



Warrumbungle Shire Council

Council meeting

Thursday, 18 October 2012

**to be held at the Poplars Motor Inn,
Newell Highway, 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 – 18 October 2012

NOTICE is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 18 October 2012 at the Poplars Motor Inn, Newell Highway, Coonabarabran commencing at 10.00am

AGENDA

Welcome

Turn Off Mobile Phones

Order of Business

10.00am **Presentation by Mr Paul Cornall of Forsyths regarding 2011-2012 Audit**

Forum

Apologies

Disclosure of Interest
 Pecuniary Interest
 Non Pecuniary Conflict of Interest

Mayoral Minute

Reports

Questions and Matters of Concern

Reports to be considered in Closed Council

12.30pm **Lunch**

1.00pm **Division Presentations from MANEX – My Team**

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STEVE LOANE
GENERAL MANAGER

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WARRUMBUNGLE SHIRE COUNCIL

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Item 1 Minutes of Ordinary Council Meeting – 20 September 2012

Division: Executive Services

Management Area: Governance

Author: Manager Administration & Customer Service – Sally Morris

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 Gary Andrews, Cr Anne-Louise Capel, Cr Fred Clancy, Cr Murray Coe, Cr Victor Schmidt, Cr Peter Shinton, Cr Chris Sullivan, Cr Ron Sullivan, Cr Denis Todd, General Manager, Director Technical Services, Director Community and Environmental Services and Director Corporate Services.

IN ATTENDANCE C Nasmith and K Francis (Minutes).

**2.00pm
Forum**

Mr Bob Tindle

- Spoke regarding procedures at the recent Local Government Elections advising that he was instructed to vote for only 5 candidates.

Mr Rob Robe

- Congratulated the new incoming Councillors.
- Spoke regarding roads on his school bus route requesting urgent signage of routes and maintenance of pick up and drop off points.

Mr Ian Curtis

- Mr Curtis advised that he had sent a letter to Council dated 13.12.2011 and as at today had not received a reply.

CONFIRMATION OF MINUTES OF THE ORDINARY MEETING OF WARRUMBUNGLE SHIRE COUNCIL HELD 16 AUGUST 2012.

81/1213 RESOLVED that the Minutes of the Ordinary Meeting of the Warrumbungle Shire Council held 16 August 2012 be endorsed.

Todd/Schmidt
The motion was carried

ADOPTION OF RECOMMENDATIONS OF THE CONSULTATIVE ADVISORY COMMITTEE MEETING HELD 3 AUGUST 2012.

82/1213 RESOLVED that the Minutes of the Consultative Advisory Committee meeting held 3 August 2012 be adopted.

R Sullivan/Schmidt
The motion was carried

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ADOPTION OF RECOMMENDATIONS OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD 20 AUGUST 2012.

83/1213 RESOLVED that the Minutes of the Local Emergency Management Committee meeting held 20 August 2012 be adopted.

Schmidt/R Sullivan
The motion was carried

ADOPTION OF RECOMMENDATIONS OF THE AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD 7 AUGUST 2012.

84/1213 RESOLVED that the Minutes of the Audit and Risk Management Committee meeting held 7 August 2012 be adopted.

R Sullivan/Schmidt
The motion was carried

ADOPTION OF RECOMMENDATIONS OF THE ADMINISTRATION BUILDING PROJECT COMMITTEE MEETING HELD 20 AUGUST 2012.

85/1213 RESOLVED that the Minutes of the Administration Building Project Committee meeting held 20 August 2012 be adopted.

R Sullivan/Coe
The motion was carried

ADOPTION OF RECOMMENDATIONS OF THE ADMINISTRATION BUILDING PROJECT COMMITTEE MEETING HELD 30 JULY 2012.

86/1213 RESOLVED that the Minutes of the Administration Building Project Committee meeting held 30 July 2012 be adopted.

Coe/Schmidt
The motion was carried

ADOPTION OF RECOMMENDATIONS OF THE TRAFFIC ADVISORY COMMITTEE MEETING HELD 23 AUGUST 2012.

87/1213 RESOLVED that the Minutes of the Traffic Advisory Committee meeting held 23 August 2012 be adopted.

Todd/Coe
The motion was carried

GENERAL MANAGER'S REPORT

1. STRATEGIC REGIONAL LAND USE POLICY

Noted.

2. BRICK BATS AND BOUQUETS

Noted.

3. 2012 NATIONAL LOCAL ROADS AND TRANSPORT CONGRESS

88/1213 RESOLVED that Councillor Todd attend the 2012 National Local Roads and Transport Congress, and bring a report back to Council. **FURTHER** all transport, transfers, accommodation and meals be provided as per the policy.

Schmidt/Capel
The motion was carried

4. AUSTRALIA DAY JANUARY 2013

89/1213 RESOLVED that Council participate in the Australia Day Program in 2013 hosting two (2) Ambassadors from the Australia Day Council and **FURTHERMORE**;

1. Council administers and presents the following awards for Australia Day 2013;
 - a. Warrumbungle Shire Council Citizen of the Year
 - b. Young Citizen of the Year
 - c. Senior Citizen of the Year

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- d. Sports person of the Year and
- e. Young Sports person of the Year Award
- 2. Council provides a contribution to each local organising Australia Day Committee in Baradine, Binnaway, Dunedoo, Coolah and Mendooran an amount of \$400 and Coonabarabran \$500. In addition the host community of the Warrumbungle Shire Council Citizen of the Year will receive an additional \$100 towards the function catering.
- 3. Council pools be opened free of charge throughout the Shire on Australia Day 2013 as in past years.

Clancy/Schmidt
The motion was carried

5. COOLAH MEDICAL CENTRE – 16 COLE STREET, COOLAH

Held over, to be discussed in Closed Committee.

6. SEPTEMBER 2012 REPORT FROM HUMAN RESOURCES

Noted.

7. BANK RECONCILIATION - MONTH ENDING 31 AUGUST 2012

90/1213 RESOLVED that Council accept the Bank Reconciliation Report for the month ending 31 August 2012.

R Sullivan/Coe
The motion was carried

8. INVESTMENTS AND TERM DEPOSITS - MONTH ENDING 31 AUGUST 2012

91/1213 RESOLVED that Council accept the Investments Report for the month ending 31 August 2012.

Schmidt/Capel
The motion was carried

9. RATES REPORT - MONTH ENDING 31 AUGUST 2012

Noted.

10. REVOTE REQUEST CAPEX 2011/2012

92/1213 RESOLVED that Council approve the 2011-2012 CAPEX revote request totalling \$5.658m which will result in a total CAPEX budget of \$14.884m and a deficit of \$5.437m for the 2012/2013 financial year.

R Sullivan/Schmidt
The motion was carried

11. REQUEST TO RENT 137 MARTIN STREET COOLAH

93/1213 RESOLVED that Council not accede to the request to rent staff housing premises at 137 Martin Street to a NSW Health employee based on the imminent appointment of Manager Civil Projects and recruitment of Manager Warrumbungle Water and Sewerage.

Capel/R Sullivan
The motion was carried

12. GIFT OF LAND LOT 1 DP 337216

94/1213 RESOLVED that Council decline this offer of a Gift of Land being Lot 1 DP 337216 since the property is of no use to Council.

R Sullivan/Schmidt
The motion was carried

13. MOU COMMUNITY DEVELOPMENT COORDINATORS 2012-2013

95/1213 RESOLVED that Council accept the proposed amendments to the Community Development Coordinator MOU and adopt the MOU for the Community Development Coordinator Project for 2012-2013.

Schmidt/Clancy
The motion was carried

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14. COMMUNITY BUILDING PARTNERSHIPS PROGRAM 2012/13

96/1213 RESOLVED that Council endorse the submission to the NSW Government Community Building Partnership Program 2013 for the Robertson Oval Project for \$20,000.

Coe/C Sullivan
The motion was carried

15. REVIEW OF SWIMMING POOL OPENING TIMES AND REQUIREMENT FOR LIFEGUARDS

97/1213 RESOLVED that:

1. Swimming pool opening times outlined in Attachment 1 are adopted as opening times for the 2012/2013 swimming season, with the addition of an extra morning session for both Binnaway and Baradine;
2. Investigation including risk analysis on opening times and sessions without lifeguard supervision outlined in Attachment 2 is undertaken and reported to Council.

R Sullivan/Todd
The motion was carried

16. 2012/2013 TECHNICAL SERVICES WORKS PROGRAM – ROAD OPERATIONS

98/1213 RESOLVED that the Technical Services Road Operations 2012-2013 works program is accepted. **FURTHERMORE** that the program continues to be presented for Council Information on a monthly basis and that a critical review of project status is undertaken and reported to Council as part of the Quarterly Budget Review Statement (QBRs) process.

Clancy/Capel
The motion was carried

17. NOMINATION OF COUNCILLOR TO LIVERPOOL RANGE WIND FARM PROJECT COMMUNITY CONSULTATION COMMITTEE

99/1213 RESOLVED that the Director of Environmental and Community Services be the delegate to the Liverpool Range Wind Farm Community Consultation Committee and that a delegate's report be provided to Council after each meeting.

Coe/R Sullivan
The motion was carried

18. DEVELOPMENT APPLICATIONS

100/1213 RESOLVED that Council note the Applications Received for the month of August 2012, the Applications Held Pending as at 31 August 2012 and their status, and of those approved during August 2012, under Delegated Authority.

Clancy/Coe
The motion was carried

19. 149 CERTIFICATE APPLICATIONS

Noted.

20. ROAD NAMING - NANDI HILLS ESTATE

101/1213 RESOLVED that Council commence the road naming process for the Nandi Hills Estate road off Bingie Grumble Road south west of Coonabarabran with the preferred name being 'Nandi Hills Place'.

Clancy/Schmidt
The motion was carried

21. DEVELOPMENT APPLICATION 74/0910

102/1213 RESOLVED that

1. The restriction be amended to read 'no habitable building shall be erected on lot 2 DP 1156422 within the area covered by the conservation agreement;

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2. That Council resolve to affix its common seal to all necessary legal documents to execute the variation of restriction.

Schmidt/R Sullivan
The motion was carried

3.30pm

103/1213 RESOLVED

- (a) that Council go into closed committee to consider business relating to Coolah Medical Centre, Tender for Collection of Used Oil and Proposed Operations at the Former Boral Quarry in Coonabarabran.
- (b) that pursuant to section 10A(1)-(3) of the Local Government Act 1993, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of Section 10A(2) (c).
- (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.

Todd/Clancy
The motion was carried

4.05pm

104/1213 RESOLVED that Council come out of closed committee.

Todd/Clancy
The motion was carried

The General Manager announced the following resolutions to the General Meeting.

1C COOLAH MEDICAL CENTRE – 16 COLE STREET COOLAH

105/1213 RESOLVED that the General Manager continue negotiations to progress the purchase of the Coolah Medical Centre as per the Council agreed purchase price of \$151,800;
FURTHERMORE

1. Council authorise the affixing of the Council Seal and that the Mayor and General Manager execute the Contract of Sale of Land for 16 Cole Street Coolah, being Lot 15 Section 3 DP 979105, subject to searches being undertaken, and
2. That Council approves a supplementary vote for \$158,103 in the 2012-2013 Operational Plan for the purchase and costs.

Clancy/R Sullivan
The motion was carried

106/1213 RESOLVED that Council authorise the General Manager to negotiate with the owner to purchase the business equipment, without patient files.

Clancy/R Sullivan
The motion was carried

2C TENDER FOR COLLECTION OF USED OIL

107/1213 RESOLVED in relation to the Net Waste Tender 145/534/985/1 – Net Waste Collection and Disposal of Used Motor Oil:

- The Contract be awarded to Nationwide Oil Pty Ltd for a term of two years with a further option of two years, and

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- That Council approve it's involvement in the Contract and authorise the execution of the Contract documents with Nationwide Oil Pty Ltd and the fixing of the Council seal on any associated legal documents relating to the contract where required

R Sullivan/Coe
The motion was carried

3C PROPOSED OPERATIONS AT FORMER BORAL QUARRY IN COONABARABRAN

108/1213 RESOLVED that:

1. Council enters into agreement with Boral Resources (Country) Pty Ltd to lease the properties Lot 1 DP603692 and Lot 61 DP871914, commonly described as the existing hard-rock quarry site near Coonabarabran;
2. Council approve that the Seal be used to execute the lease as well as the transfer of any Environment Protection Authority (EPA) licenses into the name of Warrumbungle Shire Council;
3. a separate business unit is established within Council for management of the proposed hard-rock quarry site leased from Boral Resources (Country) Pty Ltd;
4. the General Manager is authorised to make arrangements for establishment of the hard-rock quarry including employment of staff, purchase of vehicles and equipment. Furthermore, a supplementary vote of \$250,000 is made to finance establishment of quarry operations; and
5. the trading name of Council's hard-rock quarry is called 'Warrumbungle Quarries'.

R Sullivan/Schmidt
The motion was carried

QUESTIONS WITHOUT NOTICE

Cr Schmidt

- Requested a report on the option of solar power for the new Chamber be brought to the next meeting.

Cr C Sullivan

- Playground in Bolaro Street, Dunedoo requires maintenance – timberwork, watering system etc.

Cr Andrews

- Kurrajong trees in the camping ground at Binnaway and in Castlereagh Avenue require maintenance.

Cr Clancy

- Purllewaugh Road maintenance required. DTS advised this work was programmed.
- RV friendly towns classification – GM advised this was proceeding and was well underway in the planning process.
- Rent relief for Doctors.

Cr Capel

- Binnia Street reverse parking line-delineation paintwork needs refreshing
- When would the draft LEP be placed on public display? DECS advised this was planned for October.

Cr Coe

- Advised that historic and place name signs had been removed or damaged in various locations.
- DTS advised that Council would replace signage in Rest Areas only.
- Advised that he had received 2 public requests for an increase in the size of the directional sign to Lawson Park Road on Digilah Road.
- DTS advised that situation would be investigated.

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There being no further business the meeting closed at 4.32pm.

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CHAIRMAN

RECOMMENDATION

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 20 September 2012 be endorsed.

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Ordinary Meeting – 18 October 2012

Item 2 Minutes of the Special Council Meeting – 20 September 2012

Division: Executive Services

Management Area: Governance

Author: Manager Administration & Customer Service – Sally Morris

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 Gary Andrews, Cr Anne-Louise Capel, Cr Fred Clancy, Cr Murray Coe, Cr Victor Schmidt, Cr Peter Shinton, Cr Chris Sullivan, Cr Ron Sullivan, Cr Denis Todd, General Manager, Director Community & Environmental Services and Director Corporate Services.

APOLOGIES: K Tighe (Director Technical Services)

In attendance: C Nasmith and K Francis (minutes), Melissa Bennett (EA to GM)

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

1S) Election of Mayor

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

The General Manager announced that one nomination had been received for the position of Mayor being a nomination for Councillor Shinton.

The General Manager declared Councillor Shinton elected unopposed to the position of Mayor for the period 20 September 2012 to September 2013.

2S) Election of Deputy Mayor

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

The General Manager announced that two nominations had been received for the position of Deputy Mayor, that of Councillor Ron Sullivan and Councillor Murray Coe.

74/1213 RESOLVED that election of Deputy Mayor to proceed by secret ballot.

**The motion was carried
Clancy/Todd**

The General Manager declared Councillor Murray Coe elected to the position of Deputy Mayor for the period 20 September 2012 to September 2013.

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75/1213 RESOLVED that that the ballot papers be destroyed.

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

The Mayor advised Council of the recent passing of a former Councillor of Coonabarabran Shire Council. Mr Roger Watton served as Councillor from 1963 through to 1968. A minute of silence was observed.

3S) COUNCIL COMMITTEES

76/1213 RESOLVED that Council delegates to represent on behalf of Council those Councillors and staff as nominated for each of the following External and Internal Committees for the four (4) year term;

Castlereagh Macquarie County Council	Councillor Murray Coe Councillor Peter Shinton Councillor Denis Todd (Alternate)
Macquarie Regional Library (MRL) Service Committee	Councillor Anne-Louise Capel Councillor Chris Sullivan
Warrumbungle Bushfire Management Committee	Mayor Peter Shinton
Castlereagh Zone Liaison Committee	Mayor Peter Shinton General Manager
Local Emergency Management Committee	Director Technical Services
North West Weight of Loads Group	Councillor Denis Todd
Central Ranges Natural Gas and Telecommunications Association	Mayor Peter Shinton General Manager
Orana Regional Organisation of Councils	Mayor Peter Shinton General Manager
Warrumbungle Shire Liquor Accord	Councillor Victor Schmidt

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Audit and Risk Management Committee	Mayor Peter Shinton
Newell Highway Task Force	Mayor Peter Shinton Councillor Denis Todd
Orana Arts Incorporated	Councillor Anne-Louise Capel
Central West Catchment Liaison Committee	Director Environmental and Community Services
Mining Related Councils	Mayor Peter Shinton General Manager
Liverpool Range Wind Farm Community Consultation Committee	Director Environmental & Community Services
Local Traffic Committee	Councillor Fred Clancy
Plant Advisory Committee	Councillor Gary Andrews Councillor Murray Coe Councillor Ron Sullivan Councillor Fred Clancy
General Manager's Review Committee	Whole of Council
Finance and Projects Committee	Councillor Ron Sullivan Councillor Fred Clancy Councillor Peter Shinton Councillor Murray Coe
Technical Services Works Committee	Councillor Ron Sullivan Councillor Fred Clancy Councillor Peter Shinton Councillor Murray Coe
Waste Facilities Advisory Committee	Councillor Fred Clancy Councillor Denis Todd Councillor Chris Sullivan Councillor Anne-Louise Capel

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Administration Building Project Committee	Councillor Peter Shinton Councillor Ron Sullivan Councillor Murray Coe
Warrumbungle Shire Tourism and Economic Development Advisory Committee	Councillor Fred Clancy Councillor Victor Schmidt
Warrumbungle Aerodromes Advisory Committee	Councillor Denis Todd Councillor Gary Andrews
Warrumbungle Shire Council Social Services Advisory Committee	Councillor Peter Shinton
Warrumbungle Shire Council Yuluwirri Kids Advisory Committee	Councillor Victor Schmidt
Baradine Floodplain Management Advisory Committee	Councillor Denis Todd Councillor Gary Andrews
Robertson Oval Committee	Councillor Murray Coe Councillor Chris Sullivan
Baradine Memorial Hall Committee	Councillor Denis Todd
Warrumbungle Shire Youth Council	Councillor Victor Schmidt Councillor Ron Sullivan
Inland Rail	Councillor Denis Todd
Medical Services Advisory Committee	Councillor Chris Sullivan Councillor Denis Todd Councillor Fred Clancy Councillor Anne-Louise Capel

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

4S) MEETING SCHEDULE

77/1213 RESOLVED that Council conduct a trial evening meeting in Coolah in November and Coonabarabran in December, commencing at 4.00pm

**The motion was carried
Clancy/Schmidt**

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78/1213 **RESOLVED** that the November meeting be changed to Wednesday 21st November 2012.

**The motion was carried
Capel/Schmidt**

79/1213 **RESOLVED** that there be no Council Meeting held in January 2013.

**The motion was carried
Clancy/Coe**

80/1213 **RESOLVED** that Council adopt the following schedule being the third Thursday of every month, commencing at 10.00 am alternating between the Coolah and Coonabarabran Council Chambers.

2012

- | | | |
|------------|--------------|---------------|
| ▪ October | Thursday 18 | Coonabarabran |
| ▪ November | Wednesday 21 | Coolah |
| ▪ December | Thursday 20 | Coonabarabran |

2013

- | | | |
|-------------|-------------|---------------|
| ▪ February | Thursday 21 | Coolah |
| ▪ March | Thursday 21 | Coonabarabran |
| ▪ April | Thursday 18 | Coolah |
| ▪ May | Thursday 16 | Coonabarabran |
| ▪ June | Thursday 20 | Coolah |
| ▪ July | Thursday 18 | Coonabarabran |
| ▪ August | Thursday 15 | Coolah |
| ▪ September | Thursday 19 | Coonabarabran |

**The motion was carried
Clancy/Schmidt**

There being no further business the meeting concluded at 10.30am.

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CHAIRMAN

RECOMMENDATION

That the resolutions contained in the Minutes of the Special Council meeting held on 20 September 2012 be endorsed.

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Item 3 Minutes of Traffic Advisory Committee Meeting – 27 September 2012

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 Kevin Tighe (Director Technical Services), Sergeant Peter Trow (NSW Police), Ms Jackie Barry (RMS), Mr Ken Smith (Road Safety Officer).

In Attendance: T Cain (Minutes).

APOLOGIES: Mr Bikram Joshi (Manager Asset & Design), Mr Colin Harper.

