



# **Warrumbungle Shire Council**

## **Council meeting**

**Thursday, 20 December 2012**

**to be held at the Poplars Motor Inn,  
Newell Highway, Coonabarabran**

**commencing at 4.00 pm**

***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

**WARRUMBUNGLA SHIRE COUNCIL**

**Ordinary Meeting – 20 December 2012**

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**NOTICE** is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 20 December 2012 at the Poplars Motor Inn, Newell Highway, Coonabarabran commencing at 4.00 pm

**AGENDA**

Welcome

Turn Off Mobile Phones

**Order of Business**

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

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

# WARRUMBUNGL SHIRE COUNCIL

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

- 1C Tender for Supply and Delivery of Bulk Emulsion
- 2C Tender No 2013/02 – Drilling and Blasting, Screening and Crushing in Council’s Hardrock Quarry

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

The items relate to commercial in confidence matters classified CONFIDENTIAL under Section 10A(2)(a) and (c) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

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

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

# WARRUMBUNGL SHIRE COUNCIL

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# WARRUMBUNGLE SHIRE COUNCIL

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### Item 1 Minutes of Ordinary Council Meeting – 21 November 2012

**Division:** Executive Services

**Management Area:** Governance

**Author:** Coolah Administration Officer – Carol Nasmith

**CSP Key Focus Area:** Local Governance and Finance

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

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

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**PRESENT** Cr Gary Andrews, Cr Anne-Louise Capel, Cr Murray Coe, Cr Victor Schmidt, Cr Peter Shinton, Cr Chris Sullivan, Cr Ron Sullivan, Cr Denis Todd, Acting General Manager Tony Meppem, Director Technical Services Kevin Tighe, Acting Director Community Services Fiona Luckhurst and Acting Director Corporate Services Stefan Murru.

**IN ATTENDANCE** C Nasmith, K Francis and C White

**APOLOGIES** Cr Fred Clancy, General Manager Steve Loane

**Todd/Capel**  
**The motion was carried**

#### **Mayor called for Disclosures of Interest**

Nil

#### **Mayoral Minute**

**142/1213**

That Council agree to affix the Common Seal of Council to all relevant documents to create easements and contracts to facilitate the supply of electricity to the new Council administration offices at lot 121 DP 865988 John Street Coonabarabran.

**Shinton/Schmidt**  
**The motion was carried**

#### **1. CONFIRMATION OF MINUTES OF THE ORDINARY MEETING OF WARRUMBUNGLE SHIRE COUNCIL HELD 18 OCTOBER 2012.**

**143/1213 RESOLVED** that the Minutes of the Ordinary Meeting of the Warrumbungle Shire Council held 18 October 2012 be endorsed.

**Coe/Todd**  
**The motion was carried**

#### **2. ADOPTION OF RECOMMENDATIONS OF THE ADMINISTRATION BUILDING PROJECT COMMITTEE MEETING HELD 3 SEPTEMBER 2012.**

**144/1213 RESOLVED** that:

1. the Minutes of the Administration Building Project Committee meeting held 3 September 2012 be endorsed.
2. the Committee authorise the General Manager to pay David Payne Construction's invoice number 3304.
3. the Committee decide on Official Opening options:

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- a. The official opening of the new Council Administration Building be held in February or March 2013
- b. The public be invited to view the new building from 2pm to 4pm on opening day
- c. A civic function with dinner be held in the evening with guests being invited such as the Governor and former Councillors.

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

### **3. ADOPTION OF RECOMMENDATIONS OF THE ADMINISTRATION BUILDING PROJECT COMMITTEE MEETING HELD 24 SEPTEMBER 2012. 145/1213 RESOLVED that:**

1. the Minutes of the Administration Building Project Committee meeting held 24 September 2012 be endorsed.
2. A report from David Payne Construction is to be presented to the committee regarding an electrical incident that occurred on the building site Thursday 20 September.
3. The Committee authorise the General Manager to pay the True Vision Designs invoice.
4. That council proceed to install and connect 200 amp power at a cost of \$18,508 plus GST for the new administration building in Coonabarabran. This cost is not included in initial budget with David Payne Constructions and will come from contingency funds.
5. That Council proceed with second gate to make the rear car park attached to the new administration building secure
6. That the colour of the Chamber desks be
  - desktop - Galileo EssaStone
  - black recessed kick board
  - modesty curtain side and intermediate panels -Seductive Limba ” Timber look Laminate in Diamond gloss finish
  - bullnose strip to front surface and top capping to be made of Galileo EssaStone

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

### **4. ADOPTION OF RECOMMENDATIONS OF THE ADMINISTRATION BUILDING PROJECT COMMITTEE MEETING HELD 10 OCTOBER 2012. 146/1213 RESOLVED that:**

1. That the Minutes of the Administration Building Project Committee meeting held on 10 October 2012 be endorsed.
2. To accept variation for resilient finishes. Costing's from finishing budget for the amount of \$19,632.99
3. Committee approves the change from Swipe Cards to Touch Pads with a PIN plus the additional 3 doors – price to be brought to next meeting
4. That the process for ordering the furniture for the Council Chambers commences and that the furniture is ordered through Corporate Express for the price of \$65,525 (ex GST)

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

### **5. ADOPTION OF RECOMMENDATIONS OF THE ADMINISTRATION BUILDING PROJECT COMMITTEE MEETING HELD 22 OCTOBER 2012. 147/1213 RESOLVED that:**

1. That the Minutes of the Administration Building Project Committee meeting held on 22 October 2012 be endorsed.
2. Recommend to the Finance Projects Committee for supplementary vote requests for furniture and footpath, being non contract building project items

**R Sullivan/Capel**



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**The motion was carried**

### **6. ADOPTION OF RECOMMENDATIONS OF THE TRAFFIC ADVISORY COMMITTEE MEETING HELD 25 OCTOBER 2012.**

**148/1213 RESOLVED** that:

1. the Minutes of the Traffic Advisory Committee meeting held 25 October 2012 be adopted.
2. no further action be taken in relation to concerns raised with pedestrian safety at the Over-dimension Route in Anne Street and installation of pedestrian crossing at the intersection of Namoi Street and Dalgarno Street, Coonabarabran following discussions with concerned residents.
3. the request by Coonabarabran Pony Club to close Reservoir Street on Sunday, 9 December 2012 between 9.30 am and 3.00 pm to conduct the annual One Day Event be approved subject to compliance with Council's Road Closure Policy.
4. the request by Baradine Central School to conduct a Horse Parade on Thursday, 25 October 2012 between 8.30 am and 9.30 am as per the following revised route be approved.

#### Revised Route

- i. Commence from Baradine Showground to Lachlan Street; to Darling Street; to Wellington Street.
  - ii. Return from Wellington Street to Namoi Street; to Lachlan Street; to Baradine Showground.
5. the request by Baradine RSL to close Narren Street at the Memorial near the Swimming Pool on 11 November 2012 between 11.00 am and approximately 11.30 am be approved subject to Council's Road Closure Policy.

**Todd/R Sullivan**

**The motion was carried**

### **7. ADOPTION OF RECOMMENDATIONS OF THE FINANCE AND PROJECTS COMMITTEE MEETING HELD 12 NOVEMBER 2012.**

**149/1213 RESOLVED** that:

1. Council accepts the Minutes of the Finance and Projects Committee Meeting held 12 November 2012 at Coolah and that the following resolutions contained in the minutes be endorsed
2. Council appoint the Chief Financial Officer as the Responsible Accounting Officer
3. a report be brought back to Council in regards to the Capital Protected Notes and CDO Investment portfolio from prior to the global financial crisis (2007-2012).
4. Council approve the supplementary vote requests as presented with the inclusion of a vote for \$4,000 to cover the furniture and fittings purchase at the Coolah Medical Centre and exclusion of the request from Connect 5 for the reduction of \$3,776 income.
5. Council implement a procedure to check new year rates charges each year as a result of VG Valuations so that any properties that incur an increase above 20% be notified.

**R Sullivan/Schmidt**

**The motion was carried**

### **8. RESPONSES TO QUESTIONS FROM LAST MEETING**

For Council's information.

### **9. REPORT FROM HUMAN RESOURCES**

For Council's information.

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### **10. POLICY FOR THE PAYMENT OF EXPENSES AND THE PROVISION OF FACILITIES TO MAYORS AND COUNCILLORS**

**150/1213 RESOLVED** that Council endorse the November 2012 version of the Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors, with the following amendments:

1. Conferences – That the Australian Council of Local Government Conference be removed from the list and the Mining Related Council's and Australian Local Government Association be inserted.
2. Travel Expenses – The maximum amount of Taxi fares of \$100 be able to be increased with the consent of the General Manager in exceptional circumstances.
3. iPad's - That all Councillors be provided with an iPad to enable electronic business paper use.
4. Mayor Private use of Council vehicle- That the mayor be permitted to use the Council vehicle for private use within the shire in between official engagements held on the same day.

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

### **11. ANNUAL REPORT 2011/2012**

**151/1213 RESOLVED** that Council note the contents of the 2011/2012 Annual Report and that it is submitted with the State of the Environment Report to the Minister for Local Government.

**Schmidt/Capel**  
**The motion was carried**

### **12. ACTING GENERAL MANAGER APPOINTMENT**

**152/1213 RESOLVED** that:

1. Council resolve to delegate the powers of the General Manager to the position of Acting General Manager where necessary during times of absence of the General Manager.
2. Mr Tony Meppem be appointed to the position of Acting General Manager for Warrumbungle Shire Council from 26 October 2012 until the return of the General Manager Mr Loane or the December 2012 Council meeting whichever comes first.
3. in future the General Manager and/or the Mayor will directly appoint the person within the organisation to act in the position of Acting General Manager to assume the delegations of General Manager.

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

### **13. AUTHORITY OF DELEGATION**

**153/1213 RESOLVED** that Council delegate the functions of the General Manager to the position rather than the name of the incumbent. **FURTHERMORE** that sub delegations be applied to a position rather than the individual person.

**Capel/Andrews**  
**The motion was carried**

### **14. REQUEST FOR LEAVE OF ABSENCE – CR TODD**

**154/1213 RESOLVED** that Council accepts the written notification from Cr Todd and grants a Leave of Absence, for medical reasons, from the Ordinary December 2012 Council meeting. **FURTHERMORE** that Council acknowledge that Cr Todd is not available as an alternative for the Castlereagh Macquarie County Council meeting to be held on 19 December 2012.

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

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### 15. COBBORA COAL MINE

**155/1213 RESOLVED** that Council note the report and determine its position in relation to the presentation to the Planning Assessment Commission regarding the Cobbora Coal Project at its hearing on 11 December, 2012. **FURTHER**, that the General Manager and Director Environmental and Community Services speak at the forum on behalf of Council. **FURTHERMORE**, that Council make a joint submission with Wellington Shire Council.

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

### 16. PROCEDURE RELATING TO TRAFFIC ISSUES

For Information

### 17. 2012/2013 FINANCIAL ASSISTANCE GRANT CALCULATIONS

**156/1213 RESOLVED** that Council accept the NSW Local Government Grants Commission details for the 2012/2013 Financial Assistance Grant Calculations.

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

### 18. BINNAWAY SEWERAGE SCHEME PROPOSAL

**157/1213 RESOLVED** that:

1. in relation to the potential funding of the Binnaway Sewerage project Council agrees to the principle that any scheme establishment capital works costs could be funded by increased access charges across all users of the Sewerage Fund.

**Sullivan/Todd**

In favour: Cr Andrews, Cr Todd, Cr R Sullivan, Cr C Sullivan  
Against: Cr Capel, Cr Coe, Cr Shinton, Cr Schmidt

The Mayor exercised his casting vote to declare the Motion **Lost**.

2. In relation to the funding of the previous water treatment plant capital works at Mendooran Council agree in principle that the users of that water supply continue to fully fund the costs of repayment of the loan.

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

3. Council conduct a survey of the owners of all current rateable properties within the town of Binnaway with the aim of determining the majority opinion of residents toward the desire for installation of a sewerage scheme given the available funding options.

**Schmidt/Capel**  
**The motion was carried**

### 19. BRICK BATS AND BOUQUETS

For Council's information.

### 20. FUNDING AGREEMENT LIRS ROUND 1 BRIDGE REPLACEMENT PROJECT

**158/1213 RESOLVED** that Council authorise the Mayor and General Manager to sign and affix the Council Seal to the NSW Division of Local Government Local Infrastructure Renewal Scheme 4% Interest Subsidy Funding Agreement for the 2012/2013 Replacement of 4 timber bridges, replacement project at a total project value of \$2.3 million.

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

### 21. LIRS ROUND 2 BRIDGE REPLACEMENT AND NEW BRIDGE PROJECT

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**159/1213 RESOLVED** that Council lodge an application under the second round of the NSW Division of Local Government Local Infrastructure Renewal Scheme (LIRS) for the completion of the Timber Bridge Replacement and New Bridge Program at a total project cost of \$3.1M; being Aerodrome Bridge Baradine, Baradine Creek Bridge, Ross Crossing, Warkton Bridge, Coonagooney Bridge, Kenebri Bridge and Black Gully Bridge.

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

**22. QUARTERLY BUDGET REVIEW STATEMENT FOR THE QUARTER ENDING 30.09.2012**

**160/1213 RESOLVED** that Council accept the Quarterly Budget Review Statement for the quarter ending 30 September 2012, and approve the requested supplementary votes for a total value of \$837K.

**Schmidt/Coe**  
The motion was carried

**23. DONATIONS TO COMMUNITY GROUPS FOR THE DEVELOPMENT OF COUNCIL ASSETS**

**161/1213 RESOLVED** that Council approve the following wording in the Financial Assistance to Others Policy item No 5.4.3 Development Applications to read *'That Council donate the equivalent amount of the development application costs in total only levied on works to be undertaken by community groups on Council-owned facilities with such funds to be provided from the Donation-Other Budget'*, **FURTHERMORE** that the Donations budget allocation for Development Application Fees be increased to \$9,423 and Round Two (2) of the Financial Assistance Grants total to be reduced to \$5,422.

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

**24. BANK RECONCILIATION FOR THE MONTH ENDING 31.10.2012**

**162/1213 RESOLVED** that Council accept the Bank Reconciliation report for the month ending 31 October 2012.

**Schmidt/Capel**  
The motion was carried

**25. INVESTMENTS AND TERM DEPOSITS MONTH ENDING 31.10.2012**

**163/1213 RESOLVED** that Council accept the Investments Report for the month ending 31 October 2012.

**Capel/Schmidt**  
The motion was carried

**26. RATES REPORT FOR MONTH ENDING 31.10.2012**

For Council's information.

**27. MAINTENANCE 4 IRWIN STREET, COOLAH**

**164/1213 RESOLVED** that Council approve the supplementary vote for \$5,000 for 4 Irwin Street to undertake some immediate repair and maintenance works which include installation of air conditioning/heating and an oven.

**Capel/Schmidt**  
The motion was carried

**28. KENEBRI SPORTS GROUND**

**165/1213 RESOLVED** that Council include Kenebri Sports Ground, Lots 2 and 47 DP 750294 in the portfolio of lands available for grazing leases. **FURTHERMORE** Council advertise for expressions of interest in removing the failing structures and playground equipment.

**Schmidt/Todd**  
The motion was carried

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The meeting was suspended at 6.47pm for dinner and resumed at 7.15pm

**29. YAMINBAH FIRE SHED**

**166/1213 RESOLVED** that Council name the new NSW RFS shed on Quaker Tommy Road Coonabarabran, for the Yaminbah Rural Fire Brigade in memory of Mr Harry Eastburn.

**Capel/Andrews**

**The motion was carried**

**30. 2012/2013 TECHNICAL SERVICES WORKS PROGRAM – ROAD OPERATIONS**

For Council's information.

**31. PROPOSAL TO EXTEND CYCLEWAY SOUTH ALONG NEWELL HIGHWAY**

**167/1213 RESOLVED** that:

1. application is made to RMS for funding under the 2013/2014 cycleway program to construct 500 metres of concrete off road cycleway between Kirban Street and the Caravan Park on the Newell Highway at a total cost of \$120,000.
2. a capital expenditure allocation of \$120,000 is included in the 2013/2014 budget considerations for construction of a cycleway in Coonabarabran, with a revenue allocation of \$60,000.

**Schmidt/Andrews**

**The motion was carried**

**32. WATER CHARGES – REQUEST FOR WRITE OFF**

**168/1213 RESOLVED** that Council approve a write off of \$533.37 for the water charge on assessment 1487, due to a faulty water meter reading during March 2012.

**R Sullivan/Schmidt**

**The motion was carried**

**33. WATER CHARGES – REQUEST FOR WRITE OFF**

**169/1213 RESOLVED** that Council write off the difference between the full amount of the account and the average water bill of \$10.00, resulting in a write off of \$2825.20.

**Schmidt/Coe**

**The motion was carried**

**34. PLAN MAKING DELEGATIONS**

**170/1213 RESOLVED** that Council give approval to the General Manager to accept the delegations under Section 59 of the Environmental Planning and Assessment Act 1979 for the making of Local Environmental Plans.

**R Sullivan/Coe**

**The motion was carried**

**35. ILLEGAL WASTE DUMPING**

**171/1213 RESOLVED** that Council endorse the actions of Council staff in the recent prosecution by Council staff of a person found to have dumped waste illegally.

**R Sullivan/Capel**

**The motion was carried**

**36. JOINT REGIONAL PLANNING PANEL**

**172/1213 RESOLVED** that Council nominate Mayor Peter Shinton and the Director Technical Services Kevin Tighe to be Council's representatives on the Western Joint Regional Planning Panel, as required.

**R Sullivan/Schmidt**

**The motion was carried**

**37. REQUEST FOR REFUND OF WASTE COLLECTION CHARGES**

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**173/1213 RESOLVED** that Council amend the current rate bill and future rate notices to reflect that the owners of assessment 12300.1 do not have access to the waste collection service.

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

**38. SWIMMING POOL LEGISLATION**

**174/1213 RESOLVED** that Council be aware of the introduction of the Swimming Pools (Amendment) Act 2012 and the extra requirements made on swimming pool owners and Council.

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

**39. DEVELOPMENT APPLICATIONS**

**175/1213 RESOLVED** that Council note the applications received for the month of October 2012, the applications held pending as at 31 October 2012 and their status, and of those approved during October 2012, under Delegated Authority.

**Capel/Schmidt**  
**The motion was carried**

**40. NAMING BABY CREEK ROAD BRIDGE**

**176/1213 RESOLVED** that Council write to the Geographical Names Board requesting permission to name the bridge over Baby Creek Road at Ulamambri the 'Bob Salisbury Bridge'.

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

**41. REGIONAL STATE OF ENVIRONMENT REPORT 2012**

**177/1213 RESOLVED** that Council adopt the Regional State of the Environment 2012 report.

**Schmidt/Capel**  
**The motion was carried**

**42. ORANA ARTS BOARD MEETING REPORT**

For Council's information.

**43. CASTLEREAGH FAMILY DAY CARE POLICIES**

**178/1213 RESOLVED** that Council endorse the following Family Day Care Policies and Procedures:

1. Access Policy
2. Advertising Policy
3. Child Enrolment and Orientation Policy
4. Code of Conduct Policy
5. Collaborative Partnerships with Families Policy
6. Confidentiality of Records Policy
7. Determining Responsible Person Policy
8. Ethical Conduct Policy
9. Fee Policy
10. Governance and Management of the Service Policy
11. Managing Records Policy
12. Professional Development Policy
13. Registration of Educators and Staff Policy
14. Registration of Family Day Care Educator Assistants Policy
15. Support Visits by Co-ordination Unit Staff Policy
16. The Participation of Volunteers and Students on Practicum Policy
17. The Roles of Educator's Families and Other Household Members Policy
18. Acceptance and refusal of authorisation Policy
19. Child Protection Policy (Keep them Safe)
20. Educational Program and Practice Policy
21. Inclusion and Diversity Policy

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- 22. Interactions with Children Policy
- 23. Positive Guidance of Children's Behaviour Policy
- 24. Administration of First Aid Policy
- 25. Administration of Medication Policy
- 26. Children's Health Policy
- 27. Dealing with Infectious Diseases Policy
- 28. Incident, Injury, Trauma and Illness Policy
- 29. Medical conditions Policy including asthma, diabetes, anaphylaxis
- 30. Nappy Changing and Toileting Policy
- 31. Nutrition, food and beverages, dietary requirements Policy
- 32. Sun Protection Policy
- 33. Tobacco, drug and alcohol free environment Policy
- 34. Assessment of Family Day Care Residences and approved venues Policy
- 35. Delivery and collection of children from the service Policy
- 36. Excursions Policy
- 37. Fire Equipment Policy
- 38. Pet and other animals Policy
- 39. Sleep and Rest Policy
- 40. Storage of Dangerous Substances and Dangerous Equipment Policy
- 41. Supervision Policy
- 42. Transport Policy
- 43. Water Policy
- 44. Workplace Health and Safety Policy
- 45. Customer Service and Satisfaction Policy
- 46. Grievance Handling Policy
- 47. Non Compliance Policy

**Schmidt/Capel**  
**The motion was carried**

#### **44. AFTER SCHOOL AND VACATION CARE POLICIES**

This item held over for discussion at the December meeting.

#### **45. BINNAWAY MACQUARIE REGIONAL LIBRARY**

**179/1213 RESOLVED** that Council request Macquarie Regional Library to amend the opening hours of the Binnaway service point to 9.00am - 1.00pm on Friday, to coincide with the Doctor's visit, and that Macquarie Regional Library seek to recruit a local Librarian.

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

**8.07 pm**

#### **180/1213 RESOLVED**

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

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

**8.35 pm**

**181/1213 RESOLVED** that Council come out of closed committee.

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

The Acting General Manager announced the following resolution to the open meeting.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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### **Item 1C Tenders for Design and Construction of Three Bridges; Tongy, Bugaldie Creek and Saltwater Creek No 2**

**182/1213 RESOLVED** that:

1. the tender for design and construction of Bugaldie Creek Bridge and demolition and removal of the existing bridge be awarded to Bridging Australia Constructions, for a price of \$653,290 (excluding GST)
2. the tender for design and construction of Saltwater Creek No 2 Bridge be awarded to Fernandes Constructions, for a price of \$906,445 (excluding GST), and further that should Fernandes not accept the Tender for design and construction of one bridge only, that Council offer Saltwater Creek No 2 Bridge to Waeger Constructions Australia, for a price of \$827,500 (excluding GST)
3. the tender for the design and construction of Tongy Bridge and demolition and removal of the existing bridge be awarded to Waeger Constructions Australia, for a price of \$632,500 (excluding GST)

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

### **QUESTIONS WITHOUT NOTICE**

Cr R Sullivan

- Enquired if Council could be of any assistance with regard to the recent closure of Bungabah Meats. The Mayor advised that a licence is required to be on-site at the facility for any clean-up measures and at this stage Council has exhausted all avenues of assistance

Cr Todd

- Requested Council advertise calling for interested members of the community to join appropriate Council community committees
- Baradine silo requires permanent 'trucks turning' signs

Cr Capel

- Enquired when the garbage facilities review would commence. The Acting General Manager advised that this was underway
- Trip to Warren regarding Pyrolysis information (tyre recycling), is there an outlet here. The Acting General Manager advised that there was not a facility locally
- Bats infiltrating urban areas

Cr Coe

- Requested maintenance for the approaches to Montague Bridge
- Cobbora Coal Project – should this not proceed would compensation be available with regard to impact on local businesses

Cr C Sullivan

- Requested information sessions to review budget information for more in-depth clarification and understanding
- Dunedoo Health Council meeting – should Council be more involved

Cr Schmidt

- Roads maintenance – street sweeper required between Brain's and the Stand Arcade
- Encourage businesses from other areas to invest in the Warrumbungle Shire
- Land clearing in a Forest Reserve, Timor Road – Council to investigate



**WARRUMBUNGL SHIRE COUNCIL**

**Ordinary Meeting – 20 December 2012**

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There being no further business the meeting closed at 9.01pm.

.....  
**CHAIRMAN**

**RECOMMENDATION**

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 21 November 2012 be endorsed.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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### Item 2 Minutes of Traffic Advisory Committee Meeting - 22 November 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

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**PRESENT:** Cr Peter Shinton (Chair), Mr Kevin Tighe (Director Technical Services), Sergeant Peter Trow (NSW Police), Ms Jackie Barry (RMS), Mr Ken Smith (Road Safety Officer), Mr Colin Harper (Community).

**In Attendance:**

**APOLOGIES:** Cr Fred Clancy.

**CONFIRMATION OF MINUTES:**

**26/1213 RECOMMENDED** that the minutes of the meeting held on Thursday, 25 October 2012 be confirmed.

Harper/Trow

**BUSINESS ARISING FROM THE MINUTES**

The following matters were noted as outstanding:

- Caravan Park service sign in Dunedoo – refer to RMS.
- Modification of Over Dimension Route in Coonabarabran to prevent over dimension parking in Edwards Street. It was noted that RMS appear to have rejected the concept of using gazette notice to prevent over dimension vehicles parking in Edwards Street. More negotiation to be had with RMS, highlighting the issue of safety, width of the street and night time parking. Council to consider linemarking or signposting OD parking area in Edwards Street.
- School Bus Parking at Mendooran Central School – Council and RMS to consult on preparing a design for the school bus parking area in front of the school.
- Anzac Day Ceremonies – Development of improved Traffic Management Plans prior to 2013 Anzac Day Ceremonies. Revised Traffic Management Plan to be forwarded to RMS and brought back to November 2012 Traffic Committee meeting.
- Easter Bunny Bazaar – Council to review Traffic Management Plan for the Annual Easter Bunny Bazaar prior to the 2013 event. Revised Traffic Management Plan to be forwarded to RMS and brought back to November 2012 Traffic Committee meeting.
- Final Design Plan for Intersection at Cunningham Street and Campbell Street, Coolah – Council to forward final plan to RMS for approval and lodge a funding submission under the Minor Facilities Grant.
- 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. *(This matter now completed as RMS*

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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*have investigated the proposal, however no change to existing line marking will be made.)*

- Incorrect installation and location of 'Exhaust Brake' sign on Newell Highway – RMS to investigate.
- 'Ambulance Only' parking sign in Dunedoo – Removal of sign located in front of the old Ambulance Station in Bolaro Street, Dunedoo.
- Installation of 'No B Double' signage – Erection of advisory signs to be arranged with 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.
- 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.
- 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.
- Coonabarabran Pony Club – Road Closure Applications. Council write to Coonabarabran Pony Club advising of a three month notification period for consideration by the Traffic Committee of road closure applications.
- Binnia Street, Coolah – Concerns about speeding vehicles. Council to investigate traffic count data and relocate speed trailer to area of concern.
- Proposed Plan for Intersection of John Street and Edwards Street – Changes be made to existing proposed intersection at John Street and Edwards Street by removing the centre line relocation and extending the blisters on the pedestrian crossing south of the intersection.
- Request to Relocate 70 kph Speed Limit Sign on Northern Approach to Coonabarabran – Council write to RMS with a proposal to relocate the 50 kph speed zone located on the Newell Highway further north to the first intersection of Crane Street, Coonabarabran.
- Requirement for Sign Posting of 'Bus Zone' area in Neilson Park – Investigation of Council minutes for initial implementation of bus zone area.
- 2013/2014 Lodgement of Coonabarabran Cycleway Funding Application to RMS – November 2012.
- Installation of Reassurance Sign on Vinegaroy Road – 'Dubbo to Coolah'. Council write to RMS regarding the installation of a 'Reassurance' sign on Vinegaroy Road north of the Golden Highway intersection.

