



# **Warrumbungle Shire Council**

**Council meeting**

**Thursday, 16 May 2013**

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

**commencing at 10.00 am**

***Mayor***

Councillor Peter Shinton

***Deputy Mayor***

Councillor Murray Coe

***COUNCILLORS***

Councillor Gary Andrews

Councillor Anne-Louise Capel

Councillor Fred Clancy

Councillor Victor Schmidt

Councillor Chris Sullivan

Councillor Ron Sullivan

Councillor Denis Todd

***MANAGEMENT TEAM***

Steve Loane (General Manager)

Rebecca Ryan (Director Corporate Services)

Kevin Tighe (Director Technical Services)

Tony Meppem (Director Environmental &  
Community Services)

# Warrumbungle Shire Council

## Vision

Excellence in Local Government

## Mission

We will provide:

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

## We Value

### Honesty

Frank and open discussion, taking responsibility for our actions

### Integrity

Behaving in accordance with our values

### Fairness

Consideration of the facts and a commitment to two way communication

### Compassion

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

### Respect

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

### Transparency

Open and honest interactions with each other and our community

### Passion

Achievement of activities with energy, enthusiasm and pride

### Trust

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

### Opportunity

To be an enviable workplace creating pathways for staff development

**WARRUMBUNGLA SHIRE COUNCIL**

**Ordinary Meeting – 16 May 2013**

---

**NOTICE** is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 16 May 2013 at the Council Chambers, John Street, Coonabarabran commencing at 10.00am

**AGENDA**

Welcome

Turn Off Mobile Phones

**Order of Business**

Forum

Apologies

Disclosure of Interest  
Pecuniary Interest  
Non Pecuniary Conflict of Interest

Mayoral Minute

Reports

Questions and Matters of Concern

Reports to be considered in Closed Council

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

**WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting – 16 May 2013**

---

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

<b>1C</b>	<b>Sale of Land for Unpaid Rates</b>	<b>Page 2</b>
<b>2C</b>	<b>Bad Debts to be Written Off – Debtors</b>	<b>Page 6</b>

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 personal hardship and is classified CONFIDENTIAL under Section 10A(2)(b) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

- (b) the personal hardship of any resident or ratepayer

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

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### INDEX

Item 1 Mayoral Minute – General Manager’s Annual Performance Review .....	8
<b>RECOMMENDATION</b> .....	<b>10</b>
Item 2 Minutes of Ordinary Council Meeting – 18 April 2013 .....	11
<b>RECOMMENDATION</b> .....	<b>25</b>
Item 3 Minutes of Traffic Advisory Committee Meeting – 24 April 2013 .....	26
<b>RECOMMENDATION</b> .....	<b>28</b>
Item 4 Minutes of Plant Advisory Committee Meeting – 1 May 2013 .....	29
<b>RECOMMENDATION</b> .....	<b>30</b>
Item 5 Minutes of Robertson Oval Advisory Committee Meeting – 24 April 2013.....	31
<b>RECOMMENDATION</b> .....	<b>32</b>
Item 6 Minutes of the Finance and Projects Committee Meeting 1 May 2013.....	33
<b>RECOMMENDATION</b> .....	<b>35</b>
Item 7 Responses to Questions from last meeting.....	36
<b>RECOMMENDATION</b> .....	<b>37</b>
Item 8 May 2013 - Report from Human Resources.....	38
<b>RECOMMENDATION</b> .....	<b>39</b>
Item 9 Workplace Safety Report.....	40
<b>RECOMMENDATION</b> .....	<b>41</b>
Item 10 Staff leave .....	42
<b>RECOMMENDATION</b> .....	<b>43</b>
Item 11 Staff Achievement Award .....	44
<b>RECOMMENDATION</b> .....	<b>45</b>
Item 12 Request for Leave of Absence – Councillor Clancy .....	46
<b>RECOMMENDATION</b> .....	<b>46</b>
Item 13 Request for Leave of Absence – Councillor Coe.....	47
<b>RECOMMENDATION</b> .....	<b>47</b>
Item 14 Notice of Motion – Councillor Coe.....	48
<b>RECOMMENDATION</b> .....	<b>48</b>
Item 15 NSW Treasury Financial Sustainability of NSW Local Government Sector .....	49
<b>RECOMMENDATION</b> .....	<b>55</b>
Item 16 Future Directions for NSW Local Government – Twenty Essential Steps.....	56
<b>RECOMMENDATION</b> .....	<b>57</b>
Item 17 Constitutional Recognition of Local Government .....	58
<b>RECOMMENDATION</b> .....	<b>59</b>
Item 18 Reviewed Warrumbungle Shire Community Strategic Plan.....	60
<b>RECOMMENDATION</b> .....	<b>61</b>
Item 19 Operational Plan and Delivery Program 2012/2013 to 2016/2017 .....	62
<b>RECOMMENDATION</b> .....	<b>64</b>
Item 20 Brick Bats and Bouquets .....	65
<b>RECOMMENDATION</b> .....	<b>65</b>
Item 21 Staff Uniform – Ties and Scarves .....	69
<b>RECOMMENDATION</b> .....	<b>74</b>
Item 22 Bank Reconciliation for month ending 30 April 2013 .....	75
<b>RECOMMENDATION</b> .....	<b>77</b>
Item 23 Rates Report for Month ending 30 April 2013 .....	78
<b>RECOMMENDATION</b> .....	<b>80</b>

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

Item 24 Investments and Term Deposits .....	81
<b>RECOMMENDATION .....</b>	<b>83</b>
Item 25 Request for Change of Category Rates Assessment No 3298.....	84
<b>RECOMMENDATION .....</b>	<b>85</b>
Item 26 Request for Change of Category Rates Assessment No 11104-02.....	86
<b>RECOMMENDATION .....</b>	<b>87</b>
Item 27 Cleaning Contract Warrumbungle Shire.....	88
<b>RECOMMENDATION .....</b>	<b>90</b>
Item 28 Quarterly Budget Review Statement for the Quarter Ending 31 March 2013 ....	91
<b>RECOMMENDATION .....</b>	<b>93</b>
Item 29 Local Land Services – Transition Update.....	94
<b>RECOMMENDATION .....</b>	<b>96</b>
Item 30 Summary of 2011/12 NSW Water Supply and Sewerage Performance .....	97
<b>RECOMMENDATION .....</b>	<b>100</b>
Item 31 Yaminbah Fire Shed – Council Seal .....	101
<b>RECOMMENDATION .....</b>	<b>101</b>
Item 32 2012 /13 Technical Services Works Program .....	102
<b>RECOMMENDATION .....</b>	<b>102</b>
Item 33 Macquarie Regional Library .....	108
<b>RECOMMENDATION .....</b>	<b>111</b>
Item 34 Family Day Care Policy .....	112
<b>RECOMMENDATION .....</b>	<b>112</b>
Item 35 Heritage Advisor Reports.....	117
<b>RECOMMENDATION .....</b>	<b>118</b>
Item 36 Development Applications .....	119
<b>RECOMMENDATION .....</b>	<b>119</b>
Item 37 Cobbora Coal Mine.....	120
<b>RECOMMENDATION .....</b>	<b>123</b>
Item 38 Planning System White Paper .....	124
<b>RECOMMENDATION .....</b>	<b>125</b>

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### Item 1 Mayoral Minute – General Manager’s Annual Performance Review

<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>	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:** Governance                      **Activity:** Reporting

---

### **Background**

As per the Division of Local Government (DLG) *Guidelines for the Appointment and Oversight of General Managers* (July 2011) issued pursuant to section 23A of the Local Government Act (1993); and the Standard General Managers Contract the performance of the General Manager must be reviewed at least annually against the agreed performance criteria for the position.

The agreed performance criteria are set out in an Agreement which commenced within three (3) months of the General Managers Contract. The General Managers 2011-2012 Performance Review was conducted on 15 May 2012.

### **Issues**

Council must establish a Performance Review Panel and delegate the task of performance reviews of the General Manager to this Panel. The extent of the delegation should be clear.

The DLG recommends that the whole process of performance management be delegated to the Performance Review Panel, including discussions about performance, any actions that should be taken and the determination of the new Performance Agreement.

Councillors have been provided with a copy of ‘*The Guidelines for the Appointment and Oversight of General Managers*’ (July 2011) under separate cover.

At the September 2012 meeting Council resolved that the General Managers Review Committee comprise of the whole of Council (Resolution No 76/1213), which conflicts with the established guidelines.

Performance Review Panels should include the Mayor, Deputy Mayor, a Councillor nominated by Council and a Councillor nominated by the General Manager.



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 May 2013**

---

Panel members should be trained in the performance management of General Managers. It is expected that this training will be delivered to those Councillors who have not undertaken this pre-requisite by the external facilitator from LGNSW.

The role of the Performance Review Panel includes:

- conducting Performance Reviews
- reporting the findings and recommendations of those reviews to Council
- development of the new Performance Agreement.

Any Councillor who is not on the Performance Review Panel may contribute to the process by providing feedback to the Mayor on the General Manager's performance.

Councillors will be provided with the 2012-2013 Performance Agreement and appraisal documents for comment.

### **Options**

Council may also consider including an Independent Observer on the panel.

### **Financial Considerations**

Council has a budget allocation of \$12,000 in Governance Activity (Executive Services) for consultancy expenses incurred for Staff Performance Reviews, which includes the General Manager and Directors.

### **Summary**

The Performance Review Panel will provide a report back to whole of Council in a closed session the findings and recommendations of the Performance Review. This is not an opportunity to debate the results or re-enact the review of the General Manager, who should not be present when the matter is considered.

The Performance Management report of any member of Council staff, including the General Manager, may not be released to the public. Release of such personal information to anyone other than the Performance Review Panel, the General Manager and the Councillors in confidence may be a breach of privacy legislation.

The Performance Review meeting should be scheduled with sufficient notice to all parties and in accordance with clauses 7.6 and 7.7 of the Standard Contract. The General Manager's Performance Review will be held on Thursday 23 May 2013, and the Mayor and General Manager have re-appointed an external facilitator from Local Government NSW (LGNSW) Management Solutions to assist with the process of the Performance Review and the development of the new Performance Agreement 2013-2014.