CONFIRMATION OF MINUTES:

RECOMMENDED that the minutes of the meeting held on Thursday, 23 August 2012 be confirmed.

Trow/Tighe

Councillor Representative, Cr Fred Clancy was introduced to the committee.

BUSINESS ARISING FROM THE MINUTES

The following matters were noted as outstanding:

- Wallaroo Street laneway – look signs.
- 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.
- 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.
- Easter Bunny Bazaar – Council to review Traffic Management Plan for the Annual Easter Bunny Bazaar prior to the 2013 event.
- Installation of “Camp Cypress” sign on the corner of Lachlan Street and Darling Street, Baradine.
- Installation of ‘School Bus Stop’ signs on the north and south bound lanes of the Village of Bugaldie.
- Installation of ‘Side Road’ warning signs in advance of the Baradine Road and Old Baradine Road intersection. Investigate clearing of vegetation at the intersection.

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- 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.
- 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.
- Extension of unbroken lines on Forest Road south to the intersection of the Castlereagh Highway. RMS to investigate northbound traffic.
- Incorrect installation and location of 'Exhaust Brake' sign on Newell Highway – RMS to investigate.
- Condition of ramp located on Brooks Road from Box Ridge Road – Council to investigate and correspond with property owner.
- 'Ambulance Only' parking sign in Dunedoo – Removal of sign located in front of the old Ambulance Station in Bolaro Street, Dunedoo.
- Linemarking of west double lines on Vinegaroy Road, East of Coolah.
- Installation of 'No B Double' signage – Erection of advisory signs to be arranged with Marty Cassell of 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.
- Intersection at Narren Street and Worrigal Street, Baradine – Council to investigate the 'Give Way' sign located at the intersection of Worrigal Street and Narren Street, Baradine.
- 50 kph speed zone signs in Neilrex – 'End Zone' signs to be erected on the back of existing signs.
- 'No Stopping' sign to be erected in Dalgarno Street, Coonabarabran at the front of Woolworths Supermarket.
- Letter to be forwarded to RMS regarding unbroken lines on the northbound approach to Jack Halls Creek on the Newell Highway.
- Eucalypts growing on shoulder of Forest Road – Eucalypts to be cut.
- 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.

Noted that Jackie Barry of RMS did not receive a copy of the Traffic Advisory Committee minutes prior to the Council meeting of 20 September 2012 as per her request at the previous meeting of 23 August 2012.

AGENDA ITEMS

- a) Coonabarabran Pony Club – Closure of John Street for Annual Street Parade on Friday, 28 September 2012

Concerns were raised regarding the insufficient notice provided by Coonabarabran Pony Club for the closure of John Street for the Annual Street Parade to be held on Friday, 28 September 2012. It was also noted that the Coonabarabran Pony Club had not followed due process by notifying the NSW Police and RMS of the event as per their application of 28 August 2012. It was suggested that a temporary gazettal notice be issued for the annual event.

RECOMMENDED that application by Coonabarabran Pony Club to close John Street between Edwards Street and Essex Street on Friday, 28 September 2012 between 2.45 pm and 3.15 pm to conduct an Annual Street Parade be approved subject to compliance with Council's Road Closure Policy and approval from RMS and NSW Police **FURTHER** that a letter be forwarded to

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Coonabarabran Pony Club advising of a three month notification period for consideration by the Traffic Committee of road closure applications.

Trow/Barry

- b) Proposed Plan for Intersection of John Street and Cassilis Street – Response from RMS
A proposed plan and RMS' response of 4 September 2012 for changes to the intersection of John Street and Cassilis Street was tabled for information and noted.
- c) Binnia Street, Coolah – Concerns about Speeding Vehicles
Concerns were raised regarding speeding vehicles in Binnia Street.

It was noted that a speed counter had recently been placed in Binnia Street. The Committee determined to investigate the traffic count data and relocate the speed trailer to the area of concern.

Information noted.

- d) Proposed Plan for Intersection of John Street and Edwards Street – Response from RMS
A proposed plan and RMS' response of 13 September 2012 for changes to the intersection of John Street and Edwards Street was tabled for consideration by the Committee. It was noted that RMS did not support Council's proposed design due to the following reasons:

- Moving the centre line on John Street will force the wheel path onto an area that may have a lesser quality pavement or no pavement, resulting in damage and shove.
- The tapering of the pedestrian refuge in John Street is not to standard and directs southbound traffic into the refuge.
- The proposed linemarking in John Street does not align with the existing linemarking north of the intersection and directs northbound traffic towards the ingress/egress of the service station.
- Pedestrian crossing to the south of the intersection – the current width of the pedestrian crossing makes it physically possible for two vehicles travelling in the same direction to pass over the crossing at the same time.

RECOMMENDED that changes be made to the 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.

Barry/Trow

- e) Road Train Routes Within the Shire – Changes to Conditions of Operation by RMS
Information regarding changes to the Class 2 Road Train Notice in the NSW Government Gazette published on 27 July 2012. It was advised that there were slight amendments made to the wording in relation to compliance with the attached conditions on Road Train Routes. Changes to apply to Road Train Route in Narren Street, Baradine.

Information noted.

- f) Proposed Plan for Intersection of Cunningham Street and Campbell Street:
- Concerns from Cunningham Caravan Park
 - Endorsement of Plan
 - Concerns from Resident and Proposal for a Roundabout

Council called for written submissions from the community on the proposed traffic changes at the intersection of Cunningham Street and Campbell Street in Coolah, which closed on 13 September 2012. Concerns were raised in relation to the speed and noise of trucks and a proposal to construct a roundabout.

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Concerns were noted and it was determined that there be no changes to the proposed plan.

g) Speed Concerns on MR129 (between Premer and Black Stump Way)

An application was received to lower the speed limit of 100 kph to 80 kph on MR129 between the Black Stump Way and Tambar Springs Road due to safety concerns when entering and exiting property accesses. It was noted that there were 8 dual accesses over a 2 km distance.

RECOMMENDED that Council not accede to request for proposal to change the speed limit on MR129 between the Black Stump Way and Tambar Springs.

Trow/Barry

h) Coonabarabran RSL – Closure of John Street on Sunday, 11 November 2012 for Remembrance Day

RECOMMENDED that request by Coonabarabran RSL with assistance from Council to close John Street and Dalgarno Street on 11 November 2012 between 11.00 am and 11.15 am for a Remembrance Day Service be approved subject to seeking concurrence with RMS.

Trow/Barry

i) Bike Ride Event, 4 October 2012 – Black Stump Way

RECOMMENDED that application to conduct a Duke of Edinburgh Bike Ride Event on 4 October 2012 along the Black Stump Way be approved subject to lodgement of the necessary documentation and Council seeking confirmation from Gunnedah Police.

Trow/Barry

j) Request to Relocate 70kph Speed Limit Sign on Northern Approach to Coonabarabran

A request was received to have the 70 kph speed zone sign currently located adjacent the Queenie Street entrance north of Coonabarabran on the Newell Highway, relocated further north to the outskirts of town. Concerns were raised in relation to this area being residential / built up; vehicles having to slow down to exit the Highway and noise pollution caused by trucks.

RECOMMENDED that 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.

Trow/Tighe

RECOMMENDED that Council make no change to the existing 'Give Way' sign located at the second intersection of Crane Street, Coonabarabran.

Trow/Tighe

k) RSO Monthly Report – July 2012

RSO Monthly Report for July 2012 was received and noted.

GENERAL BUSINESS

The following matters were raised without Resolution:

- Requirement for signposting of 'Bus Zone' area in Neilson Park – Investigation of Council minutes for initial implementation of bus zone area.
- Extension of Cycleway on Newell Highway from Coonabarabran High School to Wayfarer Caravan Park – route had previously been included in bike plan submission to RMS some years ago. 2013/2014 Cycleway Funding Submissions to be lodged with RMS in November 2012.
- RMS Signage – Layouts received from RMS for installation of proposed signage in Coonabarabran. Request for Council comments and installation.

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Location of Tourist Directional Signage in Coonabarabran CBD

Concerns were raised regarding the location of tourist directional signs on corner blister in John and Dalgarno Streets near mobility access. The signage was not aesthetic to the Coonabarabran CBD.

A site inspection was undertaken following the close of meeting. Comments on the proposal were made to RMS on site and via correspondence.

Installation of Reassurance Sign on Vinegaroy Road – ‘Dubbo to Coolah’

RECOMMENDED that Council write to RMS regarding the installation of a ‘Reassurance’ sign on Vinegaroy Road north of the Golden Highway intersection.

Clancy/Trow

Apology for Next Meeting

NSW Police representative, Sergeant Peter Trow advised he would be an apology for the next meeting to be held on 25 October 2012. Mr Jason Connelly to attend the meeting in Sergeant Trow’s absence.

There being no further business the meeting closed at 12.30 pm.

The next meeting is to be held on Thursday, 25 October 2012 commencing 10.00 am.

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CHAIRMAN

RECOMMENDATION

1. That Council accepts the Minutes of the Traffic Advisory Committee meeting held on 27 September 2012 at Coonabarabran
2. Coonabarabran Pony Club – Closure of John Street for Annual Street Parade on Friday, 28 September 2012
THAT application by Coonabarabran Pony Club to close John Street between Edwards Street and Essex Street on Friday, 28 September 2012 between 2.45 pm and 3.15 pm to conduct an Annual Street Parade be approved subject to compliance with Council’s Road Closure Policy and approval from RMS and NSW Police **FURTHER** that a letter be forwarded to Coonabarabran Pony Club advising of a three month notification period for consideration by the Traffic Committee of road closure applications.
3. Proposed Plan for Intersection of John Street and Edwards Street – Response from RMS
THAT changes be made to the 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 be endorsed.

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4. Speed Concerns on MR129 (between Premer and Black Stump Way)
THAT Council not accede to request for proposal to change the speed limit on MR129 between the Black Stump Way and Tambar Springs be endorsed.

5. Coonabarabran RSL – Closure of John Street on Sunday, 11 November 2012 for Remembrance Day
THAT request by Coonabarabran RSL with assistance from Council to close John Street and Dalgarno Street on 11 November 2012 between 11.00 am and 11.15 am for a Remembrance Day Service be approved subject to seeking concurrence with RMS be endorsed.

6. Bike Ride Event, 4 October 2012 – Black Stump Way
THAT application to conduct a Duke of Edinburgh Bike Ride Event on 4 October 2012 along the Black Stump Way be approved subject to lodgement of the necessary documentation and Council seeking confirmation from Gunnedah Police be endorsed.

7. Request to Relocate 70kph Speed Limit Sign on Northern Approach to Coonabarabran
THAT 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 be endorsed.

8. **THAT** Council make no change to the existing 'Give Way' sign located at the second intersection of Crane Street, Coonabarabran be endorsed.

9. Installation of Reassurance Sign on Vinegaroy Road – 'Dubbo to Coolah'
THAT Council write to RMS regarding the installation of a 'Reassurance' sign on Vinegaroy Road north of the Golden Highway intersection be endorsed.

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Item 4 Minutes of the Audit and Risk Management Committee Meeting – 8 October 2012

Division:	Corporate Services	
Management Area:	Corporate Management	
Author:	Director Corporate Services – Rebecca Ryan	
CSP Key Focus Area:	Local Governance and Finance	
Priority / Strategy:	GF4 – Ensure that Council’s governance, practices, policies and procedures respond effectively to the long-term goals of the Community Strategic plan.	
File Ref:	Function: Financial Management	Activity: Policy

PRESENT: Andrew Fletcher (Chair), David Honner, Peter Shinton (Mayor)

ATTENDING: Rebecca Ryan (Director Corporate Services), Steve Loane (General Manager) and Paul Cornall (Forsyths - via teleconference).

The Chair welcomed everyone to the ARMC meeting

1. APOLOGIES:

RESOLVED that the apology of Stefan Murru (Chief Financial Officer), Jeff Shanks (Morse Group), Elizabeth Walker-Manson (Morse Group) be accepted.

D Honner / P Shinton

2. MINUTES

RESOLVED that the minutes of the ARMC meeting held on Tuesday, 7 August 2012 be adopted.

P Shinton / D Honner

3. ACTION LIST

RESOLVED that the items pending and actions completed for Action List be noted

D Honner / P Shinton

4. FINANCIAL STATEMENTS YEAR ENDING 30 June 2012

Paul Cornall presented External Auditor report and discussed process of audit conducted in August 2012.

RESOLVED that the ARMC is not aware of any issues that would preclude Warrumbungle Shire Council from adopting the financial statements for the year ended 30 June 2012 as presented; **FURTHERMORE** the ARMC has reviewed and discussed the audit process and received confirmation from the External Auditor that:

- i. they have been provided access to all necessary records,
- ii. auditor staff are suitably qualified to conduct the audit
- iii. had sufficient time to complete
- iv. items identified have been resolved to their satisfaction
- v. representations made in the External Auditors Management Letter.

P Shinton / D Honner

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5. GENERAL BUSINESS

The ARMC requests information on the following;

COUNCIL'S CREDITORS - the number of creditors who were paid \$150,000 or more for materials and services in the last financial year or 12 months.

ORDER AND INVOICE DATES - the number of orders whose creation date was later than the invoice date for the last financial year or 12 months

CONTRACT VARIATIONS - the number of contracts where the original contract value was exceeded for the last financial year or 12 months. For each contract that exceeded the original value the number of variations and approval process.

The General Manager informed the ARMC of the Boral Quarry operations and Council Lease.

Next Meeting: 10-14 December 2012 (date to be confirmed)

Meeting Closed: 2.00 pm

Chairperson

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RECOMMENDATION

1. That Council accepts the Minutes of the Audit and Risk Management Committee meeting held on 8 October 2012 at Coonabarabran

2. Action List
THAT the items pending and actions completed for Action List be noted.

3. Financial Statements Year Ending 30 June 2012
THAT the ARMC is not aware of any issues that would preclude Warrumbungle Shire Council from adopting the financial statements for the year ended 30 June 2012 as presented; **FURTHERMORE** the ARMC has reviewed and discussed the audit process and received confirmation from the External Auditor that:
 - i. they have been provided access to all necessary records,
 - ii. auditor staff are suitably qualified to conduct the audit
 - iii. had sufficient time to complete
 - iv. items identified have been resolved to their satisfaction
 - v. representations made in the External Auditors Management Letter.

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Item 5 Workplace Health & Safety – Provision of PPE

Division:	Executive Services	
Management Area:	Human Resources	
Author:	Manager Human Resources – Val Kearnes	
CSP Key Focus Area:	Community & Culture	
Priority / Strategy:	CC4 Public Involvement in community activities including volunteerism needs to be increased	
File Ref: Staff	Function: Human Resource	Activity: Volunteers

Background

At the August meeting Council adopted the Work Health and Safety Policy and Volunteer Policy and Procedure, Resolution 49/1213.

To ensure the welfare and safety of all volunteers participating in volunteer work, they should be provided with Personal Protection Equipment as required by legislation.

Issues

Council is obliged under Workplace Health & Safety Act 2012 to ensure all staff and volunteers are provided with PPE to undertake their designated duties.

Options

Council may decide not to allow volunteers to undertake any duties in areas where risk assessments require Personal Protection Equipment

Financial Considerations

HR requests a supplementary vote of \$1,000 to be solely dedicated to providing PPE to volunteers undertaking approved duties. This PPE will take the form of high visibility vests, gloves and hats. This amount will be included as a line item in HR's budget next financial year.

Summary

Council is obligated to provide all volunteers undertaking work outdoors for Council appropriate PPE to ensure their safety while undertaking approved volunteer's duties for Council.

RECOMMENDATION

Council refers the request for supplementary vote to the November meeting for consideration during the quarterly budget review.

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Item 6 October 2012 Report from Human Resources

Division:	Executive Services		
Management Area:	Human Resources		
Author:	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 September Council Meeting five positions have been successfully filled:

- Administration Officer – Technical Services
- Supervisor Pools
- Administration Officer – Tourist Information Centre
- Senior Community Care Co-ordinator
- Supervisor Urban Services - Coonabarabran

There are currently three positions advertised externally

- Manager Warrumbungle Water
- Manager Civil Projects
- Technical Officer – Asset & Design

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The following **five positions have closed** and the selection process underway:

- 2 Plumbers (Dunedoo & Coolah) – Re advertised
- Supervisor Urban Services – Coolah
- Supervisor Urban Services – Mendooran
- Supervisor Trades

RECOMMENDATION

For Council's information

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Item 7 Warrumbungle Shire Employee Excellence in Achievement Award 2012

Division:	Executive Services
Management Area:	Human Resources
Author:	Manager Human Resources – Val Kearnes
CSP Key Focus Area:	Local Governance and Finance
Priority / Strategy:	GF7.1.3.1A. Maintain relationships between management, staff and unions
File Ref:	Function: Staff Activity: Council

Background

Applications for the Fourth Quarterly Warrumbungle Shire Employee Excellence in Achievement Award 2012 closed on September 30, 2012. The previous recipient of this award (Third Quarter) was Christine Kennedy – HR Department.

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

Trevor Honeysett
Frances Perry
Christine Kennedy
Kweelan Tyne
Michelle Capewell

David Smith
Mike Myers
Deanne Britton
Maree Thompson

Issues

Staff

Options

Nil

Financial Considerations

One of the four quarterly award winners will be selected in December to receive the yearly award. This staff member will be awarded an extra one week's annual leave as their prize.

Summary

Winner of the Fourth Quarterly Excellence in Achievement Award is Michelle Capewell

RECOMMENDATION

Council accepts the recommendation from MANEX and presents Michelle Capewell, Room Leader Yuluwirri Kids with the fourth quarter Warrumbungle Shire Council Employee Excellence in Achievement Award.

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Item 8 Poll Results – 8 September 2012

Division:	Executive Services	
Management Area:	Executive Services	
Author:	General Manager – Steve Loane	
CSP Key Focus Area:	Local Governance and Finance	
Priority / Strategy:	GF6.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.	
File Ref:	Function: Governance	Activity: Elections

Background

At the September 2012 elections, a poll was conducted on the following question;

Are you in favour of changing the name of "Warrumbungle Shire Council" to that of "Warrumbungle Regional Council?" You will be asked to respond with a "yes" or a "no" answer.

The idea of changing the name of the Warrumbungle Shire Council to that of Warrumbungle Regional Council has been discussed on numerous occasions since the amalgamation of the Coolah Shire Council with the Coonabarabran Shire Council. This subject was again raised at the Community Strategic Planning meetings held in various locations around the Shire in 2011.

These questions have prompted Council to consider if the current name accurately reflects the "Shire" as it is today or into the future.

Votes to change the name of the Council will give Council some guidance on the community view. There is no legislative requirement for Council to retain or change its name as a result of the Poll.

Issues

The NSW Electoral Commission advised that the estimated cost of the poll is \$8,900 + advertising + GST. The costs include:-

- Additional wages at the polling places and returning officers office
- Website placement for results
- Call centre loading
- Printing and distribution of the poll ballot paper
- Single amendment to the statutory advertisement (note all other advertising is a cost direct to council)
- Logistics

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Options

Council has discretion in this matter.

Financial Considerations

If the name does not change there are no financial considerations.

If the name does change there would be considerable costs which would include changing stationery, uniforms and registrations for example.

Summary

The results were declared by the NSW Electoral office. The results show that 28.22% were in favour of the name change and 71.78% said they were not in favour of the name change.

Question 1 Votes		
	Votes	% Formal Votes
Yes	1,646	28.22%
No	4,186	71.78%
Total Formal Votes Counted	5,832	
Informal Votes	138	
Total Ordinary Votes	5,970	

RECOMMENDATION

That Council retains the name of Warrumbungle Shire Council.

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Item 9 Boral Quarry Coonabarabran Formal Handover

Division:	Executive Services
Management Area:	Executive Services
Author:	General Manager – Steve Loane
CSP Key Focus Area:	Local Governance 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: Council Properties

Activity: Acquisition, Lease & Disposals – Non Council Land

Background

At the October 2011 Council meeting it was resolved (168/1112) that Council authorise the General Manager to negotiate with Boral for Warrumbungle Shire Council to occupy and exploit Boral Resources (Country)'s Coonabarabran Quarry and to sign the 'Heads of Terms' for License Agreement

Issues

Nil

Options

Nil

Financial Considerations

Nil

Summary

Council officially took over the quarry on 1 October 2012. The formal handover of the Boral Quarry took place on 10 October 2012 and was attended by Mayor Peter Shinton, Councillor Ron Sullivan, General Manager Steve Loane, Director Technical Services Kevin Tighe and the Asset Manager of Quarries Boral John Benson.

RECOMMENDATION

For Council's information.

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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:	Council Property	Activity:	Development

Background

On the October long weekend 2012 Mr Bob Fenwick attended the primitive camping site at Mendooran. Mr Fenwick had a verbal conversation with Mayor Shinton explaining that he is very appreciative of Council staff mowing the lawns down to the waters edge as this allowed camping right down to the river. He also expressed his appreciation towards the Council staff that cleaned the toilets on the Sunday.