### AGENDA ITEMS

a) Proposed Road Closure for 2013 ANZAC Day Ceremonies in Each Town of the Shire **27/1213 RECOMMENDED** that approval be given to close the following roads on Wednesday, 25 April 2013 for the purpose of conducting ANZAC Day March and Ceremony, subject to compliance with guidelines and Road Closure Policy:

- Coolah RSL Sub Branch - Binnia Street between Booyamurra Street and Campbell Street, between 10.00 am and 12.30 pm.
- Coonabarabran RSL Sub Branch – John Street between Edwards Street and Essex Street, between 10.00 am and 1.00 pm.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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- Dunedoo RSL Sub Branch – Bolaro Street between Wargundy Street and Merrygoen Street between 10.00 am and 12 noon.
- Mendooran RSL Sub Branch – Bandulla Street between Pampoo Street and Napier Street, between 9.30 am and 12 noon.
- Binnaway RSL Sub Branch – Renshaw Street between Bullindah Street and Yarran Street, between 9.30am and 12 noon.
- Baradine RSL Sub Branch – Wellington Street and Narran Street between 10.00 am and 12.30 pm.

Furthermore, the traffic control plan for each event should be submitted to the Committee prior to the event and advice provided to the RMS.

**Harper/Trow**

- b) Request for Relocation of Southbound 'No Standing' Sign and Erection of Limited Time Truck Parking Signs in John Street Opposite the Shell Service Station

**28/1213 RECOMMENDED** that proposal from Rod Hannifey Road Transport to relocate 'No Stopping' signs in John Street opposite Shell Service Station in Coonabarabran and introduce 15 minute parking be refused.

**Trow/Barry**

- c) Coolah Lions Club – Request for Closure of Binnia Street, Coolah for Annual Christmas Street Carnival on 15 December 2012

**29/1213 RECOMMENDED** that request by Coolah Lions Club to close Binnia Street, Coolah between Goddard Street and Booyamurra Street on Saturday, 15 December 2012 between 5.00 pm and 9.00 pm to conduct the annual Christmas Street Carnival be approved subject to compliance with Council's Road Closure Policy.

**Harper/Trow**

- d) Request for Erection of Limited Time Parking Signage in George Street, Coonabarabran Adjacent Roma's Retreat Cafe

The Committee met on site to inspect reported parking problems adjoining the café. The Committee could not reach a decision until further information is made available regarding hours of operation for the café.

- e) Confirmation of Traffic Advisory Committee Meeting Dates for 2013 Calendar Year

The Committee confirmed that the preferred time for meetings is the fourth Thursday of each month.

- f) RSO Monthly Report – October 2012

RSO Monthly Report for October 2012 was received and noted.

Items of particular interest included; the Graduated Licensing Scheme Workshops, speed trailer is still under repair.

### **GENERAL BUSINESS**

#### Overnight Truck Parking in the Industrial Area

**30/1213 RECOMMENDED** that regulatory signs 'NO PARKING, VEHICLES OVER 10 METRES, BETWEEN 7.00 PM AND 7.00 AM' be installed in Crane Street, Coonabarabran and appropriate advice be provided to truck operators.

**Trow/Harper**

The following matters were raised without Resolution:

- Site distance at the intersection of Goolhi Road and Oxley Highway.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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There being no further business the meeting closed at 12.00 pm.

The next meeting is to be held on Thursday, 28 February 2013 commencing 10.00 am.

.....  
CHAIRMAN

### RECOMMENDATION

1. That Council accepts the Minutes of the Traffic Advisory Meeting held on 22 November 2012 at Coonabarabran
2. That approval be given to close the following roads on Wednesday, 25 April 2013 for the purpose of conducting ANZAC Day March and Ceremony, subject to compliance with guidelines and Road Closure Policy:
  - Coolah RSL Sub Branch - Binnia Street between Booyamurra Street and Campbell Street, between 10.00 am and 12.30 pm.
  - Coonabarabran RSL Sub Branch – John Street between Edwards Street and Essex Street, between 10.00 am and 1.00 pm.
  - Dunedoo RSL Sub Branch – Bolaro Street between Wargundy Street and Merrygoen Street between 10.00 am and 12 noon.
  - Mendooran RSL Sub Branch – Bandulla Street between Pampoo Street and Napier Street, between 9.30 am and 12 noon.
  - Binnaway RSL Sub Branch – Renshaw Street between Bullindah Street and Yarran Street, between 9.30am and 12 noon.
  - Baradine RSL Sub Branch – Wellington Street and Narran Street between 10.00 am and 12.30 pm.

FURTHERMORE the traffic control plan for each event should be submitted to the Committee prior to the event and advice provided to the RMS

3. That proposal from Rod Hannifey Road Transport to relocate 'No Stopping' signs in John Street opposite Shell Service Station in Coonabarabran and introduce 15 minute parking be refused.
4. That request by Coolah Lions Club to close Binnia Street, Coolah between Goddard Street and Booyamurra Street on Saturday, 15 December 2012 between 5.00 pm and 9.00 pm to conduct the annual Christmas Street Carnival be approved subject to compliance with Council's Road Closure Policy.
5. That regulatory signs 'NO PARKING, VEHICLES OVER 10 METRES, BETWEEN 7.00 PM AND 7.00 AM' be installed in Crane Street, Coonabarabran and appropriate advice be provided to truck operators.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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### Item 3 Minutes of Local Emergency Committee Special Meeting - 17 October 2012

**Division:** Technical Services

**Management Area:** Technical Services Management

**Author:** Emergency Services Coordinator – Phil Southwell

**CSP Key Focus Area:** Natural Environment

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

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

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<b>CHAIRPERSON</b>	Scott Tanner	LEOCON
<b>PRESENT</b>	Steve O'Callagan	RFS
	Lance Rainy	RFS
	Brad Harrison	NSW F&R
	Debbie Cox	FACS
	Rodney Coombes	VRA Coonabarabran
	Phil Mangan	NSW F&R
	Greg Lewis	NSW F&R
	Kevin Hadfield	Western Health Coonabarabran
	Tracey Wood	Western Health Coonabarabran
	Alan Halton	Western Health Baradine
	Carole Daniels	Western Health Baradine
	James Fleming	NSW DPI
	Nicole Duggan	NSW Amb
	Dave Hunter	NSW Amb
	Antony Smith Alternate	LEOCON
<b>MINUTES:</b>	Phil Southwell	WSC
<b>APOLOGIES</b>	Stuart Davies	DEMO NSW Police
	Kevin Tighe	LEMO
	Len Roberts	Essential Energy
	Ann Taylor	Health Coolah
	Stephen Hurst	NSW F&R Tamworth

#### **CHAIRMAN**

Scott Tanner in the absents of Kevin Tighe (LEMO) took the chair  
Welcome to all for attending  
Self Introductions & Apologies

#### **BACKGROUND**

Phil Southwell provided a short talk on why the meeting was held and a short history on the 2006 Bushfires near Coonabarabran

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 20 December 2012**

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### **PRESENTATION**

Lance Rainey & Steve O'Callagan (RFS) provided a PowerPoint presentation and discussion on changes to Legislation regarding BF Evacuations, RFS policy and the implications to Baradine & Coonabarabran Township

### **DISCUSSION**

Discussion on Evacuation Centres, Neighbourhood Safer Places and Assemble Areas for Coonabarabran. Different scenarios for Bushfires and areas that are likely to be affected and possibly evacuated

### **GENERAL BUSINESS**

It was decided to form a sub committee to start the planning of Bush Fire Evacuation plans for both Coonabarabran & Baradine. Committee would be a representative from NSW Police, NSW RFS, NSW F&R, NSW AMB, VRA Coona Squad and Shire.

The 1st sub committee meeting to be held at Coonabarabran on Monday 5th November 2012 at 1730 Hrs (5.30pm) at the RFS Control Centre Coonabarabran.

### **MEETING CONCLUDED**

As no further business the meeting concluded at 2.35pm

### **RECOMMENDATION**

1. That Council notes the minutes from the Local Emergency Management Committee Special Meeting held on 17 October 2012 at Coonabarabran.
2. That a sub committee be formed to start the planning of Bush Fire Evacuation plans for both Coonabarabran & Baradine. Committee would be a representative from NSW Police, NSW RFS, NSW F&R, NSW AMB, VRA Coona Squad and Shire.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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### Item 4 Minutes of Local Emergency Management Committee – 19 November 2012

**Division:** Technical Services

**Management Area:** Technical Services Management

**Author:** Emergency Services Coordinator – Phil Southwell

**CSP Key Focus Area:** Natural Environment

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

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

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<b>CHAIRPERSON</b>	Kevin Tighe	LEMO
<b>PRESENT</b>	Stuart Davies	DEMO
	Scott Tanner	LEOCON
	Stuart Green	RFS
	Greg Lewis	NSW F&R
	Tony Cole	VRA Coonabarabran
	Glen Clarke	VRA Coolah
	Dianne Clarke	VRA Coolah
	Rod Williams	VRA Coolah
	Leeanne Williams	VRA Coolah
	Tom Mumford	VRA Coolah
	Peter Vidler	VRA Mendooran
	Brad Size	NSW F&R
	Col Bennett	NSW F&R
	Lisa Obst	NSW Ambulance
	Christine Warwicker	Dunedoo Health
<b>MINUTES:</b>	Phil Southwell	WSC
<b>APOLOGIES</b>	Anthony Smith	NSW Police
	Stephen Hirst	NSW F&R
	Ted Miller	VRA Coolah
	Bob Cosgrove	SES Baradine
	Graham Milgate	VRA Coordinator
	Rodney Coombes	VRA Coonabarabran
	Chris Wilson	NSW Ambulance
	Sharon Lawrence	NSW Ambulance
	Daniel Kearney	NSW Ambulance

#### **MINUTES OF PREVIOUS MEETING:**

The minutes for the previous meeting, which was held at Coonabarabran on the 20th August 2012 and was available to all committee members at the meeting.

#### **BUSINES ARISING:**

1. Mendooran River Gauges (removal of old gauge)

This has been fixed with the official gauge remaining on the western bank at Mendooran.



# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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### 2. Sandbagging Machine

Council will be conducting a training session at Coolah Shire Depot on Thursday 22/11/12 Two Coolah VRA members have been invited to attend.

### 3. Crooked Mountain Concert at Coonabarabran was a success with no incidents

NP paid for the cost of two 'on duty' Police Officers for the event.

VRA in attendance and event was very well run with about 1800 people attending

### 4. Timor Dam Contact List Problem

Discussion on the 'Timor Dam Safety Report' and the delay that could occur in contacting residents below Timor Dam in an emergency. .Stuart Davies suggested a meeting between Police, RFS to organise a pre set area that can be called using mobiles and landlines in the event of an emergency, through the SEMC.

## **AGENDA ITEMS**

### **1. CONTACT LISTS**

LEMC Contact List. - A new Contact List containing not only LEMC members, but a more complete list of agencies, organisations and volunteer group to be used in the event of an incident. This list, is in, an excel format and to be sent out prior to each meeting.

All members are encouraged to look at the complete document, not just their own agency, with the object of picking up all changes and errors within the shire.

### **2. DEMO REPORT**

Stuart Davies presented his Report (attached to the minutes as a pdf)

### **3. EVENTS** (*summary of up and coming major events*)

1. Purlough Cocktail Party - New Years eve
2. Coolah annual Christmas Parade in the main street 16th December 2012

### **GENERAL BUSINESS**

Nothing to Report

### **SUB COMMITTEE REPORT** (Minutes of Meeting Attached as Appendix A)

With advice from SEMC and the DEMO the LEMC was asked to conduct a special meeting in the Coonabarabran area to discuss BF Evacuation Plans for both Coonabarabran & Baradine.

The 1st Meeting conducted on the 17/10/12 was well attended and a sub committee formed with a meeting set for the 5th November 12

The sub committee meeting, developed a frame work for a BF Evacuation Plan and a further meetings between RFS Inspector S O'Callagan and Phil Southwell developed a draft plan.

This plan (attached as PDF with minutes) includes a total of 10 areas identified by the RFS as susceptible to Bushfire and requiring special attention.

The Plan has a framework what would apply to the evacuation of any town or village within the shire for any 'Threat'

A further sub committee meeting will approve the final Plan (pre Christmas)

[Will advice the sub committee by phone to pick a time & date]

### **CORRESPONDENCE**

1. DEMO Various sitreps including Warren Cotton Gin Fire
2. Essential Energy - Look up and live, power line Education Program

### **COMBAT AGENCY REPORTS:**

*Brief verbal reports from Agencies (non operational issues)*

**Police** Nil To Report

**VRA Units** Reported that it had been quite at Coonabarabran and Coolah

Two incidents at Mendooran

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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**RFS** Stuart Green reported that the fire activity was again picking up as the season progressed. An aircraft was on 15 minute standby at Coonabarabran and access to a Helicopter also available.

**Health** Nil To Report

**Ambulance** Nil To Report

**Warrumbungle Shire** Council new building near completion.

**NSW F&R** Greg Lewis reported the following

- 1 Zone Office at Dubbo is now at 15 Whyandra Street Dubbo
- 2 Garry Barber is the new Inspector at Dubbo
- 3 Training concentrating on Bushfire and Hazmat.
- 4 Supt Stephen Hirst has been appointed to Tamworth
- 5 An MVA east of Dunedoo on the Golden Hwy. A Fuel Tanker brought under control quickly.
- 6 An incident occurred at the Dunedoo Railway when a Train engine was alight. Quickly controlled by local resources.

**ERMP Report** (*Presentation on Emergency Issues*)

The Dunedoo MPS (Hospital) visit, was prior to the meeting tonight, and it was well attended, by all agencies. Thanks again to Christine for her presentation and tour of the facility.

The planned presentation by Joe Barrett CHC (Cobbora mine) has once again been postponed. With the original planning process delayed, Mr Barrett felt that a more comprehensive presentation would be more beneficial next year. General discussion on the Cobbora Mine development

Stuart Green, acting Zone Manager for RFS Castlereagh Zone pointed out, to the committee that with the Cobbora Mine development, the complete Rural Fire Brigade of DAPPER was gone. There is no fire protection from the Golden Highway south to the Wellington Shire (near Goolma) within the Warrumbungle Shire area. Stuart also mentioned that they had reminded Cobbora Holding of their obligation as a land manager with respect to fire.

### **DATE OF NEXT MEETING:**

The date of the next meeting was confirmed as being: Monday 18th February 2013 and to be held at Coonabarabran at 7.00 pm (1900 Hrs) Venue to be advised

### **MEETING CONCLUDED**

As no further business the formal part of the meeting concluded at 2030 Hrs

.....  
**CHAIRMAN**

Kevin Tighe  
LEMO

### **RECOMMENDATION**

That Council notes the minutes from the Local Emergency Management Committee held on 19 November 2012 at Dunedoo

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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### Item 5 Minutes of Consultative Advisory Committee Meeting – 8 November 2012

**Division:** Executive Services

**Management Area:** Human Resources

**Authors:** Manager Human Resources – Val Kearnes

**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:** Committee Meetings **Activity:** Personnel

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**PRESENT:** A Wilkes (Chairman), Anthony Meppem, Michael Marks, Ron Howard, James O'Malley, Ben Smith, Rachael Carlyle, Tracy Cain, Geoff Ford

**NON MEMBERS:** Val Kearnes, Martin Wynne

**APOLOGIES:** Steve Loane

#### **CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**RECOMMENDED:** that the minutes of the Consultative Committee meeting held on August 3, 2012 be confirmed  
R. Carlyle/R. Howard

#### **MATTERS ARISING**

No matters arising from the minutes.

#### **AGENDA ITEMS**

##### **1. Consultative Committee Constitution –**

The meeting discussed the draft Constitution put to the Committee. Discussions regarding the Membership of the Committee and who would undertake the secretarial duties for the Committee resulted in the Committee making a several recommendations. The Committee went through all points of the draft with some changes made as per the Recommendations noted below. All changes would be bought back for further discussion at the next meeting.

**Recommendation:** That a meeting be held with delegates and General Manager to decide the make up of the committee.

**Recommendation:** That the Secretarial duties for the Committee be provided by Council.

##### **2. Training & Development Policy**

The Committee discussed the draft Policy which required changes in the area of Travel Costs for Training. Tony Meppem advised that the draft would be reviewed again to ensure it did not breach the Award and would then be bought back for further discussion.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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### **3. Staff Reimbursement Policy**

The Committee requested that the tables attached be left out of Policy, they questioned what the payment of "incidental payments" included and requested the payments be rounded up. The Committee was happy with Policy with those changes made.

### **General Business**

A committee member requested that delegates be trained in Drug & Alcohol testing to ensure the probity of the testing. Tony Meppem stated that Council would not be training delegates and that this training should be undertaken by the USU if they wanted it.

**Meeting closed at 12.30pm.**

**Next meeting:** February 14, 2012 at Coonabarabran.

.....  
**CHAIRMAN**

### **RECOMMENDATION**

That Council notes the minutes from the Consultative Advisory Committee meeting held on 8 November 2012 at Coolah.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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### Item 6 Minutes of Occupational Health & Safety Meeting – 8 November 2012

**Division:** Executive Services

**Management Area:** Human Resources

**Authors:** Workplace Health & Safety Officer – Frances Perry

**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:** Committee Meetings **Activity:** Personnel

---

**PRESENT:** Andrew Wilkes (Chairman), Ron Howard, Frances Perry, Alira Carlyle, Ben Smith, Jim O'Malley, Val Kearnes, Fred Magann, Ian Jenkins, Kathryn Weatherall, Deanne Britton, Terry Hadfield, Tony Meppem (Acting General Manager)

**APOLOGIES** : Max Purdy, Steve Loane, Dave Smith

### CONFIRMATION OF MINUTES

**05/12 RECOMMENDED** that the minutes of the Occupational Health and Safety Committee Meeting held 3<sup>rd</sup> August 2012 be confirmed.

**Hadfield/ O'Malley**

### MATTERS ARISING

- **Contractor Management Policy**  
The policy needs to be adopted by Council, SIMMS meetings have been successful and there are 20 preferred contractors on the list
- **Committee Representatives for Environmental and Coonabarabran Indoor Staff**  
No representatives have nominated. Since there will be new legislation in January committee have decided to wait and decide then for new representatives.
- **Security of Centrelink Office**  
Renovations have been completed and sited by a few OHS committee members, staff are happy with the results.
- **Volunteer Policy and Procedures**  
This policy and procedure is to be explained more to the community as is has arisen at the town meetings
- **Unauthorised entry into Depots**  
J O'Malley to paint the stencil and line mark the Coolah Depot and order signs for Mendooran Depot (to read "No Entry, Staff Only") and Coolah Depot ("Visitors Parking") sign. Coonabarabran and Dunedoo Depots have been completed with signs and stencils being painted, visitors and pedestrians are taking notice of the new process. The question arose if

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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the depots are not manned do they need to be locked at all times, this was going to be looked into.

### AGENDA ITEMS

- **Incident Register**  
Discussed and Noted.
- **Recommendations Table**  
Discussed and Noted.

### GENERAL BUSINESS

- Gate chains for the Mendooran and Coolah transfer stations
- No gutter at the Coonabarabran waste and recycling depot
- Lights hanging by one screw and water going into it off the gutter at the Coonabarabran waste and recycling depot
- Access is in poor condition going into the Coonabarabran waste and recycling depot
- Rubbish on the sides of the road heading to the tip
- Access in Gardiner Street when cars are parked on either side of the road
- Committee members chain of command and authority
- Ian Jenkins last meeting, need a new representative
- Electrical cords check

Next meeting to be held in conjunction with Consultative meeting on 14 February 2013 at Coonabarabran at 11.00am

Meeting closed at 10.35am.

.....  
Chairman

### RECOMMENDATION

That Council accept the minutes from the Occupational Health & Safety Committee meeting held on 8 November 2012 at Coonabarabran.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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### Item 7 Minutes of Baradine Town Committee Meeting – 29 October 2012

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	PA to Director Corporate Services - Emma Gardiner
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority / Strategy:</b>	GF2.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

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

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**PRESENT:** Cr Anne-Louise Capel, Cr Gary Andrews, Cr Denis Todd, Cr Fred Clancy, Rebecca Ryan (Director Corporate Services), Kevin Tighe (Director Technical Services), Tony Meppem (Acting General Manager), Liz Cutts, Patrick Lever, Irene Worrell, Judy Hayman, Ted Hayman, Sonya Clarkson, Peter Munns, Niel McDonald, John Whittal, Phil West, Nea Worrell, Jean Horley, Sandy Rees, Susan Munns, David Johnston

**Chair:** Tony Meppem (Acting General Manager)

**APOLOGIES:** Mayor Peter Shinton, Cr Chris Sullivan, Cr Ron Sullivan, Cr Victor Schmidt, Steve Loane (General Manager)

#### **CONFIRMATION OF MINUTES**

**RECOMMENDATION** That the minutes of the Town Committee Meeting Baradine, held on 27 March 2012 be accepted.

**T Meppem / R Ryan**

#### **DIRECTORATE PRESENTATIONS**

##### **Acting General Manager**

1. Boral lease Coonabarabran
2. Council Administration Building

##### **Corporate Services**

1. 2011/12 Financial statements
2. 2 new Managers – Property and Risk and Communications and IT

##### **Technical Services**

1. Floodplain Management Plan and implementation
2. Bridges – Bugaldie Creek Bridge
3. Pool – Work undertaken to repair leak
4. Toilet in Lions Park nearing completion
5. Kerb and guttering planned for Castlereagh Street
6. Street light for Lachlan Street

##### **Environmental and Community Services**

1. LEP on exhibition from 9 November to 21 December. Information meetings, consultation and submissions invited

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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2. Cobbora Coal Environmental Impact Statement closes 16 November. Meeting with 4 adjoining Councils to create a joint submission
3. Waste Management Review

### **GENERAL BUSINESS**

1. New park toilet - problems in ordering wrong materials
2. The following items have been referred to the Traffic Committee Meeting:
  - "Camp Cypress" sign on the corner of Lachlan Street and Darling Street
  - Closure of Narren Street at the swimming pool war memorial for the 2012 Remembrance Day
  - Information on the installation of 'Side Road' warning signs in advance of the Baradine Road and Old Baradine Road intersection
  - Main Street closure on Christmas Eve
3. Baradine flood plain management plan on display
  - Further 3 years investigation into cost, easements and Environmental Impact Statement
  - 2 options to be investigated further
    - o Construction of the levee which follows existing levee
    - o Diversion near Silos to Baradine Creek
4. Council has suspended plans for authorisation to dispose of asbestos at the Coonabarabran Recycle Centre
  - Governed by the 2006 EPA Law
  - Council is trying to expand the landfill site next door which they own
5. Just inside Showground who should pay to fix the road
6. Congratulations to Council regarding the tip
7. Lachlan Street – user activity is 2000 vehicles, 3000 people and needs work
8. Volunteer Life Guards – no progress
9. Heritage Fund Baradine Memorial Hall - could Committee lodge application for small works?
10. Kenebri Water smells - testing is undertaken and monitored
11. Speeding through Kenebri, bus stop signs required – referred to Road Safety Officer
12. Concrete raised at 9 Wellington Street near laneway and near Post Office in Darling Street
13. House at 28 Narren Street, orders have been placed - can Council show process for dealing with dogs
14. Removal of tree at the pool is a loss of shade cover

**Meeting Closed at 6.56 PM**

### **RECOMMENDATION**

That Council accept the minutes from the Baradine Town Committee meeting held on 29 October 2012 at Baradine.



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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### Item 8 Minutes of Binnaway Town Committee Meeting – 5 November 2012

**Division:** Executive Services

**Management Area:** Governance

**Author:** PA to Director Corporate Services - Emma Gardiner

**CSP Key Focus Area:** Local Governance and Finance

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

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

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**PRESENT:** Cr Anne-Louise Capel, Cr Chris Sullivan, Mayor Peter Shinton, Cr Victor Schmidt, Cr Denis Todd, Cr Fred Clancy, Rebecca Ryan (Director Corporate Services), Kevin Tighe (Director Technical Services), Tony Meppem (Acting General Manager), Julie Mitchell, Vera Burri, Maureen Irons, Lyn Petherbridge, Tiffany Adams, Rob Adams, Shane Bennett, Glenn Halliday, LW Guy, T Donlon, H Malin, F Mortyne, C R Meyers, Owen Johns, Chris White  
**Chair:** Tony Meppem (Acting General Manager)

**APOLOGIES:** Cr Ron Sullivan, Cr Gary Andrews, Cr Murray Coe, Steve Loane (General Manager), Kevin Tighe (Director Technical Services, Jim Strachan

#### **CONFIRMATION OF MINUTES**

**RECOMMENDATION** That the minutes of the Town Committee Meeting Binnaway, held on 26 March 2012 be accepted.

**L Guy / J Mitchell**

#### **DIRECTORATE PRESENTATIONS**

##### **General Manager**

3. Boral lease Coonabarabran – Council now has control over and a 3 year lease
4. Cobbora Coal Mine Environmental Assessment is on public exhibition, submissions close 16 November 2012
5. Council Administration Building

##### **Corporate Services**

3. 2011/12 Financial statements
4. New positions
  - Manager of Communications
  - IT and Manager Property and Risk

##### **Environment and Community Services**

4. LEP on exhibition from 9 November to 21 December. Information meetings, consultation and submissions invited
5. Waste Management Review

##### **Sewerage Scheme – Owen Johns Technical Services**

- \$50,000 in 12/13 Budget and Strategic Plan for preliminary investigation work.
- Minimum \$20-\$25,000 per connection

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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- Total cost minimum \$5M
- No cross subsidy for Binnaway at this stage
- A 30 year loan at 6 % interest means repayments of \$1,440 per year per connection. If a 50% subsidy was available the cost would be \$ 770 plus an access charge of \$432 per year
- Binnaway is not on list but is on reserve list
- Amalgamation of water and sewerage systems was raised.
- EPA concerns may assist with raising priority of Binnaway sewerage.
- Survey property owners/rate payers
  - o Letterbox drops
  - o Public meetings
  - o Additional data regarding costs to connect from residence to sewer main and any other fees to be provided

### **GENERAL BUSINESS**

15. Zoning of Binnaway is village
16. Mow Creek – LIRS Round 2
17. Corner Myall and Norman Street – Drainage issue
18. B Doubles on Warrumbungle Way
  - Needs attention including widening
5. Neilrex Road is in the budget
6. Warrumbungle Road is not in an acceptable condition
7. Investments
  - Lehman Bros
  - Standard and Pools
8. Volunteer Policy to be reviewed and implemented
9. Check Binnaway Camping Ground Licence Agreement

**Meeting Closed at 6.40 PM**

### **RECOMMENDATION**

That Council accept the minutes from the Binnaway Town Committee meeting held on 5 November 2012 at Binnaway.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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### Item 9 Minutes of Coolah Town Committee Meeting – 16 October 2012

**Division:** Executive Services

**Management Area:** Governance

**Author:** PA to Director Corporate Services - Emma Gardiner

**CSP Key Focus Area:** Local Governance and Finance

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

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

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**PRESENT:** Cr Anne-Louise Capel, Cr Chris Sullivan, Cr Gary Andrews, Steve Loane (General Manager), Rebecca Ryan (Director Corporate Services), Kevin Tighe (Director Technical Services) Max Hunt, Roy Cameron, Ernie Fetch, Greg Piper, R.P Wesley, Kerie Wesley, Liz Stevenson, Sue Thompson, Wendy Gill, Kevin Packham, John Gill, Tina Young, Wally Cornish, Carol Richard, Mal McMaster, Janeen Hancock, Noel Gilbert, Ted Miller, Glenn McKenzie  
**Chair:** Steve Loane (General Manager)

**APOLOGIES:** Mayor Peter Shinton, Mark Powell, Libby James, Tony Meppem (Director Environmental and Community Services)

#### **CONFIRMATION OF MINUTES**

**RECOMMENDATION** That the minutes of the Town Committee Meeting Coolah, held on 28 March 2012 be accepted.

**R Cameron / G Piper**

#### **GENERAL BUSINESS**

1. Waste collection along roads, anomaly of charging for collection along Warrumbungle Way from Denistown, Coolah and Weetaliba
2. Doesn't appear to be equitable as many don't use the waste run and are paying waste charges as well as Transfer Station charges
3. WH&S concerns about garbage trucks stopping along the road

#### Suggestions

1. Cease charging for roadside pickup, residents are happy to pay tip fees
2. Truck drives into homestead
3. Skip bins to properties provided by Council
4. Pigeon holes for weekend access to Transfer Station

Letters provided and tabled for information.