Panel members will give due consideration and care to ensure the Performance Review is conducted fairly and in accordance with the principles of natural justice and that the process complies with laws and principles of anti-discrimination.

Council must advise the General Manager, in writing, in clear terms, the outcome of any Performance Review. The new Performance Agreement for the next period should be prepared as soon as possible after the completion of the previous period. This agreement should be presented to the whole of Council for discussion in a closed meeting together with the outcomes of the previous review period.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

Council must establish and provide a set of clear delegations to a Performance Review Panel which will include; the Mayor, Deputy Mayor, a Councillor nominated by Council and a Councillor nominated by the General Manager.

If Council resolves, an Independent Observer may be nominated to sit on the Performance Review Panel.

### **RECOMMENDATION**

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 (*to be nominated by Council*) and
  - iv. Councillor (*to be nominated by the General Manager*).
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.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

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

---

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

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

**APOLOGIES:** Cr Andrews,  
**305/1213 RESOLVED** that the apologies of Cr Andrews be accepted.

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

#### 10.08am Forum

Lou Knyvett addressed the meeting as a representative of Coolah District Development Group regarding the proposed community identity sculpture at Coolah of the Black Stump – a Community Arts Project. This project is intended to promote tourism, community support and community development.

#### 10.29am REPORTS

### Item 1 Minutes of Ordinary Council Meeting – 21 March 2013

**306/1213 RESOLVED** that the resolutions contained in the Minutes of the Ordinary Council meeting held on 21 March 2013 be endorsed.

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

### Item 2 Minutes of Traffic Advisory Committee Meeting held on 4 April 2013

#### **307/1213 RESOLVED:**

- i) That Council accepts the Minutes of the Traffic Advisory Committee meeting held on 4 April 2013 at Coonabarabran.
- ii) That request to close Renshaw Street between Bullinda Street and Yarran Street on Sunday, 5 May 2013 between 9.00 am and 11.30 am for the 150 Year Back to Binnaway Weekend Event be approved subject to lodgement of relevant and current documentation, compliance with RMS Guidelines and Council's Road Closure Policy.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

- iii) That Concept Plan submitted by Siding Spring Observatory to erect advertising banners on street lights and across John Street for Open Day on 5 October 2013 be referred to RMS for information and approval **FURTHER** that Council conduct an inspection on the proposed locations and infrastructure.

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

### **Item 3 Minutes of Consultative Advisory Committee Meeting – 13 March 2013**

**308/1213 RESOLVED** that Council notes the minutes from the Consultative Advisory Committee meeting held on 13 March 2013 at Coolah.

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

### **Item 4 Minutes of the Audit and Risk Management Committee Meeting – 13 March 2013**

#### **309/1213 RESOLVED:**

1. That Council accepts the Minutes of the Audit and Risk Management Committee meeting held on 13 March 2013 at Gilgandra.
2. That the items pending and actions completed for action list be noted and report from Chief Financial Officer be commended and noted.
3. That the Workers Compensation Report and discussion be noted
4. That the Staff Turnover Report and discussion be noted
5. That the information from the Internal Audit Report be noted and Action List be updated.
6. That ARMC trial the frequency of meeting for 2013 to three (3) meetings.
7. That ARMC questionnaire is completed and returned to Chairman by 30 April 2013.

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

### **Item 5 Minutes Bushfire Appeal Advisory Panel – 9 April 2013**

#### **310/1213 RESOLVED:**

1. That Council endorse the recommendations of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held on 9 April 2013
2. That the Roadside Fencing Materials Grant criteria be relaxed to enable landowners on lifestyle blocks or those without livestock access this program.
3. That the Warrumbungle Shire Mayors Bushfire Appeal application forms for the Home Dislocation, Shed Rebuild, House Reestablishment and Roadside Fencing programs include a payment details option whereby suppliers may be paid directly.
4. That the Warrumbungle Shire Mayors Bushfire Appeal allocate \$10,000 each to ADRA, Barnardos, Centacare and St Vincent de Paul in Phase 3 for household and emerging needs. **FURTHERMORE** that the Agencies meet on a weekly to review expenditure requests.
5. That the Warrumbungle Shire Mayors Bushfire Appeal set aside an amount of \$50,000 in Phase 3 for Community Renewal and Rejuvenation Programs to support Arts, Cultural and Community based events and gatherings focussing on renewing, healing and

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 May 2013**

---

rebuilding the community **FURTHERMORE** that a draft set of grant guidelines and criteria be presented to the next meeting.

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

### **Item 6 Minutes of Economic Development & Tourism Advisory Committee Meeting 27 March 2013**

#### **311/1213 RESOLVED:**

1. That Council accepts the Minutes of the Economic Development & Tourism Advisory Meeting held 27<sup>th</sup> March 2013
2. That the Manager EDT contact Universities to gauge the level of interest in an environmental studies time lapse project using the Warrumbungle National Park rejuvenation/resilience as a subject for research
3. Following review of the sites identified for location of dump site points, that a report be prepared and submitted to Council concerning the installation of Dump Sites in each of the towns.
4. That a letter of congratulations be sent to the VIC staff members involved with the preparation and maintenance of AVIC Accreditation levels of the Coonabarabran VIC.
5. That the Budget Report is accepted and the funds expended as listed.

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

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

Received.

### **Item 8 Castlereagh Macquarie County Council**

Received.

### **Item 9 Orana Arts Board Meeting Report**

Received.

### **Item 10 Report from Human Resources**

Received.

### **Item 11 Request for Leave of Absence – Councillor Denis Todd**

**312/1213 RESOLVED** that Council accepts the written notification from Councillor Todd and grants a leave of absence, due to travel, from the Ordinary May 2013 Council meeting **FURTHERMORE** acknowledge that Councillor Todd is not available for Council duties for the period of 24 April to 27 May 2013.

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

### **Item 12 Brick Bats and Bouquets**

Received.

### **Item 13 ANZAC Centenary Grants**

**313/1213 RESOLVED** that Council, through the CDC network, should liaise with community organisations across the shire on a shire wide initiative to commemorate the Centenary of ANZAC and submit for funding to progress a project **FURTHERMORE** Council encourage communities to pursue projects that will profile their individual community commemoration of this important historical event.

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

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### Item 14 Wambelong Fire

Received.

### Item 15 Warrumbungle Shire Community Strategic Plan 2012-2032

**314/1213 RESOLVED** that Council undertake a review of the Warrumbungle Shire Council Community Strategic Plan 2012-2032 and prepare an amended draft for the May 2013 Council meeting.

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

### Item 16 Coonabarabran Rugby League Football Club

**315/1213 RESOLVED** that Council approve the waiving of the day's hire fee for the oval to assist Coonabarabran Rugby League Football Club fundraising activity **FURTHERMORE** donate the expense from Donations Other, within the current budget.

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

### Item 17 Bank Reconciliation for month ending 31 March 2013

**316/1213 RESOLVED** that Council accept the Bank Reconciliation Report for the month ending 31 March 2013.

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

### Item 18 Rates Report for Month ending 31 March 2013

Received.

### Item 19 Investments and Term Deposits

**317/1213 RESOLVED** that Council accept the Investments Report for the month ending 31 March 2013.

**Clancy / Todd**  
**The motion was carried**

### Item 20 Financial Tendering For Supply of Bulk Fuel

**318/1213 RESOLVED** that Council utilises Regional Procurement to undertake a Single Service Panel Tender for the Supply and Delivery of Bulk Fuel to Warrumbungle Shire Council for the period 1 July 2013 to 30 June 2015; with an option for a 12 month extension based on satisfactory performance.

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

### Item 21 Coolah Public Art and Tourism Proposal

**319/1213 RESOLVED** that Council endorse the community public art piece proposed by the CDDG to pay tribute to the Black Stump and the heritage of Coolah and donate the Development Application expense from Donations Other **FURTHERMORE** provide in-kind Labour and Plant to assist the removal of the existing tree and seating and installation of the sculpture onsite from Urban Services, Coolah Streets to a total value of \$2,240 as per budget provided.

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

### Item 22 RV Dump Points

**320/1213 RESOLVED** that Council proceeds with the application to CMCA for Dump Point Subsidy of \$6,000 for the RV Dump Points to be installed immediately at the following locations: Coonabarabran and Baradine **FURTHERMORE** purchase the two (2) additional DumpEzy's for Coolah and Dunedoo when locations have been finalised for installation in the 2013/2014 financial year.

**Clancy / Todd**  
**The motion was carried**

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 May 2013**

---

### **Item 23 Storage of Coonabarabran Family History Group Historical Society Records**

**321/1213 RESOLVED** that the DPS be advised that the small office in the Visitor Information Centre would be made available to them for storage of historical records on the understanding that this is a shared arrangement with the VIC/Warrumbungle Shire Tourism who will continue to store brochures in the room **FURTHERMORE** The key responsibility for the room remains with the VIC and access will be granted to the DPS during VIC opening hours only.

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

### **Item 24 Coolah Medical Centre – 16 Cole Street Coolah**

**322/1213 RESOLVED** that Council proceeds with the purchase of the Coolah Medical Centre premises at 16 Cole Street Coolah, Lot 15 Section 3 DP 979105 subject to:

1. Undertaking of a comprehensive building inspection and the General Manager being satisfied the neglect to the building has not been detrimental to the original purchase price; and
2. Agreement by the Vendor to remove the Furniture and Fittings valued at \$4,000 from the agreement.

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

### **Item 25 NSW Treasury Financial Assessment and Benchmarking Report**

**323/1213 RESOLVED** that Council receives the NSW Treasury Financial Assessment and Benchmarking Report (March 2013) noting the recommendations in preparations of the 2013/2014 – 2016/2017 Delivery Program/Operational Plan and review of the Long Term Financial Plan and Asset Management Plan IP&R documents.

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

### **Item 26 Community Representatives - Advisory Committees of Council**

**324/1213 RESOLVED** that Council accept the nominations for the Community representatives as the following;

#### Warrumbungle Aerodromes Advisory Committee:

Mr John Farrell, Mr Darren Worrell, Mr Gary Connelly, Mr John Gill, Mr Colin Tink and Mr Kevin Barrington.