Issues

Nil

Options

Nil

Financial Considerations

Nil

Summary

Nil

RECOMMENDATION

For Council's information.

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Item 11 Rent Relief for Tenant 141 Martin Street, Coolah

Division:	Corporate Services	
Management Area:	Property and Risk	
Author:	Manager Property and Risk - Jennifer Parker	
CSP Key Focus Area:	Public Infrastructure and Services	
Priority / Strategy:	P12 The long-term wellbeing of our communities is dependent on the on going provision of high quality services in health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management	
File Ref:	Function: Council Properties	Activity: Lease

Background

Council has received a formal request via email on 28 September 2012 from Dr and Mrs Dissanayake, a former tenant of 141 Martin Street, Coolah being the Dr's Residence. A copy is attached under separate cover for Councillors' information.

The tenant, who has now left Coolah, is requesting a reimbursement of 100% rent relief for a period of four (4) months due to the property being affected by flood water in 2010-2011. It is pointed out that the heavy downfall caused water to flood the laundry/internal steps and garage and no amount of sweeping away the water reduced the level of water due to the large volume of water logged under the house that was draining into the low point being the laundry internal steps and garage.

There are claims that;

- The water level remained around 15 cm at the bottom of the internal steps.
- Many Council workers inspected the damage and some attempts were made to pump the water from under the house
- Days went to weeks and then months and still no action.
- In late January 2011 the family were forced to vacate the premises due to allergy type symptoms believed to be as a direct result of the mould spores and rising dampness from the internal stairs
- Upon return the water still remained at the bottom of the steps, the mouldy cupboards and skirting boards still present and
- finally months later repairs were undertaken to the garage, laundry/toilet, cupboards and skirting boards

Issues

Following is a timeline of work that was carried out after the incident. Information was gained from the diaries, business papers, property reports and recollections of the staff involved in dealing with this issue.

- On the night of Saturday 4 December 2010 a weather event hit Coolah and the surrounding area. Several Council assets were affected by 4 inches of rain in an

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hour. Roads were destroyed (some still not repaired today) and three council buildings damaged. The buildings damaged included

- the Coolah Council Chamber which had the basement flooded;
 - the Coolah Memorial School of Arts (Coolah Preschool) which had its roof damaged; and
 - 141 Martin Street (The Doctors Residence in Coolah) which suffered from sub terrain flooding causing damage to the basement floor, laundry/toilet and garage.
- On 6 December 2010 the Director of Community Services was informed about the incident and organised for the Council Plumber and Carpenter to assess the situation.
 - On the 7 December 2010, pumps were installed in place to get rid of residual water behind the back wall of the basement laundry/toilet and garage area. The pumps worked successfully to rid the sub floor area of the surface water but with the amount of rain received in the area there was still seeping for the next few weeks.
 - On 9 December 2010 a Building Engineer assessed the situation. A report was submitted on 14 December 2010 and the main issue at this time was the sub floor drainage under the house from the above property 143 Martin Street.
 - The property was inspected by other staff including Manager Building Services and Acting Director Environmental Services over the next month.
 - On 16 December 2010 an electrician was organised to permanently connect the pumps, the electricity account of which was paid for by the tenant.
 - On 6 January 2011 the Director Community Services received notification from the tenant's wife that mould was becoming apparent in the areas backing up to the subfloor, mainly the Laundry/Toilet, Garage and Garage Storage area. The Council Carpenter was informed. The property was inspected and the next day the skirting boards were removed.
 - On the 17 January 2011 the Acting General Manager and the tenant's wife discussed the mould spores and the need to spray fungicide to kill the spores and installation of a fan to circulate air and dry the soil. After consultation with the family, coinciding with them being out of the house for five days, from 25 to 30 January 2011, Council's Carpenter undertook spraying of the premises with a commercial fungicide on 27 January 2011.
 - At the ordinary Meeting of Warrumbungle Shire Council on 20 January 2011 a supplementary vote of \$16,125 for drainage remediation works was approved by Council. This was subject to a further report in August 2011, to create an easement required for drainage purposes on the adjoining properties.
 - In addition as reported to Council, Insurance was claimed for the incident and an amount of \$8,769 paid for the cost of repairs. The drainage remediation works was not an insurance claimable expense.
 - Over the next month quotes were obtained from local trades to undertake the recommended drainage issue behind the house in the neighbouring property 143 Martin Street, and to repaint and repair the damage. By March a comprehensive building condition report was completed and work started on repairing the damage on 15 March 2011 completed by 1 April 2011.

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It should be noted that during this time the Director Community Services/Acting General Manager and the tenants' wife were in constant consultation, not only about the house but also the Coolah Memorial School of Arts (Coolah Preschool) that was damaged in the same storm.

Repairs were done in a timely fashion and given there was some disruption to the family; there was no formal complaint made to Council at any time then or since that period. Damage to the house consisted of 22% of the premises, that being the whole Laundry/Toilet, Garage and Storage area. Essentially it is accepted that these areas of the house were not in practical working order from 4 December 2010 to the 1 April 2011, being a total of 18 weeks.

The lease for these premises was written under old legislation which was superseded by The Residential Tenancies Act 2010 which came into place 30 January 2011. Under Part 1, Preliminary, Section 6 it is stated that the Act applies to existing and future residential tenancy agreements whether made before or after the commencement of this section.

Under the Residential Tenancies Act 2010, Part 3, Division 43, Rent Reductions, the following is stated

(1) **Reduction in goods, services or facilities**

The tenant may make a written request to the landlord at any time for a reduction in rent if the landlord reduces or withdraws any goods, services or facilities provided with the residential premises, even if those goods, services or facilities are provided under a separate or a previous contract, agreement or arrangement.

(2) **Premises unusable**

The rent payable under a residential tenancy agreement abates if residential premises under a residential tenancy agreement are:

- (a) *otherwise than as a result of a breach of an agreement, destroyed or become wholly or partly uninhabitable, or*
- (b) *cease to be lawfully usable as a residence, or*
- (c) *appropriated or acquired by any authority by compulsory process.*

(3) **Access to purchasers**

The landlord and tenant may agree to reduce the rent payable for premises during periods when access to the residential premises is required to be given to prospective purchasers of the premises.

(4) **Effect of section**

This section does not limit the rights of landlords and tenants to agree to reduce the rent payable under a residential tenancy agreement.

(5) *This section is a term of every residential tenancy agreement.*

Options

Council has the option to accede to the request and provide 100% Rent relief for four (4) months. Calculated to 18 weeks from beginning of December 2010 to the end of March 2011 at \$170.00 per week would surmount to \$3,060.

Council may follow the Residential Tenancies Act 2010 and grant a rent reduction for that period that the house was not in good order. With only 22% of the premises being affected a reduction of 25% for those four months would calculate to \$765.

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Financial Considerations

The tenant has almost paid all outstanding rent with a current balance \$100 still owed to Council. This account was regularly in arrears; and the subject of a Statement of Claim issued 31 August 2012 for six (6) months worth of rent. The tenant also left items at the premises which as per the Residential Tenancies Act 2010 have been stored in secure storage at Council's expense of \$30 per week plus GST (from Termination of the Lease as at 27 August 2012 to 15 October, for seven (7) weeks totalling \$231 (inc GST).

The premises are currently tenanted by the new Doctor and her family with 100% rent relief for the first six months as resolved by Council (**Resolution No 52/1213**) at the August 2012 meeting. Rent will not be forthcoming from these premises until January 2013. As per s356 of the Local Government Act this financial assistance was considered 'private gain' and therefore Council advertised this decision for a period of 28 days, and received no comment.

Should Council decide to provide rent relief to the previous tenant, it should be viewed as a reimbursement for rent reduction as per the Residential Tenancies Act 2010, so would not require public advertising for public comment.

The rent reduction would be funded from Council's Property Management budget specifically 141 Martin Street, Coolah.

Summary

The tenant's wife on behalf of the tenant, being formerly the Doctor and an ex Councillor of Coolah, has requested 100% rental relief for four (4) months that the house they occupied at 141 Martin Street, Coolah, which suffered storm damage and was in repair.

Claims that the tenant's level of comfort and living conditions were affected are accepted, however Council disputes that the issue was delayed or ignored, weeks or months. These claims are not relevant and not justified, as demonstrated by the efforts of all staff to respond to the emergency in the first place and mould and drainage issues that emerged as time progressed in what was considered an unusually wet summer.

This rental account has only recently been paid to the current balance of \$100 and is accruing at \$30 per week for storage of item left at the residence (current balance \$231 inc GST).

Council received a report to the April 2012 meeting, in where Dr Dissanayake formally applied for 100% rent relief for 8 (eight) months from 1 May 2012 to 31 December 2012 following his relocation to Melbourne and requirement for accommodating visiting locums to service the Coolah Medical Practice. Whilst Council did not accede to this request, Council did resolve that the Mayor and General Manager be authorised to negotiate with Dr Dissanayake on behalf of Council (**Resolution No 357/1112**).

22% of the premises were affected by storm damage for a period from 4 December 2010 to 1 April 2011.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 18 October 2012

RECOMMENDATION

That Council offer rent reduction of 25% to Dr and Mrs Dissanayake, the former tenants of 141 Martin Street Coolah, being a total \$765 as per the current Residential Tenancies Act 2010, Part 3, Division 43, Rent Reduction for the period from 4 December 2010 to 1 April 2011 and adjust the current debt account accordingly.

WARRUMBUNGLA SHIRE COUNCIL

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Item 12 Bank Reconciliation for month ending 30 September 2012

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

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 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.

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 Councils General Ledger.

Options

N/A

Financial Considerations

Nil

WARRUMBUNGLE SHIRE COUNCIL

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Summary

Balance per General Ledger – 30 September 2012

Bank	Account Number	Balance
General Fund	5410-3000-0001	453,343.14
Trust Fund	9000-3000-0000	163,915.31
Investments - General	5220-3001-3001	7,155,246.81
Investments - General	5220-3001-5001	2,520,000.00
Investments Movement - General	5220-3003-0000	13,126.71
Investments - Water Fund	7085-3001-0001	2,920,253.54
Investments Sewerage Fund	8085-3001-0001	2,646,619.75
Total per General Ledger		15,872,505.26

WARRUMBUNGLE SHIRE COUNCIL

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Balance as per Bank Account – 30 September 2012

Bank	Balance
<u>General</u>	
Commonwealth	567,872.07
Westpac	1,879.20
NAB	14,441.11
Total - General	584,192.38
<u>Trust</u>	
Commonwealth	163,765.31
Total - Trust	163,765.31
<u>Investments</u>	
Securities	6,000,000.00
IBD	9,255,246.81
Total Investments	15,255,246.81
Total All Bank Accounts	16,003,204.50
<i>Add:</i>	
Outstanding Deposits - General	5,765.80
Outstanding Deposits - Trust	150.00
<i>Less:</i>	
Unpresented cheques - General	136,615.04
Unpresented cheques - Trust	
Balance adjusted for outstanding deposits & unpresented cheques (Final Bank Balance)	15,872,505.26
Variance between Final Bank Balance and General Ledger	-

RECOMMENDATION

That Council accept the Bank Reconciliation Report for the month ending 30 September 2012.

WARRUMBUNGLE SHIRE COUNCIL

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Item 13 Investments & 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's investment performance for the month:

Council currently benchmarks its investment performance against the 3 month Bank Bill Swap Reference Rate (BBSW) as per Council's investment policy. The August BBSW 3 month rate was 3.19%. Council's term deposits returned an average rate of 4.91% for the month of September, outperforming Council's benchmark.

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.

Council's Investment Security held with Bendigo Bank (AUFN0003810) was called on 21 September 2012 earning Council \$5,973.70 interest over the life of the security.

It should also be noted that the value (based on Indicative Bid) for Council's investment securities increased by \$22,750 during the month of September.

During the month of September two of Council's Term Deposits totalling \$2m fell due, earning Council \$21,070 in interest revenue (over the life of the deposits). Council invested \$1m with NAB for 3 months at a rate of 5.03% and invested \$1m into the ANZ At Call account at a rate of 5.00%.

A total of \$802,230 was transferred back into Council's operating account to meet daily operating expenses.

WARRUMBUNGLA SHIRE COUNCIL

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Issues

Reconciliations are being completed monthly and balanced, payments and receipts reconcile to monthly investment statements and investment interest is recorded. These 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 end of month checklist procedures.

Options

N/A

Financial Considerations

Bendigo Bank – Westpac	Sub debt was called on the 21 September 2012.
ANZ CPPI - Asprit I	Zero coupon investment backed by ANZ. Bid is below fair value, despite 1.5 months to maturity. Likely to pay a small amount above 100.
Dandelion Westpac	AA- rated investment that no longer pays coupons despite 3 months to maturity. Bid price well below fair value. Low Risk.
ANZ CPPI Asprit II	Zero coupon investment backed by ANZ. Bid is below fair value, despite 6 months 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 AAA. Few concerns if any. Bid well below fair value. Low risk.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 18 October 2012

Summary

Investment Securities

Council currently holds the following investment securities:

Bank	Purchase Price	Indicative Bid	Valuation based on indicative bid as at 30 September 2012	ISIN Number	Lodgement date	Maturity Date	Rating	Coupon Payments
ANZ CPPI - Asprit I	500,000	97.50%	487,500	CPPISAMAF01	30.09.2009	23.11.2012	AA-	0%
Dandelion Westpac	1,000,000	96.50%	965,000	AUFN0004693	19.12.2007	21.12.2012	AA-	0%
ANZ CPPI Asprit II	800,000	96.00%	768,000	CPPISAMAF02	30.09.2009	30.03.2013	AA-	0%
Averon CPP Ltd Aver	700,000	92.00%	644,000	AU300AVER012	30.09.2009	20.06.2013	AA+	0%
FIIG All Seasons CPPI Note	1,500,000	90.25%	1,353,750	AU300SEKA021	29.08.2008	29.08.2014	AA+	0%
Octagon Ltd Linked	1,500,000	82.50%	1,237,500	XS023170158	25.10.2005	30.10.2015	AAA	0%
Total:	6,000,000		5,455,750					

WARRUMBUNGLE SHIRE COUNCIL

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Term Deposits

Council currently holds the following Term Deposits:

Bank	Current Investment	Opening Balance	Buy/(Sell)	September Interest Earned/ Accrued	Closing Balance	Lodgement date	Maturity Date	Rating	Current Yield
NAB Cash Maximiser	1,094,452	1,405,055	-313,700	3,097	1,094,452	At Call	At Call	AA-	4.19%
ANZ At Call	4,160,796	2,001,231	2,137,000	9,648	4,147,879	At Call	At Call		5.00%
Bendigo Bank - Westpac	-	1,007,738	-1,008,153	415	-	03/07/2012	03/09/2012		4.80%
Community Orana Mutual	-	1,010,024	-1,012,917	2,893	-	20/06/2012	20/09/2012	Not rated	5.08%
Bank West	1,000,000	1,008,197	-	4,132	1,012,329	02/07/2012	02/10/2012	AA-	5.00%
Suncorp Bank	1,000,000	1,017,463	-	4,187	1,021,650	19/07/2012	18/10/2012	A+	5.02%
Suncorp Metway	1,000,000	1,002,049	-	4,098	1,006,147	16/08/2012	14/11/2012	A+	5.00%
NAB	1,000,000	-	1,000,000	3,711	1,003,711	3/09/2012	03/12/2012	AA-	5.03%
Total:	9,255,247	8,451,757	802,230	32,181	9,286,168				4.91%

Certification of Responsible Accounting Officer

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

Responsible Accounting Officer

RECOMMENDATION

That Council accept the Investments Report for the month ending 30 September 2012.

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Item 14 Rates Report for Month ending 30 September 2012

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

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 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 30 September 2012 is 15.25%. This figure is higher than the 10% benchmark proposed by the DLG.

Options

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 September is detailed in the following table:

WARRUMBUNGLA SHIRE COUNCIL

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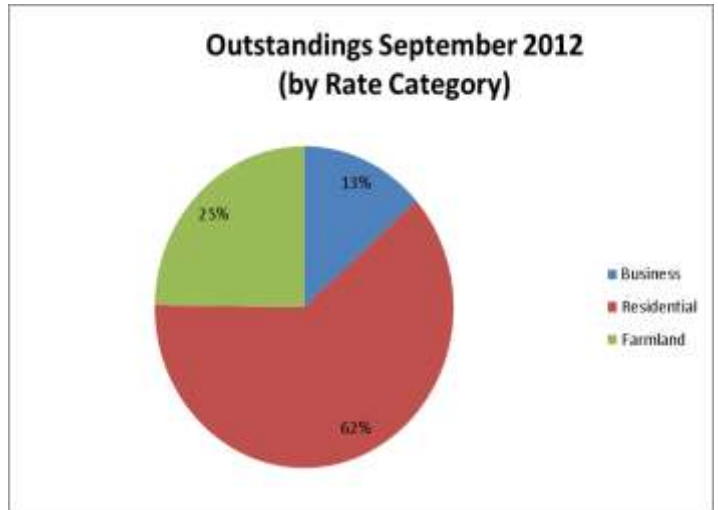
Rate/Charge Type	Rate Arrears 2011/2012	2012/2013 Levy	Pensioner Write Off	Abandoned	Rates Arrears And Net Levy	Total Payments To Date	Total Outstanding 2012/2013	Collection % 2012/2013	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	614,759	6,917,949	161,264	2,930	7,368,515	2,319,697	5,048,817	31%	762,842	11%
Water	187,948	1,285,527	71,362	177	1,401,935	471,115	930,820	34%	223,686	17%
Sewerage	379,939	1,164,494	54,674	2,036	1,487,722	229,426	1,258,297	15%	189,234	16%
Garbage	155,985	1,563,391	104,596	1,277	1,613,503	578,403	1,035,101	36%	190,324	12%
TOTAL RATES AND CHARGES	1,338,631	10,931,361	391,897	6,420	11,871,675	3,598,641	8,273,034	30%	1,366,085	12%
Water Consumption	411,225	1,052,343	-	-	1,463,568	192,378	1,271,190	13%	271,124	26%
Sewer Consumption	70,499	117,859	-	0	188,358	43,055	145,303	23%	30,815	26%
TOTAL WATER SUPPLY SERVICES	481,724	1,170,202	-	0	1,651,926	235,433	1,416,493	14%	301,938	26%
Legal Fees	156,016	33,472		13	189,475	32,719	156,755	17%	187,450	
Interest	228,554	34,538			263,092		263,092			
GRAND TOTAL	2,204,925	12,169,573	391,897	6,434	13,976,168	3,866,793	10,109,375		1,855,474	15.25%

- 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 (62%) relates to residential properties, while 25% relates to farmland and 13% to business. See graph to the right, and table of outstanding balances by rate group and rate/charge type below for further details.



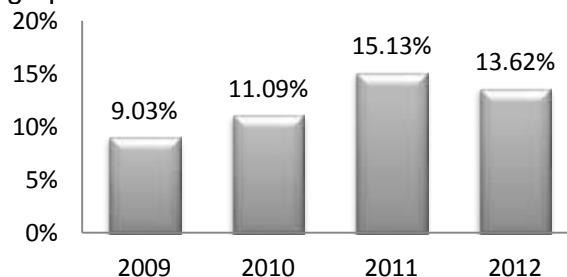
Of the amount outstanding, Council currently has a total of 307 assessments with a total of \$648k outstanding under an arrangement to pay the outstanding rates and annual charges on a weekly, fortnightly or monthly basis.

Rates Type	Rates levy			Water levy			Legal	Grand Total
	General	Domestic Waste	Water Access	Sewer Access	Water Usage	Sewer Usage		
Business	60,145	23,161	18,078	36,022	72,391	30,801	9,654	250,252
Residential	292,729	160,783	205,521	153,211	198,194	14	134,304	1,144,757
Farmland	282	416,066	87	-	538	-	43,492	460,464
Total	353,155	600,010	223,686	189,234	271,124	30,815	187,450	1,855,474

Collection of outstanding rates commences with a Council generated overdue letter 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 seven (7) days to make a payment or contact Council requesting an arrangement.

Council currently have outstanding rates totalling \$44,718 proceeding to Judgement and outstanding rates totalling \$78,894 proceeding to Writ of Execution. There are currently three (3) cases where the rate payer has put in a defence with regards to outstanding rates.

