutes from the Local Emergency Management Committee held on 17 January 2013 at Coonabarabran.

- 2) That a Recovery Committee be formed.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

Item 4 Minutes of Local Emergency Management Committee Meeting – 18 February 2013

Division: Technical Services

Management Area: Technical Services Management

Author: Emergency Services Coordinator – Phil Southwell

CSP Key Focus Area: Our Natural Environment

Priority / Strategy: NE2.2 Ensure that management of our natural environment is based on a regional approach and interagency cooperation.

File Ref: **Function:** Emergency Services **Activity:** Planning

CHAIRPERSON	Kevin Tighe	LEMO
PRESENT	Stuart Davies Tony Byrnes Scott Tanner Stuart Green Phil Mangan Clinton Baglee Jeremy Fewtrell Bob Cosgrove Tony Cole Rodney Coombes Mark Gibson Rod Williams Tom Mumford Peter Vidler Sonja Kramagner Kasey Wilson Mark Forsdick	REMO Dubbo REMO Tamworth LEOCON RFS NSWF&R NSWF&R NSWF&R Dubbo SES Baradine VRA Coonabarabran VRA Coonabarabran VRA Commissioner VRA Coolah VRA Coolah VRA Mendooran NSW Ambulance NSW Ambulance NPWS
MINUTES:	Phil Southwell	WSC
APOLOGIES	Anthony Smith Martin Fileman Greg Lewis Brad Size Col Bennett Ted Miller Barry Johnson Graham Milgate Sharon Lawrence	NSW Police NSW Police NSW F&R NSW F&R NSW F&R VRA Coolah SES Baradine VRA Coordinator NSW Ambulance

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

MINUTES OF PREVIOUS MEETING: / MINUTES ACCEPTED

The minutes for the previous meeting, which was held at Dunedoo on the 19th November 2012 was available to all committee members at the meeting. Accepted S. Green / P. Vidler

BUSINES ARISING:

Sandbag Training conducted at Coolah Shire Depot during December with 3 VRA members in attendance

AGENDA ITEMS

1. CONTACT LISTS

1. Darren Vatcher to be added to the list for RFS

2. DEBRIEF OF EOC OPERATIONS DURING WAMBELONG S44 FIRE

Introduction by Phil Southwell, Noted that this is not a fire fighting debrief, the focus for us, as the EOC is evacuations Please take this opportunity to plan for our next 'evacuation/ event ' and provide suggestions rather than criticism of other agencies.

SPEAKERS

Stuart Davies REMO

The Regional Operation Centre (ROC) was activated on Tuesday 10th January after discussion, the previous day with the Regional Manager of the RFS
ROC made contact with all agencies and monitored all fires in the Central West.
The REMO had valuable access to the RFS 'Icon' system allowing a better understanding of all RFS operations.
With the EOC established on the 13/1/13 Tony Byrnes from Tamworth was deployed to start the Impact Assessment process.

Stuart Green RFS

The Section 44 was preempted Sunday morning (13/1/13) as the shire had a total of 7 fires all started from lightning strikes from the previous night.
Aircraft were active from early Sunday morning, with activity around the NP and AAO at about 1300 – 1400 hours. The evacuation of residents was signaled at 1430 Hours

Phil Mangan NSW&R

NSWF&R pumper was in attendance at AAO and Timor / Blackburn Road.
Communication with 'control' was nonexistent with UHF CB being used by Police and VRA
Namio Street Coonabarabran was impacted by embers at 1800 Hours with numerous call.

Antony Smith NSW Police (notes read by Scott Tanner)

The EOC at the RFS, FCC had no Police Radio that worked
The EOC at the RFS, FCC had no NSWF&R radio
The RFS FCC was very crowded
The EOC needs to be separated at the RFS FCC so that the LO has its own sound proof area.
When the EOC was relocated to the VRA building there was no RFS LO and information from the RFS was very thin creating a barrier for fire information.

Rod Coombes VRA

First call 15.38 Hours - Activated for the evacuation of Timor Road. Together with Police a total of 4 vehicles started from Siding Springs turn off , evacuating towards town using two vehicles each side of the road. Fire was very close at times with close calls
Communications was with RFS PMR radios to FCC and UHF CB to Police.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

The VRA and Police worked well together and on occasions the Police were required to double back to the VRA location, to talk residents into evacuating.

Houses that were unoccupied had a note left at the door. The evacuation text message was received while VRA were still at the VRA shed. The Evacuation Phone / Text message only reached 60% of residents

Suggestion (Rod) – Next time that the Police / VRA should split up, having one VRA, One Police officer per vehicle, making the residents more responsive to been asked to leave.

Scott Tanner LEOCON

A Task Force has been set up to investigate all matters relating to the fire and report to the coroner

Kasey Wilson NSW Ambulance

When speaking to superiors it was difficult relaying the scale of the fire and its location

Small number of fire related injuries , but no major accidents

Ambulance and Health LO's worked well together.

Bob Cosgrove SES Baradine

Activated at 1513 Hours on Sunday with, assisting Police in evacuation of Goorianawa Road and also Bugaldie village. Bugaldie took about 2 hours to evacuate. A total of 30 residents with 3 refusing to leave.

Residents from Bugaldie were directed to Baradine with SES shed temporary accommodation.

The Baradine Hotel became the official Evacuation Centre with a total of 21 people registered by midnight. Red Cross personnel were present Monday morning.

Kevin Tighe LEMO

Activated mid morning, Sunday 13/01/13. The Bowling Club was used as an Evacuation Centre as the school was closed (Holidays) and the club was a place that was air conditioned (max temp 40 degrees plus) so the Bowling Club was preferred.

The Youth Centre was opened but nil attendance.

Scott Tanner did note that Police were called to the Bowling Club later that night with a few people slightly irritated with their circumstance, (helped by a few drinks) This only occurred the first night.

Tony Byrnes REMO Tamworth

Activated at 0800 14/1/13 initially to the RFS FCC. Martin Fileman the LEOCON relocated the EOC to VRA building (same day) where contact was made with the ROC & locals.

The Impact Assessment Form was started. MPES staff arrived midday (14/1/13)

1st Impact Assessment completed Tuesday (15/1/13) with LO's from RFS, DPI, Council & MPES Sitreps daily by 4.00PM

Thursday (17/1/13) moved to Tent 3 at RFS Car Park Mobile Phone system upgraded and very fast internet connections available to EOC staff. Communications with RFS FCC improved greatly. LEMC 1st Recovery Meeting was 17/1/13 Recovery committee formed

Communications from ROC to EOC very good

ROC initiated request for mobile communication & internet upgrades at EOC

MPES should have no complaint with regards EOC communication.

Mark Fosdick National Parks

Most manpower resources were in the fire fighting effort. The Park was closed on Tuesday (8/1/13) after Catastrophic Fire Day and a decision by western NP managers maintained the closed status.

It was to be reviewed on Sunday the 13/1/13. This decision meant no evacuation of bush walkers was necessary on the 'Sunday' saving valuable manpower and resources

WARRUMBUNGL SHIRE COUNCIL

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Communications & WHS Issues

ROC & EOC worked well together

RFS Icon access by ROC very good and 'GOLD' to the ROC

Minor Accidents only with Fatigue maybe being neglected by all agencies

RFS has Chaplain available for staff and volunteers. NSWF&R Chaplain & Mental Health Services

RECOMMENDATIONS

Moves are a foot for the RFS to investigate an adequate area for the EOC at the RFS FCC.

This was endorsed by the LEMC committee as being the major problem for the EOC during the fire, creating a lack of communication both physically (noise problem at FCC with radios) and at a personal level (isolation of EOC staff at VRA) This needs to be investigated and reported upon as an urgent problem.

Recovery Committee

A Recovery Committee Debrief will be conducted at a later date. Steve Bradshaw was appointed as chair of the committee and community and agency members were invited to the 1st meeting that was 1500Hrs (3pm) 17 January 2013 at the Coonabarabran Town Hall.

GENERAL BUSINESS

Rod Williams commented on the Coonabarabran VRA and local Police in the work done during the evacuation on the 'Sunday'. Peter Vidler commented on the good communication from Rod Coombes to others, during the emergency.

The MPES has indicated that the Premier will be visiting Coonabarabran on Saturday 22/2/13 to thank the volunteers for their efforts during the fires.

SUB COMMITTEE REPORT

The committee agreed that the Bushfire Evacuation Plan should be revisited with the addition of Timor Road and Bugaldie Areas to the maps.

A new Draft BF plan will be distributed before the next meeting.

CORRESPONDENCE

- 1 .SES Local Flood Plan Review 3 Parts
2. VRA Coolah Roof Harness Kit
3. MPES Copy of EMPLAN

Rod Williams reported a problem that the SES expecting the VRA at Coolah to attend incidents, but refused to issue 'Working at Heights, safety equipment. (Roof Harness Kit)

It was suggested that if they want the equipment they should join the SES

This meant that roofing jobs that require working at heights could not be performed by Coolah VRA and that SES Dunedoo would have to attend.

Mark Gibson VRA Commissioner will investigate this issue.

ERMP Report *(Presentation on Emergency Issues)*

No prepared items for this meeting due to time constraint

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

DATE OF NEXT MEETING:

The date of the next meeting was confirmed as being: Monday 20th May 2013 and to be held at Coolah at 7.00 pm (1900 Hrs) RFS Building

MEETING CONCLUDED

As no further business the formal part of the meeting concluded at 2050 Hrs

.....
CHAIRMAN

Kevin Tighe
LEMO

RECOMMENDATION

That Council notes the minutes from the Local Emergency Management Committee held on 18 February 2013 at Coonabarabran.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

Item 5 Minutes of Robertson Oval Advisory Committee Meeting

– 20 February 2013

Division: Technical Services

Management Area: Ovals

Author: Director Technical Services – Kevin Tighe

CSP Key Focus Area: Local Governance and Finance

Priority / Strategy: GF2.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

File Ref: Function: Corporate Management **Activity:** Committee meetings

PRESENT: Cr Chris Sullivan, Cr Murray Coe, Mr Matthew Guan, Mr Mark Yeo, Mrs Monica Foran, Mr Dale Hodgen, Mr Harold Sutton (Manager Urban Services), Mr Kevin Tighe (Director Technical Services),

APOLOGIES: Nil

CONFIRMATION OF MINUTES:

No previous minutes as this is the Committee's first meeting.

Election of Chairman.

The meeting elected Cr Chris Sullivan as chairman following a nomination by Mr Matthew Guan, which was seconded by Mr Dale Hogden.

Overview of the Committee's Charter

The Director Technical Services provided a brief overview of the charter of the committee. It was explained that the role of the committee is to make strategic recommendations to Council on current and future use of Robertson Oval. In order to make such recommendations, the committee is required to investigate and assess options in relation to the playing fields, buildings and general use of the oval complex.

Overview of Current Maintenance Activities on the Robertson Oval Amenities Building.

The Manager Urban Services provided a brief overview of current maintenance activities being undertaken on the amenities building. The activities included replacement of the ceiling and cornices, plumbing and electrical repairs and repairs to bench tops.

GENERAL BUSINESS

Current Demands on the Robertson Oval Complex

A general discussion on the current usage and demands on the oval complex was had with the following activities noted as currently taking place;

- Rugby league matches for seniors and juniors
- Junior netball matches.
- Indoor activities for Connect 5.

It was noted that there is currently a demand for the following activities;

- Training facilities for athletics
- Larger scale rugby league matches such as 'Peachy Shield'
- All weather surface for netball.
- Gymnasium facilities

WARRUMBUNGL SHIRE COUNCIL

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Other issues of a general nature that were discussed include;

- Better spectator facilities and the possibility of 'squaring up' the main oval to allow spectators to be closer to the sideline.
 - Development of club rooms.
 - Function centre and meeting centre
 - Better amenities building including much better toilets and change room facilities.
 - Large indoor centre for sports such as basketball.
 - Lights for night training, including netball,
 - Bus parking areas and general traffic management around the site.
-
- It was noted that there is no known flooding of the site from the river, except possibly an area on the north western section of the complex which may have experienced back up flooding in the 1950's.
-
- It was noted that drainage of the main oval is very good, with no known cancellations of matches due to wet ground conditions.

It was recognized that a site plan identifying boundaries and existing facilities and infrastructure is required.

RECOMMENDATION That a site plan of the Robertson Oval complex is prepared by Council that outlines existing facilities including playing fields, roads and general infrastructure and property boundaries.

Yeo / Guan

The Director Technical Services and the Manager Urban Services provided an overview of plans for supply of water for irrigation which include sinking a new town water supply bore.

There being no further business the meeting closed at 5.50pm.

The next meeting is to be held on 24 April 2013 commencing 4.30pm.

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CHAIRMAN

RECOMMENDATION

1. That Council accept the minutes from the Robertson Oval Advisory Committee meeting held on 20 February 2013 at Dunedoo.
2. That a site plan of the Robertson Oval complex is prepared by Council that outlines existing facilities including playing fields, roads and general infrastructure and property boundaries.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

Item 6 Minutes of Traffic Advisory Committee Meeting held on 28 February 2013

Division:	Technical Services	
Management Area:	Technical Services Management	
Author:	PA to Director Technical Services – Tracy Cain	
CSP Key Focus Area:	Public Infrastructure and Services	
Priority / Strategy:	P13 Road networks throughout the Shire need to be safe, well maintained and adequately funded.	
File Ref:	Function: Roads	Activity: Traffic Advisory Committee

PRESENT: Cr Fred Clancy (Chair), Mr Bikram Joshi (Manager Asset & Design), Sergeant Peter Trow (NSW Police), Ms Jackie Barry (RMS), Mr Colin Harper (Community).

In Attendance: E Gardiner (Minutes), Mr Harold Sutton (Manager Urban Services).

APOLOGIES: Mr Kevin Tighe (Director Technical Services), Mr Ken Smith (Road Safety Officer).

CONFIRMATION OF MINUTES:

31/1213 RECOMMENDED that the minutes of the meeting held on Thursday, 22 November 2012 be confirmed.

Harper/Barry

BUSINESS ARISING FROM THE MINUTES

The following matters were noted as outstanding:

- Caravan Park service sign in Dunedoo – refer to RMS.
- Modification of Over Dimension Route in Coonabarabran to prevent over dimension parking in Edwards Street. It was noted that RMS appear to have rejected the concept of using gazette notice to prevent over dimension vehicles parking in Edwards Street. More negotiation to be had with RMS, highlighting the issue of safety, width of the street and night time parking. Council to consider linemarking or signposting OD parking area in Edwards Street. No vehicles over 2.5 metres in Edwards Street from John to Namoi Streets.
- School Bus Parking at Mendooran Central School – Council and RMS to consult on preparing a design for the school bus parking area in front of the school.
- Anzac Day Ceremonies – Development of improved Traffic Management Plans prior to 2013 Anzac Day Ceremonies. Revised Traffic Management Plan to be forwarded to RMS and brought back to November 2012 Traffic Committee meeting.
- Easter Bunny Bazaar – Council to review Traffic Management Plan for the Annual Easter Bunny Bazaar prior to the 2013 event. Revised Traffic Management Plan to be forwarded to RMS and brought back to November 2012 Traffic Committee meeting.
- Final Design Plan for Intersection at Cunningham Street and Campbell Street, Coolah – Council to forward final plan to RMS for approval and lodge a funding submission under the Minor Facilities Grant. Final plan is still under consultation.
- Design Plan for Traffic Calming in Bandulla Street, Mendooran – lodgement of the design plan and additional information for traffic calming devices to be brought back to the 26/07/12 meeting for further consideration by the Traffic Committee.
- Incorrect installation and location of 'Exhaust Brake' sign on Newell Highway – RMS to investigate.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

- 'Ambulance Only' parking sign in Dunedoo – Removal of sign located in front of the old Ambulance Station in Bolaro Street, Dunedoo.
- Installation of 'No B Double' signage – Erection of advisory signs to be arranged with RMS. Signs to be located underneath 'Wide Load' sign, and post to be changed to withhold additional weight / size.
- Assessment of Traffic Management at Nullen Rest Area on Golden Highway – Council to reopen the access off Black Stump Way subject to installation of 'No Parking' signs north and south of the access on the eastern side.
- 50 kph speed zone signs in Neilrex – 'End Zone' signs to be erected on the back of existing signs.
- Letter to be forwarded to RMS regarding unbroken lines on the northbound approach to Jack Halls Creek on the Newell Highway.
- Council to upgrade road approaches to the new cattle grid located on Caigan Road, including road widening, removal of existing grid and restoration of site.
- MR334 – RMS to be requested to install advance signs on MR334 on the northern side of Caigan Road warning of the intersection.
- RMS to be requested to install signs on both northern and southern approaches warning of turning traffic at Caigan Road.
- Binnia Street, Coolah – Concerns about speeding vehicles. Council to investigate traffic count data and relocate speed trailer to area of concern.
- Proposed Plan for Intersection of John Street and Edwards Street – Changes be made to existing proposed intersection at John Street and Edwards Street by removing the centre line relocation and extending the blisters on the pedestrian crossing south of the intersection.
- Request to Relocate 70 kph Speed Limit Sign on Northern Approach to Coonabarabran – Council write to RMS with a proposal to relocate the 50 kph speed zone located on the Newell Highway further north to the first intersection of Crane Street, Coonabarabran.
- Requirement for Sign Posting of 'Bus Zone' area in Neilson Park – Investigation of Council minutes for initial implementation of bus zone area.
- Installation of Reassurance Sign on Vinegaroy Road – 'Dubbo to Coolah'. Council write to RMS regarding the installation of a 'Reassurance' sign on Vinegaroy Road north of the Golden Highway intersection.

AGENDA ITEMS

- a) Request for Advance Warning Sign 'Truck Turning' at Access into Baradine Silo off Baradine Road

32/1213 RECOMMENDED that an advance warning sign, 'Truck Turning' be installed on northern and southern approaches to Silo turnoff on Baradine Road, which is to be positioned in accordance with Australian Standard AS1742.2.

Trow/Barry

- b) St Michael's School – Request for Closure of Merrygoen Street, Dunedoo for Annual Billy Cart Bash on 5 May 2013

33/1213 RECOMMENDED that request by St Michael's School to close Merrygoen Street between Yarrow Street and Tucklan Street and, Yarrow Street between Merrygoen Street and Tallawang Street on 5 May 2013 from 11.00 am to 2.30 pm be approved subject to compliance with RMS Guidelines and Council's Road Closure Policy.

Trow/Harper

- c) Traffic and Truck Parking Concerns when Accessing Property at Old Coolah Saleyards (Lot 3, DP787413) via Binnia Street, Coolah

34/1213 RECOMMENDED that the Committee meet with the owner of the property at the Old Coolah Saleyards to discuss concerns and refer the matter to the March 2013 meeting.

Trow/Harper

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

- d) Gilgandra Shire Council – Trial Period for AB Triples on Roads Adjoining Warrumbungle Shire Council

35/1213 RECOMMENDED that the section of Castlereagh Highway within Warrumbungle Shire between Gilgandra and Mendooran be assessed for use by AB Triples.