The General Manager responded advising that the Waste Committee will review the whole process of waste collection and create a strategy for an equitable way of collecting waste. Community will be consulted and views of Coolah residents taken in consideration.

#### Acknowledgement of:

- Infrastructure costs – minimum
- Happy to pay once not twice

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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### DIRECTORATE PRESENTATIONS

#### Corporate Services

1. RV Friendly Towns - Investigating proposal for dump site in Coolah; Driver Reviver, Bowen Oval. Suggestion from floor for Booyamurra Street (opposite RFS Building)
2. 2011-2012 Financial Statements – Financial Sustainability Question

The General Manager responded that the new Council will be reviewing the organisational structure and looking for efficiencies. Acknowledgement that Council is heavy reliant on grants and contracts

#### Efficiency

- Onsite hours cost (as a contractor)
- Private works – jobs cost
- Moorefield Road – good job
- Contractors don't know what they are doing day to day work

#### Technical Services

1. Timber bridges programs – Tongy, Saltwater, Bugaldie; funded by a loan, LIRS 4% interest
2. Coolah Creek Road – rehabilitation
3. Flood damage – 2009/2010 – Neible Siding Road – crossing repairs
4. Campbell Street footpath and Intersection of Campbell and Cunningham to be made safer
5. Binnia Street off side Pub and Bakery – extension of Master Plan
6. Cycleway Funding from RMS to extend from Caravan Park to Booyamurra Street
7. Challenges – sewerage / water management plans, replacement of staff Plumbers in Coolah and Dunedoo
8. Bowen Oval – Master plan
9. Booyamurra Street not been used by trucks, design works for scheme to turn off Binnia Street or turn onto bypass – Busters etc. Should bypass go across reserve? Needs investigation

#### Environmental and Community Services

1. Building and Regulatory Services – mandatory regulatory services, building inspections need to be qualified, some councils west of WSC have to use a private certifier
2. LEP – about to go on exhibition, however Green Paper will supersede
3. Cobbora Coal – formal letter to engage them in consultation process, Voluntary Planning Agreement (VPA) sharing / allocate between Wellington / Mid Western Dubbo and WSC
4. Dunedoo Water and Sewerage Treatment Works

#### General Manager

1. Quarry at Coonabarabran – leasing, assumed contract last Wednesday
2. Administration Building – progressing well, occupation date 22 November 2012, photographs on website
3. Coolah Organisational Structure – Senior Staff and Managers, CFO, recruiting Manager Civil Projects based in Coolah, 2 contract Engineers in Coolah
4. Australia Day Shire Awards – nominations open

#### GENERAL BUSINESS

1. Coolah Ramp – entrance into Council Chambers, letter tabled. Staff will investigate options
2. Black Stump Rest Area – a number of toilets that don't flush. Suggestion for a sign – if these toilets are not clean, please phone xxxxxxx

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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3. Coolah Main Street – 2 or 3 places where cement / powers risen, request for Traffic Committee to review parking in main street opposite Coolah Library, need white lines if rear to kerb not approved
4. Butcher Shop / Hair dressers – backing into verandah post – need concrete blocks to protect verandah post and down pipes
5. Doctors Surgery - contracts have been signed for purchase and it is hoped that the Doctor will relocate from the Hospital
6. Anzac Day Closure of Binnia Street referred to Traffic Committee
7. Australia Day – Sporting Club
8. Cassilis Road – pavement rehabilitation, the marks on road indicate where work is taking place
9. Bin outside Haynes has been ordered
10. Skate Park – in the budget how can we make it stay?
11. List of major works whole of Shire, works planned for next month, report in business paper
12. Request for explained Financial Statements and break up of income and expenditure in an easy readable format

**Meeting Closed at 7.10 pm**

### **RECOMMENDATION**

That Council accept the minutes from the Coolah Town Committee meeting held on 16 October 2012 at Coolah.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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### Item 10 Minutes of Coonabarabran Town Committee Meeting – 15 October 2012

**Division:** Executive Services

**Management Area:** Governance

**Author:** PA to Director Corporate Services - Emma Gardiner

**CSP Key Focus Area:** Local Governance and Finance

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

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

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**PRESENT:** Rebecca Ryan (Director Corporate Services), Cr Denis Todd, Evelyn Hampton, Cr Victor Schmidt, Cr Gary Andrews, Jim Strachan, Cr Chris Sullivan, Cr Anne-Louise Capel, Tony Meppem (Director Environmental and Community), Cr Ron Sullivan, Kevin Tighe (Director Technical Services), Steve Loane (General Manager) and Mayor Peter Shinton

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

**APOLOGIES:** NIL

#### **CONFIRMATION OF MINUTES**

**RECOMMENDATION:** That the minutes of the Town Committee Meeting Coonabarabran held on 20 March 2012 be accepted.

**R Sullivan/C Sullivan**

#### **DIRECTORATE PRESENTATIONS**

##### **Environmental and Community Services**

1. LEP
2. Illegal Building Development
3. Warrumbungle Waste – Strategic Review
4. Cobbora Coal Mine – Environment Assessment

##### **Technical Services**

1. Water in Coonabarabran
2. Sewerage – State Government requirements; pollution incident response
3. Water Quality Assurance Management, Strategic and Drought Plans
4. Culvert extension in Dalgarno Street
5. Repairs to Baradine, Mendooran and Coonabarabran Pools including footpath extension
6. Bridges - Ulamambri Baby Creek Bridge
  - Tenders for 3 other bridges out – Bugaldie, Tongy and Saltwater
7. Maintenance Program on Wool Road – Goolhi Rehabilitation
8. Traffic Committee issues relating to John Street
  - Anzac Day, Bunny Bazaar and Pony Club
9. Railway crossings – ARTC and John Holland

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 20 December 2012**

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### **Corporate Services**

1. Financial Statements and External Audit 11/12
2. LTFFP, AMP, CSP, WMP and DP to be reviewed by June 2013
3. RV Friendly Towns Dump Points - Coonabarabran, Coolah, Baradine, Dunedoo and Neilrex Park

### **General Manager**

1. Doctors surgery in Coolah
2. New Administration Building is 50% completed and 43% of budget spent
3. Cobbora Coal/Cobborah Holdings Negotiations will continue with Mid Western, Wellington, Dubbo & GVC
4. Australia Day - nominations open
5. Staff recruitment programs – 2 Managers (Warrumbungle Water & Civil Projects)
6. Quarry at Coonabarabran

### **GENERAL BUSINESS**

1. Volunteer policy query re age limit
2. Query re status of PAMP
3. LIRS – Query can funding be used for housing development?
4. Reservoir Street – DA approved
5. Pot hole – between Strand Arcade & Brains Ford
6. Rubbish near Woolworths car park? Does sweeper go to car park?
7. Dalgarno Street – Levelling of roots from Dead End to School
8. Main Street looks great, Neilson Park great

**Meeting Closed at 6.45 pm**

### **RECOMMENDATION**

That Council accept the minutes from the Coonabarabran Town Committee meeting held on 15 October 2012 at Coonabarabran.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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### Item 11 Minutes of Dunedoo Town Committee Meeting – 30 October 2012

**Division:** Executive Services

**Management Area:** Governance

**Author:** PA to Director Corporate Services - Emma Gardiner

**CSP Key Focus Area:** Local Governance and Finance

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

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

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**PRESENT:** Cr Anne-Louise Capel, Cr Chris Sullivan, Cr Gary Andrews, Cr Murray Coe, Cr Denis Todd, Cr Fred Clancy, Rebecca Ryan (Director Corporate Services), Kevin Tighe (Director Technical Services), Tony Meppem (Acting General Manager), Barry Evans, Ken Westerman, Wendy Hill, Peter Bennetts, Barbara Bennetts, Keith Turner, Neville Staniford, Barbara Smith, Lindea Ewin, Lynn Brydon, Sue Graham, Mick Miller, John Horne  
**Chair:** Tony Meppem (Acting General Manager)

**APOLOGIES:** Mayor Peter Shinton, Cr Ron Sullivan, Cr Victor Schmidt, Steve Loane (General Manager)

#### **CONFIRMATION OF MINUTES**

**RECOMMENDATION** That the minutes of the Town Committee Meeting Dunedoo, held on 21 March 2012 be accepted.

**M Coe / B Evans**

#### **DIRECTORATE PRESENTATIONS**

##### **General Manager**

6. Boral lease Coonabarabran
7. Purchase of the Doctors surgery at Coolah
8. Council Administration Building
9. Flyer Dunedoo and Cobbora Coal Community Forum

##### **Corporate Services**

5. 2011/12 Financial statements
6. RV dump site
7. 2 new Managers – Property and Risk and Communications and IT
8. Driving Dunedoo Forum

##### **Technical Services**

1. Replacement of 3 bridges including Tongy
2. Sealing of Digilah Road
3. Intersection of Loch/Digilah Road
4. Causeway repair from 2009/10 flood
5. Kerb and guttering Wallaroo Street
6. Investigate Sewerage Treatment Works to improve operation and meet license conditions
7. Spring Ridge Road



# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 20 December 2012**

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- Cobbora Coal asked Council to widen road at their cost
- 8km from Golden Highway for extra traffic

### **Environment and Community Services**

6. LEP on exhibition from 9 November to 21 December. Information meetings, consultation and submissions invited
7. Cobbora Coal Environmental Impact Statement closes 16 November. Meeting with 4 adjoining Councils to create a joint submission
8. Waste Management Review
9. Sewerage Treatment Plant
  - Dust Monitoring
  - Noise
  - Heavy vehicle movements through Dunedoo and effect on rural roads
  - Health services
  - Environmental offsets
  - Voluntary planning agreement

### **GENERAL BUSINESS**

19. Building blocks update - Crown Lands approached to sell land in Dunedoo to Council
2. Seesaw and budget upgrades for the well used park
3. Clock in the park hasn't been working for 8-9 months. Staff to investigate
4. See saw and the small children's hill that was removed - referred to Manager Urban Services
5. Tree trimming policy - Essential Energy control the streets
6. Pot holes in truck parking bay in Dunedoo
7. Volunteer policy
8. Water testing results - chemical analysis on website
9. Traffic counters to be installed
10. General Manager to speak on 3 Rivers Radio during the year
11. Australia Day Nominations
12. Rubbish Tucklan Road near speed sign
13. Long loads western end Milling Park
14. Needs to be considered Traffic Management Plan Cobbora Coal
15. Toilet western end of town will cost \$10,000-\$12,000
16. Historic signs - Sam Poo x 2, Constable Ward and Gotta Rock
  - White on brown lettering
  - To go in rest area and replace existing signs
17. Wallaroo Street kerb and guttering would be better between Bulladeh and Yarrow IT. Stormwater drainage a big issue
18. New LEP – residential, large lot, industrial and commercial
19. Permanent Pencils in the Park – survey results show this is not favoured
20. Survey regarding buildings in Dunedoo
  - Nothing should be outside CBD
  - Need a VIC

**Meeting Closed at 7.15 PM**

### **RECOMMENDATION**

That Council accept the minutes from the Dunedoo Town Committee meeting held on 30 October 2012 at Dunedoo.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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### Item 12 Minutes of Mendooran Town Committee Meeting – 6 November 2012

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	PA to Director Corporate Services - Emma Gardiner
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority / Strategy:</b>	GF2.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

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

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**PRESENT:** Cr Anne-Louise Capel, Cr Chris Sullivan, Cr Victor Schmidt, Cr Denis Todd, Mayor Peter Shinton, Rebecca Ryan (Director Corporate Services), Tony Meppem (Acting General Manager), Kevin Tighe (Director Technical Services), Michael Marks, Victoria Pisaturo, Rick Pisaturo, Judy Henderson, Lynette Yeo, John Yeo, Wallace Monk, Kevin Lloyd, Derek Fenwick, Pat Turner, Lesley Sauls, Sydney Sauls, Jenny Lloyd, Calton Jones, Paul O'Leary, Ben Bracken, Helen Naef, Rusty Jones, Herb Busine

**Chair:** Tony Meppem (Acting General Manager)

**APOLOGIES:** Cr Ron Sullivan, Cr Gary Andrews, Cr Fred Clancy, Cr Murray Coe, Steve Loane (General Manager)

#### **CONFIRMATION OF MINUTES**

**RECOMMENDATION** That the minutes of the Town Committee Meeting Dunedoo, held on 19 March 2012 be accepted.

**J Lloyd / P Turner**

#### **DIRECTORATE PRESENTATIONS**

##### **General Manager**

1. Boral lease Coonabarabran
2. Purchase of the Coolah Doctors surgery
3. Council Administration Building
4. Cobbora Coal EA on exhibition - submissions close 16 November

##### **Environment and Community Services**

1. LEP on exhibition from 9 November to 21 December - information meetings, consultation and submissions invited
2. Waste management and recycling review

##### **Corporate Services**

1. 2011/12 financial statements
2. 2 new Managers – Property & Risk and Communications & IT
3. Mendooran recreation area

##### **Technical Services**

1. Flood damage projects to be completed
2. Grandchester Bridge – shared cost with Gilgandra Shire

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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3. Gentle Annie Road – sealed for another 1.5km
4. Abbott and Benewa Street to be sealed
5. Resurfacing some town streets
6. Proposal for protrusions from kerbs (speed reducing) along Bandulla Street
7. Supervisor Urban Services Mendooran has been appointed and is estimated to commence before Christmas

### GENERAL BUSINESS

1. Mendooran kerbside pickup will happen in March 2013
2. Pavement near CWA Rooms is on the repair list
3. Volunteer Policy is in place
4. The shed on the corner of Bandulla Street and Napier Street will be demolished
5. Cemetery needs maintenance - referred to Manager Urban Services
6. Bins removed from road side stops; drum on highway - referred to RMS
7. Roads and rubbish
  - Require a drop toilet for truck drivers
  - Signage to advertise location toilets
  - Council to investigate if this a designated RMS stop
  - Present information to RMS
8. Cherry picker northern end of Pampoo Street – 3 limbs hang over the road
9. Water ponding at Benewa Street - drainage problem
10. Yarrow Road Causeway
  - Remaining sand taken away this week
  - 12 month permit to dredge
  - If it rains dredging will need to occur again
  - CMA/Landcare issue?
  - No markers to show depth
  - No detour route when closed – possible route Dubbo Road to Fredericks Road
  - An engineer report is required to show the available options
11. Tip levy on rates - reviewed during the Waste Management Review
12. Gentle Annie Road
  - Causeway was widened to 8 metres. Flood damage funding to improve standard
  - Sand Creek is 5.9m which is the new standard
  - Needs sign posting as single laneway with give way sign on Mendooran side
13. Creek is name Yargon Creek but should be Yarragrinn or Ulungra
14. Council thanked for mowing the grass from the rest area to town
15. Rest area toilets need cleaning and upgrade
16. Toilets in the park
  - Could they be cleaned once more per week – referred to Supervisor
  - Could Council consider tiling/wiring bird vents and providing graffiti proof panelling
17. Signage for the arts and craft shop
18. Cobbora Coal Road is on Council's list to have sealed
19. Mendooran Water
  - Rates to remain higher
  - Council continuing to look at water pressure
  - Technical issues aren't understood yet
  - Manus Drive requires another chlorine injection system

**Meeting Closed at 6.45 PM**

### RECOMMENDATION

That Council accept the minutes from the Mendooran Town Committee meeting held on 6 November 2012 at Mendooran.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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### Item 13 Minutes of Administration Building Project Committee - 8 November 2012

**Division:** Executive Services  
**Management Area:** General Manager  
**Author:** Executive Assistant - Melissa Bennett  
**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:** Council Property            **Activity:** Administration Building

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**PRESENT:** Clr Peter Shinton, Clr Ron Sullivan, Aaron Parker, Bikram Joshi

**Chairperson:** Clr Ron Sullivan

**In attendance:** Melissa Bennett

**9.30am**

**APOLOGIES:** Clr Murray Coe, Steve Loane, Rebecca Ryan, Tony Meppem

**Shinton/Parker**

**1. Confirmation of Minutes 22 October 2012**

**Sullivan / Shinton**

**2. Workplace Health & Safety/ Insurance Requirements / Contractor Compliance**

Nil to report

**3. Budget Tracking**

Budget report reviewed

**4. Tony Masters Account**

This is in the hands of General Manager. No response or explanation has been received from Tony Masters.

**5. Invitation to Her Excellency the Governor – opening of new building**

Held over till January

**6. Payment – David Payne Constructions**

**RECOMMEND** that the General Manager be authorised to arrange payment for David Payne Constructions invoice number 3328 for the amount of \$329,912.38+GST.

**Sullivan / Shinton**

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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### GENERAL BUSINESS

#### 7. Footpath

Construction of the new footpath will commence on 22 November 2012

#### 8. Water tank

Originally a 3,000 litre slimline water tank was to be placed in the middle of the pathway. This has been reviewed and a 10,000 litre round tank will now be installed in a space not is not utilised. This will cost an extra \$600 due to transport costs.

#### 9. Honour boards

Enquiries have been made to purchase new honour boards. A quote has been received for \$2960.00+GST and the board will match Councils existing honour boards.

**Meeting Closed:** 9.30am

**Next Meeting:** 19 November 2012 @ 9am

### RECOMMENDATION

1. That the Minutes of the Administration Building Project Committee meeting held on 8 November be endorsed.
2. The Committee authorises the General Manager to arrange payment for David Payne Constructions invoice number 3328.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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### Item 14 Minutes of Administration Building Project Committee - 19 November 2012

**Division:** Executive Services  
**Management Area:** General Manager  
**Author:** Executive Assistant - Melissa Bennett  
**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:** Council Property                      **Activity:** Administration Building

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**PRESENT:** Cllr Peter Shinton, Cllr Ron Sullivan, Aaron Parker, Bikram Joshi, Stefan Murru (Acting DCS), Tony Meppem (Acting GM)

**Chairperson:** Cllr Ron Sullivan  
**In attendance:** Melissa Bennett

9.30am

**APOLOGIES:** Cllr Murray Coe, Steve Loane, Rebecca Ryan

Shinton/Parker

**1. Confirmation of Minutes 8 November 2012**

Parker / Sullivan

**2. Workplace Health & Safety/ Insurance Requirements / Contractor Compliance**

Nil to report

**3. Budget Tracking**

Reviewed by Committee, Stefan to report on where the funding is coming from for public release

**BUSINESS ARISING FROM PREVIOUS MINUTES**

**4. Tony Masters Account**

Tony Masters' account has now been paid, as advised by Acting General Manager.

**5. Footpath**

Due to the delay with erecting the awning, the construction of the new footpath will commence on 29 November 2012.

**GENERAL BUSINESS**

**6. Break-in to worksite**

On the weekend of 11/12 November the worksite was broken into and items stolen

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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### 7. Christmas period

David Payne Constructions will close during the Christmas period. They will close from 24 December 2012 and re-commence work on 14 January 2013.

**Meeting Closed:** 9.15am

**Next Meeting:** 3 December 2012 @ 9am

### **RECOMMENDATION**

That the Minutes of the Administration Building Project Committee meeting held on 19 November 2012 be endorsed.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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### Item 15 Minutes of Economic Development & Tourism Advisory Committee Meeting – 28 November 2012

**Division:** Corporate Services

**Management Area:** Economic Development and Tourism

**Author:** Manger Economic Development & Tourism – Aileen Bell

**CSP Key Focus Area:** Local Economy

**Priority / Strategy:** LE3 New tourism opportunities and initiatives across the shire need to be identified, developed and well-coordinated.

**File Ref: Function:** Economic Development      **Activity:** Reporting

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**PRESENT:** Clr Victor Schmidt (Chair), Clr Fred Clancy, Aileen Bell (Manager Economic Development and Tourism), Melinda Larkin, Eleanor Cook, Liz Cutts, Kathryn Olsen, Joel Amiet, Juleen Young

The Chairperson declared the meeting open and welcomed committee members.

**APOLOGIES:** Maria Rickert, May Fleming, Jenny Lloyd

**ATTENDING:** Karen Weatherall.

**1 RECOMMENDED** that apologies be accepted.

**J Young/M Larkin**

#### **DECLARATION OF PECUNIARY INTERESTS**

There were no disclosures of pecuniary interest.

#### **CONFIRMATION OF MINUTES**

**2 RECOMMENDED** that the minutes of the 27 June 2012 meeting be accepted.

**M Larkin/E Cook**

#### **MATTERS ARISING**

Recommendations from previous meeting were accepted by Council

22 and 23: referred to September Council meeting in revote request; not approved.

26: Budget adopted \$35,000 TP and \$15,000 EP.

#### **MANAGER'S REPORT**

**3 RECOMMENDED** that the Manager EDT continue investigating the purchase of an economic modelling package that could be utilised across Council's services and planning areas and that each Directorate be requested to contribute to the financing of the program and FURTHERMORE that RDA-Orana be approached to consider purchasing a package that could be accessible to LGA's across the whole of Orana Region

**E Cook/L Cutts**

**4 RECOMMENDED** that the EDT Committee be expanded to include representation from Siding Spring Observatory

**J Young/K Olsen**



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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**5 RECOMMENDED** that the safety issues related to the maintenance and updating of the changeable sign in the grounds of the Coonabarabran Visitor Centre be referred to the WHS Officer for a report on safety issues.

Clr Schmidt/J Young

**6 RECOMMENDED** that \$1,500 be allocated from the EP-Regional Projects budget for sponsorship of community radio initiatives as follows - \$1,000 for the "Good Morning Country" broadcast during the Tamworth Country Music Festival and \$500 for 2WCR broadcasts during the Parkes Elvis Festival

J Young/L Cutts

**7 RECOMMENDED** that Consumer Show funds be allocated for the production of 1,000 calico bags for distribution at consumer shows – 4 colourway print on both sides

J Amiet/M Larkin

**8 RECOMMENDED** that Council supports the continued participation in consumer show marketing as a means of reaching the target market for the shire

E Cook/L Cutts

**9 RECOMMENDED** that the Manager of EDT prepares a full budget for consumer shows that directly target the appropriate markets and record the true cost of participation which includes volunteer hours and other cost savings that have been factored into previous show costs.

E Cook/L Cutts

**10 RECOMMENDED** that Council seek assistance from Tamworth Regional Council, through an IT Resource Sharing Agreement, for the development of a Social Media Strategy for ED&T and implementation and integration of social media activities for tourism projects.

E Cook/L Cutts

Joel Amiet left the meeting – 5.30pm

**11 RECOMMENDED** that the quote from Vaada for reprint of 10,000 copies of the regional Padmap for \$1,633 (ex GST) be accepted with funding from the TP-Regional Project

J Young/K Olsen

**12 RECOMMENDED** that the quote from Vaada for the new regional brochure be accepted with OAP as the printers; the brochure will be published in its existing style and format with the potential to increase page numbers by 8; the design should incorporate a new cover – front and back; the cover should feature the Warrumbungle Region logo with each town highlighted appropriately; a suggestion was received and will be further investigated on the cost for a high gloss, coated cover **FURTHERMORE** that advertising sales for the new brochure should also incorporate an allocation for consumer shows and advertising costs outside the brochure costs but reflective of the services provided to the tourism industry (website, IT-social media, annual calendar of events promotion, radio advertising)

E Cook/L Cutts

### **Budget Report 2012-13**

**13 RECOMMENDED** that the budget as circulated be accepted with the following amendments to expenditure:

EP – Regional Projects – to fund Good Morning Country sponsorship - \$1,000

EP – Regional Projects – to fund 2WCR broadcast from Parkes Elvis Festival - \$500

TP - Regional Project – to fund reprint of Padmaps \$1,633

TP – Consumer Shows - to include the Newcastle C & C Show 2013

TP – Direct Marketing – to fund advertising costs in caravanning and motor home mags

TP – Consumer Shows – for production of 1000 calico bags - \$960

J Young/K Olsen

# WARRUMBUNGLE SHIRE COUNCIL

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Clr Clancy left the meeting - 6.20pm.

### General Business

1. E Cook (Coolah DDG) – clarification about Accommodation Directory and listings – requested that pdf to be made available for localised printing as required; request to have all promotional material at meetings; seeking assistance with conversion of Coolah video to DVD.
  
2. J Young (NSW Farmers) – restructure of Land Services and amalgamation of government departments ; increasing dog attacks; revised Murray-Darling Basin Plan released –6 week period to consider adoption or direct the Authority to make further modifications – opportunity to input at a forum in Dubbo 9.12.12; food security issues
  
3. L Cutts (Baradine Progress) – one commercial mill operating in Baradine under threat of closure as cannot meet agreements – requires a change in compartments to access more timber – closure in 2013 means loss of 30 jobs in Baradine; this report sparked a conversation about the need to prepare a snapshot of where Warrumbungle Shire is at in terms of industry and business development or closure; E Cook suggested each meeting have an economic conversation where each community provides information on what's happening and what's not, what is impacting on local infrastructures etc.

Next meeting will be held on the first Wednesday - the 6th February 2013 in Coonabarabran – time and venue to be determined.

There being no further business the meeting closed at 7.06pm.