Council's Debt Recovery Agency recently recovered a total of \$39,963 for a bad debt being rates and annual charges outstanding since 2005. 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 15 Pensioner Concession Subsidy 2011-12

Division:	Corporate Services	
Management area	Financial Services	
Author	Senior Rates Officer – Graham Macbeth	
CSP Key Focus Area	Local Government 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: Rating

Background

Section 575 of the Local Government Act (LGA 1993) describes the process whereby eligible pensioners are able to make an application for a rebate on their Council rates and charges. Upon making an application for a rebate; being prior to the date at which the rate or charge is levied for that year; an eligible pensioner is entitled to receive as a rebate half the amount levied for ordinary rates and domestic waste management services levied on any land for the same year to a maximum of \$250. In addition, eligible pensioners will receive a rebate for all water supply special rates or charges and sewerage special rates or charges to a maximum of 87.50.

However if the person becomes an eligible pensioner after the day on which a rate or charge is made and levied, the person is entitled to a reduction as per s575 (LGA) of the rate and charge proportionate to the number of full quarters remaining. s581 of the LGA stipulates that the Minister will refund Council an amount equal to 55% of total pensioner rebates granted for that year.

Issues

Confirmation of all eligible pensioners is obtained from Centrelink before completion of the Pensioner Subsidy Return. This confirmation has now been completed for the 11/12 Return and is to be submitted to the NSW Government for approval and refund payment back to Council.

Option

N/A

Financial considerations

Council's budget for pensioner rebates this financial year is \$356,092 with an expected income refund from NSW Government granted under s575, 581 totalling \$225,185, Councils portion being \$130,907. Council should note that the Pensioner Subsidy Return year is in arrears to the current financial year at any given time.

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Summary

A total of 1,142 pensioner concessions totalling \$429,267 have been granted from 1 October 2011 to 30 September 2012 in accordance with s575 of the LGA (1993). The 55% refund claimed in this Pensioner Subsidy Return is \$236,096.

The Pensioner Subsidy Return has been forwarded to Council's Auditors for checking and signing off. A Council resolution is required as write offs are necessary against the various funds for anticipated rate income that will not be received due to the granting of Pensioner Concessions.

The 55% Refund is receipted to each fund.

RECOMMENDATION

That, subject to the concurrence of the Auditor:

- (a) The following rates are abandoned for the 2011-12 year since these rates were due by persons eligible for a Pensioner Concession Subsidy reduction under s575 of the Local Government Act (1993) and that these writing-off be charged against the following funds.

	Total Pensioner Concession 2011-2012	55% Return of Pensioner Concessions	Council portion Pensioner Concession
General Fund	\$165,495	\$91,022	\$74,473
Domestic Waste	\$106,344	\$58,489	\$47,855
Water	\$72,533	\$39,893	\$32,640
Sewerage	\$84,895	\$46,692	\$38,023
	\$429,267	\$236,096	\$193,171

WARRUMBUNGLE SHIRE COUNCIL

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Item 16 Compulsory Acquisition of Land – Visitor Information Centre Car Park

Division:	Corporate Services	
Management Area:	Property and Risk	
Author:	Manager Property and Risk – Jennifer Parker	
CSP Key Focus Area:	Local Governance and Finance	
Priority / Strategy:	Ensure that Council's governance, practices, policies and procedures respond effectively to the long-term goals of the Community Strategic Plan.	
File Ref: Function:	Council Asset	Activity: Usage – Acquisition

Background

The plot of land for the car park at the Coonabarabran Visitor Information Centre, Lot 589 DP721790 is Crown Land in trust and managed by Warrumbungle Shire Council. Its correct trust title is Coonabarabran Parking (R120017) Reserve Trust and is reserved for car parking.

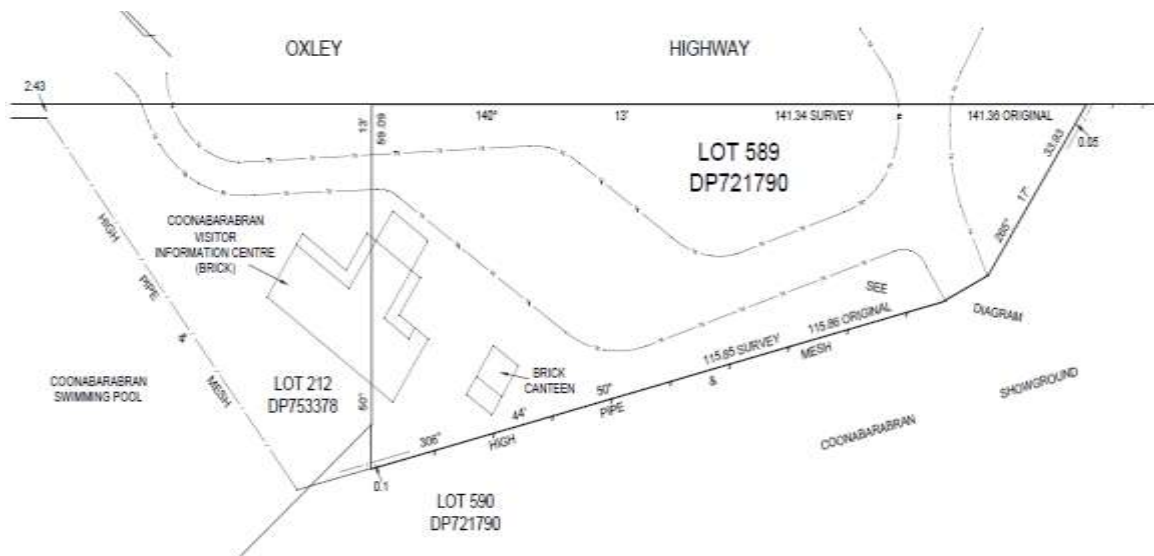
An oversight in the building of the Visitor Information Centre Coonabarabran has been found with a recent survey which revealed that the building is half on crown land and half on Council freehold land (Lot 212 DP753378). The canteen used for Driver Reviver is entirely on the reserve plot R120017.

With these council buildings being on this crown land there is a violation of its designated use as a car park and Council needs to rectify this issue. The simplest way is to compulsory acquire the land under the Land Acquisition (Just Terms Compensation) Act 1991.

The Land Acquisition (Just Terms Compensation) Act 1991 outlines a process through which councils can acquire land and has in the past utilised this mechanism to gain land. To utilise this act several steps must be followed including a Council Resolution of support for the acquisition.

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Extract from Survey by Gleeson Surveying 30-08-12

Section 187 of the Local Government Act (1993) authorises Council's acquisition of land by agreement or by compulsory process and defers the proposed acquisition to the Land Acquisition (Just Terms Compensation) Act 1991 which requires the approval of the Minister.

Issues

Lot 589 DP721790 is a Crown Reserve (R120017) for car parking under the care of Warrumbungle Shire Council on behalf of the Crown. R120017 should only be utilised as a car park. The Crown technically has the right to order any buildings on the reserve be pulled down as they do not fulfil the lands designated use.

Options

Council really has no other option than to acquire the land under the Land Acquisition (Just Terms Compensation) Act 1991, and consolidate it with Lot 212 DP753378 to rectify building code non compliance.

Financial Considerations

The property is approximately 1.4 acres (0.58ha) and has a commercial market value of approximately \$40,000.00 to \$60,000 (there is no comparable land available in this region so market value is related to commercial land sold in the industrial estate north of Coonabarabran).

Lands Department calculate Statutory Land Value as follows:

Current SLV assessed by Valuer General = \$410,000 for 19.41 ha

Area 589//721790 estimated @ 0.58 ha

Indicative value – $410,000/19.41 \times 0.58 = \$12,251$

It should be noted that value on the block with the swimming pool (11.346ha or 28.03 acres) was valued at \$169,000 in the 2008 Valuer Generals Assessment.

WARRUMBUNGL SHIRE COUNCIL

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In which case a further report may be required to organise supplementary vote and Council consider the budget implications.

Summary

Council needs to compulsorily acquire Lot 589 DP721790, Coonabarabran Visitor Information Centre Car Park, to correct the existing building code non compliance. This acquisition will also ensure Council's control over any future development.

RECOMMENDATION

That Council proceed with the acquisition of the Visitor Information Centre Coonabarabran Crown Land Reserve R120017 being Lot 589 DP721790 in Coonabarabran, Coonabarabran Parish, Gowen County by compulsory acquisition under the Land Acquisition (Just Terms Compensation) Act 1991. **FURTHERMORE;**

1. That the General Manager be granted authority for an application to be made for the approval of the Governor to be obtained under Section 19 of the Land Acquisition (Just Terms Compensation) Act 1991 to the gazettal of an acquisition notice.
2. That Council confirm that all minerals are to be excluded from the compulsory acquisition.
3. That the land when acquired be classified as operational land.
4. That the Mayor and General Manager be authorised to use the Warrumbungle Shire Council seal in the process of acquisition of this land.
5. That a further report will be brought back to Council when all costs involved in the compulsory acquisition including purchase price and solicitors' costs are ascertained.

WARRUMBUNGL SHIRE COUNCIL

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Item 17 Crown Reserve Trust Committee

Division: Corporate Services

Management Area: Property and Risk

Author: Manager Property and Risk – Jennifer Parker

CSP Key Focus Area: Public Infrastructure and Services

Priority / Strategy: P12 The long-term wellbeing of our communities is dependent on the ongoing provision of high quality services in health and aged care services in health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management

File Ref: Function: Land Use and Planning

Activity: Crown Land

Background

'When New South Wales was first settled, all land in the colony was presumed to be owned by the Crown. As the colony developed and demand for private landholding grew, land was made available for sale or lease to the public. The system of reserving Crown Land developed at that time to ensure that land was also set aside for public and future uses.

Crown reserves are parcels of Crown Land retained or acquired by the State and set aside for specific public purposes. The Crown Lands Act 1989 (the Act) is the principal legislation protecting and governing how these lands may be used and managed for the public benefit. Crown Land can be reserved (or dedicated) for a multitude of purposes, including public recreation, showgrounds, cemeteries, environmental protection, public halls, racecourses and preservation of scenery.' (Extract from the Trust Handbook)

Crown Land is split into various groups for management and some of that management is under Councils responsibility. Council usually manage all Cemeteries which are a Crown Dedications under the Act. Some Crown Land comes under Public Reserves under the Local Government Act Section 48;

Responsibility for certain public reserves

48 Responsibility for certain public reserves

(1) Except as provided by section 98A of the Crown Lands Act 1989 , a Council has the control of:

- (a) public reserves that are not under the control of or vested in any other body or persons and are not held by a person under lease from the Crown, and
- (b) public reserves that the Governor, by proclamation, places under the control of the Council.

(2) If any doubt arises as to whether any land comes within the operation of this section, or as to the boundaries of a public reserve, the Governor may, by proclamation, determine the matter.

WARRUMBUNGLE SHIRE COUNCIL

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Council manage some Crown Lands in the capacity of a Reserve Trust Manager appointed under the Crown Lands Act.

Dealing with any Crown Lands must be undertaken by a 'Reserve Trust Committee' of at least three (3) people and a maximum of seven (7) (s92 Crown Lands Act 1989). As with all trusts a separate accounting system and management system must be put in place in accordance with the Trust Handbook and Crown Lands Regulations 2006.

Issues

Warrumbungle Local Government Area has over 160 Crown properties under the care of Council. The list held by Council is currently incomplete and being updated with consultation with the NSW Department of Primary Industries, Catchment and Lands.

In accordance with Crown Land legislation and regulations, the affairs of Reserve Trusts when managed by Council are to be recorded in a manner that will permit dissection of those records. It is a requirement that Warrumbungle Shire Council establish a 'Reserve Trust Committee' to oversee the management of Crown Land and Trusts.

Any dealing of matters and decisions made relating to the reserves are done so in the capacity as a Trust Manager and not Council Operations. Under the Act, as stipulated in the Trust Handbook, for Reserve Trusts managed by a local Council it is important to ensure that there is a separation of Council and Reserve Trust business. Crown Land management will not be presented to Council for deliberation as it has to be separated from all general Council business.

Options

Council is to set up a Reserve Trust Committee to oversee all management and reporting of Crown Lands to comply with management of Reserve Trusts according to the Trust Handbook.

Financial Considerations

Managing Crown Land does incur a cost to Councils when they are issued under Section 48 of the Local Government Act or are Cemeteries. Trust Reserves can be managed and any income received by way of leases or licenses are deposited into a trust account only to be spent back on the Trust Reserves.

Summary

Warrumbungle Shire Council is required to establish a Reserve Trust Committee for the management of Crown Lands to comply with the legislation that controls all Crown Land in NSW. The Committee will be made up with the General Manager, Director of Corporate Services, Manager Urban Services and Manager Property and Risk.

RECOMMENDATION

In Councils capacity as a trust manager; Council endorse the General Manager's establishment of a Reserve Trust Committee to manage all Crown Lands in the care of Warrumbungle Shire Council to comply with the legislation that controls all Crown Land in NSW. The Reserve Trust Committee being made up of the General Manager, Director of Corporate Services, Manager Urban Services and Manager Property and Risk.

WARRUMBUNGL SHIRE COUNCIL

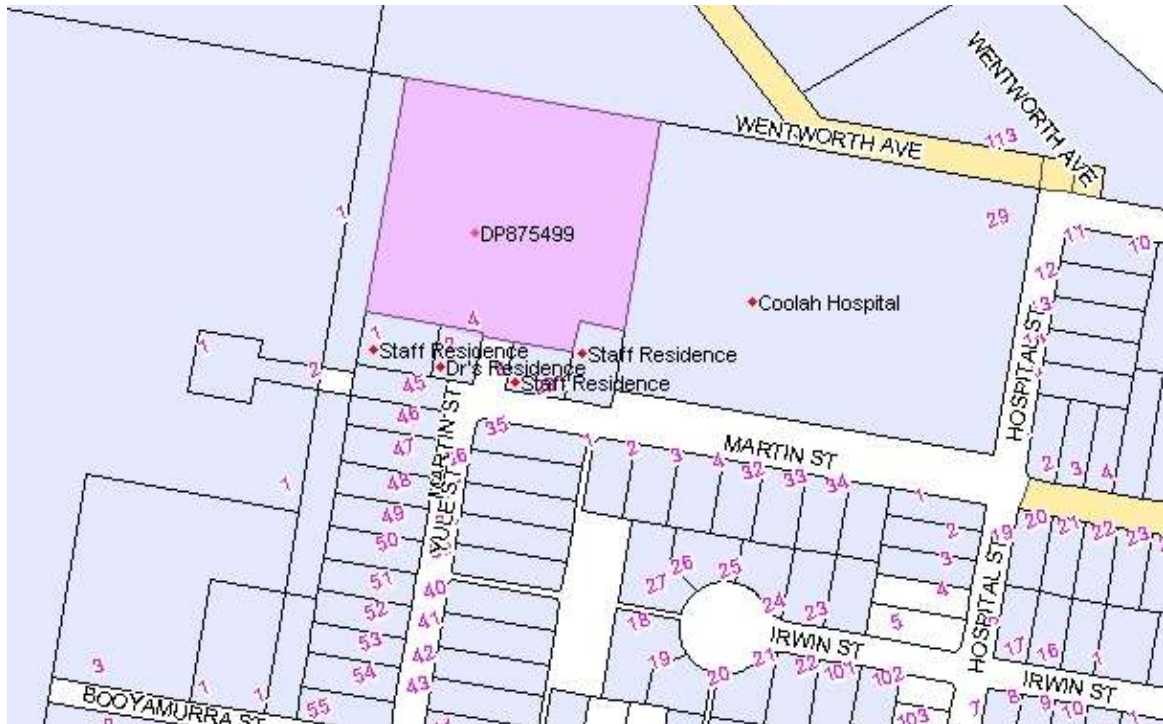
Ordinary Meeting – 18 October 2012

Item 18 Request to purchase Council owned land Lot 4 DP 875499

Division:	Corporate Services
Management Area:	Property and Risk
Author:	Manager Property and Risk – Jennifer Parker
CSP Key Focus Area:	Rural and Urban Development
Priority / Strategy:	RU4 The availability of a range of housing options across the shire, including aged and affordable housing, needs to be expanded.
File Ref: Function:	Council Assets Activity: Usage - Sale

Background

Council is in receipt of a letter from a member of the public requesting to purchase the property owned by Council next door to the staff residences at the top of Martin Street, Coolah.



The property consists of scrub land with thick native vegetation. It is 2.223 ha or 5.5 acres. Two (2) local Real Estate Agents have provided desk top appraisals estimating a Commercial Market Value is approximately \$150,000. The property enjoys one dwelling entitlement engloblo. The land is not subdivided, is unfenced and is vacant. Low Close is not constructed across the frontage of this land and utilities are near by but not connected.

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An easement for drainage was brought to an ordinary meeting of Warrumbungle Shire Council on 25 August 2011 in which Council approved the creation of a three (3) metre wide easement on Lots one (1) and four (4) for the purpose of a subsurface water runoff into drains in Martin Street and Lew Close (**Resolution No 51/1112**).

Issues

The property is in a prime area for future expansion for community need and enjoys panoramic views over the Coolah Valley. The land in question being close to the Hospital offer options for expansion of the towns facilities in the future. The land is classified as operational.

Options

Whilst Council has the option to sell the land, this offer should only be considered during an open and transparent sale process at open auction.

The block has building entitlement and can be sub divided and developed into 1000m² lots if not connected sewerage or 550m² blocks if connected. Whilst there are costs involved in sub division of this block which would have to be investigated cost of building roads, connecting sewerage and water would rest with the developer.

Council may choose to decline the request and keep the land for future expansion in the area for health or residential progression within the town.

Financial Considerations

The property at the moment does not generate external rates income for Council. It is unsuitable for grazing.

Summary

The property has a value that could be realised with sale. At the moment the asset is land banked for the future.

Sale of the block as it is; would incur a cost to the purchaser to connect sewer, water and electricity (all which are available in and around the plot).

RECOMMENDATION

Council should decline the consideration for sale at this time, and include this land in investigation and consideration for development along with other Council owned land in all towns.

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Item 19 Binnaway Sewerage Scheme

Division:	Technical Services	
Management Area:	Water and Sewerage	
Author:	Project Consultant - Owen Johns	
CSP Key Focus Area:	Natural Environment	
Priority / Strategy:	NE4 the management of our natural environment is based on a regional approach and interagency cooperation.	
File Ref:	Function: Sewerage and Drainage	Activity: Binnaway

Background

The village of Binnaway has been pressing Council for a sewerage scheme for many years.

During the Integrated Planning and Reporting consultation process one of the priority projects identified for Binnaway was the provision of a sewerage system. There have been ongoing issues with failure of some of the septic /absorption trench systems which currently effect approx. 10% of the town according to staff. These issues are being addressed on a case by case basis.

The situation is exacerbated in some areas during periods of high rainfall because of overland stormwater runoff infiltrating absorption trenches.

Issues

The main issue is one of cost to the rate payers of Binnaway should a sewerage scheme be installed.

Council's current policy is to not cross subsidise utilities between towns and villages.

This is most evident in the case of the recently completed water treatment plant at Mendooran where the Mendooran water users pay an availability charge of \$816/yr in comparison to the rest of the Shire where the availability charge is \$345/yr

Furthermore the provision of a sewerage scheme at Binnaway is currently not listed by the NSW Office of Water for a subsidy. Historically the NSW Government has subsidised backlog works up to 50% under the Country Towns Water Supply and Sewerage Program. The Binnaway project is currently on a "reserve" list and it would be necessary to apply to the Minister to have the scheme included.

Projects currently on the subsidy list within Warrumbungle Council area are:

- Coolah Sewerage upgrade-Ranked 7 out 10
- Coonabarabran Sewerage Augmentation-Ranked 7 out of 10
- Dunedoo Sewerage Upgrade—Ranked 8 out of 10
- Mendooran Sewerage-Ranked 8 out of 10

Note-1 out of 10 is the highest priority.

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Technical Considerations

With advances in technology some small towns have opted for a Low Pressure system where each residence has its own storage tank and pump which pumps the sewage via poly pipes to a central treatment works.

At Baradine a vacuum system was installed.

The traditional systems are gravity based systems where sewage flows by gravity to pump stations and is then transferred to a treatment facility.

Treatment facilities can vary from simple oxidation/maturation pond systems with evaporation ponds or reuse through to mechanised aeration tank systems.

New developments on small blocks in Binnaway normally have an on site treatment unit installed by the developer. These on site units are regularly serviced by the manufacturer and to date they appear to be performing satisfactorily.

Financial considerations

In order to initially establish if a sewerage system for Binnaway is affordable it is possible to look at recent historical costs for sewerage schemes installed in various small towns in the area.

Town	Number of connections	Total Cost	Cost per connection
Wongarbon	227	\$5m.	\$22,000
Geurie	200	\$7 .0 million	\$35,000
Cumnock	140	\$4.2 million	\$30,000
Yeoval	160	\$4.8 million	\$30,000

Wongarbon and Geurie are conventional gravity systems where Cumnock and Yeoval are low pressure schemes.