Barry/Clancy

- e) Coonabarabran Chamber of Commerce – Request for Approval to Conduct Annual Bunny Bazaar in John Street, Coonabarabran on 30 March 2013

36/1213 RECOMMENDED that

1. Council staff and available Committee members inform the Chamber of Commerce regarding the development of a Traffic Control Plan for the Bunny Bazaar event on 30 March 2013 **FURTHER** that when the Traffic Control Plan has been developed it is to be forwarded to the Committee members.
2. Council's Manager Asset & Design to gain approval from RMS to have the Over Dimension Route gazetted as a B Double Route for the duration of the Bunny Bazaar event on 30 March 2013. It was noted that the approval is to come from the RMS Traffic Operations Manager.

Barry/Clancy

- f) North West Equestrian Expo – Request for Closure of Reservoir Street, Coonabarabran for Annual Cross Country Event from 1-2 June 2013

37/1213 RECOMMENDED that request by North West Equestrian Expo to close Reservoir Street on the 1 and 2 June 2013 between 9.30 am and 2.30 pm, for the purpose of conducting a Cross Country Event, be approved subject to development of a Traffic Control Plan and compliance with Council's Road Closure Policy and Guidelines **FURTHER** that the Committee engage the North West Equestrian Expo to discuss 'no go' areas for horses. This includes Nelson Street and Edwards Street, riders should instead use the off-road tracks.

Trow/Clancy

- g) Coonabarabran Pony Club – Request for Closure of Reservoir Street, Coonabarabran for Annual One Day Event on 21 April 2013

38/1213 RECOMMENDED that request by Coonabarabran Pony Club to close Reservoir Street on Sunday, 21 April 2013 between 9.30 am and 3.00 pm, for the purpose of conducting a One Day Event, be approved subject to compliance with Council's Road Closure Policy and Guidelines.

Harper/Trow

- h) RSO Monthly Reports – November 2012, December 2012 & January 2013

RSO Monthly Reports for November 2012, December 2012 and January 2013 were received and noted.

- i) Request from Council to Reconsider Proposal to Restrict Truck Parking in Crane Street, Coonabarabran

39/1213 RECOMMENDED that the proposal to limit truck parking in Crane Street is withdrawn as it was deemed unnecessary after liaising with local businesses in Crane Street.

Clancy/Trow

- j) Warrumbungle Wheelers – Request to Conduct Annual "Tour De Warrumbungles" Charity Cycling Event in Coonabarabran on 6-7 April 2013

40/1213 RECOMMENDED that request by Warrumbungle Wheelers Incorporated to conduct a recreational Bike Ride Event on River Road and a Time Trial Race on Timor Road on the 6 and 7 April 2013 be approved subject to the race event being advertised in the local paper, a police permit obtained for the race, a traffic control plan is signed off by authorised persons and that the event complies with NSW Guidelines for Bicycle Road Races, and Traffic and Transport Management for Special Events.

Trow/Clancy

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

GENERAL BUSINESS

41/1213 RECOMMENDED that the Traffic Advisory Committee meeting scheduled for Thursday, 28 March 2013 be rescheduled to Wednesday, 27 March 2013, Ms Sharon Grierson of RMS to attend the meeting on behalf of Jackie Barry.

Harper/Clancy

The following matters were raised without Resolution:

- For the Committee's information - Council is installing traffic counters on roads with high usage.
- Complaint about half day parking of vehicles in front of the NAB and the taking up of two car spaces. This affects customers of the NAB and Khodary's Chemist. Vehicles parked legally and the matter not to be taken further.
- Two signs saying 'Water Over Road' between Dunedoo and Mendooran have been in place since December, Council staff to remove.
- The 'No Stopping' sign on the corner of John and Edwards Streets is very pale and needs replacing with a larger more noticeable sign.
- B Double signs need to be installed ASAP.
- Neilson Park 'Bus Zone' sign near the intersection of Charles Street needs a beginning and ending point. Requires investigation and the signage to be refreshed.

There being no further business the meeting closed at 11.45 am.

The next meeting is to be held on Wednesday, 27 March 2013 commencing 10.00 am.

.....
CHAIRMAN

RECOMMENDATION

1. That Council accepts the Minutes of the Traffic Advisory Meeting held on 28 February 2013 at Coonabarabran.
2. That an advance warning sign, 'Truck Turning' be installed on northern and southern approaches to Silo turnoff on Baradine Road, which is to be positioned in accordance with Australian Standard AS1742.2.
3. That request by St Michael's School to close Merrygoen Street between Yarrow Street and Tucklan Street and, Yarrow Street between Merrygoen Street and Tallawang Street on 5 May 2013 from 11.00 am to 2.30 pm be approved subject to compliance with RMS Guidelines and Council's Road Closure Policy.
4. That the Committee meet with the owner of the property at the Old Coolah Saleyards to discuss concerns and refer the matter to the March 2013 meeting.
5. That the section of Castlereagh Highway within Warrumbungle Shire between Gilgandra and Mendooran be assessed for use by AB Triples.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

6. That
 - (i) Council staff and available Committee members inform the Chamber of Commerce regarding the development of a Traffic Control Plan for the Bunny Bazaar event on 30 March 2013 **FURTHER** that when the Traffic Control Plan has been developed it is to be forwarded to the Committee members.
 - (ii) Council's Manager Asset & Design to gain approval from RMS to have the Over Dimension Route gazetted as a B Double Route for the duration of the Bunny Bazaar event on 30 March 2013. It was noted that the approval is to come from the RMS Traffic Operations Manager.
7. That request by North West Equestrian Expo to close Reservoir Street on the 1 and 2 June 2013 between 9.30 am and 2.30 pm, for the purpose of conducting a Cross Country Event, be approved subject to development of a Traffic Control Plan and compliance with Council's Road Closure Policy and Guidelines **FURTHER** that the Committee engage the North West Equestrian Expo to discuss 'no go' areas for horses. This includes Nelson Street and Edwards Street, riders should instead use the off-road tracks.
8. That request by Coonabarabran Pony Club to close Reservoir Street on Sunday, 21 April 2013 between 9.30 am and 3.00 pm, for the purpose of conducting a One Day Event, be approved subject to compliance with Council's Road Closure Policy and Guidelines.
9. That the proposal to limit truck parking in Crane Street is withdrawn as it was deemed unnecessary after liaising with local businesses in Crane Street.
10. That request by Warrumbungle Wheelers Incorporated to conduct a recreational Bike Ride Event on River Road and a Time Trial Race on Timor Road on the 6 and 7 April 2013 be approved subject to the race event being advertised in the local paper, a police permit obtained for the race, a traffic control plan is signed off by authorised persons and that the event complies with NSW Guidelines for Bicycle Road Races, and Traffic and Transport Management for Special Events.
11. That the Traffic Advisory Committee meeting scheduled for Thursday, 28 March 2013 be rescheduled to Wednesday, 27 March 2013, Ms Sharon Grierson of RMS to attend the meeting on behalf of Jackie Barry.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

Item 7 Minutes Bushfire Appeal Advisory Panel – 7 March 2013

Division:	Executive Services
Management Area:	Governance
Author:	Chief Financial Officer – Stefan Murru
CSP Key Focus Area:	Local Governance and Finance
Priority / Strategy:	GF2.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.
File Ref:	Function: Corporate Management Activity: Council Meetings

PRESENT: Mayor Peter Shinton (Chairperson), Steve Loane (General Manager Warrumbungle Shire Council), Robert Freebairn (NSW DPI), Catherine Wood (Barnardos), Lois Sutton (St Vincent de Paul), Vicky Poyser (ADRA), Karyn Cain (Centacare)

ATTENDING: Stefan Murru (Chief Financial Officer WSC), Liz Cutts (Acting Communications Officer WSC), Jo Wilkin (Rotary), Jodi Cormie (Coonabarabran Jockey Club), Andrew Humphries (BlazeAid), Glennis Mangan (Disaster Recovery Coordinator WSC), Emma Gardiner (PA to Director Corporate Services WSC)

APOLOGIES: Laurie Dawson (BlazeAid), Cheryl Pope (DPI), Hugh Raadgeever (Rotary), John Sawyer (Rotary), Maureen Hunt (ADRA)

RECOMMENDED that the apologies be accepted.

R Freebairn/J Wilkin

UPDATE ON FUND STATUS

Balance as at 7 March 2013 is \$624,000 with \$530,000 allocated in either Phase 1 or Phase 2 Programs.

REVIEW OF AGENCY ACQUITTALS

All agencies submitted acquittals or a break down of accounts with an acquittal to follow. Each agency described how the funds were spent, this included items such as trailers, generators, lawnmowers as well as fuel, rent and household goods.

EMERGING ASSISTANCE REQUIREMENTS

Vinnies – Many residents have not accessed the potable water, \$20,000 was allocated and \$17,000 remains. The only potable water supplier available is Coona Waste.

DPI – Continuing to advertise for fodder. The LHPA have been asked to operate the fodder drive for another three (3) weeks. Rotary have donated \$3,000 to DPI for cotton seed. Until the affected area receives more rain there will be limited feed for livestock and the need for fodder donations will continue.

Disaster Recovery Centre – Residents from Timor and Tibuc Roads feel as though they are not meeting any of the funding guidelines. Either not classified as Primary Producers and therefore cannot access the Category C funding or no roadside fencing that was damaged but have internally damaged fences.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

Barnardos – Many fire affected residents have not accessed any services and are trying to face it on their own with the help of neighbours. Barnardos are working with Bushfire Recovery Officer and Red Cross to offer assistance to residents where and their neighbours.

BlazeAid continue to require fencing materials. The funds allocated from the Mayors Appeal to BlazeAid are to support the volunteers and cost of the base camp and therefore is not spent on materials. Internal fencing is an emerging need, a funding strategy is to be discussed for Phase 3 at a later time, when more information regarding the emerging needs is available.

TIED DONATIONS

Tied donations (donations with a specified purpose) are not specified in the Mayors Appeal Advisory Panel Terms of Reference. A proposal has been made that the Panel accept tied donations in order to facilitate donations for specific purposes.

RECOMMENDATION

That the Advisory Panel allow the Mayor's fund to accept tied donations where the purpose of the donation agrees with the requirements of the Public Fund Rules and Guiding Principles; and **FURTHERMORE** that funding accepted under tied donations be used for the purpose specified by the donor and the expenditure of such funds not require further Advisory Panel approval.

R Freebairn/ J Wilkin

RECOVERY EVENTS AND ACTIVITIES

The Panel will discuss recovery events and activities at a later date.

GENERAL BUSINESS

COONABARABRAN JOCKEY CLUB

Funds from the Coonabarabran Race Meeting will be donated to fire affected residents however the club is yet to decide how this will happen. They are considering other ways to issue the funds rather than donating to the Mayor's Appeal. It was noted that there was a misprint in a local newspaper which advised that the funds would be transferred to the Mayor's Appeal.

NEXT MEETING: To be advised.

MEETING CLOSED: 4.15pm

.....
CHAIRPERSON

RECOMMENDATION

That Council endorse the recommendations of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting being that the Advisory Panel allow the Mayor's fund to accept tied donations where the purpose of the donation agrees with the requirements of the Public Fund Rules and Guiding Principles; and **FURTHERMORE** that funding accepted under tied donations be used for the purpose specified by the donor and the expenditure of such funds not require further Advisory Panel approval.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

Item 8 Report from Human Resources

Division:	Executive Services	
Management Area:	Human Resources	
Authors:	Manager Human Resources – Val Kearnes Learning & Development Co-ordinator – Glennis Mangan	
CSP Key Focus Area:	Local Governance and Finance	
Priority / Strategy:	GF7 Council is presented with a range of organisational challenges including its aging workforce, skills shortages, increasing regulatory demands and the management of risk	
File Ref: Function:	Personnel	Activity: Council

Background

Nil

Issues

Nil

Options

Nil

Financial Considerations

Nil

RECRUITMENT

Since the February Council Meeting eleven positions have been advertised both internally and externally:

- Part Time Finance Officer
- GIS Officer
- Cook – Yuluwirri Kids
- Concrete Operator – 2 Coolah – 1 Coonabarabran
- Bank Officer – Dunedoo
- Truck Operator – Coonabarabran
- Environmental Health Officer
- Indigenous Bus Driver
- VIC Administration Officer – Part Time

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

To date the following positions have been filled:

- Part Time Finance Officer - Coonabarabran
- Concrete Operator – Coonabarabran
- Bank Officer – Dunedoo
- Truck Operator – Coonabarabran

RESIGNATIONS

No resignations received since last Council Report

LEARNING AND DEVELOPMENT

Training continues to be scaled down due to the secondment of the Coordinator to the position of Manager of the Disaster Recovery Centre. However, Payroll and Safety Officers attended a Procure Group Course, Certificate III in Personal Injury Management (Claims Management) in Parkes on February 6 and 7.

This two (2) day Course is recognised as the basic qualification for personnel working in the personal injury sector and workers compensation and CTP (Compulsory Third Party) industries. The personal injury sector is a major employer and reaches across the business, government and legal communities. Although not restricted to these areas, the personal injury sector incorporates workers compensation, compulsory third party insurance and other general lines of insurance. Staff gained an insight into the roles these service industries play in managing personal injury claims and include, injury rehabilitation, legal and medico legal and investigative areas.

Human Resources and Learning & Development personnel attended the OROC HR & Learning & Development Meeting in Warren on the 11 March. The agenda included a presentation from ICAC in regards to Operation Jarek. Operation Jarek investigated 88 NSW Local Government Councils on gifts acceptance within the procurement operations of the organisations. Recommended training of all staff to ensure they have clear rules on the acceptance of gifts and or the relationships with their supply staff.

Warrumbungle Shire Council Director Corporate Services presented findings and recommendations from a UTS Capstone Project entitled 'A review of OROC Workforce Planning'. Recommendations are to be presented to General Managers at the next GMAC meeting.

RECOMMENDATION

For Council's information

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

Item 9 First Annual Conference of Local Government NSW

Division:	Executive Services	
Management Area:	Executive Services	
Author:	Executive Assistant – Melissa Bennett	
CSP Key Focus Area:	Local Governance and Finance	
Priority / Strategy:	GF1.1 Council build strategic relationships with other levels of government to ensure that the shire receives an equitable allocation of resources.	
File Ref:	Function: Governance	Activity: Elected Members

Background

As from the 1 March 2013 the Local Government and Shires Association of New South Wales formally operates for all practical purposes under its new registered business name Local Government New South Wales.

The first annual conference of Local Government NSW is to be held in the Sydney Town Hall from 1 to 3 October 2013.

Issues

Nil

Options

Each year according to Council policy the Mayor and General Manager attend along with two Councillors.

Financial Considerations

All costs associated are yet to be determined.

Summary

Subject to the appropriate approval being obtained from the Fair Work Commission and the NSW Industrial Relations Commission, elections for the President, other Office Bearers and Board Members, will be held at the Conference.

It is now necessary for Council to determine the attendees for the first annual conference of Local Government NSW 2013.

RECOMMENDATION

That the Mayor, General Manager, two Councillors attend the first annual conference of Local Government NSW Conference, **FURTHERMORE** that all transport, transfers, accommodation and meals be provided as per the policy.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

Item 10 Brick Bats and Bouquets

Division:	Executive Services		
Management Area:	Executive Services		
Author:	Executive Assistant – Melissa Bennett		
CSP Key Focus Area:	Public Infrastructure and Services		
Priority / Strategy:	P12.1 Ensure the long-term provision and retention of high quality services for our community		
File Ref:	Function: Technical	Activity:	Roads

Background

Nil

Issues

Nil

Options

Nil

Financial Considerations

Nil

Summary

Council is in receipt of acknowledgment letters from members of the community. Attached are copies of the letters in their entirety.

RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

'Pine Hill'
299 Forans Lane
NEILREX NSW 2831

18th February 2013

RECEIVED
26 FEB 2013

BY:.....

Mr Steve Loane
General Manager
Warrumbungle Shire Council
Post Box 191
COONABARABRAN 2537

Dear Sir

I wrote to you on the 8th August last year, to complain at the condition that Forans Lane was left, after the recent road work was "completed".

I now write to thank you, but more especially to thank the employees that came and re-graded Forans Lane before Christmas.

The workmanship of the operators was "First Class" and they need to be commended for their attitude towards the betterment of the small lanes in the Shire.

Although the windrows of soil were not "pulled in", the "mitre drains" were improved greatly and after many showers of heavy rain in January, the mitre drains actually worked and help to clear the lane of surplus water on these occasions.

Some of the gateways were improved allowing excess into the paddocks.

The two flood-ways were very much improved, with very little water remaining after a day or so after those heavy rains and the surface of the roadway retaining there shape and condition.

I would still suggest that your Engineering Manager "leaves a lot to be desired", I believe that he has little input into the outcomes of the small lanes.

I consider it would be a good practice for him to 'get out of your office and survey the work' carried out by your employees' and improve the engineering outcomes of our Shire.

I wish for this letter to be tabled for "mentioned" at the next Council meeting.

Yours faithfully,



Eric Beer

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

RECEIVED
27 FEB 2013

cf- Box 21 Dunedoo

25th Feb. 13th

BY:.....

Phone 6375 1286

To Mrs. Melissa Bennett
Warrumbungle Shire Council
Assistant to general manager

Subject Road shoulder mowing

On 22nd Feb. 13 I traveled from Dunedoo to Conabarabran and because of having worked on the section of road from Mendocorn to Conabarabran I was very impressed to find the road itself in very good condition but the condition of the shoulders was without doubt the best I have seen, I have since my retirement travelled from Darwin to Adelaide and from "Somerset" top of Cape York to Melbourne and

WARRUMBUNGLE SHIRE COUNCIL

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the section of road as
Mr Dean Hartley cares for
is the best, how he enables
his big mower to be
so exacting when mowing
close to guide post is
amazing, I do trust he
will be rewarded for his
dedication beyond the normal
call of duty.

yours faithfully
Arthur Hawken

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

RECEIVED
04 MAR 2013
BY:-----



Mrs Rita England
East Street
Ulamambri 2357
2nd March 2013

Warrumbungle Shire Council
Coonabarabran

Dear Sir

I would like to express my thanks for the good work carried out recently on East Street
Ulamambri.

After the heavy rain of the last few days (I measured just over six inches) it is nice to see
the water running down the sides of the street, as it should, instead of down the middle
and making it almost impossible to drive down.

A job well done, thank you.

Yours faithfully.

Rita England

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

Item 11 Pecuniary Interest Returns

Division:	Executive Services
Management Area:	Governance
Author:	Manager Administration and Customer Service – Sally Morris
CSP Key Focus Area:	Local Governance and Finance
Priority / Strategy:	GF6.2 Support and encourage Councillors in fulfilling their roles as community leaders and in being accessible and actively involved in representing the Shire
File Ref:	Function: Governance Activity: Elected Members

Background

As part of the public scrutiny of councillors (and designated persons), councillors (and designated persons) are required to prepare and submit a written return identifying their pecuniary interests.

Issues

Under the Act, a Councillor, holding that position at 30 June in any year, must complete and lodge with the General Manager, within three months after that date, a Return. That is, returns must be completed, signed and lodged with the General Manager by 30 September in each year.

Further, a councillor or designated person must complete and lodge with the General Manager, within 3 months after becoming a councillor or designated person, a return in the form prescribed by the regulations.

Options

Nil

Financial Considerations

Nil

Summary

The General Manager is required to table the Register of Returns at the first ordinary Council meeting after lodgement of the Returns.

The Register is now tabled.