#### Baradine Memorial Hall Committee:

Mr John Farrell, Mrs Nea Worrell, Mrs Loretta Masman and Mr Matthew Bunner.

**Todd / Schmidt**  
**The motion was carried**

**11.25am**

**325/1213 RESOLVED** that standing orders be suspended to break for morning tea.

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

**11.47am**

**326/1213 RESOLVED** that standing orders be resumed.

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

Mr David Forrest addressed Council regarding proposed changes to zoning of his property at 65 Dalgarno Street Coonabarabran to residential.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 May 2013**

---

11.57am

**Item 27 Selection of a Consultant to Investigate and Prepare Concept Designs for the Proposed Baradine Flood Levee**

**327/1213 RESOLVED** that the following consultants are invited to submit a tender for the project 'Investigation and Concept Design for the Baradine Town Levee and Diversion Channel Combination Options:

- Lyall & Associates
- NSW Public Works
- GHD Pty Ltd
- Geolyse.

**FURTHERMORE** if an invitation is declined the following two consultants are invited in the preference order shown:

1. J Wyndham Prince
2. Entura

**Clancy / Todd**  
**The motion was carried**

**Item 28 2012 /13 Technical Services Works Program – Road Operations & Urban Services**

**328/1213 RESOLVED** that works program presented in Attachment 1.0 in the business paper is noted for information only.

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

**Item 29 Woodsmoke Reduction Program 2013**

**329/1213 RESOLVED** that Council accept the funding of \$5,000 under the Wood Smoke Reduction Program 2013 from the NSW Government and authorise the fixing of the Seal of Council to any funding documentation where required.

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

**Item 30 Life Education Mobile Classroom**

**330/1213 RESOLVED** that Council accept the request from Life Education NSW to provide a driver/s for the purpose of transporting the Life Education NSW Mobile Classroom when required across the Warrumbungle Shire, thus utilising the Life Education Truck to continue providing this quality and invaluable child development resource.

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

**Item 31 Adoption of Comprehensive LEP and Land Use Strategy**

**331/1213 RESOLVED:**

1. That Council confirm the minutes from the 27 of March 2013 and adopt the recommendations that were determined during Committee of the Whole, in Appendix A as follows:



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

### APPENDIX A

#### **MINUTES OF THE SPECIAL MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD AT COUNCIL CHAMBERS, COONABARABRAN ON WEDNESDAY, 27 MARCH 2013 COMMENCING 10.30AM**

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

Councillor Coe welcomed Councillors and attendees to the special LEP meeting.

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

**APOLOGIES:** Cr Shinton, Cr Schmidt, Angus Stuart, Jan Burgess and Ken Westerman  
**300/1213 RESOLVED** that the apologies of Cr Shinton and Cr Schmidt, Angus Stuart, Jan Burgess and Ken Westerman be accepted.

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

**10.35am**

#### **Presentations**

The following people addressed the meeting in relation to the LEP each speaking for 5 minutes.

Name
Leonie Hutchinson
John Stuart
Melanie Harris
David Sherlock
John Gill
Sally Staniforth
Loretta Pulham
Bill Kelly
Elizabeth Barkley
Jeanne Hughes
Brett Yeo
Frank Nottle
Kingsley Cook
Graham Kelly
Ted Miller
Presentation by Sally Staniforth on behalf of Jan Burgess

**12.01pm**

**301/1213 RESOLVED** that Council move into Committee of the whole.

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

Introduction of Brad Carmody who presented an overview of the process undertaken leading to the presentation of the draft LEP.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### **Consideration of Submissions**

#### Submission 1

Objection to sunset clause for existing holdings

**RECOMMENDED** that the sunset clause be excluded from the LEP.

**Capel/R Sullivan**

**The motion was put and carried**

#### Submissions 2 and 25

Objection to proposed zoning of Caigen Street Dunedoo as industrial

**RECOMMENDED** that the zoning for the lots fronting Caigen Street (other than existing corner business) change to residential to reflect the existing residential use of the land and the DA approved for two lot residential subdivision of this land in DA 62/0910. **FURTHER** that the rear lots bounded by the Golden Highway that are undeveloped are to remain industrial zoned.

**C Sullivan/Capel**

**The motion was put and carried**

#### Submission 3

Support of Use of E1 zone – Office of Environment and Heritage

**RECOMMENDED** that mapping be updated to reflect current NPWS estate and note Baradine and Mendooran flood mapping determined from flood studies while other mapping determined by SES information gathered from historical accounts **FURTHER** that no changes were proposed in relation to other concerns raised by the Office of Environment and Heritage.

**Clancy/Capel**

**The motion was put and carried**

#### Submission 4

Request for Lot 90 DP750774 to be zoned R5

**RECOMMENDED** that this submission be set aside for further consideration following inspection.

**C Sullivan/R Sullivan**

**The motion was put and carried**

#### Submission 5

Request for Lots 170-171 DP750774 to be included as residential land to provide dwelling entitlement

**RECOMMENDED** that no change be made as the proposal would create an isolated dwelling entitlement with no public benefit.

**R Sullivan/C Sullivan**

**The motion was put and carried**

**12.48pm**

**Councillor Todd** left the meeting.

#### Submission 6

Submission seeking amendment to the draft WLEP to ensure that dwelling permissibility is retained for Lot 4 DP616353, Lot 15 DP736980 and Lots 5, 6, 24, 40, 41 and 46 DP753399 and removing subdivision potential by dramatically increasing the MLS provisions

**RECOMMENDED** that change to use most recent Clause 4.2A regarding dwelling entitlements so as to retain existing dwelling entitlements, **FURTHER** that in relation to removing subdivision potential by dramatically increasing the MLS provisions, that no action is proposed as the aim of the removal of subdivision potential in this area is to restrict the increase of dwelling entitlements in these dangerous bushfire zones.

**Capel/Andrews**

**The motion was put and carried**

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

**RECOMMENDED** that Submissions 17, 18, 19, 20 and 21 be brought forward for consideration at this time.

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

Submissions 17, 18, 19, 20 and 21  
Objection to the rezoning of Swanston Park

**RECOMMENDED** that the zoning of Swanston Park be changed to RE 1 Public Recreation Zone.

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

**RECOMMENDED** that Council resume consideration of the matters as itemised in the agenda.

**Capel/CSullivan**  
**The motion was put and carried**

Submission 7  
Mendooran – inaccurate flood information

**RECOMMENDED** that there be no change to the proposed LEP as flood affected area is in accordance with the Flood Study commissioned by the Coolah Shire Council and provided by the Department of Water Resources in June 1987.

**Clancy/Andrews**  
**The motion was put and carried**

Submission 8  
Heritage Conservation

**RECOMMENDED** that no change be made as WLUS identifies proposed boundaries of Heritage Conservation Area.

**Capel/CSullivan**  
**The motion was put and carried**

Submission 9, 10, 11, 12 and 13  
Dunedoo Rural Residential land

**RECOMMENDED** that these submissions be set aside for further consideration following inspection.

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

**1.20pm**

**302/1213 RESOLVED** that standing orders be suspended to break for lunch.

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

**1.52pm**

**303/1213 RESOLVED** that standing orders be resumed.

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

**RECOMMENDED** that Submissions 37, 38 and 39, 29, 24 and 30 be brought forward for consideration at this time.

**C Sullivan/Capel**  
**The motion was put and carried**

Submission 37  
Rural Residential backzoning to retain R5 Zoning

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 16 May 2013**

---

**RECOMMENDED** that Council support the change back to R5 Lot Residential as the land has been subdivided and cannot be further subdivided as the minimum lot sizes will be below the new R5 zoned land minimum lot size of 2 Ha.

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

Submission 38

Object to some portions of proposed rural residential

**RECOMMENDED** that minor change be made to incorporate part of the additional area identified by owner to include that area of previously cleared poor agricultural viability as detailed on the map provided with this report and remove proposed R5 Zone from the lower land on the property identified by the owner as unsuitable for R5 zone and convert back to RU 1 zone.

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

Submissions 39 and 29

Minimum lot size in proposed rural zone and proximity of R5 zone to farm and proposed back zoning of rural residential land in Coona

**RECOMMENDED** that in relation to submission 39 Council agree to change the proposed zoning of the properties adjoining Mr Cook's property on Three Hills Rd from the proposed R5 zone to RU1 zone and that the proposed R5 zone land be applied to the land outlined in submission 29 due to less risk of bushfire attack and proximity to other R5 lands.

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

Submission 24

Protection of property owners

**RECOMMENDED** that no change be made as the existing RU1 zone objectives address the encouragement of sustainable primary industry. **FURTHER** the protection of property rights is considered to be outside the remit of the LEP provisions of the Environmental Planning and Assessment Act 1979.

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

Submission 30

Proposed back zoning of 62 Dandry Road, Coona

**RECOMMENDED** that this submission be set aside for further consideration following inspection.

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

**RECOMMENDED** that Council resume consideration of the matters as itemised in the agenda.

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

Submission 14

Transport Roads & Maritime Services - Large development proposed in northern and eastern Coonabarabran could impact on State road network

**RECOMMENDED** that the rezoned areas referred to are existing 1c zoned land and no traffic study is considered necessary. **FURTHER** that no changes were proposed in relation to other concerns raised by the Transport Roads & Maritime Services.

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

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

Submission 15  
Fisheries NSW - Fish Habitat

**RECOMMENDED** that no change proposed and the comments are noted.

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

Submission 16  
Zoning of 65 Dalgarno Street Coonabarabran

**RECOMMENDED** that this submission be set aside for further consideration following inspection.

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

Submission 22  
NSW RFS - Council should ensure that land being rezoned will be able to achieve the requirements of 79BA and that PBP 2006 & AS 3959 be considered and implemented for future development

**RECOMMENDED** that no change proposed - LUS has considered bushfire mapping in constraint analysis of areas considered for rezoning. **FURTHER** that the comments be noted regarding PBP 2006 & AS 3959.

