



# **Warrumbungle Shire Council**

**Council meeting**

**Thursday, 20 June 2013**

**to be held at the Council Chambers,  
Coolah**

**commencing at 10.00 am**

***Mayor***

Councillor Peter Shinton

***Deputy Mayor***

Councillor Murray Coe

***COUNCILLORS***

Councillor Gary Andrews

Councillor Anne-Louise Capel

Councillor Fred Clancy

Councillor Victor Schmidt

Councillor Chris Sullivan

Councillor Ron Sullivan

Councillor Denis Todd

***MANAGEMENT TEAM***

Steve Loane (General Manager)

Rebecca Ryan (Director Corporate Services)

Kevin Tighe (Director Technical Services)

Tony Meppem (Director Environmental &  
Community Services)

# Warrumbungle Shire Council

## **Vision**

Excellence in Local Government

## **Mission**

We will provide:

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

## **We Value**

### **Honesty**

Frank and open discussion, taking responsibility for our actions

### **Integrity**

Behaving in accordance with our values

### **Fairness**

Consideration of the facts and a commitment to two way communication

### **Compassion**

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

### **Respect**

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

### **Transparency**

Open and honest interactions with each other and our community

### **Passion**

Achievement of activities with energy, enthusiasm and pride

### **Trust**

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

### **Opportunity**

To be an enviable workplace creating pathways for staff development

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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**NOTICE** is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 20 June 2013 at the Council Chambers, Coolah commencing at 10.00am

## **AGENDA**

Welcome

Turn Off Mobile Phones

### **Order of Business**

Forum

Apologies

Disclosure of Interest  
Pecuniary Interest  
Non Pecuniary Conflict of Interest

Reports

Questions and Matters of Concern

### **Reports to be considered in Closed Council**

- 1C Mayoral Minute
- 2C IT – Managed Services for User Support and Infrastructure
- 3C Financial Tendering for Supply of Bulk Fuel
- 4C Scrap Metal Contract
- 5C Selection of a Consultant to Investigate and Prepare Concept Designs for the Proposed Baradine Flood Levee.

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

# WARRUMBUNGL SHIRE COUNCIL

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

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

The items relate to Personnel and Tenders and are 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:

- (a) personnel matters concerning particular individuals (other than councillors)
  
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business

### **FURTHER that Council resolve:**

- (a) that Council go into closed committee to consider business relating to personnel matters and Tenders
  
- (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) (a) and (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.

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

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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### Item 1 Minutes of Ordinary Council Meeting – 16 May 2013

**Division:** Executive Services

**Management Area:** Governance

**Author:** Manager Administration & Customer Service – Sally Morris

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

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

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

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

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

One minute silence was observed in memory of former Councillor Coolah Shire Council - Mrs Joyce Tuckwell OAM and former Councillor Narrabri Shire Council – Mr Ross Panton OAM.

#### 10.02am

##### Forum

Patrick Healey addressed the meeting expressing concerns regarding water, trees and the drain on his property. He would like trees removed. Mr Healey was advised to make an appointment to meet with Council representatives regarding his concerns.

#### 10.04am

Don Walton as a representative of the Baradine Tennis Club addressed the meeting regarding the Baradine tennis courts and offer from Catholic Church to transfer the land to Council. Mr Walton informed the meeting that funds currently held by the Club help keep the Club going however there are issues with maintenance, watering, rolling and marking. The Club would also like the surface of the courts changed to bitumen or synthetic grass.

#### 10.10am

**APOLOGIES:** Cr Todd

**341/1213 RESOLVED** that in accordance with Resolution 312/1213 granting leave of absence, that the apologies of Cr Todd be accepted.

**Coe/Capel**  
**The motion was carried**

#### REPORTS

**Item 1 Mayoral Minute – General Manager's Annual Performance Review**

**342/1213 RESOLVED:**



# **WARRUMBUNGL SHIRE COUNCIL**

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1. That Council appoints a Performance Review Panel for the term of Council that will comprise of:
  - i. Mayor Peter Shinton
  - ii. Deputy Mayor Murray Coe
  - iii. Councillor Ron Sullivan and
  - iv. Councillor Victor Schmidt.
  
2. That Council delegates the function and role of the Performance Review Panel to;
  - i. conducting the Performance Reviews of the General Manager
  - ii. reporting the findings and recommendations of these reviews to Council and
  - iii. development of the new Performance Agreements for the following period.
  
3. That Council engage LGNSW Management Solutions to provide external facilitation of the General Managers 2012-2013 Performance Review and new Performance Agreement 2013-2014 including delivery of training to Councillors in Performance Management.

**Shinton/Coe**  
**The motion was carried**

### **Item 2 Minutes of Ordinary Council Meeting – 18 April 2013**

**343/1213 RESOLVED** that the resolutions contained in the Minutes of the Ordinary Council meeting held on 18 April 2013 be endorsed.

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

### **Item 3 Minutes of Traffic Advisory Committee Meeting – 24 April 2013**

#### **344/1213 RESOLVED:**

- 1) That Council accepts the Minutes of the Traffic Advisory Committee meeting held on 24 April 2013 at Coonabarabran
  
- 2) That request by Gunnedah Cycling & Triathlon Club Inc. to conduct the Annual Sundowner Cycle Race on Saturday, 22 June 2013 be approved subject to approval and concurrence from RMS and NSW Police.
  
- 3) That request to install unbroken edge lines at highway locations where stock travelling directly from one side of the road to the other side be referred to the RMS for consideration and approval.
  
- 4) That request by Cycling NSW to conduct the Santos North West Cycle Tour on Friday, 21 June 2013 and Saturday, 22 June 2013 be approved subject to approval and concurrence from RMS and NSW Police.

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

### **Item 4 Minutes of Plant Advisory Committee Meeting – 1 May 2013**

#### **345/1213 RESOLVED:**

- 1) That Council accepts the Minutes of the Plant Advisory Committee meeting held on 1 May 2013 at Coonabarabran
  
- 2) That funding for replacement of Plant Item No 148 be considered a potential Revote into 2013/2014.
  
- 3) That a 'blended' approach is taken to selling trade vehicles, which includes advertising in the local paper, online auction as well as auctions and local dealers.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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- 4) That an allocation of \$33,000 be made for purchase of Mobile Traffic Lights within the current budget.

**R Sullivan/Coe**

**The motion was carried**

### **Item 5 Minutes of Robertson Oval Advisory Committee Meeting – 24 April 2013**

**346/1213 RESOLVED** that Council accept the minutes from the Robertson Oval Advisory Committee meeting held on 24 April 2013 at Dunedoo.

**C Sullivan/Coe**

**The motion was carried**

### **Item 6 Minutes of the Finance and Projects Committee Meeting 1 May 2013**

#### **347/1213 RESOLVED:**

- 1) That Council accepts the Minutes of the Finance and Projects Committee Meeting held on 1 May 2013 at Coonabarabran noting that Cr Andrews was in attendance not Cr C Sullivan.
- 2) That Council include a summary on the balance of restricted assets in future QBRS.
- 3) That ELE Internal Restriction is increased to a balance of 30% at year end 2013.
- 4) That the balance of any internal profit on the plant fund is kept as a Restricted Asset and that going forward an internal restriction be established for funds associated with Councils plant activity.
- 5) That Council keep in restriction the balance of any revotes to the following year.
- 6) That Council approve the supplementary vote requests totalling \$240,361.
- 7) That the Financial Sustainability of NSW Local Government Sector Report (April 2013) be presented to May Council Meeting with the recommended strategic directions for consideration by the full Council.

**R Sullivan/Capel**

**The motion was carried**

### **Item 7 Responses to Questions from last meeting**

Received.

Cr Coe raised issue regarding Dunedoo toilets and adherence to previous resolution regarding toilets remaining open.

### **Item 8 May 2013 - Report from Human Resources**

Received.

### **Item 9 Workplace Safety Report**

Received.

### **Item 10 Staff leave**

**348/1213 RESOLVED** that Council notes the report and endorses the action of the General Manager in implementing individual employee leave management plans to ensure accrued Annual Leave is reduced to 10 weeks and accrued RDO's to 4 days at any given time.

**Capel/Schmidt**

**The motion was carried**

### **Item 11 Staff Achievement Award**

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 June 2013**

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**349/1213 RESOLVED** that Council accepts the recommendation from MANEX and presents Andy Roper, Roller Operator with the First Quarter Warrumbungle Shire Council Employee Excellence in Achievement Award.

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

**Item 12 Request for Leave of Absence – Councillor Clancy**

**350/1213 RESOLVED** that Council accepts the written notification from Councillor Clancy and grants a Leave of Absence from the Ordinary July 2013 Council meeting.

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

**Item 13 Request for Leave of Absence – Councillor Coe**

**351/1213 RESOLVED** that Council accepts the written notification from Councillor Coe and grants a Leave of Absence from the Ordinary June 2013 Council meeting.

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

**Item 14 Notice of Motion – Councillor Coe**

**A motion was moved by Councillor Coe seconded by Councillor Schmidt** that Warrumbungle Shire Council cease the standard practise of outdoor staff travelling on overtime to start work on the job site  
**The motion was put and lost.**

**352/1213 RESOLVED** that a report be prepared and brought back to Council on review of overtime, plant utilisation, works program, options for staggering of start times and workforce management.

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

**Item 15 NSW Treasury Financial Sustainability of NSW Local Government Sector**

**353/1213 RESOLVED** that Council accepts the TCorp Financial Sustainability of the NSW Local Government Sector report released by the DLG noting the strategic initiatives recommendations proposed in preparations of the 2013/2014 – 2016/2017 Delivery Program/Operational Plan and review of the Resourcing Strategy (Workforce Management Strategy, Long Term Financial Plan and Asset Management Plan).

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

**Item 16 Future Directions for NSW Local Government – Twenty Essential Steps and Strengthening NSW Remote Communities – The Options**

**354/1213 RESOLVED** that Council notes the Future Directions for NSW Local Government – Twenty Essential Steps **FURTHERMORE** that the General Manager, Mayor and Councillors participate in the regional Councils consultation session facilitated by the NSW Local Government Review Panel.

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

**Item 17 Constitutional Recognition of Local Government**

**355/1213 RESOLVED** that Council endorse the Mayor and General Manager support to the LGNSW and ALGA national campaign for Constitutional Recognition of Local Government.

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

**Item 18 Reviewed Warrumbungle Shire Community Strategic Plan**

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 June 2013**

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**356/1213 RESOLVED** that Council endorse amendments to the existing Warrumbungle Shire Community Strategic Plan and place on public exhibition for 28 days seeking community input and feedback.

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

**Item 19 Operational Plan and Delivery Program 2012/2013 to 2016/2017**

**357/1213 RESOLVED** that Council endorse the draft Warrumbungle Shire Council Delivery Program 2013/2014 -2016/2017 and Operational Plan 2013/2014 place on public exhibition for at least 28 days, to be presented with feedback and community comment at the June 2013 meeting.

**Schmidt/Clancy  
The motion was carried**

**Item 20 Brick Bats and Bouquets**

Received.

**Item 21 Staff Uniform – Ties and Scarves**

**358/1213 RESOLVED** that Council approve the addition of a tie Sample C with stars and scarf sample A without green lines to the corporate uniform.

**Capel/Schmidt  
The motion was carried**

**Item 22 Bank Reconciliation for month ending 30 April 2013**

**359/1213 RESOLVED** that Council accept the Bank Reconciliation Report for the month ending 30 April 2013.

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

**Item 23 Rates Report for Month ending 30 April 2013**

Received.

**Item 24 Investments and Term Deposits**

**360/1213 RESOLVED** that Council accept the Investments Report for the month ending 30 April 2013.

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

**Item 25 Request for Change of Category Rates Assessment No 3298**

**361/1213 RESOLVED** that Council approve the change of category for Property Assessment No 3298 from Business to Rural Residential being land included in Occupational Permit 13211.

**Schmidt/Clancy  
The motion was carried**

**Item 26 Request for Change of Category Rates Assessment No 11104-02**

**362/1213 RESOLVED** that Council approve the change of category for Property Assessment No 11104-02 from Business to Rural Residential for land described in Lot 3 DP787413.

**Capel/Andrews  
The motion was carried**

**Item 27 Cleaning Contract Warrumbungle Shire**

**363/1213 RESOLVED** that Council seek tenders for the current Cleaning Contract for the five (5) buildings in Coonabarabran being Coonabarabran Council Chambers, Coonabarabran Library, Community Services Building, Visitor Information Centre and Coonabarabran RFS Headquarters **FURTHERMORE** that all other sites be assessed and considered moving to a Cleaning Contract as staff leave or retire.

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

# WARRUMBUNGLE SHIRE COUNCIL

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### **Item 28 Quarterly Budget Review Statement for the Quarter Ending 31 March 2013**

**364/1213 RESOLVED** that Council accept the Quarterly Budget Review Statement for the quarter ending 31 March 2013, and approve the requested supplementary votes for a total value of \$240K.

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

### **Item 29 Local Land Services – Transition Update**

**365/1213 RESOLVED** that Council note the NSW State Government proposed transition to Local Land Services, including recommendations from the Local Land Services Stakeholder Reference Panel presented to the Minister Hon Katrina Hodgkinson.

**Clancy/Capel**  
**The motion was carried**

**11.45am**

**366/1213 RESOLVED** that standing orders be suspended to break for morning tea.

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

**12.06pm**

**367/1213 RESOLVED** that standing orders be resumed.

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

### **Item 30 Summary of 2011/12 NSW Water Supply and Sewerage Performance Monitoring Report for Warrumbungle Shire Council**

**368/1213 RESOLVED** that Council notes the summary of 2011/12 NSW Water Supply and Sewerage Performance Monitoring Report for Warrumbungle Shire Council.

**Clancy/Capel**  
**The motion was carried**

### **Item 31 Yaminbah Fire Shed – Council Seal**

**369/1213 RESOLVED** that Council authorise the Mayor and General Manager to affix Council's seal and sign the contract between Council and the Owner for the purchase of land for Yaminbah Fire Shed.

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

### **Item 32 2012/13 Technical Services Works Program**

Received.

### **Item 33 Macquarie Regional Library**

**370/1213 RESOLVED** that

1. That Council adopt the MRL 2013/2017 Draft Strategic Plan and 2013/2017 Draft Delivery Program, including the Annual Operational Plan, Budget (based on increasing the 2012/2013 contributions by 3.4% and for 2014/2015 by the annual general rate variation increase as determined by the NSW Government plus 15% for book stock) and Revenue [Fees and Charges] Policy as submitted, be adopted and placed on public exhibition for a period of twenty-eight (28) days.
2. That the 2013/2017 Draft Strategic Plan and 2013/2017 Draft Delivery Program, including the Annual Operational Plan and Budget be adopted by Council and exhibited for a period of twenty-eight (28) days.

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

### **Item 34 Family Day Care Policy**

**371/1213 RESOLVED** that the following Castlereagh Family Day Care Relief Educator Policy be endorsed by Council:

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## Ordinary Meeting – 20 June 2013

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### Family Day Care Relief Educator Policy

#### 1. CSP FOCUS AREA: COMMUNITY AND CULTURE

#### 2. INTRODUCTION

##### 2.1. Subheading

This policy facilitates the engagement of a Family Day Care Relief Educator by an Educator. The relief educator may be required to provide the education and care for the service in an approved Family Day Care Residence when the primary educator is unavailable

#### 3. OBJECTIVES AND COVERAGE OF THE POLICY

##### 3.1. Subheading

##### PARENT RESPONSIBILITIES

- Parents will familiarise themselves and understand the implications of relief care arrangements before completing a Parent Permission Relief Care form.
- Parents must advise the primary educator of their required care hours before relief care commences and pay appropriate fees for these notified hours, in accordance with the primary educator's Fees and Charges Schedule. The notified hours may not necessarily be the same as the original booked hours with the primary educator. However fees will apply for all of the notified hours during the relief care period, including absences from care.
- Parents must complete attendance records provided by the relief educator for their child during the relief care period.

##### PRIMARY EDUCATOR RESPONSIBILITIES

- On enrolment, the primary educator must advise a parent of each child in care of the educator's intent to use the relief care option. If the child is already enrolled when the primary educator decides to take up the option to use a Relief Educator, the written consent form must be completed by the parent before the relief care is provided.
- The Coordination Unit must approve the primary educator's request to use Relief Care.
- The primary educator must, prior to each occasion of relief care:
  - ~ advise the parent of each child in their care of the relief care arrangements
  - ~ provide opportunity for the parents of children in care to meet with the relief educator
  - ~ obtain written parental consent via a completed Parent Consent Form for each child who will be in care during the relief care period.
- The primary educator must inform the coordination unit of the intention to utilise a relief educator prior to the care commencing (including the name of the proposed relief educator and the period of relief care) either by:
  - ~ email or fax a Relief Care Notification Form (to be designed) to co-ordination unit
  - ~ submit to the co-ordination unit signed Parent Consent Forms for each child in care during the relief care period before relief care commences, or in the case of emergency relief care, as soon as practicable. Consent forms can be received by email or fax.
- The primary educator must not charge a fee for care for any child during the relief care period if a parent of a child does not consent to the relief care arrangements, or has agreed to use alternate care, or has refused care during the relief care period.
- The primary educator must charge the family the child's usual fee for care during the relief care period and may not penalise families by charging a higher fee for this time.
- The primary educator must negotiate care requirements, tasks required, and payment arrangements directly with the relief educator, including duration of relief care period, hours of care provision, numbers of children in care during the relief care period and any additional needs of the children.

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- The Scheme shall not be responsible for, or enter into, any dispute arising between the primary educator and the relief educator regarding payment for relief care services provided or not provided, or any cancellation of care arrangements.
- The primary educator must ensure the relief educator completes an orientation of the education and care residence or venue, including emergency evacuation procedures.
- The primary educator may place her/his own children in care with the relief educator only if:
  - ~ the children are registered for care with the scheme
  - ~ vacancies exist in the education and care residence or venue (i.e. the maximum number of children in care at one time does not exceed regulatory requirements)
- The primary educator must inform Relief Care educator of any medical requirements and plans which are in place for any child using relief care.

### **RELIEF EDUCATOR RESPONSIBILITIES**

- The relief educator will negotiate bookings for relief care directly with the primary educator and will inform the primary educator of their requirements for:
  - a) confirmation of bookings
  - b) cancellation of booking (including any fees payable for cancellation)
  - c) the relief educator adopts the fee schedule of the primary educator and invoices the primary educator for the parent portion of the fee after receiving a payment advice.
  - d) meetings with parents prior to commencement of relief care as required
  - e) orientation times including emergency evacuation procedures, the needs of children in care, duties to be performed, and services and equipment available.
- The relief educator will display their Certificate of Registration in the education and care residence or venue, at all times during the relief care period.
- The relief educator must ensure parent's sign an attendance record on arrival and departure from the education and care residence or venue each day, receipt any parent payments made on the day of relief care, and hand the payment to the primary educator.
- The Relief Educator is to submit timesheets for each child in care under the Relief Educator's name for weekly processing.
- The relief educator must issue an invoice to the primary educator for the parent portion of the fees after receiving payment advice.
- The relief educator must ensure all areas of the education and care residence or venue, meet the scheme's safety requirements and conduct the Educators Daily Hazard I.D at all times during the relief care period.
- The relief educator is responsible for maintaining Work Health and Safety standards within the education and care residence or venue at all times during the relief care period.
- During the relief care period the relief educator must undertake only those tasks normally associated with the provision of a quality education and care service, including complying with all state and federal legislative requirements and the scheme's policies and procedures, and maintaining quality education and care standards and practices, in accordance with The National Quality Framework
- The relief educator may only transport children in his/her vehicle if:
  - a) a parent / guardian of the child has signed a consent form in accordance with Family Day Care Excursion Procedure.
  - b) the vehicle and car restraints comply with all legislative requirements as stated in the Castlereagh Family Day Care Transport Policy.
  - c) evidence of a current drivers licence , car registration and car insurance details have been supplied to the Castlereagh Family Day Care Scheme.
  - d) the relief educator has conducted and documented a risk assessment regarding transporting Children

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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### 4. LEGISLATIVE REQUIREMENTS

#### 4.1. Subheading

Education and Care Service Law Act 2010 Education and Care Services National Regulation 2011  
National Quality Standard 2011  
Work Health and Safety Act 2011  
National Quality Standard 2011  
CFDC Transport Policy  
CFDC Excursion Policy

### 5. POLICY SCOPE

### 6. ASSOCIATED DOCUMENTS

Education and Care Service Law Act 2010 Education and Care Services National Regulation 2011  
National Quality Standard 2011  
Work Health and Safety Act 2011  
National Quality Standard 2011  
CFDC Transport Policy  
CFDC Excursion Policy

### 7. REVIEWS AND VERSION CONTROL

Review Dates: July 2014  
Version No: 1  
Review Cause: New Policy  
Complies with: National Law Regs. 119,144,154,163  
Policy Adopted:

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

#### **Item 35 Heritage Advisor Reports**

**372/1213 RESOLVED** that Council adopt the 2012/2013 Heritage Advisor Report provided as attachment 'A' and the Draft Warrumbungle Shire Heritage Strategy 2013-2016 provided as attachment 'B' in the Business paper.

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

#### **Item 36 Development Applications**

**373/1213 RESOLVED** that Council note the Applications Approved, during April 2013, under Delegated Authority.

**Coe/Clancy**  
**The motion was carried**

#### **Item 37 Cobbora Coal Mine**

**374/1213 RESOLVED** that Council note the report provided on the current progress with the proposed Cobbora Coal project

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

#### **Item 38 Planning System White Paper**

**375/1213 RESOLVED** that Council note the release by the NSW Government of the *White Paper – A new planning system in NSW* and **FURTHERMORE** that a full report will be presented to Council at the June meeting.

**Capel/Schmidt**



# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 20 June 2013**

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**The motion was carried**

**12.45pm**

**376/1213 RESOLVED**

- (a) that Council go into closed committee to consider business relating to sale of land for unpaid rates and bad debts
- (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) (b) 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.

**Capel/Clancy**

**The motion was carried**

**12.55 pm**

**377/1213 RESOLVED** Council move out of closed Council and into open Council.

**Capel/Clancy**

**The motion was carried**

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

**Item 1C Sale of Land for Unpaid Rates**

**378/1213 RESOLVED:**

1. That Council authorise Land detailed in the schedule be offered for sale at Public Auction on a date to be set in accordance with Section 713 of the Local Government Act 1993.
2. That Council apply to the Valuer-General for a valuation to be conducted on vacant land listed in the schedule.
3. A licensed Auctioneer be contracted to conduct the auction sale and the lots unsold at the auction be thereafter listed for sale.
4. Council authorise the General Manager to execute Contracts and Transfer Documents under its Common Seal.
5. That only arrangements under section 715 (2) (b) that will be acceptable prior to auction is the full payment of all rates and charges including interest, due on the land.
6. That the schedule of Land to be sold be advertised in the Government Gazette and at least one Newspaper for a period of three (3) months.

**Schmidt/Clancy**

**The motion was carried**

**Item 2C Bad Debts to be Written Off - Debtors**

**379/1213 RESOLVED** that Council approve the write off of \$23,165.08 being the total of recommended aged debtors for write off.

**Clancy/R Sullivan**

**The motion was carried**

**QUESTIONS AND MATTERS OF CONCERN**

Cr C Sullivan

Cobbora Coal mine – inform community through community meeting when information is available and known.

Cr Andrews

Traffic counters on roads – regional roads. Director Technical Services advised that the counter is at Bolero Street Dunedoo and there is a program of rotation

Quarry – removal of overburden complete – drilling, blasting to occur to create stock

Cr Capel

Skate park meeting in Coolah last night – group will identify location etc and be ready to go when funds available

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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### Cr R Sullivan

Commend staff on work on East Creek in eastern end of Coonabarabran.  
Seeking a print out of bushfire costings.

### Cr Schmidt

Land behind high school concerns that it is a fire hazard – need to speak to property owner which is Education Department. Staff will research identification of owner and advise

### Cr Clancy

Counters on roads – were to go on Binnaway and Baradine road and on Bolero Street. Currently on Bolero St and will be moved to others next.

QBRS – Request for a one page financial statement on business arms of council eg community services. Director Corporate Services advised that current report provides information and will be examined by Councillor Clancy who will advise whether he needs more information.

Fees and charges to be adopted to be advertised showing previous charge and future charge. Suggestion that advertisements be placed in library windows.

### Cr Coe

Informed the meeting of the intentions of SES in Dunedoo to move into the RFS shed. Cr Coe enquired about the proposed use for that SES shed. Men's group started in Dunedoo and is looking for somewhere. SES Shed would be ideal. General Manager advised Cr Coe that the shed is Council property and the Group should write to council for consideration.

### Cr Shinton

Mayor of Gilgandra advised that the Shire has put \$70,000 in their budget for Grandchester bridge. This raises question regarding their share for the construction of the bridge.

### General Manager

Delivery program workshop 9.30 to 2.00pm (breaking for attendance at morning tea function) on Wednesday, 29 May 2013.

There being no further business the meeting closed at 1.23pm.

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**CHAIRMAN**

### **RECOMMENDATION**

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 16 May 2013 be endorsed.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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### Item 2 Minutes of Local Emergency Management Committee Meeting – 20 May 2013

**Division:** Technical Services

**Management Area:** Technical Services Management

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

**CSP Key Focus Area:** Our Natural Environment

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

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

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<b>CHAIRPERSON</b>	Scott Tanner	LEOCON
<b>PRESENT</b>	Stuart Davies, REMO Brad Size Colin Bennett Tom Freedom Michael Anderson Tony Cole Rodney Coombes Rod Williams Tom Mumford Peter Vidler Bob Cosgrove Stuart Green Lloyd Graham Ann Taylor	NSW Police NSW F&R NSW F&R NSW F&R NSW Ambulance VRA Coonabarabran VRA Coonabarabran VRA Coolah VRA Coolah VRA Coolah VRA Mendooran SES Baradine RFS Coonabarabran SES Dunedoo Health Coolah
<b>MINUTES:</b>	Phil Southwell	WSC
<b>APOLOGIES</b>	Kevin Tighe Anthony Smith Barry Johnson Chris Warwicker Gary Barber Len Roberts	LEMO Alt LEOCON SES Baradine Dunedoo Health NSWF&R Essential Energy

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

The minutes for the previous meeting, which was held at Coonabarabran on the 18th February 2013 was available to all committee members at the meeting.

The 'header' Meeting Dates require correction

*Minutes accepted T.Cole / R Cosgrove*

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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### BUSINES ARISING:

1. Coolah VRA Roof Harness Kits . VRA Commissioner will talk with the SES, issue in progress
2. Darren Vatcher RFS Zone Manager off contact list as he has taken up a new position at RFS HQ
3. Wambelong Fires
  - (i) The report from the last LEMC meeting was presented at the REMC meeting conducted 14th March at Dubbo. P.Southwell presented the report with emphasis on the coordination of the VRA, Police, F&R and the RFS with regards the initial response and evacuation. The efforts of Stuart Green, working as Air Attack supervisor on the day and his local knowledge of Brigade personnel, VRA and Police personnel contributed to the fire fighting efforts on that day.
  - (ii) Scott Tanner raised the issue of the inadequate facility at the RFS Fire Control Centre for the operation of an EOC evacuation coordination centre. Stuart Green suggested that they know there is a problem and that a solution will not be easily arrived at. The ability to fight fires as well as evacuate people cannot be conducted within one room, and an alternate solution must be found. LEOCON to write a letter to the REMO informing him of the serious situation.
  - (iii) The problem that Fire & Rescue (F&R) had with communications [13/1/13] was talked about, both at the REMC and LEMC meetings. The solution will be a combination of better training as well as more joint exercises between RFS and F&R using ESO radio channels.
  - (iv) Welfare Report ( Talked about in Correspondence )  
The Welfare Report at the REMC meeting (14/3/13) brought up the issue that on the 1st night of the fire (Sunday 13/1/13 ) that a number people evacuated to the Bowling Club stayed in their cars as there were no facilities for animals or pets.  
Tony Cole mentioned that the Youth Club was set up to accommodate people and pets  
The Bowling Club became the preferred evacuation centre as the air conditioned facility on a 40 plus degree day, prevailed. Communications that evening between the EOC and welfare appears to be limited. The Displan Annex needs to show the Bowling Club as an option.

### AGENDA ITEMS

#### **1. CONTACT LISTS**

LEMC Contact List. - circulated for additions, errors & alterations

#### **2. DISPLAN**

Phil Southwell provided a short talk on the DISPLAN and the changes made in December, Stuart Davies had attended and reviewed the DISPLAN

The main changes were :-  
Change to organisation names & titles  
Addition of ERMP summary of Hazards  
Alteration of Recovery section as per MPES

The committee endorsed the Warrumbungle Draft Displan subject to any objections within the next two weeks

*Motion Tony Cole / Lloyd Graham*

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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The plan will be presented to the next REMC for endorsement in August

### **3. LOCAL FLOOD PLAN REVIEW**

The Warrumbungle Shire Emergency Sub Plan was presented to the committee for endorsement.

Discussion regarding Volume 1 resulted in the following problems being presented at the meeting.

There is no information on the Catchments, their history and characteristics. Information on river levels / height and the effects on communities is missing. The other item missing is the time frame for the different flood event and information on Timor Dam and a warning system is incomplete.

The committee decided to defer the endorsement of volume 1 of the Warrumbungle Emergency Sub Plan until further consultation with the SES is made and local history as per the previous plan is included in the new plan

### **4. REMO REPORT**

see attached Report from Stuart Davies

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

1. Coonabarabran Horse Expo - 31st May to 4th June : about 700 riders and 2000 additional people to the town
2. Baradine Campdraft 25/26th June
3. Coolah Central School cross country sports event, 21st July, about 700 runners and parents

### **GENERAL BUSINESS**

#### Cooinda Power Failure Problem

An email was received by the manager of Cooinda Aged Centre expressing concern about the power failure on Friday 22/3/13. Discussion about the night expressed concern that the power came back on but then at midnight went back off for about 7 hours. The planned outage was not communicated to emergency services. Leanne Redfern new manager at Cooinda did emphasise that Emergency Services should talk to local management prior to connecting any generators.

Discussion on the reliability of the power network in our shire and the lack of redundancy within the system. This was evident during the fires when power supply problems during 40 degree plus days creates a serious health concern at Coonamble, with both very young children as well as aged residents, due to the heat combined with a lack of town water.

The following motion was passed :-

A letter to Essential Energy asking if there are any plans to upgrade the network with the view of eliminating the reliance on a single 66KVA line.

Motion T. Cole / R. Coombes

### **CORRESPONDENCE**

1. SES Local Flood Plan Review
2. Corinda Hostel Email on Power Outage
3. Welfare Report on Wambelaong Fire
4. NSW F&R Radio Issue emails

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 20 June 2013**

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**ERMP Report** Nil

**DATE OF NEXT MEETING:**

The date of the next meeting was suggested as being: Tuesday 13th August 2012  
and to be held at Coonabarabran VRA building at 7.00 pm ( 1900 Hrs)

**MEETING CONCLUDED**

As no further business the formal part of the meeting concluded at 2020 Hrs

.....  
**CHAIRMAN**

Scott Tanner  
LEOCON

**RECOMMENDATION**

That Council notes the minutes from the Local Emergency Management Committee held  
on 20 May 2013 at Coolah

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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### Item 3 Minutes of Consultative Advisory Committee Meeting – 5 June 2013

**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

---

**PRESENT:** R. Howard, J. O'Malley, B. Smith, T. Cain (Chairperson)

**NON MEMBERS:** Val Kearnes, Steve Loane

**APOLOGIES:** M. Wynne

Tracy Cain elected as Acting Chairperson, current Chairperson resigned from Council in December 2012.

**CONFIRMATION OF MINUTES:**

**RECOMMENDED** that the Minutes of the Consultative Committee meeting held on March 13, 2013 be endorsed

*T. Cain/B. Smith*

**BUSINESS ARISING**

- Question on whether the Low Loader position was to be advertised. Committee advised that this position would be advertised and would in all likelihood report to the workshop in Coolah. Grade yet to be agreed to.
- Constitution – Discussion on whether there should be non union members on the committee to be discussed at a later date.
- Documents for Technical Officer Road Operations were sent out to all committee members, only four received back. Position now advertised internally.
- On Call Arrangements – to be discussed at next MANEX meeting

**AGENDA**

**Drug and Alcohol Policy and Procedure**

Committee was given a draft Policy and Procedure to consider. HR will consider using the Industry Standard Drug & Alcohol policy which governs their Drug & Alcohol Procedure and is available on the USU website.

**Workforce Management Strategy**

Committee was given a copy of the Draft Workforce Management Strategy which will be put to the June Council meeting.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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### GENERAL BUSINESS

- Steve Loane spoke about staff whom may have differences of opinion relating to professional matters. Should a member of staff be directed to undertake a task by their supervisor which the staff member disagrees with whether for safety or other reasons they should put their views in writing to their supervisor stating that they disagree with the directive and state the reasons. The staff member would then not be liable to penalties and the supervisor would then take on the liability.
- Review of Organisational Structure - Any changes will be submitted to the Consultative Committee as part of the consultative process.
- S. Loane spoke to the committee regarding the Future Directions Meeting held in Gilgandra. It is envisaged that Warrumbungle Shire Council will have no changes to it but there could be changes such as being under a central County Council body which would be based in Dubbo. Resources may be shared by all those councils under the County Council. e.g. IT or other common resources.

Meeting closed: 10.20 am, Next meeting September 3, 2013.

.....  
**CHAIRMAN**

### RECOMMENDATION

That Council notes the minutes from the Consultative Advisory Committee meeting held on 5 June 2013 at Coonabarabran.



# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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### Item 4 Minutes of Occupational Health & Safety Meeting – 5 June 2013

**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:** Steve Loane (Chairman), Fred Magann, Terry Hadfield, David Smith, Jim O'Malley, Frances Perry, Ben Smith, Alira Carlyle, Kathryn Weatherall, Deanne Britton.

**APOLOGIES:** Shane Weatherall, Ron Howard, Ian Jenkins.

#### **CONFIRMATION OF MINUTES**

**59/11 Recommended** that the minutes of the Occupational Health and Safety Committee Meeting held 8 November 2013 be confirmed. **Britton /Hadfield**

#### **MATTERS ARISING**

**Establishment of Workgroups (update)** – Information was presented to all staff and some workgroups are filled. With workgroups that are remaining to be filled, Frances is going to speak with them to see if they had decided to join another group or make their own. Recycling crew at Dunedoo to be asked if they want to come under Urban Services South workgroup.

#### **AGENDA ITEMS**

##### **RMS procedure for working in extreme temperatures.**

Procedure to be created especially for the recycling crews. Also discussed was the need to have a medical certificate process in place for incumbent workers and their fitness to work in such conditions.

This item is to be discussed more at the next meeting.

##### **WHS Workshop evaluation**

Noted

##### **Working in Bushfires procedure from Wellington Council for discussion**

Discussion took place and points 6.5, 6.8 and 6.13 changes need to be made to make it clearer. A procedure to be developed to make sure processes are followed (risk assessment are completed). Steve to arrange a meeting with RFS to discuss this procedure.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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### **Incident Register**

Discussions took place. Manual Handling training to be organised as manual handling techniques have changed.

Noted

### **Recommendation Table**

Discussion took place on 55/11 Recommendation. Completed

53/11 signage in depots to be checked for repainting every six months.

10kms signs to be put up at Depots and signs to more visible and signs to be put up at the Mendooran Depot.

48/11 Recommendation Eyewashes to be checked weekly so water is clean and that they are working. Log books have been distributed and supervisors will be responsible for checking of eye wash stations in there area.

Noted

### **GENERAL BUSINESS**

Investigation as to viability of Doctor to be engaged to check people in the high risk category for skin conditions (cancer). Money to be found in next year's budget.

A Noise monitoring procedure will be put in place and Frances will be checking noise levels and recommending labelling of all plant.