RECOMMENDATION

For Council's information.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

Item 12 Town Committee Meetings April 2013

Division:	Executive Services	
Management Area:	Governance	
Author:	Director Corporate Services – Rebecca Ryan	
CSP Key Focus Area:	Local Governance and Finance	
Priority / Strategy:	GF6 Council needs to take stock of organisational and community experiences following the Coonabarabran / Coolah amalgamation to increase its capacity to provide regional leadership, governance and services	
File Ref:	Function: Corporate Management	Activity: Committee Meetings

Background

Council conducts a series of Town Committee meetings biannually in Mendooran, Dunedoo, Coolah, Binnaway, Coonabarabran and Coolah. The primary objective of these meetings is to facilitate the disbursement of Council information and provide an opportunity for community members to give feedback or raise local issues and concerns (Resolution No 303, March 2011).

The Town Committee meetings are useful networking and informal sessions whereby residents interact with Councillors and senior staff, providing a forum for community consultation. Councillors are given a first hand look at local sites or issues.

Issues

The attendance at Town Committee meetings are sometimes disappointing, particularly if they clash with another local function or meeting, and dependant on local issues. Generally speaking they are well supported in the smaller towns and well received.

Minutes of these meetings are presented to Council thereby ensuring community feedback was given proper and due regard at a formal Council meeting.

Options

Previously daytime meetings were held and the six (6) meetings held over a two (2) day period, however following requests to provide an opportunity for business people to attend the last few meetings have been held after business hours from 5.30pm. Meetings are attended by most Councillors, the General Manager and Directors.

Financial Considerations

The cost to the organisation includes advertising, travel and in some cases meals/catering. The cost of the after hours meetings is considered less of a burden to the daily operations of the organisation than the daytime meetings, which meant the General Manager and Directors were out of the office for two (2) whole days.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

Summary

The last Town Committee meetings were held in the last week of October and first two (2) weeks of November 2012. There are number of matters to follow up with the community including the review of the Community Strategic Plan, Waste Management Strategy, feedback for Australia Day 2013, the new LEP and 2013-2014 Budget preparations.

It is proposed to hold the next Town Committee Meetings on the following dates (which excludes the school holiday period) and venues from 5.30pm to 7.00pm.

Monday 8 April	Mendooran	Mendooran Hall
Tuesday 9 April	Baradine	Baradine RTC
Wednesday 10 April	Coonabarabran	Coonabarabran Council Chambers

Monday 29 April	Dunedoo	Dunedoo Multipurpose Building
Tuesday 30 April	Coolah	Coolah Council Chambers
Wednesday 1 May	Binnaway	Binnaway Town Hall

RECOMMENDATION

That Council conduct the first of the 2013 Town Committee meetings inviting community feedback on the following dates and venues from 5.30pm-7.00pm as per the following schedule:

Monday 8 April	Mendooran	Mendooran Hall
Tuesday 9 April	Baradine	Baradine RTC
Wednesday 10 April	Coonabarabran	Coonabarabran Council Chambers
Monday 29 April	Dunedoo	Dunedoo Multipurpose Building
Tuesday 30 April	Coolah	Coolah Council Chambers
Wednesday 1 May	Binnaway	Binnaway Town Hall

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

Item 13 Privacy Management Plan

Division:	Executive Services	
Management Area:	Governance	
Author:	Administration Officer – Carol Nasmith	
CSP Key Focus Area:	Local Governance and Finance	
Priority / Strategy:	GF4 Council governance and organisational structure Reflects the vision, directions and priorities outlined in the Community Strategic Plan	
File Ref: CM0002	Function: Governance	Activity: Policy

Background

In January 2013 the Division of Local Government issued Circular 13-03 '*Revised Model Privacy Management Plan for Local Government*', advising the release of a new Privacy Management Plan for Local Government.

Issues

The Privacy and Personal Information Protection Act 1998 (the PPIPA) requires all Councils to prepare a Privacy Management Plan.

The Model Privacy Management Plan for Local Government (the Model Plan), prepared in consultation with the Office of the Privacy Commissioner and the Local Government and Shires Associations of NSW, has been updated to:

- Incorporate the requirements of the Health Records and Information Privacy Act 2002 (the HRIP Act), which commenced on 1 September 2004
- Include references to the Government Information (Public Access) Act 2009 (GIPA Act), which commenced on 1 July 2010.

Options

Nil

Financial Considerations

Nil

Summary

In developing a Privacy Management Plan, a council should ensure that it informs the community about how their personal information will be used, stored and accessed after it is collected by the council and further that Council staff are aware of their obligations in relation to handling personal information and when they can and cannot disclose, use or collect it.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

Action

Council should adopt a new Privacy Management Plan, based on the new Model Privacy Management Plan for Local Government or develop their own Privacy Management Plan based on the requirements outlined above. Further, Council must provide a copy of the updated Privacy Management Plan to the Privacy Commissioner as soon as practicable.

A copy of the draft Privacy Management Plan is attached as Enclosure 1.

RECOMMENDATION

That Council:

1. Adopt the new Model Privacy Management Plan
2. Provide a copy of the updated Privacy Management Plan to the Privacy Commissioner

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

Item 14 Meetings attended on 27 February 2013 by Mayor, Deputy Mayor, General Manager and Director Environmental & Community Services

Division:	Executive Services
Management Area:	Executive Services
Author:	General Manager – Steve Loane
CSP Key Focus Area:	Local Governance and Finance
Priority / Strategy:	GF1.1 Council build strategic relationships with other levels of government to ensure that the shire receives an equitable allocation of resources.

File Ref: **Function:** Corporate Management **Activity:** Policy Development

Background

On the 27 February 2013 the Mayor, Deputy Mayor, General Manager and Director Environmental & Community Services attended meetings in Sydney. Successful meetings were held with; NSW Treasurer Mike Baird MP, Deputy Premier Andrew Stoner MP, Department Public Works and the NSW Planning Assessment Commission.

Issues

Nil

Options

Nil

Financial Considerations

Nil

Summary

9.30am – NSW Treasurer Mike Baird MP, Parliament House Sydney
Attendees: Mayor, Deputy Mayor and General Manager. Also in attendance were Mayors and General Managers from Mid Western, Wellington and Dubbo Councils.

The Treasurer is the principal share holder of Cobbora Holdings Corporation Ltd (CHC).

The purpose of the meeting was to discuss the immediate impact of the buy up of rural properties in the Cobbora district .Approximately 90 properties are targeted for purchase with 68 already settled. There is also now a strong likelihood that the mine may be delayed by at least 5 years.

The economic impact to the Dunedoo district is difficult to quantify, however the purchase and closure of a piggery has impacted on one rural supply business by \$100,000 per annum. All business houses in Dunedoo rely on the economic driver from the rural sector.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

The treasurer indicated that he would look towards assisting in mitigating the impact

11.00am – Deputy Premier, Andrew Stoner MP, Parliament House Sydney

Attendees: Mayor, Deputy Mayor and General Manager.

The purpose of this meeting was to follow up on commitments from the Deputy Premier when he visited the fire ground during the Wambelong Fire. Mr Stoner was asked to assist with funding of the electrical upgrade works at the Coonabarabran Showground. Council has assisted the trustees of the Showground to prepare a submission. This project has been refused on two previous occasions. The Deputy Premier has instructed his staff to assist in this process.

1.00pm – Department Public Works – Mr Gavin Priestly Regional Manager

Attendees: Mayor, Deputy Mayor, General Manager, Director of Environmental and Community Services.

The purpose of this meeting was to establish the final arrangements for the Project Management of the post fire Asbestos clean-up. These arrangements were finalised and confirmed .The clean up is underway.

4.00pm – NSW Planning Assessment Commission (PAC)

Attendees: Mayor, Deputy Mayor, General Manager and Director Environmental & Community Services

The purpose of this meeting was a private hearing with the PAC as a follow up from the public hearing held on 11 December 2012 on the Cobbora Coal Development proposal. The PAC heard a more intimate description of the impact on the Shire. All attendees are of the opinion that the meeting was very fruitful and that the PAC was influenced in a very positive way.

The four meetings that were attended by the Mayor, Deputy Mayor and Staff were all successful and there outcomes will be reported as the results come to hand.

RECOMMENDATION

For Council's information.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

Item 15 Bank Reconciliation for month ending 28 February 2013

Division:	Corporate Services	
Management Area:	Financial Services	
Author:	Acting Senior Finance Officer – Rachael Carlyle	
CSP Key Focus Area:	Local Governance and Finance	
Priority / Strategy:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan	
File Ref:	Function: Financial Management	Activity: Reporting and Investments

Background

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

Issues

Reconciliations are being completed monthly and balanced, payments and receipts reconcile to 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.

Outstanding deposits refers to cash amounts recorded in the 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

N/A

Financial Considerations

Nil

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

Summary

Balance per General Ledger – 28 February 2013

Bank	Account Number	Balance
General Fund	5410-3000-0001	728,934
Trust Fund	9000-3000-0000	195,067
WSC Mayor's Bushfire Appeal	9200-3000-0000	494,790
Investments - General	5220-3001-3001	5,031,456
Investments - General	5220-3001-5001	2,520,000
Investments Movement - General	5220-3003-0000	13,127
Investments - Water Fund	7085-3001-0001	2,920,254
Investments Sewerage Fund	8085-3001-0001	2,646,620
Total per General Ledger		14,550,248

Balance as per Bank Account – 28 February 2013

Bank	Balance
<u>General</u>	
Commonwealth	475,752
Westpac	15,312
NAB	129,380
Total - General	620,444
<u>Trust</u>	
Commonwealth	200,877
Total - Trust	200,877
<u>WSC Mayors Bush Fire Appeal Fund</u>	
Commonwealth	23,115
Commonwealth	470,000
Total - WSC Mayors Bush Fire Appeal Fund	493,115
<u>Investments</u>	
Securities	4,500,000.00
IBD	8,631,457
Total Investments	13,131,457
Total All Bank Accounts	14,445,893

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 March 2013

<i>Add:</i>	
Outstanding Deposits - General	160,589
Outstanding Deposits - Trust	1,865
Outstanding Deposits – WSC Mayors Bushfire Appeal	1,675
<i>Less:</i>	
Unpresented cheques - General	52,099
Unpresented cheques - Trust	7,675
Unpresented cheques- WSC Mayors Bushfire Appeal	-
Balance adjusted for outstanding deposits & Unpresented cheques (Final Bank Balance)	14,550,248
Variance between Final Bank Balance and General Ledger	-

RECOMMENDATION

That Council accept the Bank Reconciliation Report for the month ending 28 February 2013.

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Item 16 Rates Report for Month ending 28 February 2013

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

File Ref: **Function:** Financial Management **Activity:** Reporting and Investments

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 Ratio Outstanding.

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 2012 was 13.62% which although above the DLG recommended benchmark is an improvement on last year's ratio of 15.13%.

Some factors that affect this indicator should be considered when assessing Warrumbungle Shire Council's performance against this indicator such as the socioeconomic characteristics of the area, environmental factors such as the recent drought, and previous changes to Council's Rating Policy.

Issues

The outstanding rates and annual charges ratio as at 28 February 2013, is 17.37%. This figure is higher than the 10% benchmark proposed by the DLG. This increase relative to the January figure of 14.63% is due to the Third Instalment falling due on 28 February.

Options

N/A For Council Information

Financial Considerations

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

Summary

Council's rates and annual charges performance for the month of February is detailed in the following table:

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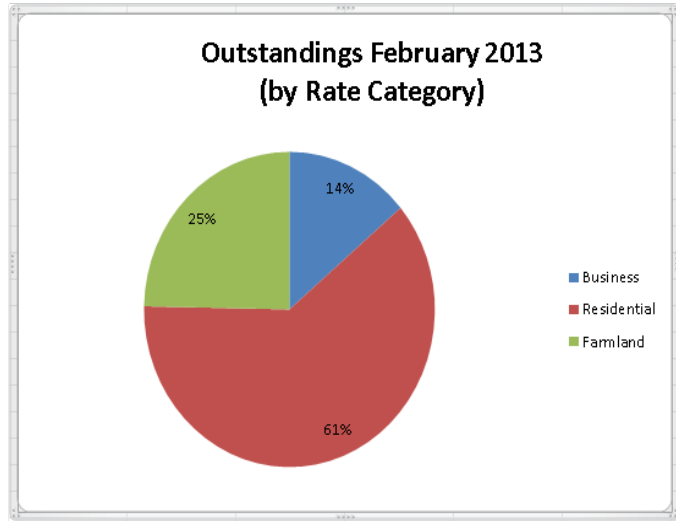
RATE/CHARGE TYPE	RATE ARREARS 2011/12	2012/2013 LEVY	PENSIONER WRITE OFF	ABANDONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2012/2013	COLLECTION % 2012/2013	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	614,759	6,915,287	164,392	3,416	7,362,238	5,174,952	2,187,286	70%	889,479	13%
Water	187,948	1,286,002	72,620	230	1,401,099	947,104	453,995	68%	254,675	20%
Sewerage	379,939	1,164,494	54,674	2,083	1,487,675	700,858	786,818	47%	224,631	19%
Garbage	155,985	1,563,568	106,525	1,338	1,611,691	1,132,910	478,781	70%	228,581	15%
TOTAL RATES AND ANNUAL CHARGES	1,338,631	10,929,350	398,211	7,067	11,862,703	7,955,824	3,906,879	67%	1,597,366	15%
Water Consumption	411,225	1,052,343	-	3,382	1,460,186	638,482	821,704	44%	321,496	31%
Sewer Consumption	70,499	117,859	-	17	188,341	82,847	105,494	44%	29,074	25%
TOTAL WATER SUPPLY SERVICES	481,724	1,170,202	-	3,399	1,648,527	721,329	927,198	44%	350,570	30%
LEGAL FEES	156,016	71,746	-	22	227,740	83,396	144,344	37%	183,697	-
INTEREST	228,554	102,913	-		331,467	-	331,467	-		-
GRAND TOTAL	2,204,925	12,274,211	398,211	10,489	14,070,437	8,760,548	5,309,889	62%	2,131,633	17.37%

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

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Analysis by Council staff has indicated that a majority of the rates and annual charges outstanding amount 61% relates to residential properties, while 25% relates to farmland and 14% to business. See graph to the right, and table of outstanding balances by rate group and rate/charge type below for further details.



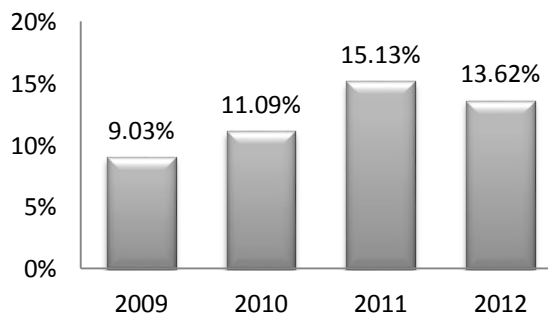
Of the amount outstanding, Council currently has a total of 368 assessments with a total of \$700k outstanding under an arrangement to pay the outstanding rates and annual charges on a weekly, fortnightly or monthly basis.

Rates Type	Rates levy			Water levy			Legal	Grand Total
	General	Domestic Waste	Water Access	Sewer Access	Water Usage	Sewer Usage		
Business	81,377	30,808	22,678	46,442	76,842	29,074	8,125	295,347
Residential	335,945	188,629	231,910	178,188	244,653	-	131,122	1,310,462
Farmland	472,157	9,144	87	-	-	-	44,450	525,824
Total	889,479	228,581	254,675	224,631	321,496	29,074	183,697	2,131,633

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 will be instructing its Debt Recovery Agency to issue a Statement of Claim on Assessments with overdue amounts that have not entered into an arrangement or paid in full in the month of February.

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



RECOMMENDATION

For Council's information.

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Item 17 Investments and Term Deposits

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

Background

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.

Council currently benchmarks its investment performance against the 3 month Bank Bill Swap Reference Rate (BBSW) as per Council's investment policy. The February BBSW 3 month rate was 2.94%. Council's term deposits returned an average rate of 4.40% for the month of February, outperforming Council's benchmark.

During the month of February Council reinvested \$1m with NAB at a rate of 4.40% for 95 days and \$1m with Suncorp at a rate of 4.35% for 120 days. These investments were contracted to commence at 31 January 2013 but were not processed by NAB and Suncorp until 1 February 2013.

A total of \$1,704,000 was transferred from Councils operating accounts into the At Call investment accounts and a total of \$2,760,000 was transferred from At Call investment accounts back into Council's operating account resulting in a net total of \$1,056,000 being transferred back to Councils account to meet daily operating expenses.

All of Council's investment securities are not currently paying coupons although several investments are expected to be redeemed at higher than original purchase price. Council's investment securities underperformed against Council's benchmark. However, it should be noted that the value (based on Indicative Bid) for Council's investment securities increased by \$44,700 during the month of February.

Issues

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

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Options

N/A

Financial Considerations

ANZ CPPI Asprit II	Zero coupon investment backed by ANZ. Bid is below fair value, despite 1 month to maturity. Likely to pay a small amount above 100.
Averon CPP Ltd Aver	Ultimate credit risk rests with General Electric Capital Corp Australia, rated AA+/A1 by S&P/Moodys (AA+ principle only).
FIIG All Seasons CPPI	Council is essentially holding a Swedish Export Bond rated AA+. Will pay \$4 above par at maturity. Bid price well short of fair value.
Octagon Ltd Linked	Backed by International Bank for Reconstruction & Development rated AA. Few concerns if any. Bid well below fair value. Low risk.

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Summary

Investment Securities: Council currently holds the following investment securities:

Bank	Purchase Price	Indicative Bid	Valuation based on indicative bid as at 28 February 2013	ISIN Number	Lodgement date	Maturity Date	Rating	Coupon Payments
ANZ CPPI Asprit II	800,000	98.00%	784,000	CPPISAMAF02	30.09.2009	30.03.2013	AA-	0%
Averon CPP Ltd Aver	700,000	93.25%	652,750	AU300AVER012	30.09.2009	20.06.2013	AA+	0%
FIIG All Seasons CPPI Note	1,500,000	92.50%	1,387,500	AU300SEKA021	29.08.2008	29.08.2014	AA+	0%
Octagon Ltd Linked	1,500,000	86.33%	1,294,950	XS023170158	25.10.2005	30.10.2015	AAA	0%
Total:	4,500,000		4,119,200					0%

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Term Deposits: Council currently holds the following Term Deposits:

Bank	Current Investment	Opening Balance	Buy/(Sell)	February Interest Earned/ Accrued	Closing Balance	Lodgement date	Maturity Date	Rating	Current Yield
NAB Cash Maximiser #	511,677	1,053,103	-543,000	1,574	511,677	At Call	At Call	AA-	3.54%
ANZ At Call	3,057,079	3,559,076	-513,000	11,003	3,057,079	At Call	At Call	AA-	4.35%
NAB Term Deposit	1,000,000	1,007,574	-	3,534	1,011,108	2/12/2012	2/03/2013	AA-	4.62%
ANZ Term Deposit	1,000,000	1,005,153	-	3,519	1,008,672	21/12/2012	25/03/2013	AA-	4.60%
Suncorp Treasury	1,000,000	1,005,165	-	3,527	1,008,692	21/12/2012	3/04/2013	A+	4.61%
NAB Term Deposit	1,000,000	-	1,000,000	3,246	1,003,246	1/02/2013	6/05/2013	AA-	4.40%
Suncorp Treasury	1,000,000	-	1,000,000	3,209	1,003,209	1/02/2013	3/06/2013	A+	4.35%
Total:	8,568,756	7,630,071	944,000	29,612	8,603,683				4.40%

Certification of Responsible Accounting Officer

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

Responsible Accounting Officer

RECOMMENDATION

That Council accept the Investments Report for the month ending 28 February 2013.