Geurie was much more expensive because rock was encountered and suitable land was not available for a pond system meaning a mechanical aeration type treatment facility had to be installed.

The low pressure schemes are cheaper from a capital cost viewpoint but recent experience indicates that operating costs are higher.

For the purposes of an initial consideration of costs it is possible to select a figure of \$20-25000 per connection on the basis that there is no rock to contend with in installing the pipe network and that there is land available for a simple oxidation pond system with evaporation ponds or reuse.

For a scheme with 250 connections at Binnaway the capital cost would be in then order of \$5-6m at a minimum. (In reality \$6m.is probably a minimum figure).

With no cross subsidy and no contribution from the NSW State Government Country Towns Water Supply Sewerage subsidy scheme the cost to each ratepayer over 30 years at an interest rate of 6% would be \$1440-1730/yr.

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With an optimistic eventual 50% subsidy from the State Government the capital cost to each ratepayer in Binnaway would be \$720-865/yr

Furthermore the ratepayers would also need to pay the base sewerage rate of \$432 /yr as per other seweraged towns and villages.

This means the sewerage rates at Binnaway for a \$5m scheme would be \$1,152/annum and for a \$6m scheme \$1,297/annum

It should be kept in mind that the above figures are for a relatively straight forward scheme with a 50% State Government subsidy and these costs could escalate if for example a suitable site for a simple pond treatment facility is not available.

RECOMMENDATION

- 1 That a meeting be called with interested Binnaway residents to discuss the order of magnitude of costs and to determine if the residents are prepared to meet the contributions towards the cost of the scheme over the next 30 years.
- 2 That Council investigate how to minimise problems with stormwater runoff overloading existing on site systems.

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Item 20 Funding Approval for ‘Investigation and Design of Baradine Flood Levee’

Division:	Technical Services	
Management Area:	Management	
Author:	Director Technical Services – Kevin Tighe	
CSP Key Focus Area:	Public Infrastructure and Services	
Priority / Strategy:	P12 ensure the long-term provision and retention of high quality services for our communities	
File Ref:	Function: Grants and Subsidies	Activity: Funding

Background

Advice has been received that Council’s application for funding assistance under the 2012/13 Floodplain Management Program has been successful. The funding is for the project called; Investigation and Design of Baradine Levee.

Council will be aware that a Floodplain Risk Management Study and Plan was completed in May 2012 for Teridgerie Creek at Baradine. The Plan identified a number of measures that once implemented would mitigate risks from flooding in the creek. The measures are summarised in Table S.2 from the Plan and this table is reproduced in Enclosure 1.0. The funding application was based on completing Measure No 4 from Table S.2 in full and also completion in part, Measure No 5. In essence, the funding offer received from the State Government is for all the pre construction activities associated with construction of a levee, which is detailed in the Work Plan in Enclosure 2.0. The funding approval however, does not extend to preparation of tender documents.

Council is asked to make a resolution accepting the funding offer from the State Government.

Issues

Council has previously endorsed the outcomes of the Floodplain Risk Management Study and Plan for Baradine, which was prepared by Consultants Lyall & Associates, hence there are no significant issues associated with accepting the grant offer from the State Government. The following extract from the Summary of the Plan provides further background information on the objectives of the next stage of the project and reasons for the funding.

*“**Measure 4** - Development in the feasibility study of the design concept for a 2.4 km long levee along the eastern floodplain of Teridgerie Creek (denoted Scheme 1 in **Chapter 3** of the report). The scheme will replace the existing system of un-coordinated levees. It could also include the diversion of flows to the Baradine Creek catchment at a location near the Ashby property upstream of Walker Street, which would reduce the height of levees required to protect the town. (The combined levee/diversion scheme is denoted Scheme 2). The investigation would involve refining the concept design and cost estimates developed in*

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Chapter 3 of this report and would also include survey and engineering analysis. Additional technical investigation of the schemes would be required than is practicable in this study, which is strategic in nature. The investigation is required to confirm the engineering feasibility and economic merit of the schemes and provide documentation to a standard necessary to support an application for Government funding for the project.

Measure 5 - Depending on the results of the above feasibility study and agreement on the provision of funding, preparation of detailed design and documentation of either the levee (Scheme 1) or the combined diversion/levee scheme (Scheme 2), followed by its construction as funding becomes available.” (extract from Summary section of ‘Teridgerie Creek at Baradine Floodplain Risk Management Study and Plan’, May 2012, Lyall & Associates)

Options

Council has limited discretion in relation to the funding offer from the State Government. That is, if the adopted plan is to be implemented then the Survey Investigation and Design phase as outlined in Measure No 4 and Measure No 5 must be pursued and clearly funding assistance is required.

Financial Considerations

The funding offer from the State Government for Survey Investigation and Design phase of the project is \$385,715. The funding offer is based on contribution from Council on a 6 to 1 basis, that is, Council is required to contribute \$64,285 towards the project. That is, with the funding from the State Government and Council’s contribution, the total funding available for next phase is \$450,000.

The Work Plan indicates completion of the project by January 2015, however the project is unlikely to commence in November 2012 as indicated and hence the project is likely to be completed later in the 2014/15 financial year.

Council has allocated \$50,000 in the 2012/13 budget for the Baradine Flood Risk mitigation project and the forward programme over the following three (3) years also includes an allocation of \$50,000 for the project.

RECOMMENDATION

That Council accepts the funding assistance offer from the NSW State Government of \$385,715 for the project to investigate and design the proposed Baradine Flood Levee.

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Item 21 2012 /13 Technical Services Works Program – Road Operations

Division:	Technical Services	
Management Area:	Road Operations	
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 monthly report for the period ending 30 September 2012 is presented in attachment 1.0. The report focuses on Capital Expenditure projects; however it also includes a schedule of maintenance on unsealed roads.

In relation to the Roads Capital Expenditure program, a request has been received to accelerate completion of the Morrisseys Road project. The Morrisseys Road project was scheduled for completion in the 2013/14 financial year and is linked to completion of a significant tourism facility on Morrisseys Road. The tourism facility received funding and its completion is sooner than expected and Council is being asked to consider accelerating the Morrisseys Road project to coincide with completion and opening of the tourism facility.

Issues

The Morrisseys Road project involves bitumen sealing the first 600 metre section of the road, commencing at the intersection with Baradine Road. Before the road surface is sealed with bitumen, the road pavement will need to be shaped and constructed to standard road design guidelines. The 600 metre section of road is generally flat and there are at least two horizontal curves within the section and there are four culverts. One of the existing culverts is narrow and it is expected that the road will only be one lane at this point, which will require the installation of a Give Way sign.

The current layout of the intersection of Morrisseys Road and Baradine Road does not meet guidelines and if Morrisseys Road is sealed, it is expected that significant upgrade of the intersection will be necessary. Furthermore, any plans for upgrading of the intersection will first be considered by Local Traffic Committee.

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.

In relation to Morrisseys Road, Council may wish give consideration to delaying commencement of one of the road sealing projects in the 2012/13 program in order to accelerate the Morrisseys Road project. Projects that may be delayed, or modified in

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scope, include; Kurrajong Road, Napier Lane, Piambra Road or Lawson Park Road. No pre construction activity has yet occurred on Kurrajong Road or Lawson Park Road projects. Preliminary design has been undertaken on Napier Lane project and design has been completed for the Piambra Road project. Furthermore, road base material has been acquired in two gravel pits in preparation for the Piambra Road project.

Financial Considerations

The 2013/14 allocation for Morrisseys Road is \$75,000 and until the design and scope of works is finalised it is not possible to definitely determine if this funding is sufficient to complete 600 metres of road construction and sealing. The 2012/13 allocation for road construction and sealing projects includes; \$200,000 for Kurrajong Road, \$150,000 for Napier Lane, \$200,000 for Piambra Road and \$150,000 for Lawson Park Road.

RECOMMENDATION

1. That works program presented in attachment 1.0 for the Road Operations section is noted for information only.
2. That 2012/13 budget allocation for the Kurrajong Road project is reduced by \$75,000
3. That Morrisseys Road project is included in the 2012/13 capital works program and a supplementary vote of \$75,000 is allocated to the project.

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Attachment 1.0 – 2012/13 Works Program for Road Operations – Status Report for Period ending 30 September 2012

Task Name	Start	Finish	Resource Names	Cost	YTD Cost	% Work Complete
Design Projects Management	Wed 12/12/12	Fri 1/03/13		\$28,000.00	\$0.00	0%
Road Operations	Mon 2/07/12	Tue 30/07/13		\$8,004,667.52	\$0.00	22%
Local Rural Roads	Wed 17/10/12	Tue 30/07/13		\$1,545,632.00	\$0.00	9%
Bridges	Wed 17/10/12	Tue 30/07/13		\$1,545,632.00	\$0.00	9%
Bugaldie Creek Bridge - Goorianawa Road	Mon 10/06/13	Mon 24/06/13	Grader 101	\$1,545,632.00	\$0.00	10%
Baby Creek Bridge	Wed 17/10/12	Thu 25/10/12	Grader 102	\$0.00	\$263,802.00	40%
Tongay Bridge - Talbragar River	Tue 16/07/13	Tue 30/07/13	Grader 107	\$0.00	\$0.00	0%
Grandchester Bridge	Tue 11/06/13	Tue 25/06/13	grader 106	\$0.00	\$0.00	0%
Sealed Roads	Mon 2/07/12	Tue 6/11/12		\$600,000.00	\$0.00	5%
Wool Road Rehabilitation	Mon 15/10/12	Tue 6/11/12	Grader 102	\$100,000.00	\$0.00	0%
Coolah Creek Road Rehabilitation	Mon 15/10/12	Tue 30/10/12	Grader 107	\$90,000.00	\$1,401.00	10%
Spring Ridge Rd Culvert Extensions	Mon 2/07/12	Mon 2/07/12		\$0.00	\$0.00	0%
Spring Ridge Rd Widening	Mon 2/07/12	Mon 2/07/12		\$0.00	\$0.00	0%
Reseals	Mon 2/07/12	Mon 2/07/12		\$410,000.00	\$0.00	0%
Unsealed Roads	Mon 2/07/12	Wed 29/05/13		\$2,858,800.96	\$0.00	39%
Kurrajong Rd	Mon 4/02/13	Tue 5/03/13	Grader 101	\$200,000.00	\$0.00	0%
Digilah Rd	Mon 20/08/12	Wed 3/10/12	grader 106	\$207,193.00	\$201,013.00	100%
Piambra Rd	Tue 20/11/12	Wed 19/12/12	Grader 102	\$194,720.00	\$9,172.00	0%
Lawson Park Rd	Wed 3/04/13	Fri 3/05/13	Grader 107	\$150,000.00	\$0.00	0%
Gentle Annie Rd	Fri 7/09/12	Wed 17/10/12	Grader 101	\$375,011.00	\$118,651.00	50%
Gentle Annie Rd - causeway	Tue 11/09/12	Wed 10/10/12	Conc 2	\$0.00	\$0.00	50%
Bingie Grumble Rd	Mon 7/01/13	Mon 21/01/13	Grader 102	\$75,029.00	\$16,280.69	75%
Napier Lane	Tue 26/03/13	Fri 19/04/13	Grader 102	\$150,000.00	\$0.00	0%
Gravel Road Resheeting	Tue 24/07/12	Wed 29/05/13		\$750,000.00	\$0.00	41%
Borah Creek Rd	Tue 7/08/12	Fri 17/08/12	Grader 102	\$95,000.00	\$77,406.00	100%
Rayack Road	Mon 20/08/12	Fri 24/08/12	Grader 102	\$25,000.00	\$21,976.00	100%
Mancers Rd	Wed 2/01/13	Wed 16/01/13	Grader 101	\$95,000.00	\$0.00	0%
Pibbon Rd	Wed 29/08/12	Wed 12/09/12	Grader 102	\$95,000.00	\$75,257.00	100%
Gumnut Rd	Tue 24/07/12	Wed 25/07/12	Grader 102	\$25,000.00	\$5,134.00	100%
Napier Lane	Tue 23/04/13	Wed 15/05/13	Grader 102	\$135,000.00	\$48,779.00	50%
Laheys Creek	Mon 13/05/13	Thu 23/05/13	grader 106	\$80,000.00	\$0.00	0%
Brooklyn Rd	Fri 24/05/13	Wed 29/05/13	grader 106	\$40,000.00	\$0.00	0%
Dennykymine Rd	Wed 21/11/12	Wed 5/12/12	Grader 107	\$100,000.00	\$2,622.00	5%
Yarrow Rd	Fri 1/02/13	Fri 8/02/13	grader 106	\$60,000.00	\$0.00	0%
Tandara Estate	Tue 7/08/12	Wed 8/08/12	Grader 102	\$0.00	\$22,384.00	100%

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Task Name	Start	Finish	Resource Names	Cost	YTD Cost	% Work Complete
Moorefield Rd	Wed 10/10/12	Thu 1/11/12	Grader 107	\$0.00	\$0.00	0%
Causeways & Culverts	Thu 18/10/12	Wed 23/01/13		\$68,177.00	\$0.00	0%
Dandry Road	Thu 18/10/12	Wed 24/10/12	Grader 101	\$277.00	\$0.00	0%
Intersection of Lockerbie Rd & Digilah Rd.	Mon 7/01/13	Wed 9/01/13	grader 106	\$37,300.00	\$0.00	0%
Premier Estate Rd - causeway (Namoi CMA)	Mon 21/01/13	Wed 23/01/13	Grader 107	\$30,600.00	\$0.00	0%
Road Safety Blackspots	Tue 26/03/13	Tue 26/03/13		\$45,000.00	\$0.00	0%
Mt Hope Rd - realignment	Tue 26/03/13	Tue 26/03/13	Grader 107	\$45,000.00	\$0.00	0%
Flood Damage Repair Projects	Mon 2/07/12	Mon 18/03/13		\$643,671.00	\$0.00	47%
Wyuna Rd (Garrawilla Creek)	Wed 2/01/13	Wed 16/01/13	Conc 2	\$643,671.00	\$212,667.00	25%
Box Ridge Rd (Yallagal Creek)	Fri 17/08/12	Fri 7/09/12	Conc 2	\$0.00	\$0.00	50%
Warkton Rd (Saigus Gully)	Mon 2/07/12	Mon 2/07/12	Conc 2	\$0.00	\$0.00	100%
River Rd (Golf Club Creek)	Wed 12/09/12	Tue 18/09/12	Rock 2	\$0.00	\$0.00	100%
Chinamans Gully - MR129	Fri 21/09/12	Wed 3/10/12	Rock 2	\$0.00	\$0.00	100%
Caledonia Rd (Teridgerie Creek)	Mon 2/07/12	Mon 2/07/12	Conc 2	\$0.00	\$0.00	100%
Bungabah Rd (Bungabah Creek)	Mon 17/09/12	Mon 17/09/12	Rock 1	\$0.00	\$0.00	100%
Gentle Annie Rd (Sand Creek)	Mon 15/10/12	Tue 30/10/12	Conc 1	\$0.00	\$0.00	50%
Neible Siding Rd (Binnia Creek)	Mon 5/11/12	Fri 16/11/12	Conc 3	\$0.00	\$0.00	0%
Orana Rd (Coolaburragundy River)	Mon 18/03/13	Mon 18/03/13	Conc 3	\$0.00	\$0.00	0%
Teridgerie Creek Cwy - rock at base of flume	Tue 2/10/12	Thu 4/10/12	Rock 1	\$0.00	\$0.00	0%
Regional Roads	Mon 2/07/12	Tue 9/04/13		\$1,835,462.08	\$0.00	0%
Bridges	Tue 9/04/13	Tue 9/04/13		\$1,200,000.00	\$0.00	0%
Saltwater Creek No 2	Tue 9/04/13	Tue 9/04/13	Grader 101	\$1,200,000.00	\$0.00	0%
Sealed Roads	Mon 2/07/12	Fri 25/01/13		\$635,462.00	\$0.00	0%
Shoulder widening MR7519 (Forest Rd)	Tue 15/01/13	Fri 25/01/13	grader 106	\$167,240.00	\$0.00	0%
Deadmans Gully Rehabilitation	Mon 29/10/12	Wed 31/10/12	Conc 3	\$48,222.00	\$34,828.00	0%
Reseals	Mon 2/07/12	Mon 2/07/12		\$420,000.00	\$0.00	0%
Town Streets Coonabarabran	Mon 2/07/12	Tue 30/04/13		\$390,391.00	\$0.00	2%
Old Common Road	Thu 1/11/12	Thu 22/11/12	Grader 101	\$30,000.00	\$0.00	0%
Extension of K&G - Belar Street	Tue 9/04/13	Tue 9/04/13	Conc 2	\$25,600.00	\$0.00	0%
Extension of K&G - Barker Street	Mon 2/07/12	Mon 2/07/12	Conc 2	-\$1,760.00	\$1,257.23	100%
Footpath construction - Edwards St - near baths	Thu 11/10/12	Fri 2/11/12	Conc 2	\$67,584.00	\$0.00	0%
Footpath rehabilitation - Cassilis Street (between John & Charles)	Mon 15/04/13	Tue 30/04/13	Conc 2	\$20,000.00	\$0.00	0%
Culvert Extension in Dalgarno Street - adjacent Morrisseys Tyre	Mon 4/03/13	Fri 5/04/13	Conc 2	\$153,967.00	\$0.00	0%
Seats - CBD area	Wed 21/11/12	Thu 22/11/12	Conc 2	\$15,000.00	\$0.00	0%
Footpath and K&G new Admin Building	Tue 4/12/12	Thu 20/12/12	Conc 2	\$0.00	\$0.00	0%
Reseals	Mon 2/07/12	Mon 2/07/12		\$80,000.00	\$0.00	0%

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Task Name	Start	Finish	Resource Names	Cost	YTD Cost	% Work Complete
Town Streets Binnaway	Mon 2/07/12	Tue 4/06/13		\$69,500.00	\$0.00	0%
Renshaw Street Dip - traffic calming devices / road approaches	Tue 4/06/13	Tue 4/06/13	Grader 101	\$18,900.00	\$0.00	0%
Renshaw St K&G (Irons st to Cisco St -140m)	Wed 3/04/13	Wed 17/04/13	Conc 3	\$35,600.00	\$0.00	0%
Reseals	Mon 2/07/12	Mon 2/07/12		\$15,000.00	\$0.00	0%
Town Streets Baradine	Mon 2/07/12	Tue 21/05/13		\$91,800.00	\$0.00	0%
Kerb & Guttering Castlereagh St, between Narren & Darling	Fri 11/01/13	Fri 25/01/13	Baradine	\$57,000.00	\$0.00	0%
Street light	Mon 4/03/13	Mon 4/03/13		\$8,000.00	\$0.00	0%
Footpath rehabilitation - various	Tue 7/05/13	Tue 21/05/13	Baradine	\$10,000.00	\$0.00	0%
Reseals	Mon 2/07/12	Mon 2/07/12		\$16,800.00	\$0.00	0%
Town Streets Coolah	Mon 2/07/12	Fri 15/03/13		\$292,581.00	\$0.00	0%
Binnia Street Upgrade - Kerb blisters	Thu 21/02/13	Fri 15/03/13	Conc 3	\$92,581.00	\$0.00	0%
Cycleway	Tue 4/12/12	Thu 3/01/13	Conc 3	\$60,000.00	\$0.00	0%
Booyamurra Street Drainage	Tue 8/01/13	Thu 31/01/13	Conc 3	\$30,000.00	\$0.00	0%
Footpath - Campbell St, Binnia St to Cunningham	Tue 9/10/12	Wed 24/10/12	Conc 3	\$85,000.00	\$0.00	0%
Reseal program	Mon 2/07/12	Mon 2/07/12		\$25,000.00	\$0.00	0%
Town Streets Mendooran	Mon 2/07/12	Tue 21/05/13		\$130,000.00	\$0.00	3%
Benewa Street sealing	Mon 8/10/12	Tue 16/10/12	grader 106	\$40,000.00	\$2,552.31	12%
Abbott Street sealing	Wed 17/10/12	Fri 26/10/12	grader 106	\$40,000.00	\$0.00	0%
Traffic calming devices - Bandulla Street, blisters	Tue 12/03/13	Tue 12/03/13	Conc 1	\$25,000.00	\$0.00	0%
Footpath Rehabilitation - various sections	Tue 7/05/13	Tue 21/05/13	Conc 1	\$10,000.00	\$0.00	0%
Reseal program	Mon 2/07/12	Mon 2/07/12		\$15,000.00	\$0.00	0%
Town Streets Dunedoo	Mon 2/07/12	Fri 26/04/13		\$190,500.00	\$0.00	0%
K&G, Talbragar St (Bandulla to Caigan, south side)	Mon 4/02/13	Mon 18/02/13	Conc 1	\$50,000.00	\$0.00	0%
Dish drain, Tucklan St at Bandulla, north side	Tue 26/02/13	Mon 4/03/13	Conc 1	\$18,000.00	\$0.00	0%
Wallaroo Street construction & sealing	Thu 21/03/13	Fri 26/04/13	grader 106	\$100,000.00	\$0.00	0%
Reseal program	Mon 2/07/12	Mon 2/07/12		\$22,500.00	\$0.00	0%
Road Contracts	Mon 11/06/12	Thu 17/04/14		\$0.00	\$0.00	27%
Funded Works	Mon 11/06/12	Thu 17/04/14		\$0.00	\$0.00	27%
HW17 - Newell Highway	Fri 20/07/12	Thu 26/09/13		\$0.00	\$0.00	30%
HW17 - Reseals (14/7mm PMB-S45R) - WP.098.042	Fri 20/07/12	Tue 27/08/13		\$0.00	\$0.00	34%
HW18 - Castlereagh Highway	Mon 11/06/12	Thu 17/04/14		\$0.00	\$0.00	33%
HW18 Rehabilitation at Barneys Reef (Segments 001, 002) - WP.098.049	Mon 11/06/12	Mon 29/10/12		\$0.00	\$0.00	89%
Construction - Barneys HW18	Mon 11/06/12	Wed 3/10/12	Grader 107	\$0.00	\$0.00	100%
Primer Seal	Wed 3/10/12	Thu 11/10/12	Fulton Hogan	\$0.00	\$0.00	0%