### **Recycling Centre at Coonabarabran**

Lights and gutters haven't been fixed at present but assurance has been given that this issue is getting fixed next week. The roadway from the front gate to the tip area needs to be fixed as it is in a rough condition, this issue may be able to come under the asbestos budget.

### **Travelling to Worksite to have more interaction with workers and their safety issues.**

Steve Loane asked if all WHS workgroups could be finalised before any workplace inspections take place.

Next meeting to be held on Tuesday 3 September 2013.

Meeting closed at 12.05 pm.

.....  
Chairman

### **RECOMMENDATION**

That Council accept the minutes from the Occupational Health & Safety Committee meeting held on 5 June 2013 at Coonabarabran.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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### Item 5 Minutes of Administration Building Project Committee, 22 April 2013

<b>Division:</b>	Executive Services		
<b>Management Area:</b>	General Manager		
<b>Author:</b>	Acting Executive Assistant – 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.		
<b>File Ref</b>	<b>Function:</b> Council Property	<b>Activity:</b>	Administration Building

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**Present:** Clr Peter Shinton, Clr Ron Sullivan, Steve Loane, Tony Meppem, Rebecca Ryan, Bikram Joshi, Aaron Parker

**Apologies:** Nil

**In attendance:** Clr Anne-Louise Capel, Clr Gary Andrews

**Chairperson:** Clr Ron Sullivan

1. Minutes of the previous meeting held 7 January 2013

#### **RECOMMENDATION**

That the minutes of the Administration Building Project Committee held 7 January 2013 be accepted.

**Sullivan / Loane**

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

##### **2. Essential Energy**

Application was submitted and approved for 156 amps. Will still have to pay survey for pole at a cost of \$10,000. Roadway – Electrical light Pole and Sub ground Line Works will be saving to the budget, however an adjustment will be made when the new account is received before making payment.

##### **3. David Payne Construction**

Extension granted.

##### **4. Final Report**

The final report to be presented to February Council meeting is pending completion of project.

##### **5. Workplace Health and Safety / Insurance Requirements / Contractor Compliance**

Nil to report

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 June 2013**

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### **6. Budget Tracking**

Budget Report presented for Contract and Non Contract Items.

#### **RECOMMENDATION**

That the Budget Report be accepted.

**Ryan / Loane**

Progress claim from David Payne \$74,592.83 with variations was presented.

25. Supply and installation of 1 x additional fire hose reel, required for interim occupation certificate \$1,047.20

27. \$3,500 carpet right the way through front foyer. Vinyl can be used somewhere else.

28. Supply and lay approx. 135m<sup>2</sup> of hardboard underlay to first floor area \$3,375.

29. Installation of low voltage LED down lights over front counter, \$2,601.50

#### **RECOMMENDATION**

That the contract variations No's 25,26,27,28 and 29 totalling \$10, 523.20 be accepted (ex GST) and approval be granted to the General Manager to pay the Progress Claim for \$74,592.83

**Loane / Sullivan**

30. Roller Grill over counter \$5,844

31. Supply and install 5lm of new 'Starlight Black' laminated workstation to first floor open office area, not in specification \$2,231.90 however not required

#### **RECOMMENDATION**

That the contract variations No's 30 and 31 totalling \$8,075.90 be rejected.

**Sullivan / Shinton**

### **GENERAL BUSINESS**

#### **7. Reports on Leaking**

Rain caused leaking in back corner of building. Footings for rear carpark wall, formed a dam, leaking through the construction hole into the building. Wet plasterboard and carpet tiles were replaced.

#### **8. Electronics**

As per budget items, being held off until building works is finalised.

Action: Quotations to be sought for electronic blinds.

#### **9. Scratch on Council Chambers Desk**

Laminex will to be fully replaced as presumed to be a soft batch.

#### **10. Name for front of building**

Warrumbungle Shire Council signage on building

Action: Project Manager to bring back a mock up for signage Warrumbungle Shire Council

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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### 11. Flag Poles

9 metres in length, not in the budget and will cost \$1,200 each with an estimated \$10,000 installation cost

Action: Project Manager to ascertain costs and installation options.

### 12. Plaque

To be installed in foyer beside art piece

### 13. Councillor Photographs

Refer placement of honour board/photographs to Design Committee.

### 14. Moving Current Pedestrian Crossing

Construction crew having difficulty removing current crossing.

### 15. Progress Reports

Lift mechanics, to be replaced this week. Front counter complete 29 or 30 April. Completion date 3 May. Hoarding to be removed for ANZAC Day 24 April

Meeting closed: 1.35pm

Next meeting: To be confirmed

## RECOMMENDATION

That:

1. the Minutes of the Administration Building Project Committee meeting held on 22 April 2013 be endorsed.
2. that the contract variations No's 25,26,27,28 and 29 totalling \$10, 523.20 be accepted (ex GST) and approval be granted to the General Manager to pay the Progress Claim for \$74,592.83
3. that the contract variations No's 30 and 31 totalling \$8,075.90 be rejected.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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### Item 6 Minutes of the Yuluwirri Kids Advisory Committee - 14 March 2013

<b>Division:</b>	Environmental & Community Services	
<b>Management Area:</b>	Environmental and Community Services	
<b>Author:</b>	Manager – Linda Miller	
<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> Community Services	<b>Activity:</b> Service Provision

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Meeting Opened at 6:10 pm

PRESENT: Tony Meppem, Linda Miller, Amanda Sulter, Lisa Arkell (Barnardos), Jennifer Tucker, Samantha Bartlett, Morag Baker, Jodie Nottle, and Victor Schmidt.

**ATTENDING:** Michelle Capewell, Jodie Smith and Leanne Colantonio.

**APOLOGIES:** Joel Amiet, Steve Turner, CALC, Leanne McWhirter, Lisa Towers.

**1 RECOMMEND** that the apologies be accepted.

**V Schmidt / Mandy Sulter**

**RESIGNATION:** Kylie Hartberg.

**ADOPTION OF NEW MEMBERS:** Lisa Towers, Jodie Nottle and Victor Schmidt.

**2 RECOMMEND** that the resignation be accepted and new members welcomed.

**M Baker / J Tucker**

### **MINUTES of LAST MEETING**

Minutes were tabled.

**3 RECOMMEND** that the Minutes of Meeting held 15<sup>th</sup> November 2012 be accepted as a true and accurate record.

**M Baker / T Meppem**

### **BUSINESS ARISING**

- **49 Operating weeks 2013 and beyond** – Yuluwirri Kids contacted DEEWR and ACEQUA to ascertain correct process to open part of a 50<sup>th</sup> week in order to operate up till Christmas Eve. Both bodies to be provided with a variation notice obtained from their respective websites.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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### AGENDA ITEMS

- **Manager's Report including operational budget**

- Refer attached report.
- Aged Debtors were discussed as this seems to be a growing concern. Industry practice in other communities is less tolerant with termination of enrolments seen as an effective option. Families' accounts should not run too far behind. Yuluwirri is mindful of being community focused however the business needs to remain viable to continue.

**4 RECOMMEND:** - Alternative means to collect debtors is to be assessed and reported on at next meeting.

- The service has started the year at a high capacity level with a small waiting list. Historically the waiting list has developed mid to late year. If the growth continues, consideration may need to be given to seeking operation of the Monkey Room for a third day, further supporting our application for extension funding.

### **5 RECOMMEND**

Yuluwirri investigate opening the Monkey Room for a third day, taking into account staffing requirements, funding and waiting list.

**T Meppem / V Schmidt**

**6 RECOMMEND** The Managers Report be accepted.

**T Meppem / V Schmidt**

- **Policy Review**

Advisory committee members have been provided with the following draft policies prior to the meeting to allow time to read and review the content. Members were asked if they had had sufficient time to review.

- Educator and Management
- Educator Curriculum and Learning
- Death of a Child
- Continuity of Education and Care
- Child Protection
- Excursions - amended per recommendations at last meeting
- Chemical Spills
- Animal and Pet
- Administration of Authorised Medication
- Bush Fire
- Incident, Injury, Trauma & Illness
- Physical Environment (workplace safety, learning and administration)
- Infectious Diseases
- Immunisation & Disease Prevention
- Emergency Service Contact
- Lockdown
- Additional Needs Policy

**7 RECOMMEND** The above policies be adopted except for the Additional Needs Policy to be further reviewed in consultation with OT.

**T Meppem/V Schmidt**

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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### ▪ Friends of Yuluwirri

It has been difficult to maintain momentum of FOYS, with activities falling on only a couple of people. The consensus was that Friends of Yuluwirri adopt a structure within the group to assist in communicating and monitoring of activities.

The role of FOYS was discussed and noted that it is not just a fundraising body, but a community engagement opportunity, from welcoming new families and helping out at working bees. Given difficult events faced within the community and the focus of fundraising efforts in the wake of the January fire is to be reduced, with fundraising to focus on a single larger even, such as a holiday.

**8 RECOMMEND** That an advertisement be placed in the Coona Times inviting community to partake in FOYS activities – WSC Section, and discuss an editorial on whats happening at Yuluwirri Kids with FOYS.

**M Baker / J Nottle**

### GENERAL BUSINESS

#### • Programming for individual children.

A member of the Advisory Committee was approached by a community member with a question as to whether Yuluwirri Kids provides individual learning programmes.

Response: - Yes there is an individual aspect to programming for each child. The depth of individual programmes does vary from the younger rooms were staff: child ratios are less and also influence by the increase in a child's group involvement as they become older. It should also be noted that all preschool aged children are assessed.

#### • Identifying staff in rooms

Is there some way of identifying what educators are in each room.

Response: - An educator listing of who was in each room was placed in Yuluwirri newsletter in February, Term 1 Week 1 for parent information, and this is the case with any significant roster changes. Staff are encouraged to greet families so they get to know who they are and raise any matters for the day. Effort is made to provide continuity of care for children with core staff attached to each room. Given the staff roster is from 7:15 am to 5:45 pm there are different faces during opening and closing across the week. Casual staff are presently being utilised as regularly as available to provide lunch relief for each room.

**9 RECOMMEND** Each room provide a photo summary of the educators working in their room in their parent information area.

**M Baker / J Nottle**

### NEXT MEETING

To be held on Thursday week 6 term 2 2013, being 6 June 2013

There being no further business the meeting closed at 7:30 pm

.....  
CHAIRMAN

### RECOMMENDATION

1. That Council accepts the Minutes of the Yuluwirri Kids Advisory Committee meeting held on 14 March 2013.



# WARRUMBUNGL SHIRE COUNCIL

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2. Alternative means to collect debtors is to be assessed and reported on at next meeting.
3. Yuluwirri investigate opening the Monkey Room for a third day, taking into account staffing requirements, funding and waiting list.
4. The following draft policies be adopted except for the Additional Needs Policy to be further reviewed in consultation with OT.
  - Educator and Management
  - Educator Curriculum and Learning
  - Death of a Child
  - Continuity of Education and Care
  - Child Protection
  - Excursions - amended per recommendations at last meeting
  - Chemical Spills
  - Animal and Pet
  - Administration of Authorised Medication
  - Bush Fire
  - Incident, Injury, Trauma & Illness
  - Physical Environment (workplace safety, learning and administration)
  - Infectious Diseases
  - Immunisation & Disease Prevention
  - Emergency Service Contact
  - Lockdown
  - Additional Needs Policy
5. That an advertisement be placed in the Coona Times inviting community to partake in FOYS activities – WSC Section, and discuss an editorial on whats happening at Yuluwirri Kids with FOYS.
6. Each room provide a photo summary of the educators working in their room in their parent information area.

# WARRUMBUNGL SHIRE COUNCIL

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### Item 7 Minutes of the Yuluwirri Kids Advisory Committee – 6 June 2013

<b>Division:</b>	Environmental & Community Services	
<b>Management Area:</b>	Environmental and Community Services	
<b>Author:</b>	Manager – Linda Miller	
<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> Community Services	<b>Activity:</b> Service Provision

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Meeting Opened at 6:10 pm

PRESENT: Tony Meppem, Linda Miller, Victor Schmidt, Samantha Hoffman, Lisa Arkell- (Barnardos), Steve Turner, and Jodie Nottle.

**ATTENDING:** Melanie Jenner and Leanne Colantonio

APOLOGIES: Joel Amiet, Lisa Towers, Jennifer Tucker, Amanda Sulter and Morag Baker.

**10 RECOMMENDED** that the apologies be accepted

**V Schmidt / S Hoffman**

ADOPTION OF NEW MEMBERS: Melanie Jenner

**11 RECOMMENDED** that new member be welcomed.

**L Arkell / S Hoffman**

#### **MINUTES of LAST MEETING**

Minutes were tabled.

**12 RECOMMENDED** that the Minutes of Meeting held 15<sup>th</sup> November 2012 be accepted as a true and accurate record.

**V Schmidt / T Meppem**

#### **BUSINESS ARISING**

- nil

#### **AGENDA ITEMS**

- **Manager's Report including operational budget – (CSP Link CC1 and CC7)**
  - National Quality Assurance (NQS) – The service underwent assessment in March 2013 and achieved a rating of 'meeting standards' in five of the seven quality areas and 'working towards' in two areas. Therefore, the overall result is 'working towards'

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- Staffing (Quality Area 7) – Two vacant positions are (1) Early Childhood Teacher is presently filled for 2 days per week (currently being advertised) and (2) Child Care Assistant/Educator. The Part-time job share Cook position has been filled.
- Staff Training (Quality Area 4) – webinar regarding new 'working with children checks'.
- Programmed Events (Quality Area 1) included: - participation in Coonabarabran Show, class photos, Seniors/Grandparents week, Harmony week followed by an African Experience and National Reconciliation week.
- Playground Concept Plan (Quality Area 3) the service is currently working on the amphitheatre section using funds donated by Barnardos. The Coonabarabran Men's Shed has undertaken to build the deck stage.
- Utilisation – vacancies are minimal with room group occupancies ranging from 93% to 100% full. Waiting list is being managed with a total of 19 positions required by the community.
- Debtors (Quality Area 7)–Debtors total \$40,035 Credit \$4,313 Net \$35,721. Processes are being put into place to tighten the collection process and recover doubtful debts.
- Budget for 2013/2014 financial year and beyond were discussed, with the difficulty of properly forecasting income. Industry view is State and Federal Government funding needs to increase to meet new the standards of care. (Budget does not include any increase) The service needs to consider smart ways of saving money such as solar panels, and source additional grants funding where possible.  
As an auspiced service, the budgets have been included in the Warrumbungle Shire Council Draft Operation Plan and Delivery Plan on display till 17<sup>th</sup> June 2013.

**13 RECOMMENDED** The Managers Report be accepted.

**T Meppem/V Schmidt**

- **Fees increase 2012 / 2013**

- An increase of \$5.00 across all fee schedules effective from the first billing period in July 2013.

**14 RECOMMENDED** The fee increase be accepted.

Action - families to be further reminded of the Warrumbungle Shire Council Draft Operation Plan and Delivery Plan on display till 17<sup>th</sup> June 2013 and open for comment.

Action – families to be advised of fee increase via newsletter.

**V Schmidt / J Nottle**

- **Fees Policy and collection procedure (CSP Link P12 & 12.1)**

- Fee Policy YK00106637a tabled and discussed. Concern as to whether the broad community could afford an upfront bond from 2014 enrolments.
- Collection procedure needed to tighten up on aged debtors and minimise bad and doubtful debts.

**15 RECOMMENDED** The above policy be accepted, and further consideration be given to the implementation and impact of a bond PRIOR TO IMPLEMENTING 2014.

**L Arkell / J S Hoffman**

- **Friends of Yuluwirri (CSP Link CC7)**

BBQ has been purchased from raffle proceeds and a welcome breakfast has been proposed to promote Friends of Yuluwirri (FOYs) membership. A couple of raffles planned for the remained of 2013.

# WARRUMBUNGLA SHIRE COUNCIL

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### GENERAL BUSINESS

- **Immunisation in child care**

A member of the Advisory Committee was approached by a community member with a regards to media discussion proposing child care services having the ability to ban children that have not been immunised.

Response: Yuluwirri Kids has not received any publication or correspondence on the matter from government bodies or via subscription services. No action required.

### NEXT MEETING

To be held on Thursday week 6 term 3 2013, being 22 August 2013.

There being no further business the meeting closed at 8:00 pm

.....  
CHAIRMAN

### RECOMMENDATION

1. That Council accepts the Minutes of the Yuluwirri Kids Advisory Committee meeting held on 6 June 2013.
2. That the fee increase be accepted.
3. That the Fee Policy YK00106637a be accepted, and further consideration be given to the implementation and impact of a bond PRIOR TO IMPLEMENTING 2014.

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### Item 8 Responses to Questions from last meeting

**Question 1:** Cobbora Coal mine – inform community through community meeting when information is available and known. Cr C Sullivan  
**Response From:** Director Environmental and Community Services  
**Response:** GM organising meeting with Department of Planning & Infrastructure head office to be present.

**Question 2:** Traffic counters on roads – regional roads. Cr Andrews  
**Response From:** Director Technical Services  
**Response:** The counter is currently at Bolero Street Dunedoo and there is a program of rotation

**Question 3:** Status of Quarry. Cr Andrews  
**Response From:** General Manager  
**Response:** Removal of overburden complete – drilling, blasting to occur to create stock. No further update at this time

**Question 4:** Commend staff on work on East Creek in eastern end of Coonabarabran. Cr R Sullivan  
**Response From:** Director Technical Services  
**Response:** Noted

**Question 5:** Seeking a print out of bushfire costings. Cr R Sullivan  
**Response From:** General Manager  
**Response:** A report on the Wambelong Bushfire will be presented to Council at the July Meeting, this will include costings.

**Question 6:** Land behind Coonabarabran Highschool concerns that it is a fire hazard. Cr Schmidt  
**Response From:** Director Technical Services  
**Response:** Land is owned by Department of Education. RFS have advised the following; The land identified by Council is registered as an asset within the Bush Fire Management Committees' Bush Fire Risk Management Plan and has been scheduled for treatment (Hazard reduction burning) in August 2013 and between April – August 2014 given weather conditions are suitable. The local RFS will carry out the burns with the permission of the Dept. of Education

# WARRUMBUNGL SHIRE COUNCIL

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- Question 7:** Counters on roads – were to go on Binnaway and Baradine road and on Bolero Street. Cr Clancy  
**Response From:** Director Technical Services  
**Response:** Currently on Bolero St Dunedoo and will be moved to others next according to rotation program.
- Question 8:** QBRS – Request for a one page financial statement on business arms of council eg Community Services. Cr Clancy  
**Response From:** Director Corporate Services  
**Response:** Current QBRS report provides Income Statement for all Business Arms of Council.
- Question 9:** Fees and charges to be adopted to be advertised showing previous charge and future charge. Suggestion that advertisements be placed in library windows. Cr Clancy  
**Response From:** Director Corporate Services  
**Response:** Revenue Policy includes previous years (2012/13) and new (2013/14) inc GST as per DLG requirements. Advertisements and Notices have been distributed to RTC's, Libraries, Council Offices and website. Communications strategy included press releases in Coonabarabran Times and local publications
- Question 10:** Informed the meeting of the intentions of SES in Dunedoo to move into the RFS shed and enquiry about the proposed use for that SES shed. Men's group started in Dunedoo and is looking for somewhere. SES Shed would be ideal. Cr Coe  
**Response From:** General Manager  
**Response:** The shed is Council property and the Group should write to council for consideration
- Question 11:** Mayor of Gilgandra advised that the Shire has put \$70,000 in their budget for Grandchester bridge. Does this raises questions regarding their share for the construction of the bridge. Cr Shinton  
**Response From:** Director Technical Services  
**Response:** Design of bridge in progress. Discussions to be held with Gilgandra Shire Council.

### **RECOMMENDATION**

For Council's information.

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 9 Notice of Motion – Outdoor Gym

**Division:** Executive

**Management Area:** Governance

**Author:** Cr Clancy

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

**Priority / Strategy:** GF5 Council is severely burdened by the increasing costs of service provision and asset management and its reliance on grant funding, together with a limited rate base, rate capping and restricted capacity to source income from other areas.

**File Ref:** **Function:** Governance **Activity:** Elected Members

---

### Notice of Motion

A notice of motion has been received from Councillor Clancy as follows:

1. *That Warrumbungle Shire Council adopts, in principle, Rotary Coonabarabran's offer to fund the 'Outdoor Gym' project by way of purchase of suitable equipment.*
2. *A group, including Rotary representatives, Council staff and a nominated Councillor representative be formed to further progress this project and report back to Council.*
3. *Council determine any funding opportunities for planning, installation of equipment including concrete pads, softfall and beautification of the area.*

### Rationale

An approach has been made to me by Rotary Coonabarabran to establish an Outdoor Gym by installing Exercise Stations in the vacant area west of Mary Jane Cain Bridge, adjacent to the Woolworths Building and the old Police House (John Street).

Rotary advises that - they have researched the design, cost of equipment and have given an undertaking to finance purchase of said equipment. This will be done staged over several years. Initially they seek Council concurrence to the project including a commitment to in-kind installation costs. A brochure of equipment is available for inspection by council

### RECOMMENDATION

For Council's consideration.

# WARRUMBUNGL SHIRE COUNCIL

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### Item 10 Notice of Motion – Parking of Vehicles

**Division:** Executive

**Management Area:** Governance

**Author:** Cr Clancy

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

**Priority / Strategy:** GF5 Council is severely burdened by the increasing costs of service provision and asset management and its reliance on grant funding, together with a limited rate base, rate capping and restricted capacity to source income from other areas.

**File Ref:** **Function:** Governance **Activity:** Elected Members

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### Notice of Motion

A notice of motion has been received from Councillor Clancy as follows:

1. *That a directive be issued to all staff "Parking of Vehicles in the immediate vicinity of headquarters in John Street CBD is not permitted unless in case of emergency".*
2. *That Council formalise design and complete construction of the area at the rear of the chambers, as part of the building re-development.*
3. *Subject to availability, parking bays be provided for any staff members who may be indisposed by a disability.*

### Rationale

There is an ever lingering dissatisfaction with overstay parking coming from shop owners and residents particularly in the vicinity of the Council Chambers. They believe Council generously provides parking opportunities by way of parking areas and low-use non-CBD street parking that is not being utilised to its full capacity.

By enforcing regulation of Staff parking, an opportunity may arise for Council to engage business houses to deal with their own perceived parking habits.

### RECOMMENDATION

For Council's consideration.



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### Item 11 June 2013 - Report from Human Resources

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Human Resources
<b>Authors:</b>	Manager Human Resources – Val Kearnes Learning & Development Coordinator – 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 May Council Meeting six positions have been advertised either internally or externally:

Roller Operator – Coonabarabran - Internal  
Water & Waste Water Operator – Coonabarabran – Internal  
Technical Officer – Road Operators – Internal  
Pre School Teacher – External  
Plumber – Dunedoo – External  
Administration Officer Admin Services - External

#### **RESIGNATIONS**

There has been one resignation in the Technical Service department.

#### **LEARNING AND DEVELOPMENT**

As part of our Workforce planning L& D will be looking into the various federal funding programs available to Council. These programs include:

# **WARRUMBUNGL SHIRE COUNCIL**

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**National Workforce Development Fund** which allows eligible organisations to apply for funding to support the training of existing workers and new workers in areas of identified business and workforce development need.

**Workplace English Language and Literacy Fund** which is a co-contribution program with applications able to be made on a rolling basis. It is aimed at lifting language, literacy and numeracy skills- this can be for roles right up to CEO level.

**Investing in Experience Fund** helps mature age workers (aged 50 years and over) to gain nationally recognised qualifications by having their current capabilities recognised and to receive training to fill knowledge or skills gaps.

Funding continues to be available through the SSP (Strategic Skills Program), which purchases training from Registered Training Organisations to address the strategic skill needs of the industry, community and individuals. Council used this funding last year to have Supervisors attain their Certificate IV in Frontline Management. Negotiations are taking place at present to have remaining and new Managers/Supervisors enrolled in this program for 2013.

Arrangements were made with the New England Institute of TAFE for a Confined Spaces Awareness workshop to be held specifically for Council at the Coonabarabran Campus of TAFE at the end of May. Eleven staff took part in this training and were all accredited for working safely in confined spaces.

Also in May twelve plant operators from across the Shire were assessed on loadshifting machines as per the new work health and safety laws effective in NSW from January 1, 2012. The assessments took place at the Coonabarabran Depot and were coordinated by New England Institute of TAFE.

First Aid officers and staff from Yuluwirri Kids completed their First Aid Refresher or full course in First Aid at the Coonabarabran Campus of TAFE. Students successfully completed their theory exam, CPR assessment and scenario assessments giving them accreditation in Apply First Aid.

Three of our new Managers attended an intense 4-day course with Local Government Managers Australia. The New Manager Toolkit is an essential course for local government practitioners moving from supervisory and team leader roles into management roles. The four days form a comprehensive grounding in entry level management and drive positive business outcomes. The four days are highly interactive and engaging and participants are expected to take part in multiple learning techniques including presentations, role plays and case studies.

The next few months will continue to be busy for Learning and Development with a full program of training planned.

### **RECOMMENDATION**

For Council's information

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### Item 12 June 2013 – Workplace Health and Safety

<b>Division:</b>	Executive Services		
<b>Management Area:</b>	Human Resources		
<b>Author:</b>	Workplace Safety Officer – Frances Perry		
<b>CSP Key Focus Area:</b>	Local Governance and Finance		
<b>Priority / Strategy:</b>	GF7.1.1.1A Review OH&S and Risk Management strategies, policies and practices reviewed & Implement and effective WH&S and Risk Management Program		
<b>File Ref:</b>	<b>Function:</b>	Personnel	<b>Activity:</b> Council

---

#### **Background**

Nil

#### **Issues**

Workplace Injuries

#### **Options**

Greater awareness of safety within the workplace

#### **Financial Considerations**

Higher Workers Compensation Premiums

#### **WORKPLACE HEALTH AND SAFETY WORKSHOP**

HR conducted a Workplace Health and Safety Planning Day in Coonabarabran on Wednesday May 22 with all Supervisors, Managers and Executives invited to attend. This workshop was held to raise awareness of workplace health and safety within council.

HR invited a Workcover Officer Mark Chillingworth to attend and outline the role and responsibilities of all Supervisors, Managers and Executives within Council.

Discussions were also held on Workers Compensation Premium costs and how claims could be reduced. Other areas of discussion were:

- Types of workers compensation injuries and how to minimise
- Current culture of staff to Work Health and Safety and improving awareness within the workforce
- Formulation and Implementation of Job Demand Analyses
- Establishment of a suitable duties register in order to reduce Council's premium
- Establishment of Workgroups and representatives for WHS Committee

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The workshop discussed some suggestions to problems and these suggestions will be considered and improvements to documentation and procedures implemented as required. This Workshop is to be conducted on a regular yearly basis.

### **RECOMMENDATION**

For Council's information

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### Item 13 Workforce Management Strategy

<b>Division:</b>	Executive Services	
<b>Management Area:</b>	Human Resources	
<b>Author:</b>	Manager Human Resources – Val Kearnes	
<b>CSP Key Focus Area:</b>	Local Governance and Finance	
<b>Priority / Strategy:</b>	GF7.1.1.1A Review OH&S and Risk Management strategies, policies and practices reviewed & Implement and effective WH&S and Risk Management Program	
<b>File Ref: Function:</b>	Personnel	<b>Activity:</b> Council

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#### **Background**

Nil

#### **Issues**

Workforce Management Plan

#### **Options**

Nil

#### **Financial Considerations**

Nil

#### **WORKFORCE MANAGEMENT STRATEGY WORKSHOPS**

Council was required to review its Workforce Management Strategy before 30 June 2013 following the election of a new council. The HR department undertook three Workforce Management Strategy Workshops in May, with workshops for Supervisors and Managers held in Coonabarabran and Coolah and one workshop for stakeholders in Coonabarabran.

All workshops were supported well by invited staff with all attendees encouraged to give their views. Attendees were asked to identify areas of Strength, Weakness, Opportunities and Threats. From the information received from all workshops HR identified six focus areas being Recruitment & Retention, Reward and Recognition, Planning and Professional Development, Performance Management, Organisational Development and Work Health & Safety. HR has now drawn up an action plan with timeframes to work towards over the next three years.

In addition a Staff Survey was distributed to all staff in April and results from this survey are provided in the document, and were used when reviewing areas of need within the organisation.

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A copy of the Draft Workforce Management Strategy will be provided to Councillors and presented at the meeting.

### **RECOMMENDATION**

That Council endorse the amended Workforce Management Strategy.

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### Item 14 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 are in receipt of letters of appreciation. Attached are copies of letters in their entirety.

### RECOMMENDATION

For Council's information.

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**Lloyd & Sue Graham**

BY:..... **PO Box 89 Dunedoo NSW 2844**

1 May 2013

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

Dear Sir

**Re: O L Milling Park, Dunedoo.**

We wish to congratulate the workers who have improved the condition of the park and gardens on the northern side of Bolaro Street i.e. (O L Milling Park) Dunedoo.

The gardens have been tidied up and we feel that they are looking the best they have ever looked. Other improvements have been carried out and this has enhanced the overall look of the park.

We hope Council will continue to have the park looking so well cared for because it is important to our town. People often comment how lovely and cared for it looks.

This park is an important aspect of our town and we wish to have the workers recognised for their splendid job they are doing.

Yours faithfully,

A handwritten signature in cursive script that reads "Lloyd &amp; Sue". The ink is dark and the handwriting is fluid.

Lloyd & Sue Graham



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6377 1195 3 IRWIN STREET COOLAH 2843 13 May 13  
[roycoolah@gmail.com](mailto:roycoolah@gmail.com)

RECEIVED  
13 MAY 2013  
BY: \_\_\_\_\_

Kevin Tighe  
Director of Technical Services  
Warrumbungle Shire Council  
PO Box 191  
COONABARABRAN 2357

Dear Kevin

**Sam Poo Signs – Your letter 26 April 13**

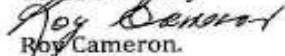
Many thanks for the restoration of the Sam Poo signs near Birriwa and Cobborah.

If the signs have not been welded onto their posts I suggest that when a council vehicle with a welder goes by that they be given the "treatment".

Welding may deter vandals – it may not. I wish to spent the rest of my retirement without concern about missing Sam Poo and Flyblowers Creek signs.

Best wishes for a rewarding year.

Yours sincerely

  
Roy Cameron.

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Mr Loane, Mrs Ryan and Mr Tighe,  
Thank you for showing and telling us about local  
govenment. We enjoyed the visit very much.

Andrew  
Hayley Octavia  
Bryden  
Declan  
Sophie  
Annabelle  
Cobey  
Jemma  
Annabelle S.  
Mary McKenna  
Jayden  
Ethan  
Zick  
Bithany  
Natalsha  
Mustone!  
Hannah  
Isaac  
Sue McGoldrick  
Bailey  
Brittany  
Claudia  
Kit Rit

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### Item 15 Community Representatives – Baradine Memorial Hall Committee

<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>	CC4 Public involvement in community activities including volunteerism needs to be increased	
<b>File Ref:</b>	<b>Function:</b> Corporate Management	<b>Activity:</b> Committee Meetings

---

### **Background**

At the April 2013 Council Meeting four (4) community representatives were elected to join the Baradine Memorial Hall Committee (**Resolution No 324/1213**).

This committee is made up of six (6) community representatives however due to the number of Expressions of Interest received, Council decided to run the committee with only four (4) community representatives.

On May 13 Council received an Expression of Interest to join the Baradine Memorial Hall Committee from Mr Ted Hayman.

### **Issues**

Council is bound by its charter to consult and engage with the community in regards to the management of public facilities and delivery of services (ch3 Local Government Act 2003). A Committee of Council is bound by Council's Code of Conduct and minutes with recommendations presented to Council for consideration. They provide an opportunity for feedback and input into Council decision making about the facility or Management Activity.

The Baradine Memorial Hall Committee is a new Council Committee, and established to assist the Manager Property and Risk plan for capital expenditure and implement an R&M program, engaging Contractors as required as per Council's Contractor Management Policy.

### **Options**

Council should endorse the Expression of Interest received from Mr Ted Hayman thus bringing the number of Community representatives to five (5).

### **Financial Considerations**

There are no financial considerations, the Manager Property and Risk supports this Committee. Councillors generally assist with any travel required, and Councillor travel is budgeted for in the Governance Councillor expenses allocation.

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### **Summary**

Baradine Memorial Hall Committee

1. Mr John Farrell
2. Mrs Nea Worrell
3. Mrs Loretta Masman
4. Mr Matthew Bunner
5. Mr Ted Hayman

### **RECOMMENDATION**

That Council accept the nomination of Mr Ted Hayman as a Community representative on the Baradine Memorial Hall Committee.

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### Item 16 Determination of the Local Government Remuneration Tribunal 2013

<b>Division:</b>	Executive Services	
<b>Management Area:</b>	Executive Services	
<b>Author:</b>	Executive Assistant – Melissa Bennett	
<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> Governance	<b>Activity:</b> Elected Members

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### Background

The Local Government Remuneration Tribunal is constituted under Chapter 9, Division 4 of the Local Government Act 1993. The Tribunal is responsible for categorising councils, county councils and mayoral offices to determine the maximum amounts of fees to be paid to councillors, members of county councils and mayors in each category. The Tribunal is required to make a determination by no later than 1 May each year and make a report to the Minister within 7 days of making that determination. The Report is to be published in the Government Gazette and also laid before each House of Parliament.

On 3 December 2012 the Tribunal wrote to all mayors advising the commencement of the 2013 Annual Review. In respect of this Review the Tribunal advised councils that it would be undertaking a review of the minimum and maximum fee levels for each category.

The tribunal also advised councils that it would not be reviewing the categories of councils during the 2013 Review. In accordance with Section 239 of the Local Government Act the Tribunal is required to determine the categories of councils and mayors offices at least once every 3 years. The Tribunal last undertook a fundamental review of the categories of councils in 2012.

### Issues

The Tribunal is aware that a number of initiatives are underway to improve the strength and effectiveness of local government in NSW including:

- the appointment of the Independent Local Government Review Panel to drive key strategic directions identified in the Destination 2036 initiative;
- the appointment of the Local Government Acts Taskforce to review the Local Government Act 1993 and the City of Sydney Act 1988;
- the engagement of the NSW Treasury Corporation to report on the financial sustainability of Local Government in NSW.

Given the significant work being undertaken by both the NSW Government and local councils to drive and deliver local government reform, and the limitations placed on the

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Tribunal in respect of determining increases in fees, the Tribunal did not call for general submissions from individual councils as part of the 2013 Annual Review. However, the Tribunal advised councils that they were still able to raise any issues of concern relevant to the review. The Tribunal received three submissions from individual Councils. The submissions sought consideration of the following matters:

- the Tribunal to determine the maximum statutory increase of 2.5% as permitted by the legislation;
- the Tribunal to benchmark mayoral and councillor fees with that of a State Member of Parliament;
- the Tribunal to introduce a professional remuneration structure for councillors to improve accountability and performance.

The Tribunal also received a submission and met with Local Government NSW (LGNSW). Given the statutory limitations in place LGNSW has requested that councillor and mayor remuneration should be increased by the full 2.5 per cent for 2013/2014.

### **Options**

The Tribunal's report found that they were required to have regard to the Government's wages policy when determining the increase to apply to the minimum and maximum fees that apply to councillors and mayors. The public sector wages policy currently provides for a cap on increases of 2.5 per cent.

### **Financial Considerations**

The Tribunal has reviewed the key economic indicators, including the Consumer Price Index and Wage Price Index, and finds that the full increase of 2.5 per cent available to it is warranted. On that basis, and having regard to the tribunals findings, and after taking the views of the Assessors into account, the Tribunal considers that an increase of 2.5 per cent in the fees for Councillors and Mayors is appropriate and so determines.