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Item 18 Water Charge Request for Write Off Assessment No. 130

Division:	Technical Services	
Management Area:	Warrumbungle Water	
Author:	Water Debtors Officer – Rachael Carlyle	
CSP Key Focus Area:	Local Governance and Finance	
Priority / Strategy:	GF4 Council Governance and organisational structure reflects the vision, directions and priorities outlined in the community Strategic Plan.	
File Ref: 130	Function: Financial Management	Activity: Debtors

Background

Council has received a request to write off an excess water account for a property at Baradine, being assessment No 130.

There has been a leak on the property, with the owner only becoming aware of a problem on receipt of the Water Notice issued 18 December 2012.

Upon investigation of the property they discovered the hidden leak which has now been fixed. The leak on the property will also affect the next Water bill to be issued in March 2013.

Issues

The Rate Payer is requesting some leniency on the Water bill as it is a large amount, and there is a real fear that the next Water bill will be extreme too.

Options

Council may accede to the request to write off the amount of \$353.60.

Council could reject the proposal to write off the \$353.60 on the basis that leaking water pipes on the property are the responsibility of the owner.

Financial Considerations

Should Council accede to the request, this will create a reduction of water revenue by \$353.60.

Summary

Request received to write off water from Leak on the property.

RECOMMENDATION

That Council not accede to the request from the property at Assessment No 130 to write off the Water Consumption.

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Item 19 Local Aboriginal Lands Council Keeping Place

Division:	Corporate Services	
Management Area:	Development and Tourism	
Author:	Manager Economic Development and Tourism - Aileen Bell	
CSP Key Focus Area:	Community and Culture	
Priority / Strategy:	CC7 Communities and organisations across the shire need to work together to raise awareness of and respect for local indigenous heritage and culture.	
File Ref:	Function: Economic Development	Activity: Meetings

Background

Coonabarabran Local Area Lands Council (LALC) has approached Council to discuss the establishment of a Keeping Place for local Aboriginal artefacts held by the LALC.

Issues

The proposal from the LALC is that consideration be given to establishing a Keeping Place at the Coonabarabran Visitor Information Centre (VIC). The Baradine Office for Environment and Heritage (OEH) are currently holding approximately 200 artefacts in the Ready to Return Centre; these artefacts are provenance to the Coonabarabran LALC area and consist of donations from the community, families and individuals. LALC has three (3) glass cabinets with shelving and lighting fitted; cabinets are lockable and of toughened glass; total space required is five (5) metres long, two (2) metres high and 50cm deep. Warrumbungle National Park has a private collection of artefacts retrieved and saved in the recent bushfires but the Visitor Centre building has been destroyed so consideration may be given to displaying these artefacts at the Keeping Place on loan until the agency finalises decisions on the future of their collection.

Options

The space proposed is within the area currently occupied by the Australian Museum Diprotodon Exhibition (on loan).

A Working Group needs to be established to progress this project with representation from OEH – Coonabarabran office and CC&H, Warrumbungle Shire and Coonabarabran LALC

Arts funding is available for Keeping Places, this funding should be used to renovate the exhibition area into a multi-use space – The Diprotodon Exhibition, Keeping Place and Art Space

A MOU needs to be developed between all partners for the establishment of a Keeping Place.

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The VIC is the preferred site because it open and staffed each day, has security and appropriate lighting, car parking is available and is wheel chair accessible. The Keeping Place would be another attraction for visitors and provide a positive image of the place of the Aboriginal community within the Shire.

The proposal has merit and can be accommodated within the current space of the building. As an interim action, the LALC cabinets could be installed with ready access to power creating minimal changes in the building as a short term attempt at addressing the need to house the artefacts in a publicly accessible space but to have a model fit out would present an attractive and complementary display.

Financial Considerations

Quotes are required for the re-design and reconfiguration of the exhibition and reception spaces within the building but it has been suggested that renovation would be around \$18,000 plus signage. The Manager EDT is investigating funding opportunities for this project on the understanding that Arts NSW has a funding program for Keeping Places.

Summary

Coonabarabran LALC is seeking a site for a Keeping Place and requested that Council may consider reconfiguration of the VIC exhibition area to accommodate the collection of some 200 artefacts. A working group of interested parties needs to be established to develop a MOU so that all parties are aware of their responsibilities and requirements. Support for the establishment of a Keeping Place is a positive step in the ongoing reconciliation activities of the Shire and the promotion of the local indigenous culture.

RECOMMENDATION

1. That Council provides in principle support for the establishment of a Keeping Place at the Coonabarabran Visitor Information Centre
2. That Working Group made up of Council, Office for Environment and Heritage and Coonabarabran Local Aboriginal Lands Council e established to progress implementation of project including development of MOU and lodgement of funding applications
3. That a design be drawn up and quotes called for the renovation of the Coonabarabran VIC to accommodate the Diprotodon Exhibition, Keeping Place and Art Space and funding applications be prepared.

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Item 20 Request to Write Off Rates and Charges

Division:	Corporate Services	
Management Area:	Financial Services	
Author:	Senior Rates Officer - Graham MacBeth	
CSP Key Focus Area	Local Government and Finance	
Priority/Strategy:	GF5. Council is severely burdened by the increasing costs of service provision and 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.	
File Ref:	Function: Financial Management	Activity: Rates

Background

Council has received a request from Solicitors on behalf of the owners of Assessment 2150-1 being Lot 19 DP 758281, at 5 Neate Street Coonabarabran requesting that the rates and charges relating to this property be written off, as the property was only recently registered in their name (despite being purchased in 2006).

Issues

In 1988 Lots 17 and 19 DP 758281; 5 Neate St Coonabarabran were sold as an amalgamated assessment (sale from owner 1 to owner 2). Prior to 1993 Notice of Sales were received from the Solicitors and processed by Council.

In regards to the 1988 sale both Lots 17 and 19 were included on the Agreement for Sale of Land form received by Council from the Solicitors and both lots were transferred into the new owner's name (owner 2).

Council has since obtained a copy of the transfer that the Department of Lands received from the Solicitor and this form has not included Lot 19, which would indicate that the Department of Lands did not transfer Lot 19 in their system.

In 2000 Council, due to the death of one of the new owners (owner 2), received notification from the Department of Lands in Sydney of a change in ownership from both names into one name for Lot 17 only. Lot 19 was not included as it would have still been in the name of the original owner in the Department of Lands records (owner 1). Council amended the name on the relevant assessment number which included both lots, resulting in both Lot 17 and 19 being assigned the new owner.

In July 2006, 5 Neate Street was sold to another owner (sale from owner 2 to owner 3), and in August of the same year the assessment (which included both lots) was transferred to the new owner in Council's rates system.

Subsequently in October 2006 Council was informed by the Valuer General to split the assessment for rating purposes into two separate assessments (one for each lot) as Lot

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19 was still in the previous owner's name (owner 2) in the VGs database, although it would have still been in owner 1's name in the Department of Lands database. It should be noted that this split was actioned as Council relies on information and requests received from the Department of Lands or the VGs in regards to Ownership, Splits and Notice of Sales. At the time of the split, both assessments were kept in the new owner's name (owner 3).

Subsequently in February 2007 ownership of Lot 19 was altered in Council's rates system back to the original owner from 1988 (owner 1). This is normally only actioned on advice from the Department of Lands, or if a title search is performed and reveals a different current owner for the assessment. A title search would have been performed at this time as a letter was received from owner 2 in January 2007 indicating that 5 Neate Street was sold in 2006. From July 2007 when Lot 19 would have been first rated as a separate assessment, all rate notices for this lot have been returned to sender with no notification being received by Council that there were new owners.

As the new owners of Lot 17 and 19 (owner 3) were unaware that the assessment purchased had been split into two separate assessments and had not been receiving the rate notice for Lot 19, they would not have been aware that these outstanding rates and charges were due and payable to Council.

If the two properties had still been amalgamated the value of the rates and annual charges outstanding would be lower due to reduced service charges and possibly lower valuation for the combined land parcels.

Option

Council is being asked to consider writing off the outstanding rates, charges and interest incurred on Lot 19 from July 2006 up until October 2012. This amount totals \$7,252. Assuming Council was to write off this amount, the current owners would still be liable for the last three instalments of the 2012/13 financial year (total amount \$588).

Alternatively, Council may refuse the write off request and advise the current owners that they are still liable for the whole amount outstanding, or agree to write off all Interest and Legal Fees accumulated over the period totalling \$3,120 and offer the owners a payment plan for the repayment of the remaining Rates and Annual Charges balance of \$4,132.

Financial considerations

The Write Off of the interest and legal fees would result in a decrease in notional revenue of \$3,120.

The write off of the total amount would result in a decrease in notional revenue of \$7,252.

Summary

Through an inexplicable complicated series of errors, by way of two (2) sets of conflicting legal documents by both the Department of Lands, and Solicitors involved in the transfers dating back to 1988, the new owners of Lot 19 have incurred \$7,252 worth of rates and annual charges that they were only made aware of in October 2012. Council must now decide whether to write off the \$7,252 worth of rates and annual charges incurred by the owners of Lot 19 since 2006.

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The Assessment has been amalgamated for Rates Purposes, as notified by the Valuer General Department on supplementary list 20 January 2013.

RECOMMENDATION

Council agree to write off all Interest and Legal Fees for this assessment totalling \$3,120 and offer the owners a payment plan for the repayment of the Rates and Annual Charges outstanding totalling \$4,132.

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

Division:	Technical Services	
Management Area:	Technical Services	
Author:	Director Technical Services - Kevin Tighe	
CSP Key Focus Area:	Public Infrastructure and Services	
Priority / Strategy:	P13 Road Networks throughout the shire need to be safe, well-maintained and adequately funded	
File Ref:	Function: Roads	Activity: Agreements

Background

The provision of legal and practical access to ‘Glen Alvin’ was considered by Council in 2008 following representations by the owner. At the time extensive consultation occurred with adjoining property owners and with Australian Rail Track Corporation. The following resolution was made;

“179 RESOLVED that Council enter into agreement with ARTC subject to property owners agreeing to the right of way as a legal carriageway” (18 December 2008).

A copy of the report is included as attachment 1.0. A map of the location showing relevant properties and the rail line is included in attachment 2.0.

There has been no action on the matter since the 2008 Council resolution because agreement was not reached with some of the adjoining property owners in relation to the right of carriageway. However, Council has now received formal advice that agreement between adjoining landowners has now been reached in respect of the proposed right of carriageway and the relevant owners are requesting Council implement the resolution. That is, Council is being asked to enter into agreement with ARTC to manage the level crossing as public crossing.

Issues

In relation to the rail level crossing, the issues canvassed in the 2008 report are still relevant. If Council enters into agreement with ARTC, there is a low level potential to uninsured exposure if there is an accident on the crossing. A copy of a letter from Statewide Mutual on the issue of insurance cover has been forwarded to Councillors under separate cover.

The process of creating a right of carriageway includes survey and plan preparation and involvement of a solicitor. Such a process should be managed by the respective property owners through their own agreement. As stated in the 2008 report the costs associated with creation of the right of carriageway should be met by the relevant property owners.

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Options

Council has discretion in this matter and again the options section of the 2008 report is still relevant.

Financial Considerations

The cost of entering into agreement with ARTC regarding the rail level crossing could not be determined at the time of preparing this report, however it is not expected to be significantly more than the 2008 fee of \$220. Further advice on the cost of establishing the agreement will be tabled at the Council meeting.

RECOMMENDATION

That Council enter into agreement with ARTC to establish the existing rail level crossing between the properties 'Pine Park', 'Ewetopia' and " Glenveigh" as a public crossing, subject to formal advice that a right of carriageway has been established between Boomley Road the property 'Glen Alvin'.

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Attachment 1.0 – Copy of Report 18 December 2008

3.3 LEGAL AND PRACTICAL ACCESS TO 'GLEN ALVIN' NEAR ELONG ELONG

Background

On the 16 March 2006 Council considered a request from the owner of 'Glen Alvin' for assistance with creation of a legal and practical access to their property. At the time Council resolved to consult with the various landowners, including the ARTC to negotiate an agreement.

For at least 40 years 'Glen Alvin' relied on use of a private road through 'Claredale', which is to the east of the property to access Boomley Road. The access included use of a private crossing of the Merrygoen Dubbo rail line. The owners of Claredale will not allow the creation of a right of carriageway over their property. A map in attachment 1.0 shows the relative location of the properties and Boomley Road.

In the time since Council's resolution, all surrounding property owners, including the ARTC have been consulted. Legal access to the north of Glen Alvin exists through a network of crown roads that connect to Tonniges Road. Sections of the Crown road are trafficable, however, the route is made impractical by a creek and a rocky ridge. The owner of the property to the north has indicated a willingness to consider a road that bypasses the ridge, however the overall cost of developing a road to the north would be prohibitive.

To the south of Glen Alvin, the owner's preferred route, there is a network of Crown Roads that eventually leads to the Talbragar River, which is the boundary of the Shire. Again this route is cost prohibitive due to the river crossing and the terrain over which the Crown roads exist.

To the west of Glen Alvin is the Goonoo Conservation area, and a crown road access exists in this direction. However, the crown road is heavily timbered and follows rough terrain. Further, there is much uncertainty about the future of Crown Roads within the Conservation Area.

A potential legal and practical option exists, however to facilitate this option Council is being asked to enter into a licence agreement with Australian Rail Track Corporation regarding the level crossing. Council will be exposed to low level risk which cannot be insured and this exposure will need to be considered against the benefits of allowing Glen Alvin to have the access they want.

Issues

On the eastern side of Glen Alvin and immediately south of Claredale is a property 'Pine Park'. The owner Pine Park has indicated a willingness to create a right of carriageway within his property, subject to a more formal agreement regarding use of the private railway crossing. Also, the owner of Claredale has indicated a preparedness to change the status of the level crossing from private to public. To date, though no formal arrangements are in place for any proposal.

The proposed agreements are dependent upon the status of the rail level crossing being converted from a private crossing to a public level crossing. The ARTC will not approve the change of status unless Council enters into a licence agreement regarding the crossing. A licence agreement formalises responsibility for signs at the crossing and

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responsibility for accidents at the site. Formal advice from Council's insurers indicates that Council may be exposed should an accident occur at the site, through no fault of Council. A copy of the response from Statewide Mutual has been forwarded to Councillors under separate cover.

Under the proposed arrangements, the road either side of the level crossing will become a right of carriageway. That is, Council will not be responsible for maintenance or upgrading of the road. Hence, traffic movements over the level crossing are likely to be less than 10 vehicles per day and may include the occasional stock truck. The frequency of train movements along the Dubbo Merrygoen rail line is not known.

Options

Council has discretion in this matter and will need assess the risk of a no fault accident occurring at the rail level crossing. It should also be kept in mind that acceptance of a licence agreement with ARTC may establish a precedent for further applications from land owners or even ARTC. Before entering into a licence agreement with ARTC, formal agreements should be established with Glen Alvin and the owners of surrounding properties regarding the right of carriageway.

Financial Considerations

There is an application fee of \$220 and an annual fee of \$10 associated with maintaining the licence agreement. The cost of creating the right of carriageway should be met by Glen Alvin in conjunction with Pine Park.

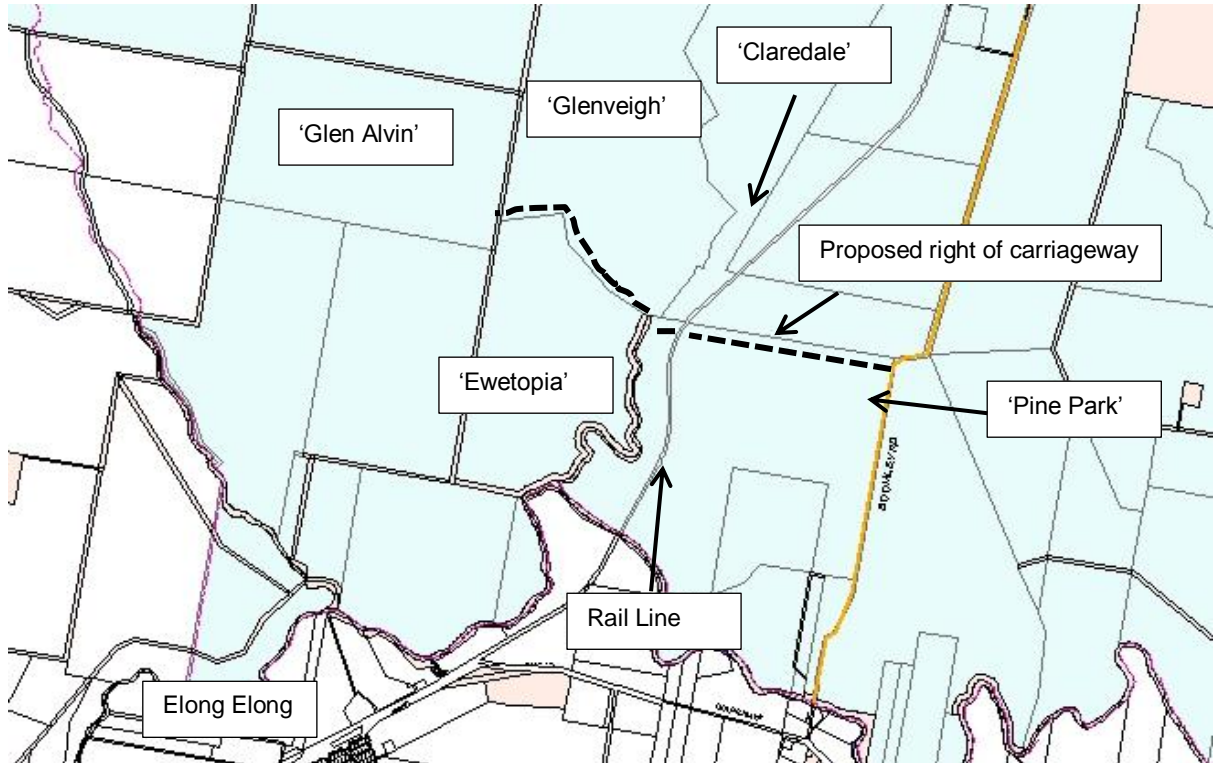
RECOMMENDATION

For Council's consideration.

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Attachment 2.0 – Locality Sketch



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Item 22 Council Committees – Election of Chairperson for the Local Traffic Committee.

Division:	Technical Services	
Management Area:	Governance	
Author:	Director Technical Services – Kevin Tighe	
CSP Key Focus Area:	Local Governance and Finance	
Priority / Strategy:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan	
File Ref:	Function: Corporate Management	Activity: Committee Meetings

Background

Due to the resignation of the chairperson it is necessary for Council to elect another Councillor for the position of Chairperson on the Local Traffic Committee.

Issues

The Local Traffic Committee is considered an internal committee and it has delegated responsibilities by Council and by legislation.