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Task Name	Start	Finish	Resource Names	Cost	YTD Cost	% Work Complete
Linemarking	Thu 18/10/12	Mon 29/10/12	RMS Road Services	\$0.00	\$0.00	0%
HW18 Rehabilitation (Segment 210)	Mon 2/07/12	Thu 29/08/13		\$0.00	\$0.00	28%
Preconstruction Activities	Mon 2/07/12	Tue 30/10/12	Council/RMS	\$0.00	\$0.00	52%
HW18 - Heavy Patching (Segments 216, 227, 237, 238, 454, 457) - WP.098.038	Mon 2/07/12	Tue 16/07/13		\$0.00	\$0.00	26%
RMS Approval of Work Proposal	Fri 20/07/12	Tue 6/11/12	RMS	\$0.00	\$0.00	68%
Preconstruction Activities	Mon 2/07/12	Fri 27/07/12	DM,MB	\$0.00	\$0.00	0%
TCP, SZA Approval	Tue 18/06/13	Tue 16/07/13	RMS	\$0.00	\$0.00	0%
Construction	Tue 18/12/12	Wed 9/01/13	Grader 107	\$0.00	\$0.00	0%
Primer Seal	Mon 2/07/12	Fri 6/07/12	Fulton Hogan	\$0.00	\$0.00	0%
HW18 - Reseals (10/5mm C170) - WP.098.053	Fri 20/07/12	Thu 17/04/14		\$0.00	\$0.00	34%
HW27 - Golden Highway	Fri 20/07/12	Thu 10/04/14		\$0.00	\$0.00	22%
HW27 - Heavy Patching (Segments 182, 200, 351) - WP.098.039	Fri 20/07/12	Thu 10/04/14		\$0.00	\$0.00	29%
RMS Approval of Work Proposal	Fri 20/07/12	Tue 11/12/12	RMS	\$0.00	\$0.00	68%
Preconstruction Activities	Thu 23/01/14	Thu 6/03/14	Council	\$0.00	\$0.00	0%
HW27 - Heavy Patching (Segments 153, 175, 176, 206, 339) - WP.098.039	Fri 20/07/12	Thu 30/01/14		\$0.00	\$0.00	29%
RMS Approval of Work Proposal	Fri 20/07/12	Wed 9/01/13	RMS	\$0.00	\$0.00	68%
HW27- Reseals (14/7mm PMB-S45R & 10/5mm C170) - WP.098.054	Fri 20/07/12	Thu 17/10/13		\$0.00	\$0.00	34%
MR334 - Coonabarabran Road	Fri 20/07/12	Thu 6/03/14		\$0.00	\$0.00	15%
MR334 - Shoulder Grading	Mon 5/11/12	Fri 9/11/12		\$0.00	\$0.00	0%
Segments 310, 1170, 1180	Mon 5/11/12	Fri 9/11/12	Grader 101	\$0.00	\$0.00	0%
MR334 - Edge Repairs	Mon 12/11/12	Fri 16/11/12		\$0.00	\$0.00	0%
Segments 310, 1170, 1180	Mon 12/11/12	Fri 16/11/12	Grader 101	\$0.00	\$0.00	0%
MR334 - Reseals (10/7mm C170)	Fri 20/07/12	Thu 31/10/13		\$0.00	\$0.00	34%
Urban Services	Sun 1/07/12	Mon 2/07/12		\$388,411.00	\$0.00	0%
Water & Sewerage	Fri 29/06/12	Mon 2/07/12		\$1,394,675.04	\$0.00	0%
Depots	Mon 2/07/12	Mon 2/07/12		\$33,500.00	\$0.00	0%
Workshop	Mon 2/07/12	Mon 2/07/12		\$12,000.00	\$0.00	0%
Plant Purchases	Mon 2/07/12	Mon 2/07/12		\$1,592,000.00	\$0.00	0%
Road Maintenance	Mon 2/07/12	Thu 15/11/12		\$314,670.00	\$0.00	74%
Orana Rd (9km)**	Wed 15/08/12	Wed 22/08/12	Grader 100	\$9,180.00	\$29,201.00	100%
Narangarie Rd (5km)***	Fri 31/08/12	Wed 5/09/12	Grader 100	\$5,100.00	\$21,744.00	100%
Bong Bong Rd (6km)***	Wed 29/08/12	Mon 3/09/12	Grader 100	\$6,120.00	\$13,278.00	100%

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Task Name	Start	Finish	Resource Names	Cost	YTD Cost	% Work Complete
					0	
Queensborough Rd (10km)***	Mon 24/09/12	Fri 28/09/12	Grader 100	\$10,200.00	\$7,723.00	100%
Pindari Rd (1km)***	Fri 28/09/12	Fri 28/09/12	Grader 100	\$2,550.00	\$1,019.00	100%
MR396 (Maintenance)	Tue 2/10/12	Thu 4/10/12	Grader 100	\$0.00	\$0.00	0%
MR618 (Maintenance)	Tue 9/10/12	Thu 11/10/12	Grader 100	\$0.00	\$0.00	0%
Flag Rockedgiel Rd (13km)*	Mon 2/07/12	Mon 2/07/12	Grader 100	\$13,260.00	\$0.00	0%
Baradine Aerodrome Rd (3.5km)***	Mon 2/07/12	Mon 2/07/12	Grader 101	\$3,570.00	\$2,337.00	100%
Baradine Cemetery Rd (0.5km)**	Mon 2/07/12	Mon 2/07/12	Grader 101	\$510.00	\$1,250.00	100%
Carmel Ln (6.5km)*	Thu 2/08/12	Tue 14/08/12	Grader 101	\$6,630.00	\$25,047.00	100%
Dinby Rd (4km)*	Wed 15/08/12	Thu 23/08/12	Grader 101	\$4,080.00	\$10,385.00	100%
Wangmanns Rd (4km)**	Thu 23/08/12	Tue 28/08/12	Grader 101	\$4,080.00	\$6,152.00	100%
Newbank Rd (8km)*	Tue 28/08/12	Thu 30/08/12	Grader 101	\$8,160.00	\$9,910.00	100%
Masmans Rd (3km)***	Thu 30/08/12	Mon 3/09/12	Grader 101	\$3,060.00	\$5,317.00	100%
Eckroyds Rd (2km)***	Tue 4/09/12	Wed 5/09/12	Grader 101	\$2,040.00	\$7,944.00	100%
MR55 Shoulders & Reseals	Fri 14/09/12	Fri 5/10/12	Grader 102	\$0.00	\$0.00	75%
Mt Nombi Rd (7km)*	Thu 9/08/12	Wed 15/08/12	Grader 103	\$7,140.00	\$10,183.00	100%
Wyuna Rd (34km)*	Tue 14/08/12	Fri 31/08/12	Grader 103	\$34,680.00	\$32,511.00	100%
Vaughans Rd (1km)***	Fri 5/10/12	Fri 5/10/12	Grader 103	\$1,020.00	\$517.00	100%
Glendowda Rd (7km)***	Fri 5/10/12	Tue 9/10/12	Grader 103	\$7,140.00	\$504.00	100%
Mt Erin Rd (2.5km)***	Fri 31/08/12	Mon 3/09/12	Grader 103	\$2,550.00	\$1,856.00	100%
Mitchell Springs Rd (22km)*	Fri 31/08/12	Wed 19/09/12	Grader 103	\$22,440.00	\$24,226.00	100%
Sansons Ln (3km)*	Thu 20/09/12	Tue 25/09/12	Grader 103	\$3,060.00	\$4,173.00	100%
River Rd (5km)*	Wed 26/09/12	Tue 2/10/12	Grader 103	\$5,100.00	\$4,185.00	100%
Morrisseys Rd (6km)*	Wed 3/10/12	Wed 10/10/12	Grader 103	\$6,120.00	\$0.00	50%
Cumberdeen Rd (15km)**	Wed 10/10/12	Wed 24/10/12	Grader 103	\$15,300.00	\$0.00	0%
Mancers Ln (13km)**	Wed 4/07/12	Wed 11/07/12	Grader 105	\$13,260.00	\$14,029.00	100%
Brooks Rd (30km)*	Wed 18/07/12	Tue 7/08/12	Grader 105	\$30,600.00	\$33,296.00	100%
Nalders Rd (2km)***	Wed 5/09/12	Thu 6/09/12	Grader 105	\$2,040.00	\$2,132.00	100%
Maranoa Rd (5km)**	Thu 6/09/12	Fri 7/09/12	Grader 105	\$5,100.00	\$8,266.00	100%
Box Ridge Rd (30km)*	Tue 4/09/12	Wed 26/09/12	Grader 105	\$30,600.00	\$42,217.00	100%
Leaders Rd (19km)**	Thu 27/09/12	Tue 16/10/12	Grader 105	\$19,380.00	\$0.00	40%
Wingabutta Rd (10km)**	Tue 16/10/12	Thu 25/10/12	Grader 105	\$10,200.00	\$0.00	0%
Bourke and Halls Rd (10km)***	Thu 25/10/12	Thu 8/11/12	Grader 105	\$10,200.00	\$0.00	0%
Burma Rd (6km)***	Thu 8/11/12	Tue 13/11/12	Grader 105	\$6,120.00	\$0.00	0%
Boogadah Rd (4km)***	Tue 13/11/12	Thu 15/11/12	Grader 105	\$4,080.00	\$0.00	0%

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Item 22 Membership of Robertson Oval Advisory Committee

Division:	Technical Services
Management Area:	Urban Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Recreation and Open Space
Priority / Strategy:	RO1 Opportunities should be explored for innovative adaption and/or sharing of open space and infrastructure for recreational purposes.
File Ref:	Function: Community Relations
	Activity: Consultation

Background

On the 21 June 2012, Council resolved to establish a committee to provide advice and guidance to Council on the future development of Robertson Oval. A committee structure and terms of reference were also adopted. A copy the Committee charter is provided in attachment 1.0.

The membership of the committee includes four (4) members of the community and following a public call for nominations, four (4) were received and information about each has been forwarded to Councillors under separate cover.

Council is now asked to make a resolution regarding membership of the Robertson Oval Advisory Committee including which two (2) Councillors are on the Committee.

Issues

Developing a strategy for Robertson Oval involves addressing a number of issues including; provision of water for irrigation of playing surfaces, upgrading or development of new facilities and general management of the oval complex.

Options

Council has discretion in relation to membership of the Robertson Oval Advisory Committee. The charter established by Council on the 21 June 2012 and reproduced in attachment 1.0 is silent on the length of term for Committee members and Council may now wish to define the term length. Council may also wish to determine when meetings of the Committee are held.

Financial Considerations

The establishment of the Robertson Oval Advisory Committee is not expected to impact upon existing budget allocations.

RECOMMENDATION

That Council determine membership of the Committee and the period of the term before fresh nominations are invited.

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Attachment 1.0

TERMS OF REFERENCE FOR ROBINSON OVAL ADVISORY COMMITTEE

PURPOSE OF THE COMMITTEE

Assess the condition and usefulness of the existing amenities buildings at Robinson Oval in Dunedoo and based on existing and potential sport and recreation demands, determine a strategy for the amenities building that best meets the needs of users.

DUTIES

- Determine current and potential sport and recreation users of the amenities building in Robinson Oval including volume and frequency of use.
- Assess the feasibility of upgrading existing building in terms of benefits and costs.
- Canvass and report on options for management of any upgraded amenities building.
- Liaise with consultants for preparation of any amenities concept plan.
- Confirm extent of Robinson Oval complex by confirming property boundary and determine preferred location of any upgraded amenity facility.
- Investigate and obtain external sources of funding
- Make recommendations to Council on any matter related to amenities building at Robinson Oval.

COMMITTEE STRUCTURE

- **Membership** – Two Councillors, Manager Urban Services, Co-ordinator Dunedoo Development Group, Four (4) members of the community.

Council will determine community membership on the Committee following a public call for expressions of interest to be a member of the committee.

- **Secretariat** – Manager Urban Services
- **Meeting Frequency** – Every two months or as determined by the Committee or Council.

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Item 23 Waste Management Operations

Division:	Environmental and Community Services	
Management Area:	Waste Management	
Author:	Manager Regulatory Services - Michael Marks	
CSP Key Focus Area:	Public Infrastructure and Services	
Priority / Strategy:	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

Council currently operates the waste management operations throughout the Warrumbungle Shire. The current operation includes a landfill site at Coonabarabran and waste transfer stations at Baradine, Binnaway, Coolah, Dunedoo and Mendooran. Council provides general waste and recycling services to residents of the Shire.

In order to more effectively deliver waste services to the residents of the Warrumbungle Shire a Waste Management Strategy is required to be developed. Previous reviews have been carried out in relation to Council's waste operations which have highlighted areas where cost savings have been found. The development of the strategy would be most effective if developed by an industry expert with relevant experience in developing such strategies and also with the assistance and input of Council.

In developing a Waste Management Strategy a full review of Council's waste operations would be undertaken. 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.

To initiate the implementation of a Waste Management Strategy quotes have been received by Robert Bailey Consulting to develop the strategy for Council. In addition to the Waste Management Strategy quotes have also been received for the development of a Landfill Environmental Management Plan (LEMP) and a Pollution Incidence Response Management Plan (PIRMP). The LEMP and PIRMP are plans which would be beneficial for Council to have in place to satisfy Environment Protection Authority (EPA)

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requirements and to aid in managing risks associated with the waste management operation.

Future expansion of the Coonabarabran landfill site is also required to continue to provide waste services to the residents of the Shire. In order to expand the landfill site certain requirements will need to be met such as having a LEMP and PIRMP in place.

To assist with the cost of preparing the Waste Management Strategy NetWaste have been approached for funding. NetWaste is a collaborative waste management venture between 28 NSW Councils of which Warrumbungle Shire is part of. NetWaste have agreed to fund 50% of the cost of developing the Waste Management Strategy and have provided Council with a project agreement.

Issues

Council's waste operations require a Waste Management Strategy to ensure that Council meets its obligations to the residents of the Shire by providing effective and efficient waste services. The waste operation will also benefit greatly from having a full review of its operations in ways such as; to be able to effectively manage risk, to determine if better financial outcomes can be achieved, to identify and implement measure to reduce the amount of material going to landfill and by having a clear future strategy and goals. In order to have an effective and appropriate Waste Management Strategy the services of a suitably qualified industry expert with experience in this field would be of great benefit to Council in the development of the strategy.

The Coonabarabran landfill site is currently the only landfill site located in the Shire. The site is nearing capacity and needs to be expanded in the near future. In order to expand the landfill site development consent will first be required. The landfill expansion development is considered integrated development under the Environmental Planning and Assessment Act and as such will also require the approval of the EPA.

As part of the requirements of approval from the EPA for the tip expansion Council will need to have a Landfill Environmental Management Plan (LEMP) and Pollution Incidence Response Management Plan (PIRMP). The opportunity to have these plans already in place and developed by an industry expert will place Council in a desirable position to gain approval for the landfill expansion.

The Waste Management strategy will also aid in the reduction of the volume of materials going to landfill by identifying areas in which the amount of landfill material can be reduced.

Options

Council could continue to operate its waste management services without the development of a formal Waste Management Strategy.

Financial Considerations

Quotations have been received from Robert Bailey Consulting to develop the Waste Management Strategy, Landfill Environmental Management Plan and Pollution Incidence Response Management Plan and are priced in the below table.

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To aid with the funding for the development of a Waste Management Strategy, NetWaste have been contacted for funding assistance. The steering committee of NetWaste have agreed to fund 50% of the cost of the Waste Management Strategy.

Item	Cost	GST	Total
Waste Management Strategy	\$15,000	\$1,500	\$16,500
LEMP	\$4,500	\$450	\$4,950
PIRMP	\$3,000	\$300	\$3,300
NetWaste subsidy	- \$7,500		-\$7,500
		Total	\$17,250

The cost of \$17,250 will require a supplementary vote at the next quarterly review.

There have already been reviews conducted which have highlighted areas where cost savings have been found. A further review and strategy for the entire waste operation is expected to improve efficiency and lower costs and will ultimately be a financial benefit to Council.

Summary

The development of a Waste Management Strategy, LEMP and PIRMP by an industry expert will be beneficial to Council in terms of potential cost savings, having a clear Council vision in relation to waste services and by having identified goals for the entire waste operation of Council.

The inclusion of the LEMP and PIRMP will aid Council in meeting EPA requirements when applying for development consent for the Coonabarabran landfill expansion.

RECOMMENDATION

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.

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Item 24 Crown Land at Dunedoo

Division:	Environmental and Community Services
Management Area:	Town Planning
Author:	Director Environmental and Community Services - Tony Meppem
CSP Key Focus Area:	Local Economy
Priority / Strategy:	LE4 Business and industry development should be fostered to ensure the local availability of products and services and to minimise economic leakage to larger regional centres.
File Ref:	Function: Economic Development Activity: Planning

Background

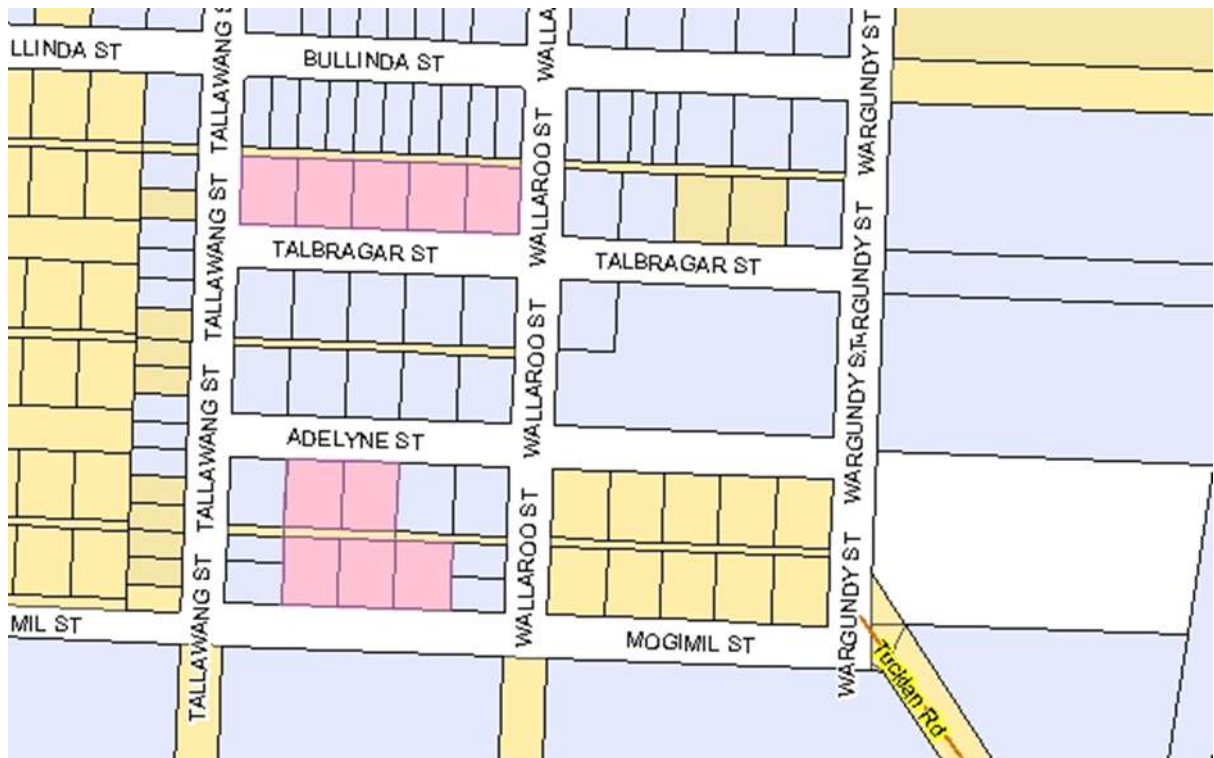
At Council's meeting held on the 17th of May 2012 Council adopted the following "367/1112 *RESOLVED that an investigation be undertaken with report back to Council regarding Crown land in Dunedoo on Talbragar Street and/or Adelyne Street*". The intent of the resolution was to investigate possible crown land in the area identified to potentially enable Council to acquire the lands from the crown with a view to subdivision and on- sale to the public.