**Capel/C Sullivan**  
**The motion was put and carried**

Submission 23  
Talbragar Broadcasters Incorporated - Rural Residential zoning Dunedoo

**RECOMMENDED** that proposed zoning does not alter legal access entitlements. Reservoir continues to enjoy battle axe handle off Rhodes Street. If private land is currently used, such an arrangement needs legally enforceable provision such as easement to guarantee continuance.

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

Submission 26  
Coolah rural residential land

**RECOMMENDED** that the proposed 500ha and 600ha MLS in RU1 zone reflects existing MLS. Any change would require a rural lands study to justify. **FURTHER** that the land proposed as R5 zone adjoining the golf course be altered as recommended for submission 38 from Mr Gill.

**Capel/C Sullivan**  
**The motion was put and carried**

Submission 27  
DPI - Existing Holdings  
Submission noted

Submission 28  
Forests NSW - Forestry

**RECOMMENDED** that SMEC to review mapping - will use most recent version supplied by OEH and **FURTHER** that proposed to change to reflect comment that to avoid ambiguity and unintended restriction of forest operations on Crown - Timber lands, 'Forestry' should be listed as: Permitted with consent for RU1 and permitted with consent for zones RE1 and RE2.

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

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### Submissions 31, 32 and 33

**RECOMMENDED** that Submissions 31, 32 and 33 be set aside for further consideration following inspection.

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

### Submission 34

Rural Residential land Coolah

**RECOMMENDED** that no change is proposed as new areas of rural residential land are identified in close proximity to services in urban areas. NSW Department of Planning and Infrastructure are not supportive of isolated large lot residential areas

**Clancy/Andrews**  
The motion was put and carried

### Submission 35

Back zoning of rural residential land around Coonabarabran

**RECOMMENDED** that no changes are proposed in relation to concerns raised within this submission as the existing 1(b) zone (40Ha minimum) is not supported and single dwelling entitlement is maintained.

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

### Submission 36

Rural RU1 zoning

**RECOMMENDED** that no change proposed as reasons for back zoning based upon constraint mapping and oversupply of rural residential land.

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

**304/1213 RESOLVED** that Council move out of Committee of the whole and into open council meeting.

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

There being no further business the meeting closed at 2.55pm.

.....  
**CHAIRMAN**

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

2. That Council determined the outstanding submissions referred to in Appendix B as follows:

#### Submission 4.

**332/1213 RESOLVED** that Council supports the submission of Mr Yeo to rezone the section of lot 90 DP 750774 bounded by the golden Highway and the rail line to R5 zoning.

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

#### Submission 9.

**333/1213 RESOLVED** that Council supports the recommendation that no change is proposed.

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

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### Submissions 10, 11, 12 and 13

**334/1213 RESOLVED** that Council supports the recommendation that no change is proposed.

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

### Submission 16.

**335/1213 RESOLVED** that Council supports the recommendation that change from current zoning 2(v) village to proposed new zone to be B2 Local Centre to reflect the use of the land immediately adjoining an proximity to business area.

**Todd / R Sullivan**  
**The motion was put and carried**

### Submission 30.

**336/1213 RESOLVED** that Council supports the recommendation that no change is proposed noting that the area has been back zoned due in large part to the bushfire hazard and allowing further placement of people in the area would not be appropriate

**Clancy / Todd**  
**The motion was put and carried**

### Submissions 31, 32 and 33.

**337/1213 RESOLVED** that Council supports the recommendation that no change is proposed as existing lots less than 500ha will retain existing dwelling entitlement but not subdivision potential. Reasons for back zoning based upon constraint mapping and oversupply of rural residential land.

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

### Submission 36.

**338/1213 RESOLVED** that Council supports the recommendation that no change is proposed noting the reasons for back zoning is based upon constraint mapping and oversupply of rural residential land.

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

### **339/1213 RESOLVED** that

3. The Council adopt the draft Warrumbungle Local Environmental Plan, including changes recommended in this report, for submission to the Department of Planning and Infrastructure under the provisions of the former section 68 of the EP&A Act
4. That Council endorse the Warrumbungle Shire Council Land Use Strategy 2013, for submission to the Department of Planning and Infrastructure as a supporting document to the draft Warrumbungle Local Environmental Plan.
5. That upon adoption, the draft Plan be known as draft Warrumbungle Local Environmental Plan 2013.
6. That a public notice be placed on Council's website and in the relevant local papers informing the community of the adoption of the draft Local Environmental Plan and Land Use Strategy.
7. That Council concur to the approach, detailed in this report, for dealing with development applications that are determined prior to the new Local Environmental Plan taking effect.

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

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### Item 32 Development Applications

**340/1213 RESOLVED** that Council note the Applications Approved, during March 2013, under Delegated Authority.

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

### QUESTIONS AND MATTERS OF CONCERN

Cr Schmidt  
Nil

C Sullivan  
Nil

Cr Capel

- Government changes re town planning regulations for complying development to be dealt with within 10 days. DECS explained process.
- Communication re water charges and timing of communications to residents. DCS advised matter has been dealt with.

Cr Coe

- Thank you to Director Environmental and Community Services for work undertaken on LEP
- Anzac day services – Was attendance by Councillors for wreath laying organised? GM responded that attendance at Baradine to be organised

Cr R Sullivan

- Mitchell Springs Road – emergency services confused on road access in recent medical event. Technical Services to investigate.
- Request that suggestions in submission for improvements to functions and activities for Australia Day celebrations be referred for budget consideration
- Congratulations to staff of the work undertaken on placement of new pavers around New building – job well done and also well done on work on footpath outside swimming pool at Coonabarabran.

Cr Todd

- Access from road into properties. Advised this is owners responsibility. If Council changing road and impacting access – then council will put culvert in however property owners are responsible for maintenance.
- Toilets at primitive caravan park at Mendooran – lack of lights. To be investigated.

Cr Clancy

- Webinars – nominate for participation in speed reading and reimbursement of costs
- Request for copy of organisation structure with names (No names just titles)
- Native Grove – index of grave sites. Could list be put on Eastern board. This will be referred to Manager Property and Risk
- Condition of Footpath outside Eat It Café – chewing gum on path – to be investigated
- DA of Mrs Virginia Birks – 20/1213 – has letter of refusal been sent. Request that Council write to let her know rescission motion failed and that 6 items in letter of refusal stands.
- Recognition of Awards to Manager Economic Development and Tourism – acknowledge her success
- Signage re welcome to Warrumbungle Shire Council – more formal signs required at entry and exit to Shire and entries to towns, to be considered in Budget deliberations.



# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### Cr Coe

- Toilets in Dunedoo in Park – being locked overnight after damage done. Problems with other areas being used as toilet area and associated cost to community. Review toilet access. Look at disabled toilet being left open only. Noted that there have been problems and damage in other towns when toilets left open.
- Provision of town water supply to property between saleyards and bowling club in Binnaway

### Cr Schmidt

- Solar lights costing – could Cr Schmidt have a copy of the costing to review

There being no further business the meeting closed at 1.15 pm.

.....  
CHAIRMAN

### **RECOMMENDATION**

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 18 April 2013 be endorsed.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

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

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

---

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

**APOLOGIES:** Ms Jackie Barry (RMS), Sergeant Peter Trow (NSW Police).

**CONFIRMATION OF MINUTES:**

**45/1213 RECOMMENDED** that the minutes of the meeting held on Thursday, 4 April 2013 be confirmed.

Harper/Grierson

**BUSINESS ARISING FROM THE MINUTES**

The following matters were noted as outstanding:

- Caravan Park service sign in Dunedoo – refer to RMS.
- Modification of Over Dimension Route in Coonabarabran to prevent over dimension parking in Edwards Street. It was noted that RMS appear to have rejected the concept of using gazette notice to prevent over dimension vehicles parking in Edwards Street. More negotiation to be had with RMS, highlighting the issue of safety, width of the street and night time parking. Council to consider linemarking or signposting OD parking area in Edwards Street. No vehicles over 2.5 metres in Edwards Street from John to Namoi Streets.
- School Bus Parking at Mendooran Central School – Council and RMS to consult on preparing a design for the school bus parking area in front of the school.
- Final Design Plan for Intersection at Cunningham Street and Campbell Street, Coolah – Council to forward final plan to RMS for approval and lodge a funding submission under the Minor Facilities Grant. Final plan is still under consultation.
- Design Plan for Traffic Calming in Bandulla Street, Mendooran – lodgement of the design plan and additional information for traffic calming devices to be brought back to the 26/07/12 meeting for further consideration by the Traffic Committee.
- Incorrect installation and location of 'Exhaust Brake' sign on Newell Highway – RMS to investigate.
- 50 kph speed zone signs in Neilrex – 'End Zone' signs to be erected on the back of existing signs.
- Letter to be forwarded to RMS regarding unbroken lines on the northbound approach to Jack Halls Creek on the Newell Highway.
- Council to upgrade road approaches to the new cattle grid located on Caigan Road, including road widening, removal of existing grid and restoration of site.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

- MR334 – RMS to be requested to install advance signs on MR334 on the northern side of Caigan Road warning of the intersection.
- RMS to be requested to install signs on both northern and southern approaches warning of turning traffic at Caigan Road.
- Proposed Plan for Intersection of John Street and Edwards Street – Changes be made to existing proposed intersection at John Street and Edwards Street by removing the centre line relocation and extending the blisters on the pedestrian crossing south of the intersection.
- Request to Relocate 70 kph Speed Limit Sign on Northern Approach to Coonabarabran – Council write to RMS with a proposal to relocate the 50 kph speed zone located on the Newell Highway further north to the first intersection of Crane Street, Coonabarabran.
- Requirement for Sign Posting of 'Bus Zone' area in Neilson Park – Investigation of Council minutes for initial implementation of bus zone area.
- Installation of Reassurance Sign on Vinegaroy Road – 'Dubbo to Coolah'. Council write to RMS regarding the installation of a 'Reassurance' sign on Vinegaroy Road north of the Golden Highway intersection.
- RV Dump Points - RMS advise that approval from RMS is not required for installation of RV Dump Point signs on the highway, however the signs are not permitted on RMS structures.
- 'B Double Route' signs - It was noted that RMS have ordered 'B Double Route' signs for Coonabarabran.
- Street Event / Road Closure Application Form - RMS advise that link to relevant documentation has been forwarded to Technical Services Section.
- Coonabarabran Bunny Bazaar Event - It was noted that a planning meeting has been scheduled to coincide with the Local Traffic Committee meeting on the 28 November 2013.