Local Traffic Committee

Under the Road Transport (Safety & Traffic Management) Act 1999, Roads and Maritime Services (RMS) is legislated as the organisation responsible for the control of traffic on all roads in New South Wales. In order to deal with the large number and range of traffic related matters effectively, RMS has delegated certain aspects of the control of traffic on local roads to Councils. RMS has retained both the control of traffic on the State's classified road network and the control of traffic signals on all roads.

RMS delegation to Councils limits the types of prescribed traffic control devices and traffic control facilities that Council can authorise and imposes certain conditions on Councils. One of these conditions requires Councils to obtain the advice of RMS and the Police prior to proceeding with any proposal. This is most commonly achieved by Councils establishing a Local Traffic Committee.

The committee is composed of four formal members each with one vote. These four members are a representative from Council, the Police, and RMS and the Local State Member of Parliament or their nominee.

The Local Traffic Committee (LTC) has no decision-making powers and is primarily a technical review committee. It only advises the Council on matters for which the Council has delegated authority, being certain prescribed traffic control devices and traffic control facilities.

Council must refer all traffic related matters to the LTC prior to exercising its delegated functions. Matters related to State Roads or functions that have not been delegated to the elected Council must be referred directly to RMS or relevant organisation. Such

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matters must not be referred to the LTC.

Council is not bound by the advice given by its LTC. However if Council does wish to act contrary to the unanimous advice of the LTC or when the advice is not unanimous, it must notify Roads and Maritime Services and NSW Police and wait 14 days before proceeding. An appeal may be lodged by RMS or NSW Police members of the LTC when Council wishes to take action either contrary to the unanimous advice of the LTC or when the advice is not unanimous.

This appeal is referred to a Regional Traffic Committee (RTC) which operates across the state with meetings generally held in the offices of the local Council. The decision of the RTC is binding on all parties.

Meetings are held on a monthly basis in Coonabarabran with meetings in Coolah or Dunedoo as required.

*One (1) Councillor representative is required
(extract from business paper presented to Council on the 20 September 2012)*

The chairperson of each committee of the Council must be: the Mayor, or if the Mayor does not wish to be the chairperson of a committee—a member of the committee elected by the Council, or if Council does not elect such a member—a member of the committee elected by the committee.

Options

There is very little discretion in this matter as the Local Traffic Committee meets on a monthly basis and Council is required to be represented.

Financial Considerations

Councillor travel reimbursements are budgeted for in the 2012-2013 Operational Plan under Councillor expenses. Where there is a staff member involved, all efforts are made to ensure the Councillor representative is provided with a transport option.

Committee or Organisation membership/subscription or financial contributions where required have all been allocated to the respective management area and budgeted for in the 2012-2013 Operational Plan.

RECOMMENDATION

That Council elect a Councillor to the position of Chairperson of the Local Traffic Committee.

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Item 23 2012 /2013 Technical Services Works Program – Road Operations & Urban Services

Division:	Technical Services	
Management Area:	Road Operations & Urban Services	
Author:	Director Technical Services – Kevin Tighe	
CSP Key Focus Area:	Public Infrastructure & Services	
Priority / Strategy:	P13 Road networks throughout the Shire need to be safe, well maintained and adequately funded.	
File Ref:	Function: Roads	Activity: Capital Works Programme

Background

The Road Operations and Urban Services report monthly report for the period ending 28 February 2013 is presented in attachment 1.0. The report focuses on Capital Expenditure projects; however it also includes a schedule of maintenance on unsealed roads. The monthly report now includes projects in the Urban Services area such as upgrades to parks, ovals and pools

Issues

None

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

None

RECOMMENDATION

That works program presented in attachment 1.0 is noted for information only.

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Attachment 1.0 – 2012/13 Works Program for Road Operations and Urban Services – Status Report for Period ending 28 February 2013

Task Name	Start	Finish	Cost	YTD Cost	% Work Complete
Road Operations	Mon 2/07/12	Fri 9/08/13	\$8,290,936	\$0	51%
Local Rural Roads	Fri 26/10/12	Fri 9/08/13	\$1,600,000	\$0	24%
Bridges	Fri 26/10/12	Fri 9/08/13	\$1,600,000	\$0	24%
Bugaldie Creek Bridge - Goorianawa	Mon 10/06/13	Tue 25/06/13	\$700,000	\$93,300	10%
Baby Creek Bridge	Fri 26/10/12	Tue 6/11/12	\$0	\$740,446	100%
Tongy Bridge - Talbragar River	Tue 4/06/13	Wed 26/06/13	\$700,000	\$508	13%
Grandchester Bridge	Thu 1/08/13	Fri 9/08/13	\$200,000	\$0	0%
Sealed Roads	Mon 22/10/12	Wed 5/06/13	\$600,000	\$0	100%
Wool Road Rehabilitation	Wed 12/12/12	Fri 4/01/13	\$100,000	\$90,605	100%
Coolah Creek Road Rehabilitation	Mon 22/10/12	Tue 6/11/12	\$90,000	\$94,355	100%
Spring Ridge Rd Culvert Extensions	Wed 20/02/13	Wed 6/03/13	\$0	\$532	20%
Spring Ridge Rd Widening	Tue 7/05/13	Wed 5/06/13	\$0	\$0	0%
Reseals	Wed 27/02/13	Thu 28/02/13	\$410,000	\$0	0%
Unsealed Roads	Mon 2/07/12	Wed 29/05/13	\$2,906,130	\$0	74%
Kurrajong Rd	Thu 14/02/13	Fri 15/03/13	\$115,000	\$5,942	10%
Digilah Rd	Mon 20/08/12	Wed 3/10/12	\$207,193	\$210,440	100%
Piambra Rd	Tue 11/12/12	Fri 18/01/13	\$194,720	\$141,700	100%
Lawson Park Rd	Wed 3/04/13	Fri 3/05/13	\$150,000	\$0	0%
Gentle Annie Rd	Fri 7/09/12	Tue 27/11/12	\$375,011	\$395,082	100%
Gentle Annie Rd - causeway	Tue 11/09/12	Fri 26/10/12	\$0	\$0	100%
Bingie Grumble Rd	Wed 24/10/12	Tue 6/11/12	\$75,029	\$65,251	100%
Napier Lane	Tue 26/03/13	Fri 19/04/13	\$150,000	\$16,158	0%
Morrisseys Rd	Mon 12/11/12	Mon 26/11/12	\$75,000	\$87,985	100%
Gravel Road Resheeting	Tue 24/07/12	Wed 29/05/13	\$750,000	\$0	80%
Borah Creek Rd	Tue 7/08/12	Fri 17/08/12	\$95,000	\$97,025	100%
Rayack Road	Mon 20/08/12	Fri 24/08/12	\$25,000	\$22,746	100%
Mancers Rd	Wed 30/01/13	Wed 13/02/13	\$95,000	\$45,294	50%
Pibbon Rd	Wed 29/08/12	Wed 12/09/12	\$95,000	\$92,213	100%
Gumnut Rd	Tue 24/07/12	Wed 25/07/12	\$25,000	\$5,134	100%
Napier Lane	Tue 20/11/12	Thu 6/12/12	\$135,000	\$134,886	100%
Laheys Creek	Mon 13/05/13	Thu 23/05/13	\$80,000	\$10,865	15%
Brooklyn Rd	Fri 24/05/13	Wed 29/05/13	\$40,000	\$0	0%
Dennykymine Rd	Fri 30/11/12	Fri 14/12/12	\$100,000	\$44,446	80%
Yarrow Rd	Fri 2/11/12	Fri 23/11/12	\$60,000	\$48,086	100%
Tandara Estate	Tue 7/08/12	Wed 8/08/12	\$0	\$22,384	100%
Moorefield Rd	Wed 10/10/12	Thu 1/11/12	\$0	\$24,888	100%
Causeways & Culverts	Mon 7/01/13	Wed 23/01/13	\$68,177	\$0	0%
Dandry Road	Mon 7/01/13	Tue 15/01/13	\$277	\$0	0%
Intersection of Lockerbie Rd & Digilah Rd.	Mon 7/01/13	Wed 9/01/13	\$37,300	\$0	0%
Premier Estate Rd - causeway (Namoi CMA)	Mon 21/01/13	Wed 23/01/13	\$30,600	\$0	0%
Road Safety Blackspots	Tue 26/03/13	Tue 26/03/13	\$45,000	\$0	0%
Flood Damage Repair Projects	Mon 2/07/12	Mon 4/03/13	\$701,000	\$0	75%
Wyuna Rd (Garrawilla Creek)	Wed 30/01/13	Wed 13/02/13	\$701,000	\$481,996	15%
Box Ridge Rd (Yallagal Creek)	Fri 17/08/12	Fri 7/09/12	\$0	\$0	50%
Warkton Rd (Saigus Gully)	Mon 2/07/12	Mon 2/07/12	\$0	\$0	100%
River Rd (Golf Club Creek)	Wed 12/09/12	Tue 18/09/12	\$0	\$0	100%
Chinamans Gully - MR129	Fri 21/09/12	Wed 3/10/12	\$0	\$0	100%
Caledonia Rd (Teridgerie Creek)	Mon 2/07/12	Mon 2/07/12	\$0	\$0	100%
Bungabah Rd (Bungabah Creek)	Mon 17/09/12	Mon 17/09/12	\$0	\$0	100%
Gentle Annie Rd (Sand Creek)	Mon 15/10/12	Fri 30/11/12	\$0	\$0	100%
Neible Siding Rd (Binnia Creek)	Tue 4/12/12	Tue 18/12/12	\$0	\$0	100%
Orana Rd (Coolaburragundy River)	Mon 4/03/13	Mon 4/03/13	\$0	\$0	0%
Teridgerie Creek Cwy - rock at base of flume	Tue 2/10/12	Thu 4/10/12	\$0	\$0	100%

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Task Name	Start	Finish	Cost	YTD Cost	% Work Complete
Regional Roads	Mon 2/07/12	Tue 11/06/13	\$2,135,462	\$0	9%
Bridges	Tue 9/04/13	Tue 11/06/13	\$1,500,000	\$0	1%
Saltwater Creek No 2	Tue 9/04/13	Tue 11/06/13	\$1,500,000	\$5,062	1%
Sealed Roads	Mon 2/07/12	Thu 28/02/13	\$635,462	\$0	34%
Shoulder widening MR7519 (Forest Rd)	Tue 15/01/13	Fri 25/01/13	\$167,240	\$0	5%
Deadmans Gully Rehabilitation	Tue 20/11/12	Fri 23/11/12	\$48,222	\$62,765	100%
Reseals	Thu 28/02/13	Thu 28/02/13	\$420,000	\$0	0%
Town Streets Coonabarabran	Mon 2/07/12	Wed 15/05/13	\$460,462	\$0	23%
Old Common Road	Tue 30/10/12	Tue 15/01/13	\$22,311	\$22,311	100%
Extension of K&G - Barker Street	Mon 2/07/12	Mon 2/07/12	\$0	\$1,257	100%
Footpath construction - near baths	Wed 7/11/12	Wed 28/11/12	\$67,584	\$48,583	80%
Culvert Ext in Dalgarno Street	Mon 4/03/13	Fri 5/04/13	\$160,567	\$27,199	0%
Seats - CBD area	Mon 26/11/12	Tue 27/11/12	\$15,000	\$0	0%
Footpath and K&G new Admin Building	Tue 4/12/12	Wed 15/05/13	\$115,000	\$117,212	11%
Reseals	Thu 28/02/13	Thu 28/02/13	\$80,000	\$0	0%
Town Streets Binnaway	Thu 28/02/13	Thu 28/02/13	\$15,000	\$0	0%
Reseals	Thu 28/02/13	Thu 28/02/13	\$15,000	\$0	0%
Town Streets Baradine	Wed 27/02/13	Wed 19/06/13	\$91,800	\$0	0%
Kerb & Guttering Castlereagh St, Narren to Darling	Tue 4/06/13	Wed 19/06/13	\$57,000	\$0	0%
Street light	Mon 4/03/13	Mon 4/03/13	\$8,000	\$0	0%
Footpath rehabilitation - various	Tue 7/05/13	Tue 21/05/13	\$10,000	\$0	0%
Reseals	Thu 28/02/13	Thu 28/02/13	\$16,800	\$0	0%
Town Streets Coolah	Tue 16/10/12	Tue 25/06/13	\$186,581	\$0	27%
Binnia Street Upgrade - Kerb blisters	Fri 31/05/13	Tue 25/06/13	\$46,581	\$0	0%
Cycleway	Mon 18/03/13	Fri 12/04/13	\$60,000	\$0	5%
Footpath - Campbell St, Binnia St to Cunningham	Tue 16/10/12	Wed 31/10/12	\$55,000	\$48,288	100%
Reseal program	Thu 28/02/13	Thu 28/02/13	\$25,000	\$0	0%
Town Streets Mendooran	Mon 8/10/12	Tue 26/03/13	\$105,000	\$0	59%
Benewa Street sealing	Mon 8/10/12	Tue 16/10/12	\$40,000	\$35,883	100%
Abbott Street sealing	Wed 17/10/12	Fri 26/10/12	\$40,000	\$18,982	100%
Footpath Rehabilitation - various sections	Tue 12/03/13	Tue 26/03/13	\$10,000	\$0	10%
Reseal program	Wed 27/02/13	Thu 28/02/13	\$15,000	\$0	0%
Town Streets Dunedoo	Tue 26/02/13	Tue 2/07/13	\$190,500	\$0	0%
Dish drain, Tucklan St at Bandulla, north side	Tue 26/02/13	Mon 4/03/13	\$18,000	\$3,821	0%
Wallaroo Street construction & sealing	Fri 31/05/13	Tue 2/07/13	\$150,000	\$0	0%
Reseal program	Wed 27/02/13	Thu 28/02/13	\$22,500	\$0	0%
Road Contracts	Mon 11/06/12	Thu 17/04/14	\$0	\$0	27%
Urban Services	Sun 1/07/12	Fri 28/06/13	\$297,124	\$0	0%
Baradine	Sun 1/07/12	Sun 1/07/12	\$136,717	\$0	0%
Toilet Block - Lions Park	Sun 1/07/12	Thu 31/01/13	\$0	\$99,334	100%
New Street Trees	Fri 31/05/13	Fri 28/06/13	\$21,717	\$0	0%
Hot water repairs Baradine Oval	Tue 1/01/13	Thu 31/01/13	\$15,000	\$12,338	100%
Replace pipes & walkway at Baradine Pool	Wed 1/08/12	Fri 31/08/12	\$100,000	\$85,809	85%
Binnaway	Sun 1/07/12	Sun 1/07/12	\$0	\$0	0%
Nil	Mon 2/07/12	Mon 2/07/12	\$0	\$0	0%
Coolah	Sun 1/07/12	Sun 1/07/12	\$2,000	\$0	0%
Replace facia on toilets - McMasters Park	Tue 23/04/13	Wed 1/05/13	\$2,000	\$632	0%
Coonabarabran	Sun 1/07/12	Sun 1/07/12	\$51,202	\$0	0%
Street Tree - risk assessment	Mon 2/07/12	Mon 2/07/12	\$13,666	\$15	0%
Erosion Control - Neilson Park - Castlereagh River	Fri 31/08/12	Fri 31/08/12	\$37,536	\$37,547	100%
Dunedoo	Sun 1/07/12	Sun 1/07/12	\$90,100	\$0	0%
Robertson Oval	Wed 3/04/13	Wed 29/05/13	\$26,000	\$151	0%
Repairs to Amenities - Dunedoo Oval	Fri 1/02/13	Mon 4/03/13	\$57,000	\$14,382	50%

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Task Name	Start	Finish	Cost	YTD Cost	% Work Complete
Milling Park Tables & seats	Thu 14/03/13	Thu 14/03/13	\$2,100	\$0	0%
Milling Park irrigation	Wed 20/03/13	Fri 26/04/13	\$5,000	\$329	0%
Mendooran	Mon 2/07/12	Mon 2/07/12	\$15,945	\$0	0%
Mendooran Oval Project	Mon 2/07/12	Mon 2/07/12	\$15,945	\$4,693	50%
Leadville	Wed 2/01/13	Tue 8/01/13	\$1,160	\$0	0%
Replace broken seats	Wed 2/01/13	Tue 8/01/13	\$1,160	\$1,160	100%
Road Maintenance	Mon 2/07/12	Tue 21/05/13		\$0	83%
Orana Rd (9km)**	Wed 15/08/12	Wed 22/08/12		\$29,201	100%
Narangarie Rd (5km)***	Fri 31/08/12	Wed 5/09/12		\$21,744	100%
Bong Bong Rd (6km)***	Wed 29/08/12	Mon 3/09/12		\$13,278	100%
Queensborough Rd (10km)***	Mon 24/09/12	Fri 28/09/12		\$7,723	100%
Pindari Rd (1km)***	Fri 28/09/12	Fri 28/09/12		\$1,019	100%
MR396 (Maintenance)	Tue 2/10/12	Thu 4/10/12		\$0	100%
MR618 (Maintenance)	Thu 4/10/12	Fri 5/10/12		\$0	100%
Flag Rockedgiel Rd (13km)*	Fri 5/10/12	Thu 11/10/12		\$5,806	100%
Abecketts Rd (5km)**	Thu 11/10/12	Mon 15/10/12		\$3,594	100%
Beni Crossing Rd (8km)*	Mon 15/10/12	Fri 2/11/12		\$30,174	100%
Caigan Rd (9km)*	Fri 2/11/12	Thu 8/11/12		\$16,364	100%
Cobborah Rd (15km)*	Thu 8/11/12	Thu 29/11/12		\$35,127	100%
Pinehurst Rd (1.92km)***	Thu 29/11/12	Tue 4/12/12		\$1,249	100%
Mt Hope Rd (17.55km)*	Wed 5/12/12	Tue 18/12/12		\$26,055	100%
Baradine Aerodrome Rd (3.5km)***	Mon 2/07/12	Mon 2/07/12		\$2,337	100%
Baradine Cemetery Rd (0.5km)**	Mon 2/07/12	Mon 2/07/12		\$1,250	100%
Carmel Ln (6.5km)*	Thu 2/08/12	Tue 14/08/12		\$25,047	100%
Dinby Rd (4km)*	Wed 15/08/12	Thu 23/08/12		\$10,385	100%
Wangmanns Rd (4km)**	Thu 23/08/12	Tue 28/08/12		\$6,152	100%
Newbank Rd (8km)*	Tue 28/08/12	Thu 30/08/12		\$9,910	100%
Masmans Rd (3km)***	Thu 30/08/12	Mon 3/09/12		\$5,317	100%
Eckroyds Rd (2km)***	Tue 4/09/12	Wed 5/09/12		\$7,944	100%
MR55 Shoulders & Reseals	Fri 14/09/12	Thu 25/10/12		\$0	100%
Mt Nombi Rd (7km)*	Thu 9/08/12	Wed 15/08/12		\$10,183	100%
Wyuna Rd (34km)*	Tue 14/08/12	Fri 31/08/12		\$32,511	100%
Vaughans Rd (1km)***	Fri 5/10/12	Fri 5/10/12		\$517	100%
Glendowda Rd (7km)***	Fri 5/10/12	Tue 9/10/12		\$504	100%
Mt Erin Rd (2.5km)***	Fri 31/08/12	Mon 3/09/12		\$1,856	100%
Mitchell Springs Rd (22km)*	Fri 31/08/12	Wed 19/09/12		\$24,226	100%
Sansons Ln (3km)*	Thu 20/09/12	Tue 25/09/12		\$4,173	100%
River Rd (5km)*	Wed 26/09/12	Tue 2/10/12		\$4,185	100%
Morrisseys Rd (6km)*	Wed 3/10/12	Wed 10/10/12		\$9,172	100%
Yearinan Rd (8km)**	Wed 10/10/12	Mon 15/10/12		\$7,574	100%
Bugaldie Town Streets	Mon 15/10/12	Mon 15/10/12		\$2,692	100%
Yaminbah Rd (14.5km)**	Tue 16/10/12	Mon 29/10/12		\$10,740	100%
Merryula Rd (7.6km)**	Tue 30/10/12	Wed 7/11/12		\$8,244	100%
Borah Creek Rd (12km)**	Thu 8/11/12	Tue 20/11/12		\$754	100%
Rayak Rd (2.5km)***	Tue 20/11/12	Wed 21/11/12		\$1,930	100%
Guinema Goorianawa Rd (15.4km)*	Wed 21/11/12	Tue 4/12/12		\$24,943	100%
Bugaldie Guinema Rd (12km)*	Tue 4/12/12	Wed 12/12/12		\$4,683	100%
Eleven Mile Guinema Rd (5.34km)**	Wed 12/12/12	Tue 18/12/12		\$4,615	100%
Kennedeys Rd (4.2km)***	Mon 4/02/13	Tue 5/02/13		\$0	0%
Iona Rd (2km)***	Thu 20/12/12	Fri 21/12/12		\$64	100%
Cumberland Rd (15km)**	Fri 21/12/12	Wed 2/01/13		\$8,306	100%
Indians Lane (2km)	Tue 8/01/13	Tue 5/02/13		\$2,578	0%
Mancers Ln (13km)**	Wed 4/07/12	Wed 11/07/12		\$14,029	100%
Brooks Rd (30km)*	Wed 18/07/12	Tue 7/08/12		\$33,296	100%
Nalders Rd (2km)***	Wed 5/09/12	Thu 6/09/12		\$2,132	100%