### **Summary**

The Tribunal determined that Pursuant to s.241 of the Local Government Act 1993, the annual fees to be paid in each of the categories to councillors, mayors, members and chairpersons of county councils effective on and from 1 July 2013 are determined as follows:

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	Councillor/Member		Mayor/Chairperson	
	Annual Fee		Additional Fee*	
	Minimum	Maximum	Minimum	Maximum
Principal City	23,830	34,950	145,810	191,860
Major City	15,880	26,220	33,760	76,390
Metropolitan Major	15,880	26,220	33,760	76,390
Metropolitan Centre	11,910	22,240	25,320	59,100
Metropolitan	7,930	17,490	16,890	38,160
Regional Rural	7,930	17,490	16,890	38,160
<b>Rural</b>	<b>7,930</b>	<b>10,480</b>	<b>8,430</b>	<b>22,870</b>
<b>(Warrumbungle)</b>				
County Council – Water	1,580	8,740	3,380	14,350
County Council – Other	1,580	5,230	3,380	9,540

\*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).

The full Report and Determination of the Local Government Remuneration Tribunal can be found at [www.remtribunals.nsw.gov.au/local\\_government/current\\_determinations](http://www.remtribunals.nsw.gov.au/local_government/current_determinations)

### **RECOMMENDATION**

That Warrumbungle Shire Council adopts the maximum annual fee of \$10,480 for Councillors and \$22,870 for the Mayor for the 2013-2014 financial years, being in accordance with the determination of the Local Government Remuneration Tribunal under Sections 239 and 241 of the Local Government Act 1993.

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### Item 17 Independent Local Government Review Panel – Future Directions

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Executive Services
<b>Author:</b>	General Manager – Steve Loane
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority / Strategy:</b>	GF5.1 Council build strategic relationships with other levels of government to ensure that the shire receives an equitable allocation of resources

**File Ref:** **Function:** Corporate Management **Activity:** Government Directive

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### Background

In July 2012 the NSW State Government established a panel to conduct a comprehensive review of Local Government in NSW. This panel was charged with a four stage project to consult and formulate discussion papers for community and Council engagement.

As part of stage three the Future Directions discussion paper was published. This paper was reported to Council at the May 2013 meeting. By way of follow up, the panel has embarked on a state wide road show to discuss and explain the document.

### Issues

On Monday 3<sup>rd</sup> June a seminar for the OROC and surrounding region was conducted at Gilgandra as part of the road show. The seminar was open to all Councillors and staff. Representing Warrumbungle Shire Council were Cr Shinton, Cr C Sullivan, Cr Capel, Cr Todd, Cr Andrews, General Manager, Director Corporate Services, Director Technical Services and Director Environmental and Community Services. Representatives from most other Councils in the region were also in attendance. The seminar was facilitated by Mr Greg Inglis, a panel member. To assist seminar attendees a briefing summary was provided. A copy has been forwarded to Councillors under separate cover (Enclosure Item 17).

Mr Inglis fielded many questions about the document however the main focus was centred around the structure of a County Council and a Board. These structures are yet to be defined. Mr Inglis indicated that the intent of the Future Directions document is to set out the latest thinking of the Independent Local Government Review Panel.

Mr Inglis invited submissions to the document by 28<sup>th</sup> June and he indicated that submissions should discuss possible scenarios. On receipt of those submissions the Panel will compile a final report to be presented to the Minister and ultimately to Cabinet.

### Options

Nil



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### **Financial Considerations**

Nil

### **Summary**

A submission will be formulated by the General Manager following debate at the June Council meeting

### **RECOMMENDATION**

That Council will provide a submission to the Local Government Review Panel on issue points debated at the June Council meeting.

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 18 Reviewed Warrumbungle Shire Community Strategic Plan

<b>Division:</b>	Executive Services	
<b>Management Area:</b>	Governance	
<b>Author:</b>	Director Corporate Services – Rebecca Ryan	
<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> Governance	<b>Activity:</b> Integrated Planning & Reporting

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### **Background**

At the May meeting, Council received a report in regards to the review of the Warrumbungle Shire Council Community Strategic Plan (CSP) 2012-2032 and resolved to place the reviewed CSP on public exhibition for 28 days as per NSW Local Government Act legislation (**Resolution No 356/1213**).

### **Issues**

Council must place the amended draft CSP on public exhibition for a period of at least 28 days and comments from the community must be accepted and considered prior to the endorsement of the final CSP. Within 28 days after a CSP being endorsed, Council must post a copy of the plan on Council's website and provide a copy to the Director-General of the DLG.

### **Options**

Following the September 2012 election of Councillors, Council must review the CSP before 30 June 2013.

### **Financial Considerations**

There is no budget requirement required for this CSP review process. Although the timing has been delayed due to unforeseen circumstances, the task will be completed in house within current resources.

### **Summary**

Warrumbungle Shire Council has a current CSP; Warrumbungle Shire 'Plan to be There' Community Strategic Plan 2012-2032 endorsed by Council in May 2012. Following the election of the new Council in September 2012, and given the freshness of the community consultation it was agreed by Council to undertake a desktop review and make amendments to the existing plan. The reviewed CSP has been placed on public exhibition for 28 days as per legislative requirements.

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The closing date for public submissions was Monday, 17 June 2013 and any feedback received will be presented to the Council meeting for consideration along with the final draft of the Warrumbungle Shire CSP 2012-2032.

### **RECOMMENDATION**

That Council endorse the reviewed Warrumbungle Shire Community Strategic Plan 2012-2032 (version June 2013).

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### Item 19 Review of Policies

<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	
<b>File Ref:</b> CM0002	<b>Function:</b> Governance	<b>Activity:</b> Policy

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### Background

In November 2006, it was resolved by Council to adopt the following structure for its Policy Register.

- A. Strategic Policies
- B. Operational / Procedural Policies
- C. Auspice Policies
- D. Staff Policies
- E. Management Procedures

Following the September 2012 elections, Council must review its local approvals policies together with its delegations and organisation structure prior to 9 September 2013 as per s165, s380 and s333 of the Local Government Act (1993).

As part of this policy review, staff are currently undertaking a review of all policies to ensure the relevance and current status. In addition staff have been reviewing the allocation within the Policy Register structure.

### Issues

Under the current Policy Register format all of Warrumbungle Shire Council Policies are presented to Council for approval, which means in effect the review and endorsement of in excess of 95 policies (not including Auspice Program Policies). It is apparent that many of these policies are more operational in nature therefore a sensible argument exists to leave these within the delegated authority of the General Manager.

Council as the governing body remains the most appropriate to provide input and direction in the approval of Strategic Policies. These include a number of recommended and legislated policies which are required to be approved by the NSW Division of Local Government (DLG). In addition, there are the grant funded Council auspiced programs including Castlereagh Family Day Care, Warrumbungle Community Care, Yuluwirri Kids and Connect 5; all of which must demonstrate that Policies have been reviewed by stakeholders and presented to the governing body; ie Council for approval.

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It is proposed that a new Policy Register structure be adopted by Council;

- A. Strategic
- B. Auspice
- C. Management
- D. Staff

Whereby only Strategic and Auspice Policies require formal approval by Council as per legislative requirements. The General Manager to be delegated authority to approve Management and Staff Policies within the bounds of legislation and regulations.

Strategic and Management Policies will be made available on the Council website listed in alphabetical order. The Auspice Policies are made available on Council's website via the relevant programs. Staff Policies are on the staff intranet accessible online with a staff username and password.

The following list identifies the current and/or proposed Strategic Policies that will be presented to Council as per regulations and recommended action.

<b>Policy/Procedure Name</b>	<b>Current Policy Number</b>	<b>Action</b>
Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors	Strategic 1.1	Endorsed February 2013
Temporary Grazing Permits Policy	Strategic 1.2	
Financial Assistance to Others Policy	Strategic 1.3	Remove Included in Operational Plan
Local Approvals Policy – Use of Public Footpaths for the Placement of Articles or Items	Strategic 1.4	
Relocated Dwelling Approvals – Special Requirements	Strategic 1.5	
Kerb and Gutter and Layback Crossing	Strategic 1.6	
Internally Restricted Assets Policy	Strategic 1.7	
Council Chambers – Usage	Strategic 1.8	
Street Stalls and Street Raffles	Strategic 1.9	
Residential Property Policy	Strategic 1.10	
Media Policy – Staff	Strategic 1.11	
Media Policy - Councillors	Strategic 1.12	
Public Cemetery Policy	Strategic 1.13	
Regulatory Services Policy	Strategic 1.14	
Public Pools Policy	Strategic 1.15	
Disposal of Council Assets Policy	Strategic 1.16	
Property Addressing Policy	Strategic 1.17	
Investments Policy	Strategic 1.18	
Signs as Remote Supervision Policy	Strategic 1.19	
Burial Policy	Strategic 1.20	
Rating Policy	Strategic 1.21	

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<b>Policy/Procedure Name</b>	<b>Current Policy Number</b>	<b>Action</b>
Land and Buildings Policy	Strategic 1.22	
Flying of the Australian and Aboriginal Flags Policy	Strategic 1.23	
Enforcement Policy	Strategic 1.24	
Rural Subdivision Policy – requirements for water and electricity	Strategic 1.25	
Records Management Policy	Strategic 1.26	
Itinerant Markets Policy	Strategic 1.27	
Erection of Banners Policy	Strategic 1.28	
Access to Properties Policy	Strategic 1.29	
Local Contractor Policy	Strategic 1.30	Remove Included in Contractor Management Policy
Outdoor Smoke-free Areas Policy	Strategic 1.31	
Policy for Upgrading of Roads Not Constructed or Maintained by Council	Strategic 1.32	
Risk Management Policy and Risk Management Plan and Procedure	Strategic 1.33	
Asset Management Policy	Strategic 1.34	
Code of Conduct	Management Procedures 5.1	Change to Strategic Endorsed February 2013
Interaction Policy between Councillors and Staff	Management Procedures 5.2	Change to Strategic
Code of Meeting Practice	Management Procedures 5.3	Change to Strategic
Fraud and Corruption Policy	Management Procedures 5.4	Change to Strategic
Internal Reporting Policy	Management Procedures 5.5	Change to Strategic
Privacy Management Plan	Management Procedures 5.6	Change to Strategic Endorsed March 2013
Statement of Business Ethics	Management Procedures 5.7	Change to Strategic
Vision, Mission and Values	Management Procedures 5.8	Change to Strategic
Audit & Risk Management Committee Charter	Management Procedures 5.9	Remove Not a Policy
Contractor Management Policy	Operational 2.17	Change to Strategic Endorsed December 2012

The Financial Assistance to Others Policy has now been incorporated in Council's Operational Plan and Delivery Program and the Local Contractor Policy has been incorporated into the new Contractor Management Policy. These individual policies can therefore be removed from the listing.

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The following Policies have been endorsed by Council since the election in September 2012:

- Model Code of Conduct (formerly Management Procedure 5.1)
- Privacy Management Plan (formerly Management Procedure 5.6)
- Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors (formerly Strategic 1.1)
- Contractor Management Policy (new Policy incorporating former Local Contractor Policy – Strategic 1.30)

Further policies classified as Management and Staff are also being reviewed and will be submitted to MANEX for consideration and endorsement prior to approval by the General Manager.

These policies are procedural and staff related policies and are listed below:

<b>Policy/Procedure Name</b>	<b>Policy Number</b>	<b>Action</b>
Rating Policy - Payment of Rates	Operational 2.1	Change to Management
Excess Water – Kidney Dialysis Machine	Operational 2.2	Remove Included in Operational Plan
Gathering of Information Policy	Operational 2.3	Remove Now GIPA Strategic
Private Works	Operational 2.4	Change to Management
Internet and Email Policy	Operational 2.5	Change to Management
Mobile Phone Usage Policy	Operational 2.6	Change to Management
Bank Signatories Policy	Operational 2.7	Change to Management
Rating Policy - Pensioner Concessions	Operational 2.8	Change to Management
Hire of Hall Tables and Chairs Policy	Operational 2.9	Change to Management
Gravel Pit Access and Restoration Policy	Operational 2.10	Change to Management
Road Crossing for Farm Water Supply Policy	Operational 2.11	Change to Management
Public Gates and Traffic By-passes Policy	Operational 2.12	Change to Management
Procurement Policy (including Local Preference Policy)	Operational 2.13	Change to Management
Corporate Credit Card Policy	Operational 2.14	Change to Strategic
Policy for the Payment of Creditor Invoices	Operational 2.15	Change to Management
Volunteer Policy and Procedures	Operational 2.16	Change to Management
Warrumbungle Shire Council Risk Management Program - Staff Immunisation	Staff 4.1	
Staff Leave Policy	Staff 4.2	
Warrumbungle Shire Council First Aid Plan	Staff 4.3	
Workplace Bullying Policy	Staff 4.4	
Harassment Policy	Staff 4.5	
Needlestick Policy	Staff 4.6	

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<b>Policy/Procedure Name</b>	<b>Policy Number</b>	<b>Action</b>
Equal Employment Opportunity Policy	Staff 4.8	
Disciplinary Policy	Staff 4.9	
Accident Notification and Investigation Policy	Staff 4.10	
Work Health and Safety Policy	Staff 4.11	
Children & Young Person's Protection Policy	Staff 4.12	
Smoke Free Workplace Policy	Staff 4.13	
Injury Management/Return to Work Policy	Staff 4.15	
Asbestos Policy	Staff 4.16	
Personal Safety Equipment and Sun Protection Policy	Staff 4.17	
Grievance Procedure	Staff 4.18	
Armed Hold-up Procedure	Staff 4.19	
Medical Emergency	Staff 4.20	
Warrumbungle Shire Competency Based Salary System Foundation Rules	Staff 4.21	
Equal Employment Opportunity Management Plan	Staff 4.22	
Staff Travel and Sustenance Expenses Policy	Staff 4.23	
Funeral Attendance Policy	Staff 4.24	
Interview Expenses Policy	Staff 4.25	
Local Residency for Employees Policy	Staff 4.26	
Relocation Expenses Policy	Staff 4.27	
Work Experience Policy	Staff 4.28	
Recruitment, Selection and Appointment Policy	Staff 4.29	
Corporate Uniform Policy (Salaried Staff)	Staff 4.30	
Warrumbungle Shire Council - Civil Emergency Leave Policy	Staff 4.31	
Drug and Alcohol Policy	Staff 4.32	
Training and Development Policy	Staff 4.33	
Injury Management / Return to Work Program	Staff 4.34	
Staff Telephone Reimbursement Policy	Staff 4.35	
Hazardous Substances in the Workplace Policy	Staff 4.36	
Staff Awards Policy - Recognition of Service	Staff 4.37	
Family Friendly Time in Lieu Policy for Indoor Staff	Staff 4.38	

A new format in line with Councils style guide has been developed which provides a link to the focus area within the Community Strategic Plan and enables associated documents and legislative requirements to also be identified. Of importance for both



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Auspice and Staff Policies is the review process and involvement of stakeholders such as Advisory Committees and professional organisations.

### **Options**

Council may prefer to review and approve all Policies, however this is not recommended due to the procedural nature of many of the policies in the register.

The role of Council is to play an active role in reviewing Council policies and there are a number of legislated policies that require Council approval. Advice from the DLG is that whilst it may be best practice to have each and every policy presented to Council for approval, this is not a requirement.

Over the next few months, Council staff will continue to review those Strategic Policies and provide to Council for approval.

### **Financial Considerations**

Nil

### **Summary**

Council's Policy Register is being reviewed and all Strategic Policies will be submitted for Council endorsement over the coming months prior to the September 2013 Council meeting.

### **RECOMMENDATION**

That Council approves the Policy Register structure as follows;

- A. Strategic
- B. Auspice
- C. Management
- D. Staff

**FURTHERMORE** that Council review and approve all Strategic and Auspice Policies as per legislation and delegate to the General Manager the authority to approve all Management and Staff Policies.

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### Item 20 Policy – Draft Code of Meeting Practice

<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	
<b>File Ref:</b>	<b>Function:</b> Governance	<b>Activity:</b> Policy

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### Background

Council's current Code of Meeting Practice was endorsed on 21 May 2009 under Resolution No. 388.

### Issues

As part of the policy review currently being undertaken by staff, the current Code of Meeting Practice has been reviewed by checking the Act and Regulations to ensure that the Code refers correctly to the current sections of both the Act and Regulations.

Alterations have been made in relation to that checking process.

### Options

It is necessary for the Draft Code of Meeting Practice when endorsed, to be advertised for 28 days seeking public comment and the advertisement must indicate that submissions may be made on the draft Code within a period of 42 days.

### Financial Considerations

Nil

### Summary

The draft Code of Meeting Practice is now submitted for endorsement and placement on public exhibition.

A copy of the Draft Code of Meeting Practice has been forwarded to Councillors under separate cover (Enclosure Item 20).

### RECOMMENDATION

That Council endorse the Draft Code of Meeting Practice and that the Draft be placed on public exhibition for 28 days seeking community comment.

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### Item 21 Policy – Draft Flying the Australian and Aboriginal Flags

<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	
<b>File Ref:</b>	<b>Function:</b> Governance	<b>Activity:</b> Policy

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### Background

The current Flying of the Australian and Aboriginal Flags Policy (Strategic 1.23) reads as follows:

The Australian and Aboriginal flags will be flown on Anzac Day, Armistice Day and Australia Day. **Further** that the two flags be flown for the working days in Reconciliation Week and NAIDOC Week as well as for the additional working days in the period from 26 May to 8 June which includes the milestones for Indigenous people of the 1992 Mado Decision and 1967 referendum and Myal Creek Massacre.

At Council's 19 January 2012 meeting the following resolution was made relating to the flying of the Australian and Aboriginal Flags.

#### **1.1 Flying of the Australian and Aboriginal Flags Policy**

**240/1112 RESOLVED** that Council trials for a period of six (6) months the Flying of the Australian and Aboriginal Flags to be raised and flown together each working day during business hours and including the Australia Day and Anzac Day Public Holidays; at both the Coonabarabran and Coolah Offices.

### Issues

At various Community Forums held in relation to the development of the Community Strategic Plan, a number of comments suggested that Warrumbungle Shire Council fly both flags every day, as do many civic and government offices.

### Options

The trial period has been conducted and it is now appropriate for a review of the Policy.

A public forum presentation made to Council in the June 2012 meeting proposed that Council fly the Australian Flag on the Queens Birthday.

### Financial Considerations

Nil

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### **Summary**

A revised Policy on the Flying of the Australian and Aboriginal Flags is submitted for Council's consideration.

This revised Policy incorporates the protocols with the raising of the Australian National Flag.

### **RECOMMENDATION**

That Council adopts the following Flying of the Australian and Aboriginal Flags Policy:

#### **1. CSP FOCUS AREA:**

Community and Culture (CC7). Communities and organisations across the shire collaborate to raise awareness of and respect for local Indigenous heritage and culture.

#### **2. INTRODUCTION**

At the Community Forums held in relation to preparation of the Community Strategic Plan, a number of comments suggested that Warrumbungle Shire Council fly both the Australian and Aboriginal and Torres Strait Islander flags every day; as do many civic and government offices. This is viewed as a positive leadership role by Council to foster the community pride in the history and future of Australia.

#### **3. OBJECTIVES AND COVERAGE OF THE POLICY**

This policy seeks to provide staff and the community with the protocols associated with the raising of the Australian National Flag. The following principles must be adhered to;

- The flag should not be flown in a position inferior to that of any other flag or ensign.
- The superior position is based on the formation of the flagpoles in the set, not the height of the flag on the flagpole.
- The flag should not be smaller than that of any other flag or ensign.
- The flag should be raised briskly and lowered with dignity.
- The flag should always be flown aloft and free as close as possible to the top of the flag mast, with the rope tightly secured.
- The Australian National Flag should be raised first and lowered last when flown with other flags.
- When the flag is raised or lowered, all present should face the flag and remain silent. Those in uniform should salute.
- The flag should be raised no earlier than first light and should be lowered no later than dusk.
- The flag may only be flown at night when illuminated.
- Two flags should not be flown from the same flagpole.
- The flag should not be flown upside down, even as a signal of distress.
- The Australian National Flag should fly on the left of the person facing the flags.
- The flag should never be flown if it is damaged, faded or dilapidated. When the material of a flag deteriorates it should be destroyed privately and in a dignified way.

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### 4. LEGISLATIVE REQUIREMENTS

Flags to be flown in accordance with Protocols issued by the Commonwealth Government. The Australian National Flag takes precedence over all national flags when it is flown in Australia or Australian territory. After the Australian National Flag, the order of precedence of flags is: national flag of other nations, state and territory flags, other Australian flags prescribed by the Flags Act 1953, ensigns and pennants.

The Australian National Flag should not normally be flown in a position inferior to any other flag or ensign and should not be smaller than any other flag or ensign.

### 5. POLICY SCOPE

#### Days Flags Raised

The Australian and Aboriginal and Torres Strait Islander Flags will be raised and flown together as per flag raising protocols each Council working day during business hours and the following weekend or Public Holidays;

- 26 January (Australia Day)
- 25 April (Anzac Day)

#### Flag at Half Mast

Flags are flown at half-mast as a sign of mourning. When lowering the flag from a half-mast position it should be briefly raised to the peak and then lowered ceremoniously. The flag should never be flown at half-mast at night even if it is illuminated. When flying the Australian National Flag with other flags, all flags in the set should be flown at half-mast. The Australian National Flag should be raised first and lowered last.

Flags will be flown at half mast on the following occasions;

1. On days of National Commemoration being Anzac Day and Remembrance Day as per following timetable.
  - 25 April (Anzac Day) - flags flown at half mast till noon, then at the peak for the remainder of the day.
  - 11 November (Remembrance Day) excluding weekends - flags flown at peak till 10:30 am, at half mast from 10:30am to 11:03am, then at peak the remainder of the day.
2. On occasions, excluding weekends or public holidays as directed by the Australian Government for all flags to be flown at half-mast. Some examples of these occasions are:
  - On the death of the Sovereign (King or Queen) – the flag should be flown from the time of announcement of the death up to and including the funeral.
  - On the day the accession of the new Sovereign is proclaimed, it is customary to raise the flag to the top of the mast from 11 am until the usual time for closure of business.
  - On the death of a member of the royal family – by special command of the Sovereign and/or by direction of the Australian Government.
  - On the death of the Governor-General or a former Governor-General.
  - On the death of a distinguished Australian citizen, in accordance with protocol.

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3. Upon notification of the death of a local citizen; on the day or part of the day of their funeral, excluding weekends or public holidays. This includes the funeral of a serving or past Councillor, current member of staff, a local Aboriginal Elder and local Australian Veterans or Returned Service men/women.

### **6. ASSOCIATED DOCUMENTS**

'Australian flags' Department of the Prime Minister and Cabinet  
[www.itsanhonour.gov.au](http://www.itsanhonour.gov.au)

### **7. REVIEWS AND VERSION CONTROL**

<b>Policy</b>	<b>Version</b>	<b>Resolution</b>	<b>Date</b>
Flying of the Australian and Aboriginal Flags Policy	1	426	18 June 2009
Flying of the Australian and Aboriginal Flags Policy	Revised	45	20 August 2009
Flying of the Australian and Aboriginal Flags Policy	3		

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### Item 22 Council Resolutions Report May 2013

<b>Division:</b>	Executive Services	
<b>Management Area:</b>	Governance	
<b>Author:</b>	Director Corporate Services – Rebecca Ryan	
<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> Corporate Management	<b>Activity:</b> Council Meetings

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### **Background**

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

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

### **Issues**

This feedback will now be provided to Council for information purposes.

### **Options**

Nil

### **Financial Considerations**

Nil

### **Summary**

Enclosure Item 22 has been provided to Councillors under separate cover.

Council Resolution Report May 2013 includes all of Council resolutions from September 2012 to May 2013; being the newly elected Council for Warrumbungle Shire Council. Only those Council resolutions that are 'In Progress' are noted with any details or explanation if required. As each resolution is actioned and completed it will be deleted from the report.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 20 June 2013**

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

### **RECOMMENDATION**

For Council's Information.



# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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### Item 23 Bank Reconciliation for month ending 31 May 2013

<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	
<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 the Senior Finance Officer and signed off by the Chief Financial Officer then referred to Director Corporate Services for final review as part of Council's Monthly checklist procedures.

Outstanding deposits refers to cash amounts recorded in the Council's General Ledger that have not yet been deposited at the bank. eg. Direct debit authority receipted in cashbook but not deposited in the physical bank account until the next day.

Unpresented cheques refers to cheques that have still not been cashed by the cheque recipient but are recorded as being paid in Council's General Ledger.

#### **Options**

N/A

#### **Financial Considerations**

Nil

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

### Summary

Balance per General Ledger – 31 May 2013

<b>Bank</b>	<b>Account Number</b>	<b>Balance</b>
General Fund	5410-3000-0001	902,367
Trust Fund	9000-3000-0000	265,579
WSC Mayor's Bushfire Appeal	9200-3000-0000	427,480
Investments - General	5220-3001-3001	6,005,701
Investments - General	5220-3001-5001	2,520,000
Investments Movement - General	5220-3003-0000	13,127
Investments - Water Fund	7085-3001-0001	2,920,254
Investments Sewerage Fund	8085-3001-0001	2,646,620
<b>Total per General Ledger</b>		<b>15,701,128</b>

Balance as per Bank Account – 31 May 2013

<b>Bank</b>	<b>Balance</b>
<b><u>General</u></b>	
Commonwealth	509,818
Westpac	32,394
NAB	225,645
<b>Total - General</b>	<b>767,857</b>
<b><u>Trust</u></b>	
Commonwealth	265,347
<b>Total - Trust</b>	<b>265,347</b>
<b><u>WSC Mayors Bush Fire Appeal Trust</u></b>	
Commonwealth	49,335
Commonwealth	403,052
<b>Total - WSC Mayors Bush Fire Appeal Trust</b>	<b>452,387</b>
<b><u>Investments</u></b>	
Securities	3,700,000
IBD	10,405,701
<b>Total Investments</b>	<b>14,105,701</b>
<b>Total All Bank Accounts</b>	<b>15,591,292</b>

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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<i>Add:</i>	
Outstanding Deposits - General	138,803
Outstanding Deposits - Trust	442
Outstanding Deposits – WSC Mayors Bushfire Appeal	2,500
<i>Less:</i>	
Unpresented cheques - General	4,292
Unpresented cheques - Trust	210
Unpresented cheques- WSC Mayors Bushfire Appeal	27,407
<b>Balance adjusted for outstanding deposits &amp; Unpresented cheques (End of Month Closing Bank Balance)</b>	<b>15,701,128</b>
<b>Variance between Closing Bank Balance and General Ledger</b>	<b>-</b>

## WARRUMBUNGLE SHIRE COUNCIL

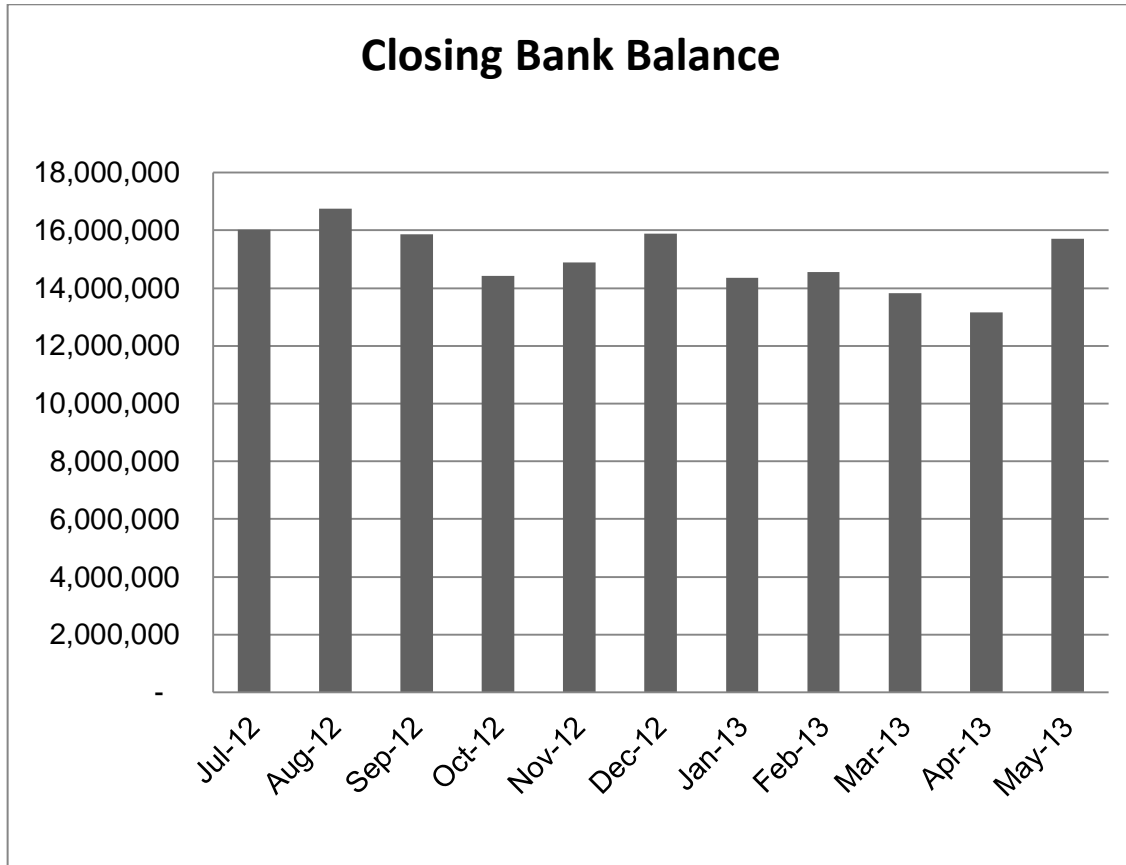
### Ordinary Meeting – 20 June 2013

Reconciled Bank Balance as per Bank Account History as at 31 May 2013

Month	Funds Held in General Account	Funds Held in Trust Account	Mayors Bushfire Appeal Trust Account	Investments	TOTAL	Net of Outstanding Deposits and Unpresented Cheques	End of Month Closing Bank Balance
July 2012	1,000,713	162,656	-	15,085,240	<b>16,248,609</b>	(238,792 )	<b>16,009,817</b>
Aug 2012	1,309,719	161,824	-	14,906,285	<b>16,377,828</b>	366,735	<b>16,744,563</b>
Sep 2012	584,192	163,765	-	15,255,247	<b>16,003,204</b>	(220,699)	<b>15,782,505</b>
Oct 2012	1,696,793	164,914	-	12,839,623	<b>14,701,330</b>	(285,799)	<b>14,415,531</b>
Nov 2012	1,015,074	157,900	-	13,614,704	<b>14,787,678</b>	91,160	<b>14,878,838</b>
Dec 2012	315,264	160,448	-	15,402,621	<b>15,878,333</b>	3,323	<b>15,881,656</b>
Jan 2013	2,458,707	161,592	276,185	12,112,180	<b>15,008,664</b>	(660,498)	<b>14,348,166</b>
Feb 2013	620,444	200,877	493,115	13,131,457	<b>14,445,893</b>	104,355	<b>14,550,248</b>
Mar 2013	458,680	202,868	583,700	12,670,300	<b>13,915,548</b>	(87,901)	<b>13,827,647</b>
Apr 2013	1,081,151	201,632	551,423	11,510,875	<b>13,345,081</b>	(183,874)	<b>13,161,207</b>
May 2013	767,857	265,347	452,387	14,105,701	<b>15,591,292</b>	109,836	<b>15,701,128</b>
June 2013	-	-	-	-	-	-	-

**WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting – 20 June 2013**



**RECOMMENDATION**

That Council accept the Bank Reconciliation Report for the month ending 31 May 2013.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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### Item 24 Rates Report for Month Ending 31 May 2013

<b>Division:</b>	Corporate Services	
<b>Management Area:</b>	Financial Services	
<b>Author:</b>	Water Debtor Officer – Rachael Carlyle	
<b>CSP Key Focus Area:</b>	Local Governance and Finance	
<b>Priority / 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**

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 31 May 2013, is 17.77%. This figure is higher than the 10% benchmark proposed by the DLG. The slight increase for May is due to the 4<sup>th</sup> Rates Instalment falling due at the end of May.

### **Options**

For Council Information

### **Financial Considerations**

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

### **Summary**

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

## WARRUMBUNGL SHIRE COUNCIL

### Ordinary Meeting – 20 June 2013

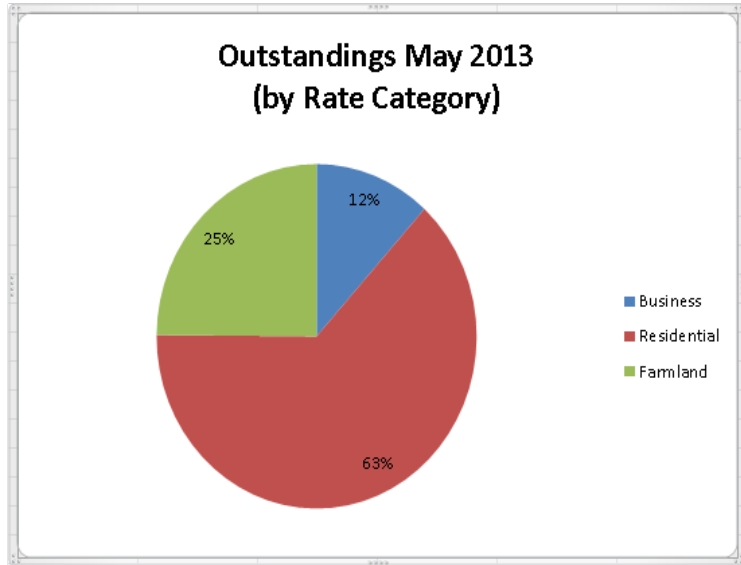
RATE/CHARGE TYPE	RATE ARREARS 2011/12	2012/2013 LEVY	PENSIONER WRITE OFF	ABANDONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2012/2013	COLLECTION % 2012/2013	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
<b>General</b>	614,759	6,915,034	165,453	3,824	7,360,515	6,574,015	786,500	89%	928,389	13%
<b>Water</b>	187,948	1,285,830	72,972	260	1,400,545	1,189,275	211,270	85%	255,620	20%
<b>Sewerage</b>	379,939	1,164,494	54,674	2,094	1,487,664	992,558	495,106	67%	219,449	19%
<b>Garbage</b>	155,985	1,563,647	106,902	1,371	1,611,359	1,412,186	199,173	88%	233,254	15%
<b>TOTAL RATES AND ANNUAL CHARGES</b>	<b>1,338,631</b>	<b>10,929,004</b>	<b>400,001</b>	<b>7,550</b>	<b>11,860,084</b>	<b>10,168,035</b>	<b>1,692,049</b>	<b>86%</b>	<b>1,636,712</b>	<b>15%</b>
<b>Water Consumption</b>	411,225	1,052,343	-	3,398	1,460,170	1,123,734	336,436	77%	358,938	34%
<b>Sewer Consumption</b>	70,499	117,859	-	17	188,341	120,791	67,550	64%	27,213	23%
<b>TOTAL WATER SUPPLY SERVICES</b>	<b>481,724</b>	<b>1,170,202</b>	<b>-</b>	<b>3,415</b>	<b>1,648,511</b>	<b>1,244,525</b>	<b>403,986</b>	<b>75%</b>	<b>386,151</b>	<b>33%</b>
<b>LEGAL FEES</b>	156,016	71,977		1,335	226,658	104,725	121,933	46%	166,011	
<b>INTEREST</b>	228,554	143,429			371,983		371,983			
<b>GRAND TOTAL</b>	<b>2,204,925</b>	<b>12,314,612</b>	<b>400,001</b>	<b>12,300</b>	<b>14,107,236</b>	<b>11,517,285</b>	<b>2,589,952</b>	<b>82%</b>	<b>2,188,874</b>	<b>17.77%</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.

# WARRUMBUNGLE 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.



Of the amount outstanding, Council currently has a total of 364 assessments with a total of \$620,753 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>	85,124	31,607	21,912	33,691	51,269	27,213	6,563	257,378
<b>Residential</b>	347,268	192,593	233,708	185,758	307,669	-	119,836	1,386,833
<b>Farmland</b>	495,997	9,054	-	-	-	-	39,612	544,663
<b>Total</b>	<b>928,389</b>	<b>233,254</b>	<b>255,620</b>	<b>219,449</b>	<b>358,938</b>	<b>27,213</b>	<b>166,011</b>	<b>2,188,874</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 May.