.....  
Chairperson

### REPORT TO NOVEMBER 2012... EDT MEETING

budget 2012-13

PRINCIPAL ACTIVITY	Previous Yr Exp	BUDGET 2011- 2012	EXP to 30.6.12	amend@ 13.8.12	exp 9.11.12
<b>ECONOMIC DEVELOPMENT</b>	<b>\$16,980</b>	<b>\$29,295</b>	<b>\$14,731</b>	<b>\$ 15,000</b>	<b>\$ 1,462</b>
EP - ADVERTISING	\$1,981	\$2,000	\$1,863	\$2,000	\$ 73
EP - TRAVEL & ACCOMMODATION	\$421	\$800	\$1,079	\$1,250	\$ 1,171
EP - CONFERENCES- RESEARCH MATERIALS	\$1,493	\$2,500	\$247	\$1,500	\$ 218
EP - COMMUNITY WORKSHOPS	\$3,742	\$2,100	\$1,755	\$2,000	
EP - MARKETING INITIATIVES	\$3,000	\$8,000	\$3,073	\$4,500	
EP - ECONOMIC DEVELOPMENT AWARDS	\$1,678	\$1,750	0	\$0	
EP - SOLAR SYSTEM MODEL M&R	\$2,925	\$2,595	\$250	\$1,600	
EP - PROMOTION EXPO-REGIONAL LIVING	\$1,140	\$1,900	\$958	\$0	
EP - DSRD CONFERENCE	\$600	\$2,300	\$2,306	\$0	
EP - DISPLAY MATERIALS	\$	\$350	0	\$150	
EP - BROCHURES	\$	\$2,000	1200	\$1,000	
EP - SKILLS AUDIT	\$	\$3,000	2000	\$1,000	
<b>TOTAL</b>	<b>\$16,980</b>	<b>\$29,295</b>	<b>\$14,731</b>	<b>\$15,000</b>	<b>\$ 1,462</b>
<b>NOTES 2012-13</b>					
<b>EP - T &amp; A .. \$1171. MADE UP OF ..</b>					
Travel & Acc for Global Eco Tourism Conf					

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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### RECOMMENDATION

1. That Council accepts the Minutes of the Economic Development & Tourism Advisory Meeting held on 28 November 2012 at Coonabarabran
2. That the Manager EDT continue investigating the purchase of an economic modelling package that could be utilised across Council's services and planning areas and that each Directorate be requested to contribute to the financing of the program and FURTHERMORE that RDA-Orana be approached to consider purchasing a package that could be accessible to LGA's across the whole of Orana Region
3. That the EDT Committee be expanded to include representation from Siding Spring Observatory
4. That the safety issues related to the maintenance and updating of the changeable sign in the grounds of the Coonabarabran Visitor Centre be referred to the WHS Officer for a report on safety issues.
5. That \$1,500 be allocated from the EP-Regional Projects budget for sponsorship of community radio initiatives as follows - \$1,000 for the "Good Morning Country" broadcast during the Tamworth Country Music Festival and \$500 for 2WCR broadcasts during the Parkes Elvis Festival
6. That Consumer Show funds be allocated for the production of 1,000 calico bags for distribution at consumer shows – 4 colourway print on both sides
7. That Council supports the continued participation in consumer show marketing as a means of reaching the target market for the shire
8. That the Manager of EDT prepares a full budget for consumer shows that directly target the appropriate markets and record the true cost of participation which includes volunteer hours and other cost savings that have been factored into previous show costs.
9. That Council seek assistance from Tamworth Regional Council, through an IT Resource Sharing Agreement, for the development of a Social Media Strategy for ED&T and implementation and integration of social media activities for tourism projects.
10. That the quote from Vaada for reprint of 10,000 copies of the regional Padmap for \$1,633 (ex GST) be accepted with funding from the TP-Regional Project
11. That the quote from Vaada for the new regional brochure be accepted with OAP as the printers; the brochure will be published in its existing style and format with the potential to increase page numbers by 8; the design should incorporate a new cover – front and back; the cover should feature the Warrumbungle Region logo with each town highlighted appropriately; a suggestion was received and will be further investigated on the cost for a high gloss, coated cover **FURTHERMORE** that advertising sales for the new brochure should also incorporate an allocation for consumer shows and advertising costs outside the brochure costs but

# WARRUMBUNGLA SHIRE COUNCIL

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reflective of the services provided to the tourism industry (website, IT-social media, annual calendar of events promotion, radio advertising)

12. That the budget as circulated be accepted with the following amendments to expenditure:
- EP – Regional Projects – to fund Good Morning Country sponsorship - \$1,000
  - EP – Regional Projects – to fund 2WCR broadcast from Parkes Elvis Festival - \$500
  - TP - Regional Project – to fund reprint of Padmaps \$1,633
  - TP – Consumer Shows - to include the Newcastle C & C Show 2013
  - TP – Direct Marketing – to fund advertising costs in caravanning and motor home mags
  - TP – Consumer Shows – for production of 1000 calico bags - \$960

# WARRUMBUNGL SHIRE COUNCIL

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### Item 16 Questions Raised at November Meeting

#### Questions

- Question One:** Enquired if Council could be of any assistance with regard to the recent closure of Bungabah Meats.  
By Councillor R Sullivan
- Response from:** Mayor
- Response:** The Mayor advised at the November Council meeting that a licence is required to be on-site at the facility for any clean-up measures and at this stage Council has exhausted all avenues of assistance
- Question Two:** Requested Council advertise calling for interested members of the community to join appropriate Council community committees  
By Councillor Todd
- Response from:** Personal Assistant to Director Corporate Services
- Response:** Corresponding with current community representatives and advertising for expressions of interest inviting new community representatives to be undertaken
- Question Three:** Baradine silo requires permanent 'trucks turning' signs.  
By Councillor Todd
- Response from:** Director Technical Services – Kevin Tighe
- Response:** To be placed on works program
- Question Four:** Enquired when the garbage facilities review would commence.  
By Councillor Capel
- Response from:** Acting General Manager
- Response:** The Acting General Manager advised at the November Council meeting that this was underway
- Question Five:** Trip to Warren regarding Pyrolysis information (tyre recycling), is there an outlet here  
By Councillor Capel
- Response from:** The Acting General Manager
- Response:** The Acting General Manager advised at the November Council meeting that there was not a facility locally
- Question Six:** Bats infiltrating urban areas  
By Councillor Capel
- Response from:** Director Technical Services – Kevin Tighe
- Response:** No action required

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- Question Seven:** Requested maintenance for the approaches to Montague Bridge  
By Councillor Coe
- Response from:** Director Technical Services – Kevin Tighe
- Response:** Listed on maintenance program
- 
- Question Eight:** Cobbora Coal Project – should this not proceed would compensation be available with regard to impact on local businesses.  
By Councillor Coe
- Response from:** General Manager
- Response:** A meeting was convened in Dubbo to receive an updated report on the Cobbora Project from the NSW Treasurer on 6 December 2012. Council have requested a further meeting with the NSW Treasurer in which we are now waiting for a response.
- 
- Question Nine:** Requested information sessions to review budget information for more in-depth clarification and understanding.  
By Councillor C Sullivan
- Response from:** Chief Financial Officer
- Response:** Informal Councillor information session to be scheduled early in New Year to review IP&R documents (Community Strategic Plan, Asset Management Plan, Long Term Financial Plan, Workforce Management Plan, Delivery Program and Operational Plan). Councillors will receive invitation in due course when date finalised.
- 
- Question Ten:** Dunedoo Health Council meetings – should Council be more involved.  
By Councillor C Sullivan
- Response from:** General Manager
- Response:** Refer to Council’s Medical Services Advisory Committee.
- 
- Question Eleven:** Roads maintenance – street sweeper required between Brain’s and the Stand Arcade.  
By Councillor Schmidt
- Response from:** Director Technical Services – Kevin Tighe
- Response:** On maintenance list

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**Question Twelve:** Encourage businesses from other areas to invest in the Warrumbungle Shire.  
By Councillor Schmidt

**Response from:** General Manager

**Response:** This will be a task for the Manager Economic Development & Tourism

**Question Thirteen:** Land clearing in a Forest Reserve, Timor Road. Council to investigate.  
By Councillor Schmidt

**Response from:** Director Environmental & Community Services  
– Tony Meppem

**Response:** Investigations are underway

**RECOMMENDATION**  
For Council's information

# WARRUMBUNGL SHIRE COUNCIL

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### Item 17 Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors

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

**File Ref:** **Function:** Governance **Activity:** Policy

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#### **Background**

This Policy was considered at the November 2012 meeting with Council endorsing four changes to the draft Policy.

#### **Issues**

Council has now been advised by the Division of Local Government that the draft Policy should have been advertised to allow at least 28 days for public submissions and consideration of any submissions made. Circular No. 11-27 of 21 September 2011 from the Division of Local Government, forwarded to Councils, advises that Councils must give public notice of the intention to adopt a policy before they annually adopt a policy, even if the policy is not amended or the amendments are not substantial.

#### **Options**

That Council place the amended Policy on public exhibition for a period of 28 days seeking public submissions and that the submissions and Policy be considered at the February meeting.

#### **Financial Considerations**

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

#### **Summary**

The Policy is included as Attachment A.

#### **RECOMMENDATION**

That the Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors as amended by Council at the November 2012 meeting, be placed on public exhibition providing public notice of the intention to adopt a policy and seek public submissions. **FURTHER** that the Policy and any submissions received be considered at the February 2013 Council meeting.



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### Attachment A

#### **Strategic 1.1**

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

(Pursuant to Sections 12, 23A, 252, 253 and 254 of the Local Government Act and Clauses 217 and 403 of the Local Government (General) Regulation 2005)

#### **Part 1 - INTRODUCTION**

##### Title and Commencement of the Policy

This Policy shall be cited as the Policy for the Payment of Expenses and Provision of Facilities to Councillors and is effective from 21 November 2012 and replaces the previous policy titled Policy for the Payment of Expenses and Provision of Facilities to Councillors adopted by Council on 24 November 2011.

##### Purpose of the Policy

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

##### Objectives and Coverage of the Policy

The objectives of this Policy are to:

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

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

##### Basis of this Policy

The relevant legislative provisions for this policy are set out below.

In this legislation the expression "year" means the period from 1 July to the following 30 June.

#### **Local Government Act 1993**

##### **252 Payment of expenses and provision of facilities**

- (1) *Within 5 months after the end of each year, a council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.*
- (2) *The policy may provide for fees payable under this Division to be reduced by an amount representing the private benefit to the mayor or a councillor of a facility provided by the council to the mayor or councillor.*
- (3) *A council must not pay any expenses incurred or to be incurred by, or provide any facilities to, the mayor, the deputy mayor (if there is one) or a councillor otherwise than in accordance with a policy under this section.*
- (4) *A council may from time to time amend a policy under this section.*
- (5) *A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under section 23A.*

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### **253 Requirements before policy concerning expenses and facilities can be adopted or amended**

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

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

#### **Allowances and expenses**

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

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

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

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

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

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

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

- Course fees
- Fares / parking / tolls

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- Accommodation
- Meals
- Incidentals, including telephone or facsimile charges, internet charges, laundry and dry cleaning etc. while attending conferences, seminars etc.

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

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

The limits will be applied as follows:

- Where Councillors' meals are not prepaid by Council or are not included in the seminar, conference, event or briefing fee, the monetary limits per day for meals are those set out under 'Food and Drink' in Table 3 paragraph 11 of TD 2011/17 (see Appendix A attached) or such determination or policies of the Australian Tax Office that supersede it. (As at October 2012 – Meal Allowance (per day) Breakfast \$30.30; Lunch \$42.95; Dinner \$60.20)
- Where Councillors incur incidental expenses, such as phone call and similar expenses, the monetary limits per day for those expenses are the rates set out under 'Incidentals' in Table 3 of paragraph 11 of TD 2011/17 or such determinations or policies of the Australian Tax Office that supersede it. (As at October 2012 – Incidental Expenses (per day) \$24.70)
- Where Councillors' accommodation expenses are not prepaid by Council or are not included in the seminar, conference, event or briefing fee, the monetary limits per day for those expenses are those set out under 'Accommodation' in Tables 3 and 4 (see Appendix A attached) of paragraph 11 of TD 2011/17 or such determinations or policies of the Australian Tax Office that supersede it.

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

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

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

### **2.2 Requirement for receipts**

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

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

Councillors are to submit all claims for reimbursement, including all travel expenses, to the General Manager or delegate in a form and manner acceptable to the General Manager in the circumstances to enable full assessment of the claim on a monthly basis and these will be paid with their monthly allowance. Tax invoices and receipts are to be supplied to support claims. All

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 20 December 2012**

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payments to Councillors will be via direct deposit to their nominated bank account. Councillors are to seek reimbursement for their expenses within three (3) months of the expense being incurred.

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

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

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

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

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

### **2.5 Incidental Expenses**

Incidental expenses such as public transport fares, parking fees, phone/fax expenses and expenses incurred as the result of the purchase of refreshments during meetings related to council business or meals not included in the registration fees for conferences or similar functions, will be reimbursed by Council on production by the Councillor of the relevant receipts together with an approved claim form in accordance with Table 3 of paragraph 11 of TD 2011/17 (see clause 2.1).

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

### **2.6 Payment of expenses for spouses, partners and accompanying persons**

In this clause accompanying person means a person who has a close personal relationship with a Councillor and/or provides carer support to the Councillor.

Where the attendee is accompanied at a conference or seminar by his or her spouse or partner or accompanying person, the attendee will be required to meet all costs associated with their spouse or partner or accompanying person's travel expenses, additional accommodation expenses, tours and attendance unless otherwise resolved by Council.

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

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By resolution of Council, costs and expenses incurred by the Mayor, Councillors (or General Manager or nominee) for other events or functions on behalf of their spouse, partner or accompanying person shall be reimbursed if the cost or expense relates specifically to the ticket, meal, travel and accommodation and/or direct cost of attending the function. A total pool of \$4,510 per year per term is available for this purpose.

### **2.7 Payments in advance**

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

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

### **2.8 Approval arrangements**

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

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

Council will allocate up to \$24,000 per year (including GST) to fund attendance at conferences, investigatory delegations and similar events. However, Council may agree to allocate additional funds in specific cases where it decides that there is a benefit to council from the attendance.

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

- C Division Conference (Any Councillors and General Manager)
- Annual conference of the Local Government and Shires Association / One Association - (Three (3) Councillors and General Manager)
- Roads Congress (Two (2) Councillors and General Manager)
- OROC meetings
- Country Mayor's Association meetings
- Mining Related Councils (Mayor and General Manager)
- Australian Local Government Association (Mayor)

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

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

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

Council will meet the costs of conference / seminar registration fees including the costs of related official lunches and dinners and associated tours where they are relevant to the business and interests of the Council. Council will also meet the reasonable cost of transportation and accommodation associated with attendance at the conference and Council shall meet the cost of

# WARRUMBUNGLE SHIRE COUNCIL

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breakfast, lunch and dinner for Councillors where any of the meals are not provided as part of the conference, seminar or training course.

### **2.10 Registration fees**

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

### **2.11 Travel Expenses**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **2.12 Attendance at dinners and other non-council functions**

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

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

### **2.13 Gifts**

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

### **2.14 Training and Educational expenses**

Council will only meet the costs of training or attendance at an educational course that is directly related to the Councillor's civic functions and responsibilities and is approved by Council prior to undertaking such training or attendance. Council will allocate up to \$ 1500 per year per councillor (including GST) to fund relevant training and educational courses and attendances at briefings.

### **2.15 Telephone and internet expenses**

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

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### **2.16 Mobile telephone**

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

### **2.17 Internet**

Council shall meet the cost of providing and maintaining an internet connection at the residence of the Councillor by an allowance of \$50.00 per month to cover Councillors' costs of communication via computer OR provision of an iPad with internet connectivity.

### **2.18 Insurance Provisions**

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

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

### **2.19 Legal Expenses and Obligations**

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

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

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

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

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



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

### **2.20 Special requirements of Councillors – Care and Other Related Expenses**

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

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

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

### **Part 3 – PROVISION OF FACILITIES**

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

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

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

### **3.1 Mayoral Expenses, Facilities, Equipment and Services**

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

- a) Provision of a Council vehicle for appropriate use by the Mayor to carry out his duties as Mayor. Council to meet all costs associated with the provision of the vehicle. The Mayor will have no right of private use of this vehicle with the exception that he may use the vehicle for limited private use travel within the Shire only when attending different functions on the same day.
- b) Secretarial services relating to the discharge of his/her civic functions, including use of official stationery, writing pads, pens, diaries, folders and postage of official correspondence.
- c) Administrative assistance associated with civic functions, meetings and the like.
- d) Office refreshments
- e) Supply of Name Badges, Business Cards, Diaries and Attaché Case.

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

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

- a) Use of Council Chambers, telephone and limited hospitality facilities (tea and coffee) for Council business or functions or community consultation.

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

### **3.3 Bluetts Handbook**

Provide all Councillors with a copy after their election.

### **3.4 Policies**

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

## **Part 4 – OTHER MATTERS**

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

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

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

### **4.2 Status of the Policy**

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

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

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### Appendix A

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

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

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

**POLICY DOCUMENT CONTROL:**

Policy		Resolution	Date
Payment of Expenses Policy	Endorsed	233	16 June 2005
Payment of Expenses Policy	Amendment	49	18 August 2005
Payment of Expenses Policy	Amendment	393	18 May 2006
Payment of Expenses Policy	New Policy endorsed	199	17 December 2009
Payment of Expenses Policy	Revised Version	123	21 October 2010
Payment of Expenses Policy	Revised Version	181/1112	24 November 2011
Payment of Expenses Policy	Revised Version – 4	150/1213	21 November 2012

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### Item 18 December 2012 Report from Human Resources

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

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#### **Background**

Nil

#### **Issues**

Nil

#### **Options**

Nil

#### **Financial Considerations**

Nil

### **RECRUITMENT**

Since the November Council Meeting thirteen positions have been advertised both internally and externally

- Manager Water & Sewerage Services
- Manager Civil Projects
- Plumber – Dunedoo
- Finance Trainee
- Yuluwirri Trainee
- Visitors Information Officer (Part time)
- Mechanic – Coolah
- Bank Officer – Dunedoo
- Teacher
- Technical Officer Asset & Design
- Community Services Co-ordinator (Coolah)
- Customer Service Officer (Centrelink)
- Child Carer (Part time)

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To date one of these positions has been filled with the selection and interview process underway for the rest of the positions. HR will endeavour to complete the recruitment process prior to Christmas but may be unable to complete until January 2013 due to time restraints of panel members and applicants.

There will be several other positions advertised in January to complete the organisational structure.

Seven resignations have occurred since the last Council report. These include:

- One Child carer
- Two Outdoor staff
- One Finance staff
- One Environmental staff
- One Community Services staff
- One Administration staff

Reasons for resignations include: gaining better job, job dissatisfaction, not returning from maternity leave, medical reasons, performance issues, retirement and family reasons.

### **LEARNING AND DEVELOPMENT**

This month has seen the completion of the Certificate IV in Frontline Management. Twelve staff with supervisory roles or acting supervisory roles have been undertaking this course with TAFE for the past six months. The course was delivered by way of face to face and distance strategies and required a great deal of commitment to get through the learning outcomes. Congratulations to all twelve staff.

Staff members from Technical Services attended a Dam Safety Surveillance Course and a Fluoridation of Public Water Supplies Course. Both courses ran for four days and were held in Port Macquarie and Coffs Harbour.

Council's Manager Fleet Services provided an induction/familiarisation session for outdoor staff on the sandbagging equipment purchased for use in emergencies. Members of the Coolah VRA were also invited to participate in the induction and safe use procedures. The invitation was readily accepted and four members of the Association joined staff for the session.

Dubbo City Council offered WSC places in their EEO (Equal Employment Opportunity) Awareness Training for Committee Members which was delivered by Ruth Niemczyk of the Local Government Learning Solutions. The training provided information and an understanding of the need for Councils to establish an EEO Advisory Committee and an EEO Management Plan if they have not already done so. Other workshop outcomes included:

- Understanding EEO Legislation
- How EEO works in Council
- The impact and costs of bullying and harassment in the workplace
- The process involved in lodging a grievance
- The responsibilities of staff and managers in EEO and harassment situations

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Identifying bullying and harassment  
How you can contribute to a harassment free workplace

An EEO Advisory Committee will now be established and will include members from all minority groups including: Racial & Ethnic minorities, People with Disabilities and Women. The role of the Advisory Committee is to consult with staff, review policies and procedures, promote Best Practice, develop an EEO Management Plan and to recommend initiatives to Management to meet the legislative EEO objectives.

At the beginning of November, the Human Resources Safety Officer and Learning and Development Coordinator commenced a communication strategy with outdoor staff by way of site visits. The visits are scheduled in consultation with the Manager and Supervisor and provide the opportunity for HR to seek ideas and feedback from outdoor staff in relation to training. It also provides the opportunity for site safety inspections for Council's audit process. Several sites have been visited to date and positive responses are being received from the crews involved. This will become a regular and ongoing initiative of HR.

Training continues for all areas of Council with December being a busy month of short courses before the RTO's finalise their student records for the 2012 year.

As this is the last report for the year from HR the team would like to wish you all a very safe and happy Christmas.

### **RECOMMENDATION**

For Council's information

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### Item 19 Nominations for Australia Day 2013 – Shire Wide Awards

<b>Division:</b>	Executive Services	
<b>Management Area:</b>	Executive Services	
<b>Author:</b>	Executive Assistant - Melissa Bennett	
<b>CSP Key Focus Area:</b>	Community and Culture	
<b>Priority / Strategy:</b>	CC3 The vibrant arts and cultural life of the shire needs to be promoted and supported as an essential aspect of community well-being	
<b>File Ref</b>	<b>Function:</b> Community Relations	<b>Activity:</b> Awards

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### Background

At the September 2012 Council meeting it was resolved (89/1213) that 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
- d. Sportsperson of the Year and
- e. Young Sportsperson of the Year Award

### Issues

Nil

### Options

Nil

### Financial Considerations

Nil

### Summary

Nominations were sought for Australia Day 2013 - Shire Wide Awards with the closing date being 30 November 2012. Listed below are the names of the nominees and their nominators. A copy of each nomination has been provided to Councillors under separate cover.

Citizen of the Year Nominee	Nominator
Mr Robert Freebairn OAM	Mr John & Mrs Carol Richard
Mr Mal McMaster	Mrs Eleanor Cook
Mrs Susan Brookhouse	Mrs Diane Jackson
Mr Kodi Brady	Mr Glen Crump
Mr Robert Cox	Mr Christopher Evans



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<b>Citizen of the Year Nominee</b>	<b>Nominator</b>
Mrs Debbie Paine	Mr Philip McCormack
Mrs Ruth Spink	Mrs Elizabeth Macintosh
Mr Kevin Williams	Mr Edward Miller
Mrs Krystina Wesley	Ms Thurza Greenwood
Mrs Annette Estens	Mr Donald Mulrooney
Mrs Melissa Farrow	Mrs Maureen Bergagnin
Mrs Melissa Farrow	Mr John Bergagnin
Mr Len Roberts	Mrs Sharron Jamieson

<b>Senior Citizen of the Year Nominee</b>	<b>Nominator</b>
Mrs Dorothy Eastburn	Mrs Liz Cutts
Mrs Ruth Spink	Mrs Elizabeth Macintosh
Mr Barry Evans	Mrs Pat Nott
Mr Barry Evans	Mrs Melissa Farrow
Mrs Teresa McWilliam	Mrs Mary Tanner
Mr Bill Amos	Ms Fiona Luckhurst
Mrs Margaret Ingram	Mrs Ann Brown
Mrs Margaret Ingram	Mrs Charmaine Cook
Mrs Krystina Wesley	Ms Thurza Greenwood
Mrs Annette Estens	Mr Donald Mulrooney
Mrs Yvonne Pickering / Dunedoo MPS Volunteer Group	Mr Clive Bristow

<b>Sports Person of the Year Nominee</b>	<b>Nominator</b>
Mr Edward Kuras	Mrs Elizabeth Macintosh

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Young Sports Person of the Year Nominee	Nominator
Mr Edward Kuras	Mrs Elizabeth Macintosh
Mr Edward Kuras	Mr Mike Myers
Mr Timothy Trainor	Mrs Karen Trainor
Mr Casey Burgess	Mrs Carol Richard
Miss Ellie Capewell	Mr Stanley Capewell

Young Citizen of the Year Nominee	Nominator
Mr Alexander Tighe	Mr Mel Johnston

### **RECOMMENDATION**

For Council's consideration and determination

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### Item 20 Rural Fire Service District Service Agreement – Castlereagh Zone

<b>Division:</b>	Executive Services
<b>Management Area:</b>	General Manager
<b>Author:</b>	Director Corporate Services – Rebecca Ryan
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority / Strategy:</b>	PI2 The long term wellbeing of our communities is dependent on the ongoing provision of high quality services in health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management.

**File Ref:**            **Function:** Grants and Subsidies            **Activity:** Programs

---

### **Background**

In May 2010, Warrumbungle and Gilgandra Shire Councils entered into an agreement for the management of a rural fire service; being the Castlereagh Zone Rural Fire Service (RFS) District that commenced 1 January 2010 for a period of three (3) years.

A new RFS agreement for Castlereagh Zone has been received to commence 1 January 2013, which requires the affixing of the Council seal. A Council resolution is required to affix the Council seal authorising the Mayor and General Manager to execute the agreement as per (s400 Local Government (General) Regulation 2005).

### **Issues**

The RFS agreement stipulates those functions exercised by each party; being the Councils and the Commissioner

The Commissioner will exercise all of the functions imposed on the Council's by and under the Rural Fires Act 1997 (NSW) other than some functions specified in the agreement and will undertake the day to day management of the services operating the zone of behalf of the Council's.

The Councils have agreed to providing certain administrative accounting and maintenance services to the Commissioner and to the Service and allow the Commissioner and the Service to use the District Equipment, use of the Premises and I delegates certain functions, powers and duties to the Fire Control Officer.

The Councils and the Commissioner have agreed to establish a Liaison Committee, which is not a committee of Council or of the RFS; and the Mayor and General Manager are delegates to this committee. Liaison Committee meeting minutes will be distributed to each Council, including the end of year Annual Report at the end of each financial year.

This new service agreement will be terminated if any party breaches their obligations and fails to rectify that breach within 21 days, immediately upon revocation of or failure to

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renew the delegation, immediately in the event of the Council's refusing to advance monies in respect of maintenance of Zone Equipment or upon expiration of six (6) months notice given by either the Council's or the Commissioner.

### **Options**

As per the NSW Rural Fires Act 1997 (NSW) s12A the Commissioner of the NSW Rural Fire Service may enter into a rural fire district service agreement (a **service agreement**) with any local authority or authorities responsible for a rural fire district or districts.

### **Financial Considerations**

The RFS budget is prepared each year via an annual 'Bid' approved by the Minister responsible, and is based upon Council's capacity to contribute to the fund, the replacement of District and Zone equipment, the Districts requirement by reference to the Standard of Fire Cover and standards of fire stations and other facilities.

Funding for the RFS and provision of Emergency Services, comes from three sources, with the bulk of funding (73.7%) provided by a tax on insurance companies and the remainder of the funds are provided by Local Government (11.7%) and the NSW State Government (14.6%). This model of funding is currently under review.

The net cost to Council, including capital projects for NSW RFS services as per the 12/13 Operational Plan is \$330,781.

### **Summary**

The agreement includes an instrument of delegation to the Zone Manager Castlereagh Zone RFS by the General Managers of Warrumbungle and Gilgandra Shire Council's.

The Agreement includes the list of premises currently occupied by the RFS. This list will have included the new Coonabarabran Fringe Brigade Sheds at Essex Street, Coonabarabran; to be occupied upon completion.

### **RECOMMENDATION**

That Council approve the Mayor and General Manager affixing of the Council Seal and executing the Rural Fire Service District Agreement - Castlereagh Zone.

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### Item 21 Cobbora Coal Project Progress

<b>Division:</b>	Executive Services
<b>Management Area:</b>	General Manager
<b>Author:</b>	General Manager – Steve Loane
<b>CSP Key Focus Area:</b>	Natural Environment
<b>Priority / Strategy:</b>	NE2 Activities involving the extraction of natural resources from our council area, including coal and coal seam gas, should have minimal negative impacts on our natural environment

**File Ref:** **Function:** Environmental Management **Activity:** Mine Sites

---

### Background

Councillors will be aware that the Cobbora Coal Project has been under considerable discussion in recent weeks.

On 28th November 2012 the NSW Treasurer Honourable Mike Baird addressed a forum of approximately 250 people assembled in Dubbo on the subject of the Cobbora Coal Project. The Treasurer announced that the State Government was conducting a review into the commercial viability of the project. As part of that review he revealed that one option was to investigate cheaper coal source options from existing coal mines in the Hunter Valley and “mothball” the Cobbora project. However the State Government will continue with the development application process and expects a determination by April 2013. The Treasurer invited Councils to meet with him to discuss the impact of not proceeding with the project. A letter has been sent to the Treasurer and Kevin Humphries requesting that meeting. No reply to date.

The ramifications of an approved deferred commencement are that of significant impact on the Southern end of the Shire, more specifically the village of Cobbora and the town of Dunedoo.