### AGENDA ITEMS

- a) Sundowner Cycle Race – Request to Conduct Event in Conjunction with Cycling NSW  
**46/1213 RECOMMENDED** 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.

**Harper/Conolly**

- b) Access Issue to Private Property Off Binnia Street at the Entrance to the Former Saleyards Site

It was noted that further information was required about concerns the property owner has with accessing his property from Binnia Street opposite the north end service station.

- c) Request for Unbroken Edge Line at Locations on Highway where Stock Cross the Road  
**47/1213 RECOMMENDED** 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.

**Conolly/Harper**

- d) Santos – North West Tour Cycling Event - 21 & 22 June 2013  
**48/1213 RECOMMENDED** 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.

**Harper/Conolly**

- e) RSO Monthly Report – March 2013  
RSO Monthly Report for March 2013 was received and noted.

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 16 May 2013**

---

Items of particular interest included; Mendooran Road Speed Compliance Program – it was noted the period April to June is the worst period for crashes on the road. Also, there appears to be an ongoing problem with vehicles turning right into Bandulla Street. It was also noted that a roadside safety banner will be erected on Forest Road south of Mendooran.

### **GENERAL BUSINESS**

The following matters were raised without Resolution:

- Proposal by Australian Astronomical Observatory to erect banners in John Street to promote the open day. It was noted that approval from RMS is required.
- A report was provided on the meeting at the Dunedoo Central School. Outcomes include; a proposal to change the route taken by school buses, more observations and monitoring of pedestrian movements required. Also, it was noted that the “No Centre Parking” sign is not a statutory sign.
- Advice was provided that variable message signs will be hired to alert motorists during the upcoming Equestrian Expo.
- It was noted that the RSO will be attending the upcoming Youth Driver Awareness Day being conducted by Rotary.

There being no further business the meeting closed at 11.30 am.

The next meeting is to be held on Thursday, 23 May 2013 commencing 10.00 am.

.....  
CHAIRMAN

### **RECOMMENDATION**

- 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.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

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

<b>Division:</b>	Technical Services	
<b>Management Area:</b>	Technical Services Management	
<b>Author:</b>	Director Technical Services – Kevin Tighe	
<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> Fleet	<b>Activity:</b> Plant Advisory Committee

---

**PRESENT:** Cr Ron Sullivan (Chair), Cr Fred Clancy, Cr Murray Coe, Cr Gary Andrews, Mark McWhirter (Fleet Manager), Steve Loane (General Manager), Kevin Tighe (Director Technical Services) and Rebecca Ryan (Director Corporate Services).

**IN ATTENDANCE:** Cr Anne-Louise Capel

**APOLOGIES:** Nil

#### **CONFIRMATION OF MINUTES**

**11/1213 RECOMMENDED** that minutes of the Plant Committee meeting held on 20 December 2012 be accepted.

**Coe/Andrews**

#### **BUSINESS ARISING FROM THE MINUTES**

- It was noted that Tractors 190, 194 & 197 have been purchased and that trade vehicles are yet to be auctioned.
- It was noted that Trucks 13, 140, 146 & 147 are all on order and the delivery is expected over the next four (4) weeks.

#### **AGENDA ITEMS**

##### a) 2012/13 Plant Replacement Program – Actuals vs Budget

The financial performance of the 2012/13 Plant Replacement Program was discussed and reviewed in detail. It was noted that the program is expected to come in under budget. Also, the supply of many new vehicles is taking many months and this is affecting sale value of second hand vehicles.

**12/1213 RECOMMENDED** that funding for replacement of Plant Item No 148 be considered a potential Revote into 2013/14.

**Loane/Andrews**

**13/1213 RECOMMENDED** 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.

**Loane/Andrews**

##### b) Recurrent Financial Statement for Fleet Services 2012/13

The recurrent expenditure within Fleet Services was discussed and reviewed and the current level of expenditure appears satisfactory.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

In relation to the establishment of the proposed 'Plant Fund', further investigation is required on how to treat expenditure that might be over or under budget at the end of the financial year.

c) Plant Replacement Program 2013/14

The proposed Plant Replacement Program for 2013/14 was presented and it was agreed that the program is satisfactory and that it is submitted for budget consideration.

d) Mobile Traffic Light Investigation Report

A report on the financial implications of purchasing and hiring Mobile Traffic Lights was considered.

**14/1213 RECOMMENDED** that an allocation of \$33,000 be made for purchase of Mobile Traffic Lights within the current budget.

**Coe/Loane**

### **GENERAL BUSINESS**

Nil

There being no further business the meeting closed at 2.11 pm.

.....  
CHAIR

### **RECOMMENDATION**

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

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

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

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Urban Services
<b>Author:</b>	Director Technical Services – Kevin Tighe
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority / Strategy:</b>	GF2.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

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

---

**PRESENT:** Cr Chris Sullivan (Chair), Mr Matthew Guan, Mrs Monica Foran, Mr Dale Hogden, Mr Kevin Tighe (Director Technical Services).

**APOLOGIES:** Cr Murray Coe, Mr Mark Yeo, Mr Harold Sutton (Manager Urban Services).

**CONFIRMATION OF MINUTES:**

**2/1213 RECOMMENDED** that minutes of the Robertson Oval Advisory Committee meeting held on 20 February 2013 be accepted.

Hogden/Foran

**BUSINESS ARISING FROM THE MINUTES**

The site plan for Robertson Oval was presented to the Committee.

**GENERAL BUSINESS**

Discussion of Site Plan

The site plan includes all the features of the Robertson Oval complex and the property boundary has been overlaid on the plan. The Committee is now in a position to incorporate features and propose modifications, including buildings, sporting fields and activities to the Robertson Oval complex. In particular, incorporation of the following features will be investigated:

- Athletics events including 400m and 100m running track and long jump area.
- Cricket practice nets.
- Lights for netball courts.
- All weather surface courts for netball.
- Another playing field for 'midgets' football.
- Amenities building including spectator viewing area, equipment storage area for clubs, gymnasium and change rooms.
- BBQ facilities.
- Walking track.
- Outdoor fitness equipment.
- Road layout.
- Vehicle parking areas, particularly areas suitable for buses.
- Skate Park.

The meeting conducted a walk around site inspection making particular note of the boundary location in relation to the existing oval on the southern side.

**WARRUMBUNGL SHIRE COUNCIL**

**Ordinary Meeting – 16 May 2013**

---

There being no further business the meeting closed at 6.00 pm.

The next meeting is to be held on 19 June 2013 commencing 4.30 pm.

.....  
CHAIRMAN

**RECOMMENDATION**

That Council accept the minutes from the Robertson Oval Advisory Committee meeting held on 24 April 2013 at Dunedoo.



# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

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

**Division:** Corporate Services  
**Management Area:** Financial Services  
**Author:** Chief Financial Officer – Stefan Murru  
**CSP Key Focus Area:** Local Governance and Finance  
**Priority / Strategy:** GF7.1 Council undertakes periodic performance reviews to ensure the effective and efficient management of its assets, finances and workforce

**File Ref:** **Function:** Financial Management **Activity:** Finance and Projects

---

**PRESENT:** Cr Ron Sullivan, Cr Fred Clancy, Cr Peter Shinton (Mayor), Steve Loane (General Manager), Rebecca Ryan (Director Corporate Services) and Kevin Tighe (Director Technical Services).

In the absence of Mayor and Deputy Mayor at commencement of meeting, Cr Ron Sullivan assumed the Chair.

**ATTENDING:** Stefan Murru (Chief Financial Officer), Cr Anne-Louise Capel, Cr Victor Schmidt and Cr Chris Sullivan

**APOLOGIES:** Cr Murray Coe, Tony Meppem (Director Community and Environmental Services)

**RECOMMENDATION**

That the Apologies be accepted.

R Sullivan/Clancy

#### 1. MINUTES

**RECOMMENDATION**

That the minutes of the Finance and Projects Committee meeting held on 7 February 2013 be accepted.

R Sullivan/Clancy

#### 2. BUSINESS ARISING

Restricted Assets List.

**RECOMMENDATION**

That Council include a summary on the balance of restricted assets in future QBRS.

R Sullivan/Clancy

9.15am

Mayor Peter Shinton arrived.

#### 3. EMPLOYEE LEAVE ENTITLEMENTS

This item forms the single largest internally restricted asset and relates to funds held for the purpose of meeting employee leave entitlements such as long service leave and annual leave. This item has historically been calculated at roughly 25% of the total ELE provision in Council's financial statements.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 May 2013**

Council calculates its ELE provision by taking accrued long service leave and annual leave from its HR system, and then sends this information away to an external consultant who discounts future cash outflows from staff taking annual and LSL based on actuarial assumptions to arrive at a net present value payable amount for leave which Council then records in its financial statements.

Post discussions with Council's auditors, Council is suggesting that it increase its restricted asset to 30% of the current provision value as at 30 June 2013. Assuming the 2011/12 balance, this would arrive at a restricted asset balance of \$1.007m. For comparison, annual leave and long service leave paid out in the 2011/12 financial year was \$930k.

### **RECOMMENDATION**

That ELE Internal Restriction is increased to a balance of 30% at year end 2013.

Clancy/Shinton

### **4. FLEET SERVICES**

Many Councils run their fleet business as a separate fund similar to water and sewer in order to ensure that plant charge outs are recouping the full cost of the fleet business, and in order to set aside funds for major capital purchases. Warrumbungle Shire Council does not do this, and post discussions with Council's external auditors, it was suggested that this would be a sound course of action.

Council therefore proposes that as at 30 June 2013, the balance of any internal profit on the plant fund is kept as a restricted asset, and that going forward an internal restriction be set up for funds associated with Council's plant activity.

### **RECOMMENDATION**

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.