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Task Name	Start	Finish	Cost	YTD Cost	% Work Complete
Maranoa Rd (5km)**	Thu 6/09/12	Fri 7/09/12		\$8,266	100%
Box Ridge Rd (30km)*	Tue 4/09/12	Wed 26/09/12		\$42,217	100%
Leaders Rd (19km)**	Thu 27/09/12	Tue 16/10/12		\$17,075	100%
Burma Rd (6km)***	Wed 17/10/12	Tue 30/10/12		\$14,684	100%
Boogadah Rd (4km)***	Wed 31/10/12	Tue 6/11/12		\$7,257	100%
Myall Plains Rd (12km)***	Tue 6/11/12	Fri 23/11/12		\$20,361	100%
Nashs Rd (5km)**	Mon 26/11/12	Tue 27/11/12		\$8,886	100%
Gowang Rd (4km)**	Wed 28/11/12	Thu 29/11/12		\$4,557	100%
TV Rd (7km)**	Fri 30/11/12	Thu 6/12/12		\$12,998	100%
Hickeys Rd (6.5km)**	Fri 7/12/12	Wed 12/12/12		\$10,017	100%
Mia Mia Rd (11.24km)**	Thu 13/12/12	Fri 21/12/12		\$1,803	100%
State Forest Rd (11.09km)*	Thu 8/11/12	Wed 21/11/12		\$18,954	100%
Dennykymine Rd	Mon 2/07/12	Mon 2/07/12		\$2,791	100%
Evans Ln	Mon 2/07/12	Mon 2/07/12		\$4,382	100%
Indians Lane (2km)	Tue 18/12/12	Wed 2/01/13		\$0	100%
Cumbil Road (2km)	Tue 18/12/12	Tue 18/12/12		\$12,735	100%
Hotchkiss Road (6km)	Wed 19/12/12	Tue 8/01/13		\$2,516	100%
Baradine Streets (2km)	Tue 5/03/13	Wed 6/03/13		\$0	0%
Caledonia Road (10.6km)	Wed 9/01/13	Thu 31/01/13		\$22,246	100%
Barwon Road (2km)	Wed 23/01/13	Wed 23/01/13		\$1,329	100%
Kinross Road (2km)	Thu 31/01/13	Thu 31/01/13		\$4,897	100%
Finlays Road (4km)	Fri 1/02/13	Mon 4/02/13		\$4,898	100%
Munns Road (12km)	Tue 12/02/13	Fri 1/03/13		\$22,305	0%
Tabletop Road (4km)	Fri 1/03/13	Tue 5/03/13		\$6,805	0%
Creenaunes Road (8.5km)	Fri 10/05/13	Tue 21/05/13		\$0	0%
Cumbil Road (2.2km)	Wed 6/03/13	Thu 7/03/13		\$0	0%
Avonside Road (6.2km)	Fri 21/12/12	Thu 10/01/13		\$0	0%
Wardens Road (3.2km)	Fri 22/02/13	Thu 28/02/13		\$0	0%
Pine Ridge Road (3.2km)	Tue 5/03/13	Thu 7/03/13		\$0	0%
McEvoy's Road (2km)	Mon 7/01/13	Wed 9/01/13		\$0	0%
Mia Mia Road (7.6km)	Fri 8/02/13	Wed 27/02/13		\$0	0%
Bourkes Road (3.4km)	Thu 14/02/13	Tue 19/02/13		\$0	0%
Yarragrinn Road (14.1km)	Thu 21/02/13	Tue 12/03/13		\$0	0%
Mendooran-Tooraweenah Road (1.8km)	Tue 12/03/13	Thu 14/03/13		\$0	0%

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Item 24 Regional State of the Environment Report

Division:	Environmental and Community Services	
Management Area:	Environmental Services	
Author:	Director Environmental and Community Services - Tony Meppem	
CSP Key Focus Area:	Natural Environment	
Priority / Strategy:	NE2.2 Ensure that management of our natural environment is based on a regional approach and interagency cooperation.	
File Ref:	Function: Environmental Management	Activity: State of Environment

Background

For a number of years Council has participated in the regional state of the environment reporting project coordinated by the Central West Catchment Management Authority as a means of achieving its environmental reporting requirements under the Local Government Act.

The introduction of the integrated Planning and Reporting framework now requires Council to report as to the state of the environment within its area in the year of a general election of Council. In the years between elections Council must prepare an annual report which outlines its achievements against its delivery program which includes significant environmental goals.

Issues

Council has been a member of this alliance of Councils using the regional reporting framework for a number of years and the outcomes delivered have been good value for money for Council. Council and the CMA have carried out a review of the environmental issues in the current Community Strategic Plan (CSP) to make sure that the regional approach to information gathering and reporting will deliver results for Council and changes to the CSP will be implemented to better align with the regional report format.

Council has received an invitation (copy annexed to this report) from the Central West Catchment Management Authority to again participate in the regional reporting project for a yearly cost of \$3,000 for the four year term of the project.

Options

Council has the option of collecting and preparing the data and reports in house or outsourcing the process to the regional project as has occurred in previous years.

Financial Considerations

The cost of the project will be \$3,000 per year.

WARRUMBUNGLA SHIRE COUNCIL

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Summary

Council would not have the resources in house to meet its commitments in the area of state of the environment reporting and valuable economies of scale can be achieved through the regional reporting proposal.

RECOMMENDATION

That Council agree to participate in the Regional State of the Environment Reporting project at a cost of \$3,000 per annum for the term of this Council.

WARRUMBUNGLE SHIRE COUNCIL

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Attachment



Catchment Management
Authority
Central West

Central West Catchment Management Authority
140 William St, PO Box 1480 BATHURST NSW 2795
T (02) 6339 4900 F (02) 6339 4949
www.cw.cma.nsw.gov.au

Contact: Diana Kureen
T (02) 6339 4908 M 0427 298 939
email: diana.kureen@cma.nsw.gov.au

File: CMA 01822

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

27 February 2013

Dear Sir,

Subject: REGIONAL STATE OF THE ENVIRONMENT REPORTING 2012-2016 AGREEMENTS

As you would be aware, your Council has agreed to participate in the 17 Council - Central West Regional State of the Environment Reporting for the next four years. Under the current Department of Local Government (DLG) Integrated Planning and Reporting (IP&R), a State of the Environment (SOE) Report will be required to be produced by these Councils in 2016. In the interim years the participating Councils have agreed that they will collect and upload data, relating to agreed indicators which support Community Strategic Plan (CSP) objectives to a web-based data collection system. In return each Council will be provided with an annual Snapshot Report, mainly consisting of graphs, that can be used in their own Annual Reporting. In addition an annual Regional Snapshot Report will be produced showing regionally trended data using key indicators.

The collection of data and production of Annual Snapshot Reports will provide a useful reporting tool for Councils, as well as supply a good indicator of how the region is tracking. It will also ensure that enough data is collected over the reporting period to produce a Regional SOE Report in 2016. Councils will also be required to provide a case study and photographs on an annual basis that can be included in the end of term Regional SOE Report.

It is understood by the participating Councils that there may be gaps in reporting where regional indicators do not "directly inform" every Council CSP objective. Where these gaps exist each Council may wish to complete a supplementary report for the DLG showing how they have met these objectives. However, prior to agreeing to continue to report on a regional basis, a review of the all the Councils' CSPs, the Central West Catchment Action Plan and previous Regional SOE Reports was undertaken, and it was determined that there was adequate alignment of the objectives in each Councils' CSPs to allow regional environmental reporting to continue.

I am writing on behalf of the Steering Committee to inform you that Molino Stewart Pty Ltd are the successful consultants for the four-year project and will provide the following services:

1. Supply & Management of web-based Data Collection System
2. Annual Regional Snapshot (graphs)
3. Annual Snapshot for each of the 17 Councils (graphs)
4. Year 4 - preparation of 1 Regional SOE Report

Vibrant Communities, Healthy Landscapes
www.cw.cma.nsw.gov.au

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Molino Stewart has provided excellent service in regard to Regional SOE Reporting in the past and will be able to supply continuity and a good understanding of the project in the future.

Based on the quote from Molino Stewart of \$178,409 (GST exclusive), for the four years of reporting, the annual contribution for each Council will be \$3,000 (GST exclusive). The increase of \$250.00 per year over the previous years RSOE Reporting costs, will ensure that if the Central West Catchment Management Authority (CMA) is unable to contribute, that the project will still be able to be successfully completed. It will also allow for a few contingencies over the four years.

The Steering Committee has requested that each of the General Managers sign off on this commitment (please see agreement on following page) as soon as possible so that the contract with Molino Stewart can proceed.

The contract with Molino Stewart will be held with the Central West CMA (Local Land Services as of 2014), but the funding will be administered by Bathurst Regional Council.

Additionally, each Council is asked to make available the staff resources to supply the key data, in a timely fashion, as requested by the Consultants and/or Steering Committee.

Please sign and return the following agreement by 15 March 2013, prior to the Inception Meeting with the Consultants to be held at the end of March. The signed agreement and any further enquiries should be directed to Diana Kureen, the Central West CMA's Local Government Officer, via the contact details listed above. Please keep a copy of the agreement for your own records.

Thank you for your cooperation. We look forward to another successful four years of Regional State of the Environment reporting.

Yours sincerely,



Tracey MacDonald
Program Manager - Strategy and Planning
Central West CMA

WARRUMBUNGLE SHIRE COUNCIL

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Catchment Management
Authority
Central West



Central West Catchment Management Authority
PO Box 1480, BATHURST NSW 2795

Warrumbungle Shire Council
PO Box 191
COONABARABRAN NSW 2357

REGIONAL STATE OF THE ENVIRONMENT REPORTING 2012- 2016

Annual Cost to Council: \$3,000 (GST exclusive).

Agreement

Warrumbungle Shire Council hereby agrees to commit the above funding on an annual basis, for the next four financial years, 2012-2016 inclusive, for the preparation of three Snapshot Reports - one regional and one for Council - for the years 2012-2015, and one Regional State of the Environment Report for the year 2016.

Name: Stephen Loane

Position: General Manager

Organisation: Warrumbungle Shire Council

Signature:.....

Date:.....

WARRUMBUNGLA SHIRE COUNCIL

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Item 25 Cobbora Coal Mine

Division:	Environmental and Community Services
Management Area:	Regulatory Services
Author:	Director Environmental and Community Services – Tony Meppem
CSP Key Focus Area:	Natural Environment
Priority / Strategy:	NE2 Activities involving the extraction of natural resources from our Council area, including coal and coal seam gas, should have minimal negative impacts on our natural environment
File Ref:	Function: Land use and Planning Activity: Planning

Background

Cobbora Holding Company P/L has submitted a state significant coal mine to be located approximately 22km southwest of Dunedoo within the Warrumbungle Shire Council area. The proposal is to remove approximately 20Mtpa of coal per annum for a period of twenty one years to create the fifth largest coal mine in NSW. The proponent is a wholly owned company of the NSW State Government and is developing the project to provide a reliable supply of coal to the NSW electricity generators to help reduce increased electricity costs.

The proponents have conducted information nights in Dunedoo in May 2012 where there expert consultants were available to answer concerns from residents and more recently attended the Driving Dunedoo forum on Monday 12 November 2012.

The project has been deemed state significant development and as such will be determined by the Planning Assessment Commission PAC (an independent three person panel selected by the government). The Environmental Assessment was on public exhibition with submissions due no later than the 16 November 2012. Council staff submitted a submission on Council's behalf after consultation with the Mayor due to no Council meeting being available prior to submissions closing and a copy of the submission was provided at the November 2012 Council meeting.

The PAC held a public hearing at the Dunedoo Hall from 9.30am on Tuesday, 11 December 2012 and the General Manager and Councillor Coe addressed the PAC regarding Council's concerns.

The approval process involves the proponent being given the opportunity to amend the project as a result of submissions received and this was completed and the amended project again placed on exhibition with the opportunity to make a further submission closing on Friday 8th March 2013. The General Manager made a submission on Council's behalf and a copy of the letter is attached.

Council's Mayor Cr Shinton, Deputy Mayor Cr Coe, General Manager Mr Loane and DECS attended Sydney on Wednesday the 27th February 2013 to meet in a private session with the PAC members. The purpose of this meeting was to reinforce Council's issues and to take

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the opportunity afforded by the Commission to present any detailed concerns. The meeting was considered very successful with the panel members being very supportive of council's issues.

A major means of addressing the negative affects of major developments such as coal mines is afforded in negotiations between the relevant local government areas and the proponents to develop an agreement called a voluntary planning agreement (VPA). Council has been in preliminary negotiations with the Cobbora Holdings secretary and its representatives over the last two months and at this point significant differences between the relative positions of the parties remain. Council has co-operated with Wellington Shire in hiring the services of a person with past experience in negotiating mining VPAs to benefit from shared costs. It is anticipated that a draft agreement may be available to present to Council for adopting at the ordinary Council meeting in April 2013.

Issue

Council has an opportunity to get real benefits to the community to offset the detrimental affects of this development by raising its concerns now and having them dealt with as part of the development consent so that the matters will be tied to the land irrespective of who owns the project from time to time. Should Council and the proponent fail to agree on the contents of a VPA either party may request the Department of Planning and Infrastructure to mediate an outcome.

Council's main issue with the current offerings of the proponent is that the basis for payments between the four (4) councils that could be affected by the project has been calculated upon where the employees will live. The main argument against this model is that the model fails to take into account that this Shire will be hosting the mine and due to its proximity to Dunedoo the shires residents will be the people suffering the most detrimental effects such as increased traffic, noise, dust etc.

Options

The only option open to Council is to stress upon the PAC and the proponent that it expects the detrimental effects of the mine to be adequately offset by the mine proponent.

Financial Considerations

Council is expending funds at present with an experienced consultant assisting with the negotiations with Cobbora Holdings and costs have been generated in staff time and airfare and accommodation costs when meeting with the PAC and NSW Treasurer in Sydney recently to reinforce Councils position.

Summary

The Cobbora Coal Project will have significant positive economic effects upon the Dunedoo district in particular; however, this positive effect will be offset by significant social and environmental impacts that will require mitigation measures to be implemented. It is highly unlikely that this project will be refused given the pressing need for a cheaper source of coal for the states electricity so Council needs to be proactive in mitigating negative impacts and positioning the local community to benefit from the mine.

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RECOMMENDATION

That Council note the report on progress and actions so far in making submissions to the Planning Assessment Commission and in attempting to negotiate a Voluntary Planning Agreement with Cobbora Holding Company.

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Coonabarabran:

20-22 John Street
Coonabarabran NSW 2357

PO Box 191
Coonabarabran NSW 2357

ABN: 63 348 671 239



Calls from within Shire
1300 795 099

Calls from outside Shire area

Coonabarabran:
02 6849 2000

Coolah: 02 6378 5000

Fax: 02 6842 1337

Email:
info@warrumbungle.nsw.gov.c

Coonabarabran - Coolah - Dunedoo - Baradine - Binnaway - Mendooran

Please address all mail to:
The General Manager

Please refer enquiries to: **Steve Loane**

6 March 2013

The Department of Planning & Infrastructure
GPO Box 39
SYDNEY NSW 2001

Application Number 10_0001

Dear Sir/Madam,

Re: Cobbora Coal Project: Council's Reply to CHC's 'Response to EA Submissions' Document

Thank you for the opportunity to comment on the Proponent's 'Response to EA Submissions' document.

1. Introduction and Rationale for Council's Position

As you are aware the project will be located in the Warrumbungle LGA and as the sphere of government directly responsible for the day to day governance of this community, there are several matters pertaining to this Project confronting Warrumbungle Shire Council ('Council') that are significant.

The Warrumbungle LGA contains 10,330 people spread over a relatively large land area of 12,380 km². That represents a population density of only 0.8 persons/km². In comparison, Sydney has a population density of 380 persons/km².

For Council this means there are far fewer people to help service the required hard and soft infrastructure needs of the community. For instance, Council has approximately 1,700 km of unsealed roads and 1,000 km of sealed roads to repair and maintain. Furthermore, approximately 9% of the population is Indigenous with this group having a very high unemployment rate of 29%. The overall unemployment rate in the LGA is also relatively high at 6.7%. The Warrumbungle LGA is clearly at a socio-economic disadvantage.

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In addition, the LGA is suffering, both now and into the future because CHC has bought up 33,000 ha of land formerly owned by 68 farming families (overall 90 farms involved), most of whom have left the district. That represents a very significant loss of agricultural production worth many millions of dollars. This wealth used to flow to the local service industries and they are now experiencing economic hardship with one rural supplies business alone losing \$100K turnover from just one client due to the buyout and closure of a significant piggery. Council maintains that any CHC land lease arrangements will generate much lower productivity and fewer dollars into the local community. Dunedoo has been financially crippled by the loss of these farming families and with the mine likely to be delayed there is no replacement of this revenue.

Against this backdrop, Council wishes to see the Proponent engage co-operatively with Council to achieve a Voluntary Planning Agreement that delivers acceptable environmental and socio-economic outcomes, mindful of the LGA's social inequity.