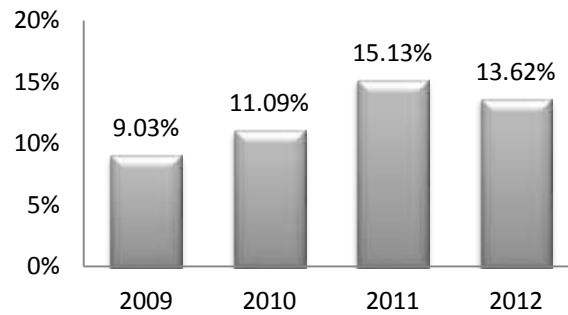


# WARRUMBUNGLA SHIRE COUNCIL

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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.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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### Item 25 Investments and Term Deposits

<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

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### 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 three (3) month Bank Bill Swap Reference Rate (BBSW) as per Council's Investment Policy. The May BBSW 3 month rate was 2.79%. Council's term deposits returned an average rate of 4.16% for the month of May, outperforming Council's benchmark.

During the month of May one (1) of Council's Term Deposits totalling \$1m fell due, earning Council \$11,541 in interest revenue (over the life of the deposit). Council then invested the \$1m with Bank of Queensland for 90 days at a rate of 4.45%.

A net value of \$680,100 was transferred into Council's NAB At Call account and a further \$1.9m was transferred into Council's ANZ At Call account.

All of Council's investment securities are currently not paying coupons although all of the remaining three (3) 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 \$45,000 during the past month.

### Issues

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

### Options

N/A

# WARRUMBUNGL SHIRE COUNCIL

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### **Financial Considerations**

Council receives monthly reports on the performance and analysis of each of the long term investment funds from investment advisors; Amicus Advisory Pty Ltd (formerly Structured Credit Research and Advisory Pty Ltd.)

Council has opted not continuing with this regular investment advisory service from 1 July 2013.

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.

# WARRUMBUNGLA SHIRE COUNCIL

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### Summary

Investment Securities: Council currently holds the following investment securities:

Bank	Purchase Price	Indicative Bid	Valuation based on indicative bid as at 31 May 2013	ISIN Number	Lodgement date	Maturity Date	Rating	Coupon Payments
Averon CPP Ltd Aver	700,000	95.00%	665,000	AU300AVER012	30.09.2009	20.06.2013	AA+	0%
FIIG All Seasons CPPI Note	1,500,000	94.00%	1,410,000	AU300SEKA021	29.08.2008	29.08.2014	AA+	0%
Octagon Ltd Linked	1,500,000	88.33%	1,324,950	XS023170158	25.10.2005	25.10.2015	AAA	0%
<b>Total:</b>	<b>3,700,000</b>		<b>3,399,950</b>					<b>0%</b>

Term Deposits: Council currently holds the following Term Deposits:

Bank	Current Investment	Opening Balance	Buy/(Sell)	May Interest Earned/ Accrued	Closing Balance	Lodgement date	Maturity Date	Rating	Current Yield
NAB Cash Max At Call	1,620,175	937,137	680,100	2,938	1,620,175	At Call	At Call	AA-	3.29%
ANZ At Call	4,285,526	2,373,738	1,900,000	11,788	4,285,526	At Call	At Call	AA-	4.25%
NAB Term Deposit	-	1,010,580	-1,011,541	961	-	1/02/2013	6/05/2013	A+	4.40%
Suncorp Treasury	1,000,000	1,010,459	-	3,684	1,014,143	1/02/2013	3/06/2013	A+	4.35%

## WARRUMBUNGL SHIRE COUNCIL

### Ordinary Meeting – 20 June 2013

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Bank	Current Investment	Opening Balance	Buy/(Sell)	May Interest Earned/ Accrued	Closing Balance	Lodgement date	Maturity Date	Rating	Current Yield
Suncorp Treasury	1,000,000	1,002,998	-	3,574	1,006,572	4/04/2013	5/07/2013	A+	4.22%
ANZ	1,500,000	1,503,283	-	5,654	1,508,937	12/04/2013	22/07/2013	A-	4.45%
Bank of Queensland	1,000,000	-	1,000,000	3,040	1,003,040	6/05/2013	7/08/2013	BBB+	4.45%
<b>Total:</b>	<b>10,405,701</b>	<b>7,838,195</b>	<b>2,568,559</b>	<b>31,639</b>	<b>10,438,393</b>				<b>4.16%</b>

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

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

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Responsible Accounting Officer

#### **RECOMMENDATION**

That Council accept the Investments Report for the month ending 31 May 2013.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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### Item 26 Stocktake Council Stores - April /May 2013

<b>Division:</b>	Corporate Services	
<b>Management Area:</b>	Financial Services	
<b>Author:</b>	Finance Officer – Lousea Johnston	
<b>CSP Key Focus Area:</b>	Local Governance and Finance	
<b>Priority / Strategy:</b>	G4 Council's governance and organisational structure reflects the vision, directions and priorities outlined in the CSP.	
<b>File Ref:</b>	<b>Function:</b> Financial Services	<b>Activity:</b> Stocktake

---

### Background

During the month of April and May Financial Services undertook the second 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 a net Write Off.

Store	Result	Amount
Coolah	Net Write On	\$1,656.27
Dunedoo	Net Write off	(\$530.06)
Coonabarabran	Net Write off	(\$1,791.63)
<b>Total</b>		<b>(\$665.42)</b>

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 20 June 2013**

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### **Options**

N/A

### **Financial Considerations**

Due to upgrade of machinery and technology some stores items will never be used. As a result these stores items are to be written off in Councils stores module resulting in a decrease in Council's stock value.

An excess sale of items in the store that have been written off and other surplus to needs furniture, equipment or other items is being planned for early July. This sale will be conducted on Friday 12 July at the Coonabarabran Town Hall with all profits from the sale of goods being donated to the Mayors Bushfire Appeal Fund.

### **Summary**

The total write-off amount is \$665.42

### **RECOMMENDATION**

That Council note the results of the April and May 2013 Stocktake and approve a stock write-off of \$665.42

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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### Item 27 IT – Managed Services for User Support and Infrastructure

<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> Information Technology <b>Activity:</b> Data Management

---

### **Background**

Council's Internal IT Support is currently provided by a third party provider, Andor Systems (Aust) Pty Ltd who were granted a second 12 month contract in June 2012 (**Resolution No 425/1112**) being a fixed fee proposal for Managed and Operational Support Services. This IT Support provides for monitoring and management of Council's IT Network Infrastructure and a Service Desk for Staff User Support.

Council's IT Network Infrastructure comprises of a Communications Room located in the Coonabarabran Administration Office that hosts the Servers for all of Council's IT infrastructure as diagrammatically represented in Attachment 1: WSC IT Infrastructure Network. The Coolah Office has a smaller Communications Room, supporting VoIP and Printer functions, and is connected to the Coonabarabran Communications Room via a 20/20mbps datalink. Six (6) remote sites across the shire are networked directly to the Coonabarabran Communications Room via an ADSL2+ datalink. A further four (4) remote sites can access the IT network through remote login via a public internet service, and staff are able to login remotely using public internet when away from the office.

In addition to the Communications Rooms and remote sites network connections, there are 114 Personal Computer workstations and 20 laptops included in the IT Support services. Mobile devices such as Ipads and mobile phones are charged for support separately on an as need basis. After hours IT Support and Individual projects such as version and module upgrades of software applications (eg. the electronic records management system InfoXpert) are also charged on a project by project basis as required.

The current Managed and Support Services - Fixed Fee Proposal Contract expires June 30 2013.

### **Issues**

The IT Support services contracts have been reviewed and negotiated based on the Service Levels described in the Draft Operational Plan and Delivery Program 2013/14-



# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 20 June 2013**

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2016/17, fees charged and IT Trainee support. In addition, alternative suppliers have been contacted for comparison purposes.

### **Options**

Whilst the recommended periods for the Contracts mean the total project cost of this proposal does not exceed the \$150k threshold for local government procurement, a review of IT Support services by other third party providers has been undertaken, with three (3) quotes sourced. As part of the review, managed services have been split into Infrastructure Management (the IT network including datalink, server and software maintenance) and User Support (Service Desk for staff user issues such as printing and login difficulties). A summary of the quotations received and assessment is attached in the confidential section of the Business Paper for Councillors information; Attachment 2: Summary of Quotes for Managed IT Support Services.

Andor Systems are approved by Local Government Procurement on Panel LPG 1008-2 Provision of IT & Communications Professional Services.

### **Financial Considerations**

The 2013/2014 IT budget allows for Managed Support Services, based on the initial proposal provided by Andor Systems on 18 March 2013.

### **Summary**

Council has considered the quote submissions as detailed in the table in Attachment 2. In making a recommendation and assessment of the quotes received the review is based on the ability to support Council's Business Continuity Plan, service level agreement expectations as per the Draft Operational Plan and Delivery Program 2013/14-2016/17, ability to provide IT Trainee workplace support and fees charged.

A recent IT survey undertaken by Gunnedah Shire Council across 16 Councils in northern NSW is still to be finalised, however verbal feedback to date indicates that the budget for WSC IT Support is average in comparison to those Councils surveyed.

Long term, the value of an IT Trainee versus a qualified IT Technician being on staff will be reviewed, which is why a short term period of three (3) months is recommended for the User Support Service contract. The review will consider the recruitment of an IT Technician to WSC in combination with reduced User Support Services from the third party provider.

### **RECOMMENDATION**

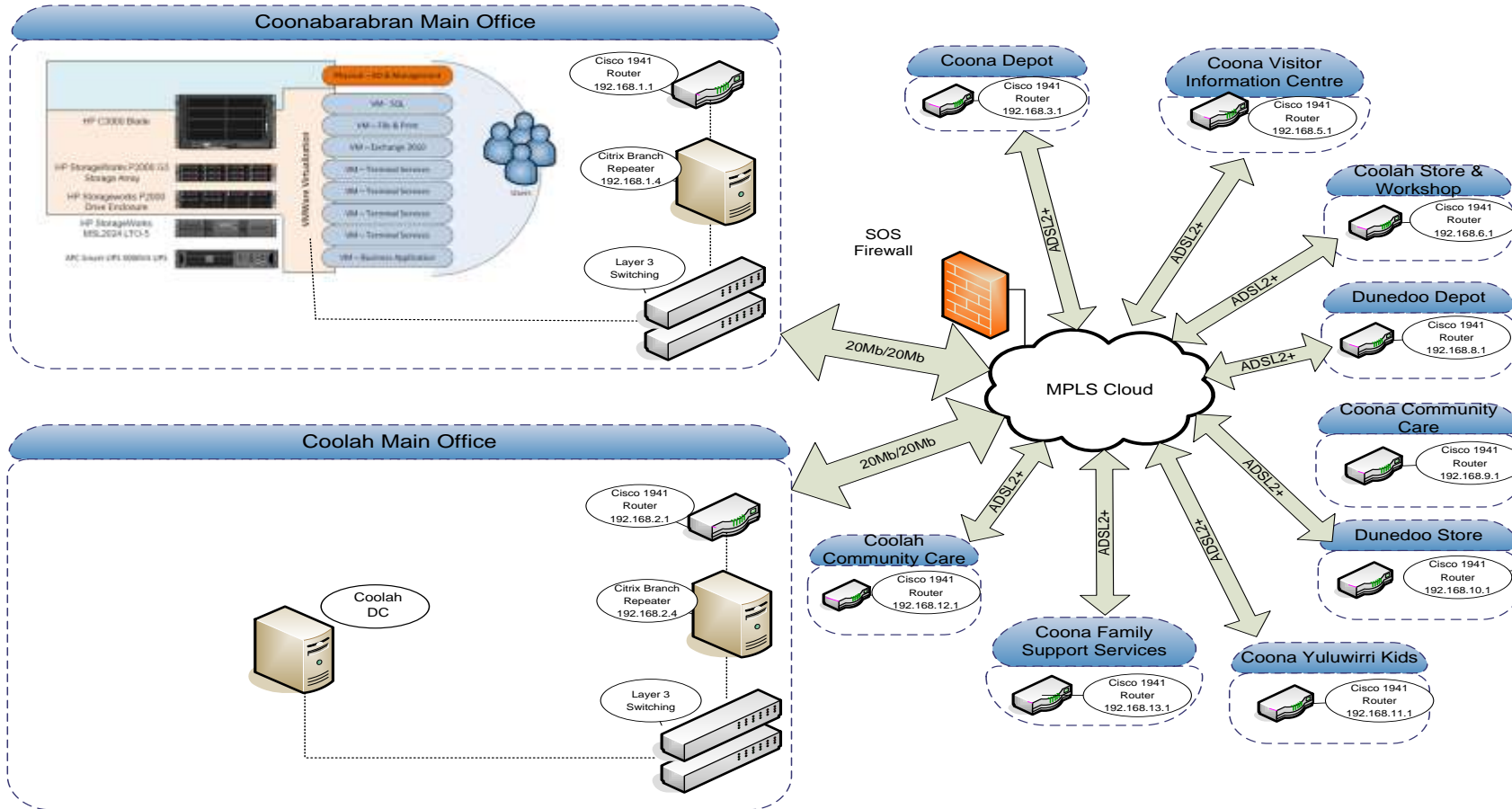
That Council contracts for Managed Support Services to Andor Systems (Aust) Pty Ltd for the following periods:

1. Managed Services – User Support for three (3) months, to be reviewed by 30 September 2013 at \$8,160 per month (ex GST)
2. Managed Services – Infrastructure Support for six (6) months, to be reviewed by 31 December 2013 at \$7,612 per month (ex GST)

# WARRUMBUNGLA SHIRE COUNCIL

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### Attachment 1: WSC IT Infrastructure Network



# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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### Item 28 Water Charge Request for Write Off Assessment No 11812

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Water Services
<b>Author:</b>	Director Corporate Services – Rebecca Ryan
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority / Strategy:</b>	GF5 Council is severely burdened by the increasing costs of service provision & asset management and its reliance on grants and other funding, together with a limited rate base, rate capping and restricted capacity to source income from other areas.

**File Ref:**    **Function:** Rates and Valuations                      **Activity:** Rates and Charges

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### **Background**

At the February 2013 Council meeting, a request to write off a Water Account to the value of \$1,077 plus accrued Interest, from the owner of Assessment number 11812 was denied (**Resolution No 255/1213**).

Since then following a formal complaint and appeal from the land owner, the water meter was dispatched for volumetric testing to an accredited testing facility. The meter was tested according to Australian Standards with results show the flow rate reading 3% less on average than what was actually going through the meter.

The property of 46 Abbott St, Mendooran, has a normal average water consumption of 50kl per quarter from the period 2006-2012, excluding the November 2012 reading. The average water bill for this residence for the past six (6) years is \$68.59.

The November 2012 Water Levy reading for the property was 716Kl for the period 10/08/12 to 16/11/12 , resulting in a water bill of \$1,145.60.

### **Issues**

The owners wish to have this request re-evaluated by Council. Their concerns and points raised in summary include:

- *No communication from Council staff when a request was made for someone to attend and assess the property to see how dry the place was.*
- *A local JP came and assessed the property to see if there were any signs of possible leakage which there was no evidence*
- *No one from Council attended nor replied to their requests via phone or email despite numerous contact on their part to Council*
- *Being advised that the Water Meter had been removed and replaced without their knowledge*

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- *Not being informed of outcome of February Council meeting decision to not accede to request.*
- *Been told over the phone that the request been rejected and that the minutes of the meeting were online*
- *The property does not have sandy soil. If dig to a 1.5 -2 metre depth the soil is solid clay. Therefore for that amount of water to be leaked there would have been evidence of this at the time of us originally contacting Council.*
- *Been treated unfairly*
- *No correspondence from either Coonabarabran or Coolah Council office.*

To recap for Council information:

- In early December, the Water Rates Officer, noticed the unusual consumption during routine checks during water billing and had the reading checked for errors by the Mendooran Plant Operator.
- In between Christmas and New Year, at the request and in the presence of the landowner, the Mendooran Plant Operator confirmed the Water Meter Reading was consistent with the Account and the leak detector on the meter was checked and found to be performing normally.
- A water leak may be difficult to see as the soil in the town of Mendooran is sandy and with high absorption rates a wet patch may not be visible. This is being disputed by the landowner who has advised a local plumber has checked all household taps and fittings.
- After the first telephone enquiry in early January, copies of the previous Water Account Notices were sent to the landowner.
- At the request of the Water Rates Officer to check the water consumption again, in late January the Acting Supervisor Water and Sewerage removed the Water Meter and tested the flow against another Meter and found it to be working correctly. This was done without the landowners knowledge or presence, since they were not home. The Water Meter was replaced with a new one.
- During the time frame from the first phone call in early January to the February Council meeting, the Water Officer rang the landowner numerous times to advise what was happening and to clarify the matter.

It is accepted that Council staff had not communicated well formally prior to after the February Council meeting. However, Council staff; including the Water Rates Officer, Senior Finance Officer and Directors of Technical and Corporate Services all spoke to the landowner on at least four (4) or five (5) times on the telephone to discuss the matter and advise of what progress was being made. Since February, letters and emails have been issued from Council notifying the land owner of progress investigating the matter.

### **Options**

Council may accede to the request and write off the amount of \$1,126.02 being; the difference between the average bill for the past six (6) years and the high water reading \$1,077, plus the interest incurred worth \$49.02 (to 20 June 2013) which is as a good will gesture in favour of the rate payer.

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On the basis that the water meter was tested and found not to be faulty, Council may refuse the request to write off the excess water charge. In this instance, Council would negotiate a payment plan with the owner to allow the outstanding amount to be paid off by instalments.

### **Financial Considerations**

Should Council accede to the request this will result in a reduction of water revenue by \$1,126.02.

### **Summary**

For an unknown reason an unusually enormous amount of water has passed through the water meter. The owner believes there is no evidence aside from the meter reading that there was no leak and that they have not fixed any pipes or leaks since this reading.

The excess amount of 666kl is equivalent to the water required to quarter fill an Olympic sized swimming pool. The owner believes that this is beyond comprehension, and believes they have attempted to find the proof that a leak occurred unsuccessfully.

There were no fault issues discovered with the meter, and it was replaced without the owner's knowledge. This has created some feelings of mistrust however the meter has since been tested and shows the flow rate reading 3% less on average than what was actually going through the meter.

The February water Meter reading was 28kl and a Water Notice totalling \$44.80, being the period 16/11/12 to 22/02/2013.

The land owner, in good faith has paid \$44.80 of the November bill, being the same water meter charge for the February account.

### **RECOMMENDATION**

That Council not accede to the request to write off request of \$1,126.02; being the difference in the November 2012 reading and the average water account for the Water Charge on Assessment No. 11812 (\$1,077) plus accrued Interest (\$49.02) on the basis that volumetric testing confirming the water meter was not faulty.

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### Item 29 Water Charge Request for Write Off Assessment No 01487

<b>Division:</b>	Technical Services	
<b>Management Area:</b>	Warrumbungle Water	
<b>Author:</b>	Water Debtors Officer - Rachael 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> Rates and Valuations	<b>Activity:</b> Rates and Charges

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#### **Background**

A request has been received from the owner of Assessment number 1442, who claims a poorly connected water meter has affected the water consumption backdating to 2011.

The property of 77 Cassilis Street, Coonabarabran, has a normal average water consumption of 36.5kl per quarter (since 2006), giving an average water bill of \$47.08. The September 2011 Water Levy reading for the property was 225Kl, resulting in a Water Bill of \$324.

In April 2011, a replacement water meter was installed due to a faulty water meter reading zero consumption for a number of readings. When the owners, who do not live in Coonabarabran, returned in September, they discovered a leak at the connection of the water meter. Council staff attended the property the next day and fixed the leak at the connection.

The water meter was not tested for volumetric testing as readings have returned to normal since the leak at the connection was fixed.

#### **Issues**

The owner's have requested that the excess water charge be written off due to the water meter being installed incorrectly.

The water meter connection appears to be the only determining factor in the higher than normal consumption.

#### **Options**

Council may accede to the request and write off the amount of \$271.44; which is the difference between the average bill for the past six (6) years and the high reading.

Council may refuse the request to write off the amount of \$271.44.

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### **Financial Considerations**

Should Council accede to the request this will result in a reduction of water revenue by \$271.44.

### **Summary**

Since the leak at the water meter connection has been fixed, meter readings have returned to normal (average) levels. The rate payer has paid the account in full, however has requested that Council consider this matter and credit the account this excess water charge.

### **RECOMMENDATION**

That Council approve the Water Rates write off of \$271.44 to the Water Charge Assessment No 01442-0.

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### Item 30 Asset Management Plan and Asset Management Improvement Project

<b>Division:</b>	Corporate Services
<b>Management Area:</b>	Finance
<b>Author:</b>	Chief Financial Officer – Stefan Murru
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority / Strategy:</b>	GF5 - Council is severely burdened by the increasing costs of service provision and asset management and its reliance on grants and other funding, together with a limited rate base, rate capping and restricted capacity to source income from other areas.

**File Ref:** **Function:** Financial Management **Activity:** Asset Management

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#### **Background**

Council completed its Asset Management Plan (AMP) in the 2011/12 financial year per DLG requirements, formally endorsing the AMP 2011/12-2021/22 in June 2012 (**Resolution No 420/1112**) as part of Council's Resourcing Strategy.

Council must account for and plan for all of the existing assets under its ownership, and any new asset solutions proposed in its Community Strategic Plan (CSP) and Delivery Program (DP). Integrated Planning and Reporting (IP&R) guidelines stipulate the requirements for Council's Asset Management Strategy and Asset Management Plan/s which aims to support the CSP and DP.

*'The Asset Management Strategy must;*

- *be for a minimum timeframe of 10 years.*
- *include a council endorsed Asset Management Policy.*
- *identify assets that are critical to the council's operations and outline risk management strategies for these assets.*
- *include specific actions required to improve the council's asset management capability and projected resource requirements and timeframes.*
- *encompass all the assets under a council's control.*
- *identify asset service standards.*
- *contain long term projections of asset maintenance, rehabilitation and replacement costs.'*

Councils also report on the condition of their assets in their annual financial statements in line with the Local Government Code of Accounting Practice and Financial Reporting.

During the process of compiling this plan many shortcomings in Council's current asset management practices were identified. These shortcomings were detailed in Part 9 - Plan Improvements and Monitoring of Council's AMP and include:

- Issues with asset data accuracy and completeness



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- Non-existent service level agreements with the community
- Extremely dated and/or inaccurate asset condition information
- Issues surrounding asset accounting assumptions
- A lack of information on critical assets
- Non-existent asset risk management plans
- No clear methodology for identifying and ranking required capital works
- Poor asset management knowledge across the organisation
- Significant work required to update Council's AMP

Council is required to review all IP&R Resourcing Strategy documents following the election of a new Council prior to 30 June the following year. This being a new Council (September 2012) the AMP is one part of the Resourcing Strategy that needs to be presented to Council prior to 30 June 2013.

### Issues

As a result of the challenges identified during the completion of the AMP, Council initiated an Asset Management Improvement Plan (AMIP) in November 2012 in order to address the shortcomings mentioned above.

The AMIP identified six (6) key areas of improvement (deliverables) that Council needed to concentrate on. These six (6) deliverables are detailed in the table below, and each deliverable consists of several action items that aim to address one of the shortcomings identified in Part 9 of the AMP.

Council aims to achieve core asset management competency post completion of these deliverables and action items.

No.	Details
1	Improve the accuracy and completeness of Council's asset data
2	Agree on Asset Service Levels with the Community
3	Obtain accurate condition information for all infrastructure and building assets under Council's control
4	Review Council's asset accounting assumptions
5	Identify Council's critical assets and develop an asset risk management policy
6	Develop a capitalisation policy to assist Council in making funding decisions for capital projects.

An audit of the Local Government infrastructure backlog was undertaken by the DLG and has now been completed and the *Local Government Infrastructure Audit Report* can be downloaded from the Division's website at [www.dlg.nsw.gov.au](http://www.dlg.nsw.gov.au) and has been provided to Councillors under separate cover (Enclosure Item 30). The audit had four key objectives:

- Provide information on the infrastructure backlog in NSW;
- Assess the reliability of information provided by councils to determine the backlog;
- Identify trends in infrastructure needs by area and asset type;
- Identify current infrastructure risk exposure.

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Undertaken by consultants on behalf of the DLG, the methodology of the assessment used a survey of Councils' infrastructure management practices and processes, historical financial information as well as site visits to a number of Councils throughout NSW. Warrumbungle Shire Council was selected as one Council to have conducted an on site visit. This report highlights the need for Councils to address asset management issues. The Infrastructure Audit was a result of Goal 19 of the NSW Government's State Plan – NSW 2021: *A Plan to Make NSW Number One*. This Plan resulted in the Local Infrastructure Backlog Policy, which among other goals called for an audit of each Council's infrastructure backlog.

Council's overall asset management level of competence assessment was rated within the 'E' bracket (3.5), which is below the desirable level of compliance for rural Councils which is a 'C'. Details of the various rankings are provided in the following table.

Assessment	Description	Standard
A	At or near best practice	$\geq 9.0$
B	Advanced level of competence	7.50 – 8.99
C	Core level of competence	6.00 – 7.49
D	Basic level of competence	4.00 – 5.99
E	Awareness	2.50 – 3.99
F	Nothing/Limited	$\leq 2.49$

It is expected that post completion of the AMIP, Council will meet the requirements to achieve a 'C' rating per the assessment above.

Council has reviewed and made amendments to both its Workforce Management Strategy (WMS) and Long Term Financial Plan (LTFP) this year however has decided against revising the AMP as no new information is available. Council is currently in the process of addressing issues identified in the original AMP, and will revise its AMP upon completion of the AMIP.

Details of Council's current progress against the deliverables in the AMIP are provided in Attachment 1: Asset Management Improvement Plan Objectives and Deliverables.

### Options

N/A

### Financial Considerations

Current financial impact is negligible (plant costs only) as staff assigned to the project are completing items as part of their current duties, and no overtime has been allocated.

### Summary

Council understands the importance of asset management, and post the completion of its AMP in the 2011/12 financial year commenced the Asset Management Improvement Project to address asset management issues identified in the completion of the AMP. The need for improved asset management was also made clear by Council's results in the recent Infrastructure Audit of Warrumbungle Shire Council.

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Council is currently progressing through the completion of the deliverables outlined in the plan, and will have completed much of this project by 30 June 2013. Council has revised both its WMP and LTFP this financial year but has decided against revising the AMP, as to do so prior to the completion of the AMIP would mean that Council basically re-presents the same report.

### **RECOMMENDATION**

That Council approves the Asset Management Improvement Plan as outlined and endorse the Asset Management Plan 2012-2022 as is, **FURTHERMORE** a report be presented to Council post 31 December 2013 to provide an update on the Asset Management Improvement Plan.

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### Attachment 1: Asset Management Improvement Plan Objectives and Deliverables

Deliverable	Issue	Action Items	Deadline	Status
Improve the accuracy and completeness of Council's asset data	Council's current asset register data is in many cases dated and several cases of data omissions have recently been identified. Council currently lacks sufficient data to accurately assess its maintenance/renewal requirements, and many reports prepared by Council are possibly incorrect due to asset data inaccuracies.	Collect and confirm asset data – Transport Infrastructure	31/12/2013	Regional roads complete, local roads 60% complete (including segmenting). Council currently has one staff member GPS mapping segments as well as measuring road length, width, and condition rating road pav  ement and seals. Local roads (including town streets, kerb and guttering and footpaths) should be completed over the next 2-3 months, after which work will commence on bridges and major culverts. Council is slightly behind schedule on this action item as the original expectation was for completion this financial year.
		Collect and confirm asset data – Land and Buildings	30/04/2014	Land and buildings – completed as part of revaluation
		Collect and confirm asset data – water and sewer	30/06/2013	Water and sewer not yet due
		Migrate asset data out of excel into Council's FMIS	31/12/2013	Delayed until data is collected. Feasibility is being reviewed as part of Council's ledger/FMIS project

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Deliverable	Issue	Action Items	Deadline	Status
Agree on Asset Service Levels with the Community	Council currently lacks agreed asset service levels with the community and therefore is unable to adequately determine what level of service the community wants, or to properly determine where to best allocate scarce funds to meet community needs. Council also finds it difficult measuring its asset management performance without service levels that can be used as a basic performance benchmark.	Develop service levels with the community	30/06/2013	Council had developed service levels as part of its Delivery Program which is now on public display.  These service levels will be approved by 30 June 2013, and can be reviewed with further community feedback sought if necessary in the following financial year.
Obtain accurate condition information for all infrastructure and building assets under Council's control	Council currently does not have defined asset service levels, and asset condition data is dated. In addition, Council does not have processes in place to capture asset condition data on a yearly basis.	Condition rate transport infrastructure assets	31/12/2013	Regional and Local Roads both around 60% complete. All transport assets to be completed by 31 December 2013.
		Condition rate building assets	28/02/2013	Building assets completed as part of the revaluation.
		Condition rate water and sewer assets	31/03/2014	Water and sewer not yet due
Review Council's asset accounting assumptions	Council's asset accounting assumptions including useful life and residual value assumptions need to be reviewed on an annual basis per the accounting standards. Council must also revalue its infrastructure and land and buildings assets this financial year.	Revalue road infrastructure	30/06/2013	Revaluation of road infrastructure not required this year so delayed due to significant cost of a revaluation (roughly \$50k).
		Revalue land and buildings	30/06/2013	Revaluation of land and buildings in progress. To be completed by 30 June.
		Revert to straight line depreciation	30/06/2013	Reversion to straight line to be completed for all assets except for road infrastructure (which would require a revaluation) by 30 June.
		Review useful life, residual values and unit cost assumptions	30/06/2013	Useful life and other assumptions to be reviewed this year, but a major review will happen with each revaluation.

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<b>Deliverable</b>	<b>Issue</b>	<b>Action Items</b>	<b>Deadline</b>	<b>Status</b>
Identify Council's critical assets and develop an asset risk management policy	Council lacks detailed analysis of critical assets in its network and needs to improve on its current asset risk management practices.	Prepare a listing of critical assets	31/12/2013	Not yet commenced. Not due until December 2013.
		Develop an Asset Risk Management Policy	31/12/2013	Not yet commenced. Not due until December 2013.
Develop a capitalisation policy to assist Council in making funding decisions for capital projects.	The development of Council's current capital program is ad-hoc and unscientific. This affects Council's ability to achieve the most from limited capital funds and has the potential to lead to Council funding projects that do not meet even basic asset management principles or pass a simple cost benefit analysis. This is particularly the case with Council's many capital expansion projects.	Develop Capitalisation Policy	21/02/2013	Outstanding. This item has been put on hold until completion of service levels deliverable.

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### Item 31 Keeping Place – Coonabarabran Visitor Information Centre

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

**File Ref:**    **Function:** Community Relations    **Activity:** Planning

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#### **Background**

At the March 2013 meeting Council resolved to support the establishment of a Keeping Place at the Coonabarabran Visitor Information Centre (VIC), establish a working group and renovate the Coonabarabran VIC to accommodate the current exhibition, Keeping Place and Art Space (**Resolution 284/1213**).

A Working Group has been established with representation from, Office of Environment and Heritage (OEH), Coonabarabran Local Aboriginal Lands Council and Warrumbungle Shire Council VIC staff.

The Working Group met to finalise the Memorandum of Understanding (MOU) and now present to Council for endorsement.

#### **Financial Consideration**

The renovation to be undertaken in the VIC to make the space workable for all parties and it is proposed that the installation of a free standing painted wall and the reconfiguration of the current Australian Museum display boards will provide a suitable space. Preliminary estimates received note that these works can be undertaken at a cost of \$3,000.

The Aboriginal Arts Development Officer for Orana Arts is assisting with accessing funds for the Keeping Place and to cover the cost of renovation, promotion and signage.

#### **Summary**

The installation of a Keeping Place at the Coonabarabran VIC continues to be progressed by the Working Group with all parties in agreement. The attached draft MOU has been prepared and amended with the final document now requiring Council's endorsement.

#### **RECOMMENDATION**

That Council endorses the Keeping Place at the Coonabarabran VIC MOU and the Mayor and General Manager be signatories to the agreement **FURTHERMORE** that Aboriginal artwork form the background wall of the Keeping Place and that an event for

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the opening of the Keeping Place be held with representation from the Elders and Aboriginal Community, OEH, Orana Arts and Council and that media be invited to participate.

### **Attachment 1**

#### **MEMORANDUM OF UNDERSTANDING**

Keeping Place Project Coonabarabran Visitor Information Centre

This Memorandum of Understanding (MOU) is made on the \_\_\_\_\_ between the COONABARABRAN LOCAL ABORIGINAL LAND COUNCIL (hereinafter named 'LALC') and WARRUMBUNGL SHIRE COUNCIL, (hereinafter called 'Council'), for the period 1 July 2013 – 30 June 2014. This MOU will be reviewed annually by all partners.

1. Council undertakes to provide LALC with space in the Coonabarabran Visitor Information Centre (VIC) at John Street, Coonabarabran for the exhibition of artefacts related to the Gamilaroi peoples and lands on the understanding that the space provided will be a shared space with the Australian Museum Diprotodon Exhibition and Warrumbungle Shire Council.
2. Given that the Keeping Place in the VIC is a temporary situation until LALC has been able to procure a permanent facility and/or Cultural Centre to house the Keeping Place, it is agreed that the removal of the Keeping Place from the VIC site will be on written notice by either party with a minimum notification of four (4) weeks.
3. Council's contribution to this project is at no cost to Council although the space provided will be in a secure building, staffed seven (7) days per week and include with lighting and cleaning within the current operational budget allocation of the Visitor Information Centre; the building is wheelchair accessible and entry will be free of charge.
4. Council understands and accepts that items displayed will be on a loan system and may be recalled at any given time by the Coonabarabran LALC or the Office of Environment and Heritage given appropriate notice to the VIC and Manager of Tourism and Economic Development (TED).
5. Council will include the Coonabarabran Keeping Place in promotional literature about the shire and promote it accordingly.
6. The Manager TED will assist with accessing funds to offset costs for LALC for the exhibition.

As part of this agreement:

1. LALC undertakes to continue incorporation and maintenance of public liability insurance coverage of \$20 million (a copy of the incorporation number and Certificate of Currency should be affixed to this agreement);



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2. LALC understands that while Council will endeavour to protect the display at all times, Council does not hold an insurance policy to cover the irreplaceable value of the artefacts
3. LALC agrees to Removal of the Keeping Place from the VIC site will be on written notice by either party with a minimum notification period of four (4) weeks.
4. LALC will assist with the initial installation costs for the "Keeping Place" which includes the provision of glass display cases and appropriate lighting
5. All displayed material will be catalogued and records kept of removal and installations
6. Only LALC should have access to the display cases and be responsible for the locked display cupboards
7. LALC will provide interpretive information about each section of the exhibition (this may include posters, signage, brochures)
8. LALC staff will provide a "famill" for staff and volunteers at the VIC at installation and whenever major changes occur in the exhibition
9. LALC will ensure that the Keeping Place is promoted in a positive light
10. LALC notes that all planned changes to the display must be notified to the Manager TED prior to accessing and changing displays noting that access to the building will be during business hours only (9am to 5pm each weekday).

COONABARABRAN LOCAL ABORIGINAL  
LANDS COUNCIL

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

WARRUMBUNGL SHIRE COUNCIL

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
General Manager

\_\_\_\_\_  
Date

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### Item 32 Long Term Financial Plan (LTFP) 2012/13 – 2021/22

<b>Division:</b>	Corporate Services
<b>Management Area:</b>	Finance
<b>Author:</b>	Chief Financial Officer – Stefan Murru
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority / Strategy:</b>	GF5 - Council is severely burdened by the increasing costs of service provision and asset management and its reliance on grants and other funding, together with a limited rate base, rate capping and restricted capacity to source income from other areas.