At its meeting held on the 21st of June 2012 Council adopted the following "436/1112 *RESOLVED that Council write to the division of Crown Lands expressing Council's interest in acquiring the following crown lands for future development of residential land in Dunedoo and seeking the divisions terms and conditions for acquisition by Council:*

- (a) Lots 6-10 Section 29 DP 758364 Talbragar St Dunedoo
- (b) Lots 3 & 4 Section 39 DP 758364 Adelyne St Dunedoo
- (c) Lots 7-9 Section 39 DP 758364 Mogimil St Dunedoo"

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Crown lands Dubbo have now responded to Council's letter with the following response:

- a) The land you have identified may be available for sale pending the successful refusal of associated aboriginal land claims.
- b) If the land were available, the sale to Council could only proceed via private treaty due to the intention to on sell. Council would need to provide justification how it is in the public interest for them to purchase the land without public competition.
- c) Native Title interests would need to be extinguished or protection sought from the Native Title Tribunal.
- d) Fees involved vary with each application. An indicative estimate-administration fees \$1200-\$2000 plus the market value of the land. Assumption survey and valuation not required.

Issues

The objective of the original idea to approach the Lands Department about this particular crown land was to enable Council to develop the land easily and quickly to release building land into the market ready for an inflow of workers with the proposed coal mine. It would appear now that this objective may not be feasible given the expected lengthy delays associated with an aboriginal land claim and the costs of acquisition will be prohibitive relative to current market prices.

Council has the option of working with existing owners of serviced double allotments to provide encouragement for those owners to subdivide off portions of land to offer to the market.

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The other issue to consider is that the Dunedoo sewerage treatment plant is at capacity and any large scale subdivision's that increase the expected load upon the plant may not be able to be approved without further capacity increases at the treatment plant.

Options

Council has the option of either pursuing the crown land with its expected lengthy delays or encouraging private development on a smaller individual scale through providing advice and assistance to owners of existing larger lots.

Financial Considerations

At this stage there are no expected budgetary considerations.

Summary

The land proposed to be purchased by Council is vacant with no formal development activity having occurred which is one means of extinguishing native title to crown lands. It would appear that the land claim will most likely succeed and therefore Council may be wise to consider other private lands for development.

An audit of available private lands that is currently serviced has previously been undertaken and there appears to be considerable capacity amongst private landholders to service the market in the short term provided the sale price that can be obtained warrants the expenditure of time and money to complete subdivision.

RECOMMENDATION

That Council not continue with the plan to purchase the vacant crown land within Dunedoo but instead actively encourage private landholders with serviced land to subdivide their land.

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Item 25 After School and Vacation Care 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:	RO1 Opportunities and support mechanisms should be developed to ensure that communities across the shire attract and retain young people and families.

File Ref: Function: Family Support Services **Activity:** 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 3.15 -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.

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

Options

Attached for consideration by Council are the Philosophy and Policies relating to administration and management:

1. Acceptance and refusal of authorisations
2. Management of complaints
3. Hours of operation
4. Service Access
5. Enrolment
6. Fees
7. Dropping off and picking up
8. Absent and missing children
9. Maintenance of records
10. Policy development and review
11. Participation and access
12. Complaints procedures
13. Roles and management
14. Financial management
15. Confidentiality

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Financial Considerations

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

Summary

Coonabarabran after School and Vacation Care needs to meet the requirements of the Children (Education and Care Services) National Law 2010 Law and the Education and Care Services National Regulations 2011 and the adoption of these policies and the philosophy will help Council to meet its obligations as the service provider.

RECOMMENDATION

That Council adopt the Coonabarabran after School and Vacation Care philosophy and policies as follows.

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Warrumbungle Shire Council
After School and Vacation Care

OUR PHILOSOPHY (DRAFT)

We aim to provide a safe, healthy and caring environment for school age children at an affordable price. We accept and value every child regardless of race, cultural background, religion, gender, or ability.

We aim to be supportive to our parents and strive for open communication and good relations between parents, staff, children, management and the community.

We believe that After School Care should be a fun and supportive environment where everyone feels welcome; where children are involved in the planning of what they do; where parents are involved in the issues that relate to them and their children.

We believe leisure time experiences constructed by children and supported by informed educators promote children's holistic learning. Play is a context for learning that allows for uniqueness, enhances dispositions such as curiosity and creativity and stimulates a sense of wellbeing.

We work to provide a quality service through meeting the needs of the community and following the National Framework for school age care in Australia (My Time, Our Place).

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Warrumbungle Shire Council
Coonabarabran After School and Vacation Care

ADMINISTRATION AND MANAGEMENT

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A-1 Acceptance and Refusal of Authorisations

RATIONALE

The Education and Care Services National Regulations require services to ensure that an authorisation (permission) is obtained from parents in certain circumstances. For example, the Regulations stipulate an authorisation must be obtained for:

- Administering medication to children (Regulation 93)
- Children leaving the premises of a service with a person who is not a parent of the child (Regulation 99)
- Children being taken on excursions (Regulation 102)
- Access to personal records (Regulation 181)

Authorisation from parents may also be required if:

- A child is leaving the service to attend an extra-curricular activity away from the service, for example, attending a sporting activity, dance, drama, etc. that is run by a provider other than the OSHC service.
- Children are leaving the service to make their own way home.

POLICY STATEMENT

Our policy on the acceptance and refusal of authorisations sets out the circumstances in which the service will require authorisation (permission) from parents. Authorisation from parents is required to ensure the safety of the children and staff may refuse a parent/guardian's request unless the authorisation is provided. For example, if a child is to attend an extra-curricular activity for which authorisation is required, but has not been given, this will result in the child not being able to participate in the activity. Preferably, authorisation is required in written format, however in some circumstances verbal authorisation may be accepted at the discretion of staff.

CONSIDERATIONS:

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulation 2011: clause 168
- ACEQA National Quality Standard:7 Element 7.3

PROCEDURE

The Nominated Supervisor or the person in day-to-day charge of the service will:

1. Ensure documentation relating to authorisation (permission) from parents/guardian contains:
 - the name of the child enrolled in the service;
 - the date;
 - signature of the child's parent / guardian or nominated person who is on the enrolment form;
 - the approximate time the child will return to the service if the child is leaving

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- the service to attend an extra-curricular activity and the time they will return to the service (if applicable);
 - the original form/letter provided by the Centre;
2. Apply these authorisations to the collection of children, administration of medication, excursions and access to records.
 3. Keep these authorisations in the child's enrolment record.
 4. Ensure the child will not be permitted to leave the service to attend any extra-curricular activity until authorisation is obtained from the parent/guardian.
 5. Ensure that children are not permitted to sign themselves out or leave the service without an authorised adult, unless written authorisation from the parent/guardian has been given.
 6. Obtain written authorisation, if a person other than the parents/guardian or other nominated person cannot collect the child.
 7. In certain circumstances verbal authorisation, may be accepted at the discretion of the senior staff member on duty. In these instances, staff will record in the diary, the time of the telephone call with the parent/guardian and name of the person who will be collecting the child. Identity of the person collecting the child should be confirmed by sighting ID – preferably photographic ID, for example, current driver's licence.
 8. Exercise the right to refuse if written or verbal authorisations do not comply with the requirements outlined above.
 9. Waive compliance for authorisation where a child requires emergency medical treatment for conditions such as Anaphylaxis or Asthma. The service can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered.

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A-2 Management of Complaints

POLICY STATEMENT

The service will maintain a complaints and grievance management system to ensure that all Educators, families and communities members know that complaints and grievances will be taken seriously and investigated promptly and fairly. Complaints and grievances will be investigated and documented in a timely manner. Our complaints and grievance management system will be promoted in the parent handbook. We will identify complaints and grievances as opportunities to improve the quality of our service.

CONSIDERATIONS

Education and Care Services National Regulation 2011: 168 “Education and care service must have policies and procedures” (20 dealing with complaints)

ACEQA National Quality Standard 7: Element 7.3.4 “processes are in place to ensure that all grievances and complaints are addressed, investigated fairly and documented in a timely manner”

Community Services Complaints, Appeals and Monitoring Act, 1994

PROCEDURE

The service will support an individual’s right to complain and will help them to make their complaints clear and try to resolve them.

A complaint can be informal or formal. It can be anything which an individual thinks is unfair or which makes them unhappy with the service.

Every parent will be provided with clear written guidelines detailing the grievance procedure, in the parent handbook.

All confidential conversations with individuals who have a complaint or grievance will take place in a quiet place away from children, other parents or staff not involved.

If an individual has a complaint or comment about the service, they will be encouraged to talk to the Co-ordinator who will arrange a time to discuss their concern and come to a resolution to address the issue.

If the complaint is not handled at this level to the satisfaction of the person making the complaint they should discuss the issue with the Manager or liaison person of the Management, either in writing or verbally.

The Management will discuss the issue with the Co-ordinator and develop a strategy for resolving the problem, this would be discussed further with the individual or if necessary a meeting will be organised with the Co-ordinator and individual to resolve the problem.

All complaints will be recorded and dated indicating the issue of concern and how it was resolved. All information on complaints and grievances will include evidence that complaints are investigated within satisfactory timeframes and have led to amendments to policies and procedures where required.

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The Co-ordinator or Management will inform the person making the complaint of what has been decided regarding the issue. Staff will also be informed of any relevant issues that they need to address or be aware of.

This could be done verbally or if the issue has been dealt with on a more formal basis then the Co-ordinator will write personally to the individual making the complaint.

If any complaint cannot be resolved internally to the person's satisfaction, external options will be offered such as an unbiased third party.

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A-3 Hours of Operation

POLICY STATEMENT

We will meet the needs of the parents in our local community who either, work, study or have other commitments, by operating for days and hours that allow them to reasonably get to and from work or place of study.

CONSIDERATIONS

Education and Care Services National Regulation 2011: 172, 173 (Prescribed records and information to be displayed.)

Funding agreement

PROCEDURE

The Centre will operate during government school terms Monday to Friday, between the hours of:

3.15 to 5.30pm, after school

The Centre will be closed on designated public holidays.

All parents will be notified of days of closure through our notice board and letters home.

All hours of operation will be posted on the door and given to parents in our information booklet on the child's initial enrolment.

No children are to be left unattended at the Centre outside these hours.

Please refer to dropping off and collection and late collection policy for further information regarding these procedures.

Opening hours will be reviewed yearly to ensure that they meet the needs of the current parents.

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A-4 Service Access

POLICY STATEMENT

We will provide places for school aged children needing care during their time out of school hours. We will not discriminate against any families needing care however; priority of access will be determined by the Government guidelines and placement on the waiting list.

CONSIDERATIONS

ACEQA National Quality Standard 6: Element 6.3.3 (Access to inclusion and support is facilitated)

'Priority of access' guidelines from Funding Bodies

PROCEDURE

Our Centre will be available for children who currently attend primary school only.

No one will be discriminated against on the basis of his or her cultural background, religion, sex, disability, marital status or income.

The Centre will provide notices in various languages that reflect the community for schools in the local area regarding the centre.

The Centre will try to meet any specific needs of the families in the local community.

The Centre will ensure that access to children and families with special needs is catered for.

A waiting list will be developed and updated regularly which identifies, priority of access eligibility, date placed on list and required days of care.

Placement from the waiting list is determined by priority of access guidelines, siblings of children already in care, and date of placement on the waiting list.

Parents are able to access their status on the waiting list on request.

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A-5 Enrolment

POLICY STATEMENT

We will provide an efficient enrolment procedure that is clear and understandable to all in the local community. We will ensure the confidentiality of our families through provision of secure recording and storing procedures.

CONSIDERATIONS

Education and Care Services National Regulation 2011: 158-162, 168(2) (k)

ACEQA National Quality Standard 6: Element 6.1.1(Effective Enrolment process)

Standard 7: element 7.3.1(Storage of records)

Family Law Act

Privacy Act

PROCEDURE

An enrolment form must be fully completed for each family before the child can attend the Centre.

The Co-ordinator is to go through the form with the parents prior to starting care to ensure all the details have been completed.

When a parent is having difficulty in completing the form an enrolment interview should be conducted and if necessary organised in the parent's first language.

The enrolment form must contain all relevant details relating to personal, medical and custodial details for each child, parent or guardian and emergency contacts along with any special requirements relating to that child.

If a child is subject to an access order or agreement, the service must have a copy on record plus any subsequent alteration registered by the court.

Evidence of court orders or agreements will be considered part of the enrolment in order to minimise the likelihood of distressing situations occurring in the future.

All enrolment forms are to be kept in a locked file and kept confidential from all but the approved persons who enrolled the child, relevant staff, management and Commonwealth and /or State Department Officers.

Enrolment forms are to be updated yearly or when there are changes to the family's circumstances.

To confirm re-enrolment in the following year, current parents are asked to fill in a new enrolment form at the end of each year, which updates their current circumstances and any changes to care required.

Parents will be advised that it is their responsibility to notify staff of any changes to their current details on enrolment and through the parent information booklet.

Depending on availability of care, children may be enrolled at any time throughout the year.

Parents may also place their child on the waiting list for the current or upcoming year if they do not require care immediately. Care will be determined by availability and priority of access guidelines.

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A-6 Fees

POLICY STATEMENT

We aim to provide a quality service that is affordable. Fee levels will be set by management each year on completion of an annual budget and according to the centre's required income.

CONSIDERATIONS

Child Care Benefit (CCB)

Education and Care Services National Regulation 2011: 183

ACEQA National Quality Standard 7.3.1 (Records and information are stored appropriately)

PROCEDURE

SETTING FEES

Fees are to be set on an annual basis by management, based on the annual budget and ensuring that the required income will be received to run the service efficiently.

Fees will be reviewed each term based on attendance and the centre's ability to meet the running costs. Parents will be given at least 2 weeks' notice of any changes in the fees.

FEE PAYMENT

A booking fee of \$10 per child will be charged enrolment.

An initial bond of 2 weeks fees in advance must be paid. This money will be held until the last 2 weeks of the year or when the child leaves the centre.

Fees can be paid weekly, fortnightly, monthly or by the term but must be kept up to date and paid in advance for the following week.

Casual and emergency care must be paid for on the day of care.

Fees are to be paid for the days the child is booked into the centre, including times when the child is absent due to illness or holidays and for public holidays. CCB is paid for sick days and up to 30 days allowable absences per session per year, and for public holidays.

2 weeks prior notice in writing is to be given to the Co-ordinator for any changes to the days of care or cancellation of care unless parent is a current user of the service and an account can be given.

If no notice is given fees are to be paid or bond withheld.

Fees can be paid at the Council Office in John Street, or at the FSS Office (14 Robertson Street) on weekdays between 8.30am-4.30pm Fees may also be paid online using e banking. The invoices will show necessary banking details.

Please see the Co-ordinator to make any alternative arrangements.

A dated receipt will be provided for each payment.

All records will be kept confidential and stored appropriately. Parents may access particulars of their fees at any time and information given in writing upon request.

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Parent entitlements for Fee Assistance

The centre is approved to offer Child Care Benefit (CCB) to eligible families. This benefit is paid to the centre unless otherwise instructed by the parent. The instruction in the Handbook provided by the Department of Family and Community Services should be followed. Parents and carers should receive all necessary documents and be informed of how to make their application to the Family Assistance Office (FAO). Families cannot be offered CCB until assessments are completed.

The Co-ordinator will ensure that all necessary forms are available and notices posted to inform parents of availability of CCB.

All documentation pertaining to CCB should be kept for the specified time and made available to Commonwealth Departmental Officers on request.

Child Care Rebate. All parents are entitled to a rebate of 50%. This is not means tested and parents may choose as where this is directed.

OVERDUE FEES

Parents are encouraged to discuss any difficulties that they may have in paying fees with the Manager, who will discuss and make suitable arrangements for payment of fees as well as informing them of other avenues for financial support when required.

If no previous arrangements have been made regarding overdue fees the centre will:

- After 1 week overdue:* Send a reminder note regarding overdue fees
- After 2 weeks overdue:* Write a letter reminding them to discuss any problems they may be having in paying fees with the Co-ordinator and informing them that their child's place may be cancelled if suitable arrangements cannot be made within the next week to pay the fees.
- After 3 weeks overdue:* Personally approach the parent and make an appointment to discuss the problem and identify the possible cancellation of their child's place if no arrangements can be made.
- After 4 weeks overdue:* If no arrangements have been made to pay the fees or the agreement made has not been kept the child's place will be cancelled.

If the above procedures are not effective, details of unpaid fees should be referred to the Management to commence debt recovery procedures.

LATE FEES

Any parent who collects their children after 5.30pm will be charged a late fee as set by management.

Wherever possible parents should advise the centre when they will be late to collect their child.

If a parent continues to collect their child after 5.30pm, the Co-ordinator will need to discuss other options with them, and suitable arrangements made or the child's place in the centre may be cancelled.

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A-7 Dropping off and Picking up

POLICY STATEMENT

We will provide a procedure for dropping off and picking up children, which is clear and ensures the safety and wellbeing of the children in our care. Parents are required to follow specific communication procedures to ensure we can provide appropriate care of their children.

CONSIDERATIONS

Education and Care Services National Regulation 2011: 183 Storage of Records
Regulation 99 Children Leaving
ACEQA National Quality Standard 6 (Collaborative partnerships with families)
Custodial requirements

PROCEDURE

DROPPING OFF

Children are not to be left at the Centre at any time prior to the opening hours of the Centre.

On arrival the person bringing the child is responsible to sign the child in on the sign-in sheet next to the child's name, indicating time of arrival.

Children who arrive by bus will sign themselves in and time of arrival.

Any points of information are to be recorded in the daybook, such as any particular requirements for the day or any changes to who will collect the child. A notification of change will have to be completed in writing.

Children are to place their belongings in the appropriate place.

The person dropping off the child must ensure that a staff member is aware of the child's presence before leaving the Centre, and that any special needs are communicated.

Should a child require medication of any kind, parents must fill in and sign the medication form. (See Medication Policy and Network's Guidelines for Adminstrating Medication)

PICKING UP OF CHILDREN

Children must be collected by the closing time of the Centre.

The authorised person who is collecting the child must sign the sign-out sheet next to the child's name, indicating time of departure.

Children who have permission to leave the Centre by themselves will be signed out by the Co-ordinator at the agreed time.

The authorised person and children are to ensure that all belongings are collected.

The authorised person must ensure that a staff member is aware that they are taking the child from the Centre.

Staff are to be notified if the person collecting the child is to be later than usual. The child will be notified to avoid any anxiety.

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If the child is to be collected by anyone different than the name on the enrolment form, parents must have personally informed the appropriate staff member prior to pick up. This change should be confirmed in writing by fax, if possible, and the person picking up the child be asked to bring identification.

The names and contact numbers of all people authorised to collect the child must be included in the enrolment form. Any changes to these must be advised in writing to the centre as soon as possible.

The authorised person is required to give proof of identification to staff if they have not seen them previously.

The Centre will not release the child to anyone who is not authorised without prior consent and in line with Centre policy.

If there is an emergency and the parent or an authorised person cannot collect the child, the parent must personally ring the Centre to let us know. The parent will be required to indicate who will collect the child, give a description and ask the person to provide the Centre with proof of identity eg licence or Medicare card.

If the Centre has not been notified and someone other than the parent or authorised person comes to collect the child, the centre will ring the parent to get his or her authorisation. The child will not be released from the centre until proper authorisation has been received.

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A-8 Absent and Missing Children

POLICY STATEMENT

We will ensure the safety and welfare of the children by ensuring clear communication and co-operation between the Centre, parents and the school.

CONSIDERATIONS

Education and Care Services National Regulation 2011: 98 (Communication /Telephone equipment)

PROCEDURE

Absent Children

- Parents/guardians are to advise the centre if their child will be absent on a day that they are booked into care.

If parents are aware beforehand they must:

- Inform a staff member in person who must record the information in the phone/message book for the day of expected absence.