Clancy/Shinton

### **5. REVOTES RESTRICTION**

For several years now Council has revoted a considerable amount of monies into following financial years for capital works not yet completed. As the funds associated with these incomplete works have generally not been restricted, Council's balance sheet shows an artificially high un-restricted cash balance which makes Council's financial position look better than it really is.

The table of revoted capital works over the last 5 years is provided below.

<b>Financial Year</b>	<b>Revote Amount</b>
2007/08	3,367,458
2008/09	2,612,744
2009/10	2,337,987
2010/11	1,802,088
2011/12	4,187,704
2012/13	5,657,934

Post discussion with Council's external auditors Council proposes that Council keep in restriction the balance of any revotes in the following financial year.

### **RECOMMENDATION**

That Council keep in restriction the balance of any revotes to the following year.

Shinton/Clancy

9.45 am Clr Clancy left the meeting.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 May 2013**

---

### **6. QUARTERLY BUDGET REVIEW STATEMENT (QBR)**

CFO presented third quarters (31 March 2013) QBR – Income Statement, Cash and Investment Reports, KPI's, Contracts, Statement of Cash Flows, Balance Sheets, Capital Projects Report, Variance Analysis – Operational and Capital Budgets

#### **RECOMMENDATION**

That Council approve the supplementary vote requests totalling \$240,361.

Shinton/R Sullivan

### **7. MOVING FORWARD DISCUSSION PAPER**

CFO presented a discussion paper and some strategic recommendations in response to the Council's individual Financial Assessment and Benchmark Report (March 2013) and the findings, recommendations and analysis of the Financial Sustainability of NSW Local Government Sector Report (April 2013) that Council consider imperative in guiding the organisation in the direction Council wishes to head.

#### **RECOMMENDATION**

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/Shinton

**NEXT MEETING:** Thursday 1 August 2013

**MEETING CLOSED:** 11.20am

.....  
**CHAIRPERSON**

#### **RECOMMENDATION**

- 1) That Council accepts the Minutes of the Finance and Projects Committee Meeting held on 1 May 2013 at Coonabarabran
- 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.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### Item 7 Responses to Questions from last meeting

- Question One:** Mitchell Springs Road – emergency services confused on road access in recent medical event.  
Cr R Sullivan  
Response From: Director Technical Services  
Response: Under investigation.
- Question Two:** Toilets at primitive caravan park at Mendooran – lack of lights. To be investigated. Cr Todd  
Response From: Manager Property and Risk  
Response: Council sought costings for the rewiring of the toilet building, however quotes were unable to be provided prior to the dead line being 3 May 2013. Manager Urban Services and Manager of Property and Risk will continue to investigate Crown Land grant funding opportunities.
- Question Three:** Request for copy of organisation structure with names (No names just titles). Cr Clancy  
Response From: General Manager  
Response: A copy of the organisational structure has been provided to Councillor Clancy.
- Question Four:** Native Grove – index of grave sites. Could list be put on Eastern board. This will be referred to Manager Property and Risk. Cr Clancy  
Response From: Manager Property and Risk  
Response: By the end of month an updated list and tamper proof notice board will once again be in place at the cemetery to index all grave sites at Native Grove. The site list will be updated every six months to try and keep the information accurate.
- Question Five:** Condition of Footpath outside Eat It Café – chewing gum on path – to be investigated. Cr Clancy  
Response From: Director Technical Services  
Response: In progress.
- Question Six:** DA of Mrs Virginia Birks – 20/1213 – has letter of refusal been sent. Request that Council write to let her know rescission motion failed and that 6 items in letter of refusal stands. Cr Clancy  
Response From: Personal Assistant to Director Environmental and Community Services  
Response: The refusal letter was sent to Mrs Birks on 19 April by the Town Planner.
- Question Seven:** Toilets in Dunedoo in Park – being locked overnight after damage done. Problems with other areas being used as toilet area and associated cost to community. Review toilet access. Look at disabled toilet being left open only. Noted that there have been

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

problems and damage in other towns when toilets left open. Cr  
Coe

Response From: Director Technical Services

Response: Consulting with shop owners about issues.

**Question Eight:** Provision of town water supply to property between saleyards and  
bowling club in Binnaway. Cr Coe

Response From: Director Technical Services

Response: Under investigation.

**Question Nine:** Solar lights costing – could Cr Schmidt have a copy of the costing  
to review. Cr Schmidt

Response From: Director Technical Services

Response: In progress.

### **RECOMMENDATION**

For Council's information.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### Item 8 May 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 Co-ordinator – Glennis Mangan	
<b>CSP Key Focus Area:</b>	Local Governance and Finance	
<b>Priority / Strategy:</b>	GF7 Council is presented with a range of organisational challenges including its aging workforce, skills shortages, increasing regulatory demands and the management of risk.	
<b>File Ref: Function:</b>	Personnel	<b>Activity:</b> Council

---

#### **Background**

Nil

#### **Issues**

Nil

#### **Options**

Nil

#### **Financial Considerations**

Nil

#### RECRUITMENT

Since the April Council Meeting nine positions have been advertised both internally and externally:

- Indigenous Bus Driver
- Environmental Admin Officer
- GIS
- Concrete Operator – Coolah
- Bank Officer – Dunedoo
- VIC Administration Officer – Part Time
- Supervisor Baradine
- Recycling Operator – Binnaway/Baradine
- Child Carer

To date the following positions have been filled:

- GIS
- Concrete Operator – Coolah
- Bank Officer – Dunedoo
- Environmental Admin Officer
- VIC Administration Officer – Part Time
- Supervisor Baradine

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 May 2013**

---

- Recycling Operator – Binnaway/Baradine
- Child Care Assistant

### **RESIGNATIONS**

There has been one resignation since the April's Business Paper Report.

### **LEARNING AND DEVELOPMENT**

Staff from Water Services, Fleet Services and Road Operations will be attending two (2) day Confined Spaces training in Coonabarabran on 30<sup>th</sup> and 31<sup>st</sup> May. The Confined Spaces Course is to train employees in the requirements of AS2865:2009 (Safe Working in confined spaces) and covers all aspects of working safely in confined spaces and safety equipment used. Topics include but are not limited to; what is a confined space, what makes a confined space, Regulations and Legislation, confined space hazards, entry permits, risk assessments, rescue procedures, atmospheric monitoring and testing and ventilation.

First Aid training is also being held for staff from across various sections of the organisation and those who hold the position of First Aid Officer.

Rates training for the Coolah office Rates staff is schedule for May and will bring them up to speed with the latest knowledge of Rates Module Number 7. The training will be held in Coolah and guests from neighbouring Councils will be in attendance.

Government Skills Australia is delivering a series of Workforce Development Workshops throughout the region. HR staff will be attending the Dubbo workshop to improve their knowledge of the workforce planning process, the services that Government Skills Australia offer to help and to learn more about the federal funding programs available to assist workforce development.

May will also see training in the New Model Code of Conduct, Sprayed Sealing – Selection & Design and Traffic Control (Yellow and Blue Card).

Future training already confirmed and scheduled include:

- Report Writing and Policy Creation
- Chemical Application
- Practical Erosion and Sediment Control for the workforce
- Compaction training for operators (Rollers Australia)
- Consultative Committee training
- CIMS
- Risk Assessment

### **RECOMMENDATION**

For Council's information

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### Item 9 Workplace Safety Report

<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 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

---

### Background

Nil

### Issues

Workplace Injuries

### Options

Greater awareness of safety within the workplace

### Financial Considerations

Higher Workers Compensation Premiums

### WORKPLACE HEALTH AND SAFETY

The HR Manager and Workplace Safety Officer attended the Annual StateCover Conference on 11<sup>th</sup> and 12<sup>th</sup> April 2013. During the conference workshops targeting Manual Hand, Job Demand Analysis, Psychological Injuries and Work Capacity Assessments were attended.

### WORKERS COMPENSATION

Council requested an outline of how the Workers Compensation Annual Premium was calculated. Below is an outline of the process used by our insurers.

All employers in NSW (unless self insured) are required to pay workers compensation premiums. The NSW Workers Compensation Scheme is funded by the premiums paid by employers

Workers compensation premiums are calculated using the following factors:

- The industry in which the employer operates
- The wages paid to workers
- The costs of any claims made by injured workers
- The Dust Disease Levy



# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 16 May 2013**

---

Employer's premiums are calculated twice during the policy year. Premium is calculated at the start of the policy year and is based on an estimate of wages for the policy period. The premium is then adjusted at the end of the policy year based on actual wages for the year. The initial premium is usually referred to as the 'renewal premium' and the final premium is known as 'adjusted premium'.

For premium rating purposes, all employers in NSW are allocated an industry classification based on the nature of business. The industry rate is used to calculate the employer's basic tariff premium by multiplying the rate by the estimated or actual wages for the year. Rates for classifications reflect the risk in that industry. The rate is gazetted by Work Cover annually.

At the beginning and end of each period, the employer must supply their insurer with a wages declaration according to Work Cover's Wages Definition.

Where an employer's basic tariff premium is greater than \$10,000 or their wages exceed \$300,000, any claim made by a worker and the costs estimated with that claim, will have an impact on the premium. As a general rule all claims will impact on premiums for 3 years and for each dollar that a claim costs the impact to Council will be three times that amount. Any worker that is returned to Suitable Duties reduces the amount of workers compensation paid and therefore will impact positively on premiums.

The Dust Disease Levy is applied to all workers compensation premiums in NSW. The levy is used to pay compensation to workers who contract a dust related disease.

Each year Council undertakes a self audit to assist in the evaluation and monitoring of their WHS management system, the result of the 2012 audit has been provided to Councillors under separate cover for information. Areas requiring attention are identified by this audit and action plans created by the Workplace Safety Officer for the appropriate staff to initiate.

### **RECOMMENDATION**

For Council's information

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### Item 10 Staff leave

<b>Division:</b>	Executive Services	
<b>Management Area:</b>	Human Resources	
<b>Authors:</b>	Manager Human Resources – Val Kearnes	
<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

---

### Background

2011 Council Report and Resolution to implement individual employee leave management plans to reduce staff accrued leave.