**File Ref:** **Function:** Financial Management **Activity:** Planning

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#### **Background**

Council completed its Long Term Financial Plan (LTFP) in the 2011/12 financial year per DLG requirements, formally endorsing the LTFP 2011/12-2021/22 in June 2012 (**Resolution No 420/1112**) as part of Council's Resourcing Strategy.

Council is required to review all IP&R Resourcing Strategy documents following the election of a new Council prior to 30 June the following year, and must update their LTFP annually when developing the Operational Plan. Council has now completed the update of the current LTFP a copy of which has been provided under separate cover for review and adoption.

Council's LTFP details Council's external operating environment and the financial challenges Council faces, the forecast level of revenue available to Council over the following ten (10) years, and Council's forecast recurrent and capital expenditure over this time period. The LTFP measures Council's expected financial performance based on the information above, and provides a forecast income statement, balance sheet, cash flow statement, and asset movement schedule based on this information. Council's assumptions are reviewed towards the end of the plan by way of a sensitivity analysis, and the LTFP also discusses rate pegging and the affordability of community wish list items from the Community Strategic Plan (CSP).

The 2012/13 financial plan is structured in the same way as the previous report with the following minor changes:

- All revenue and expenditure forecasts show a comparison between the previous and current forecasts and explain any variances;
- Capital expenditure adjustments for revotes and trade-ins have been factored into the actual capital program;
- KPIs have been divided into four separate groupings with high level comments providing analysis of each KPI grouping;

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- Council's sensitivity analysis section has been reviewed and more emphasis has been placed on the impact of a special rates variation;
- Progress against Council's suggested improvements in the previous LTFP has been detailed in the conclusion and way forward section of the plan;
- A comparison of Council's overall financial performance between the former and revised plans is also provided in the conclusion and way forward section of the plan;
- All assumptions have been reviewed for accuracy, and balance sheet items that can not be accurately predicted have been kept constant.

### Issues

The LTFP forecasts that Council's revenue will increase from \$33.917m in the 2012/13 financial year to \$42.241m in 2021/22, which is a 24.5% increase. In the same time period, Council's recurrent expenditure has been forecast to increase from \$36.845m to \$46.104m, which represents a 25.1% increase. Capital expenditure is forecast to average \$9.51m per annum over the life of the plan.

A summary of Council's forecast financial performance in the 2012/13 updated LTFP split by four (4) indicators as detailed in the measuring Council's financial performance section of the plan can be found in the following table.

Indicator	Details
<b>Financial performance and flexibility</b>	<ul style="list-style-type: none"><li>• Council is forecast to continue to report operating deficits with the deficit amount increasing over time, although forecast deficits in the 2012/13 LTFP are much lower than the previous LTFP forecast;</li><li>• Council is forecast to face risks around financial flexibility due to its high reliance on grant funding although there is an improvement over the timeframe of the LTFP;</li><li>• Council's underlying operational performance is forecast to improve slightly (see EBITDA), with the main reason for increased deficits being depreciation increases;</li><li>• Depreciation expense assumptions are a large driver of the operating result, and if incorrect, could be making Council's performance appear worse (or better) than it is.</li></ul>
<b>Cash position and liquidity</b>	<ul style="list-style-type: none"><li>• Council is expected to maintain a sufficient cash balance (in total) however, Council's general fund will face significant challenges towards the end of the LTFP;</li><li>• Council's Business Arms of Council are forecast to be financially stable (unlike general fund) and the buildup in cash in restricted assets is mostly due to these funds not spending sufficient monies on capital in the short run, with savings being used to fund major capital replacements in several years time;</li><li>• Council's cash position will improve post 2022 (by roughly \$1m per annum) as all loans are paid off;</li><li>• Current LTFP cash forecasts represent a considerable improvement over the previous LTFP.</li></ul>

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Indicator	Details
<b>Liquidity</b>	<ul style="list-style-type: none"><li>• Council's loan exposure increases significantly in 2013/14 and then declines to around \$1m in the 2021/22 financial year;</li><li>• Council's debt servicing ratio is well within the DLG 10% benchmark throughout the ten years of the plan;</li><li>• Loan servicing costs are around \$1m per year putting a drag on cash available for other uses, such as further capital works;</li><li>• As a result of the loans Council has managed to bring forward the replacement of all Council's timber bridges (bar one) and the construction of the new admin building.</li></ul>
<b>Asset renewal and capital works</b>	<ul style="list-style-type: none"><li>• Assuming Council's depreciation assumptions are correct, Council is under spending considerably on asset renewals (total renewal deficit of \$34m over ten years);</li><li>• Council's capital program in the LTFP is the maximum achievable given current cash constraints;</li><li>• Assuming depreciation assumptions are correct, the condition of Council's assets is expected to decline over the LTFP;</li><li>• Prima facie Council is under spending on water and sewer assets over the plan despite having sufficient cash to cover the full cost of the necessary capital works;</li><li>• Council is still forecast to spend some monies on asset expansion (\$9.8m excluding 2012/13) which may be better applied to asset renewals;</li><li>• Renewal figures may be skewed by the fact that many large capital items do not need to be replaced for several years.</li></ul>

Note: These findings should be read in conjunction with the graphs in the measuring Council's financial performance section of the plan.

### Options

Council's LTFP which was adopted in June 2012 was included in a peer review undertaken by the DLG and feedback includes;

- *'This is a clearly written document which provides a good overview of the Council's position.'*
- *'The LTFP three scenarios - base, optimistic and pessimistic were sound and includes methods of monitoring financial performance.'*
- *'It identifies the programs that the Council is currently unable to fund and addresses options for the future and provides the community with a sound context for future discussions around levels of service.'*

Of note is that Warrumbungle Shire Council LTFP was noted in the 2013 IP&R Manual as an example of good practice. The three scenarios provide points for Council discussion and the financial modelling is now available for future budget and project deliberations whereby staff may provide Council with real time analysis of what the LTFP looks like.

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 20 June 2013**

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### **Financial Considerations**

Hard decisions made in Council's recent budget process have resulted in some considerable improvements in Council's forecast financial performance and position over the following ten years when compared to the previous LTFP, including:

- Council's business arms are now forecast to achieve full cost recovery;
- Council is forecasting a slight improvement in Council's EBITDA over the life of the plan;
- Council's total cash balance is forecast to stay constant at just under \$13m;
- Council's current ratio is well above the DLG benchmark of 2 (in total);
- Council's exposure to debt is clearly manageable with the debt service ratio decreasing over the life of the plan, and the majority of loans to be paid back by the end of the 2021/22 financial year;
- Council's financial flexibility is forecast to improve slightly over the plan;
- Although not in the ratios above, Council's cashflow will improve post 2021/22 due to the repayment of the majority of Council's loans;
- Over the LTFP Council is forecast to replace all its timber bridges (bar one) at a cost of \$5.4m and has recently completed the construction of the new administration building in Coonabarabran (\$3m).

Despite these considerable gains, there are still several serious financial challenges faced by Council, including:

- Insufficient forecast revenue to cover non business arms of Council activities over the life of the plan (although this should improve post 2021/22);
- A significant capital backlog with insufficient funding to address the issue;
- Forecast declining asset condition as a result of the backlog;
- Forecast increasing operating deficits due to income growth not keeping pace with total expenditure growth (including depreciation);
- Possible liquidity issues in general fund as the unrestricted current ratio falls to less than 1 in 2020/21.

### **Summary**

The LTFP forecasts that Council's revenue will increase from \$33.917m in the 2012/13 financial year to \$42.241m in 2021/22, which is a 24.5% increase. In the same time period, Council's recurrent expenditure has been forecast to increase from \$36.845m to \$46.104m, which represents a 25.1% increase. Capital expenditure is forecast to average \$9.51m per annum over the life of the plan.

Hard decisions made in Council's recent budget process have resulted in some considerable improvements in Council's forecast financial performance and position over the following ten years when compared to the previous LTFP. These include an improved cash balance, full cost recovery in the business arms of council, a reduced deficit (in comparison to the previous LTFP), and manageable exposure to debt.

Despite these improvements there are still several serious financial challenges faced by Council. These challenges include insufficient forecast revenue to cover non-business arms of Council activities, insufficient revenue to cover Council's capital backlog and address the forecast deterioration of Council's assets, continued operating deficits, and possible liquidity issues in general fund as the unrestricted current ratio falls to less than 1 in 2020/21.

# **WARRUMBUNGLA SHIRE COUNCIL**

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### **RECOMMENDATION**

That Council endorse the updated 2012/13 Long Term Financial Plan, and note Council's progress against the Financial Performance Improvement Initiatives in Part 10 of the LTFFP.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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### Item 33 Operational Plan and Delivery Program 2012/2013 to 2016/2017

<b>Division:</b>	Corporate Services
<b>Management Area:</b>	Finance
<b>Author:</b>	Chief Financial Officer – Stefan Murru
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority / Strategy:</b>	GF5 Council is severely burdened by the increasing costs of service provision and asset management and its reliance on grants and other funding, together with a limited rate base, rate capping and restricted capacity to source income from other areas.

**File Ref:**   **Function:** Financial Management       **Activity:** Budgets

---

#### **Background**

At the May meeting, Council endorsed the draft Warrumbungle Shire Council Operational Plan and Delivery Program 2013/14-2016/17 and placed it on public exhibition for 28 days (**Resolution No 357/1213**) inviting community comment, closing Monday 17 June 2013.

Council must consider this feedback and formally accept the combined Delivery Program (DP) and Operational Plan (OP) which details the principal activities it will undertake to achieve the objectives of the Community Strategic Plan (CSP).

#### **Issues**

Per the practice of many other Councils, Warrumbungle Shire Council has combined its DP and OP into one (1) document this financial year.

#### DP Requirements

Council must have a DP detailing the principal activities it will undertake to achieve the objectives of the CSP. This is the point where the community's high level goals are translated into actions, within the available resources ie, assets, financial and staff under the Resourcing Strategy. The DP must be adopted by 30 June in the year following an election, and must go on public exhibition for at least 28 days. The DP should address the full range of Council operations and allocate high level responsibilities for each action.

The General Manager is responsible for ensuring progress reports are provided to Council with respect to the principal activities at least every six (6) months. It is designed as a fixed term plan to align with the Council electoral cycle, and the outgoing council will report to the community on what it has achieved in this regard as per (s404 parts 1-5) of the Local Government Act (1993). The Delivery Program is reviewed every year in preparation of the annual Operational Plan.

# WARRUMBUNGL SHIRE COUNCIL

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### OP Requirements

Supporting the DP is an annual sub plan, the OP which details the individual projects and activities to be undertaken within that year. Like the former Management Plan, the OP must have a Statement of Council's Revenue Policy and include a detailed budget for the activities/projects to be completed in the year.

The OP must be adopted before the beginning of each year as part of the DP, after being placed on public exhibition for a minimum of 28 days with detailed maps of each rating category. In deciding on the final OP Council must consider any submissions that have been made concerning the draft plan.

### Statement of Revenue Policy Requirements

As per the requirements of s405(2) of the Act, the OP must include a statement of the Council's Revenue Policy for the year covered by the OP. These include;

- a detailed estimate of Council's income and expenditure,
- each ordinary rate and each special rate proposed to be levied,
- each charge proposed to be levied,
- the types of fees proposed to be charged by Council
- Council's proposed pricing methodology for determining the prices of goods and the approved fees
- the amounts of any proposed borrowings (other than internal borrowing), the sources from which they are proposed to be borrowed and the means by which they are proposed to be secured.

### **Options**

In accordance with s535 and 496 of the Act, a rate or charge must be made by resolution of Council. The proposed rates and charges are as per Council's Statement of Revenue Policy in Council's OP.

Council's draft OP and DP 2013/14-2016/17 meets the requirements of the Act, and as at Monday 17 June will have been on public exhibition for the required 28 days.

Any submissions from members of the public will be provided to Council prior to the meeting and Councillors comments and feedback is sought for any changes to be made to the draft DP and OP. Council must consider community feedback and formally adopt the combined Delivery Program and Operational Plan

### **Financial Considerations**

Features of Council's 2013/14 OP budget include:

- A **balanced cash budget (\$206k surplus)**;
- An **accrual deficit of \$2.906m** predominantly due to the quantum of depreciation on Council's extensive asset network;
- **Total recurrent expenditure excluding depreciation of \$27.224m** representing a \$35k increase over 2011/12 actuals;
- **Total revenue of \$34.643m** representing a \$333k increase over 2011/12 actuals;
- A total **revenue increase of \$1.783m** once the extra quarter of FAGs revenue received in 2011/12 is backed out;



# WARRUMBUNGL SHIRE COUNCIL

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- An ambitious capital program of \$10.204m focused more on renewal of Council's existing assets than expansion;
- Full cost recovery in the business arms of Council as required by legislation;
- Effective utilisation of LIRS funding to complete capital works (replacement of seven timber bridges over the following two financial years) at an effective interest rate of between 1.8 and 2.8%.

This budget represents an improvement over prior years, and if achieved will represent a considerable step in improving Council's financial future.

Significant features and deliverables of the 2013/14 – 2016/17 DP include:

- A combined cash surplus of \$880k over the four years of the Delivery Program;
- A forecast increase in Council's cash and investments balance of \$1.227m over the same period;
- Completion of \$34.9m worth of capital works over the four years;
- Completion of Council's Timber Bridge Replacement Program with the use of LIRS funding resulting in Council having only one timber bridges within the shire as at 30 June 2016;

### Summary

At the May meeting, Council endorsed the draft Warrumbungle Shire Council Operational Plan and Delivery Program 2013/14-2016/17 and placed it on public exhibition for 28 days (**Resolution No 357/1213**) inviting community comment, closing Monday 17 June 2013.

Council's draft OP and DP 2013/14-2016/17 meets the requirements of the Act and has been on public exhibition for the required 28 days.

Council must consider community feedback and formally adopt the combined OP/DP. In addition the 2013/14 OP rates and charges must be made by resolution of Council.

### RECOMMENDATION

That Council adopts the Warrumbungle Shire Council Operational Plan and Delivery Program 2012/2013 to 2016/2017 **FURTHERMORE:**

1. In accordance with s514 of the Local Government Act 1993, Council has declared the category of each parcel of rateable land within its area within one or other of the following categories:
  - Residential
  - Farmland
  - Business
  - Mining
2. In accordance with s535 of the Local Government Act 1993 that Council make and levy the following ordinary rates and annual charges for the 2013/2014 financial year.

# WARRUMBUNGLE SHIRE COUNCIL

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### **Ordinary Rates**

**Residential Rate (sub category Baradine)** ad valorem amount be set at two point three five nine one cents (\$0.023591) in the dollar plus a base rate amount of one hundred and sixty eight dollars (\$168.00). The amount raised via base amount is equal to 42% of the total levy.

**Residential Rate (sub category Binnaway)** ad valorem amount be set at one point one nine three eight cents (\$0.011938) in the dollar plus a base rate amount of one hundred and twenty four dollars (\$124.00). The amount raised via base amount is equal to 47% of the total levy.

**Residential Rate (sub category Coolah)** ad valorem amount be set at one point three two cents (\$0.0132) in the dollar plus a base rate amount of two hundred and fourteen dollars (\$214.00). The amount raised via base amount is equal to 45% of the total levy

**Residential Rate (sub category Coonabarabran)** ad valorem amount be set at zero point nine zero six two seven cents (\$0.0090627) in the dollar plus a base rate amount of two hundred and forty seven dollars (\$247.00). The amount raised via base amount is equal to 42% of the total levy.

**Residential Rate (sub category Dunedoo)** ad valorem amount be set at zero point six eight two eight cents (\$0.006828) in the dollar plus a base rate amount of two hundred and sixty dollars (\$260.00). The amount raised via base amount is equal to 47% of the total levy.

**Residential Rate (sub category Mendooran)** ad valorem amount be set at one point eight two four cents (\$0.01824) in the dollar plus a base rate amount of one hundred and eighty four dollars (\$184.00). The amount raised via base amount is equal to 46% of the total levy.

**Residential Rate (sub category Cobbora)** ad valorem amount be set at zero point four six six cents (\$0.00466) in the dollar plus a base rate amount of one hundred and seventeen dollars (\$117.00). The amount raised via base amount is equal to 44% of the total levy.

**Residential Rate (sub category Coolabah Estate)** ad valorem amount be set at zero point four two six cents (\$0.00426) in the dollar plus a base rate amount of one hundred and thirty four dollars (\$134.00). The amount raised via base amount is equal to 47% of the total levy.

**Residential Rate (sub-category Rural)** ad valorem amount be set at zero point seven three one cents (\$0.00731) in the dollar plus a base rate amount of two hundred and eighteen dollars (\$218.00). The amount raised via base amount is equal to 32% of the total levy.

**Residential Rate (sub category – Villages One – Kenebri, Ulamambri, Neilrex, Bugaldie, Rocky Glen, Purlewaugh)** ad valorem amount be set at two point one eight one cents (\$0.02181) in the dollar plus a base rate amount of one hundred and eleven dollars (\$111.00). The amount raised via base amount is equal to 43% of the total levy.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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**Residential Rate (sub category Village Two – Leadville, Merrygoen, Uarbry)** ad valorem amount be set at one point three nine one two cents (\$0.013912) in the dollar plus a base rate amount of ninety three dollars (\$93.00). The amount raised via base amount is equal to 46% of the total levy.

**Farmland Rate** ad valorem amount be set at zero point four two two six five five cents (\$0.00422655) in the dollar plus a base rate amount of five hundred and twenty three dollars (\$523.00). The amount raised via base amount is equal to 20% of the total levy.

**Business Rate (sub category Baradine)** ad valorem amount be set at three point three zero six cents (\$0.03306) in the dollar plus a base rate amount of two hundred and forty seven dollars (\$247.00). The amount raised via base rate amount is equal to 43% of the total levy.

**Business Rate (sub category Binnaway)** ad valorem amount be set at two point two cents (\$0.022) in the dollar plus a base rate amount of one hundred and ninety two dollars (\$192.00). The amount raised via base rate amount is equal to 42% of the total levy.

**Business Rate (sub category Coolah)** ad valorem amount be set at two point six four two two cents (\$0.026422) in the dollar plus a base rate amount of three hundred and forty two dollars (\$342.00). The amount raised via base amount is equal to 46% of the total levy.

**Business Rate (sub category Coonabarabran)** ad valorem amount be set at two point nine one nine eight cents (\$0.029198) in the dollar plus a base rate amount of four hundred and nine dollars (\$409.00). The amount raised via base amount is equal to 17% of the total levy.

**Business Rate (sub category Dunedoo)** ad valorem amount be set at one point one zero two cents (\$0.01102) in the dollar plus a base rate amount of three hundred and ten dollars (\$310.00). The amount raised via base amount is equal to 46% of the total levy.

**Business Rate (sub category Mendooran)** ad valorem amount be set at one point six six three cents (\$0.01663) in the dollar plus a base rate amount of one hundred and eighty seven dollars (\$187.00). The amount raised via base amount is equal to 40% of the total levy.

**Business Rate (sub category General)** ad valorem amount be set at two point three five five seven cents (\$0.023557) in the dollar plus a base rate amount of two hundred and seventy four dollars (\$274.00). The amount raised via base amount is equal to 23% of the total levy.

**Business Rate (sub category Village One – Kenebri, Ulamambri, Neilrex, Bugaldie, Rocky Glen, Purlewaugh)** ad valorem amount be set at five point nine two nine cents (\$0.05929) in the dollar plus a base rate amount of one hundred and forty one dollars (\$141.00). The amount raised via base amount is equal to 21% of the total levy.

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**Business Rate (sub category Village Two – Leadville, Merrygoen, Uarbry)** ad valorem amount be set at six point eight one cents (\$0.0681) in the dollar plus a base rate amount of one hundred and nine dollars (\$109.00). The amount raised via base amount is equal to 24% of the total levy.

**Mining Rate** ad valorem amount be set at twenty cents (\$0.2) in the dollar plus a base rate amount of ten thousand dollars (\$10,000.00).

### ***Water Access Charges***

**Mendooran Water Access charge** be set at eight hundred and thirty dollars (\$830.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Mendooran Water supply and further any other properties outside the town boundary that are connected to or able to be connected to the water supply.

**Coonabarabran Water Access charge** be set at three hundred and fifty five dollars (\$355.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Coonabarabran Water supply and further any other properties outside the town boundary that are connected to or able to be connected to the water supply.

**Timor Gravity Main Water access charge** be set at three hundred and fifty five dollars (\$355.00) for all properties connected to the Timor Dam Gravity Main outside of the town boundary.

**Baradine Water access charge** be set at three hundred and fifty five dollars (\$355.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Baradine Water supply and all rural properties not within the town boundary that are connected to or able to be connected to the Baradine Water supply.

**Binnaway Water access charge** be set at three hundred and fifty five dollars (\$355.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Binnaway Water supply and all rural properties not within the town boundary that are connected to or able to be connected to the Binnaway Water supply

**Village Water access charge** be set at three hundred and fifty five dollars (\$355.00) for all properties in the villages of Kenebri, Bugaldie and Merrygoen that are connected to the village water supplies.

**Coolah Water Access charge** be set at three hundred and fifty five dollars (\$355.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Coolah Water supply and further any other properties outside the town boundary that are connected to or able to be connected to the water supply.

**Dunedoo Water Access charge** be set at three hundred and fifty five dollars (\$355.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Dunedoo Water supply and further any other properties outside the town boundary that are connected to or able to be connected to the water supply.

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### ***Water Usage Charges***

**Water Usage Charge** in all areas be set at one dollar and seventy cents (\$1.70) per kilolitre.

### ***Sewerage Charges***

**User Pay Sewerage Charges Residential Properties - Connected** be set at four hundred and forty five dollars (\$445.00)

**User Pay Sewerage Charges Residential Properties – Not Connected** be set at two hundred and eighty five dollars (\$285.00)

**User Pay Sewerage Charges Non-Residential Properties - minimum charge** be set at four hundred and forty five dollars (\$445.00)

**User Pay Sewerage Charges Non-Residential Properties - consumption charge** be set at zero point seven five dollars per kL (\$0.75/kL)

**User Pay Sewerage Charges Non-Residential Properties - Access Charge 20mm water meter size** be set at two hundred and eighty five dollars (\$285.00)

**User Pay Sewerage Charges Non-Residential Properties - Access Charge 25mm water meter size** be set at four hundred and forty five dollars (\$445.00)

**User Pay Sewerage Charges Non-Residential Properties - Access Charge 32mm water meter size** be set at seven hundred and twenty nine dollars (\$729.00)

**User Pay Sewerage Charges Non-Residential Properties - Access Charge 40mm water meter size** be set at one thousand and one hundred and forty dollars (\$1,140.00)

**User Pay Sewerage Charges Non-Residential Properties - Access Charge 50mm water meter size** be set at one thousand seven hundred and eighty one dollars (\$1,781.00)

**User Pay Sewerage Charges Non-Residential Properties - Access Charge 80mm water meter size** be set at four thousand five hundred and sixty dollars (\$4,560.00)

**User Pay Sewerage Charges Non-Residential Properties- Access Charge 100mm water meter size** be set at seven thousand one hundred and twenty five dollars (\$7,125.00)

3. In accordance with s496 of the Local Government Act, 1993 that Council make and levy the following annual charges for the provision of domestic and non domestic waste management services, and recycling charge for each parcel of rateable land for which the service is available for the year 2013/2014.

# WARRUMBUNGL SHIRE COUNCIL

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### ***Base Charge***

**Waste Management Charge on all rateable properties** be set at one hundred dollars (\$100.00).

### ***Additional Usage Charges – Domestic***

**Domestic Waste Charge (Urban – Occupied)** be set at three hundred dollars (\$300.00) for the rendering of one (1) weekly service.

**Domestic Waste Charge (Urban – Vacant)** be set at zero dollars (\$0.00)

**Domestic Waste Charge (Rural Run – Used)** be set at three hundred dollars (\$300.00) for the rendering of one (1) weekly service.

**Domestic Waste Charge (Rural Run – Not Used)** be set at zero dollars (\$0.00)

### ***Additional Usage Charge – Non Domestic***

**Non Domestic Waste Service charge** be set at three hundred dollars (\$300.00) for the rendering of one (1) weekly service.

**Non Domestic Waste – Recycling Charge** be set at two hundred dollars (\$200.00) for the rendering of one (1) weekly service.

4. In accordance with s566 (3) of the Local Government Act 1993, the Council adopt the maximum allowable interest rate of 9.0% as determined by the Minister to apply to all overdue Rates and Charges for the financial year 2013/2014.
5. That the schedule of Fees and Charges contained within the Operational Plan and Delivery Program for the financial year 2013-2014 be adopted.

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 34 Council Membership of the North West Weight of Loads Group

<b>Division:</b>	Technical Services	
<b>Management Area:</b>	Technical Services	
<b>Author:</b>	K Tighe	
<b>CSP Key Focus Area:</b>	Public Infrastructure & Services	
<b>Priority / Strategy:</b>	P 13. Road Networks throughout the Shire need to be safe, well maintained and adequately funded.	
<b>File Ref:</b>	<b>Function:</b> Governance	<b>Activity:</b> External Committees

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### **Background**

At the budget meeting on the 20<sup>th</sup> May 2013, Council requested a report on the relevance of remaining a member of the North West Weight of Loads Group.

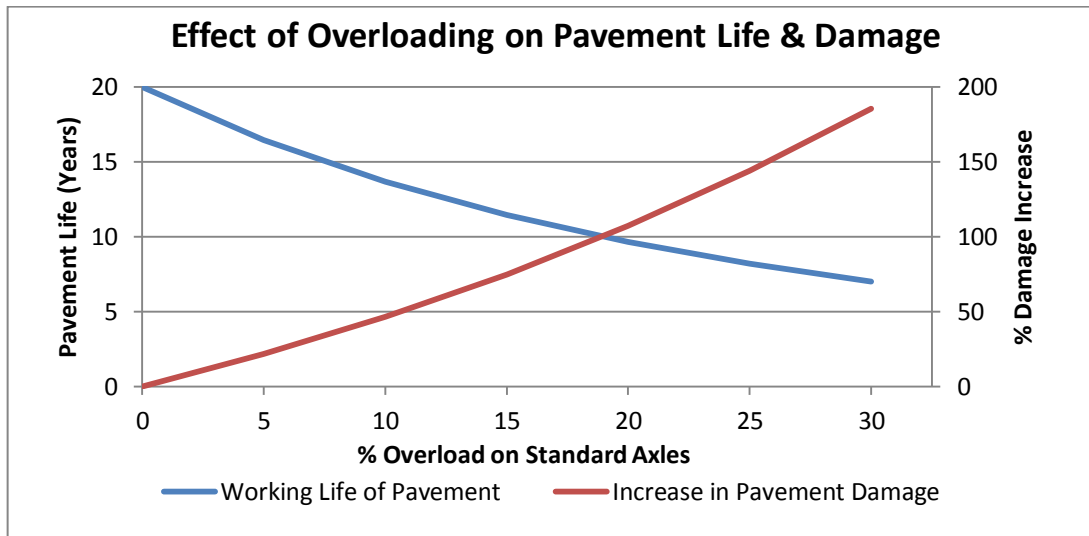
The North West WOLG was established in the in the 80's and there are five WOLGS across NSW. Currently, the North West WOLG is made up of the following Councils; Moree Plains, Glenn Innes Severn, Gunnedah, Gwydir, Inverell, Narrabri, Walgett and Warrumbungle. Warrumbungle Council has been a member of the Group since 2003.

The purpose of the Group is to prevent damage to roads from overloaded heavy vehicles. The Group has a program of education and enforcement and it is administered by the Moree Plains Shire Council. The Group employs four(4) inspectors, which make up two(2) road crews to patrol roads within the Group area.

It is generally acknowledged that damage to roads from overloaded vehicles reduces the life of the pavement. Pavement life is estimated using Equivalent Standard Axles (ESA's), which estimates pavement wear through standardised axle loadings, not just the number of axles to pass over. To place some perspective on that, a standard axle fitted with dual tyres and loaded to 8.2 tonnes will cause 850 times more wear to the pavement than an axle on a 2 tonne car. The same axle overloaded to 9.75 tonnes will do double the damage to the road pavement – see figure 1.0.

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**Figure 1.0 – Effect of Overloading on Pavement Life and Damage**

### Issues

Statistics from the Group indicate that there is a decline in the number of overloading breaches over the last 10 years. This indicates that education and enforcement programs run by the Group as well as introduction of legislation that compels truck owners, operators, loading and receiving points to comply are having a positive effect.

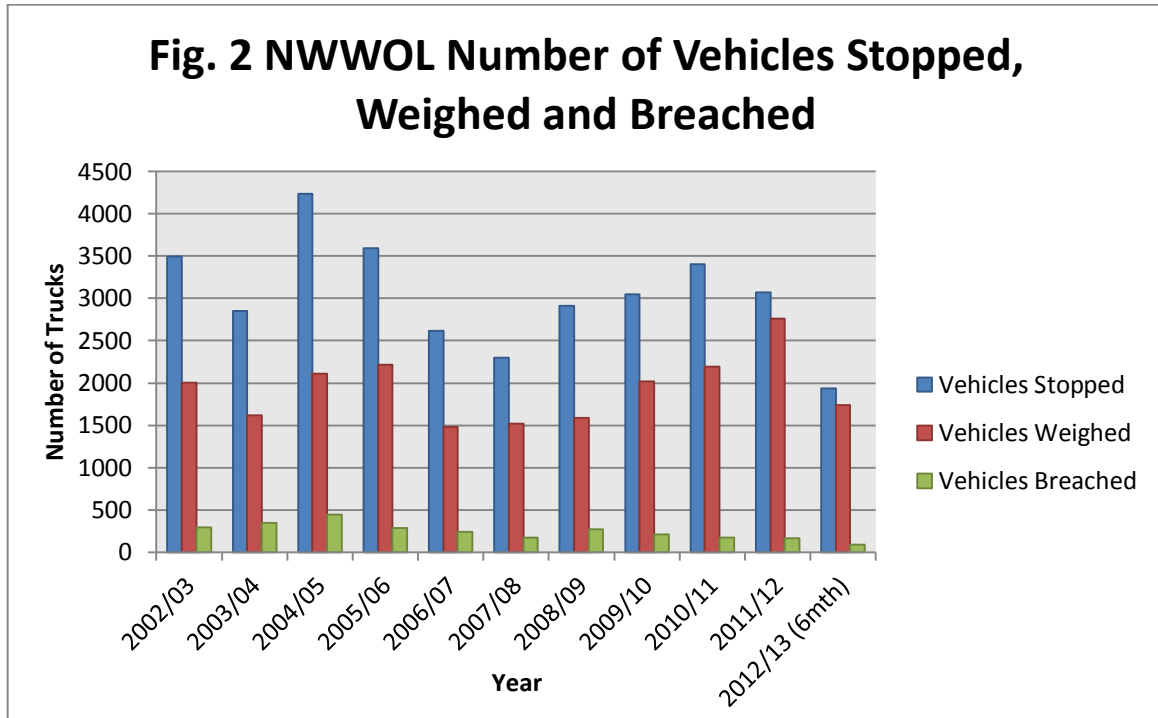
However, breaches are still occurring, which means that for some time yet at least the programs run by the Group are still relevant. Figure 2.0 below shows the number trucks stopped, weighed and breached on roads across the Group over the last 10 years. Figure 3.0 provides information on the number of breaches each year for the Group and a breakdown on the severity of breaches. It is clear from figure 3.0 that the number of breaches is in decline.



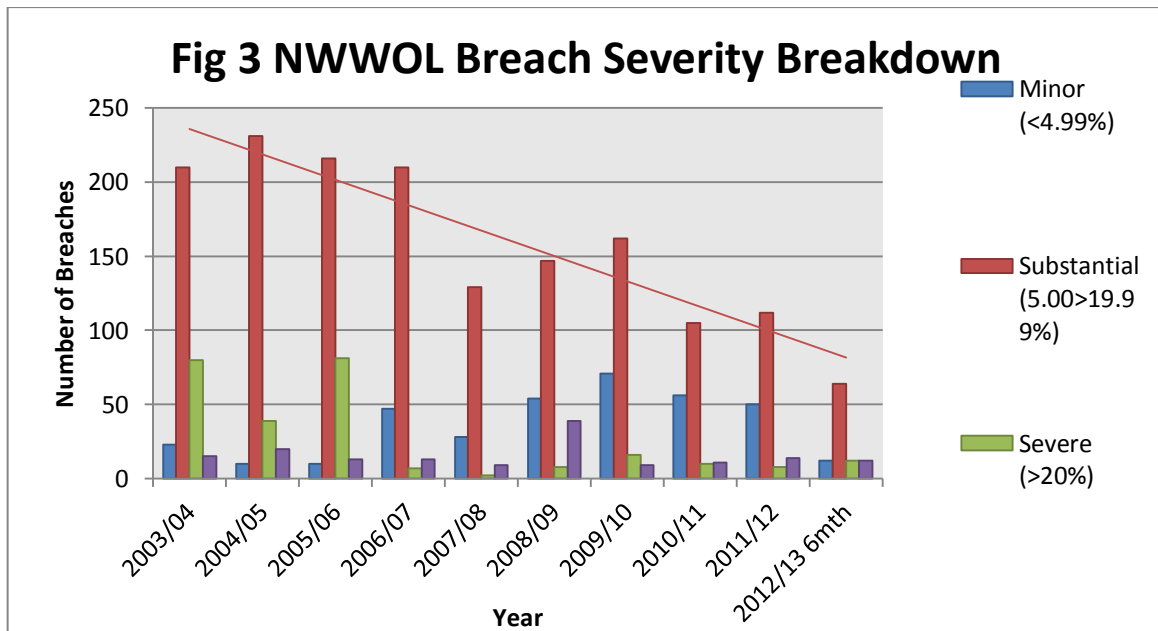
**WARRUMBUNGLE SHIRE COUNCIL**

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**Fig. 2 NWWOL Number of Vehicles Stopped, Weighed and Breached**



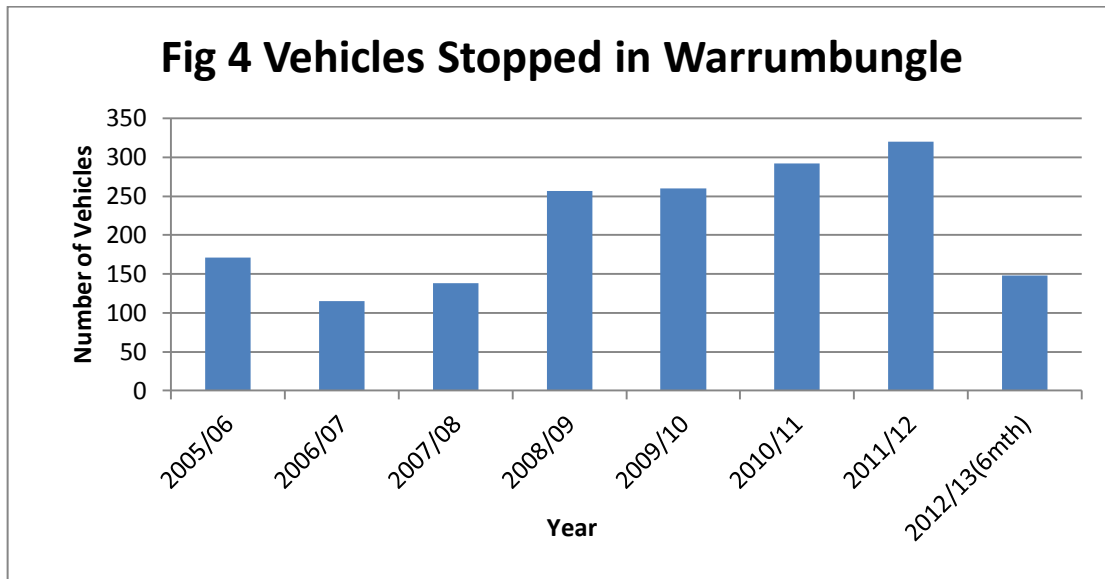
**Fig 3 NWWOL Breach Severity Breakdown**



The number vehicles stopped by inspectors over the last eight(8) years within the Warrumbungle Local Government area is shown in Figure 4.0.