If parents do not know until the day they must in person:

- Ring the Centre and inform a staff member, as early as possible. Where possible this change should be confirmed in writing by fax.
- This information must be recorded in the phone/message book.

Parents must indicate the expected time of absence.

If a child only attends after school care, then the parent must ring and inform the Centre when the child returns to school and that the child will be attending the Centre on that afternoon.

Parents will be informed of this requirement on enrolment and through the parent information booklet detailing the great importance of the centre knowing of a child's absence.

Should a child not be present and waiting in the designated area when expected, the staff member will:

- Ask the children of their knowledge of where the child might be.
- Approach the school office and ask for information regarding the child's attendance at school.
- Ensure all other children are well supervised during this time.

If the child was absent, then the parents will be called on arrival back to the centre to remind them of their failure to contact us and to find out if the child will be attending the next day or not.

Centre Staff shall persist until they make contact with the parents to inform them of their failure to contact us and inform them of their responsibility to do so in the future.

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Missing Children

Should a child not be present and waiting in the designated area when expected, the staff member will:

- Ask the children of their knowledge of where the child might be.
- Approach the school office and ask for information regarding the child's attendance at school.

If the child attended school and is expected to attend the centre, then the staff member will:

- Inform the school of the missing child
- Ask them to find out if the teacher is aware of the parent or anyone else collecting the child and assist in the search of the school area.
- Ensure all the other children are well supervised during this time.

If the child is still not found then the staff member will:

- Take the other children back to the Centre.
- Try to make contact with the parent or authorised person to inform them and find out any further information
- Continue to keep in contact with the school.
- Arrange for appropriate staffing levels and send a staff member to look in the local area or follow up on any leads regarding the child going to a friend's home.

If the child remains missing:

- The parents/authorised persons are to be kept informed.
- The police are to be contacted.

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A-9 Maintenance of Records

POLICY STATEMENT

We aim to ensure that all appropriate and required records are kept for the specified period of time. We will protect the privacy and confidentiality of all clients, staff and management of the Centre, by ensuring that records and information are kept in a secure place and only disclosed to people who have a legal right to know.

CONSIDERATIONS

Education and Care Services National Regulation 2011: 183 (Storage of records)-
Regulation 177 (Prescribed enrolment and other documents)-Regulation 181
(Confidentiality of Records)

ACEQA National Quality Standard 7: 7.3.1 (Records and information stored
appropriately)

Funding Agreement

Child Care Benefit

Accident records, Insurance requirements.

Child Care and Protection Act

PROCEDURE

Staff and management will ensure that all required records are recorded, properly maintained, updated and kept in the nominated secure place.

All records are to be kept confidential and only made available to authorised persons.

All documents relating to children and parents will only be made available to the parent/guardian or approved persons enrolling the child, staff and authorised management who require relevant information, or Commonwealth or State Government officers when requested.

All documents relating to staff will only be made available to the individual staff member, the Co-ordinator, and an authorised member of the Management or police if required.

All documents relating to fee payment and CCB will only be made available to the parent/ guardian or approved persons enrolling the child, staff and authorised members of the Management or Commonwealth Government officers.

No member of staff may give information on matters relating to children, to anyone, other than to the parents or guardian enrolling the child when this information has been obtained in the course of employment in the centre.

Exceptions are made:

For normal information exchange among staff and management for the daily operation of the Centre and wellbeing of the staff and children

When required to do so in a court of law when subpoenaed.

When the welfare of the child is at risk the appropriate government agencies may be contacted.

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No member of staff may give information on matters relating to staff or management, to anyone except in normal information exchange among staff and management for the daily operation of the centre and wellbeing of the staff and children, or when required to do so in a court of law.

RECORDS TO BE KEPT WILL BE:

In relation to daily operations

Full enrolment forms, containing information as required under section 5.3.1 of the National Standards, to be kept in alphabetical order.

Waiting list, indicating priority of access status, date placed on list, care required and if a sibling of a child already in care.

Daily records of attendance, including a roll taken by the staff and the sign in/out sheet recording the time of arrival and departure

Day book/communication book, recording specific information that the staff need to be aware of, to fully cater for the children in their care

Phone/ message book, recording any messages to ensure all staff are fully aware of relevant information.

Accident/illness record book, containing nature of accident or illness, who attended the child and what course of action, was taken.

Note - Accident and illness records will be kept until the child turns 24.

Medication book, containing parent's requirements and signature, medication used, the date, time and dosage of administration, the person who administered it, and the person who witnessed the administration.

Excursion approval file, containing written permission forms from the parents, and kept in the child's personal records.

Written program, indicating daily activities in the centre

Information folder, containing updated relevant information such as infectious diseases leaflet, OOSH updates etc.

In relation to fees

Fee receipt book, containing payment of fees, type of fee and dates paid for by whom, date, amount and childcare benefit received.

Child Care Benefit records will be kept for a period of 3 years.

Receipt books will be kept for a period of 7 years.

Amount owing records, indicating fees due, and any outstanding fees, along with procedures undertaken to retrieve outstanding fees

Accounting documents, all records relating to fees accounting and bank statements are to be kept for a period of 7 years.

In relation to staff

Staff employment details, indicating personal details, date of employment, hours of work, position title and job description, resume and references, date for review, and any discipline or grievance procedures

Staff wages, holiday and sick leave entitlements

Time and wage records are to be kept for a period of 7 years.

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Union and Superannuation details

Occupational Health and Safety details

In relation to management

Management structure, including position titles and duties and current persons holding the positions

Policy booklet, including Centre details, philosophy and policies

Insurance and financial details

Insurance documents will be kept for a period of 7 years.

Funding and other relevant agreements, such as school/hall usage etc

All records relating to funding will be kept for a period of 7 years.

All records are to be kept neat and tidy, updated as required and appropriate information passed on to any new staff or management member.

All records, which require to be kept for an extended period of time, will be stored securely in the designated place and shall not be removed without the knowledge of the management and only to those who are legally required to obtain the information.

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A-10 Policy Development and Review

POLICY STATEMENT

We will provide effective management and a quality service through the ongoing development and review of policies, which are required to run the service efficiently. Management will ensure that all individuals are aware of relevant policies and have free access to the policy booklet.

CONSIDERATIONS

Education and Care Services National Regulation 2011: 168-172

ACEQA National Quality Standard 7: 7.3.5 (Policy)

PROCEDURE

Management will ensure the development of all required policies under the National Standards and the OSHCQA system of accreditation.

Other policies are to be developed as deemed necessary by the management.

This will be based on the following criteria:

- An issue or problem arises that is not addressed in a current policy.

- A current policy is not meeting the current need.

- Daily operations of the centre are unclear to staff, parents or management.

- Staff, parents or management are unsure what to do in a certain situation.

- There have been changes due to outside influences.

All policies must reflect the current philosophy of the Centre.

Policies will be recorded in a loose-leaf policy booklet along with the Centre's philosophy, date of endorsement and date of review. This booklet is to be kept in the specified place and made available to those who wish to see it.

Management will ensure that any new management members, staff and families entering the service are made aware of the policy booklet and any specific policies relevant to them.

Any persons involved in the Centre are to feel welcome to make suggestions and discuss any concerns they may have regarding current policies. Parents and staff will be informed of this policy on enrolment/employment and through the Centre's information booklet.

Staff and parents and any other relevant persons will be encouraged to have input into the development, review or changes to any policies and where appropriate be involved in the development of these policies.

All new policies, or changes to existing policies will be reviewed in the time frame of 6 operating weeks.

All other policies will be reviewed within an 18 month period and more frequently if the need arises or there are changes to legislation or recognized best practice.

The review of policies will be based on the following criteria.

- Is the policy operating effectively?

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Does it include appropriate responses to individual incidents?

Does it meet the needs of all involved in the Centre?

Does it meet the aims and objectives as outlined?

Is it consistent with current philosophy?

Is it consistent with current legislation, acts and standards?

Any changes to existing policies will be circulated immediately to all involved in the service through individual notes, notice boards, personal contact and if felt necessary through a group meeting. The date the changes will become effective will be noted.

All changes are to be recorded in the policy booklet with the date of endorsement and review.

As an ongoing practice specific policies may be mentioned again through notice boards, letters or personal contact to highlight any relevant issues. This may be required if there is a recurrent problem arising or to highlight any specific current issues in the running of the Centre.

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A-11 Participation and Access

POLICY STATEMENT

We believe that participation by parents/guardians/approved persons in issues relating to their children is important. We aim to provide a caring and supportive environment where everyone feels welcomed and valued. Involvement of parents in activities will be actively sought and open communication constantly maintained.

Parents are encouraged to be involved in issues that relate to them and their children, through participation and discussion about all issues relevant to the running of the Centre.

CONSIDERATIONS

Education and Care Services National Regulation 2011: 157 (Access for parents).

ACEQA National Quality Standard 6 (Collaborative partnership with families)

Family Law Act

PROCEDURE

Staff will greet and farewell parents on arrival and departure and communicate with parents in a positive and supportive manner, making the parents feel welcome and valued.

Staff will establish a pattern of exchange of information, communicating to parents about their child or what they did on that day that may be of interest to them.

Staff will accept individual differences in the way parents bring up their children.

Parents will be informed of all relevant issues in the Centre through direct contact, notice boards, or letters home.

Parents are welcome in the Centre at all times and staff will happily explain activities or answer any questions about the Centre to them.

Parents need to be aware however of the staff's requirement to supervise the children during the activity sessions. If parents wish to discuss or exchange detailed information about their child or the Centre with the Co-ordinator or another staff member, an appointed time suitable to both will be organised.

Parents are encouraged to become involved in the Centre's activities.

We will actively seek this involvement by:

- Keeping them informed and updated on current issues in the centre

- Asking for their assistance and participation in particular events such as assisting in the program or excursions, working bees and other special events

- Informing them of our participation policy through the parent information booklet

- Inform them of the management structure and how they can be involved.

- Inform them of relevant management decisions.

- Encouraging feedback and input from parents in relation to the program, policies or other issues relating to the Centre.

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Encouraging parents to offer skills and knowledge in a variety of ways and to contribute to the diversity of experiences for the children attending the Centre

Access by Non-custodial Parent

If a child is subject to an access order or agreement, the service must have a copy on record plus any subsequent alteration registered by the court.

Evidence of court orders or agreements will be considered part of the enrolment in order to minimise the likelihood of distressing situations occurring in the future.

When a non-custodial parent attempts to collect a child from the Centre the staff will:

Be polite, firm and clear and remember your primary duty is to the children in your care.

Clarify the legal position with the non-custodial parent. For example staff may say,

‘I’m sorry but I’m not legally able to allow the child to leave with you without the permission of the custodial parent.’

Ask the person politely to leave.

If they refuse to leave, call the police.

In all cases staff should be immediately aware of any unfamiliar person on the premises and find out what they want as quickly as possible.

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A-12 Complaints Procedures

POLICY STATEMENT

We believe that parents have an important role in the Centre and we value their comments. We aim to ensure that parents feel free to communicate any concerns they have in relation to the Centre, staff, management, programs or policies without fearing negative consequences. And that they are made fully aware of the procedures to do this. Our priority is to do everything possible to improve the quality of our service.

CONSIDERATIONS

Education and Care Services National Regulation 2011: 168(o). ACEQA National Quality Standard 7: Element 7.3.4 (grievances/complaints addressed)

Community Services Complaints, Appeals and Monitoring Act, 1994

PROCEDURE

We will support parents' right to complain and will help them to make their complaints clear and try to resolve them.

A complaint can be informal or formal. It can be anything which a parent thinks is unfair or which makes them unhappy with the service.

Every parent will be provided with clear written guidelines detailing the grievance procedure, in the parent handbook.

All confidential conversations with parents will take place in a quiet place away from children, other parents or staff not involved.

If a parent has a complaint or comment about the service, they will be encouraged to talk to the Co-ordinator who will arrange a time to discuss their concern and come to a resolution to address the issue.

If the complaint is not handled to the parent's satisfaction at this level they should discuss the issue with the Chairperson or liaison person of the Management, either in writing or verbally.

The Management will discuss the issue with the Co-ordinator and develop a strategy for resolving the problem, this would be discussed further with the parent or if necessary a meeting will be organised with the Co-ordinator and parent to resolve the problem.

The parent's complaint is to be recorded and dated indicating the issue of concern and how it was resolved.

The Co-ordinator or Management will inform the parent of what has been decided regarding the issue. Staff will also be informed of any relevant issues that they need to address or be aware of.

This could be done verbally or if the issue has been dealt with on a more formal basis then the committee or Co-ordinator will write personally to the parent.

If any complaint cannot be resolved internally to the consumer's satisfaction, external options will be offered such as an unbiased third party.

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A-13 Roles of Management

POLICY STATEMENT

We will operate a quality Centre and will ensure that we adhere to the legal requirements of a managing body. The Management will ensure that decisions are made in a proper way, according to the Centre's Philosophy and policy

CONSIDERATIONS

Management structure

Australian Government Department of Education, Employment and Workplace Relations, operational agreements

NSW Department of Education and Communities

Incorporation requirements

Warrumbungle Shire Council Policies and Procedures

MANAGEMENT STRUCTURE

Coonabarabran After School and Vacation Care is managed by Warrumbungle Shire Council under the Director of Environmental and Community Services.

The nominated Supervisor for Coonabarabran After School and Vacation Care is the Manager of Family Support Services.

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A-14 Financial Management

POLICY STATEMENT

We aim to provide a quality service that meets the needs of the children by providing them with the resources they need and meet the needs of the parents by providing affordable care.

The Council is responsible for all financial aspects and will ensure that all funding, government legislation and acts are fully followed, and that clear records of all the financial transactions are recorded and stored for the required time in a secure place.

CONSIDERATIONS

Education and Care Services National Regulation 2011: 168(l)

ACEQA National Quality Standard 7: Element 7.1.1 (Appropriate governance to manage the service)

Funding and operational agreements

Incorporation Act

Income Tax Assessment Act

Goods and Services Tax

Superannuation Act

Staff Awards

PROCEDURE

The Manager will draw up an annual budget in consultation with the financial department and be approved by Management.

Fund raising will be supported by the management but will not be a part of the income required in the budget.

The Manager will report quarterly on the progress of the financial state to Council.

The Manager will be responsible for ensuring that required financial transactions are recorded properly, and stored in a secure place.

The Manager will draw up a time-table for the year that indicates when all returns, audits, reports and other financial accountabilities are due.

The Manager will be responsible for ensuring that all these are carried out by the appropriate time frame.

Council will ensure the payment of staff on an agreed basis, according to the appropriate Award entitlements and that all tax and superannuation deductions are made.

The Manager, or other delegated person, will be responsible for the day to day financial management of the Centre such as collection and banking of fees, allocation of petty cash and payment of bills.

Council is responsible to ensure the audit takes place and that the balance sheet, income and expenditure statement and financial report are completed.

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The Manager is responsible for ensuring that the financial report is submitted to the funding bodies within the time frame outlined in funding agreements.

All financial records will be kept for a period of 7 years and will be made available for inspection by the relevant government Department officers.

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A-15 Confidentiality

POLICY STATEMENT

All matters pertaining to the Centre should be considered to be confidential, and should not be discussed with unauthorised personnel. This includes:

Information pertaining to any child enrolled at the Centre and/or that child's family,

Information about any of the staff or committee members and/or their families,

Information on issues relating to the running of the Centre

Idle discussion does nothing but undermine the staff's relationship with parents and is detrimental to the good name of the Centre. The privacy of others should be respected at all times.

CONSIDERATIONS

Requirements of the National Privacy Principles which are set out in the Privacy Act, 1988

Education and Care Services National Regulation 2011: 181-184

ACEQA National Quality Standard 7 Element 7.3.1

PROCEDURE

Privacy is to be respected at all times.

No information is to be given out without written authority from the parent or legal guardian.

The only exceptions will be for legal reasons such as information for the police or Department of Community Services.

Confidential information is to be stored in a secure, lockable cabinet or in the office which is only accessible to staff.

A confidential issue can be discussed at a meeting without divulging the personal details of the individual/s involved. Once the meeting is closed details should not be discussed with people outside the meeting.

Any information given in confidence to a staff member should remain between that member of staff and the Director. If the Director considers that this information will impact on the wellbeing of any child or staff member at the Centre, then the information will be shared as is necessary.

There will be times when parents need to speak in confidence with staff of the Centre. This should be done in a quiet private area.

Confidentiality needs to be taken seriously within the service. A professional approach is needed at all times.

Staff/ Committee contact details, phone numbers, addresses etc. are not to be given out under any circumstances. In the event of someone needing to contact a staff or committee member, take their particulars and advise them that you will pass them onto the said person and they can call back.

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Item 26 Development Applications

Division: Environmental and Community Services

Management Area: Town Planning

Author: Environmental & Community Services Administration Officer – Trudy Draper

CSP Key Focus Area: Rural and Urban Development

Priority / Strategy: RU 4 The attractiveness appearance and amenity of our towns and villages need to be improved

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

Development Applications

i) Approved – September 2012

Complying Development (set criteria) Development Application (Specialised Conditions)	Date Approved	APPLICANT'S NAME	LOCATION	Town	Type of Development
DA 6/1213	3 September 2012	R Leeson	4 River Street	Dunedoo	Subdivision
DA 9/1213	18 September 2012	Coonabarabran Pony Club	Showground	Coonabarabran	Erection of new club house
CD 11/1213	3 September 2012	M Martin	5 Horsley Street	Coonabarabran	Erection of a shed
DA 13/1213	18 September 2012	Taylor Made Buildings	21-23 Kirban Street	Coonabarabran	Erection of a manufactured dwelling
DA 14/1213	18 September 2012	Taylor Made Buildings	84a Dalgarno Street	Coonabarabran	Erection of a manufactured dwelling
CD 19/1213	18 September 2012	R Robe	4 Gilmore Street	Coolah	Change of use of shed to bus shed

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ii) Applications Received – September 2012

CD or DA	Date Received	APPLICANT'S NAME	LOCATION	Town	Type of Development	Status
CD 19/1213	3/9/2012	R Robe	4 Gilmore Street	Coolah	Change of use of shed to bus shed	Approved
DA 20/1213	11/9/2012	V Birks	1320 Boomley Road	Elong Elong	Subdivision of land	Referred to RFS
DA 21/1213	13/9/2012	S Rodgers	75 Nandi Hills Estate Road	Coonabarabran	Subdivision of land	Referred to RFS

RECOMMENDATION

That Council note the Applications Received for the month of September 2012, the Applications Held Pending as at 30 September 2012 and their status, and of those approved during September 2012, under Delegated Authority.

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Item 27 149 Certificates Processed September 2012

149 Certificate Number:	Date Received:	APPLICANT'S NAME:	Date Issued:
109/1213	4/09/2012	Clarke & Cunningham	5/09/2012
110/1213	4/09/2012	Clarke & Cunningham	5/09/2012
111/1213	4/09/2012	P Previte & Associates	5/09/2012
112/1213	5/09/2012	Browne Jeppesen & Sligar	10/09/2012
113/1213	5/09/2012	Nadia Krizan	10/09/2012
114/1213	6/09/2012	Macleaun Curtis & Daly	10/09/2012
115/1213	6/09/2012	Kenny Spring Solicitors	10/09/2012
116/1213	6/09/2012	Clarke & Cunningham	10/09/2012
117/1213	31/08/2012	State of NSW	10/09/2012
118/1213	6/09/2012	Clarke & Cunningham	10/09/2012
119/1213	31/08/2012	State of NSW	10/09/2012
120/1213	10/09/2012	GlobalX	11/09/2012
121/1213	10/09/2012	WA Baxter & Co	11/09/2012
122/1213	14/09/2012	K Jakobbsen	14/09/2012
123/1213	10/09/2012	Lea K Smith Solicitors	17/09/2012
124/1213	11/09/2012	Kirkby & Associates	19/09/2012
125/1213	12/09/2012	Helen & John Goard	19/09/2012
126/1213	14/09/2012	Murphy Partners	19/09/2012
127/1213	18/09/2012	Kerrie Martin	19/09/2012
128/1213	19/09/2012	Cain Kensit Messenger	21/09/2012
129/1213	19/09/2012	Clarke & Cunningham	21/09/2012
130/1213	21/09/2012	Clarke & Cunningham	24/09/2012
131/1213	21/09/2012	Rose Kanaan & Associates	24/09/2012
132/1213	24/09/2012	Lane & O'Rourke	26/09/2012
133/1213	24/09/2012	Waterford Ryan	27/09/2012
134/1213	24/09/2012	Ptolemy Legal	27/09/2012
135/1213	25/09/2012	Clarke & Cunningham	27/09/2012
136/1213	27/09/2012	Coonabarabran Police c/ Tanner	27/09/2012
137/1213	27/09/2012	Murphy Partners	27/09/2012

RECOMMENDATION

For Council's information.