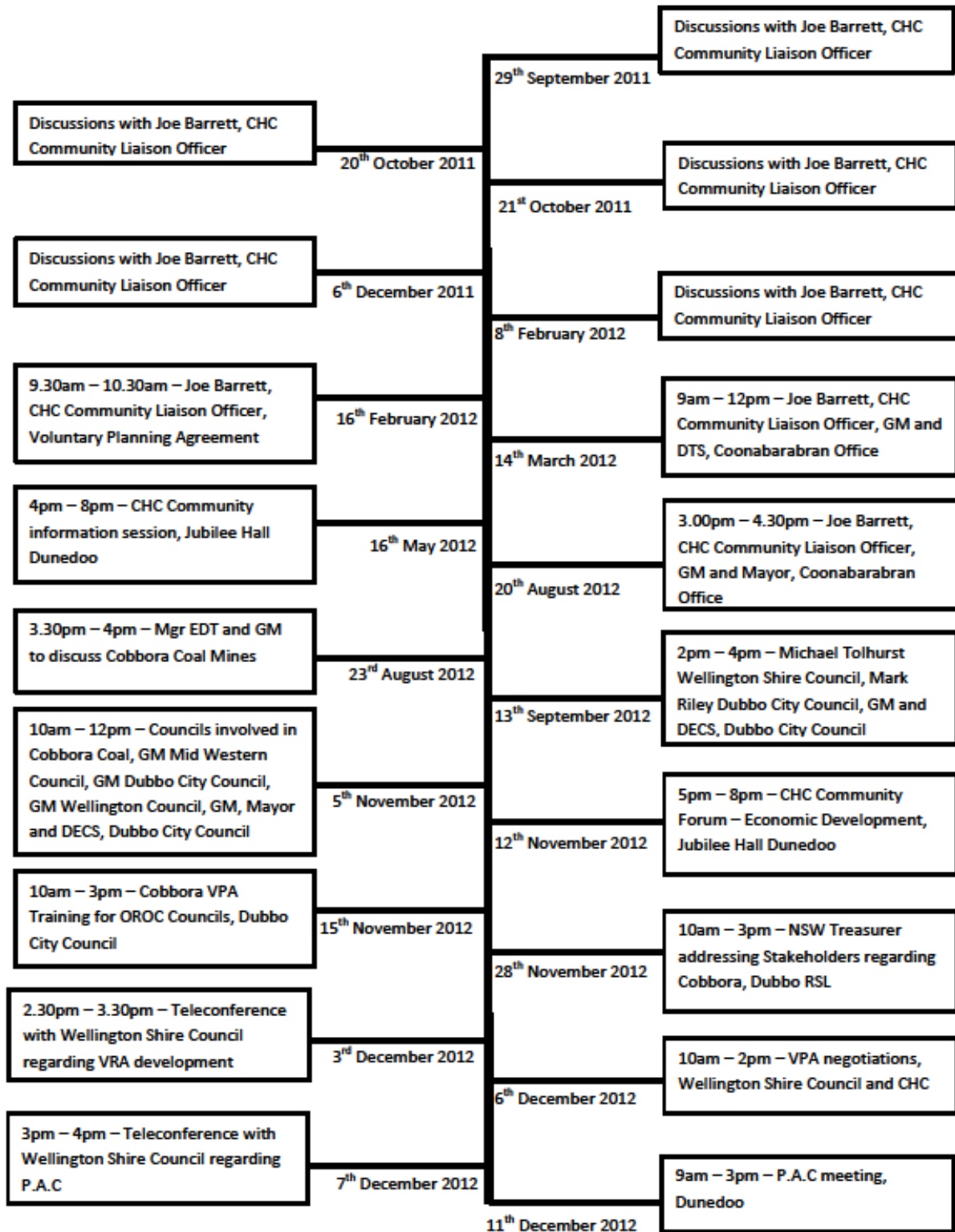
On the 11 December 2012 the Planning Assessment Commission (PAC) held the first public hearing into the project. At that hearing 20 speakers were heard including Wellington, Dubbo, Mid Western and Warrumbungle Councils. Other interest groups including the Observatory operators the environmental lobby and economists were also represented.

The PAC will meet again with Councils and a tentative date has been set for 16 January 2013 (date subject to change). For Councillors information I have provided herein a time line of Council’s engagement on the Cobbora Project.

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### Council and Cobbora Holdings Consultations (CHC)



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Although the engagement appears to be comprehensive, to date this Council has not been afforded the opportunity to have specific in depth discussions with the CHC representatives. Most meetings have been informal and impromptu.

The development assessment for this project will be considered under the provisions of Part 3a which takes the decision making out of the control of Council. The Department of Planning and Infrastructure is the consent authority. Under a normal development application situation to be considered by Council, Section 94 contributions would be conditions attached the development consent. In the absence of the Sect 94 contribution a Voluntary Planning Agreement (VPA) is required to be negotiated between the proponent and Council. This VPA is meant to give certainty to the community that the project will continue to contribute to the community for the life of the project. There has been some doubt as to the enforceability of VPAs. In submissions to both the PAC and CHC via a proposed draft VPA, WSC has insisted that the VPA forms part of the consent conditions.

CHC has adopted an approach for calculating the VPA based on the domicile arrangements of the workforce. WSC rejects this method and has made submissions to that effect. WSC prefer that the VPA be calculated, merit based on community impact and need.

### **Issues**

Community impact and infrastructure upgrades.

### **Options**

Accept the VPA offered by Cobbora Coal however the VPA is deemed to be deficient.

### **Financial Considerations**

Ongoing costs of consultants.

### **Summary**

The negotiation on the VPA is ongoing.

### **RECOMMENDATION**

For Council's information.

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### Item 22 National Roads & Transport Congress 2012 – report from Cllr Todd

<b>Division:</b>	Executive Services		
<b>Management Area:</b>	Governance		
<b>Author:</b>	Councillor Denis Todd		
<b>CSP Key Focus Area:</b>	Local Governance and Finance		
<b>Priority / Strategy:</b>	GF1.1 Council build strategic relationships with other levels of government to ensure that the shire receives an equitable allocation of resources		
<b>File Ref:</b>	Corporate Management	<b>Activity:</b>	Conferences

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#### **Background**

At the September 2012 Council meeting it was resolved (88/1213) that Councillor Todd attend the 2012 National Local Roads and Transport Congress in Tasmania on 14-16 November 2012, and bring a report back to Council.

Following is Councillor Todd's report.

#### **Issues**

Nil

#### **Options**

Nil

#### **Financial Considerations**

Nil

#### **Summary**

National Roads & Transport Congress 2012  
Wrest Point, Hobart

There were 234 delegates attending. The States and Territories were represented as follows:- NSW 87, Western Australia 37, South Australia 22, Queensland 19, Victoria 35, Northern Territory 7, ACT 7, Tasmania 7, New Zealand 1 and United Kingdom 1.

#### **Day One – Wednesday 14 November 2012**

- Official welcome to the congress by AGLA president, Felicity-Ann Lewis, as well as the Mayor of Hobart.

#### **Day Two – Thursday 15 November 2012**

- Opening ceremony was attended to by the AGLA president, Felicity-Ann Lewis with a president's address.
- The next key speaker was asset management of the Midland Highway – Matthew Lugg OBE Leicestershire County Council England. Mr Lugg spoke of the number of



# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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local government areas in England which comprises of 89 shire councils. The councils range in size from 40,000 residents to 1.2million. Mr Lugg's area of roads comprises of 40,000km.

- The next speaker was the Hon. Catherine King MP secretary for the Minister of Infrastructure.
- The next speaker was the Hon. Warren Truss Chairman of the National Party. Mr Truss spoke of the national local roads and transport agenda being roads, rail and air.
- The first speaker for this session was David Adamson Chief Executive South Island District New Zealand. Mr Adamson spoke regarding the building of roads by contractors; he has found a significant saving of up to 50% better off using contractors than using local government.
- Next speaker Peter Godfrey past president of the Engineers of Australia. Mr Godfrey has worked for Boral, Caterpillar, and Brambles and now owns and operates his own road consulting business.
- Panel of guest speakers discussing a number of roads and transport problems, they also took questions from delegates.

### Day Three – Friday 16 November 2012

- The opening session was conducted by Felicity-Ann Lewis on the state of local roads and finance.
- The next speaker, Jeff Roorda who works as a specialised asset manager for roads in all states and territories in Australia and his company has branches in the United States and Canada.
- Next speaker – Richard Hancock Project Manager of the National Heavy Vehicle program since 2010. Mr Hancock spoke of satellite tracking devices for heavy transport.
- Next section. Discussion held regarding the transport of produce from farm gate to port.
- Panel discussion was held with two local Government members on the panel. They were David Aber General Manager, Moree Plains Shire and Greg Buckston Mayor of Alice Springs Shire Council. Also present on the panel were Simon Dent former WA highway patrolman for 24 years, Alex Foulas General Manager for the Infrastructure and Transport. A number of questions were asked of the panel regarding various situations ie regional roads, dirt roads, railways, airports, ports, speeding, overloading and bridges.
- Next session – close of Congress. Everyone was thanked for attending by Felicity-Ann Lewis and the next Congress will be held at Alice Springs in November 2013, everyone is urged to attend.

### **RECOMMENDATION**

For Council's information

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 23 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:** Corporate Management      **Activity:** General Correspondence

---

### Background

Nil

### Issues

Nil

### Options

Nil

### Financial Considerations

Nil

### Summary

Council have been receiving letters of appreciation. Attached are copies of letters in their entirety.

### RECOMMENDATION

For Council's information.

# WARRUMBUNGLE SHIRE COUNCIL

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RECEIVED  
27 NOV 2012

SECRETARY	PRESIDENT	BY:.....TREASURER
MRS J HENDERSON 23 FARNELL ST MENDOORAN 2842	MR. D. FENWICK PAMPOO ST MENDOORAN 2842	MRS. A. NEAL 1 MARCHANT ST MENDOORAN 2842

Dear Sir/Madam

On behalf of the Mendooran Arts & Craft I would like to thank The Warrumbungle Shire Council for the Grant of \$375-00.

This money has helped us purchase much needed items for the functioning of the Arts & Craft Shop.

Since opening the shop we have been encouraged by a steady flow of customers and several new members joining. We are looking to the future with confidence.

Kindest Regards.

Judy Henderson



**WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting – 20 December 2012**

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ANGLICAN CHURCH OF AUSTRALIA—DIOCESE OF BATHURST  
**COOLAH - DUNEDOO PARISH**

ABN 52 884 638 864  
55 Cobborah Street, DUNEDOO, NSW. 2844  
Office: 6375 1246 Fax: 6375 1659 E-mail: [anglican.coodun@bigpond.com](mailto:anglican.coodun@bigpond.com)  
[www.coolahdunedoo.bowman.id.au](http://www.coolahdunedoo.bowman.id.au)

RECEIVED  
22 NOV 2012

BY:.....

18th November, 2012

The General Manager  
Warrumbungle Shire Council  
Coonabarabran 2357 NSW

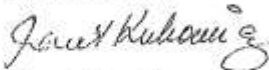
Dear Sir,

On behalf of the Coolah Dunedoo Parish Council we would like to express how grateful we are and acknowledge Steve Drew for all the hard work beyond the call of duty to the Mendooran rest area in preparation for our recent combined church service.

We would like this letter to be tabled at the next Council meeting.

Yours faithfully

Janet Kubowicz



Church Secretary

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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### Item 24 Investments & Term Deposits

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

---

### Background

As required by Clause 212 of the Local Government (General) Regulation 2005, the details of all monies invested by Council under Section 625 of the Local Government Act 1993 must be reported to Council at each monthly ordinary meeting.

Council currently benchmarks its investment performance against the 3 month Bank Bill Swap Reference Rate (BBSW) as per Council's investment policy. The November BBSW 3 month rate was 3.11%. Council's term deposits returned an average rate of 4.67% for the month of November, outperforming Council's benchmark.

During the month of November one of Council's Term Deposits totalling \$1m fell due, earning Council \$12,328 in interest revenue (over the life of the deposit). Council invested \$1.399m with NAB At Call account at a rate of 4.19% and invested \$1.45m into the ANZ At Call account at a rate of 4.75%.

On the 23<sup>rd</sup> of November, one of Council's investment securities - Asprit 1, held with ANZ Trustee Ltd also matured. This investment had not been paying coupons for several years post the GFC. In November, Council recouped both the full \$500k face value of this investment as well as a further \$9,884 at maturity.

A total of \$595,100 was transferred back into Council's operating account to meet daily operating expenses.

All of Council's investment securities are not currently paying coupons although several investments are expected to be redeemed at higher than original purchase price. Council's investment securities underperformed against Council's benchmark. However, it should be noted that the value (based on Indicative Bid) for Council's investment securities increased by \$30,000 during the month of November.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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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. 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.

### Options

N/A

### Financial Considerations

ANZ CPPI - Asprit I	This investment matured on 23 November 2012 and all principal monies were paid. The note returned \$101.97 at maturity.
Dandelion Westpac	AA- rated investment that no longer pays coupons despite 3 weeks 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 4 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 AA. Few concerns if any. Bid well below fair value. Low risk.

## WARRUMBUNGLE SHIRE COUNCIL

### Ordinary Meeting – 20 December 2012

#### Summary

Investment Securities: Council currently holds the following investment securities:

Bank	Purchase Price	Indicative Bid	Valuation based on indicative bid as at 30 November 2012	ISIN Number	Lodgement date	Maturity Date	Rating	Coupon Payments
Dandelion Westpac	1,000,000	99%	990,000	AUFN0004693	19.12.2007	21.12.2012	AA-	0%
ANZ CPPI Asprit II	800,000	95.5%	764,000	CPPISAMAF02	30.09.2009	30.03.2013	AA-	0%
Averon CPP Ltd Aver	700,000	92%	644,000	AU300AVER012	30.09.2009	20.06.2013	AA+	0%
FIIG All Seasons CPPI Note	1,500,000	91%	1,365,000	AU300SEKA021	29.08.2008	29.08.2014	AA+	0%
Octagon Ltd Linked	1,500,000	84%	1,260,000	XS023170158	25.10.2005	30.10.2015	AA	0%
<b>Total:</b>	<b>5,500,000</b>		<b>5,023,000</b>					<b>0.00%</b>

## WARRUMBUNGLA SHIRE COUNCIL

### Ordinary Meeting – 20 December 2012

Term Deposits: Council currently holds the following Term Deposits:

Bank	Current Investment	Opening Balance	Buy/(Sell)	November Interest Earned/ Accrued	Closing Balance	Lodgement date	Maturity Date	Rating	Current Yield
NAB Cash Maximiser #	1,701,545	893,491	804,200	3,856	1,701,547	At Call	At Call	AA-	4.19%
ANZ At Call	5,413,159	3,933,216	1,450,000	29,943	5,413,159	At Call	At Call	AA	4.75%
Suncorp Metway	-	1,010,382	1,012,329	1,947	-	16/08/2012	14/11/2012		5.00%
NAB	1,000,000	1,007,971	-	4,123	1,012,094	3/09/2012	3/12/2012	AA-	5.03%
<b>Total:</b>	<b>8,114,704</b>	<b>6,845,060</b>	<b>1,241,871</b>	<b>39,869</b>	<b>8,126,800</b>				<b>4.67%</b>

Note: Interest earned from ANZ At Call account includes a balance of \$12,917 from October.

#### **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 November 2012.



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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### Item 25 Rates Report for Month ending 30 November 2012

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

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

---

### **Background**

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

The Division of Local Government (DLG) recommends (via their accepted benchmark) a ratio of less than 5% for Urban and Coastal Councils and less than 10% for Rural Councils. Council's outstanding ratio as at 30 June 2012 was 13.62% which although above the DLG recommended benchmark is an improvement on last year's ratio of 15.13%.

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

### **Issues**

The outstanding rates and annual charges ratio as at 30 November 2012 is 15.88%. This has increased slightly from last month due the 2<sup>nd</sup> Instalment falling due on 30 November. This figure is higher than the 10% benchmark proposed by the DLG.

### **Options**

N/A For Council Information

### **Financial Considerations**

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

### **Summary**

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

## WARRUMBUNGL SHIRE COUNCIL

### Ordinary Meeting – 20 December 2012

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	6,916,051	162,716	2,969	7,365,126	3,769,208	3,595,919	51%	828,344	12%
Water	187,948	1,285,527	72,159	193	1,401,122	708,583	692,539	51%	240,171	19%
Sewerage	379,939	1,164,494	54,674	2,080	1,487,679	464,673	1,023,005	31%	191,989	16%
Garbage	155,985	1,563,641	105,840	1,288	1,612,498	853,864	758,634	53%	212,392	14%
<b>TOTAL RATES AND CHARGES</b>	<b>1,338,631</b>	<b>10,929,714</b>	<b>395,390</b>	<b>6,530</b>	<b>11,866,425</b>	<b>5,796,328</b>	<b>6,070,097</b>	<b>49%</b>	<b>1,472,896</b>	<b>13%</b>
Water Consumption	411,225	1,052,343	-	23	1,463,545	388,728	1,074,817	27%	269,812	26%
Sewer Consumption	70,499	117,859	-	17	188,341	65,037	123,304	35%	24,893	21%
<b>TOTAL WATER SUPPLY</b>	<b>481,724</b>	<b>1,170,202</b>	<b>-</b>	<b>40</b>	<b>1,651,886</b>	<b>453,764</b>	<b>1,198,122</b>	<b>27%</b>	<b>294,704</b>	<b>25%</b>
Legal Fees	156,016	33,380		18	189,378	57,598	131,780	30%	166,595	
Interest	228,554	46,907			275,461		275,461			
<b>GRAND TOTAL</b>	<b>2,204,925</b>	<b>12,180,203</b>	<b>395,390</b>	<b>6,588</b>	<b>13,983,150</b>	<b>6,307,690</b>	<b>7,675,460</b>		<b>1,934,195</b>	<b>15.88%</b>

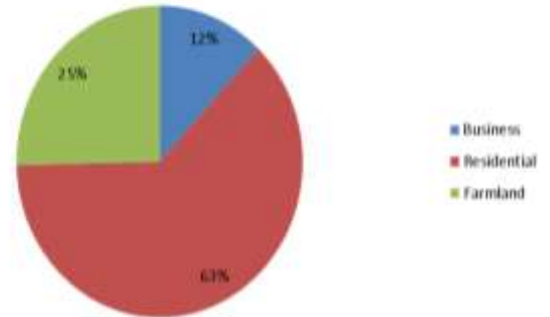
- Interest charges in the 'Total Arrears' column are classified under the relevant charge type above, as opposed to being recorded separately per the 'Total Outstanding' column.
- The outstanding figures for sewer consumption, water consumption and sewerage rates and charges need to be viewed in total 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.

# WARRUMBUNGL SHIRE COUNCIL

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Analysis by Council staff has indicated that a majority of the rates and annual charges outstanding amount 63% relates to residential properties, while 25% relates to farmland and 12% to business. See graph to the right, and table of outstanding balances by rate group and rate/charge type below for further details.

**Outstandings November 2012  
(by Rate Category)**



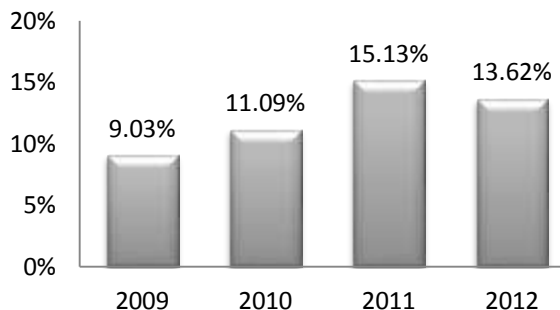
Of the amount outstanding, Council currently has a total of 309 assessments with a total of \$665k outstanding under an arrangement to pay the outstanding rates and annual charges on a weekly, fortnightly or monthly basis.

Rates Type	Rates levy			Water levy			Legal	Grand Total
	General	Domestic Waste	Water Access	Sewer Access	Water Usage	Sewer Usage		
<b>Business</b>	71,967	30,916	22,607	31,557	45,114	24,893	7,816	234,884
<b>Residential</b>	312,898	174,186	217,478	160,432	224,698	-	119,105	1,208,793
<b>Farmland</b>	443,479	7,290	86	-	-	-	39,674	490,519
<b>Total</b>	<b>828,344</b>	<b>212,392</b>	<b>240,171</b>	<b>191,989</b>	<b>269,812</b>	<b>24,893</b>	<b>166,595</b>	<b>1,934,195</b>

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

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

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.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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### Item 26 Bank Reconciliation for month ending 30 November 2012

<b>Division:</b>	Corporate Services	
<b>Management Area:</b>	Financial Services	
<b>Author:</b>	Acting Senior Finance Officer – Alira Carlyle	
<b>CSP Key Focus Area:</b>	Local Governance and Finance	
<b>Priority / Strategy:</b>	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan	
<b>File Ref:</b>	<b>Function:</b> Financial Management	<b>Activity:</b> 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 Council's General Ledger.

#### **Options**

N/A

#### **Financial Considerations**

Nil

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

### Summary

Balance per General Ledger – 30 November 2012

<b>Bank</b>	<b>Account Number</b>	<b>Balance</b>
General Fund	5410-3000-0001	1,106,233
Trust Fund	9000-3000-0000	157,899
Investments - General	5220-3001-3001	5,514,704
Investments - General	5220-3001-5001	2,520,000
Investments Movement - General	5220-3003-0000	13,126
Investments - Water Fund	7085-3001-0001	2,920,253
Investments Sewerage Fund	8085-3001-0001	2,646,619
<b>Total per General Ledger</b>		<b>14,878,838</b>

Balance as per Bank Account – 30 November 2012

<b>Bank</b>	<b>Balance</b>
<b><u>General</u></b>	
Commonwealth	579,457
Westpac	115,530
NAB	320,085
<b>Total - General</b>	<b>1,015,074</b>
<b><u>Trust</u></b>	
Commonwealth	157,899
<b>Total - Trust</b>	<b>157,899</b>
<b><u>Investments</u></b>	
Securities	5,500,000
IBD	8,114,704
<b>Total Investments</b>	<b>13,614,704</b>
<b>Total All Bank Accounts</b>	<b>14,787,678</b>

**WARRUMBUNGL SHIRE COUNCIL**

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<i>Add:</i>	
Outstanding Deposits - General	130,631
Outstanding Deposits - Trust	-
<i>Less:</i>	
Unpresented cheques - General	39,471
Unpresented cheques - Trust	-
<b>Balance adjusted for outstanding deposits &amp; Unpresented cheques (Final Bank Balance)</b>	<b>14,878,838</b>

<b>Variance between Final Bank Balance and General Ledger</b>	<b>-</b>
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**RECOMMENDATION**

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

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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### Item 27 Datalink Bandwidth Upgrade – Coonabarabran Coolah Office Link

<b>Division:</b>	Corporate Services
<b>Management Area:</b>	Communications & IT
<b>Author:</b>	Manager Communications and IT - Chris White
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority / Strategy:</b>	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan.
<b>File Ref:</b>	<b>Function:</b> IT Infrastructure Internal <b>Activity:</b> Upgrade of Services

---

### **Background**

Coolah and Coonabarabran offices are both currently on 2mb/ps and 4mb/ps datalink bandwidth to Council's IT Network. The current datalink specifications were developed following an IT Audit prior to the Organisational Restructure that commenced in October 2011. There has been an increase in staffing numbers requiring access to Council's IT network and an increase in the use of software applications that utilise higher quantities of data, such as ArcGIS and photographic images.

Now the system has been operational for nearly 12 months, it is apparent this bandwidth is limiting staff ability to use applications such as Practical (finance, property and rates), GIS (mapping) and the recently installed telephony infrastructure VoIP (Voice over Internet Protocol).

### **Issues**

Staff located in the Coolah office in particular are currently reaching datalink capacity in the use of Council's IT network on a regular basis, leading to recurrent slowness of the network. Staff located in the Coonabarabran office also experience network slowness on a less frequent basis. Recurring network user issues is affecting staff work efficiencies.

In addition, Council is yet to recruit a GIS officer to be located in the Coolah office, however the current datalink does not have sufficient bandwidth capacity to support the use of the software application required to develop a GIS unit, ArcGIS.

Options for upgrading the datalink for the Coonabarabran and Coolah offices have been explored, which requires upgrading the existing contract or moving to an alternate internet provider.

Preliminary quotations have been sought from the current provider; Ipera and from Telstra with advice sought from NSW Local Government Procurement. Since the total accumulated value for this new contract will exceed the annual expenditure limit of \$150,000 it is now necessary for Council to implement a formal open tender process as per Local Government Regulations (2005) and Local Government Act (1993) s55.

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 20 December 2012**

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### **Options**

Council has no option other than to implement a formal tender process as per the DLG Tendering Guidelines for NSW Local Government (2009). Unfortunately Council's Internet service provider, Ipera; is not registered with the current NSW Local Government Procurement Telecommunications tender for the provision of either; voice, data or mobile.

### **Financial Considerations**

Council approved the supplementary vote for this project in the 2012/13 Operational Plan at the November 2012 QBRS meeting.

### **Summary**

The current bandwidth for the Coolah and Coonabarabran offices is restricting capacity of staff using the IT network. The current datalink bandwidth was determined from an audit of Council's IT network needs prior to the 2012 Organisational Restructure. Subsequently there has been an increase in the number of staff accessing the IT Network at each office, increased use of software applications requiring higher data needs, and an identified need to finalise the recruitment of a GIS unit within Corporate Services.

A formal tender process is required to be undertaken to ensure best value for Council operations.

### **RECOMMENDATION**

That Council undertakes a Datalink Tender seeking submissions from Telecommunications Providers for a 20mb/ps data link between the Coonabarabran and Coolah Offices and internet for a three (3) year contract.



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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### Item 28 Council Owned Community Grazing Leases

<b>Division:</b>	Corporate Services	
<b>Management Area:</b>	Property and Risk	
<b>Author:</b>	Manager Property and Risk – Jennifer Parker	
<b>CSP Key Focus Area:</b>	Rural and Urban Development	
<b>Priority / Strategy:</b>	RU1 Land use planning across the shire needs to ensure the retention of the rural character of the area whilst encouraging ecologically sustainable development.	
<b>File Ref:</b>	<b>Function:</b> Grazing Leases	<b>Activity:</b> Tri Annual Allocation

---

### Background

Council has advertised for expressions of interest inviting submissions for Grazing Licences on various plots of Community Land and unformed roads in the shire that is identified as Community Land. The licences run for three (3) years and are usually filled every allocation.

The current Grazing Licences on offer are as follows:

Part Swanston Park, BMX Park, Lot 1 DP112026 , Coolah	1.77ha approx.
Part Swanston Park, Lot 1 DP112026 , Coolah	5.66ha approx.
Kenebri Sports Ground, Lot 2 & 47 DP750294 , Kenebri	4.418ha approx.
Old Tip, Lot 1 DP 883570, Leadville	144.8ha approx.
Part Botheroo Street, Coolah - Next to sewerage works	0.66ha approx.
River Street, Mendooran - Nth Lots 61, 80, 63 and 64 to the Castlereagh River	3.8ha approx.
River Street, Mendooran – Nth Lot 60 to the Castlereagh River	2.0ha approx.
MR 396, Weetaliba	1.98ha approx.

These parcels of land have no Plans of Management and with the exception of Kenebri Sports Ground, all have a current Grazing Lease Agreement of three (3) years that are due to expire on 31 December 2012.

### Issues

With the leases ending in December Council has advertised inviting expressions of interest in renewing or commencing a Grazing Licence for three (3) years from 1 January 2013 to 31 December 2015.