# WARRUMBUNGLE SHIRE COUNCIL

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Statistics and financial information are presented at each meeting of the Committee which oversees the functioning and operation of the Group. This steering committee is made up of Council representatives as well as a representative from the trucking industry and the farming industry.

The Committee meetings are also attended by a representative from the Roads & Maritime Services. From time to time presentations are made to the Committee either from RMS or other industry bodies on changes to legislation and changes to freight operations and truck configurations. Such information and networking is considered to be of real benefit to participating Councils.

### **Options**

Council has discretion in relation to continued membership of the North West WOLG. Consideration should be given by Council to the real benefits of being a member which include reduced pavement damage and improved road safety. Also, membership of the Group demonstrates that Council can work with other Councils in an alliance to carry out a necessary and important function in the delivery of road services.

Council may wish to receive a report on Group activities following attendance at each meeting.

### **Financial Considerations**

The financial contribution to the Group by Warrumbungle Shire Council is a direct result of the number of hours inspectors spend patrolling roads within the Shire. That is, the enforcement program of the Group is on a fee for service program. Furthermore, the cost of the inspections within the Shire is offset by income received through fines and Council's share of Roads & Maritime Services funding for the Group.

The amount of calendar year payments made to Moree Plains Shire Council are as follows:

# **WARRUMBUNGLE SHIRE COUNCIL**

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- 2011           \$10,748.13
- 2012           \$19,147.44
- 2013(ytd)     \$2,082.97

A copy of the 2011/12 income and expense statement for the Group is shown in attachment 1.0.

A statement for Warrumbungle Shire Council for the first six(6) months of 2012/13 is provided in attachment 2.0. These statements are provided to Council's when Group meetings are held, which is every four months.

At a recent meeting of the Group, an application by Dubbo City Council to join the Group was considered and approved. Such a situation is considered advantageous to the Group due to the high concentration of truck movements in and around Dubbo. Also, the situation is particularly advantageous to Warrumbungle Shire Council as inspectors will travel through the Shire enroute to Dubbo, which will reduce some of the travel time. Furthermore, trucks travelling from the south are less likely to be overloaded if enforcement is occurring around Dubbo.

### **RECOMMENDATION**

That Council continue to remain a member of the North West Weight of Loads Group and furthermore a report is prepared for Council on activities of the Group following attendance by Council representatives at Group Committee meetings.

# WARRUMBUNGLE SHIRE COUNCIL

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Attachment 1.0 – 2011/12 Income and Expense Report for the Group

### MOREE PLAINS SHIRE COUNCIL WEIGHT OF LOADS INCOME STATEMENT for the year ended 30th June 2012

#### INCOME FROM CONTINUING OPERATIONS

<b>Fines &amp; Costs</b>		<b>-117,366.00</b>
Fines & Costs - Ord 30D - Gunnedah	-10,306.00	
Fines & Costs - Ord 30D - Inverell	-9,992.00	
Fines & Costs - Ord 30D - Moree	-35,559.00	
Fines & Costs - Ord 30D - Narrabri	-17,997.00	
Fines & Costs - Ord 30D - Walgett	-14,685.00	
Fines & Costs - Ord 30D - Gwydir	-13,899.00	
Fines & Costs - Ord 30D - Warrumbungle Shire	-9,017.00	
Fines & Costs -Ord 30D - Glen Severn Shire	-5,909.00	
<b>Ordinance 30 Funding - RTA</b>	<b>-167,374.36</b>	<b>-167,374.36</b>
<b>Weight of Loads-Contribution by Councils</b>	<b>-170,726.29</b>	<b>-170,726.29</b>
<b>TOTAL INCOME</b>	<b>-455,466.65</b>	<b>-455,466.65</b>

#### EXPENSES FROM CONTINUING OPERATIONS

<b>Staff Expenses</b>	<b>25,286.12</b>	<b>25,286.12</b>
<b>Policing Classified Roads</b>		<b>226,810.57</b>
Policing Class, Roads - Gunnedah	18,063.84	
Policing Class, Roads - Inverell	23,324.69	
Policing Class, Roads - Moree	65,170.47	
Policing Class, Roads - Narrabri	26,458.94	
Policing Class, Roads - Walgett	20,718.71	
Policing Class, Roads - Gwydir	19,638.43	
Policing Class, Roads - Warrumbungle	20,061.16	
Policing Class, Roads - Glen Severn	13,356.33	
<b>Policing Shire Roads</b>		<b>176,038.31</b>
Policing Shire Roads - Warrumbungle	14,971.49	
Policing Shire Roads - Glen Severn	9,568.34	
Policing Shire Roads - Gwydir	22,358.99	
Policing Shire Roads - Gunnedah	15,270.00	
Policing Shire Roads - Inverell	21,796.95	
Policing Shire Roads - Moree	69,589.16	
Policing Shire Roads - Narrabri	17,308.99	
Policing Shire Roads - Walgett	15,174.39	
<b>Legal Costs - Ord 30D</b>		<b>20,953.52</b>
Legal Costs - Ord 30D - Gunnedah	1,354.71	
Legal Costs - Ord 30D - Inverell	1,702.28	
Legal Costs - Ord 30D - Moree	5,267.55	
Legal Costs - Ord 30D - Narrabri	1,491.91	
Legal Costs - Ord 30D - Walgett	2,251.57	
Legal Costs - Ord 30D - Gwydir Shire Cnl	5,160.80	
Legal Costs - Ord 30D - Warrumbungle Shire	371.90	
Legal Costs - Ord 30D - Glen Severn Shire	3,352.80	
<b>Other Expenses</b>		<b>6,376.13</b>
Purchase Equipment	0.00	
Plant and Equipment Maintenance	282.27	
Printing & Stationery - General	523.07	
IT costs	4,200.00	
Sundry Expenses	460.52	
Telephone & Communications	912.27	
<b>TOTAL EXPENSE</b>	<b>455,466.65</b>	<b>455,466.65</b>
<b>NET OPERATING RESULT</b>		<b>8.00</b>

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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Attachment 1.0 (cont'd)

### MOREE PLAINS SHIRE COUNCIL WEIGHT OF LOADS INCOME STATEMENT for the year ended 30th June 2012

<b>Breakdown of Contributions by Councils</b>	
Gunnedah	15,174.54
Inverell	25,314.16
Narrabri	9,355.90
Walget	11,703.01
Gwydir	20,481.48
Warrumbungle	17,406.76
Glenn Innes Severn	12,957.57
	<b>Sub-total</b>
	<b>112,393.42</b>
Moree	58,332.87
	<b>Total</b>
	<b>170,726.29</b>

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

Attachment 2.0 – Finance Report for 2012/13 (first six months)

<b>WEIGHT OF LOADS - WARRUMBUNGL 2012/2013</b>			
<b>Debtor No. 2403.22</b>			
<b>INCOME</b>			
Ordinance Fines Received			\$-6,258.00
Share of Ordinance RTA Funding			
<i>Total RTA Funding x</i>			
<i>Percentage of total staff time spent on Warrumbungle's classified roads</i>	\$-84,770.96 x	8.85% =	\$-7,505.47
<b>TOTAL INCOME ATTRIBUTABLE TO WARRUMBUNGL COUNCIL</b>			<b><u>\$-13,763.47</u></b>
<b>EXPENDITURE</b>			
Policing Classified Roads			\$14,376.77
Policing Shire Roads			\$7,664.82
Ordinance Legal Costs			\$517.23
Share of Admin and Other Expenses			
<i>Total Admin and Other Expenses x</i>			
<i>Percentage of total staff time spent on all Warrumbungle's roads</i>	\$12,591.81 x	8.70% =	\$1,095.64
<b>TOTAL EXPENSES ATTRIBUTABLE TO WARRUMBUNGL COUNCIL</b>			<b><u>\$23,654.46</u></b>
			<b><u>\$9,890.99</u></b>
<b>TOTAL AMOUNT PAYABLE 2012/2013</b>			
<hr/>			
	<b>ADD: 2011/2012 DEBIT BALANCE BROUGHT FORWARD</b>		<b>\$8,141.91</b>
		<b>ADD: GST</b>	<b>\$1,803.29</b>
	<b>TOTAL COST ATTRIBUTABLE TO WARRUMBUNGL</b>		<b><u>\$19,836.19</u></b>
		<b>Less: Payments Received 2012/2013</b>	<b>\$-8,956.10</b>
	<b>TOTAL AMOUNT PAYABLE AS AT 31/12/2013</b>		<b><u>\$10,880.09</u></b>

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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### Item 35 2012 /13 Technical Services Works Program

- Road Operations and Urban Services

<b>Division:</b>	Technical Services	
<b>Management Area:</b>	Road Operations & Urban Services	
<b>Author:</b>	Director Technical Services	
<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 and Urban Services report monthly report for the period ending 31 May 2013 is presented in attachment 1.0. The report focuses on Capital Expenditure projects; however it also includes a schedule of maintenance on unsealed roads. The monthly report also includes projects in the Urban Services area such as upgrades to parks, ovals and pools

### **Issues**

None

### **Options**

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

### **Financial Considerations**

None

### **RECOMMENDATION**

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

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

### Attachment 1.0 – 2012/13 Works Program for Road Operations and Urban Services – Status Report for Period ending 31 May 2013

Task Name	Start	Finish	Budget(\$)	YTD Cost(\$)	% Work Complete
<b>Road Operations</b>	<b>Mon 2/07/12</b>	<b>Tue 27/08/13</b>	<b>8,954,567</b>	<b>6,358,610</b>	<b>85%</b>
<b>Local Rural Roads</b>	<b>Fri 26/10/12</b>	<b>Tue 27/08/13</b>	<b>5,906,762</b>	<b>5,289,868</b>	<b>72%</b>
<b>Bridges</b>	<b>Fri 26/10/12</b>	<b>Tue 27/08/13</b>	<b>2,445,632</b>	<b>1,928,316</b>	<b>72%</b>
Bugaldie Creek Bridge - Goorianawa	Mon 10/06/13	Wed 3/07/13	700,000	620,237	85%
Baby Creek Bridge	Fri 26/10/12	Wed 6/02/13	845,632	746,163	95%
Tongy Bridge - Talbragar River	Thu 6/06/13	Fri 5/07/13	700,000	561,916	80%
Grandchester Bridge	Mon 19/08/13	Tue 27/08/13	200,000	0	0%
<b>Sealed Roads</b>	<b>Mon 22/10/12</b>	<b>Wed 5/06/13</b>	<b>600,000</b>	<b>883,156</b>	<b>78%</b>
Wool Road Rehabilitation	Wed 12/12/12	Fri 4/01/13	100,000	124,907	100%
Coolah Creek Road Rehabilitation	Mon 22/10/12	Tue 6/11/12	90,000	94,355	100%
Spring Ridge Rd Widening	Tue 7/05/13	Wed 5/06/13	0	276,565	20%
<b>Reseals</b>	<b>Wed 27/02/13</b>	<b>Thu 28/02/13</b>	<b>410,000</b>	<b>387,329</b>	<b>100%</b>
<b>Unsealed Roads</b>	<b>Mon 2/07/12</b>	<b>Wed 5/06/13</b>	<b>2,861,130</b>	<b>2,478,396</b>	<b>95%</b>
Kurrajong Rd	Thu 14/02/13	Fri 15/03/13	115,000	85,535	100%
Digilah Rd	Mon 20/08/12	Wed 3/10/12	207,193	210,440	100%
Piambra Rd	Tue 11/12/12	Fri 18/01/13	194,720	176,653	100%
Lawson Park Rd	Fri 26/04/13	Wed 5/06/13	150,000	85,083	90%
Gentle Annie Rd	Fri 7/09/12	Tue 27/11/12	375,011	395,082	100%
Bingie Grumble Rd	Wed 24/10/12	Tue 6/11/12	75,029	65,251	100%
Napier Lane	Tue 30/04/13	Wed 5/06/13	150,000	66,602	95%
Morriseys Rd	Mon 12/11/12	Mon 26/11/12	75,000	88,319	100%
<b>Gravel Road Resheeting</b>	<b>Tue 24/07/12</b>	<b>Tue 7/05/13</b>	<b>750,000</b>	<b>691,995</b>	<b>100%</b>
Borah Creek Rd	Tue 7/08/12	Fri 17/08/12	95,000	97,025	100%
Rayack Road	Mon 20/08/12	Fri 24/08/12	25,000	22,746	100%
Mancers Rd	Mon 1/04/13	Tue 16/04/13	95,000	85,889	100%
Pibbon Rd	Wed 29/08/12	Wed 12/09/12	95,000	92,213	100%
Gumnut Rd	Tue 24/07/12	Wed 25/07/12	25,000	5,134	100%
Napier Lane	Tue 4/12/12	Thu 20/12/12	135,000	135,050	100%
Laheys Creek	Thu 18/04/13	Tue 30/04/13	80,000	59,100	100%
Brooklyn Rd	Wed 1/05/13	Tue 7/05/13	40,000	15,622	100%
Dennykymine Rd	Fri 30/11/12	Fri 14/12/12	100,000	83,858	100%
Yarrow Rd	Fri 2/11/12	Fri 23/11/12	60,000	48,086	100%
Tandara Estate	Tue 7/08/12	Wed 8/08/12	0	22,384	100%
Moorefield Rd	Wed 10/10/12	Thu 1/11/12	0	24,888	100%
<b>Causeways &amp; Culverts</b>	<b>Mon 7/01/13</b>	<b>Wed 23/01/13</b>	<b>68,177</b>	<b>7,977</b>	<b>33%</b>
Dandry Road	Mon 7/01/13	Tue 15/01/13	7,977	7,977	100%
Intersection of Lockerbie Rd & Digilah Rd.	Mon 7/01/13	Wed 9/01/13	37,300	0	0%
Premier Estate Rd - causeway (Namoi CMA)	Mon 21/01/13	Wed 23/01/13	30,600	0	0%
<b>Flood Damage Repair Projects</b>	<b>Mon 2/07/12</b>	<b>Mon 4/03/13</b>	<b>701,000</b>	<b>605,459</b>	<b>87%</b>
Wyuna Rd (Garrawilla Creek)	Wed 30/01/13	Wed 13/02/13	701,000	605,459	20%
<b>Regional Roads</b>	<b>Mon 2/07/12</b>	<b>Tue 4/06/13</b>	<b>2,135,462</b>	<b>496,705</b>	<b>37%</b>
<b>Bridges</b>	<b>Tue 16/04/13</b>	<b>Tue 4/06/13</b>	<b>1,500,000</b>	<b>433,940</b>	<b>40%</b>
Saltwater Creek No 2	Tue 16/04/13	Tue 4/06/13	1,500,000	433,940	40%
<b>Sealed Roads</b>	<b>Mon 2/07/12</b>	<b>Tue 14/05/13</b>	<b>635,462</b>	<b>62,765</b>	<b>30%</b>
Shoulder widening MR7519 (Forest Rd)	Wed 6/02/13	Tue 14/05/13	167,240	0	0%
Deadmans Gully Rehabilitation	Tue 20/11/12	Fri 23/11/12	48,222	62,765	100%
<b>Reseals</b>	<b>Thu 28/02/13</b>	<b>Thu 28/02/13</b>	<b>420,000</b>	<b>383,271</b>	<b>0%</b>



# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

Task Name	Start	Finish	Budget(\$)	YTD Cost(\$)	% Work Complete
<b>Town Streets Coonabarabran</b>	<b>Mon 2/07/12</b>	<b>Wed 19/06/13</b>	<b>380,462</b>	<b>294,722</b>	<b>78%</b>
Old Common Road	Tue 30/10/12	Tue 15/01/13	22,311	22,311	100%
Extension of K&G - Barker Street	Mon 2/07/12	Mon 2/07/12	0	1,257	100%
Footpath construction - near baths	Wed 7/11/12	Wed 28/11/12	67,584	48,613	100%
Culvert Ext in Dalgarno Street	Mon 15/04/13	Wed 19/06/13	160,567	73,772	45%
Seats - CBD area	Mon 26/11/12	Tue 27/11/12	15,000	10,060	60%
Footpath and K&G new Admin Building	Tue 4/12/12	Thu 11/04/13	115,000	138,709	100%
<b>Reseals</b>	<b>Thu 28/02/13</b>	<b>Thu 28/02/13</b>	<b>80,000</b>	<b>63,378</b>	<b>0%</b>
<b>Town Streets Binnaway</b>	<b>Thu 28/02/13</b>	<b>Thu 28/02/13</b>	<b>15,000</b>	<b>20,176</b>	<b>0%</b>
<b>Reseals</b>	<b>Thu 28/02/13</b>	<b>Thu 28/02/13</b>	<b>15,000</b>	<b>20,176</b>	<b>0%</b>
<b>Town Streets Baradine</b>	<b>Wed 27/02/13</b>	<b>Wed 19/06/13</b>	<b>34,800</b>	<b>0</b>	<b>0%</b>
Street light	Mon 4/03/13	Mon 4/03/13	8,000	0	0%
Footpath rehabilitation - various	Tue 7/05/13	Tue 21/05/13	10,000	0	0%
<b>Reseals</b>	<b>Thu 28/02/13</b>	<b>Thu 28/02/13</b>	<b>16,800</b>	<b>25,822</b>	<b>0%</b>
<b>Town Streets Coolah</b>	<b>Tue 16/10/12</b>	<b>Tue 25/06/13</b>	<b>186,581</b>	<b>105,221</b>	<b>59%</b>
Binnia Street Upgrade - Kerb blisters	Fri 31/05/13	Tue 25/06/13	46,581	0	0%
Cycleway	Wed 20/03/13	Tue 30/04/13	60,000	49,186	80%
Footpath - Campbell St, Binnia to Cunningham	Tue 16/10/12	Wed 31/10/12	55,000	48,288	100%
<b>Reseal program</b>	<b>Thu 28/02/13</b>	<b>Thu 28/02/13</b>	<b>25,000</b>	<b>7,747</b>	<b>0%</b>
<b>Town Streets Mendooran</b>	<b>Mon 8/10/12</b>	<b>Tue 26/03/13</b>	<b>105,000</b>	<b>108,068</b>	<b>93%</b>
Benewa Street sealing	Mon 8/10/12	Tue 16/10/12	40,000	35,936	100%
Abbott Street sealing	Wed 17/10/12	Fri 26/10/12	40,000	51,855	100%
Footpath Rehabilitation - various sections	Tue 12/03/13	Tue 26/03/13	10,000	6,273	85%
<b>Reseal program</b>	<b>Wed 27/02/13</b>	<b>Thu 28/02/13</b>	<b>15,000</b>	<b>14,004</b>	<b>0%</b>
<b>Town Streets Dunedoo</b>	<b>Wed 27/02/13</b>	<b>Fri 16/08/13</b>	<b>190,500</b>	<b>43,850</b>	<b>23%</b>
Dish drain, Tucklan St at Bandulla, north side	Thu 11/04/13	Thu 18/04/13	18,000	23,857	100%
Wallaroo Street construction & sealing	Mon 22/07/13	Fri 16/08/13	150,000	0	0%
<b>Reseal program</b>	<b>Wed 27/02/13</b>	<b>Thu 28/02/13</b>	<b>22,500</b>	<b>19,993</b>	<b>0%</b>
<b>Urban Services</b>	<b>Sun 1/07/12</b>	<b>Fri 28/06/13</b>	<b>297,124</b>	<b>284,676</b>	<b>0%</b>
<b>Baradine</b>	<b>Sun 1/07/12</b>	<b>Sun 1/07/12</b>	<b>136,717</b>	<b>197,481</b>	<b>0%</b>
Toilet Block - Lions Park	Sun 1/07/12	Thu 31/01/13	0	99,334	100%
New Street Trees	Fri 31/05/13	Fri 28/06/13	21,717	0	0%
Hot water repairs Baradine Oval	Tue 1/01/13	Thu 31/01/13	15,000	12,338	100%
Replace pipes & walkway at Baradine Pool	Wed 1/08/12	Fri 28/06/13	100,000	85,809	85%
<b>Binnaway</b>	<b>Sun 1/07/12</b>	<b>Sun 1/07/12</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Coolah</b>	<b>Sun 1/07/12</b>	<b>Sun 1/07/12</b>	<b>2,000</b>	<b>632</b>	<b>0%</b>
Replace fascia on toilets - McMasters Park	Tue 23/04/13	Wed 1/05/13	2,000	632	100%
<b>Coonabarabran</b>	<b>Sun 1/07/12</b>	<b>Sun 1/07/12</b>	<b>51,202</b>	<b>37,562</b>	<b>0%</b>
Street Tree - risk assessment	Thu 27/06/13	Fri 28/06/13	13,666	15	30%
Erosion Control - Neilson Park – Castlereag R	Fri 31/08/12	Fri 31/08/12	37,536	37,547	100%
<b>Dunedoo</b>	<b>Sun 1/07/12</b>	<b>Sun 1/07/12</b>	<b>90,100</b>	<b>39,151</b>	<b>0%</b>
Robertson Oval	Wed 3/04/13	Tue 28/05/13	26,000	151	0%
Repairs to Amenities - Dunedoo Oval	Fri 1/02/13	Mon 4/03/13	57,000	34,651	80%
Milling Park irrigation	Fri 22/03/13	Fri 26/04/13	5,000	4,349	0%
<b>Mendooran</b>	<b>Mon 2/07/12</b>	<b>Mon 2/07/12</b>	<b>15,945</b>	<b>8,690</b>	<b>0%</b>
Mendooran Oval Project	Mon 2/07/12	Mon 2/07/12	15,945	8,690	60%
<b>Leadville</b>	<b>Wed 2/01/13</b>	<b>Tue 8/01/13</b>	<b>1,160</b>	<b>1,160</b>	<b>0%</b>
Replace broken seats	Wed 2/01/13	Tue 8/01/13	1,160	1,160	100%

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

Task Name	Start	Finish	Budget(\$)	YTD Cost(\$)	% Work Complete
<b>Road Maintenance</b>	<b>Mon 2/07/12</b>	<b>Mon 15/07/13</b>		<b>1,158,305</b>	<b>84%</b>
Orana Rd (9km)**	Wed 15/08/12	Wed 22/08/12		29,201	100%
Narangarie Rd (5km)***	Fri 31/08/12	Wed 5/09/12		21,744	100%
Bong Bong Rd (6km)***	Wed 29/08/12	Mon 3/09/12		13,278	100%
Queensborough Rd (10km)***	Mon 24/09/12	Fri 28/09/12		7,723	100%
Pindari Rd (1km)***	Fri 28/09/12	Fri 28/09/12		1,019	100%
MR396 (Maintenance)	Tue 2/10/12	Wed 3/10/12		0	100%
MR618 (Maintenance)	Thu 4/10/12	Fri 5/10/12		0	100%
Flag Rockedgiel Rd (13km)*	Fri 5/10/12	Thu 11/10/12		5,806	100%
Abecketts Rd (5km)**	Thu 11/10/12	Mon 15/10/12		3,594	100%
Beni Crossing Rd (8km)*	Mon 15/10/12	Fri 2/11/12		30,174	100%
Caigan Rd (9km)*	Fri 2/11/12	Thu 8/11/12		16,364	100%
Cobborah Rd (15km)*	Thu 8/11/12	Thu 29/11/12		35,127	100%
Pinehurst Rd (1.92km)***	Thu 29/11/12	Tue 4/12/12		1,249	100%
Mt Hope Rd (17.55km)*	Wed 5/12/12	Tue 18/12/12		26,055	100%
Avonside Road (6.2km)	Fri 21/12/12	Thu 10/01/13		9,884	100%
Wardens Road (6.7km)	Wed 6/03/13	Tue 12/03/13		15,631	100%
Pine Ridge Road (3.2km)	Tue 12/03/13	Thu 14/03/13		3,499	100%
Leadville Streets	Thu 14/03/13	Mon 18/03/13		753	100%
Coolah Cycleway	Tue 19/03/13	Wed 20/03/13		0	100%
Oban Rd (2.17km)	Thu 28/03/13	Wed 3/04/13		2,895	100%
Scully Rd (1.06km)	Thu 4/04/13	Fri 5/04/13		3,192	100%
Cainbil Rd (2.84km)	Wed 3/04/13	Tue 9/04/13		13,771	100%
Coybil Rd (7.37km)	Thu 11/04/13	Wed 1/05/13		28,000	100%
Boltons Creek Rd (7.65km)	Thu 2/05/13	Thu 11/07/13		36,280	78%
Locknaw Rd (5.25km)	Thu 23/05/13	Wed 5/06/13		11,132	100%
McGuinness Rd (2km)	Thu 6/06/13	Tue 11/06/13		0	0%
Kerrawah Rd (5.16km)	Wed 12/06/13	Wed 19/06/13		0	0%
Flags Rockedgiel Rd (13.21km)	Thu 20/06/13	Wed 10/07/13		0	0%
Baradine Aerodrome Rd (3.5km)***	Mon 2/07/12	Mon 2/07/12		2,337	100%
Baradine Cemetery Rd (0.5km)**	Mon 2/07/12	Mon 2/07/12		1,250	100%
Carmel Ln (6.5km)*	Thu 2/08/12	Tue 14/08/12		25,047	100%
Dinby Rd (4km)*	Wed 15/08/12	Thu 23/08/12		10,385	100%
Wangmanns Rd (4km)**	Thu 23/08/12	Tue 28/08/12		6,152	100%
Newbank Rd (8km)*	Tue 28/08/12	Thu 30/08/12		9,910	100%
Masmans Rd (3km)***	Thu 30/08/12	Mon 3/09/12		5,317	100%
Eckroyds Rd (2km)***	Tue 4/09/12	Wed 5/09/12		7,944	100%
McEvoy's Road (2km)	Mon 7/01/13	Wed 9/01/13		8,404	100%
Hawkins Rd (2.31km)	Wed 5/06/13	Thu 6/06/13		1,752	100%
MR 396 (Heavy Patching)	Tue 11/06/13	Tue 25/06/13		0	0%
MR55 Shoulders & Reseals	Fri 14/09/12	Thu 25/10/12		0	100%
Mia Mia Road (7.6km)	Fri 8/02/13	Wed 27/02/13		1,802	100%
Napier Lane (21.13km)	Thu 28/02/13	Tue 19/03/13		20,819	100%
Wyuna Rd (5km)	Tue 19/03/13	Wed 20/03/13		6,047	100%
Sansons Lane (3.19km)	Fri 22/03/13	Fri 22/03/13		3,554	100%
Mitchell Springs Rd (24.22km)	Fri 22/03/13	Tue 16/04/13		23,205	100%
Bobella Rd (1.27km)	Wed 17/04/13	Thu 18/04/13		3,634	100%
Maroo Rd (2.34km)	Thu 18/04/13	Fri 19/04/13		3,319	100%
Uliman Rd (4.1km)	Mon 22/04/13	Tue 23/04/13		3,822	100%
Bimbadeen Rd ( )	Wed 24/04/13	Wed 24/04/13		0	100%
Darouble Rd (3.13km)	Fri 26/04/13	Mon 29/04/13		2,074	100%
Quaker Tommy Rd (10km)	Thu 6/06/13	Thu 13/06/13		1,944	20%
Reddens Rd (2.77km)	Fri 14/06/13	Tue 18/06/13		0	0%

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Task Name	Start	Finish	Budget(\$)	YTD Cost(\$)	% Work Complete
Homeleigh Drive (1.62km)	Wed 19/06/13	Thu 20/06/13		0	0%
Flags Rockedgiel Rd (13.21km)	Fri 21/06/13	Mon 1/07/13		0	0%
Sleightholmes Rd (4.59km)	Tue 2/07/13	Thu 4/07/13		0	0%
Mt Nombi Rd (7km)*	Thu 9/08/12	Wed 15/08/12		10,183	100%
Wyuna Rd (34km)*	Tue 14/08/12	Fri 31/08/12		32,511	100%
Vaughans Rd (1km)***	Fri 5/10/12	Fri 5/10/12		517	100%
Glendowda Rd (7km)***	Fri 5/10/12	Tue 9/10/12		504	100%
Mt Erin Rd (2.5km)***	Fri 31/08/12	Mon 3/09/12		1,856	100%
Mitchell Springs Rd (22km)*	Fri 31/08/12	Wed 19/09/12		24,226	100%
Sansons Ln (3km)*	Thu 20/09/12	Tue 25/09/12		4,173	100%
River Rd (5km)*	Wed 26/09/12	Tue 2/10/12		4,185	100%
Morrisseys Rd (6km)*	Wed 3/10/12	Wed 10/10/12		9,172	100%
Yearinan Rd (8km)**	Wed 10/10/12	Mon 15/10/12		7,574	100%
Bugaldie Town Streets	Mon 15/10/12	Mon 15/10/12		2,692	100%
Yaminbah Rd (14.5km)**	Tue 16/10/12	Mon 29/10/12		10,740	100%
Merryula Rd (7.6km)**	Tue 30/10/12	Wed 7/11/12		8,244	100%
Borah Creek Rd (12km)**	Thu 8/11/12	Tue 20/11/12		754	100%
Rayak Rd (2.5km)***	Tue 20/11/12	Wed 21/11/12		1,930	100%
Guinema Goorianawa Rd (15.4km)*	Wed 21/11/12	Tue 4/12/12		24,943	100%
Bugaldie Guinema Rd (12km)*	Tue 4/12/12	Wed 12/12/12		4,683	100%
Eleven Mile Guinema Rd (5.34km)**	Wed 12/12/12	Tue 18/12/12		4,615	100%
Cumbil Road (2km)	Tue 18/12/12	Tue 18/12/12		12,735	100%
Hotchkiss Road (6km)	Wed 19/12/12	Tue 8/01/13		2,516	100%
Caledonia Road (10.6km)	Wed 9/01/13	Thu 31/01/13		22,246	100%
Barwon Road (2km)	Wed 23/01/13	Wed 23/01/13		1,329	100%
Finlays Road (4km)	Wed 30/01/13	Mon 4/02/13		7,702	100%
Munns Road (12km)	Tue 12/02/13	Fri 1/03/13		22,305	100%
Tabletop Road (4km)	Fri 1/03/13	Tue 5/03/13		6,805	100%
Baradine Streets (2km)	Mon 13/05/13	Mon 13/05/13		0	0%
Creenaunes Road (8.5km)	Tue 12/03/13	Tue 19/03/13		8,462	100%
Iona Rd (2km)***	Thu 20/12/12	Fri 21/12/12		64	100%
Cumberdeen Rd (15km)**	Fri 21/12/12	Wed 2/01/13		8,306	100%
Indians Lane (2km)	Tue 8/01/13	Tue 5/02/13		2,521	100%
Kennedeys Rd (4.2km)***	Fri 22/03/13	Tue 14/05/13		0	0%
Cumbil Road (18.2km)	Wed 27/02/13	Thu 21/03/13		33,645	100%
Eleven Mile/Guinema Rd (5.34km)	Tue 26/03/13	Tue 2/04/13		5,697	100%
Morrisseys Rd (5.36km)	Thu 4/04/13	Tue 9/04/13		13,334	100%
Dandry Road (11.3km)	Thu 11/04/13	Thu 18/04/13		16,897	100%
Tothills Rd (7.45km)	Fri 19/04/13	Wed 24/04/13		5,528	100%
Salaks Rd (6.48km)	Fri 26/04/13	Tue 30/04/13		3,916	100%
Narrawa Rd (5.85km)	Wed 1/05/13	Fri 3/05/13		5,383	100%
Borambity Rd (9.93km)	Tue 7/05/13	Tue 21/05/13		9,930	100%
Dandry Rd (2km)	Tue 14/05/13	Tue 14/05/13		4,947	100%
Guinema-Goorianawa Rd (12km)	Thu 4/07/13	Thu 11/07/13		0	0%
Mancers Ln (13km)**	Wed 4/07/12	Wed 11/07/12		14,029	100%
Brooks Rd (30km)*	Wed 18/07/12	Tue 7/08/12		33,296	100%
Nalders Rd (2km)***	Wed 5/09/12	Thu 6/09/12		2,132	100%
Maranoa Rd (5km)**	Thu 6/09/12	Fri 7/09/12		8,266	100%
Box Ridge Rd (30km)*	Tue 4/09/12	Wed 26/09/12		42,217	100%
Leaders Rd (19km)**	Thu 27/09/12	Tue 16/10/12		17,075	100%
Burma Rd (6km)***	Wed 17/10/12	Tue 30/10/12		14,684	100%
Boogadah Rd (4km)***	Wed 31/10/12	Tue 6/11/12		7,257	100%
Myall Plains Rd (12km)***	Tue 6/11/12	Fri 23/11/12		20,361	100%

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Task Name	Start	Finish	Budget(\$)	YTD Cost(\$)	% Work Complete
Nashs Rd (5km)**	Mon 26/11/12	Tue 27/11/12		8,886	100%
Gowang Rd (4km)**	Wed 28/11/12	Thu 29/11/12		4,557	100%
TV Rd (7km)**	Fri 30/11/12	Thu 6/12/12		12,998	100%
Hickeys Rd (6.5km)**	Fri 7/12/12	Wed 12/12/12		10,017	100%
Mia Mia Rd (11.24km)**	Thu 13/12/12	Fri 21/12/12		1,803	100%
Bourkes Road (10.32km)	Mon 4/02/13	Tue 19/02/13		8,933	100%
Yarragrin Road (14.1km)	Thu 21/02/13	Tue 12/03/13		17,371	100%
Mendooran-Tooraweenah Road (5.2km)	Fri 8/03/13	Wed 13/03/13		13,000	100%
Monks Rd (1.2km)	Fri 8/03/13	Tue 12/03/13		1,851	100%
Merryula Rd (7.6km)**	Wed 3/04/13	Tue 9/04/13		11,888	100%
Brooks Rd (7km)	Tue 21/05/13	Fri 24/05/13		7,970	100%
Maranoa Rd (5km)**	Fri 31/05/13	Wed 5/06/13		6,095	100%
Uphills Lane (5.2km)	Tue 14/05/13	Fri 17/05/13		9,819	100%
Yuggel Rd (10.86km)	Wed 24/04/13	Thu 2/05/13		0	0%
RFS Fire Breaks	Tue 7/05/13	Thu 9/05/13		1,102	100%
Box Ridge Rd (17km)	Thu 6/06/13	Mon 15/07/13		0	0%
Wattle Springs (5.3km)	Wed 19/06/13	Fri 21/06/13		0	0%
Ropers Rd (17.57km)	Mon 24/06/13	Fri 5/07/13		0	0%
Patricks Rd (9.33km)	Tue 19/03/13	Tue 26/03/13		21,520	100%
RFS Dunedoo Site	Wed 27/03/13	Wed 27/03/13		0	100%
Minemoorang (1.33km)	Tue 2/04/13	Tue 2/04/13		7,637	100%
Dapper Rd (13.02km)	Fri 24/05/13	Wed 5/06/13		8,786	100%
Danabar Rd (1.76km)	Fri 7/06/13	Tue 11/06/13		0	0%
Bald Hill Rd (4km)	Wed 12/06/13	Fri 14/06/13		0	0%
Sandy Creek Rd (10km)	Tue 18/06/13	Tue 25/06/13		0	0%
SH 18 and SH 27 (shoulders)	Wed 26/06/13	Tue 9/07/13		0	0%
State Forest Rd (11.09km)*	Thu 8/11/12	Wed 21/11/12		18,954	100%
Dennykymine Rd	Mon 2/07/12	Mon 2/07/12		2,791	100%
Evans Ln	Mon 2/07/12	Mon 2/07/12		4,382	100%
Doganabuganaram Rd (7.27km)	Tue 19/03/13	Fri 22/03/13		5,769	100%

# WARRUMBUNGL SHIRE COUNCIL

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### Item 36 SES Vehicles

<b>Division:</b>	Technical Services	
<b>Management Area:</b>	Emergency Services	
<b>Author:</b>	Emergency Services Coordinator – Phil Southwell	
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services	
<b>Priority / Strategy:</b>	PI2 - Maintain the financial support from Council to the VRA, SES, and NSW F&R agencies	
<b>File Ref:</b>	<b>Function:</b> Emergency Services	<b>Activity:</b> Service Provision

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### Background

The State Emergency Service (SES) operates in two locations within the shire. Dunedoo and Baradine, both units respond to 'Storm & Tempest' and flooding events within these areas. Historically council has provided these units with financial support which includes response vehicles, maintenance of these vehicles and accommodation.