### Issues

WHS Issues - staff burn out  
Staff shortages  
Succession Planning

### Options

Implementation of requirements of Local Government State Award 2010 - Clause 20 (C)

### Financial Considerations

Untaken Leave costs elevated yearly

### Summary

As stated in a previous report to Council the Internal Auditors have identified the level excess leave as a concern and that a regular report is provided to Council outlining the ongoing position of all excess leave within Council.

An effort has been made by some staff to reduce excess leave and a program to reduce individual staff's excess leave has commenced with some progress made. As at May 2013 the following is a progress report for excess leave. These figures have been reduced greatly and will continue to drop through individual leave programs.

### Annual Leave

- 4 staff with accrued excess leave 15 – 30 weeks (with a high of 23.65 weeks). (This has been reduced from a high of 42 weeks)
- 3 staff with accrued excess leave 10 – 15 weeks
- 9 staff with accrued excess leave 5 – 10 weeks

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 16 May 2013**

---

### **RDO's**

- 21 Staff with 2 – 5 days over and above the allowed 2 accrued days (with a high of 26 days)
- 4 Staff with 5 days and over above the allowed 2 accrued days

### **RECOMMENDATION**

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.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### Item 11 Staff Achievement Award

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Human Resources
<b>Author:</b>	Val Kearnes
<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:</b>	<b>Function:</b> Staff <b>Activity:</b> Council

---

### **Background**

Each quarter staff are asked to nominate a staff member who they believe go above and beyond the normal requirements for their position and show excellence in their profession.

### **2013 STAFF ACHIEVEMENT AWARD**

Applications for the Second Quarterly Warrumbungle Shire Employee Excellence in Achievement Award (2013) closed March 31, 2013. The previous recipient of this Award (First Quarter) was Maree Thompson (Payroll Officer)

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

- Kobie Francis - Administration
- Mandy Doolan – Tourism and Economic Development
- Frances Perry - HR
- George Kertesz – Recycling
- Andy Roper – Road Services
- Kathryn Weatherall – HR
- Maree Thompson – HR

### **Issues**

Staff

### **Options**

Nil

### **Financial Considerations**

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

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 16 May 2013**

---

### **Summary**

Winner of the Second Quarterly Excellence in Achievement Award is Andy Roper. Andy joined Council in July 1977. During his time with Council Andy has worked on concrete construction, surveying, signs and associated maintenance work, tar patching, general road maintenance and tip man duties where he was in charge of gravel contractors on construction and maintenance work. Andy currently works as a Roller Operator in road construction.

Andy is a valued member of staff who is highly respected by his fellow workmates for his high standard of work and his wealth of knowledge gained through many years with Council in various positions. Andy's quiet nature and attention to detail is an attribute recognised by all. He is always ready to help staff when they are in need and answer any questions; he is a great example to other Council workers.

### **RECOMMENDATION**

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

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

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

<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>	GF6 Council needs to take stock of organisational and community experiences following the Coonabarabran/Coolah amalgamation to increase its capacity to provide regional leadership, governance and services.

**File Ref:** **Function:** Corporate Management **Activity:** Elected Members

---

### **Background**

In reference to the Local Government (Meeting Procedures) Regulations 2005 – Reg 39;

#### 39. Leave of absence

- (1) A councillor, or the mayor on behalf of a councillor, may request leave of absence in respect of one or more meetings.
- (2) A council may decide to grant a request for leave of absence.
- (3) Leave must not be granted retrospectively.
- (4) The purpose of the leave and the period involved are to be recorded in the minutes.

### **Issues**

Nil

### **Options**

Nil

### **Financial Considerations**

Nil

### **Summary**

Councillor Clancy has provided written notification requesting a Leave of absence from the Ordinary July 2013 Council meeting.

### **RECOMMENDATION**

That Council accepts the written notification from Councillor Clancy and grants a Leave of Absence from the Ordinary July 2013 Council meeting.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

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

<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>	GF6 Council needs to take stock of organisational and community experiences following the Coonabarabran/Coolah amalgamation to increase its capacity to provide regional leadership, governance and services.

**File Ref:**   **Function:** Corporate Management      **Activity:** Elected Members

---

### **Background**

In reference to the Local Government (Meeting Procedures) Regulations 2005 – Reg 39;

#### 39. Leave of absence

- (1) A councillor, or the mayor on behalf of a councillor, may request leave of absence in respect of one or more meetings.
- (2) A council may decide to grant a request for leave of absence.
- (3) Leave must not be granted retrospectively.
- (4) The purpose of the leave and the period involved are to be recorded in the minutes.

### **Issues**

Nil

### **Options**

Nil

### **Financial Considerations**

Nil

### **Summary**

Councillor Coe has provided written notification requesting a Leave of absence from the Ordinary June 2013 Council meeting.

### **RECOMMENDATION**

That Council accepts the written notification from Councillor Coe and grants a Leave of Absence from the Ordinary June 2013 Council meeting.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### Item 14 Notice of Motion – Councillor Coe

**Division:** Executive

**Management Area:** Governance

**Author:** Cr Coe

**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 Coe as follows:

*That Warrumbungle Shire Council cease the standard practise of outdoor staff travelling on overtime to start work on the job site.*

### Rationale

The rationale behind this motion is, I believe the amount of overtime staff are accruing is a burden on Council's operating costs. Furthermore, I would like a report on the total cost to Council of overtime for the past three years, as I believe this would give us a comparison to this year, that would be increased significantly because of the fire.

### RECOMMENDATION

For Council's consideration.



# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

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

<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>	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:** Governance **Activity:** Policy

---

#### **Background**

At the April meeting, Council was presented with a report and results of an independent financial assessment and benchmarking exercise undertaken by NSW Treasury (TCorp). This report was initiated by the NSW Government as a precursor to assessing Council's capacity to enter into borrowings under the Local Infrastructure Renewal Scheme (LIRS). Based on this review TCorp considered Council to be in a weak financial position, however recommended that Council receive the LIRS funding.

This report is available on both Council's and the NSW Division of Local Government's websites. TCorp's role was expanded in 2012 to include financial sustainability and benchmarking of all NSW Councils as an aid to the Independent Local Government Review Panel. As a result of this change, another publication was released in late April: *The Financial Sustainability of the NSW Local Government Sector*.

This latter report provides an analysis of all NSW Councils financial information and benchmark comparisons whereby Financial Sustainability Rating (FSR) and Outlook assessments were given for each Council. Warrumbungle Shire Council has been given a Financial Sustainability Rating (FSR) of 'Weak' and an outlook of 'Negative'.

In assessing the financial sustainability of each Council, TCorp have defined financial sustainability in local government as:

***"A local government will be financially sustainable over the long term when it is able to generate sufficient funds to provide the levels of service and infrastructure agreed with its community"***

TCorp have also developed 10 Key Financial Ratios and a benchmark figure for each one, and have used these ratios (which are weighted) to arrive at a final FSR for Council.

Details of the ratios that were used to calculate Council's FSR can be found in the following table:

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

<b>Financial Flexibility Ratios</b> <ul style="list-style-type: none"><li>• Operating Ratio</li><li>• Own Source Operating Revenue Ratio</li></ul>	<b>Liquidity Ratios</b> <ul style="list-style-type: none"><li>• Cash Expense Ratio</li><li>• Unrestricted Current Ratio</li></ul>
<b>Debt Servicing Ratios</b> <ul style="list-style-type: none"><li>• Debt Service Cover Ratio</li><li>• Interest Cover Ratio</li></ul>	<b>Asset Renewal and Capital Works Ratios</b> <ul style="list-style-type: none"><li>• Building and Infrastructure Backlog Ratio</li><li>• Asset Maintenance Ratio</li><li>• Building and Infrastructure Asset Renewal Ratio</li><li>• Capital Expenditure Ratio</li></ul>

The range of FSR includes seven (7) Rating categories from Very Strong to Distressed. Weak is defined as;

- *A local government with an acceptable capacity to meet its financial commitments in the short to medium term and a limited capacity in the long term.*
- *It has a record of reporting moderate to significant operating deficits with a recent operating deficit being significant. It is unlikely to be able to address its operating deficits, manage unforeseen financial shocks and any adverse changes in its business, without the need for significant revenue and/or expense adjustments.*
- *The expense adjustments would result in significant changes to the range of and/or quality of services offered.*
- *It may experience difficulty in managing core business risks.*

The Outlook indicators include; Positive, Strong and Negative with the definition of Negative being;

- *As a result of a foreseeable event or circumstance occurring, there is the potential for deterioration in the local government's capacity to meet its financial commitments (short and/or long term) and resulting change in its rating. However, it does not necessarily indicate that a rating change may be forthcoming.*

TCorp has assessed that 39 Councils (from 152) which represents 26% or a quarter of all Councils in NSW have a weak or very weak FSR. Of the remaining 113 Councils, 79 (52%) have a moderate rating and only 34 (22%) have a sound or strong FSR. The outcome of the FSR results are not unexpected, and there have been numerous reports and papers detailing the level of sustainability of NSW Councils, Asset Infrastructure Backlogs and the like.

TCorp noted some regional characteristics and in the western region, most of these Councils have some or all of the following characteristics:

- *Declining populations*
- *Large land areas and road networks*
- *Very low population densities*
- *Low rate bases so Councils are heavily reliant on government operating and capital grants*
- *Susceptible to the full range of natural disasters of drought, floods and bushfires*

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

A comparison of the Orana Regional Councils and then NSW FSR Ratings and Outlook Assessments has been compiled for Councils information.