Submissions closed at 12pm on Friday 14 December 2012 for the next three (3) year period and the list of expressions of interest received for Council consideration will be provided to Councillors under separate cover.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

### Options

The criteria in assessing the applicants for a Grazing Lease includes the following;

- Public Liability Insurance \$20million
- Preferred History
- Grass Rights Only

### Financial Considerations

The Community Land Grazing Lease licences have in the past three (3) years achieved an income of about \$2,800 per annum. A condition of the Licence agreement is that the licensee has the responsibility for the maintenance, care and control for the defined land area. This is land that Council would normally have to maintain.

### Summary

Council offers up for lease eight (8) grazing licences on Community Land. The parcels of land in question do not have a Plan of Management and have been leased out in the past to local landholders. The expressions of interest closed at 12pm on 14 December 2012.

### RECOMMENDATION

That Council grant a lease to the following persons, in line with the License Agreement, for the period of the lease commencing 1 January 2013 and terminating 31 December 2015.

Property and Licensee	Per Annum	
BMX Park, Coolah No Successful applications for Grazing Licence		1.77ha approx..
Swanston Park, Coolah Jarrod Bennetts	\$1750.00	5.66ha approx..
Kenebri Sports Ground, Kenebri Garry Worrell	\$400.00	4.418ha approx..
Lot 1 DP 883570, Leadville Gavin Douglass	\$510.60	144.8ha approx..
Part Botheroo Street, Coolah Paul Banks	\$555.50	0.66ha approx..
River Street, Lots 61, 80, 63 & 64 to the Castlereagh River, Mendooran Dawn Webb	\$200.00	3.8ha approx..
River Street, Lot 60 to the Castlereagh River, Mendooran No Successful application for Grazing Licence		2.0ha approx..
Adjoining Lot 81, MR 396, Weetaliba No Successful application for Grazing Licence		1.98ha approx..

**FURTHER** that the three properties not successfully bid on will be put on the Council web site and the Grazing Licences will be negotiated privately with Council.

# WARRUMBUNGL SHIRE COUNCIL

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### Item 29 Stocktake November 2012

<b>Division:</b>	Corporate Services	
<b>Management Area:</b>	Financial Services	
<b>Author:</b>	Acting Manager of Finance – Lisa Grammer	
<b>CSP Key Focus Area:</b>	Local Governance and Finance	
<b>Priority / Strategy:</b>	G4.1 Ensure that Council's governance, practices, policies and procedures respond effectively to the long term goals of the CSP.	
<b>File Ref:</b>	<b>Function:</b> Financial Services	<b>Activity:</b> Stocktake

---

### Background

During the month of November Financial Services undertook the first stocktake for the year of all three (3) stores; being Coolah, Coonabarabran and Dunedoo.

Council conducts stocktakes in order to reconcile the physical stock in its stores with what is recorded in Council's accounting system (Practical). Stocktakes are an important internal control that ensures the accuracy of Council's stock records and also acts as a process for detecting and preventing fraud.

A disparity between Council's stock records in its financial systems and Council's stocktake results will mean that there has been a failure of either the system for physically controlling the stock or in the operations for recording the stock. Stock may be lost or misplaced for a number of reasons. It may be stolen, wrongly located in the racks, left in gangways or delivered in error. Stocktakes ensure that any disparities are identified and can then be rectified.

### Issues

Council's stocktake results are as follows:

Store	Result	Amount
Dunedoo Store	Write on	208.63
Coolah Store	Write off	(47.75)
Coonabarabran Store	Write on	4,411.60
Total:		4,572.48

It should be noted that there is an unusual high Write on for the Coonabarabran store due to stock items being located that were written off in 2008.

### Options

N/A

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### **Financial Considerations**

Due to improved procedures and stock management some store items have been located that were previously written off, as result these items are to be written back into the store increasing Council's stock value.

### **Summary**

The total write-on amount is \$4,572.48.

### **RECOMMENDATION**

That Council note the results of the November 2012 Stocktake and approve a stock write-on of \$4,572.48.

# WARRUMBUNGL SHIRE COUNCIL

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### Item 30 Contractor Management Policy

<b>Division:</b>	Corporate Services	
<b>Management Area:</b>	Property and Risk	
<b>Author:</b>	Manager Property and Risk – Jennifer Parker	
<b>CSP Key Focus Area:</b>	Local Governance and Finance	
<b>Priority / Strategy:</b>	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the community Strategic Plan	
<b>File Ref: Function:</b>	Risk Management	<b>Activity:</b> Risk Management

---

### Background

Council has no Policy for the engagement of contractors. The grace period with the new Workplace Health and Safety (2010) legislation ends on 31 December 2012 and the attached Contractor Management Policy has been drawn up to ensure that Council staff follow a recommended procedure to ensure that Council is compliant to the act and law.

### Issues

This is a new policy to assist council staff in the engagement of contractors. Council currently does not have a policy.

### Options

N/A

### Financial Considerations

N/A

### Summary

A Draft policy for Contract Management has been developed to streamline the process of Contract Management and bring it into line with the new WHS legislation. It is a guide to help staff comply with WHS legislation when employing a contractor for both Minor and Major works.

### RECOMMENDATION

That Council endorse and adopts the Contractor Management Policy, to ensure Contractors engaged by Council adhere to WHS Legislation (2010) safety procedures and practices.



# Contractor Management Policy

**WARRUMBUNGLE SHIRE COUNCIL**

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**Warrumbungle Shire Council  
Contractor Management Policy  
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# **WARRUMBUNGLE SHIRE COUNCIL**

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### **Introduction**

Warrumbungle Shire Council is committed to ensuring that all activities undertaken by Council and its Contractors are undertaken in a safe manner without causing risk to Council's employees, Contractors and community.

### **Purpose**

The purpose of this policy is to ensure systems are established and maintained to define universal corporate compliance with Council's Safety Policies and practices (procedures) and other statutory requirements by Contractors engaged by Council.

### **Policy**

Warrumbungle Shire Council acknowledges that it has the same duty of care obligations under the WHS Act 2011 to Contractors as it does to its own employees. Council understands that the duty of care to Contractors cannot be contracted out and will reasonably ensure that all Contractors are protected from risk or injury whilst on Council premises or when carrying out their duties on behalf of Council.

### **Definitions, Terms and Abbreviations**

#### **Contractor**

A person or company engaged formally to carry out work for Warrumbungle Shire Council or their authorised representative.

#### **Contracts Superintendent**

Manager, delegated authority or any person with authority to engage or supervise that is responsible for all matters pertaining to managing particular contracts, works, Contractors and any sub Contractor employees.

#### **Sub-Contractor**

Any person or company formally, engaged by a Contractor to perform specified works for the Contractor.

#### **Shall and Should**

The word "shall" is to be understood as mandatory and the word "should" as recommended but non-mandatory.



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### **Responsibilities Council**

A Council representative is to be specified in all engagement of Contractors.

The representative shall:

- Be suitably qualified and experienced.
- Be required to monitor, inspect, document and provide feedback.
- Have sufficient authority to shut down work.
- Ensure initial site specific risk assessments is carried out and correct.
- Develop site specific specifications.

### **Contractors**

Contractors shall:

- Be solely responsible for carrying out the work under the contract having the highest regard for safety of workers, persons at or in the vicinity of the site, the works temporary works, materials and the property of third parties.
- Comply with:
  - All statutory requirements applying to the site.
  - All Council policies, procedures and instructions applicable to the work on site.
  - Site safe work practices.
  - Any specific instructions provided by Warrumbungle Shire Council site Contractor Superintendent.
  - Hold the necessary licences, certificates and/or approved evidence of competency for all plant and equipment they operate on site.

### **Contractor Equipment and Materials**

- Contractors are to ensure that their equipment is current for inspection purposes and inspected prior to use to ensure that it is fit for purpose.
- Contractors are to ensure that the materials they use comply with the necessary standards.
- The Warrumbungle Shire Council site Contract Superintendent shall conduct regular spot checks on Contractor equipment and materials to ensure that they are WHS compliant.

### **Contractor Work Areas**

- Contractors are to ensure that their work areas are maintained in a safe condition at all times.
- The Warrumbungle Shire Council site Contract Superintendent shall conduct regular spot checks on Contractor work areas to ensure that they are being maintained in a safe condition.

### **Contractor Work Practices**

- Contractors are to hold documented toolbox talks with relevant staff, Contractors and/or subContractors prior to the commencement of each shift in order to discuss awareness topics and the day's activities.
- Prior to the commencement of each task on site, Contractors shall conduct a risk assessment.

# WARRUMBUNGL SHIRE COUNCIL

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- The Warrumbungle Shire Council site Contract Superintendent shall conduct regular spot checks on Contractor work activities to ensure that they are being undertaken in a safe manner.

### **Contractor Management Process**

#### **Engagement of Contractors**

Only Contractors, who have the ability to meet the Warrumbungle Shire Council's Safety Program safety policies, procedures and are currently registered, shall be on the list for work.

Prior to the engagement of Contractors, the site Contract Superintendent shall ensure that:

- They have registered on the StateWide web based Contractor Insurance Management System (CIMS) to ensure that the Contractor's risk transfer insurances are in place and are adequate. CIMS reference number to be quoted on the Authority To Work form (Annexure A).
- All relevant criteria, as per this policy, are met prior to engaging a Contractor to carry out work.
- The Contractor understands the Warrumbungle Shire Council's General Terms and Conditions on Work Health and Safety.
- A Contractor's safety management plan is approved by Warrumbungle Shire Council.
- The Contractors engaged are appropriately licensed and authorised to carry out such work or service as defined in the contract.
- The Contractor is given all relevant information concerning safety and health implications of the work to be undertaken.
- Ensure that any work hazard information is passed to the Contractor.

#### **Reviews and Approval of Safety Plans**

The Contractor is required to produce a specific safety management plan for work on site. The extent of information in the plan will depend on the size and extent of the work. *Refer appendix A*  
The Safety and Environmental Management Plan needs to show how the Contractor intends to carry out the work to eliminate or control all hazards identified.

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### **Inductions**

The Contract Superintendent responsible for supervising the Contractor's work on site shall ensure that:

- All employees of Contractors shall undergo a Safety Induction prior to commencing work on site.

The Site Specific Safety Induction shall include:

- Coverage of key safety rules and procedures applicable to the work on site.

No person shall commence work until such time as:

- The Induction has been completed and declaration that they have received an induction has been signed off by the Contractor Superintendent.

### **Monitoring Contractor Activities**

The site Contract Superintendent shall regularly monitor the Contractor's activities to ensure full compliance with all agreements and instructions related to WHS.

### **Reporting and Investigating Incidents**

All incidents, accidents, occupational diseases and environmental incidents involving the Contractor shall be reported in accordance with Warrumbungle Shire's Incident/Accident Reporting and Investigations Procedures.

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### Appendix A

Ascertain the contract classification and requirements using the following table:

#### Section A - Defining the contract classification

- **Q1. What risk is involved with the Contractor?**
- Does any work consist of any of the following:
- Construction work or maintenance work involving structural alterations that require temporary support
- Construction work near traffic or mobile plant.
- Working over or adjacent to water where there is a risk of drowning.
- Working in confined spaces
- Working at a height greater than three (3) metres
- Demolition work or working with Asbestos
- Working with gas, or electrical work
- Use of hazardous substances
- Construction work involving the use of explosives
- Excavation work - depth greater than 1.5 metres.
- Use of sub-Contractors for any of the above
- Entry to a hazardous or restricted access area?
- Any activity assessed as having high risk WHS risk.

If the answer is **no** to the risks the contract is classified as **MINOR** - proceed to section B Part i.

If the answer is **yes** to any of the risks, then the contract is **MAJOR** (proceed to Q2 for further classification)

#### **Q2. MAJOR CONTRACT**

Does the contract involve any of the following:

- Construction work worth over \$150,000
- High risk construction work under \$150,000
- Demolition or asbestos removal

If the answer is **no** proceed to Section B part (ii)

If the answer is **yes** to any of the risks, proceed to Section B part (iii)

#### Section B - Determining what is required for type of contract before work commences

##### **Part i - Minor Contract**

WSC Induction issued to Contractor which includes the requirement to comply with all of Council's policies including Risk Assessment.

General induction given to Contractor regarding the site is given. i.e. Amenities, parking, evacuation routes, licences, etc.

Obtain licence, permits and CIMS number

##### **Part ii - Major Contract**

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### Section C - Contract monitoring requirements

WSC Induction issued to Contractor which includes the requirement to comply with all of Council's policies.  
Obtain licence and workers comp details and Permit  
Site Induction completed before work commences  
Safe Work Method Statements or Risk Assessments required for work with significant WHS risk.

#### **Part iii - Major Contract**

Contractor evaluation completed for each subContractor.  
Induction issued to Contractor which includes the requirement to comply with all of Council's policies.  
Obtain licences and workers comp details  
Site Induction completed before work commences  
OHS Management Plan completed and given to all Contractors if value is >\$150,000  
Safe Work Method Statements updated in WHS Management Plan as required.

#### **Part i - Minor Contract**

General on-site monitoring throughout the course of the contract.

#### **Part ii - Major Contract**

On site monitoring of contract to ensure that WHS requirements are met. Frequency and nature will depend on the risk associated with the activities undertaken.

Scheduled meetings with Contractor as required.

#### **Part iii - Major Contract**

On site monitoring of contract to ensure that OHS requirements are met. Frequency and nature will depend on the risk associated with the activities undertaken.

Scheduled meetings with Contractors as required

Incident management follow up as required

WHS Plan updated as required if value >\$150,000

Contractors complete WSC Performance Report monthly if the contract extends beyond one month.

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After assessing the type of contract, in the case of Minor contracts or Major contracts in accordance with Section B Part ii, complete the Warrumbungle Shire Council Authority to Work Permit (Annexure A).

The Permit will be attached to the Warrumbungle Shire Council Purchase Order and must be signed off by the responsible person identified in the contract **prior** to work commencing.

For major contracts in accordance with Section B Part iii, the relevant manager will develop a set of contract documents that will contain a specification relating to Warrumbungle Shire Council's Work, Health and Safety requirements. Part of this specification shall require Contractors to submit a Safety Management Plan in accordance with the NSW Government, Occupational Health and Safety System, Guidelines, 4<sup>th</sup> edition, June 2004.

All Contractors shall submit to Council the following information prior to being assessed for suitability to carry out work:

Workers Compensation Certificate of Currency and relevant CIMS number

All insurances, including public liability (min \$20 million), products liability (min \$20 million), if appropriate Professional Indemnity Insurance (min \$10 million) and vehicle insurance or relevant CIMS number.

- Copy of all licences for PlantO.
- Copy General Occupational Health and Safety Construction Induction Card as applicable.
- Copy of attendance at WSC Induction Checklist.
- Copy of registrations for all vehicles used on Council's worksites.
- Copy of Australian Company Number (for major contracts only) or ABN for any other contract.
- Current Safety Data Sheet for all chemicals used.

During the course of the contract, the WHS Performance Report (Annexure B) must be completed by the responsible person.

### **Contractor Payments**

**For Contractors to be paid, a copy of the completed Warrumbungle Shire Council Authority to Work Permit including initial Risk Assessment details must be attached to the invoice when the Manager or delegate signs off on OK to PAY and both are returned to creditors for processing.**

The responsibility for ensuring that the Authority to Work Permits is complete lies with the relevant Manager and not Accounts Payable staff. Any invoices without either a signed Authority to Work Permit attached or a note on the invoice (signed by the responsible manager) stating clearly that the invoice does not involve a Contractor will NOT be paid and will be returned to the responsible Manager for correction.

### **Training**

The policy is to be communicated to all staff to ensure universal corporate compliance throughout Council's activities.

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### **Failure to Provide Details**

#### **For Contractors:**

If the Contractor:

- Fails to comply or unreasonably delays in complying with any direction given by WSC authorised representative,
- Fails to maintain any Equipment to the Equipment Requirements,
- Provides Operators who fail to meet Operator Competency Requirements,
- Fails to effect and maintain all the registration, licence and insurance requirements,
- Fails to make any Equipment and Operator available for inspection and interview when required to do so by WSC,
- Fails to adhere to Work, Health and Safety Requirements and Environmental Requirements,
- Has given or made a false warranty, acknowledgment or representation required to be given by this contract, or
- Persistently commits any other breaches of this policy,

Warrumbungle Shire Council shall give notice to the Contractor requiring it to rectify the default immediately. If the Contractor fails to rectify the default, Warrumbungle Shire Council may terminate the contract effective immediately on the supply a written termination statement.

#### **For Staff:**

Failure to comply with the requirements of this policy **shall** result in disciplinary measures being undertaken in accordance with Warrumbungle Shire Council's Disciplinary Process Policy.

#### **Reporting**

Copies of Authority to Work, Insurances/Registration/Qualifications and WHS Performance Report must be submitted to the person who engages the Contractor for reporting and record keeping purposes.

#### **References**

Local Government (General) Regulation 2005  
Work, Health and Safety Regulation 2011  
Work, Health and Safety Act 2011

#### **Annexure**

Annexure A - Warrumbungle Shire Council Authority to Work Permit – Minor Contract Works.  
Annexure B - Warrumbungle Shire Council WHS Performance Report  
Annexure C - WHS Management Plan Template

# **Annexure A –**

# **Warrumbungle Shire Council Authority to Work Permit - Minor Contract Works**



# WARRUMBUNGLE SHIRE COUNCIL

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### Authority To Work Permit

Order Number:	<input style="width: 90%;" type="text"/>	Permit Valid to	<input style="width: 10%;" type="text" value=" / "/>	<input style="width: 90%;" type="text" value=" / 20"/>
Council Contractor Contact Person:	<input style="width: 95%;" type="text"/>		(print name)	
<b>Contractor to Complete</b>	<b>CIMS REF NO:</b> <input style="width: 80%;" type="text"/>			
Location of Work	<input style="width: 95%;" type="text"/>			
Description of Work and Tasks to be undertaken.	<input style="width: 95%;" type="text"/>			
Description of Plant and Equipment to be used on site	<input style="width: 95%;" type="text"/>			
<b>No work can commence until the following Documentation is submitted and approved by the relevant Warrumbungle Shire Council Director or their delegate.</b>				
<b>Requirements</b>	<b>Submitted (Contractor to Initial)</b>	<b>Contract Superintendent or Delegate</b>		
		<b>Name</b>	<b>Signature</b>	
CIMS checked to comply with Council policy	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Plant Registration Details	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
WorkCover General Construction Induction Ticket	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Council Safety Handbook and Code of Conduct Supplied	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Specialist licences Chemical Usage, CASA Cert, special machinery permits/relevant Work Cover Tickets or equivalent competency certification	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Approved Risk Assessment #	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Drivers Licence	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Safe Work Method Statements for high risk work	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Traffic Control Plan/s	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Safety Data Sheet ON SITE	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Other (if required)	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Contractor to take responsibility payment of sub-contractors	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
<b>Contractor or authorised representative to complete</b>				
Name of Contractor:	<input style="width: 95%;" type="text"/>			
Signature of Contractor:	<input style="width: 95%;" type="text"/>		<input style="width: 10%;" type="text" value=" / "/>	
<b>Warrumbungle Shire Council Director (or delegate to complete)</b>				
The above documentation has been inspected and is approved and authority is given to commence work.				
<b>Signature</b>	<b>Name and Date</b>	<b>Position</b>		
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		
<small>*No work can commence on any Council owned property until the Authority to Work Permit has been Signed by the Relevant Department's Director or their delegate.                  * No work where High Risk has been identified may commence until appropriate controls have been identified and implemented to reduce the risk to medium or lesser. This process must be verified and signed off by the relevant Director or his delegate                  *Copy of Authority to Work must be available for inspection on site at all times.</small>				

WSC AWP 0113

# **Annexure B –**

# **Warrumbungle Shire Council WHS Performance Report for Contractors**

# WARRUMBUNGLE SHIRE COUNCIL

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### WHS Performance Report for Contractors

<b>1. Contract Details</b> to be completed by the contractor or authorised representative				
Contract Name				
Contractor				Month <span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span>
Prepared by				Date <span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span> / <span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span> / 20
<b>2. Performance Indicators</b>				
<b>Indicator</b>	<b>Current Month</b>	<b>Cum. total</b>	<b>Mthly Average</b>	
Number of incidents not complying to Council policies and work practices.				
Number of Plant Start Up's completed				
Number of lost time injuries				
Working days lost due to injury				
Number of first aid treatment injuries				
Number of hazard inspections/reports conducted				
Number of Risk Assessments completed				
Number of safety meetings/forums/toolbox meetings conducted or attended				
Number of inductions completed				
<b>3. Incident Details</b>				
<b>Date of incident</b>	<b>Description</b>	<b>Days lost current month</b>		
<b>4. WHS Corrective Actions</b> (e.g. from hazards and incident reports or inspections)				
<b>Item No</b>	<b>Description</b>	<b>Risk</b>	<b>Open</b>	<b>Closed</b>
<b>5. WorkCover Activity</b> (e.g. details of any visits to the site, notices served, fines etc.)				
<b>6. Comments</b>				
Signed		/ / 20		/ / 20
	Contractor or Authorised Representative	Date	Contract Superintendent	Date

WSC WHSPRC 0113

# **Annexure C –**

# **Contractor Management Plan**

# WARRUMBUNGLE SHIRE COUNCIL

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### Contractors WHS Management Plan (for Major Contracts)

**1. Contractor Details** to be completed by the contractor or authorised representative

Contractor Name:

Contractor Address:

Contractor Representative:

Contract Description:

Location of Works:

Timing of Works (approximate): Start date:  /  / 20      End date:  /  / 20

**2. Responsibilities**

Name	Position held	Safety responsibilities	Contact number (direct)

**3. Emergency Contact Details**

Contact	Name	Position	Contact number (direct)
First Contact			
Second Contact			
Third Contact			

**4. Scope and Activity Details**

List Major Activities on site.

- 
- 
- 
- 
-

**5. Safe Work Method Statement**

Complete the following section outlining your Safe Work Method Statements and how you will ensure that all employees and subcontractors understand them. Attach copies of the relevant SWMs.



**Contractors WHS Management Plan**  
(for Major Contracts)

**6. First Aid Injury Management**

A first aid program for contractors is outline in the Local Government Induction. Please describe below any additional first aid requirements for this contract.

Describe any specific Injury Management processes for this contract:

**7. Emergency Procedures**

Identify specific emergency procedures or equipment required for the contract.

**8. Incident Reporting and Investigation**

Describe how incidents will be reported and investigated during the contract.

**9. Specialised Work or Licensing**

List any special licences required for the contract.

**10. Training and Induction Requirements**

Training and inductions for contractors are to be completed in accordance with the Local Government Contractor Safety Guidelines. List any relevant communication or training methods used during the works in relation to safety, for example weekly toolbox meetings or safe procedure training.







# WARRUMBUNGLE SHIRE COUNCIL

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### Contractor Safe Work Method Statement

Procedure in Steps	Hazard	Risk Class	Control Measure (or Safe Work Procedure reference)

Developed in Consultation With:			ASSESS THE RISK																																	
Name	Signature	Date	HAZARD ASSESSMENT MATRIX																																	
			<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2" style="font-size: small;">How serious could it be if it happens? OR How likely is it that it will happen?</th> <th colspan="4" style="font-size: small;">How likely is it that it will happen?</th> </tr> <tr> <th style="font-size: x-small;">Very likely could happen at any time</th> <th style="font-size: x-small;">Likely could happen at any time</th> <th style="font-size: x-small;">Unlikely could happen, but not regularly</th> <th style="font-size: x-small;">Very Unlikely could happen, but probably not in the next 10 years</th> </tr> </thead> <tbody> <tr> <td style="font-size: x-small;">Minor damage to property or equipment</td> <td style="background-color: #90EE90;">1</td> <td style="background-color: #90EE90;">1</td> <td style="background-color: #FFD700;">2</td> <td style="background-color: #FFD700;">3</td> </tr> <tr> <td style="font-size: x-small;">Long term damage to property or equipment</td> <td style="background-color: #90EE90;">1</td> <td style="background-color: #FFD700;">2</td> <td style="background-color: #FFD700;">3</td> <td style="background-color: #FFD700;">4</td> </tr> <tr> <td style="font-size: x-small;">No damage to property or equipment</td> <td style="background-color: #90EE90;">2</td> <td style="background-color: #FFD700;">3</td> <td style="background-color: #FFD700;">4</td> <td style="background-color: #FFD700;">5</td> </tr> <tr> <td style="font-size: x-small;">Fatal or permanent disability</td> <td style="background-color: #90EE90;">3</td> <td style="background-color: #FFD700;">4</td> <td style="background-color: #FFD700;">5</td> <td style="background-color: #FFD700;">6</td> </tr> </tbody> </table>					How serious could it be if it happens? OR How likely is it that it will happen?	How likely is it that it will happen?				Very likely could happen at any time	Likely could happen at any time	Unlikely could happen, but not regularly	Very Unlikely could happen, but probably not in the next 10 years	Minor damage to property or equipment	1	1	2	3	Long term damage to property or equipment	1	2	3	4	No damage to property or equipment	2	3	4	5	Fatal or permanent disability	3	4	5	6
How serious could it be if it happens? OR How likely is it that it will happen?	How likely is it that it will happen?																																			
	Very likely could happen at any time	Likely could happen at any time						Unlikely could happen, but not regularly	Very Unlikely could happen, but probably not in the next 10 years																											
Minor damage to property or equipment	1	1						2	3																											
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No damage to property or equipment	2	3						4	5																											
Fatal or permanent disability	3	4						5	6																											





# WARRUMBUNGLE SHIRE COUNCIL

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### Contractor WHS Induction Checklist

**Contract Details** to be conducted by Warrumbungle Shire Council delegated authority

Contract Name:

Contract Duration Dates:  to

Contractor Name:

WSC Contract Manager or Delegate

Contractor Representative:

Site to be Inducted:

**Information Checklist**

Item	Completed
Clarify any issues from WSC Induction	<input type="checkbox"/>
Introduce user group representative/s to Contractor	<input type="checkbox"/>
First aid requirements	<input type="checkbox"/>
Emergency procedures	<input type="checkbox"/>
Discuss hours of work	<input type="checkbox"/>
Parking requirements	<input type="checkbox"/>
Noise control	<input type="checkbox"/>
No Smoking Policy	<input type="checkbox"/>
Permit to work systems, i.e. Hot Work, Confined Spaces	<input type="checkbox"/>
Other:	<input type="checkbox"/>

**Risk Assessment**  
 A Risk Assessment for any hazards identified in the local area or specific to the works being conducted shall be completed, attached and referenced below, i.e. laboratory safety, pedestrian safety, noise control, concealed services. Further information can be recorded using a Risk Assessment Form.

Hazards Identified	Risk Score	Controls	Responsibility



# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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### Item 31 RFS Bushfire Mitigation Grant – Quaker Tommy Road Project

<b>Division:</b>	Technical Services	
<b>Management Area:</b>	Asset and Design	
<b>Author:</b>	Emergency Services Coordinator - Phil Southwell	
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services	
<b>Priority / Strategy:</b>	P12 The long-term wellbeing of our communities is dependant on the ongoing provision of high quality services in health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management.	
<b>File Ref:</b>	<b>Function:</b> Emergency Services	<b>Activity:</b> Planning

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#### **Background**

The Rural Fire Service RFS (HQ Sydney) every year provide funding for Bushfire Projects. Council presented to the local Bushfire Risk Management Committee a proposal to gravel Quaker Tommy Road. This together with other projects from other agencies was submitted to the RFS HQ for their consideration.

#### **Issues**

The road into Stannix Park estate is the only road for these residents. The upgrade of the first 800 metre, very sandy section of this road would allow better access during both wet weather and during bushfires. See attached map.

#### **Financial Considerations**

The grant was approved for the amount of \$ 18,000 with Council's contribution being 50 percent. An agreement between both parties is required before the grant can proceed.