The NSW SES Act 1989 places responsibility on Council to provide all these resources.

### Issues

NSW State Emergency Service has received a funding enhancement in the 2012/2013 State budget referred to as the 'Strategic Disaster Readiness Package' (SDRP), as presented in attachment 1.0 : which in part, now enables the State Emergency Services to relieve Local Government of the costs associated with the day to day operation of SES units and to fund the centralisation of ownership and management of the operational vehicle fleet. As such, NSW State Emergency Services will now assume responsibility for the direct costs associated with the operation of SES units that has previously been paid by council. Wherever practicable, NSW State Emergency Services request the transfer of operational SES vehicles from Council to NSW State Emergency Services.

### Options

As part of the Strategic Disaster Readiness Package (SDRP) the SES has asked Council to consider transfer ownership of all operational vehicles located at Baradine and Dunedoo to NSW SES by one of the following methods

- Gift
- Nominal Fee
- Market Value

### Financial Considerations

Council will no longer have the responsibility of costs associated with the day to day operation of SES units and to fund the centralisation of ownership and management of the operational vehicle fleet.

Council will no longer have the responsibility of the capital costs associated with

# WARRUMBUNGLA SHIRE COUNCIL

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replacing these vehicles.

### **RECOMMENDATION**

That Council agree to request and sell vehicles at market value.

### **Attachments**

Attachment 1.0 - SES Letter

Attachment 2.0 - Accumulated depreciation value of each vehicle up until June 2012.

Note - 'Assets at Cost' is equal to 'Accumulated depreciation' Thus Nil book value

Attachment 3.0 – External estimated auction value of each vehicle.

# WARRUMBUNGLA SHIRE COUNCIL

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Attachment 1.0

RECEIVED  
18 APR 2013

BY:.....



NSW STATE EMERGENCY SERVICE  
Maquarie Region Headquarters

160 Bultje Street

Dubbo NSW 2830

Phone: 02 6841 3160

Fax: 02 6841 3170

Email: [mqr.admin@ses.nsw.gov.au](mailto:mqr.admin@ses.nsw.gov.au)

16 April 2013

General Manager  
Warrumbungles Shire Council  
PO Box 191  
Coonabarabran NSW 2357

Dear Sir,

### RE STRATEGIC DISASTER READINESS PACKAGE

As you would be aware, the NSWSES received a funding enhancement in the 2012/13 State budget referred to as the 'Strategic Disaster Readiness Package' (SDRP), which in part, now enables the SES to relieve Local Government of the costs associated with the day to day operation of SES units and to fund the centralisation of ownership and management of the operational vehicle fleet over a five year period.

As such, NSW SES will now assume responsibility for the direct costs associated with the operation of SES units that has previously been paid by council, including the costs associated with the operation of the building such as essential services.

Wherever practicable, we would request this responsibility be transferred to the NSWSES by transferring the entire account for service from Council to NSWSES. A schedule of types of costs that will be assumed or paid for by NSWSES are listed in the attached Partnership Agreement.

For costs arising from shared facilities and where direct separation is not feasible or desirable, Council may invoice the NSWSES Macquarie Region at an agreed negotiated rate should it so wish to do, with the agreed negotiated rate being determined between Council and the Region Controller.

As per the NSW SES Act 1989, each council will continue to provide SES units in the LGA with a building or buildings and ancillary facilities fit for SES operational purposes. This arrangement should be guided by the principles of a Landlord and Tenant Agreement, for items such as building insurance, alterations and improvements, maintenance and repairs.

As the buildings and ancillary facilities remain as Council assets, it is expected that Council will continue to maintain them in good order and repair inclusive of regular, routine and required maintenance.

Further, NSWSES is now seeking formal advice from Council in regards to transitioning the operational vehicle fleet over to the NSWSES. There are three options available for Council to transition their SES operational vehicles over to the NSWSES. These options are:

- By Gift
- Nominal Fee
- Market Value

# WARRUMBUNGLA SHIRE COUNCIL

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Gift and Nominal Fee vehicles will be prioritised for acquisition based on a fit-for-purpose and safe-to-use risk assessment. Market value vehicles will only be scheduled for acquisition after the vehicle valuation and transfer price have been finalised.

The nominal fee can be agreed between Council and the Region Controller. The NSWSES Director of Finance and Logistics will then confirm the acceptance of the agreed Nominal Fee.

Market Value for vehicles will be determined by professional vehicle assessors from StateFleet and the actual transfer price will be negotiated, based on the vehicle valuation and any financial contributions made by NSWSES to Council for the original vehicle acquisition eg, Unit volunteers fundraising and/or State Government Grants.

Once Council has made a decision on which option you would like to take, it would be appreciated if you could formally advise me of your decision.

As the vehicles currently remain as Council assets until acquired, it is requested that Council continue to cover operating costs and maintain them in good order inclusive of regular, routine and required maintenance.

The NSW SES looks forward to the continued opportunity to work with the Warrumbungles Shire Council in serving and protecting the community and we appreciate your ongoing support.

Should you require clarification or further information, please do not hesitate to contact me.

Yours sincerely,



**David Monk**  
Region Controller



# WARRUMBUNGLE SHIRE COUNCIL

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### Attachment 2.0

Extract from Council

Asset No	Status	Description	Reg No. etc.	Purchase Date	Dep Rate	Assets At Cost 2011/12	Accumulated Depreciation 2011/12	Dep Exp	WDV 2011/12
pr69	Same	ISUZU NPS300 (4X4) CAB / CHASSIS	N/A	8/03/2000	0.10	43,685.00	43,685.00	-	-
pr70	Same	LANDCRUISER - BARADINE SES		1/07/1995	0.10	11,500.00	11,500.00	-	-
pr88	Same	SES Rescue Vehicle			0.10	12,411.21	12,411.21	-	-

### Attachment 3.0

#### **External Valuation of Vehicles**

1999 Isuzu NPR 300 Crew cab with service body Auction \$3,500

2000 Isuzu NPS300 4x4 service body Auction \$6,000

1995 Land cruiser Troop Auction \$1500

Regards

#### **Jim Wiggan**

Branch Manager

Pickles Auctions

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# WARRUMBUNGL SHIRE COUNCIL

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### Item 37 White Paper – A new planning system for NSW

**Division:** Environmental and Community Services

**Management Area:** Town Planning

**Author:** Emily Doolan - Town Planner

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

**Priority / Strategy:** Council recognise the importance of its role as a steward of the natural, built, economic and social environment.

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

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### **Background**

On 16 April 2013, the State government released the “A New Planning System for NSW - White Paper” (The White Paper) together with exposure draft legislation in the form of the draft Planning Bill and the draft Planning Administration Bill. The White Paper Reforms are the third step in this government’s journey to review the planning system, promising to promote economic growth and productivity; greater community input into the planning process; better decision making; and less delay and red tape.

The White Paper sets out the details of how the new system will be delivered. It promises transformative change in five fundamental areas of reform;

1. Delivery culture
2. Community participation
3. Strategic planning
4. Development assessment
5. Provision of infrastructure

In addition, the White Paper proposes changes to building regulation and certification, which are designed to increase confidence in the quality and safety of buildings and to provide better direction and support to the NSW building sector.

#### 1. Delivery Culture

A desire to change planning culture in NSW and to move towards a “can do” culture. The new planning culture will “promote cooperation and participation, the delivery of positive and pragmatic outcomes, and a commitment to ongoing education and innovation.”

#### 2. Community Participation

The key elements of community participation set out in the White Paper Reforms are:

- planning authorities will be required to act consistently with the Community Participation Charter, enshrined in legislation, when undertaking strategic planning and development assessment;

# WARRUMBUNGL SHIRE COUNCIL

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- Most planning authorities must prepare a Community Participation Plan, which provides for how they will undertake community participation in the plan making and the development assessment process. Seven principles of the Community Participation Charter (set out in legislation) will feed into the development of the Community Participation Guidelines prepared by the Department, to assist in the preparation of Community Participation Plans;
- there is an emphasis on early community participation in the development of Regional Growth Plans and Sub-regional Plans, with the intention of there being “less need for the community to be involved in development assessment that is consistent with the plans that have already been prepared with community participation”; and
- the development of a more comprehensive online (ePlanning Portal) system to provide access to a number of services, including a planning viewer service, application lodgment and tracking service, and discussion threads and news.

Some key details have yet to be released, for example, Community Participation Guidelines that “will give guidance on the appropriate level of participation” are yet to be prepared by the Department. Further, Regulations that will “ensure that the additional community participation is proportionate to impacts” when considering development that departs from the vision and outcomes of the strategic plan, are yet to be released.

### 3. Strategic Planning

The new planning framework will comprise NSW Planning Policies, Regional Growth Plans, Subregional Delivery Plans and Local Plans. These will replace existing State and local based environmental planning instruments, although it is proposed that some environmental planning instruments will continue under relevant provisions of a Local Plan.

The White Paper proposes that 72 existing State Environmental Planning Policies will be replaced with up to 12 NSW Planning Policies, containing principles and policies on matters of State strategic planning including infrastructure, development assessment, environment, housing, jobs and agriculture.

Sitting under the layer of NSW Planning Policies will be Regional Growth Plans and Sub-regional Delivery Plans. Regional Growth Plans will focus on integrated infrastructure and land use decisions, whilst Sub-regional Delivery Plans will identify precincts and locations of significance to the State and the sub-region, presumably similar to the approach being taken in Strategic Regional Land Use Plans. Sub-regional Delivery Plans will be developed through state and local government representatives on Sub-regional Planning Boards.

Local Plans will provide the legal mechanism to deliver the NSW Planning Policies, Regional Growth Plans and Sub-regional Delivery plans, and Councils will need to certify that a Local Plan has been prepared in accordance with statutory requirements.

The White Paper proposes to undertake a whole-of-government review of the existing system of referrals, concurrences and other planning related approvals within four months, being mid-August 2013. The intention is to reduce the complexity and remove unnecessary aspects of these requirements. This will result in a ‘one stop shop’ of

# WARRUMBUNGL SHIRE COUNCIL

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additional requirements to be controlled by the Department of Planning and Infrastructure.

#### 4. Development Assessment

The White Paper proposes “that 80 per cent of all developments will be complying or code assessment within the next five years, with reduced timeframes and documentation”. The types of development to be included in the assessment tracks identified in the Local Plan are:

- Exempt development – which will be self-assessed and will continue in a similar manner to the present system.
- Complying development – which will be assessed by an accredited certifier or the relevant Council.

In addition, there will be the ability for an applicant for a proposed development which contains a minor non-compliance with development guide provisions of the Local Plan to apply to the relevant Council for a “variation certificate” to certify that the non-compliance is a permissible variation. The proposed development can then be approved by an accredited certifier or the relevant Council as complying development.

- Code assessment – which will be assessed by Council against performance based criteria as well as “acceptable solutions” for non-compliances with the development guides.
- Merit assessment – which will be subject to a full assessment carried out by Council.

A single development may be the subject of both code assessment and merit assessment.

Development guides, incorporated in Local Plans, which specify the types of development to be included in each assessment track will be developed by Councils. However, the Department will develop model development guides to be included in Local Plans, and Councils that do not develop their own development guides or fail to reach a certain target approval share for code and complying assessment will have the model development assessment guides applied to them.

#### 5. Provision of Infrastructure

The Planning Bill provides that a consent authority will be able to impose by way of conditions on development consents the following contribution types:

Local infrastructure contributions - to fund the provision of local infrastructure;  
Regional infrastructure contributions – imposed on specified development or a class of development, as a contribution towards the provision of regional infrastructure by the State;  
Biodiversity offset contributions – as a contribution towards the conservation or enhancement of the natural environment.

#### 6. Building Regulation and Certification

The proposed changes aim to provide a “more robust, consistent and transparent building regulation and certification system which will increase confidence in the quality and safety of buildings. Key elements include:

- clarifying minimum acceptable standards and requirements for regulation and certification of buildings, systems and subdivisions;

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- requiring additional qualified professionals to certify building elements and systems;
- improving mandatory certification for critical stage inspections;
- improving life cycle performance of important building measures and features, from construction (design, approve, build) to use, including a new requirement for a building manual; and
- Strengthening controls through stronger disciplinary guidelines increased auditing and increased obligations to report non-compliance.

### **Issues**

Changes to the planning system in NSW will affect Council's functions in regard to statutory and strategic town planning as well as building certification. Notable issues include;

- the proposal to lift 'code assessable' approvals to 80 per cent of all applications will require complex buildings to be assessed within short timeframes which may cause errors or oversight
- Local residents will no longer get to have their say on specific development decisions such as new apartment blocks, town house complexes and even subdivisions
- There may be lack of community input during the strategic planning stage, considering there were only 39 submissions for the shire wide Local Environmental Plan (LEP) community interest at the planning stage is not enthusiastic

### **Options**

Council has the opportunity to make a submission before 28 June 2013.

### **Financial Considerations**

N/A

### **Summary**

The White Paper Reforms are ambitious and far reaching, and will take considerable time to implement. The government concedes that some elements of the reforms will not be in place upon the commencement of the new legislation. For example, the White Paper states that the target for completion of Sub-regional Delivery Plans is within two years after the commencement of the new legislation.

Given the enormous task associated with implementing the new legislation and developing the four layers of plans recognized in the new strategic planning framework, it is clear that many elements of the current planning system will continue to operate for several years at least. In this context, the transitional provisions which will govern that period are of critical importance, however no detail is provided in the White Paper Reforms about transitional arrangements.

Other issues that would be of concern to Council's in our region are:

1. The extra cost to Council of the proposed Eplanning portal given the lower application numbers experienced in regional and rural areas

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2. Concerns about the alignment of budget funding to growth infrastructure areas i.e. Western Sydney, will mean the urban sprawl of Sydney will continue and be encouraged to provide for housing and employment while no recognition of the need to fund infrastructure in rural areas to move produce to markets has been mentioned.
3. The proposed code assessable criteria will need to be more flexible in rural areas to allow the 80% assessable development targets to be met to better reflect different community expectations and tolerances in rural areas.
4. To allow more flexibility and greater use of the code assessable pathways that are encouraged the system needs to allow a certifier to include some specific conditions on complying development certificates to deal with minor non-compliances with codes or the BCA in general. These types of conditions could be restricted to minor matters that can be specified.
5. The changes rely heavily on the quality of documentation being raised from suitably qualified professionals within the development industry, however, it needs to be recognized that in rural areas there is an extreme shortage of building professionals. Requirements for mandatory site surveys will be a waste of time on large properties where location of buildings is not a major concern.

### **RECOMMENDATION**

That Council staff prepares a submission on behalf of Council addressing key concerns associated with the White Paper as determined by Council if any.

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### Item 38 Wambelong Fire Asbestos Cleanup

<b>Division:</b>	Environmental Services	
<b>Management Area:</b>	Waste Management	
<b>Author:</b>	Director Environmental and Community Services – Tony Meppem	
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services	
<b>Priority / Strategy:</b>	Local Communities have access to effective and efficient waste and recycling services	
<b>File Ref:</b>	<b>Function:</b> Waste Management	<b>Activity:</b> Waste Management

---

### Background

As a result of the Wambelong fire in the Coonabarabran district in early January 2013 a considerable number of properties were damaged by the fire and a significant percentage of those properties (29 houses and 5 sheds) contained asbestos material. Asbestos material exposed to fire is considered friable asbestos which results in the dangerous fibres obtaining the ability to become airborne which is a significant risk to residents.

In the early days of the recovery operation it became clear that the sheer volume of dangerous friable waste in the environment would create a significant public health danger to residents and with the assistance of the NSW Government through various government agencies an Emergency Asbestos Management Plan 2013 was developed to plan the safe removal and remediation of asbestos containing properties.

### Issues

The plan developed to deal with the safe disposal of asbestos resulted in a co-ordinated response from the following agencies:

1. Ministry of Police and Emergency Services
2. NSW Public Works
3. Workcover NSW
4. Rural Fire Service
5. Council
6. Insurance companies

Council had the role of initial inspection of properties to determine if properties waste streams could contain asbestos and to co-ordinate the disposal of the waste at the Coonabarabran landfill site. MPES provided assurances of funding to manage the process and create the receival pits while Public Works and Workcover were assisting with assessing individual sites. Public Works also managed the contractor process for those who were un-insured or under insured.

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In the last week of May all properties had been remediated and the disposal cells at the landfill site were closed to further receipt of asbestos and the cells were capped in the approved manner.

### **Options**

Nil

### **Financial Considerations**

Council's part in the process has cost approximately \$557,600 to manage the process, provide the capacity at the landfill and cover all asbestos disposed with the required clean fill to make the site safe and meet regulation requirements

### **Summary**

The process has been a particular strain on Council resources and Council's Environmental Projects Officer has done a magnificent job in managing the process to ensure completion in a reasonable time. The NSW Government agencies also have been incredibly helpful throughout the process in assisting the removal of what could have a significant public health hazard through provision of funding and staff resources to supplement Council's own resources. The process that has allowed a whole of Government approach to achieving this outcome can now be used as a future model in further disasters across the state.

Council's Environmental Projects Officer will present a quick power point presentation as part of this report to Council at the meeting.

### **RECOMMENDATION**

That Council note the report and that reimbursement of Council costs be sought from the NSW Government as agreed.



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### Item 39 Review of Trial Relocation of Community Transport Car

<b>Division:</b>	Environmental and Community Services
<b>Management Area:</b>	Social Services
<b>Author:</b>	Fiona Luckhurst – Manger Warrumbungle Community Care
<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.

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

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### **Background**

On Thursday 21 March 2013 Council resolved to support the implementation of a three month trial of the relocation to Baradine of the (Community Transport) vehicle formerly garaged at Mendooran, and that services at Mendooran be provided through Coonabarabran (293/1213).

The vehicle was relocated from Mendooran to Coonabarabran on a temporary basis in January 2013. Since this time it has been utilised to service Community Transport needs for clients based in Baradine, Coonabarabran, Binnaway and Mendooran.

Secure garaging of the vehicle has been located in Baradine through a partnership with the Baradine Multipurpose Service (MPS). Eleven Baradine/Bugaldie residents have registered to volunteer with the Community Transport service when the vehicle is relocated to Baradine.

### **Issues**

A community meeting was organised by the CWA and Warrumbungle Community Care on 8 April. A number of concerns re access to Community Transport services by Mendooran residents were raised at this meeting and the subsequent Community Consultation Committee held in Baradine on the same evening.

### **Discussion**

All clients of Warrumbungle Community Care are informed through the Client Handbook that services provided are dependant on available resources. This information is also regularly provided to clients through the quarterly Newsletter. While every effort is made to provide services as requested, there are occasions when the resources are not available to meet the service requests. Warrumbungle Community Care records all unmet service requests. See below details from the Community Transport register of unmet needs since 15/1/2013.

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Client Location	Number of unmet Transport needs Jan-June 2013	Reasons
Mendooran	5	Out of hours request, no car/driver available, client phoned day before to make appointment
Coonabarabran	20	No car available
Coolah	5	no car/driver available
Dunedoo	3	no carer, no car/driver available
Baradine	7	no car/driver available
Binnaway	2	no car/driver available

This table shows that the unmet needs requests for Mendooran are similar to those across the Shire.

It is expected that unmet needs in Mendooran, Coonabarabran and Baradine will reduce when the vehicle is moved to Baradine as it will be able to pick up passengers from Mendooran and Coonabarabran on through runs to Dubbo.

Mendooran clients are accessing Community Transport services through both Coonabarabran and Coolah offices of Community Care. Clients from Mendooran have been transported by the vehicle based at Dunedoo to attend appointments in Dunedoo since this need was raised at the Mendooran Public Meeting.

### **Options**

It is proposed that the vehicle previously located at Mendooran be garaged in Baradine as soon as possible to enable a wider utilisation across the shire.

### **Financial Considerations**

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

### **Summary**

Community Transport continues to provide adequate service levels to Mendooran clients since the relocation of the vehicle.

### **RECOMMENDATION**

That the Community Transport vehicle previously located in Mendooran be permanently relocated to Baradine and services to Mendooran continue to be provided through the Coonabarabran and Coolah offices of Warrumbungle Community Care.

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### Item 40 National Youth Week 2013

<b>Division:</b>	Environmental and Community Services
<b>Management Area:</b>	Family Support Services
<b>Author:</b>	Youth Development Officer - Mike Myers
<b>CSP Key Focus Area:</b>	Community and Culture
<b>Priority / Strategy:</b>	CC4 Public involvement in community activities including volunteerism needs to be increased.

**File Ref:** **Function:** Youth Services    **Activity:** National Youth Week 2013

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### **Background**

National Youth Week celebrates and recognises the positive contributions young people make to their communities. Since its inaugural launch in the year 2000, National Youth Week has grown to become the premier youth event of Australia. National Youth Week is a federal, state and local government initiative, and is jointly funded by Local Government and State Government bodies.

National Youth Week 2013 was held 5 to 14 April, coinciding for the first time with the last week of the first school term. Facilitating National Youth Week during the school holiday period is viable for young people living in metropolitan areas due to access to public transport, however within the smaller regional and rural communities, a majority of young people utilise the school bus system as their major source of transport to attend functions in their communities.

The Youth Development Officer's focus for Warrumbungle Shire National Youth Week 2013 was for the engagement of more youth at a local community level across the shire in the organisation of National Youth Week. Meeting with young people within each community (usually within the local Central School), listening to their ideas, working with them to develop their ideas and supporting the young people to facilitate the activities where appropriate. Empowering the young people increases their motivation and participation, a major barrier often mentioned during the process. Disengaged youth clients of community youth services were also invited into the process for developing activities, ensuring that a wider range of young people were being allowed to voice their ideas and participate.

This engagement process has led to several positive outcomes, including:

- Development and facilitation of 25 activities across the Warrumbungle Shire during National Youth Week 2013;
- Deeper building of rapport between Youth Development Officer and young people within the wider communities;
- Participation of young people as assistant leaders during the extension of school holiday program trial into Coolah and Dunedoo;

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- Increase in the number of young people actively engaging in Youth Development Program;

Of the total of 25 activities held across the shire, there were; 3 dance parties, 8 sporting activities, 3 workshops, 4 live performances, 1 movie night, 1 concert, 3 competitions, 1 console gaming and 1 junior master-chef type event. Whilst it was physically impossible to attend every event, the Youth Development Officer at least attended events in every community. As evident on the table below, 12 months of ongoing engagement with young people (in addition to providing opportunities for the youth to develop and lead outside the school environment) has made a significant difference.

	2012 National Youth Week	2013 National Youth Week
<b>No of Activities facilitated</b>	12	25
<b>No of young people involved in planning / development</b>	Approx. 30	74
<b>Participation across the Shire</b>	400 - 450	1250 – 1300

### **Highlights:**

#### Coonabarabran Dodgeball Night:

A good number of young people from the lower socio-economic demographic of the community were able to mix in with representatives of the Coonabarabran Police Station. This connected into the ongoing building of the rapport between Police and in particular young Aboriginal males of the community within a social sporting environment, alongside the Project Burra Bee Dee program.

#### Dunedoo Disco:

To support a student from the primary school who shaved her hair for Cancer research, the Dunedoo team organised a disco, with the proceeds going to the same charity. The young people hired a 13 year old DJ from Gulgong, who was an amazing find. DJ Sammy G has bought all his own sound and light equipment, having only commenced in late 2012. Initially wanting to earn some pocket money, this young entrepreneur is an inspirational role model for other youth.

#### Bluelight Disco:

Coonabarabran had the highest attendance on the North Western NSW PCYC Bluelight Disco National Youth Week 2013 Tour. 244 children and young people attended the Coonabarabran Bluelight Disco, with participation increasing by 104 from 2012 Bluelight disco. Running free buses allowed approximately 70 young people from Baradine, Mendooran, Coolah, Binnaway and Dunedoo to also attend, opening it up to the shire youth.

#### JJJ One Night Stand:

18,000 people were in attendance on the night, with 75 young people attending from Coonabarabran, Mendooran, Coolah, Binnaway and Dunedoo. The young people who attended under the auspice of Warrumbungle Shire National Youth Week excelled in

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their behaviour. They truly were ambassadors for the Warrumbungle Shire, and the Youth Development Officer is looking at future opportunities for similar events.

Youth Development Officer is continuing raising awareness of responding to RSVP's appropriately and using the correct channels available including Facebook, email, phone message and mobile.

### **Financial Considerations**

Warrumbungle Shire Council received \$1230 from NSW Office of Communities towards the facilitation of National Youth Week 2013, with Council contributing another \$2770 to bring the total amount of funding for Warrumbungle Shire National Youth Week 2013 to \$4,000.

<u>Budget Breakdown</u>	<u>2012</u>	<u>2013</u>
Coonabarabran	\$1540	\$1550
Mendooran	\$500	\$450
Dunedoo	\$700	\$500
Baradine	\$550	\$450
Binnaway	\$410	\$450
Coolah	\$0	\$250
	-----	-----
	\$3,700	\$3,650

Warrumbungle Shire Council also provided the transport for the Bluelight Disco and the JJJ One Night Stand, through the Transport for NSW "Transporting Warrumbungle Youth" grant.

### **Summary**

National Youth Week celebrations are important for continuing Warrumbungle Shire Council's active engagement of the youth, expressing Council's commitment to embracing and retaining young people within the shire.

### **RECOMMENDATION**

That Council receive and note the report.

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### Item 41 Enforcement Policy

<b>Division:</b>	Environmental and Community Services	
<b>Management Area:</b>	Regulatory Services	
<b>Author:</b>	Manager Regulatory Services - Michael Marks	
<b>CSP Key Focus Area:</b>	Local Governance and Finance	
<b>Priority / Strategy:</b>	GF4.1 Ensure that Council's governance, practices, policies and procedures respond effectively to the long-term goals of the Community Strategic Plan.	
<b>File Ref:</b>	<b>Function:</b> Regulatory Services	<b>Activity:</b> Policy Review

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### Background

As part of the current review of Council's adopted policies the Enforcement Policy – Strategic 1.24, adopted on 22 October 2009, resolution 132 has been reviewed. The purpose of the Enforcement Policy (the policy) is to ensure that Council's regulatory functions are carried out consistently and in accordance with the required legislation. The policy covers the entire scope of regulatory functions carried out within the Shire, including but not limited to companion animals enforcement, unauthorised and unlawful building activities and environmental offences.

### Issues

The policy has been reviewed and updated to reflect the duties and functions of Council and to comply with amendments to legislation. The policy is important for Council staff as a tool to use in justifying taking enforcement action and ensuring that the correct type of enforcement action has been taken.

### Options

Council can adopt the revised Enforcement Policy – Strategic 1.24, Version 2 or re-adopt Version 1 without changes.

### Financial Considerations

Nil

### Summary

The Enforcement Policy is an important document for the successful use of Council's regulatory functions. It is an essential tool in the justification of when, how and what enforcement action is to be taken for regulatory breaches within the Shire.

A copy of the previous policy (Enforcement Policy – Strategic 1.24, Version 1, 22 October 2009, resolution 132) and proposed Policy (Enforcement Policy – Strategic 1.24, Version 2, draft) have been forwarded to councillors under separate cover (Enclosure Item 41).

### RECOMMENDATION

That Council adopt the revised Enforcement Policy – Strategic 1.24.

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### Item 42 Ulamambri Waste Transfer Station

<b>Division:</b>	Environmental and Community Services	
<b>Management Area:</b>	Warrumbungle Waste	
<b>Author:</b>	Michael Marks – Manager Regulatory Services	
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services	
<b>Priority / Strategy:</b>	PI7 Council needs to develop new and improved methods of managing local waste and recycling services.	
<b>File Ref:</b>	<b>Function:</b> Waste Management	<b>Activity:</b> Waste Facility

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### Background

Council currently operates an unmanned waste transfer station at Lot 129, DP 754983, Box Ridge Road, Ulamambri. The current arrangement is that the site is opened three days a week by the Ulamambri Hall Committee for use by residents. The facility is intended to be used like the other transfer stations in the Shire in that it receives general household waste and recycling which is then transferred to the Coonabarabran Material Handling Facility and landfill.

### Issues

The current arrangement of having the facility opened by the Hall Committee and being unmanned during opening hours is resulting in misuse of the site. The site is being used as a general dumping site for all types of waste and waste is not being separated into streams, such as recycling from general waste.



Image 1



Image 2

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Image 1 and 2 above show the current state of the waste facility. The site is intended to be used as a waste transfer station. What this means is that all waste at the site should be separated where possible and only placed in the designated areas or receptacles. With the current misuse of the site Council is expending an unnecessary amount of resources on continually cleaning the site. The other issue is that Council may be subject to fines under the Protection of the Environment (Operations) Act 1997 for environmental offences.

### **Options**

Council has two options:

1. To close the site as a waste transfer station and remediate the site with vegetation; or
2. Man the site with Council staff during opening hours as per the current arrangement of Council's other waste transfer stations.

### **Financial Considerations**

A detailed financial analysis and cost breakdown will be carried out once either Option 1 or 2 is determined as the preferred option.

Costs involved for Option 1 will include the clean up of the existing site, the formulation of a closure plan, remediating the site and a management plan for potential illegal dumping at the site.

Costs involved with Option 2 will include the establishment of site facilities for employees, the employment of additional staff or extra hours for existing staff to man the site. The cost of this will be dependant on the proposed opening hours for the site. Income will also be received for non recyclable waste through gate fees.

### **Summary**

Council currently operates the Ulamambri waste transfer station. The current arrangement is that the facility is unmanned with the opening and closing of the site carried out by the Ulamambri Hall Committee. This arrangement is resulting in misuse of the site and has the potential for Council to be prosecuted for environmental offences. To rectify the issues at the site it needs to be either manned as per other transfer station throughout the Shire or closed.

### **RECOMMENDATION**

That Council resolve to pursue either Option 1 or 2 for the future use of the Ulamambri Waste Transfer Station and that a full report for the financial implications be provided to the July Council meeting.



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### Item 43 Completion of Extension to Council Chambers

<b>Division:</b>	Environmental and Community Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Director Environmental and Community Services – Tony Meppem
<b>CSP Key Focus Area:</b>	Local Governance and Finance.
<b>Priority / Strategy:</b>	GF 6 Council needs to take stock of organisational and community experiences following the Coonabarabran/Coolah amalgamation to increase its capacity to provide regional leadership, governance and services
<b>File Ref:</b>	<b>Function:</b> Council Property <b>Activity:</b> Council Properties

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### Background

Over a number of years and many Council meetings the process of acquiring the land adjoining the existing offices in Coonabarabran, demolishing the fire damaged building, removing the underground fuel tanks and remediating the site for construction of an extension to the existing council chambers was pursued.

This report seeks to inform of the process followed and the outcome achieved with the completion of the building contract and use of the building.

At Council's July 2010 meeting it was resolved in minute Number 24/2010-11 "that the Acting Director of Environmental Services submit a report to council detailing the project steps and flow regarding the construction of a building". The report provided to the August 2010 meeting was an attempt to satisfy this resolution and provide Council with firm direction on how to progress the project to a point where a decision can be actually made to either proceed with construction or abandon the project and seek an alternative outcome for the site.

There have been many versions of proposed building plans deliberated at Council meetings in the past and quantity surveyors reports have been obtained to provide professional guidance on expected costs. Council had also indicated a willingness to investigate the design and construct model in an attempt to limit the final cost of the building and the July 2010 meeting of Council provided a cost limit of \$3 million and further defined the minimum requirements of Council for the building.

Council resolved at its August 2010 meeting "That Council confirms the plans provided as Annexure "A" as the preferred concept plans for the proposed extensions to the John Street administration office and seek expressions of interest from suitably qualified building design firms to complete the documents necessary to seek a lump sum tender from the public."

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At its meeting held in December 2010 a quotation was accepted from Charles De Beer Designs to complete the design of the building to enable tender documents to be adopted and the next eight months were spent designing the building.

At its meeting held on the 15th September 2011 Council resolved in minute No 121/1112 to appoint the General Manager, Acting Director Environmental Services and Councillors Shinton, Coe, Sullivan and Lewis as the tender panel to determine the selection criteria and weightings to be applied to the evaluation of the tenders for construction of the new office building in John Street Coonabarabran.

The same resolution included acceptance of thirteen expressions of interest from suitable firms and those firms have now been provided with the tender documentation which includes a mandatory pre-lodgement meeting on the 6th December 2011 and a tender closing date of the 24th January 2012.

Having processed the tender documents and compared the tenders to the selection criteria determined previously by the tender panel the firm of David Payne Constructions of Dubbo has clearly emerged as the firm that has best met the criteria and as such they should be awarded contract 2012/02.

Matters not included in the tender of significance include:

1. Non-fixed furnishings including desks, chairs etc,
2. The rear car park civil work which will be carried out by Council itself.
3. Cost to remove above ground electricity wires and place underground along Cassilis and John Street,
4. Footpath realignment and restoration as part of main street program.
5. Provision of power supply down rear lane to site at Council costs.

To improve the visual appearance of the corner on which the building is to be constructed Essential Energy have been requested to provide a quotation to remove all above ground electrical infrastructure from the corner of John and Cassilis Streets Coonabarabran which required removal of the power pole on the corner (three way pole) and the under boring of the highway and Cassilis Streets and excavation of the footpath in Cassilis Street back to Roaches Hardware.

At its meeting in February 2012 Council resolved in minute No 286/1112

1. The tender panel recommend to Council that it award contract 2012/02 for the Provision of labour, materials and plant for the construction of a two storey office extension and renovation of existing Council offices at 18-22 John St Coonabarabran to David Payne Constructions for a tendered price of \$2,517,292.52 (Excluding GST).
2. The tender panel recommend to Council that it accept the quotation from Essential Energy for the provision of underground electricity infrastructure on the corner of Cassilis and John Streets Coonabarabran for the quoted price of \$76065.59 (Excluding GST) and that the costs be funded from the building project budget.

### **Issues**

The project has now been completed (builder's component) and occupation has been enabled since the opening in March 2013 in a progressive manner to enable less disruption to staff in the old office section.

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Council has accepted the date of practical completion as the 6<sup>th</sup> May 2013 and as such it retains a bank guarantee of 2.5% of the value of the contract for a period of 12 months from that date to ensure the builder meets any repairs identified in the defects liability period.

### Options

Council note the information on the building project.

### Financial Considerations

The following table is a summary of the project expenditure relating to the construction of the building as reported to the Administration Building Committee updated as at 13 June 2013. Subject to the completion of outstanding items including; the rear carpark/laneway, flag poles, installation of WiFi and submission of these remaining accounts as estimated the total cost of the actual Administration Building Project (including the Contract Variations of \$74,411) is expected to be \$2,814,198 which is \$185,802 under the original \$3,000,000 budget.

Council provided supplementary votes at the November QBRS meeting for the non construction items being Furniture and the Cassilis Street corner roadworks, which are not included in the above estimate.

	<b>Budget</b>	<b>Contract Variations</b>	<b>Funds Expended</b>	<b>Available Funds</b>
<b>Non Contract Items</b>				
Electricity Connection	77,364		77,429	-65
Sundry inc Legals	3,410		3,410	0
Project Management	81,004		83,166	-2,162
Plant Project Management	3,500		2,230	1,270
IT Connection & WiFi	26,927		24,842	2,085
External Plumbing Works	2,290		2,290	0
Rear Laneway	22,000		0	22,000
Flag Poles	6,000		0	6,000
<b>Contract Items</b>				
David Payne Constructions	2,517,293	74,411	2,585,307	6,396
<b>TOTAL</b>	<b>2,739,787</b>	<b>74,411</b>	<b>2,778,674</b>	<b>35,524</b>

### Supplementary Votes First Quarter (Resolution No 149/1213)

	<b>Budget</b>	<b>Funds Expended</b>	<b>Available Funds</b>
Furniture	143,000	105,232	37,768
Cassilis Street Roadworks	115,000	139,272	-24,272

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### **Summary**

The building project has been a significant project over a number of years with many options discussed by Council. It is pleasing to observe the outcome that has been achieved and the budgetary performance of the project.