To elaborate, Council seeks an equitable distribution of resources and opportunities that gives clear recognition to the LGA's socio-economic disadvantaged nature and the fact that the mine will be physically situated within Council's LGA. Council is concerned to see that cost impacts are properly mitigated and there is absolutely no imposition of economic, social or environmental cost transfers to Council, its ratepayers or residents.

Hence, Council seeks commitments from CHC that the following matters will be addressed to its satisfaction:

1. The funding to upgrading of Dunedoo water and sewerage systems and other infrastructure works;
2. Annual financial contributions during the life of the project for community projects, road repair and maintenance and to compensate for Council project-related costs; and
3. Employment benefits for the residents of Warrumbungle LGA.

These matters are addressed below.

2. Infrastructure Funding

Council seeks confirmation from the Proponent that it will provide the following funds for infrastructure upgrading:

- Dunedoo Water Supply: \$ 400K (is 50% of the total cost) - to increase system capacity to meet the increased population resulting from the mine;
- Dunedoo Sewerage Treatment Plant: \$3 Mil (is 50% of the total cost) - to increase system capacity to meet the increased population resulting from the mine;
- Dunedoo Wide Load Bypass: \$500 K - to redirect slow moving wide loads away from the town's business centre to avoid the safety hazard of mixing with smaller sized business traffic; and
- Fund the ongoing monitoring of traffic on Cobbora Road between the Golden Highway and Mendooran Road to determine whether traffic usage warrants, in Council's opinion, upgrade works. If so warranted the Proponent agrees to fund such works.

In the event that Project commencement is delayed, as seems likely, Council seeks the payments listed above be made in the FY 2013-14 to allow sufficient time for planning and implementation before impacts are experienced.

3. Workforce Predictions

In its EA Submission Council expressed concerns about the accuracy of the workforce modelling studies. As a result of the questionable assessment, we indicated there is limited value in the subsequent impact predictions regarding traffic, roads, accommodation and housing.

Council's concerns remain about the EA workforce modelling and it does not believe that it is sufficiently robust to confidently predict:

- a) The sources of the construction and operations staff;
- b) The spread of employed locals across the four LGAs and hence the traffic movements, accommodation needs, etc.;
- c) The labour capacity in Mid Western Regional Council (MWRC) to provide workers given the demand from current and other new major projects within its jurisdiction; and
- d) The labour capacity in Dubbo given it, like MWRC, is at or close to full employment yet there are other major projects on the horizon.

The Proponent's 'Response to EA Submissions' effectively concurs with Council's observations about the doubtful value of the modelling by acknowledging on page 306 ***"Due to inherent uncertainties in making long term forecasts of population growth and its precise distribution CHC sees no benefit in any further workforce modelling at this time"***.

The 'Response' document on page 296 elaborates on this point where it states:

"It is important to note that forecasts of this type are complex and dependent on a wide range of variables that will change over the life of the Project. The key variables include the rate and timing of the development of the Project and all the others that are scheduled to occur concurrently. In turn, these factors depend on world economic conditions, particularly the demand for energy and climate change policy over the coming quarter century. Various national economic and social factors, such as GDP growth and immigration rates, are also relevant. Locally, many other factors will have an influence, particularly the cost and availability of housing and other facilities, and any major improvements in regional transport infrastructure. Given this complexity, it would be possible to produce a very wide range of workforce distribution estimates".

Council also notes that the EA predicts that with 'effective training programs' 65% of the operations workforce will be locally sourced by 2020 with 70% by 2027.

However, without effective training programs only 20% of mine employees will be locals. If no additional training occurs, the worker shortfall is predicted to be 46 in 2015, 344 in 2020 and 465 in 2027.

This places major importance on the need for the implementation of effective training programs that will deliver a large number of suitably trained workers.

The EA and the subsequently tabled information about the training program does not explain how the proposed TAFE training courses will actually deliver in accordance with CHC's workforce needs and targets.

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We urge the Department of Planning & Infrastructure and the Planning Assessment Commission to closely examine this matter and show for the public's benefit the consequences of what is proposed. Council would like to know:

- How what is proposed will actually deliver in accordance with CHC's 70% local workforce needs;
- Details of the commitments and undertakings by the various service providers to deliver stated outcomes; and
- The number of apprenticeships, traineeships and scholarships committed to by CHC for the first 10 years.

The EA workforce model factored in other coal mine proposals in the Ulan, Wollar and Bylong areas.

However there are a significant number of non-coal mining developments, for example wind farms, progressing through the planning system which should definitely be considered in the workforce modelling. These are listed in Table 1 below. These other projects demand large numbers of workers and will also impact on accommodation/housing, roads and traffic and will have consequences for Cobbora as well.

Table 1: Local Major Non – Coal Projects & Their Workforce Needs

Project	Construction Workforce	Operations Workforce
Bodangera WF	70 - 100	5
Uungula WF	250	40
Crudine Ridge WF	75	15
Liverpool Range WF	200	20
Wellington Gas Fired PS	>300	10
Young/Wellington Gas Pipeline	60	5
Total	1,000	315

In summary, Cobbora Coal Project requires a construction workforce of 550. The projects listed in Table 1 require a construction workforce of about 1,000, about twice that of Cobbora. We urge the Department of Planning & Infrastructure and the Planning Assessment Commission to address these labour demands when assessing the impacts of Cobbora.

4. The Voluntary Planning Agreement: Annual Financial Contributions during Construction and Operational Phases

Council seeks a Voluntary Planning Agreement (VPA) with CHC that meets the primary objectives as outlined by DIPNR in 2005, inter alia:

- *To meet the demands created by the development for new infrastructure, amenities and services;*
 - *Securing off-site planning benefits for the wider community so that the development delivers a net community benefit; and*
 - *Compensating for the loss of or damage to a public amenity, service or asset by the development through replacement, substitution, repair or regeneration.*
- (Source: DIP&NR Planning Agreement Practice Note July 2005).

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CHC's initial intentions were to base the VPA calculations on an 'employee' model with certain dollars per worker and where they are domiciled. Council is disappointed that there was no discussion with it as to what would be an acceptable funding model. Council has serious reservations about using the 'employee' model for determining financial contributions as it believes the model output is of questionable value and furthermore it understates the true costs borne by Council as the host LGA. As the host Council, it, together with the local community and ratepayers will have to bear the inherent concentration of proximity impacts that inevitably occur. These impacts must be acknowledged and compensated in the VPA.

Over the past few years various mining companies have negotiated a number of VPAs with Councils. Table 2 shows some examples.

Table 2: VPA Annual Contributions from Coal Mine Developers to Councils

	C&A Bengalla Coal Mine (2011) 267 ops employees	C&A Mount Pleasant Coal Mine (2011) 350 ops employees	DIIP Mt Arthur Coal Mine (2010) (\$1.1 Bil capex)	Maules Creek Coal Mine (Oct 2012) (\$798 Mil capex & 470 ops employees)
Muswellbrook Council - Community Fund	\$400K pa	\$500K pa	\$500K pa	See below
Muswellbrook Council - Road Maintenance	\$125 K pa	\$220K pa	\$120K pa	See below
Muswellbrook Council - Environmental Officer	\$15 K pa	\$20K pa	\$20 K pa	See below
Apprentices	4 (Min)	4 (Min)		?
Narrabri Shire Council - to determine allocation of these funds				\$100K up front + Council annual top up of 1.5% of the CPI component of funds from the sale of coal. Plus \$0.075/tonne x 220 Mil tonnes 'saleable coal' = \$16.6 Mil over 21 years = \$790 K pa
Total	\$540K pa	\$740K pa	\$640K pa	\$850K pa

These projects provide a useful yardstick and an indication of the quantum of funds that Council believes should be provided. Based on the information in Table 2 above, the Cobbora Coal Mine should be providing a quantum representative of a \$ 1.3 Billion capex and approximately 500 operational workers. In Council's view an appropriate quantum for the project would be in the order of \$800K pa + CPI pa.

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As the host Council for the mine, Council seeks the majority of the VPA funding available in recognition of the social equity issues confronting the LGA, the fact that it will suffer most of the environmental, social and economic impacts, including hosting the 400 construction worker camp for at least three years.

Thus Council seeks appropriate financial contributions:

- a) For the repair and maintenance of various roads and other hard infrastructure for the life of the mine;
- b) For general community enhancement to address social amenity and community infrastructure requirements arising from the project;
- c) To compensate for adverse environmental, social and economic consequences; and
- d) To offset Council's project-related administration costs.

Whatever funding modal is finally decided, Council seeks the following funding arrangements:

4.1 Funds to Offset the Wealth Loss caused by Farm Buyouts and Project Delay

For each year, or part thereof, that construction of the project is delayed beyond 1st September 2013 the Proponent will pay Council \$1 Million. This amount is in recognition of:

- a) the loss of income in the community caused by the acquisition of approximately 88 (possibly up to 90) family farms and the farm income foregone;
- b) the Proponent's farm lease program not returning the same level of income to the community as the former family farms; and
- c) insufficient economic activity generated by the Cobbora Coal Project to offset the loss.

These funds will be used by the local community to improve local hard and soft infrastructure, for example local community halls, sporting facilities and community environment projects, which will boost local employment to fill the void left between the time of farmland buyout and project commencement.

4.2 Project Construction Phase (Three years)

The Proponent will pay Council a minimum of \$400 K pa + CPI, or \$1.2 Mil + CPI over the three year construction period. If the construction period runs longer, then the same rate of payment is required for additional years and months.

The rationale for this amount is that the Project is actually located in the Warrumbungle LGA, including the construction camp for 400 plus workers, and almost all of the construction impacts are localised and confined to this LGA.

The \$400K pa is to be the minimum amount, with the actual amount paid to be based on the head count of workers as at 1 April each year (with 400 being the minimum for funding calculations), paid at the rate of \$1K/pa/worker. The worker payroll will be provided to Council to enable an audit if desired.

The construction worker head count is to be defined as including, inter alia:

- Full time and part time CHC/owner employees;
- Full time and part time contractors;
- Casual and other part time workers; and
- Any other persons residing in the construction village for more than one month.

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4.3 Project Operational Phase (21 years)

The Proponent will pay Council a minimum of \$300 K pa + CPI, or \$6.3 Mil + CPI over the 21 year operational period.

The \$300K pa is to be the minimum amount, with the actual amount to be based on 75% of the actual number of operational workers, paid at the rate of \$1K/pa/worker. The actual amount of funding will be based on the head count of workers as at 1 April each year (with 400 being the minimum for funding calculations). The worker payroll will be provided to Council to enable an audit if desired.

The operational worker head count is to be defined as including, inter alia:

- Full time and part time CHC/owner employees;
- Full time and part time contractors; and
- Casual and other part time workers.

The proportional allocation of the development contributions will be as follows:

- Community Benefit Fund: 40%;
- Road Maintenance: 50%
- Project related Council costs: 10%

5. Environmental & Social Impacts on Landholders in Close Proximity to the Mine

Council seeks assurances that the environmental planners and regulators, including OEH, EPA and the Office of Water are being extraordinarily diligent in ensuring the impact predictions are accurate, and that the environmental safeguards are satisfactory for rural residences located in the Warrumbungle LGA within four kms of the proposed mine operations.

6. Traffic Impacts

In Council's view the daily traffic during the construction phase is likely to be:

- 155 mine worker cars (allowing for some car pooling);
- 60 cars associated with the accommodation facility (allowing for some car pooling);
- 35 visitor cars (allowing for some car pooling); and
- 100 trucks.

That is 350 vehicles per day, including 100 trucks impacting on the local Council roads in the immediate vicinity of the mine.

During the 21 year operating life of the mine the workforce will range from 170 in 2015 to 590 in 2027.

The ramifications for traffic and roads during this phase include:

- At the peak of operations there will be 250 workers and 30 management staff per 24 hours commuting to the site (say 215 cars allowing for some car pooling)
- 50 visitors/day (say 35 cars allowing for some car pooling)
- 41 trucks/day

That is 291 vehicles per day, including 41 trucks impacting on the local Council roads in the immediate vicinity of the mine.

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Based on the evidence from other mining regions, Council does not agree that car pooling will be as high as mooted in the EA, namely:

- 63% car driver ratio for workers during construction;
- 50% car driver ratio for workers during operations; and
- 75% car driver ratio for mine management during operations.

Hence, in Council's view the traffic impacts are understated and we urge the Department of Planning & Infrastructure and the Planning Assessment Commission to closely examine the matter.

7. Housing

The EA mentions 'housing development strategies' for relocated workers and their families in Dubbo, Wellington and Warrumbungle LGAs (App S, E9). However there is no detail pertaining to this matter. Council would appreciate the Department of Planning & Infrastructure and the Planning Assessment Commission examining the project's proposed housing plans to maximise the number of workers residing in subsidised housing in Dunedoo, as this place of residence will offer minimal commuting times to and from the mine. Council also recommends that CHC establish an office in the Dunedoo CBD to provide a convenient access point for locals and visitors seeking information about the mine. Council recommends that CHC relocate its head office to Dunedoo.

8. Transparency in Department of Planning & Infrastructure Deliberations

Council seeks close co-operation and dialogue with the Department as it deliberates on the mine proposal. To this end we request:

- a) A meeting with the Department to discuss this Submission; and
- b) Receiving a copy of any draft consent conditions at the same time that they might be forwarded to the Proponent for comment.

These steps are important to Council as we wish to be kept fully informed and engaged in the planning decision process.

9. Post Consent Management Plans

Council has concerns that the EA offers solutions to many of the social and environmental issues by proposing the development of management plans, for example to mitigate the impacts of dust, lost agricultural production and lighting emissions, however these plans will not be available for public scrutiny prior to the determination of the project. Council believes that the effectiveness of these plans would be greatly enhanced if Council was provided with an opportunity to review and comment on the plans before being finalized and implemented.

As mentioned above, Council has particular concerns about the immediate negative economic impact of CHC purchasing productive agricultural lands which has resulted in a reduction of agricultural production, flowing on to economic hardship for Dunedoo businesses. To alleviate this impact Council recommends that the Proponent be required to establish an Agricultural Management Plan in consultation with Council within three months of project determination. It is Council's view that this plan needs to be informed by and founded on a local economic impact assessment on the residents of Dunedoo and district and that this assessment should be sourced by Council with its costs met by CHC. A key aim of the plan ought to be to maximize agricultural production of CHC lands and integrate with the businesses of Dunedoo and other nearby service centres.

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10. Economic Impact

Due to the detrimental impacts of this project currently being experienced in Dunedoo through the loss of jobs resulting from CHC buying formerly productive farmland that supported 68 families and local businesses, Council recommends that CHC establish its head office within Dunedoo as a matter of urgency to boost economic activity in this town.

Another vital action recommended for the Proponent is the funding of a local economic impact assessment, referred to in Section 9 above.

11. Conclusion

We thank you for your willingness to consider the matters raised and we look forward to further discussions at your convenience. If the Government is of a mind to approve the Project then we wish to see consent conditions that protect and enhance the interests of Warrumbungle Shire Council, its citizens and ratepayers.

If you have any queries regarding the above mentioned matters please don't hesitate to contact Mr Steve Loane, General Manager, on telephone 0418 848 593.

Yours sincerely



STEVE LOANE
GENERAL MANAGER

cc: Planning Assessment Commission

WARRUMBUNGLE SHIRE COUNCIL

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Item 26 Trial Relocation of Community Care Vehicle

Division:	Environmental and Community Services
Management Area:	Warrumbungle Community Care
Author:	Manager Warrumbungle Community Care - Fiona Luckhurst
CSP Key Focus Area:	Community and Culture
Priority / Strategy:	CC2.1 Identify the constraints in service provision and create partnerships that address those gaps across all demographic and special needs groups in the area.

File Ref: **Function:** Community Services **Activity:** Warrumbungle Community Care

Background

Community Transport is a booked service which operates between set hours and is provided dependent on available resources. Funding is through Transport for NSW who provide funds for HACC clients (the frail aged, people with a disability and their carers) and limited funds for the Community Transport Program (CTP) which assist transport for disadvantaged people. CTP funding is currently only available to residents in the Southern end of the Shire. A small amount of money (less than \$8 000 per annum) is provided by NSW Health to provide Health Related Transport in the Southern end of the Shire.

WCC currently has six (6) Community Transport vehicles in its fleet. One (1) car is based in each of the towns of Mendooran, Dunedoo and Coolah. Two cars and the fifteen seater Toyota Coaster bus with wheelchair access are based in Coonabarabran.

A service review of Community Transport services was conducted in September 2012 in response to a Warrumbungle Community Care (WCC) Community Care Common Standards Self Assessment undertaken in July 2012.

Issues

Geographic and social isolation issues and lack of services in towns present specific issues for the frail aged and people with disability living there. These issues are experienced by this demographic group across the Shire in varying degrees. Community Transport services are funded across the Shire to 'support' the frail aged and people with a disability to remain living at home, however, as with all funded services, the pool of available resources is limited and needs to be carefully managed to ensure equity and accountability. Community Transport is a vital link to medical services, shopping opportunities and social outings for the frail aged and people with a disability.

The Service Review

The number of clients, trips, trips with more than one client in the vehicle, garaging location and destinations for each vehicle were identified. Utilisation rate and spare seat capacity were calculated. A client survey was also undertaken. (see Attachment D)
The review indicated that:

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- The Mendooran car was empty or had only one passenger 91% of time (this is considered to be having 'spare seat capacity'). The percentage of work days the car was used was 55%. The vehicle rarely went to locations other than Dubbo. The vehicle was used most frequently for shopping in Dubbo. There were under ten different clients using the Mendooran car in the last twelve months.
- The Dunedoo car had similar utilisation rates to Mendooran, however travelled more frequently to destinations other than Dubbo. Spare seat capacity was 91%. Approximately 25 different clients used the car.
- The Coolah car was highly utilised, used mainly for medical appointments and on the road 79% of work days. There was spare seat capacity 74% of the time. Approximately 25 different clients used the car.
- The two Coonabarabran cars were utilised at 74% and 63% respectively, visited a diverse range of locations and had spare seat capacity 53% of the time.
- The bus was underutilised.
- Clients were picked up from Baradine on 105 occasions in twelve months.
- Clients indicated that they would like to use the bus to go to Mudgee, Gulgong, Tamworth and Gunnedah for social events and shopping.

Discussion

Mendooran is the closest town to Dubbo on the run from Baradine to Dubbo. Community Transport services run from Baradine and/or Coonabarabran through Mendooran every day, with often two cars per day travelling through Mendooran. The Community Bus also passes through Mendooran at least once a fortnight on its way to Dubbo. Mendooran has the highest level of Community Transport service availability in the Shire, having a car garaged there and vehicles from the north travelling through daily and only a small number of clients. Utilising a corrdoring approach to provision of transport services is recognised generally (and more specifically, by our funding body) to be best practice and cost effective. As other Community Transport vehicles travel through Mendooran daily the garaging of a vehicle in Mendooran is an ineffective use of resources and duplication of service availability.

Coonabarabran has by far the largest population of frail aged and people with a disability and number of clients in the Shire. In comparison to other towns it has less availability of community transport services, however also have more shops, medical and other services which can be accessed through local transport.

Clients in Baradine are serviced using the Coonabarabran cars. This necessitates the volunteer drivers in Coonabarabran driving to Baradine to pick up clients and then dropping them off in Baradine after the long trip to Dubbo and then driving back to Coonabarabran. This means a very long day for volunteer drivers who are often aged themselves. It was also raised by Baradine Health Council in 2012 that the location of a car in Baradine would support the community to access health and other services.