Council's contribution of \$9,000 is able to be accommodated within existing budget allocation for maintenance of rural roads.

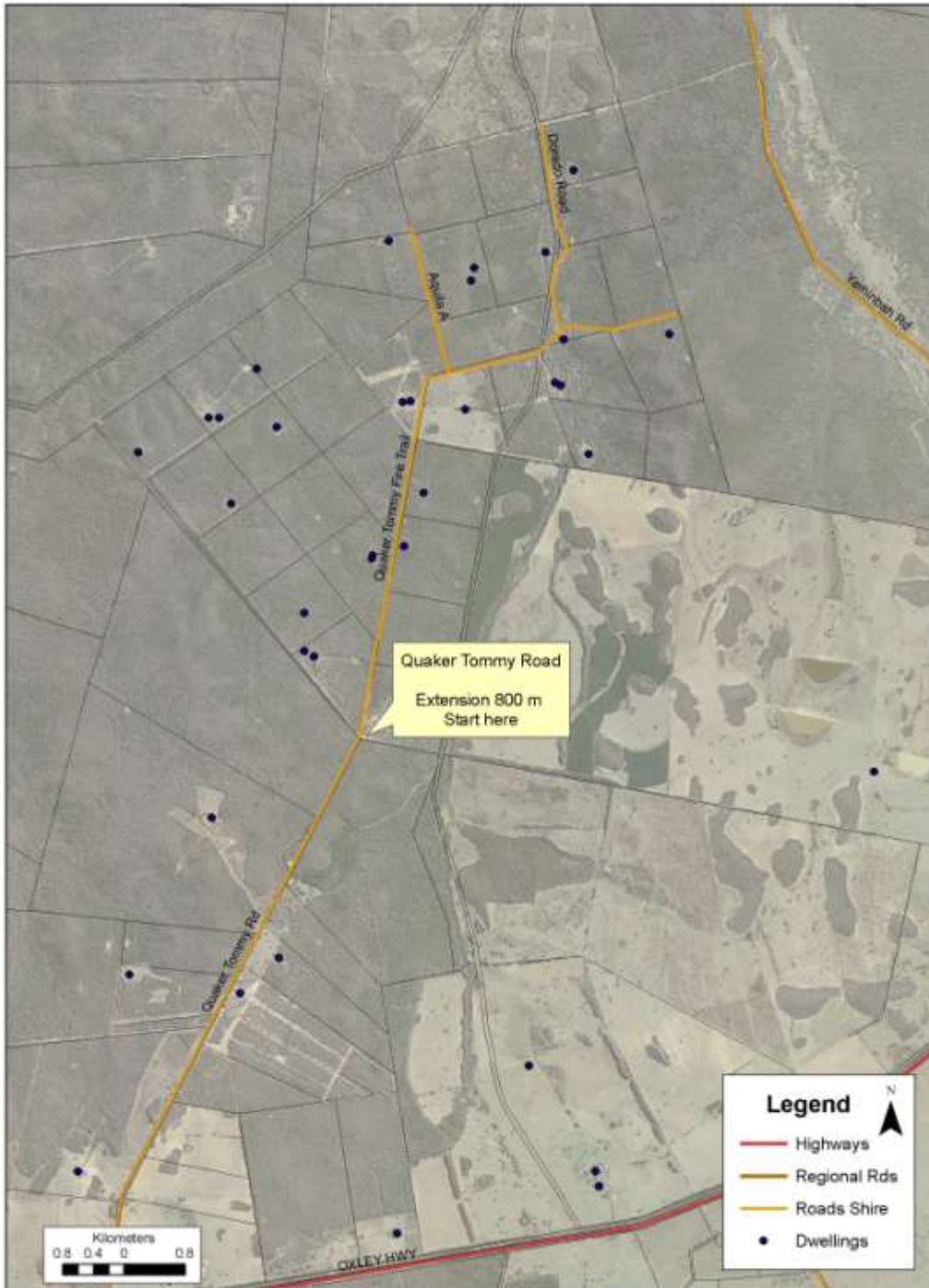
#### **RECOMMENDATION**

That Council enter into agreement with the Rural Fire Service for upgrading an 800 metre section of Quaker Tommy Road and that use of Council's seal for the agreement is approved if required.

# WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 20 December 2012

## Bushfire Mitigation Grant Proposal 2012/13



# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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### Item 32 Toilet Facility for the Industrial Area in Coonabarabran

<b>Division:</b>	Technical Services	
<b>Management Area:</b>	Urban Services	
<b>Author:</b>	Director Technical Services – Kevin Tighe	
<b>CSP Key Focus Area:</b>	Rural and Urban Development	
<b>Priority / Strategy:</b>	RU4 The attractiveness, appearance and amenity of our towns and villages need to be improved.	
<b>File Ref:</b>	<b>Function:</b> Roads	<b>Activity:</b> Committee

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### Background

At the meeting on the 18 October 2012, Council resolved to further investigate a proposal to install a small prefabricated toilet in the Industrial Area in Coonabarabran. The proposal refers to a toilet similar in size to the one currently in place in David Bell Park. The purpose of installing such a toilet is to service the many truck drivers that pull up and rest overnight, particularly in Crane Street.

The cost of installing a prefabricated toilet and ongoing maintenance is presented and Council is being asked to consider the merits of the proposal and whether or not it should be funded.

### Issues

Since closure of the Service Station on the Newell Highway opposite Gardener Street, Council has frequently received complaints about truck drivers leaving a mess on the footpath and median area in Crane Street following an overnight rest in their trucks. Council requested assistance from the Roads and Maritime Services towards installation of a toilet facility, however they refused indicating that installation of a facility was not in their policy given that a rest area already exists on the Newell Highway, 9 kilometres away.

### Options

The trucks generally park in the section of Crane Street between Jackson Street and Gardener Street, which is generally away from the more intense industrial activity south of Jackson Street. A sewer line exists on the footpath in some sections of Crane Street. Installation of a toilet in the median area between Crane Street and the Highway will require extension of the sewer by around 25 metres. There are two potential sites for a toilet in the median area, one opposite the existing honey business on the northern end of Crane Street and one opposite the smash repair business towards the southern end of Crane Street as shown in Attachment 1.0.

The supplier of the 'Windyloo', the type of prefabricated toilet that currently exists in David Bell Park, advises that recent changes to the Accessibility Standard (AS 1428.1) mean that this style no longer complies with the standard. The 'Windyloo Standard' and



# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 20 December 2012**

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the 'Windyloo Disabled' may still be purchased. Also, whilst both of these models are robust they are not tolerant to vandalism.

There is a prefabricated toilet from the same supplier called a 'Cab1' which includes a concrete panel system with stainless steel lining. A diagram of the various types of prefabricated toilets has been forwarded to Councillors under separate cover.

### **Financial Considerations**

There is no funding allocation for either construction of the facility or for ongoing maintenance.

The cost of site preparation including installation of the building, extension of sewer main and extension of a water service is estimated to be around \$8,000. The purchase price of the various pre fabricated toilets is as follows:

- 'Windyloo Standard' - \$6,400
- 'Windyloo Disabled' - \$11,500
- CAB1 - \$34,000.

The cost of cleaning the toilet, 3 days per week and once on the weekend is estimated to be around \$15,800 per year.

### **Summary**

Nil

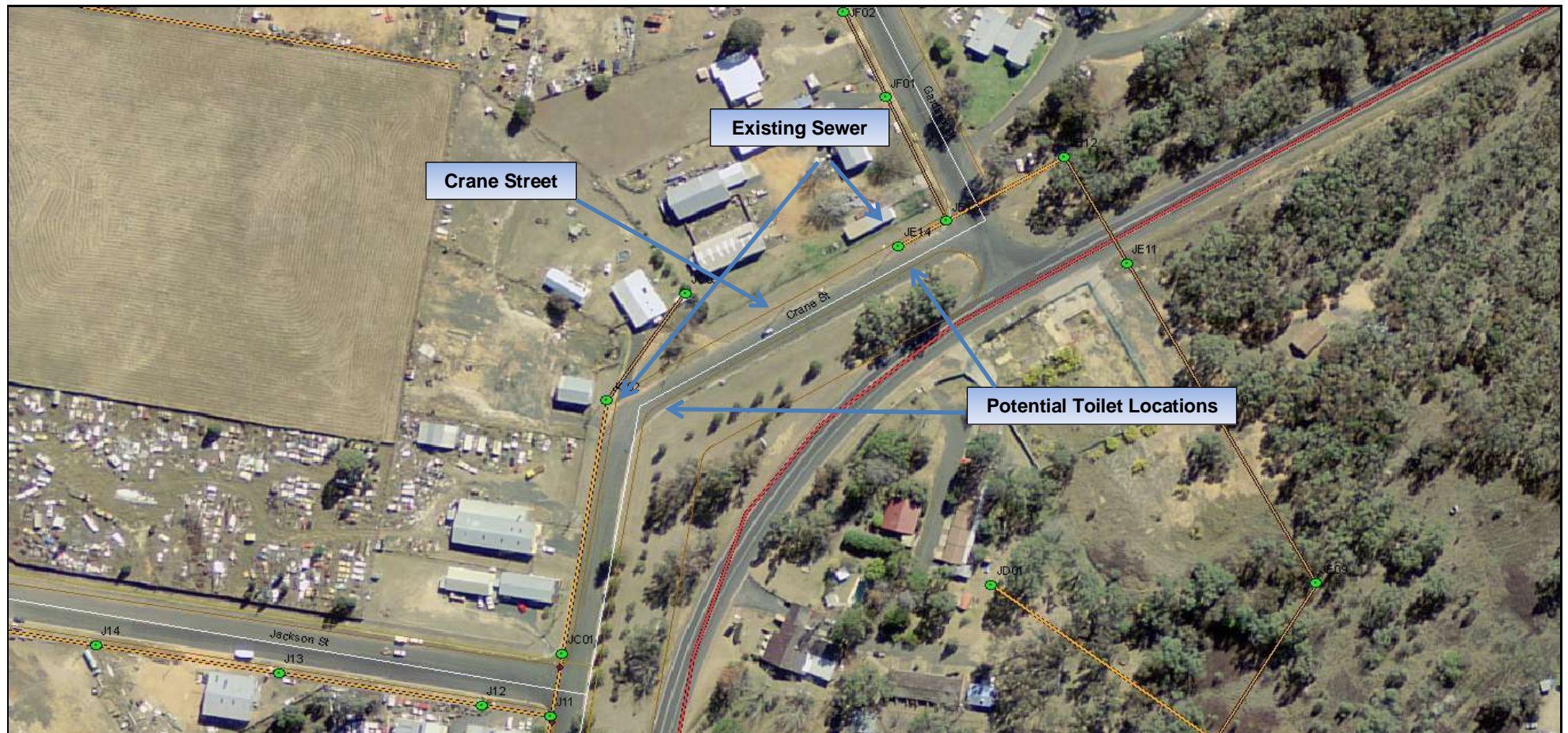
### **RECOMMENDATION**

That installation of a pre fabricated toilet in the median area of Crane Street is considered during preparation of the 2013/2014 Budget.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

### Attachment 1.0 - Potential sites for installation of a toilet in the median area of Crane Street, Coonabarabran.



# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

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### Item 33 2012/13 Technical Services Works Program - Road Operations

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

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#### **Background**

The Road Operations monthly report for the period ending 30 November 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.

#### **Issues**

Nil

#### **Options**

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

#### **Financial Considerations**

Nil

#### **RECOMMENDATION**

That works program presented in attachment 1.0 for the Road Operations section is noted for information only.

# WARRUMBUNGL SHIRE COUNCIL

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

Task Name	Start	Finish	Budget	YTD Cost	% Work Complete
	<b>Wed 12/12/12</b>	<b>Fri 1/03/13</b>	<b>\$28,000.00</b>	<b>\$0.00</b>	<b>0%</b>
<b>Road Operations</b>	<b>Mon 2/07/12</b>	<b>Tue 30/07/13</b>	<b>\$8,111,396.48</b>	<b>\$0.00</b>	<b>44%</b>
<b>Local Rural Roads</b>	<b>Fri 26/10/12</b>	<b>Tue 30/07/13</b>	<b>\$1,545,632.00</b>	<b>\$0.00</b>	<b>19%</b>
<b>Bridges</b>	<b>Fri 26/10/12</b>	<b>Tue 30/07/13</b>	<b>\$1,545,632.00</b>	<b>\$0.00</b>	<b>19%</b>
Bugaldie Creek Bridge - Goorianawa Road	Mon 10/06/13	Mon 24/06/13	\$1,545,632.00	\$0.00	10%
Baby Creek Bridge	Fri 26/10/12	Tue 6/11/12	\$0.00	\$657,204.00	100%
Tongy Bridge - Talbragar River	Tue 16/07/13	Tue 30/07/13	\$0.00	\$0.00	0%
Grandchester Bridge	Tue 11/06/13	Tue 25/06/13	\$0.00	\$0.00	0%
<b>Sealed Roads</b>	<b>Mon 2/07/12</b>	<b>Wed 30/01/13</b>	<b>\$600,000.00</b>	<b>\$0.00</b>	<b>50%</b>
Wool Road Rehabilitation	Wed 12/12/12	Wed 30/01/13	\$100,000.00	\$600.00	10%
Coolah Creek Road Rehabilitation	Mon 22/10/12	Tue 6/11/12	\$90,000.00	\$88,422.00	90%
Spring Ridge Rd Culvert Extensions	Mon 2/07/12	Mon 2/07/12	\$0.00	\$532.00	0%
Spring Ridge Rd Widening	Mon 2/07/12	Mon 2/07/12	\$0.00	\$0.00	0%
<b>Reseals</b>	<b>Mon 2/07/12</b>	<b>Mon 2/07/12</b>	<b>\$410,000.00</b>	<b>\$0.00</b>	<b>0%</b>
<b>Unsealed Roads</b>	<b>Mon 2/07/12</b>	<b>Wed 29/05/13</b>	<b>\$2,991,129.92</b>	<b>\$0.00</b>	<b>61%</b>
Kurrajong Rd	Mon 4/02/13	Tue 5/03/13	\$200,000.00	\$0.00	0%
Digilah Rd	Mon 20/08/12	Wed 3/10/12	\$207,193.00	\$210,375.00	100%
Piambra Rd	Tue 11/12/12	Fri 25/01/13	\$194,720.00	\$72,351.00	25%
Lawson Park Rd	Wed 3/04/13	Fri 3/05/13	\$150,000.00	\$0.00	0%
Gentle Annie Rd	Fri 7/09/12	Tue 27/11/12	\$375,011.00	\$414,102.00	95%
Gentle Annie Rd - causeway	Tue 11/09/12	Fri 26/10/12	\$0.00	\$0.00	100%
Bingie Grumble Rd	Wed 24/10/12	Tue 6/11/12	\$75,029.00	\$55,686.00	100%
Napier Lane	Tue 26/03/13	Fri 19/04/13	\$150,000.00	\$0.00	0%
Morrisseys Rd	Mon 12/11/12	Tue 4/12/12	\$75,000.00	\$56,822.00	95%
<b>Gravel Road Resheeting</b>	<b>Tue 24/07/12</b>	<b>Wed 29/05/13</b>	<b>\$750,000.00</b>	<b>\$0.00</b>	<b>66%</b>
Borah Creek Rd	Tue 7/08/12	Fri 17/08/12	\$95,000.00	\$91,133.00	100%
Rayack Road	Mon 20/08/12	Fri 24/08/12	\$25,000.00	\$21,976.00	100%
Mancers Rd	Wed 2/01/13	Wed 16/01/13	\$95,000.00	\$4,543.00	10%
Pibbon Rd	Wed 29/08/12	Wed 12/09/12	\$95,000.00	\$86,552.00	100%
Gumnut Rd	Tue 24/07/12	Wed 25/07/12	\$25,000.00	\$5,134.00	100%

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

Task Name	Start	Finish	Budget	YTD Cost	% Work Complete
Napier Lane	Tue 20/11/12	Thu 6/12/12	\$135,000.00	\$95,845.00	83%
Laheys Creek	Mon 13/05/13	Thu 23/05/13	\$80,000.00	\$0.00	0%
Brooklyn Rd	Fri 24/05/13	Wed 29/05/13	\$40,000.00	\$0.00	0%
Dennykymine Rd	Fri 30/11/12	Fri 14/12/12	\$100,000.00	\$8,711.00	20%
Yarrow Rd	Fri 2/11/12	Fri 23/11/12	\$60,000.00	\$47,976.00	100%
Tandara Estate	Tue 7/08/12	Wed 8/08/12	\$0.00	\$22,384.00	100%
Moorefield Rd	Wed 10/10/12	Thu 1/11/12	\$0.00	\$24,873.00	100%
<b>Causeways &amp; Culverts</b>	<b>Mon 7/01/13</b>	<b>Wed 23/01/13</b>	<b>\$68,177.00</b>	<b>\$0.00</b>	<b>0%</b>
Dandry Road	Mon 21/01/13	Wed 23/01/13	\$277.00	\$0.00	0%
Intersection of Lockerbie Rd & Digilah Rd.	Mon 7/01/13	Wed 9/01/13	\$37,300.00	\$0.00	0%
Premier Estate Rd - causeway (Namoi CMA)	Mon 21/01/13	Wed 23/01/13	\$30,600.00	\$0.00	0%
<b>Road Safety Blackspots</b>	<b>Tue 26/03/13</b>	<b>Tue 26/03/13</b>	<b>\$45,000.00</b>	<b>\$0.00</b>	<b>0%</b>
<b>Flood Damage Repair Projects</b>	<b>Mon 2/07/12</b>	<b>Mon 18/03/13</b>	<b>\$701,000.00</b>	<b>\$0.00</b>	<b>55%</b>
Wyuna Rd (Garrawilla Creek)	Wed 2/01/13	Wed 16/01/13	\$701,000.00	\$373,735.00	5%
Box Ridge Rd (Yallagal Creek)	Fri 17/08/12	Fri 7/09/12	\$0.00	\$0.00	50%
Warkton Rd (Saigus Gully)	Mon 2/07/12	Mon 2/07/12	\$0.00	\$0.00	100%
River Rd (Golf Club Creek)	Wed 12/09/12	Tue 18/09/12	\$0.00	\$0.00	100%
Chinamans Gully - MR129	Fri 21/09/12	Wed 3/10/12	\$0.00	\$0.00	100%
Caledonia Rd (Teridgerie Creek)	Mon 2/07/12	Mon 2/07/12	\$0.00	\$0.00	100%
Bungabah Rd (Bungabah Creek)	Mon 17/09/12	Mon 17/09/12	\$0.00	\$0.00	100%
Gentle Annie Rd (Sand Creek)	Mon 15/10/12	Fri 30/11/12	\$0.00	\$0.00	80%
Neible Siding Rd (Binnia Creek)	Mon 26/11/12	Mon 10/12/12	\$0.00	\$0.00	0%
Orana Rd (Coolaburragundy River)	Mon 18/03/13	Mon 18/03/13	\$0.00	\$0.00	0%
Teridgerie Creek Cwy - rock at base of flume	Tue 2/10/12	Thu 4/10/12	\$0.00	\$0.00	100%
<b>Regional Roads</b>	<b>Mon 2/07/12</b>	<b>Tue 9/04/13</b>	<b>\$1,835,462.08</b>	<b>\$0.00</b>	<b>28%</b>
<b>Bridges</b>	<b>Tue 9/04/13</b>	<b>Tue 9/04/13</b>	<b>\$1,200,000.00</b>	<b>\$0.00</b>	<b>0%</b>
Saltwater Creek No 2	Tue 9/04/13	Tue 9/04/13	\$1,200,000.00	\$0.00	0%
<b>Sealed Roads</b>	<b>Mon 2/07/12</b>	<b>Fri 25/01/13</b>	<b>\$635,462.00</b>	<b>\$0.00</b>	<b>30%</b>
Shoulder widening MR7519 (Forest Rd)	Tue 15/01/13	Fri 25/01/13	\$167,240.00	\$0.00	0%
Deadmans Gully Rehabilitation	Tue 20/11/12	Fri 23/11/12	\$48,222.00	\$62,765.00	100%
<b>Reseals</b>	<b>Mon 2/07/12</b>	<b>Mon 2/07/12</b>	<b>\$420,000.00</b>	<b>\$0.00</b>	<b>0%</b>
<b>Town Streets Coonabarabran</b>	<b>Mon 2/07/12</b>	<b>Tue 30/04/13</b>	<b>\$364,791.00</b>	<b>\$0.00</b>	<b>25%</b>
Old Common Road	Tue 30/10/12	Tue 15/01/13	\$30,000.00	\$20,901.00	100%
Extension of K&G - Barker Street	Mon 2/07/12	Mon 2/07/12	-\$1,760.00	\$1,257.23	100%
Footpath construction - Edwards St -	Wed 7/11/12	Wed 28/11/12	\$67,584.00	\$34,310.00	70%

# WARRUMBUNGL SHIRE COUNCIL

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Task Name	Start	Finish	Budget	YTD Cost	% Work Complete
near baths					
Footpath rehabilitation - Cassilis Street (between John & Charles)	Mon 15/04/13	Tue 30/04/13	\$20,000.00	\$0.00	0%
Culvert Extension in Dalgarno Street - adjacent Morrisseys Tyre	Mon 4/03/13	Fri 5/04/13	\$153,967.00	\$27,199.00	0%
Seats - CBD area	Thu 29/11/12	Fri 30/11/12	\$15,000.00	\$0.00	0%
Footpath and K&G new Admin Building	Tue 4/12/12	Thu 20/12/12	\$0.00	\$26,039.00	0%
<b>Reseals</b>	<b>Mon 2/07/12</b>	<b>Mon 2/07/12</b>	<b>\$80,000.00</b>	<b>\$0.00</b>	<b>0%</b>
<b>Town Streets Binnaway</b>	<b>Mon 2/07/12</b>	<b>Tue 4/06/13</b>	<b>\$69,500.00</b>	<b>\$0.00</b>	<b>0%</b>
Renshaw Street Dip - traffic calming devices / road approaches	Tue 4/06/13	Tue 4/06/13	\$18,900.00	\$0.00	0%
Renshaw St K&G (Irons st to Cisco St - 140m)	Wed 3/04/13	Wed 17/04/13	\$35,600.00	\$0.00	0%
<b>Reseals</b>	<b>Mon 2/07/12</b>	<b>Mon 2/07/12</b>	<b>\$15,000.00</b>	<b>\$0.00</b>	<b>0%</b>
<b>Town Streets Baradine</b>	<b>Mon 2/07/12</b>	<b>Tue 21/05/13</b>	<b>\$91,800.00</b>	<b>\$0.00</b>	<b>0%</b>
Kerb & Guttering Castlereagh St, between Narren & Darling	Fri 11/01/13	Fri 25/01/13	\$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	\$10,000.00	\$0.00	0%
<b>Reseals</b>	<b>Mon 2/07/12</b>	<b>Mon 2/07/12</b>	<b>\$16,800.00</b>	<b>\$0.00</b>	<b>0%</b>
<b>Town Streets Coolah</b>	<b>Mon 2/07/12</b>	<b>Fri 15/03/13</b>	<b>\$292,581.00</b>	<b>\$0.00</b>	<b>18%</b>
Binnia Street Upgrade - Kerb blisters	Thu 21/02/13	Fri 15/03/13	\$92,581.00	\$0.00	0%
Cycleway	Tue 11/12/12	Thu 7/02/13	\$60,000.00	\$0.00	0%
Booyamurra Street Drainage	Tue 8/01/13	Thu 31/01/13	\$30,000.00	\$0.00	0%
Footpath - Campbell St, Binnia St to Cunningham	Tue 16/10/12	Wed 31/10/12	\$85,000.00	\$48,253.00	100%
<b>Reseal program</b>	<b>Mon 2/07/12</b>	<b>Mon 2/07/12</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	<b>0%</b>
<b>Town Streets Mendooran</b>	<b>Mon 2/07/12</b>	<b>Tue 21/05/13</b>	<b>\$130,000.00</b>	<b>\$0.00</b>	<b>52%</b>
Benewa Street sealing	Mon 8/10/12	Tue 16/10/12	\$40,000.00	\$32,497.00	100%
Abbott Street sealing	Wed 17/10/12	Fri 26/10/12	\$40,000.00	\$15,594.00	100%
Traffic calming devices - Bandulla Street, blisters	Tue 12/03/13	Tue 12/03/13	\$25,000.00	\$0.00	0%
Footpath Rehabilitation - various sections	Tue 7/05/13	Tue 21/05/13	\$10,000.00	\$0.00	0%
<b>Reseal program</b>	<b>Mon 2/07/12</b>	<b>Mon 2/07/12</b>	<b>\$15,000.00</b>	<b>\$0.00</b>	<b>0%</b>
<b>Town Streets Dunedoo</b>	<b>Mon 2/07/12</b>	<b>Fri 26/04/13</b>	<b>\$190,500.00</b>	<b>\$0.00</b>	<b>0%</b>
K&G, Talbragar St (Bandulla to Caigan, south side)	Mon 4/02/13	Mon 18/02/13	\$50,000.00	\$0.00	0%
Dish drain, Tucklan St at Bandulla, north side	Tue 26/02/13	Mon 4/03/13	\$18,000.00	\$0.00	0%
Wallaroo Street construction & sealing	Thu 21/03/13	Fri 26/04/13	\$100,000.00	\$0.00	0%
<b>Reseal program</b>	<b>Mon 2/07/12</b>	<b>Mon 2/07/12</b>	<b>\$22,500.00</b>	<b>\$0.00</b>	<b>0%</b>
<b>Road Contracts</b>	<b>Mon 11/06/12</b>	<b>Thu 17/04/14</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>27%</b>
<b>Funded Works</b>	<b>Mon</b>	<b>Thu 17/04/14</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>27%</b>