### **RECOMMENDATION**

That Council receive and note the report.

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### Item 44 Regulatory Services Policy

<b>Division:</b>	Environmental and Community Services	
<b>Management Area:</b>	Regulatory Services	
<b>Author:</b>	Michael Marks – Manager Regulatory Services	
<b>CSP Key Focus Area:</b>	Local Governance and Finance	
<b>Priority / Strategy:</b>	GF4.1 Ensure that Council's governance, practices, policies and procedures respond effectively to the long-term goals of the Community Strategic Plan.	
<b>File Ref:</b>	<b>Function:</b> Regulatory Services	<b>Activity:</b> Policy Review

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### Background

As part of the current review of Council's adopted policies the Regulatory Services Policy (the policy) – Strategic 1.14, adopted on 21 August 2008, resolution 57 has been reviewed. This policy relates to enforcement and regulatory functions carried out by Council.

### Issues

The review process has highlighted that this policy is not necessary from a strategic Council perspective. The content of the policy is implied in Council's functions, organisational structure and legislative requirements.

### Options

Council can continue to adopt the Regulatory Services Policy or remove it as one of Council's adopted policies.

### Financial Considerations

Nil

### Summary

The Regulatory Services Policy is currently one of Council's adopted policies. It is not considered that this policy serves any benefit to Council, its staff or the community.

A copy of the current Regulatory Services Policy has been forwarded to Councillors under separate cover (Enclosure Item 44).

### RECOMMENDATION

That Council resolve to remove the Regulatory Services Policy as one of Council's adopted policies.

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### Item 45 DA 74/1213 Black Stump Sculpture

<b>Division:</b>	Environmental and Community Services
<b>Management Area:</b>	Town Planning
<b>Author:</b>	Town Planner - Emily Doolan
<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 the community well-being
<b>File Ref:</b>	<b>Function:</b> Town Planning <b>Activity:</b> Development Assessment

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### Background

On 29 April 2013 Council receipted DA 74/1213 for the proposed sculpture of the Black Stump and historical archway, lodged by the Coolah District Development Group. Council endorsed the community public art piece at the April Council meeting which consists of a 1.5m<sup>2</sup> by 2m metal sculpture located in the main street precinct between the Warrumbungle Shire Council building and the Pandora Gallery/Coolah Library. Currently there is a young tree and seating. It will be accompanied by a metal and timber arch behind and aligned with the laneway, depicting 'Coolah, Home of the Black Stump' and a chronology of Coolah's industrial and cultural development. The proposal is a symbolic interpretation of the town's iconic Stump as well as an educational tool for the region's history with integrated engravings of historical information.

### Issues

The proposed sculpture and archway were notified in the Coolah Diary and as a result nine submissions were received (copies attached) regarding the proposal; highlighting a number of concerns as follows;

- Significant concern regarding the appearance/design of the sculpture
- Unrealistic depiction of the original black stump
- Incorrect historical location
- Lack of community input
- Historical errors regarding the information signage
- Irresponsible use of Council funds

The community endorsed the project concept initially in 1996 during the community planning process, with the CoolART plan 2010. Public Art was raised as an opportunity to attract visitors in all of our communities in the 2011 Warrumbungle Community Strategic Plan public forums. Despite this, it may be necessary to undertake additional community consultation to determine a more suitable proposal.

It is apparent that there has been confusion regarding the artistic representation of the sculpture versus the realistic depiction of the Black Stump. Reasonably, art is subjective

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and will be interpreted differently by all people, despite this, the art work is in a public place and represents the area, and as such it would be ideal to have a piece that the community is proud of.

The proposed development has been assessed under section 79C of the *Environmental Planning and Assessment Act 1979* and is considered to be generally acceptable in terms of the environmental and economic impact; social impacts are a concern.

### **Options**

Council may refuse the application or approve the application subject to the conditions outlined in the recommendation.

### **RECOMMENDATION**

That Council approve the DA 74/1213 for the proposed sculpture of the Black Stump and associated historical archway subject to the following;

This consent shall not operate until the following deferred commencement conditions have been satisfied.

Evidence required to satisfy these conditions must be submitted to Council within twelve (12) months of the date of this consent, or the consent will lapse in accordance with Section 95 of the Environmental Planning and Assessment Regulation 2000.

- a. The consent is not valid until the applicant amends the design to better represent the historical representation of the black stump as appeared on the post mark for Coolah, conducts suitable community consultation and submits a reviewed plan of the sculpture and interpretive information to be approved by Council.

Upon satisfaction of the deferred commencement condition/s, the following conditions apply:

1. The development being carried out in accordance with the development application and the drawings endorsed with Council's approval stamp, except where amended by the following conditions.
2. Prior to the installation of the sculpture, a report from a qualified structural engineer must be submitted to and approved by the certifying authority which identifies that the sculpture is structurally sound and capable of withstanding the most adverse combination of loads expected (excluding vehicle impact).
3. All works undertaken in a public place are to be maintained in a safe condition at all times. Council may at any time and without prior notification make safe any such works Council considers to be unsafe.
4. The sculpture is to be treated with a graffiti resistant finish.
5. All work on the public place is to be performed in accordance with a traffic control plan approved by Council's Director of Technical Services

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Attachment

To whom it may concern,

I am writing this letter to express my views on the new 'Black stump'.

I am a member of the Senior class at Coolah Central School, in which the general feeling is that this sculpture is simply an eye sore, and not needed. Working part-time at the local I.G.A I am also able to see what taking out that seating will do to the main street.

This seat is a common meeting point for a large number of older locals, who enjoy sitting and talking as the buzz of the street passes by.

Being a teenager I also know the temptation to vandalise this will be very high for the youth in Coolah. With the temptation to vandalise this many youth will take it as a new challenge to be the first to 'tag' this sculpture.

My final point is that this is not a stump in any resemblance and is vastly different from the original. Having grown up with the original 'Black Stump' I find that it will be confusing for the younger children who have learnt about the original Black Stump's story, to have a new different 'stump'. Which will be Coolah's Black Stump?

Yours sincerely,  
Mickayla Douglass



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7 Campbell St  
Coolah NSW

To Whom it Concerns.

I am writing with regard to the 'sculpture'  
in the main street.

I am opposed to this 'Root' for the following  
reasons.

- It is not an attractive structure - more an eye sore - not attractive like the birds in Dunedoo
- It provides something for vandals to decorate
- It takes away a free and seat that older community members sit on.
- the money used to produce this could be better spent - such things as finishing the foot path in Campbell Street that stops in the middle of nowhere, skate park in town to occupy the youth, more equipment in the park to attract people to stop etc.
- It detracts from the Black Stump - the already existing icon for the area -
- Its nice to be known as Coolah - Home of the Black Stump not Coolah - home of the Big Roc

Yours Sincerely  
Bronwen Douglass

**WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting – 20 June 2013**

---

30 MAY 2013

P.O. Box 116

Coolah

30-5-13

Gen. Manager  
W.S.C.

Dear Mr Loane,

In a previous letter, I told you that the "original" Black Stump Logo had spread from its home town, Coolah.

This article, printed in the last diary, reinforces that point.

The other articles show the Black Stump is used locally  
Yours.

Ted. Miller



**WARRUMBUNGL SHIRE COUNCIL**

**Ordinary Meeting – 20 June 2013**



# COOLAH SPORTING CLUB

Ph 02 6377 1222

ATM Keno  
Private Functions Available

*"Home of the Black Stump"*



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**COOLAH MPS X-RAY  
MACHINE FUNDRAISER**

*Anna Salleh*

Gorgeous Songs from Brazil & Beyond

**DINNER & SHOW**

**15th June 2013**

..See advert page 42



**COOLAH  
Kangaroos  
Rugby League**



AWAY GAME - COONAMBLE  
SATURDAY 25th MAY 2.30pm

---

HOME GAME - GULGONG  
SUNDAY 2nd JUNE 1.30pm

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**COOLAH ROOS...**

- AWAY GAME - Coolah VS Trangie Saturday 25th May 3pm kick-off
- Coolah VS Yeoval - HOME GAME! Sponsors Day - Saturday 1st June 3pm kick-off



---



**GOLF**

WEDNESDAYS & SUNDAYS

Contact the Club  
for details

**BOWLS**

TUESDAYS & SUNDAYS



---

**Star Dragon ★  
CHINESE RESTAURANT**

Phone 6377 1822

MEAT RAFFLES

Friday 24th May

Members Draw \$1000

---

CLUB  
OPENING HOURS

MONDAY..... 4pm	FRIDAY..... 12 m
TUESDAY..... 4pm	SATURDAY..... 10am
WEDNESDAY... 12 m	SUNDAY..... 10am
THURSDAY... 11am	

RAFFLES

Fridays 8.00pm &  
Sunday 5.00pm



BINGO

Every Thursday

UPCOMING EVENTS



**SENIORS  
Christmas  
in July**

FRIDAY 26th JULY @ 12pm

---

\*Is Gambling A Problem For You? Call B-Line (NSW) Counselling Service 1800 633 635 Your Best Bet Is The One You Can Afford\*

For the information of members and guests of Coolah Sporting Club

There are no strangers at the Coolah Sporting Club .. only friends you haven't met!

**WARRUMBUNGL SHIRE COUNCIL**

**Ordinary Meeting – 20 June 2013**

# BLACK STUMP INN



## MEALS AND ACCOMMODATION

Ph/Fax: 02 6377 1231

*Come in and enjoy a cold beverage  
and a delicious meal in the  
fun & friendly atmosphere*



**MEALS: Lunch - Midday - 2.00pm Dinner - 6.00pm - 8.30pm**  
**OPEN 7 DAYS**

**\$10 LUNCH &  
DINNER SPECIALS!**  
*EVERY DAY IS DIFFERENT!*

### THURSDAY NIGHTS

**2 PIZZAS for \$20.00**  
6.30pm - 8.30pm

### FRIDAY NIGHTS

**MEAT RAFFLES**  
(chickens and meat trays)  
on sale from 5.00pm  
drawn @ 6.30pm

**POOL COMP**  
Draw done @ 6.30pm  
*Bar Snacks*

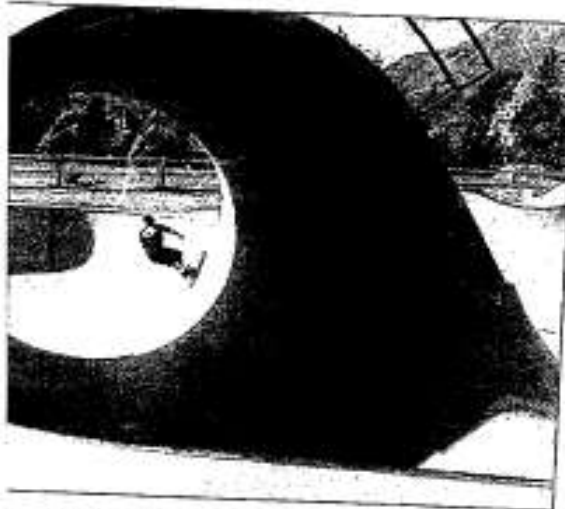
**FREE JUKEBOX**  
8.00pm - 10.00pm

### SATURDAYS

**EUCHRE - Drawn Partners**  
Starts @ 10.30am  
*Bar Snacks*

### SPECIALS:

- ✓ **SOUTHERN COMFORT** **\$16**  
*4 pack*
- ✓ **COUGAR Bourbon** **\$18**  
& Cola *6 pack cans*
- ✓ **PURE BLOND - Caron** **\$42**



**AND ECONOMIC EFFECTS  
PROFESSIONALLY DESIGNED  
COMMUNITY SKATE PARK**

**MAJOR BENEFITS** to  
the small country  
town of Coolah  
include a physical  
activity area  
designed in  
a safe and  
secure area of all  
ages.  
The skateboarding  
and other activities  
will also help  
bring people into a safe  
public skate park,  
rather than the streets  
and creating

Public Skate Parks provide healthy activity for children and help eliminate boredom leading to less anti social behaviour.  
Some food for thought is that Skate Parks help create the need for quality skateboard lessons, which could lead to camps to help teach beginners through experienced riders. Skateboarding is a cult activity and we could promote Coolah as having a state of the art Skate Park which could lead to some sort of state of national style competition.  
If we create a winning environment for the skaters, instructors and community, a professionally designed Skate Park will attract out-of-town visitors to spend money within the community. It could actually become a draw card for our community with skaters wanting to come and try it out. Never underestimate the power of a teenager to sway his or her parents "travel plans!"

A public Skate Park makes the community appear to be investing in our youth along with active lifestyles. This could attract new residents to our community.  
The whole Skate Park experience has been a wonder to skaters and non-skaters alike. Senior citizens marvel at the athleticism and imaginations of the skaters, and skaters have a new respect for how a small-town government can work if patience and forbitude are applied.  
Please support this idea by turning up to the Coolah Skate Park public meeting see advertisement this page.



**BLACK STUMP BUTCHERY**  
47 BRANNA ST COOLAH

**SPECIALS!!**

LAMB SHANKS \$8.99kg  
HAM & BACON BONES \$8.99kg  
2kgs BBQ CHOPS \$19.00  
BEEF PET MINCE \$4.49kg



**PRIVATES KILLS**


For more information phone Jarrod  
**6377 1102**



**Coolah Skate Park PUBLIC MEETING**

All Interested Community members are welcome to attend this meeting to be held at Coolah Sporting Club

**WEDNESDAY**  
15th May 2013 at 6.30pm  
ALL WELCOME!



**Frank Wright TRANSPORT**

Small enough to ease... Big enough to matter... with 48ft floor space... **SIZE DOES MATTER!**

**Frank Carts STOCK & GENERAL FREIGHT**

No Job Too Big or Too Small  
SAFE - SPEEDY - RELIABLE  
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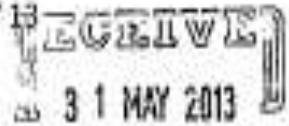
The Coolah District News - Issue 821 FEB - 13

**WARRUMBUNGL SHIRE COUNCIL**

**Ordinary Meeting – 20 June 2013**

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6377 1195 3 IRWIN STREET COOLAH 2843 29 MAY 13  
[roycoolah@gmail.com](mailto:roycoolah@gmail.com)



The General Manager  
Warrumbungle Shire Council  
PO Box 191  
COONABARABRAN 2357

BY:.....

Dear General Manager

**COOLAH – ROOTS OF THE BLACK STUMP ART**

I refer to the above subject and enclose copy of email I sent two days ago to Mr. Greg Piper, Chairman of the Coolah and District Development Group.

It is a pity that the exhibition of the proposal was limited to the Coolah council office. In my day the plans etc. would have been exhibited at several locations and a circular forwarded around town and near district.

Yours sincerely

  
Roy Cameron.

P/S: Shortly I will be out of the area for 6-8 weeks for medical treatment.

RESULTS OF THE BLACK STUMP ART - roycoodah@gmail.com - Gmail

roycoodah@gmail.com/mail/roycoodah

roycoodah

1 of 893

roycoodah

250 Free Business Cards - Get 250 Free Business Cards + Free Holdart Design Yours in Minutes

250 Free Business Cards

greg piper  
piper@gigpond.com

18:48 (8 minutes ago)

Show details

Ads - Why these ads?

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More Promotions (3)

COMPOSE

Inbox (78)

Important

Sent Mail

Drafts (137)

documents

Personal

Travel

More

ROOTS OF THE BLACK STUMP ART

Roy Cameron <roycoodah@gmail.com>  
to greg

I am inclined to agree with some comments already made that the "Roots of the Black Stump Art" is a monstrosity and that removing the seating is a negative unless it is replaced nearby.

When I originated the Black Stump as an icon for Coolah I always feared that one day some group would turn it into a "gimmick". Looks like that day may have arrived.

I can't see it as a tourist attraction. The "Black Stump" saying has lost its appeal. The proper maintenance and improvement of the Black Stump Rest area is more important. This area is the attraction. It is a pity that the CDDG did not initially consult with members of the Coolah Historical Society and the local historian.

Cameron

Casey Martin

patience

continues

1 of 1

20/06/13 4:58 PM



WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 June 2013

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Received 8-5-13 as

8 Campbell St  
Coolah  
8-5-2013

General Manager  
W.S.C.

Dear Sir,

This letter is to oppose the proposed sculpture of the Black Stump as displayed in the minutes of the 18<sup>th</sup> April meeting on page 72, for the following reasons.

1. The Black Stump, which has been the Coolah icon for the past 40+ years, bears no resemblance to this sculpture.
2. The original black stump is part of the postage stamp stamper used in Coolah Post office & is well known throughout Australia, as it has been in use for over 30 years.
3. Hundreds of thousands of souvenirs → paper weights, bar coasters, caps, paper, envelopes etc → with the original logo have been sold.
4. Businesses in Coolah have used the

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 20 June 2013

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2

logo on accounts, and as advertising  
eg. The Black Stump Inn.

I could never accept the rock and  
roots part of the sculpture if it used  
the original Black Stump on the top,  
but I don't want Coolah to become  
known as the town with the cut off  
chook's foot in its main street.

As well, the seat, which was provided  
by Coolah Shire, is to be removed, and no  
comment in the minutes refers to its  
relocation.

The whole idea of the "chook's foot" was  
presented to council with no community  
consultation, and most people are  
still unaware of its being presented.  
Those that become aware are annoyed  
and distressed.

Yours Sincerely

Ted Miller



# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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**Emily Doolan**

---

**From:** Records Officer  
**Sent:** Wednesday, 15 May 2013 10:23 AM  
**To:** Emma Gardiner; Steve Loane  
**Cc:** Emily Doolan; Kelly Dewar; Tony Meppem  
**Subject:** FW: Coolah and the Black Stump  
**Attachments:** Pencil\_Stump Sml.jpg; BlackStump Sml.jpg

---

**From:** Rob Burdack [mailto:rburdack@bigpond.com]  
**Sent:** Wednesday, 15 May 2013 10:14 AM  
**To:** Records Officer  
**Subject:** Coolah and the Black Stump

To whom it may concern,

With the proposed sculpture of the Black Stump in the archway, maybe a item that truly depict's the Black Stump as known not a artist's impression as preposed. While the preposed item has artistic value, it does not represent the Black Stump which was on all shire equipment and staff of the former Coolah Shire Council and is on envelopes, post office stamps etc. Not forgetting that Merriwagga in southern NSW and Backall in Qld' also claim the Black Stump.

I have attached two images of what people believe the Black Stump should look like, not what looks like a "grab" trying to pull a stump from a rock.

R. C. Burdack  
Coolah

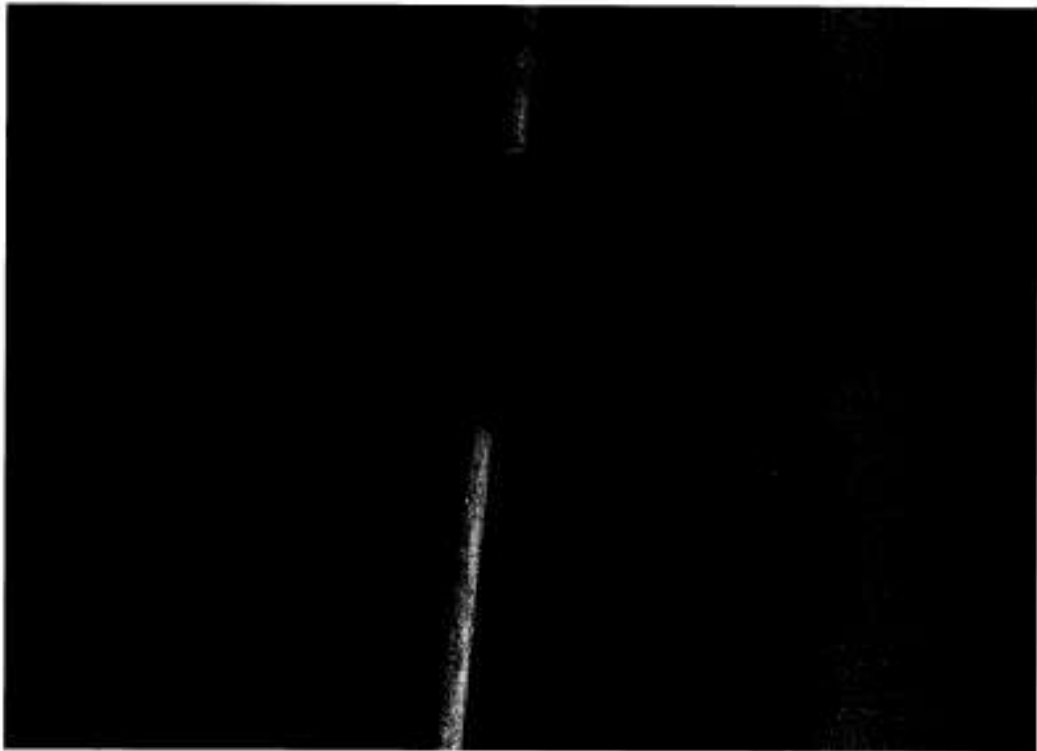
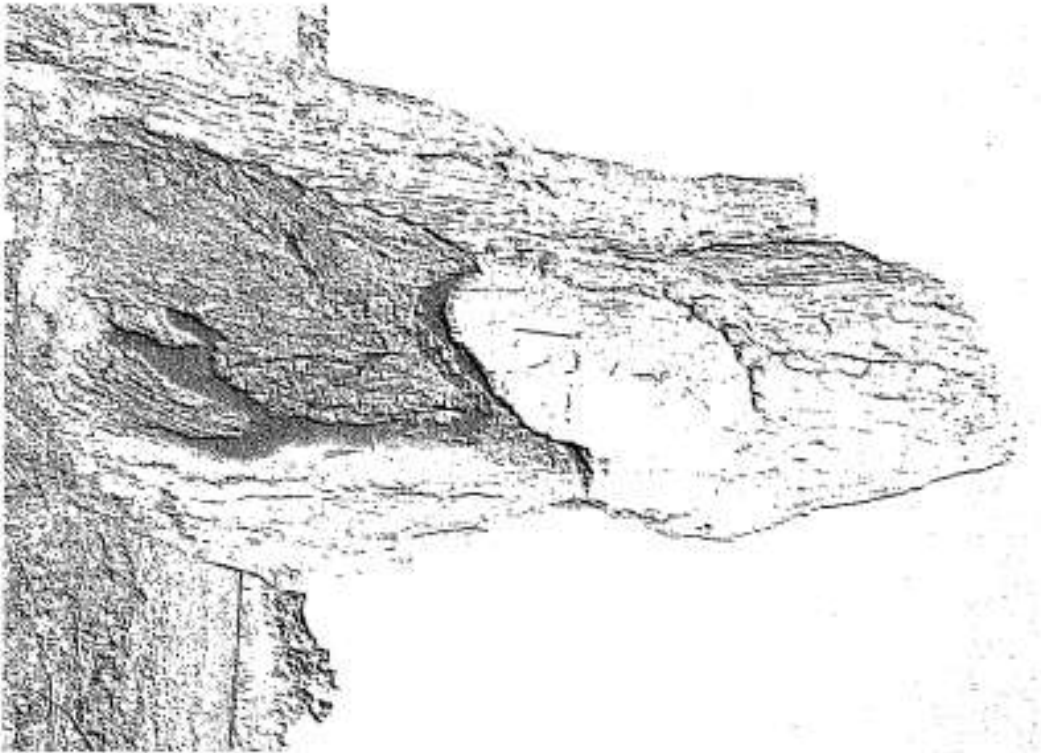
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**WARRUMBUNGL SHIRE COUNCIL**

**Ordinary Meeting – 20 June 2013**

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# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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6377 1195 3 IRWIN STREET COOLAH 2843 18 MAY 13

[roycoolah@gmail.com](mailto:roycoolah@gmail.com)

Rebecca Ryan  
Director of Corporate Services  
Warrumbungle Shire Council  
PO Box 191  
COONABARABRAN 2357

**SCANNED**

22 MAY 2013

Dear Rebecca

### **Coolah Black Stump - Art Work - Binnia Street in Coolah.**

I write as a member of the Coolah Historical Society to state that several members of the Society are opposed to the above project. I am holding my own condemnation or approval until I and the Coolah public have had the opportunity to view details plans of the proposal and are acquainted with any attached wording.

I would therefore suggest that detailed plans and wording be placed on exhibition at the shire office, Coolah, for at least four weeks, and that comments from the public be sought. The exhibition should be widely advertised. It is my opinion that if this procedure is not adopted the Council will come into further criticism.

### **New History Information sign at the Black Stump Roadside Rest Area.**

The Coolah Development Group is planning to erect a new information sign board at the Black Stump Roadside Rest Area. I have seen the proposed wording of the sign which is based on information I prepared in the 1960s. Unfortunately it has a few errors. It is therefore asked that your Council not approve of the wording of the sign until its accuracy has been checked.

### **General**

I have opposed in the past the erection of a Black Stump replica in the main street of Coolah as its historical place is in its present position. Also I feared the day that some move would be made to depreciate its historical value and make it into a "gimmick". It is important today that we concentrate on improving the amenities at the Black Stump Roadside Rest Area starting with the tiling of the toilet floors etc. (The rest area was officially opened 40 years ago.)

Yours sincerely

  
Roy Cameron.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 June 2013

	RECEIVED 24 MAY 2013	RECEIVED 24 MAY 2013	BY:..... ERNIE FETCH
EMILY DOOLAN	BY:.....		95 BINNIA ST
COUNCILS ENVIRONMENTAL			COOLAH 2843
SERVICES DEPARTMENT			23-5-13.
WARRUMBUNGLE SHIRE COUNCIL			63771107.
P/O BOX 191			
COONABARRABRAH 2537.			

Dear Emily.

Re: Coolah Black Stump Artwork  
BINNIA ST COOLAH.

As one of the few Remaining Decendants of  
A HORSE TEAMSTER who stopped at, AND TOOK  
ADVANTAGE of the AMENITIES AT THE ORIGINAL BLACK  
STUMP I AM WRITING TO OBJECT VERY STRONGLY ABOUT  
THE SCULPTURE OF THE BLACK STUMP BEING ERECTED IN  
BINNIA ST COOLAH.

I CANNOT see what ~~advantage~~ HISTORICAL  
ADVANTAGE there would be of HAVING TWO (2)  
BLACK STUMPS WITHIN SEVEN (7) KILMS OF EACH OTHER.  
FROM MY EXPERIENCE OF WORKING AT THE DRIVEN REUVEN  
ALL TOURIST ASK TO see the ORIGINAL BLACK STUMP.  
IT WILL seem VERY STRANGE sending TOURIST TO  
LOOK AT A HEAP OF RUSTY STEEL AND CORRUGATED  
IRON. REPRESENTING A BLACK STUMP.

AS FOR THE ARCHWAY every TOWN HAS ONE AND I AM  
SURE THE DESIGN STUDENT could of thought of SOMETHING  
MORE ORIGINAL.

THERE IS ALSO A TREE TO BE REMOVED. WE DONT HAVE  
ENOUGH TREES NOW. LOUISE KNYVETT THE DESIGN STUDENT  
COMES FROM A AGRICULTURAL BACKGRUND so THIS IS VERY  
DISBELIEVING.

Yours sincerely  
ERNIE FETCH.

**WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting – 20 June 2013**

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*RA*

**RINDFLEISH & ASSOCIATES**

ACCOUNTANTS & TAX ADVISORS.

17<sup>th</sup> May 2013  
The General Manager  
Warrumbungle Shire Council  
P O Box 191  
Coonabarabran NSW 2357

**BY EMAIL**

Dear Mr Loane,

**Re: Black Stump Sculpture – Coolah**

With reference to the abovementioned sculpture, I would like to voice my opposition to the construction and installation of the sculpture as detailed in the agenda of the Warrumbungle Shire Council meeting dated the 18<sup>th</sup> of April 2013.

The sculpture is obviously something that is wanted by a minority of people in the Coolah community, whilst the majority of the community has not been afforded consultation on this project.

Whilst I acknowledge the value that tourism plays in an economy, the reality for Coolah is that there are more important community needs at present than a sculpture in the main street.

I applaud Council for their support, however, with regard to Council's current financial position; these sorts of projects cannot and should not be subsidized by Council at this stage.

Whilst Coolah is recognized as the home of the black stump, this sculpture is an unrealistic depiction of the original black stump. I believe consistency should be maintained with the original black stump, so as to avoid confusion for those who are visiting our town.

I struggle to comprehend the value and benefit of the sculpture. I am concerned that the removal of the existing seating is a potential disadvantage to our local community, who will not have the use, benefit and enjoyment of that seating.

I would ask that there be some community consultation carried out to gauge the feelings of the community before this project is given final approval.

I look forward to your reply in due course.

Yours faithfully,

  
Randolph Rindfleish

Ph 02 6377 1302 Fax 02 6377 1520  
74 Binna Street PO Box 73 Coolah NSW 2848  
rindco@bigpond.com ABN 64 914 589 311  
Reg'd Tax Agent ASIC Reg'd Agent

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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Page 1 of 1

[Show Header](#)

### Submission re application 74/1213 Proposed Sculpture Coolah

**From :** coolah33@bigpond.com 'coolah33@bigpond.com'  
**To :** Records Officer 'info@warrumbungle.nsw.gov.au';  
**Sent :** 28 May 2013 17:52:52

---

Dear Councillors

When I attended the gallery of the Warrumbungle Council Meeting on 18th April 2013 and listened to a presentation from Lou Knyvett on behalf of the Coolah District Development Group regarding the proposed erection of a sculpture, I was interested and paid a lot of attention to the presentation as this was the first time I had heard anything about the proposal.

We have owned our land in Coolah for ten years and during the first eight years we frequented Coolah on a regular basis every month or two and subscribed to the Coolah Diary mailed to our Newport address. We have now lived in this town for two years. During the entire time I have not seen or heard any previous discussion regarding this proposed sculpture.

When Councillor Chris Sullivan posed the question had there been consultation with the Coolah community and agreement with the proposal, I was very surprised when the answer of "oh yes" was given as a reply.

I ask council, was there a competition held with requests for drawings of the proposed sculpture, if so how many were submitted and was the most popular drawing judged by the community, if not, why not.

I have seen the artistic work at our Coolah Tip, created by David Sherlock and have admiration for his ability and appreciate his very generous offer to build this sculpture. Was Mr Sherlock invited to submit his impressions of the proposed sculpture he is to create?

I believe there should be more total community consultation regarding this proposal, as the artistic impression offered by Lou Knyvett was very extreme and I would like to see other suggestions that could maybe use the original "Black Stump" shape with more moderate and traditional enhancement and improvement.

Please keep in mind, do we need this structure in Coolah at this time when we are financially trying to conserve our budget outgoings? Could this not be deferred for the time being to concentrate on more urgent matters?

Yours sincerely  
Leonie Hutchinson  
9 Cameron Place  
Coolah NSW 2843  
Mobile: 0412388394  
Email: [coolah33@bigpond.com](mailto:coolah33@bigpond.com)

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# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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**Danny Miller**

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**From:** Danny Miller [dmi93363@bigpond.net.au]  
**Sent:** Thursday, 30 May 2013 12:05 AM  
**To:** 'info@warrumbungles.nsw.gov.au'  
**Subject:** black stump

30 MAY 2013

Att: Mr Steve Loane - General Manager

Steve,

I am writing in regards to the proposed Black Stump sculpture to be placed in front of our library.

While I agree that this is a good idea, I am concerned about the design. For the past 40+ years Coolah's Black Stump has remained the same design. Even after its removal from the rest area, another stump was sourced as close as possible to the original one. If you open the Warrumbungle Region web page and go to the Coolah page, the first thing you see is a picture of this stump, as is so on many web pages. All tourist merchandising for sale in Coolah has the design of this stump.

Our stump has been part of Coolah for a very long time, and I personally think that the sculpture be of the original design that has served us well.

I also think the position of the stump should be in front of the Library doors, not offset to the right hand side with the removal of more public seating in the shopping area.

I would appreciate acknowledgement of you receiving this email by return email

Regards  
Danny Miller  
0427 771012

*This letter could not be sent as an email,  
your server would not accept it.*

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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### Item 46 Community Care Policy Review

**Division:** Environmental and Community Services

**Management Area:** Social Services

**Author:** Fiona Luckhurst – Manger Warrumbungle Community Care

**CSP Key Focus Area:** **Community and Culture**

**Priority / Strategy:** Identify the constraints in service provision and create partnerships that address those gaps across all demographic and special needs groups in the area.

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

---

### **Background**

Warrumbungle Community Care have reviewed their policies as part of their quality improvement plan and to ensure they are all in line with and referencing the Community Care Common Standards and Disability Standards.

The reviewed policy has been endorsed by the Warrumbungle Community Care Advisory Committees.

### **Issues**

N/A

### **Options**

N/A

### **Financial Considerations**

nil

### **Summary**

Following review of Warrumbungle Community Care policies, amended policies are submitted for Council's review and endorsement.

A copy of the policies has been forwarded to Councillors under separate cove (Enclosure Item 46).

### **RECOMMENDATION**

That Council endorse Warrumbungle Community Care policies being:

#### Section 1: Organisational Management

- 1.1 Service Philosophy, Aims and Objectives
- 1.2 Management of Service
- 1.3 Quality Management
- 1.4 Committees

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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### 1.5 Financial Management

#### Section 2: Team Management

- 2.1 Team Management
- 2.2 Team Member Education and Development
- 2.3 Volunteers
- 2.4 Code of Behaviour
- 2.5 Accountability

#### Section 3: Service Delivery

- 3.1 Service Delivery
- 3.2 Service User Information Provision
- 3.3 Access and Promotion of Service
- 3.4 Diversity
- 3.5 Assessment and Care Planning
- 3.6 Privacy and Confidentiality
- 3.7 Compliments, Complaints and Suggestions
- 3.8 Service User Exit
- 3.9 Service User Fees
- 3.10 Advocacy
- 3.11 Abuse
- 3.12 Assisting Service Users with Medication
- 3.13 Handling Service User Funds
- 3.14 Duty of Care and Dignity of Risk
- 3.15 Death

#### Section 4: Services

- 4.1 Community Transport
  - 4.1a Vehicle Management
  - 4.1b Spare Seat Capacity
- 4.2 Meals on Wheels
- 4.3 Handy Person Service
- 4.4 Respite for Carers
- 4.5 Social Support
- 4.6 Human Services Agency

#### Section 5: Workplace Health and Safety

- 5.1 Workplace Health and Safety

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 20 June 2013

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### Item 47 Development Applications

**Division:** Environmental and Community Services

**Management Area:** Regulatory Services

**Author:** Environmental Administration Officer – Kobie Francis

**CSP Key Focus Area:** Rural and Urban Development

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

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

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### Development Applications

#### (i) Approved – May 2013

Complying Development (set criteria) Development Application (Specialised Conditions)	Date Approved	APPLICANT'S NAME	LOCATION	Town	Type of Development
DA 68/1213	15/05/13	Leonie Hutchinson	30 Binnia Street	Coolah	Operate business
DA 69/1213	27/05/13	Taylor Made Building / Lithgow & Gardiner	74 Tibuc Road	Coonabarabran	New home
DA 70/1213	16/05/13	Wayne & Elizabeth Taylor	1675 Timor Road	Coonabarabran	New home
DA 75/1213	21/05/13	French	803 Timor Road	Coonabarabran	New shed (replace old shed)
CD 78/1213	20/5/13	Huckel Pools	26-28 Lachlan Street	Dunedoo	Fibreglass pool

### RECOMMENDATION

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

**WARRUMBUNGL SHIRE COUNCIL**

**Ordinary Meeting – 20 June 2013**

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