People without vehicles residing in Baradine, Binnaway and Coonabarabran that are not eligible for HACC services are unable to access Community Transport.

The bus is underutilised. Higher utilisation of the bus will reduce costs particularly for short distance trips as a client contribution is charged. The bus could be promoted more widely for shopping and social occasions to increase numbers. If the bus is travelling to a destination, clients could be encouraged to use the bus instead of a car which would reduce fuel and volunteer costs and time.

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High interest was shown in destinations of Tamworth, Gunnedah and Mudgee.

As a result of the service review the following options were considered:

- Increase the variety of destinations the bus visits to include Gunnedah and Mudgee and link into Countrylink rail/bus services.
- Increase the bus service to run regular routes from Baradine to Coonabarabran and Binnaway to Coonabarabran.
- Promote the bus service to clients more broadly and encourage them to use the bus instead of cars when the cars are running.
- As CTP funding is set to increase in 2013, extend availability of CTP services to the Northern end of the Shire
- Move the Mendooran based car to Baradine and service Mendooran clients through the Coonabarabran and Baradine based cars and bus.

Options

The first three options listed above have been implemented and the bus service has increased the variety of destinations and number of clients utilising the service.

The movement of the car garaged at Mendooran to another location was seen as potentially contentious and not implemented until January 2013 when it was moved to Coonabarabran on a temporary basis to assist with bushfire operations. This was seen as an opportunity to trial the provision of community transport services to Mendooran clients by Coonabarabran based vehicles. Letters were sent to Mendooran and Coonabarabran clients and volunteers, and are attached to this report, informing them of the changes and to allay any fears of reduced service provision. Feedback received since the movement of the car has included one letter from a client and Mendooran District Development Group concerned about the changes and three phone calls complimenting WCC on the changes.

A venue for the garaging of a car has been located. The Baradine MPS is keen to garage a Community Transport vehicle and provide 24 hour security and access. A number of Baradine residents have also expressed interest in volunteering as Community Transport drivers.

Extending the availability of the CTP funding to the Northern half of the Shire will increase access to community transport services by non HACC eligible, transport isolated residents.

Financial Considerations

Warrumbungle Community Care services are fully funded so there are no net costs to Council.

Summary

A number of the options arising from the service review have been implemented. Decisions need to be made by Council regarding the extension of the CTP program to the northern end of the Shire and the permanent garaging of a vehicle at Baradine with continuing service provision to Mendooran clients through Coonabarabran. To better inform any permanent decisions a three month trial of the relocation of the vehicle formerly housed at Mendooran to Baradine should be conducted to see if any unforeseen issues result.

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RECOMMENDATION

That Council support the implementation of a three (3) month trial of the relocation to Baradine of the vehicle formerly housed at Mendooran , and that services to Mendooran be provided through Coonabarabran, FURTHERMORE that the increase in Community Transport Program funding expected in 2013 be allocated to the Northern half of the shire to provide transport for non-HACC eligible, transport isolated residents to access Community Transport services.

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Attachment A: Letter to Mendooran clients

21st January 2013

Dear (name)

Warrumbungle Community Care has been asked to provide assistance to the Disaster Recovery Operations based in Coonabarabran through the provision of transport services to people affected by the recent bushfires in our area. I have undertaken an audit of our transport program to find a way to provide this service without reducing our current services.

As you would be aware from the phone call from one of our staff on Friday, I have decided to relocate the Community Transport Vehicle based in Mendooran to Coonabarabran. This will be for at least a six week period, after which the situation will be reviewed.

Mendooran clients are now asked to contact our Coonabarabran office on 6849 2200 to organize transport for the cars and the bus. The names of the staff there are Dee, Di and Leigh.

Please be reassured that there will not be any reduction in services to Mendooran clients, it's just that the car will be travelling from Coonabarabran through Mendooran on the way to Dubbo. As usual, we ask that appointments are made mid morning to mid afternoon so the vehicles are not on the road too early or late. This is particularly the case now the cars will be leaving from Coonabarabran.

I would also like to suggest that you use the bus for shopping trips as much as possible. We have more room on the bus now for shopping bags and the bus goes through Mendooran to Dubbo three times a month. Using the bus for shopping trips means that we can use the cars for medical appointments, which are a priority for the service and our clients.

I understand that this will be a big change for some people. I also understand that you would have become used to our wonderful volunteer drivers in Mendooran and may miss them driving you. Please be assured that we have a great bunch of volunteers in Coonabarabran as well, and I am sure you will enjoy getting to spend time with them and the Coonabarabran and Baradine clients that may travel with you as well.

Please let me know if the new set up is working or not working for you. Your feedback is important.

Your sincerely

Fiona Luckhurst
Manager

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Attachment B: Letter to Mendooran volunteers

21st January 2013

Dear (name)

Warrumbungle Community Care has been asked to provide assistance to the Disaster Recovery Operations based in Coonabarabran through the provision of transport services to people affected by the recent bushfires in our area. I have undertaken an audit of our transport program to find a way to provide this service without reducing our current services.

As you would be aware from the phone call from one of our staff on Friday, I have decided to relocate the Community Transport Vehicle based in Mendooran to Coonabarabran. This will be for at least a six week period, after which the situation will be reviewed. There is a strong possibility that the vehicle currently based in Mendooran will be moved to another location in the Shire after this time.

There will not be any reduction in services to Mendooran clients –they will be transported in either cars or the Community Care bus based in Coonabarabran that travel through Mendooran on the way to Dubbo. Mendooran clients have been asked to contact our Coonabarabran office on 6849 2200 to organize transport for the cars and the bus.

Whilst there is no Community Transport vehicle based in Mendooran, Warrumbungle Community Care will not be able to use your services as a volunteer driver. I have been highly impressed with the commitment, generosity and professionalism of all the current volunteers at Mendooran. Even though I have not worked with you directly, I have heard nothing but positive feedback from clients and Community Care staff on the work you have done. You have a reputation of being caring, ready to go the 'extra mile', flexible, friendly and professional. You are very much appreciated by clients, our Community Care coordinators, and myself.

I will contact you as soon as a decision is made in relation to the permanent placement of the vehicle that was based in Mendooran.

I would also like to take this opportunity to again thank you on behalf of Warrumbungle Community Care and our clients for all the hard work and commitment you have provided that helped keep our vehicles on the road. These important transport services in the Warrumbungle Shire for the frail aged and people with a disability help to keep them healthy, happy and living independently at home.

Your sincerely

Fiona Luckhurst
Manager

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Attachment C: Letter to Coonabarabran volunteers

21st January 2013

Dear (volunteer)

Warrumbungle Community Care has been asked to provide assistance to the Disaster Recovery Operations based in Coonabarabran through the provision of transport services to people affected by the recent bushfires in our area. I have undertaken an audit of our transport program to find a way to provide this service without reducing our current services.

I have decided to relocate the Community Transport Vehicle based in Mendooran to Coonabarabran. This will be for at least a six week period, after which the situation will be reviewed.

Mendooran clients will now book their transport through the Coonabarabran office and will be picked up by the Coonabarabran based cars on their way to Dubbo via Mendooran. As usual, we have asked clients to make appointments in the mid morning to mid afternoon so the vehicles are not on the road too early or late.

This new set up will be a big change for some of our clients in Mendooran who have been used to having the car based in Mendooran and having volunteer drivers from Mendooran. I know that you will take the time to introduce yourself to the clients you have not met before and help them feel comfortable.

I trust that this letter finds you well, and a reminder that if you or your family have been affected by the recent bushfires, please contact the Bushfire Recovery Centre on **6842 2951** or visit them in the Supper Room of the Town Hall. There is a range of services and information there that can assist.

I would also like to take this opportunity to again thank you on behalf of Warrumbungle Community Care and our clients for all the hard work and commitment you provide that keeps our vehicles on the road. These important transport services for our frail aged and people with a disability in the Warrumbungle Shire helps to keep them healthy, happy and living independently at home.

Your sincerely

Fiona Luckhurst
Manager

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Attachment D:

WARUMBUNGL COMMUNITY CARE
CLIENT BUS SURVEY
2012

Question 1

What weekday would you prefer to go on the bus? Please tick.

Monday Tuesday Wednesday Thursday Friday
.....

Question 2

Would you be interested in going to other destination for shopping, social luncheon trips or other social events Please tick.

Yes No

If yes, please name town:

Question 3

Would you like to have the opportunity to do two shopping trips before Christmas? Please tick.

Yes No

Do you already have an idea of an event that you would like to go to?

Please name:

Question 6

Are there any other comments or suggestions on how to improve the bus service?

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

Thank you for your time.

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Item 27 OOSH Policies

Division:	Environmental and Community Services
Management Area:	Family Support Services
Author:	Manager Family Support Services - Jane Nelson-Hauer
CSP Key Focus Area:	Community and Culture
Priority / Strategy:	CC1 Opportunities and support mechanisms should be developed to ensure that communities across the shire attract and retain young people and families
File Ref:	Function: Community Services Activity: Coonabarabran after School and Vacation Care

Background

Coonabarabran after School and Vacation Care began in February 2012. Operating on school days (there is no current provision for Vacation Care) from 3.15pm - 5.30pm at St. Lawrence's School; It caters for the after school care requirements for children attending primary school whose parents are working. It is managed by Warrumbungle Shire Council and comes under the Department of Education and Communities, Early Childhood Directorate. As a licensed service it must meet the requirements of the Children (Education and Care Services) National Law 2010 Law and the Education and Care Services National Regulations 2011.

Issues

The Law and regulations require that the service has a philosophy and certain set policies in place. Copies of the proposed policies are attached as Enclosure 2 and Enclosure 3.

Other policies may be added to assist in the effective management of the service.

Options

For consideration by Council are the Philosophy and Policies which have been provided to Councillors under separate cover.

Relating to Health and Safety (Enclosure 2):

1. Hygiene
2. Nutrition
3. Hazardous Materials
4. Transportation
5. Animals
6. Sun Protection
7. Water Safety
8. Emergency Evacuation
9. Management of Basic First Aid
10. Management of Incident, injury and Trauma
11. Illness and Infectious Diseases

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12. Immunisation
13. Dealing with Medical Conditions including Anaphylaxis, Asthma, diabetes
14. Administration of Medications
15. Child Protection

Relating to Programming (Enclosure 3):

1. Daily Routines
2. Programs
3. Inclusion and Diversity
4. Excursions
5. Videos and Films

Financial Considerations

There is no cost to Council as the service is funded externally through DEEWR

Summary

Coonabarabran after School and Vacation Care is required by funding bodies to have these policies in place and as such the 20 policies need to be endorsed by Council to meet the funding body requirements.

RECOMMENDATION

That Council adopt the twenty (20) policies detailed in the report regarding the Coonabarabran After School and Vacation Care service.

Relating to Health and Safety (Enclosure 2):

1. Hygiene
2. Nutrition
3. Hazardous Materials
4. Transportation
5. Animals
6. Sun Protection
7. Water Safety
8. Emergency Evacuation
9. Management of Basic First Aid
10. Management of Incident, injury and Trauma
11. Illness and Infectious Diseases
12. Immunisation
13. Dealing with Medical Conditions including Anaphylaxis, Asthma, diabetes
14. Administration of Medications
15. Child Protection

Relating to Programming (Enclosure 3):

1. Daily Routines
2. Programs
3. Inclusion and Diversity
4. Excursions
5. Videos and Films

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Item 28 Development Applications

Division: Environmental and Community Services

Management Area: Regulatory Services

Author: PA to Director Environmental & Community Services – Kelly Dewar

CSP Key Focus Area: Rural and Urban Development

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

File Ref: **Function:** Development and Building Control **Activity:** Development Applications

Development Applications

(i) Approved – February 2013

Complying Development (set criteria) Development Application (Specialised Conditions)	Date Approved	APPLICANT'S NAME	LOCATION	Town	Type of Development
DA 50/1213	5/02/2013	Daryl Paull (LHPA)	Gardener Street	Coonabarabran	Change of use of shed
DA 52/1213	22/02/2013	Allan Anderson (Siding Spring)	Siding Spring	Coonabarabran	Construction of a telescope & utilities building
DA 54/1213	8/02/2013	Greg Grant	86 Talbragar Street	Dunedoo	Erection of garage and change of use
CD 55/1213	18/02/2013	Kevin Birchall	42 Edwards Street	Coonabarabran	Pool
DA 58/1213	21/02/2013	University of North Carolina	Siding Spring	Coonabarabran	Observatory
CD 59/1213	22/02/2013	R & J Prior (R Quinlan)	53 Little Timor Street	Coonabarabran	Extension to existing dwelling and shed

RECOMMENDATION

That Council note the Applications Approved, during February 2013, under Delegated Authority.

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Item 29 Waste Management Strategy

Division:	Environmental and Community Services	
Management Area:	Waste Management	
Author:	Tony Meppem	
CSP Key Focus Area:	Public Infrastructure and Services	
Priority:	P18 Council needs to develop new and improved methods of managing local waste and recycling services	
File Ref:	Function: Waste management	Activity: Waste strategy

Background

In October last year council considered a report relating to the need for council to develop a Waste Management Strategy which is a full review of Council's waste operations. This review would result in a benefit to the residents of the Warrumbungle Shire as well as to the Council by identifying areas for improvement and greater efficiency. The strategy will set a vision for Council for the future of its waste operations. It will also allow for future strategic planning of the waste facilities in the Shire and identify the best course for moving forward in all aspects of waste management. The strategy will be used by Council as a guide for waste management, a tool for communicating with the community, a plan for managing risk and a financial tool. The Waste Management Strategy will also include a Risk Management Plan and a ten year financial model.

The review of Council's waste operations and implementation of a Waste Management Strategy will outline what Council wants to achieve with its waste business and how it is going to be achieved.

As a result of the report Council resolved in minute No 132/1213 that Council:

1. Accept the quotation from Robert Bailey Consulting for the development of a Waste Management Strategy, Pollution Incident Response Management Plan and Landfill Environmental Management Plan.
2. Consider a supplementary vote of \$17,250 at the quarterly review to fund the Waste Management Strategy, Pollution Incident Response Management Plan and Landfill Environmental Management Plan.

Issues

Council has faced escalating costs in supplying its waste services to the community which needs to be improved through greater efficiency. Other issues to regularly be raised by residents is the fee structure particularly on the rural runs. It is proposed that the draft strategy will attempt to evaluate the most appropriate methods of service delivery after community consultation.

Council's waste advisory committee has held two meetings with the consultant and staff representatives to help shape the draft strategy ready for community consultation.

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Options

The draft strategy contains many proposed options which Council may choose to implement in providing its waste services.

Financial Considerations

A budget of \$17,250 has been created as highlighted in minute 132/1213 and this will be offset by a grant from NetWaste of \$7,500.

Summary

The Draft Waste Management Strategy has been forwarded to Councillors under separate cover due to its size and the next step in the process is for Council to consult with the community and the workers that may be affected and place the strategy on public exhibition to allow comments on preferred options to be received

RECOMMENDATION

That Council place the draft waste management strategy on public exhibition and consult with the community and relevant employees seeking feedback prior to further action.

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Item 30 Rescission Motion Item 39 (February 2013) Development Application 20/1213

Division:	Environmental and Community Services
Management Area:	Town Planning
Author:	Councillors Clancy, Andrews and Todd
CSP Key Focus Area:	Rural and Urban Development
Priority / Strategy:	RU1.1 Council conducts periodic reviews of its planning instruments to ensure that land use planning supports the long term sustainability of our local communities and our economy.

File Ref: **Function:** Town Planning **Activity:** Development Applications

Councillors Clancy, Andrews and Todd have given notice that at the ordinary meeting of Council to be held on 21 March 2013 they wish to move that the following resolution of Council be rescinded:

Minute number 252/1213 *'that pursuant to section 80 of the Environmental Planning and Assessment Act 1979 Council refuse Development Application 20/1213 for the subdivision of Lot 36 DP 705202 into two lots for the following reasons;*

- 1) The Right of Carriageway over adjoining land does not provide sufficient access for the operation of an intensive agriculture operation.*
- 2) The application has not successfully demonstrated that the land can be operated as a viable agricultural operation.*
- 3) The application has not demonstrated that an adequate and legal supply of water for irrigation is available*
- 4) There is a lack of comprehensive soils information particularly to justify the suitability of the site for a permanent planting*
- 5) The development does not meet the objectives of the Rural 1 (a) zone as it will create the fragmented and isolated development of rural land*
- 6) The property access road is not able to comply with section 4.1.3 (2) of 'Planning for Bushfire Protection 2006'.*

Councillors Shinton, R Sullivan, Capel, Schmidt and Coe voted in favour of the motion to refuse the development application.

Councillors Clancy, Andrews and C Sullivan voted against the motion to refuse the development application.

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Support Provided

The following points are provided as support for the rescission:

1. There are 2 Right of Carriage ways registered for property Kalohoma being Transfers Granting Easement no.AD623299R & AC927350A
2. A comprehensive assessment of this development has been provided by PB Ag Consulting Pty Ltd supporting the positive virtues of an Olive Grove venture on this land as opposed to a report presented by Council that does not challenge any issues of concern in depth.
3. This determination by Council is perplexing when you consider the sources of water that are available on this property ie rainfall in excess of 600 ml p.a on average, 2 ground water bores, 2 existing dams and a Harvestable Right of 15.84 megalitres.
4. Information relevant to soils is provided in report by PB Ag Consulting Pty Ltd.
5. Whilst this application could be deemed inappropriate in accordance with the Coolah LEP one could question what is the use of applying so stringent conditions to a development on land that currently is unproductive when it can be utilized as a suitable 'hands off' operation which will indirectly improve the ambience of the area and at the same time provide additional containment aspects in the event of fire.
6. The Applicant is in possession of NSW Rural Fire Service (RFS) determinations and conditions contained in letter to Council dated 1/11/2012 and has indicated a desire to address such conditions. RFS appear to be providing a list of conditions indicative of an approval.

General Managers Comments

Council may rescind or alter resolutions as per s372 of the Local Government Act 1993

1. A resolution passed by a council may not be altered or rescinded except by a motion to that effect of which notice has been duly given in accordance with regulations made under section 360 and, if applicable, the council's code of meeting practice.
2. If notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.
3. If a motion has been negatived by a council, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with the council's code of meeting practice.
4. A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been negatived by the council, must be signed by 3 councillors if less than 3 months has elapsed since the resolution was passed, or the motion was negatived, as the case may be.
5. If a motion to alter or rescind a resolution has been negatived, or if a motion which has the same effect as a previously negatived motion, is negatived, no similar motion may be brought forward within 3 months. This subsection may not be evaded by substituting a motion differently worded, but in principle the same.
6. A motion to which this section applies may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.
7. The provisions of this section concerning negatived motions do not apply to motions of adjournment.

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The procedure for dealing with a rescission motion requires that the motion to rescind be dealt with firstly by the meeting and should that motion be successful council can move an alternate motion which may in this case include any of the following options:

1. A motion that refuses the application for different reasons.
2. A motion to approve the application without conditions.
3. A motion to approve the application subject to conditions.

No alternate motion has been supplied with the rescission motion in this instance.

RECOMMENDATION

For Council consideration