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 December 2012

Task Name	Start	Finish	Budget	YTD Cost	% Work Complete
	11/06/12				
<b>HW17 - Newell Highway</b>	<b>Fri 20/07/12</b>	<b>Thu 26/09/13</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>30%</b>
<b>HW18 - Castlereagh Highway</b>	<b>Mon 11/06/12</b>	<b>Thu 17/04/14</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>33%</b>
<b>HW27 - Golden Highway</b>	<b>Fri 20/07/12</b>	<b>Thu 10/04/14</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>22%</b>
<b>MR334 - Coonabarabran Road</b>	<b>Fri 20/07/12</b>	<b>Thu 6/03/14</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>15%</b>
<b>Urban Services</b>	<b>Sun 1/07/12</b>	<b>Mon 2/07/12</b>	<b>\$388,411.00</b>	<b>\$0.00</b>	<b>0%</b>
<b>Water &amp; Sewerage</b>	<b>Fri 29/06/12</b>	<b>Mon 2/07/12</b>	<b>\$1,394,675.04</b>	<b>\$0.00</b>	<b>0%</b>
<b>Depots</b>	<b>Mon 2/07/12</b>	<b>Mon 2/07/12</b>	<b>\$33,500.00</b>	<b>\$0.00</b>	<b>0%</b>
<b>Workshop</b>	<b>Mon 2/07/12</b>	<b>Mon 2/07/12</b>	<b>\$12,000.00</b>	<b>\$0.00</b>	<b>0%</b>
<b>Plant Purchases</b>	<b>Mon 2/07/12</b>	<b>Mon 2/07/12</b>	<b>\$1,592,000.00</b>	<b>\$0.00</b>	<b>0%</b>
<b>Road Maintenance</b>	<b>Mon 2/07/12</b>	<b>Wed 2/01/13</b>	<b>\$499,025.00</b>	<b>\$0.00</b>	<b>88%</b>
Orana Rd (9km)**	Wed 15/08/12	Wed 22/08/12	\$9,180.00	\$29,201.00	100%
Narangarie Rd (5km)***	Fri 31/08/12	Wed 5/09/12	\$5,100.00	\$21,744.00	100%
Bong Bong Rd (6km)***	Wed 29/08/12	Mon 3/09/12	\$6,120.00	\$13,278.00	100%
Queensborough Rd (10km)***	Mon 24/09/12	Fri 28/09/12	\$10,200.00	\$7,723.00	100%
Pindari Rd (1km)***	Fri 28/09/12	Fri 28/09/12	\$2,550.00	\$1,019.00	100%
MR396 (Maintenance)	Tue 2/10/12	Thu 4/10/12	\$0.00	\$0.00	100%
MR618 (Maintenance)	Thu 4/10/12	Fri 5/10/12	\$0.00	\$0.00	100%
Flag Rockedgiel Rd (13km)*	Fri 5/10/12	Thu 11/10/12	\$13,260.00	\$5,806.00	100%
Abecketts Rd (5km)**	Thu 11/10/12	Mon 15/10/12	\$5,100.00	\$3,594.00	100%
Beni Crossing Rd (8km)*	Mon 15/10/12	Fri 2/11/12	\$8,160.00	\$30,174.00	100%
Caigan Rd (9km)*	Fri 2/11/12	Thu 8/11/12	\$9,180.00	\$16,364.00	100%
Cobborah Rd (15km)*	Thu 8/11/12	Thu 29/11/12	\$15,300.00	\$35,127.00	100%
Pinehurst Rd (1.92km)***	Thu 29/11/12	Tue 4/12/12	\$2,040.00	\$1,249.00	100%
Mt Hope Rd (17.55km)*	Wed 5/12/12	Tue 18/12/12	\$18,360.00	\$0.00	0%
Baradine Aerodrome Rd (3.5km)***	Mon 2/07/12	Mon 2/07/12	\$3,570.00	\$2,337.00	100%
Baradine Cemetery Rd (0.5km)**	Mon 2/07/12	Mon 2/07/12	\$510.00	\$1,250.00	100%
Carmel Ln (6.5km)*	Thu 2/08/12	Tue 14/08/12	\$6,630.00	\$25,047.00	100%
Dinby Rd (4km)*	Wed 15/08/12	Thu 23/08/12	\$4,080.00	\$10,385.00	100%
Wangmanns Rd (4km)**	Thu 23/08/12	Tue 28/08/12	\$4,080.00	\$6,152.00	100%
Newbank Rd (8km)*	Tue 28/08/12	Thu 30/08/12	\$8,160.00	\$9,910.00	100%
Masmans Rd (3km)***	Thu 30/08/12	Mon 3/09/12	\$3,060.00	\$5,317.00	100%
Eckroyds Rd (2km)***	Tue 4/09/12	Wed 5/09/12	\$2,040.00	\$7,944.00	100%
MR55 Shoulders & Reseals	Fri 14/09/12	Thu 25/10/12	\$0.00	\$0.00	100%
Mt Nombi Rd (7km)*	Thu 9/08/12	Wed 15/08/12	\$7,140.00	\$10,183.00	100%
Wyuna Rd (34km)*	Tue 14/08/12	Fri 31/08/12	\$34,680.00	\$32,511.00	100%
Vaughans Rd (1km)***	Fri 5/10/12	Fri 5/10/12	\$1,020.00	\$517.00	100%
Glendowda Rd (7km)***	Fri 5/10/12	Tue 9/10/12	\$7,140.00	\$504.00	100%

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Task Name	Start	Finish	Budget	YTD Cost	% Work Complete
Mt Erin Rd (2.5km)***	Fri 31/08/12	Mon 3/09/12	\$2,550.00	\$1,856.00	100%
Mitchell Springs Rd (22km)*	Fri 31/08/12	Wed 19/09/12	\$22,440.00	\$24,226.00	100%
Sansons Ln (3km)*	Thu 20/09/12	Tue 25/09/12	\$3,060.00	\$4,173.00	100%
River Rd (5km)*	Wed 26/09/12	Tue 2/10/12	\$5,100.00	\$4,185.00	100%
Morrisseys Rd (6km)*	Wed 3/10/12	Wed 10/10/12	\$6,120.00	\$9,172.00	100%
Yearinan Rd (8km)**	Wed 10/10/12	Mon 15/10/12	\$8,160.00	\$7,574.00	100%
Bugaldie Town Streets	Mon 15/10/12	Mon 15/10/12	\$2,040.00	\$2,692.00	100%
Yaminbah Rd (14.5km)**	Tue 16/10/12	Mon 29/10/12	\$14,790.00	\$10,740.00	100%
Merryula Rd (7.6km)**	Tue 30/10/12	Wed 7/11/12	\$8,160.00	\$8,244.00	100%
Borah Creek Rd (12km)**	Thu 8/11/12	Tue 20/11/12	\$12,240.00	\$754.00	100%
Rayak Rd (2.5km)***	Tue 20/11/12	Wed 21/11/12	\$2,550.00	\$1,930.00	100%
Guinema Gorianawa Rd (15.4km)*	Wed 21/11/12	Tue 4/12/12	\$16,320.00	\$3,178.00	30%
Bugaldie Guinema Rd (12km)*	Tue 4/12/12	Wed 12/12/12	\$12,240.00	\$4,476.00	30%
Eleven Mile Guinema Rd (5.34km)**	Wed 12/12/12	Tue 18/12/12	\$6,120.00	\$4,615.00	100%
Kennedeys Rd (4.2km)***	Tue 18/12/12	Thu 20/12/12	\$4,080.00	\$0.00	0%
Iona Rd (2km)***	Thu 20/12/12	Fri 21/12/12	\$2,040.00	\$0.00	0%
Cumberdeen Rd (15km)**	Fri 21/12/12	Wed 2/01/13	\$15,300.00	\$0.00	0%
Mancers Ln (13km)**	Wed 4/07/12	Wed 11/07/12	\$13,260.00	\$14,029.00	100%
Brooks Rd (30km)*	Wed 18/07/12	Tue 7/08/12	\$30,600.00	\$33,296.00	100%
Nalders Rd (2km)***	Wed 5/09/12	Thu 6/09/12	\$2,040.00	\$2,132.00	100%
Maranoa Rd (5km)**	Thu 6/09/12	Fri 7/09/12	\$5,100.00	\$8,266.00	100%
Box Ridge Rd (30km)*	Tue 4/09/12	Wed 26/09/12	\$30,600.00	\$42,217.00	100%
Leaders Rd (19km)**	Thu 27/09/12	Tue 16/10/12	\$19,380.00	\$17,075.00	100%
Burma Rd (6km)***	Wed 17/10/12	Tue 30/10/12	\$6,120.00	\$14,684.00	100%
Boogadah Rd (4km)***	Wed 31/10/12	Tue 6/11/12	\$4,080.00	\$7,257.00	100%
Myall Plains Rd (12km)***	Tue 6/11/12	Fri 23/11/12	\$12,240.00	\$20,361.00	100%
Nashs Rd (5km)**	Mon 26/11/12	Tue 27/11/12	\$5,100.00	\$0.00	0%
Gowang Rd (4km)**	Wed 28/11/12	Thu 29/11/12	\$4,080.00	\$0.00	0%
TV Rd (7km)**	Fri 30/11/12	Thu 6/12/12	\$7,140.00	\$12,998.00	100%
Hickeys Rd (6.5km)**	Fri 7/12/12	Wed 12/12/12	\$6,630.00	\$0.00	0%
Mia Mia Rd (11.24km)**	Thu 13/12/12	Fri 21/12/12	\$11,465.00	\$0.00	0%
State Forest Rd (11.09km)*	Thu 8/11/12	Wed 21/11/12	\$11,220.00	\$18,954.00	100%



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### Item 34 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:** RU4 The attractiveness appearance and amenity of our towns and villages need to be improved

**File Ref:**                      **Function:** Corporate Management                      **Activity:** Audit

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### Development Applications

#### (i) Approved – November 2012

COMPLYING DEVELOPMENT (SET CRITERIA) DEVELOPMENT APPLICATION (SPECIALISED CONDITIONS)	DATE APPROVED	APPLICANT'S NAME	LOCATION	TOWN	TYPE OF DEVELOPMENT
DA 23/1213	6 November 2012	Stewart Surveys	Lot 2 Garawilla East	Mullaley	Subdivision
DA 28/1213	1 November 2012	Scott Tanner	3894 Castlereagh Hgy	Dunedoo	Install memorial garden
DA 29/1213	21 November 2012	William Baker	82-84 Wellington Street	Baradine	Carport
DA 30/1213	29 November 2012	Ken Milling	177 Wardens Road	Leadville	Boundary adjustment
DA 32/1213	28 November 2012	Victoria Pisaturo	53 Yarrow Road	Mendooran	Farmstay tourist accommodation
DA 33/1213	28 November 2012	Anne Matthews	6958 Warrumbungle Way	Coonabarabran	Farmstay tourist accommodation
DA 34/1213	30 November 2012	Carolyn Eves	27 White Street	Coonabarabran	Garage
DA 37/1213	21 November 2012	Lynda Row for Cooinda	Neate Street	Coonabarabran	Install fire sprinkler system
CDC 40/1213	19 November 2012	Adam Burgess	83 Martin Street	Coolah	Additions to dwelling

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#### ii) Applications Received – November 2012

CD OR DA	DATE RECEIVED	APPLICANT'S NAME	LOCATION	TOWN	TYPE OF DEVELOPMENT	STATUS
DA 34/1213	12/11/2012	Carolyn Eves	27 White Street	Coonabarabran	Erection of a garage	Approved 20/11/12
DA 35/1213	8/11/2012	Tom Murray	Lot 17 Cobra Street	Mendooran	Erection of a dwelling	Awaiting processing
DA 36/1213	12/11/2012		Lot 11 Baradine Road	Coonabarabran	Erection of a dwelling	Stop the Clock – awaiting information from applicant
DA 37/1213	15/11/2012	Lynda Row for Cooinda	Neate Street	Coonabarabran	Installation of fire sprinkler system	Approved 21/11/12
CD 38/1213	15/11/2012	Craig Moore	27 Reservoir Street	Coonabarabran	Installation of swimming pool	Awaiting Owner builder information
DA 39/1213	19/11/2012	Scott Ballantyne	1 Dalgarno Street	Coonabarabran	Additions to dwelling	Being processed
CD 40/1213	15/11/2012	Adam Burgess	83 Martin Street	Coolah	Additions to dwelling	Approved 19/11/12
DA 41/1213	21/11/2012	Frascella Biaggio	83 Cobbora Street	Dunedoo	Additions to dwelling	Being processed
DA 42/1213	22/11/2012	Aurecon	Lot 4 Ann Street	Coonabarabran	Communications base station	Being advertised

#### **RECOMMENDATION**

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

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### Item 35 After School and Vacation Care Policies

<b>Division:</b>	Environmental and Community Services
<b>Management Area:</b>	Family Support Services
<b>Author:</b>	Manager Family Support Services – Jane Nelson-Hauer
<b>CSP Key Focus Area:</b>	Community and Culture
<b>Priority / Strategy:</b>	RO1 Opportunities and support mechanisms should be developed to ensure that communities across the shire attract and retain young people and families
<b>File Ref:</b>	<b>Function:</b> Family Support Services
	<b>Activity:</b> Coonabarabran After School and Vacation Care

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### 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.

This matter was held over from the November 2012 Council meeting.

### 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 facilities and equipment:

1. Security
2. Building Equipment repairs and maintenance
3. Storage
4. Heating, Ventilation and lighting
5. Pest Control
6. Indoor environment

Relating to Staff

1. Determining Responsible person
2. Staff Selection

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3. Conditions of employment
4. Staff Orientation
5. Staff Professionalism
6. Inservice training and development
7. Staff review and appraisal
8. Grievance procedures
9. Disciplinary Action
10. Relief Staff
11. Volunteers/
12. Students/Visitors
13. Staff/Child Ratios
14. Communication
15. Interactions with Children

### **Financial Considerations**

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

### **Summary**

Coonabarabran After School and Vacation Care, a copy of the policies has been forwarded to Councillors under separate cover (Enclosure 7 & 8).

### **RECOMMENDATION**

That Council endorse the 21 policies being:

Relating to facilities and equipment:

1. Security
2. Building Equipment repairs and maintenance
3. Storage
4. Heating, Ventilation and lighting
5. Pest Control
6. Indoor environment

Relating to Staff

1. Determining Responsible person
2. Staff Selection
3. Conditions of employment
4. Staff Orientation
5. Staff Professionalism
6. Inservice training and development
7. Staff review and appraisal
8. Grievance procedures
9. Disciplinary Action
10. Relief Staff
11. Volunteers/
12. Students/Visitors
13. Staff/Child Ratios
14. Communication
15. Interactions with Children

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### Item 36 Coonabarabran Health & Community Expo

<b>Division:</b>	Environment & Community Services		
<b>Management Area:</b>	Community Services		
<b>Author:</b>	Manager Community Care - Fiona Luckhurst		
<b>CSP Key Focus Area:</b>	Community and Culture		
<b>Priority / Strategy:</b>	Identify the constraints in service provision and create partnerships that address those gaps across all demographic and special needs groups in the area.		
<b>File Ref Function:</b>	Community Services	<b>Activity:</b>	Warrumbungle Community Care

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### Background

Warrumbungle Community Care hosted the 2012 Coonabarabran Health and Community Services Expo on Wednesday 14 November. Twenty six local and regional service providers attended and provided information to local residents. Positive feedback from residents and service providers has been received including:

*'Congratulations to Warrumbungle Community Care staff for another very informative day'*

Local resident

*'75 show bags were taken during the day. At times people were two deep at the tables waiting to ask a question and more pleasing, compliment Council on the display of the speed advisory sign. I had lots of questions about roundabouts, mobility scooters, child restraints and mobile phones. Age of people asking questions or giving feedback on recent programs ranged from about 25 to 85. A very productive and positive day'*  
Ken Smith, WSC Road Safety Officer

*'We were so impressed with the day that we have booked in for next year. Congratulations.'*

TAFE NSW - New England Institute

*'The Centrelink stall was very popular –we received over 70 enquiries'*

Centrelink, Dubbo

### Issues

Nil

### Options

Nil

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**Financial Considerations**

Nil

**Summary**

Nil

**RECOMMENDATION**

For Council's information

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### Item 37 Reclassification Finalisation

<b>Division:</b>	Environmental and Community Services	
<b>Management Area:</b>	Environmental Services	
<b>Author:</b>	Director of Environmental and Community Services - Tony Meppem	
<b>CSP Key Focus Area:</b>	Local Governance and Finance	
<b>Priority / Strategy:</b>	GF7.1 Council undertakes periodic performance reviews to ensure the effective and efficient management of its assets, finances and workforce	
<b>File Ref:</b>	<b>Function:</b> Land Use	<b>Activity:</b> Planning

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### Background

Council has previously resolved to reclassify twenty one (21) parcels of Council owned land from Community to Operational status via a planning proposal to amend the two existing Local Environmental Plans. Subsequent to the resolution to reclassify the lands Council further resolved to remove the Swanston Park land from the land to be reclassified due to the old system titles revealing the land had been dedicated as a public recreation reserve.

### Issues

The *Local Government Act 1993* (the Act) requires Council to classify all land vested under its control (being public land) as either 'community' or 'operational' land. In the event of failure to classify in accordance with the Act the subject land will default to a 'community' classification.

The primary purpose of classification is to identify land that should be kept for use by the general public (community) such as parks, and land which need not (operational) such as a works depot or sewage treatment plant. The major consequence of the classification provisions is that they determine the ease with which land may be sold, leased or licensed.

Under the current provisions of the Act land classified as 'community' must not be sold (except in very limited situations) and limits apply to how long Council may lease 'community land'. No such restrictions apply to land classified as 'operational' land. In addition there are extensive requirements for Councils to have Plans of Management in place for 'community' lands.

Reclassification is the process wherein the classification of public land is changed from 'operational' to 'community' or from 'community' to 'operational'. For the purposes of the Act, public land means any land (including a public reserve) vested in or under the control of Council, but does not include:-

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- (a) A public road
- (b) Land to which the Crown Lands Act 1989 applies, or
- (c) A common, or
- (d) Land subject to the Trustees of Schools of Arts Enabling Act 1902, or
- (e) A regional park under the National Parks and Wildlife Act, 1974.

Reclassifying from 'operational' to 'community' can be achieved by Council resolution however reclassifying from 'community' to 'operational' is more difficult in that an amending LEP (with inbuilt community consultation) is required.

Council prepared the necessary planning proposal for the below listed lands and has recently received notification that the existing LEPs have been amended which enables the classification of all land listed to be altered from Community to Operational.

The draft LEP applies to the following land:

Land	Common Description	Real Property Description	Street Address	Land Area
1.	Baradine Works Depot	Lot 205 DP704113	Coonabarabran Road, Baradine	1630 m <sup>3</sup>
2.	Vacant Land	Lot 12 DP600701	Liverpool Street, Baradine	8699 m <sup>3</sup>
3.	Vacant land (next to Tennis Club)	Part Lot 2 DP1079791	Yarren Street, Binnaway	2683 m <sup>3</sup>
4.	Mobile Phone Tower	Lot 1-3 DP1007189	Essex Street, Coonabarabran	89 m <sup>3</sup>
5.	Cricket Field	Lot 443 DP753378	Ulan Street, Coonabarabran	3.56ha
6.	Community Services Building	Lot 1 DP1103578	27-29 John Street, Coonabarabran	1340.5 m <sup>3</sup>
7.	Connect 5 Family Day Care	Lot 11 Section 3 DP758281	14 Robertson Street, Coonabarabran	1593.45 m <sup>3</sup>
8.	Medical Centre	Lot 2 DP200690	61 Cassilis Street, Coonabarabran	9485 m <sup>3</sup>
9.	Rescue Squad	Lot 2 Section 27 DP758281	8 Essex Street, Coonabarabran	1112.89 m <sup>3</sup>
10.	Water Reservoir	Lot 2 DP712551	Newell Highway, Coonabarabran	2448 m <sup>3</sup>
11.	Water Supply	Lot 6 Section 10 DP758281	Namoi Street, Coonabarabran	1.11ha
12.	Residence	Lot 3 DP875499	139 Martin Street, Coolah	1140 m <sup>3</sup>
13.	Residence	Lot 1 DP875499	143 Martin Street, Coolah	1584 m <sup>3</sup>



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Land	Common Description	Real Property Description	Street Address	Land Area
14.	Residence	Lot 2 DP875499	1 Lew Close, Coolah	907 m <sup>3</sup>
15.	Deleted			
16.	Vacant Land	Lot 3-5 DP18607	Newell Highway, Coonabarabran	3645 m <sup>3</sup>
17.	Vacant Land	Lot 266 DP753378	Dalgarno Street, Coonabarabran	6570 m <sup>3</sup>
18.	Multi-purpose building	Lot 3 Section 2 DP758364	38-40 Bolaro Street, Dunedoo	2023.43 m <sup>3</sup>
19.	Sewerage re-use	Lot 321a DP938173 & Lot 321c DP938174, Lot 2 DP234563	Wargundy Street, Dunedoo	8.438ha
20.	Vacant Land	Lot 1 DP883570	Ivan Dougherty Drive, Leadville	1448.8ha
21.	Water Supply	Lot 1 DP417380	Baradine Road, Bugaldie	663.9 m <sup>3</sup>

### **Options**

Now that the lands classification has been changed to operational lands Council has greater flexibility to deal with the land which may amount to boundary alterations, long term leases or sale.

### **Financial Considerations**

Nil

### **Summary**

The reclassification process now allows Council greater flexibility in contemplating the future of the land in question.

### **RECOMMENDATION**

That Council note the completion of the reclassification process for twenty parcels of community land to operational lands and that the information be advertised to the public.

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### Item 38 Development Application 20/1213

<b>Division:</b>	Environmental Services
<b>Management Area:</b>	Town Planning
<b>Author:</b>	Town Planner - Emily Doolan
<b>CSP Key Focus Area:</b>	Rural and Urban Development
<b>Priority / Strategy:</b>	RU1.1 Council conducts periodic reviews of its planning instruments to ensure that land use planning supports the long term sustainability of our local communities and our economy.

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

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### **Background**

Development Application 20/1213 proposes the establishment of a two lot subdivision of agricultural land and establishment of an olive grove within a property known as 'Kalahoma' at Lot 36 DP 705202, Dunedoo Highway, approximately 10km north of Elong Elong. The site has a total area of approximately 283ha, with plans of the subdivision shown as **Appendix A**.

To carry out the subdivision the proposal requires development consent from Council under the Coolah Local Environmental Plan 2000 which permits a minimum lot size of 40ha for intensive agricultural purposes. Council can only give consent if they are satisfied that the land is suitable for intensive agriculture.

### **Issues**

79C of the *Environmental Planning and Assessment Act 1979* outlines that in determining a development application, a consent authority is to take into consideration such of the following matters;

a) *The provision of any environmental planning instrument*

The Coolah LEP 2000 permits land to be subdivided into 40 ha, if the Council is satisfied that the land is suitable for intensive agriculture in terms of soil quality, land capability, aspect, or any other relevant environmental factor, and:

If the allotment is to be used for irrigated agriculture, the allotment has the benefit of a licence to extract water from either a groundwater supply or from surface water for the purpose of irrigation.

Comment: The land capability of the area does not appear to be suitable for intensive agriculture. The application has not confirmed that environmental factors will lend themselves to support viable agricultural produce. No surrounding land is identified as rich agricultural land, little cropping occurs in the vicinity with most of the land covered with scrub and forest.

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The Coolah LEP also states that the council may consent to the creation of an allotment for agriculture only if the Council is satisfied that the land concerned is to be developed and operated as a viable agricultural operation. To satisfy itself as to the viability of the proposed operation, the Council must consider evidence of the following;

- The nature of the proposed agricultural use
- The type and suitability of soils to accommodate the proposed agricultural use
- Current and net values of production to be obtained from the land concerned
- Management techniques to be adopted
- Methods of ensuring minimal adverse impacts on the locality
- Water availability
- Existing investment into the proposed uses of the proposed allotments

Comment: The application has not demonstrated that an olive farm could be operated as a viable agricultural operation.

- b) *The likely impacts of the development, including environmental impacts on both the natural and built environments and social and economic impacts on the locality*

Economic Impact- The development would not negatively impact upon local economy, however, given the small scale it is not considered to contribute largely to the local economy either. According to the Department of Primary Industries the set up cost for olive production is \$35,000 per ha. If the subdivision were to be approved a dwelling could legally be erected on the lot created, contributing to the fragmentation of rural land. Any possible economic benefits would not occur until the olive trees are established.

Social Impact- The development is not expected to have any negative social impacts.

Environmental Impacts- The proposed olive operation would rely heavily on water resources for irrigation.

- c) *The suitability of the site for the development*

*Site Design-* The majority of the site consists of native vegetation. A Property Vegetation Management Plan was issued by the Catchment Management Authority which identifies 11.94 ha where the clearing of regrowth is permitted; however, for this land future management only permits grazing. A further 63.87 ha is included in the PVP which permits grazing and cropping as a management action. According to the agronomist report approximately 5-7 ha on each lot could be established with olive trees.

The proposed lot sizes are considerably smaller than those surrounding the area and are not considered to be consistent with character of the existing context.

*Access-* Access to the property is via a Right of Carriageway through Lot 24 DP 754293. At the moment the ROC services only one lot, however, should

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the subdivision be approved it will need to service two lots. Given the proposed use of the land for intensive agriculture the access is not considered suitable and may lead to matters of conflict with the adjoining landholder.

*Heritage-* No items of heritage significance have been identified in the application.

*Soils-* Soils are identified as sandy clay loam, the agronomists reports identifies that the land has the potential to develop an intensive agricultural industry. However, comments from the Department of Primary Industries establish that the agronomists report does not entail enough information stating that 'there is a lack of comprehensive soils information particularly to justify the suitability of the site for a permanent planting. The soil survey is suitable should the site be developed for pasture, or annual crop suitability. However for completeness a soil survey should indicate the soil types at depth (to 1 metre at least) to cater for permanent crop establishment. It is noted that the report indicates the topsoil environment is poor with low fertility, as well as being acid. A more complete soil survey will indicate any variation of the soils at depth, and any physical features that may require attention in relation to plant growth and development. Depth to bedrock, the conditions of the soil at depth etc will help determine if the area is suited to olives, and the ability of the application of water to support growth'.

*Water-* Two licensed bores are located on the site. It would appear that the bores are only licenced for basic rights which means that the water may only be used for domestic or stock purposes. Using the bore water for the purpose of intensive agriculture is an offence under the *Water Management Act 2000*. It is a requirement of the Coolah LEP that if a lot be created for the purpose of intensive agriculture that it must have the benefit of a licence to extract water from either a groundwater supply or from surface water for the purpose of irrigation. There are also two dams on the site, PB Ag Consulting suggest that the dam water would be suitable for the irrigation of tree crops, however from observation this is questionable as a typical olive operation runs 250 trees per hectare, this means that the dams would need to provide enough water for the irrigation of 1750 trees which does not seem sustainable.

*Natural Hazards-* The land is identified as bushfire prone land as such was referred to the NSW Rural Fire Service for consideration. Concurrence from RFS was granted subject to conditions of consent.

- d) *Any submissions made in accordance with the Act*  
No submissions have been made in accordance with the Act.
- e) *The public interest*  
The public interest has been considered and is not likely to be detrimentally impacted upon.

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### **Options**

Council can either approve the development application subject to conditions of consent or refuse the application.

### **RECOMMENDATION**

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

1. The Right of Carriageway over adjoining land does not provide sufficient access for the operation of an intensive agriculture operation.
2. The application has not successfully demonstrated that the land can be operated as a viable agricultural operation.
3. The application has not demonstrated that an adequate and legal supply of water for irrigation is available
4. There is a lack of comprehensive soils information particularly to justify the suitability of the site for a permanent planting

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### Appendix A



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### Item 39 Delegation of Plumbing Functions

<b>Division:</b>	Environmental and Community Services	
<b>Management Area:</b>	Environmental Services	
<b>Author:</b>	Director of Environmental and Community Services - Tony Meppem	
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services	
<b>Priority / Strategy:</b>	PI2 The long term well-being of our communities is dependent on the ongoing provision of high quality services.	
<b>File Ref:</b>	<b>Function:</b>	<b>Activity:</b> Plumbing Regulation

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### Background

The Plumbing and drainage Act 2011 establishes a single scheme of regulation of on-site plumbing and drainage work in NSW and established the NSW Fair Trading as the plumbing regulator. Previously plumbing regulation and inspection was the responsibility of Councils and the various water boards in the metropolitan areas.

### Issues

Section 21 of the Act allows the plumbing regulator (NSW Fair Trading) to delegate any of the plumbing regulators functions to a local council and the council may in turn delegate sub-delegate any of the functions given to it to suitable staff. Acceptance of the delegation is required to enable council to continue to undertake activities in the regulation of on-site plumbing and drainage work within the Shire.

### Options

Council may either accept or reject the delegation.

### Financial Considerations

Nil effect

### Summary

Councils have managed the approval and inspection of all on-site plumbing and drainage works for many years under the provisions of the Local Government Act and the new system will provide greater support to Council in carrying out this function into the future. To accept the delegation council will need to fix the common seal to the documents.

### RECOMMENDATION

That Council accept the delegation offered under section 21 of the Plumbing and Drainage Act 2011 by the NSW Department of Fair Trading and that authority be granted to affix the common seal of Council to the delegation documents.