Local Government Area	FSR	Outlook
Dubbo City Council	Moderate	Neutral
Bogan Shire Council	Moderate	Neutral
Bourke Shire Council	Weak	Negative
Brewarrina Shire Council	Weak	Negative
Local Government Area	FSR	Outlook
Coonamble Shire Council	Sound	Negative
Cobar Shire Council	Weak	Negative
Gilgandra Shire Council	Weak	Neutral
Narromine Shire Council	Moderate	Neutral
Walgett Shire Council	Moderate	Negative
Warren Shire Council	Moderate	Neutral
Warrumbungle Shire Council	Weak	Negative

Rating	Count	%
Very Strong	0	0%
Strong	2	1.3%
Sound	32	21.1%
Moderate	79	52%
Weak	34	22.4%
Very Weak	5	3.3%
Distressed	0	0%
<b>TOTAL</b>	<b>152</b>	<b>100</b>

Outlook	Count	%
Positive	5	3.3%
Neutral	74	48.7%
Negative	73	48.0%
<b>TOTAL</b>	<b>152</b>	

### Issues

TCorp noted some qualitative observations of what the better performing Councils are doing that can be adopted by other Councils. Whilst noting that a high population density and low reliance on external sources of funds are important factors to a sustainable Council, other factors which can assist their sustainability position include:

#### **Quality management and staff:**

- *An experienced management team which understands the business and are focused on sustainability*
- *Appropriately qualified engineering staff who are able to understand relevant tasks required*
- *Skilled grant officers and financial reporting staff which produce quality reporting data to assist in decision making and in the application for grants*

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

- *Ability to attract and secure quality and skilled employees*
- *Rural Councils which are able to use State road contracts to provide some critical mass for the Council's roadwork team and equipment and help in attracting and retaining expertise in the engineering area.*

### **A responsible Council that understands its role:**

- *It is important for the Council to have a long term vision particularly when it manages assets with long useful lives*
- *In respect of capital expenditure, Councils should concentrate on 'fit for purpose' standards for its assets and at levels agreed with the community*

### **Good reporting and budgeting:**

- *Conservative budgeting can be used as a tool to keep pressure on operating budgets. Surpluses generated can be allocated for capital expenditure*
- *Producing good quality data and reports so that a Council is able to secure its appropriate entitlement of grants, such as flood grant funding.*

### **Options**

TCorp have made a series of recommendations for Councils, seven (7) of which relate to the Council decision making process; including setting breakeven operating positions, pricing strategies, rate increases, prioritisation of asset management planning, enhancing Councillor and management capacity, improving the use of restricted funds and better use of debt to spread intergenerational equity of addressing infrastructure backlogs.

A further 13 recommendations were made for the sector and DLG including; implementing training programs for Council staff and Councillors in financial management and planning, a standard set of economic and financial assumptions for LTFFP, identification of skills gaps, a review of IP&R guidelines, a review of special schedules (7&8) and audit requirements, further development of benchmarking methodologies and data, an independent review of a Councils financial position at least three (3) yearly, improved management of liquidity, a full analysis of depreciation and Asset Management Planning methods to ensure consistency across the sector, review of Workers Compensation funding, State Government support for major and complex asset procurements.

Following are a list of recommended strategic initiatives that were presented to the Finance and Projects Committee April meeting, and taking into account the recommendations from TCorp are considered imperative in guiding the organisation in the direction Council wishes to head.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

<b>Cost Saving Exercise</b>	<b>Details</b>
<b>Short to Medium Term</b>	
Balanced Cash Budget	Council should ensure that all budgets it sets are balanced cash budgets.
Better management of budgets and Supplementary Votes during the year	Council should ensure that it manages expenditure to budget, and that any Supplementary Votes for works (particularly capital works) are generally met with equivalent delays to other capital projects (surrenders) or offset by external/grant income.
Ensure the revenue from Business units of Council covers the full cost of these businesses	<p>Pricing for Water, Sewer and Waste services should be full cost recovery and General Fund should not be funding the operation of these businesses.</p> <p>Similarly grant funded programs such as Westpac Instore, Community Care, Family Support Services, Yuluwirri Kids and Youth Development should be continue to be maintained as separate business units and operated on a sustainable basis.</p>
Better management of revotes	Council should ensure that revoted works as a rule generally involve delays to other capital projects when it is clear that the combined current capital budget plus revotes is unachievable.
Review Worker's Compensation Expenditure	Council should conduct an exercise to identify ways to reduce Workers Compensation claims, thus reducing Council's premiums in future years.
Review depreciation assumptions currently used by Council	Council's depreciation assumptions may be overly conservative (or possibly overly optimistic) and should be reviewed to ensure that current accrual deficits are actually accurate.
<b>Cost Saving Exercise</b>	<b>Details</b>
Improve return on investments	Council should ensure that future investments are carried out in a conservative nature and that Council does not invest in risky investment products.
Cobbora Coal	Council should ensure that it is adequately compensated by Cobbora Coal, including setting a fair mining rate.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

Medium to Long Term Strategies	
Unit cost analysis and benchmarking	Council should calculate unit costs for all services provided by Council and then benchmark itself against neighbouring Councils (possibly as part of OROC) to ensure we are getting value for money
More aggressively pursue private works	Council should aggressively pursue private works revenue and commence a review on how the quantum of such works could be increased.
Lobby for more RMCC work	Council should lobby the RMS to be chosen as the maintenance provider for other state roads such as a larger area of the Newell Highway.
Review of fleet capital purchases and the length fleet items are held by Council	Council should review its current fleet purchasing strategy to see if current vehicle turnover times represent best value for money.
Review of major expenditure line items	Council should carry out a detailed review of material cost items such as electricity and fuel to ensure that Council is getting value for money for its utilities expenses. An officer should be tasked with this project.
Organisational Structure Review	In line with the upcoming review of the Organisational Structure for the new Council, as positions become vacant the need for these positions should be critically analysed and a case presented to the General Manager before recruitment process commences.
Share IT and possibly other technical services (e.g. finance, design services etc.) with neighbouring Councils	Council should explore the possibility of sharing IT and even possibly other technical, finance and administrative services with neighbouring shires in order to reduce costs.
Rationalise capital expenditure by emphasising asset renewals over the construction of new assets	Council should emphasise the maintenance of its current asset network over the construction of new assets that increase maintenance costs to Council.
Set service levels for various Council activities in order to allow the community to prioritise the allocation of limited funds for those services that it feels are important	Council should set service levels for all activities it carries out so that in future budgets, Council is in the position to make funding decisions with reference to the level of services that each activity provides.

### Financial Considerations

The report supports the findings and recommendations of Councils own Long Term Financial Plan (LTFP) which was adopted by Council in June 2012. As an aside, this IP&R document completed in house by Councils Chief Financial Officer, was recognised by the DLG as best practice and is used as an example of an excellent LTFP in the updated IP&R Manual.

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 16 May 2013**

---

Furthermore there are choices available to improve financial performance and Council is in the enviable position of holding significant cash assets with sufficient capacity to manage current and future commitments. This means that Council has time to 'turn the ship around'.

However, a significant cash balance is no reason for complacency and instigating action now to reduce Council's costs, improve efficiencies and increase revenue will accrue over the years and ensure a better result than rushed cuts to services in ten years time.

The issue of whether Council may avail itself to a Special Rates Variation (SRV) request is worth considering. An SRV is an avenue to catch up of infrastructure back logs and achieving financial sustainability in the long term. Council will be in a position to engage with the community once service levels are established and Council may wish to pursue a SRV following community consultation that would be tied to a particular activity, asset improvement or service such as a new swimming pool, more grading etc.

As reported in The Future Directions Report (April 2013) whilst recommending Warrumbungle Local Government Area remains a Council within a County Council also provided a second alternative which was voluntary amalgamation with either Coonamble or Gilgandra. Amalgamation could possibly result in cost savings in relation to 'back office' or administrative costs such as Finance, HR, and Management.

### **Summary**

There are a number of short to medium term strategic and operational opportunities that Council have considered essential in addressing this challenge with the ultimate desirable outcome of attaining a strong FSR and positive outlook. The task at hand requires a conscious and clear decision to no longer accept cash deficits. The 'user pays' business arms of Council must be also self sufficient and Council must take action to address declining revenue.

### **RECOMMENDATION**

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).

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

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

<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>	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:** Governance      **Activity:** Policy

---

#### **Background**

Council are aware of the Independent Local Government Review Panel, established in May 2012 as part of the broader Destination 2036 initiative, to undertake a review of local government in NSW0. Following a consultation period and the release of a discussion paper 'The Case for Change' in October 2012; the process is nearly completed with the release of 'Future Directions for NSW Local Government – Twenty Essential Steps' on 24 April 2013.

This publication was released in conjunction with Councils TCorp Financial Assessment and Benchmarking Report, The Financial Sustainability Report on NSW Councils, the NSW Planning Paper and the review of Local Land Services (Catchment Management Authorities and Livestock Health and Pest Authorities).

Council has made this report accessible on its website and was provided to Councillors on the publication date. The Strengthening NSW Remote Communities – The Options specifically addresses the Western Area of NSW, however both documents are attached again under separate cover for reference.

#### **Issues**

The paper has addressed many issues including;

- Finance and Sustainability – developing a set of sustainability benchmarks, requirement for all Councils to employ a CFO, strengthen Delivery Program guidelines, place audit of local government to an Auditor-General role, improving rating system, redistribution of FAGS grants and establishment of a state wide finance agency.
- Infrastructure – extending LIRS program, creation of a strategic roads and bridges fund, a Regional Roads Group and asset/financial management assessments.



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 May 2013**

---

- Productivity and Improvement – introduce a requirement for best value service reviews, develop a consistent data collection and performance management system, commission a review by IPART on regulatory and compliance.
- Governance – mandate ongoing professional development for Councillors, strengthen authority of Mayors, provide additional governance options for larger (geographically) councils and steps to improve the Mayor-General Manager-Council relations
- Structural Reform – establishment of 20 County Councils undertaking regional level functions, option of Local Boards to service small communities (population <5,000), encourage voluntary amalgamation, promote series of amalgamation of Hunter and Central Coast areas, merging of Sydney Councils depending on group fit and creation of a Western Regional Authority.

There is a very detailed discussion and series of recommendations that in summary reduces the current 152 Councils to 85.

Whilst there is no suggested commencement or period for change to be implemented the Panel have indicated the following dates; July 2014 for financial incentives for Voluntary Amalgamation and 2016 and 2020 a review if merger not completed or Council has not converted to a Local Board status.

### **Options**

Council is not in a position nor required to make a decision now or in the short term, however the matter will be discussed at a special meeting of OROC on Wednesday, 15 May.

Warrumbungle Shire Council has been recommended as remaining as a Council within the Orana County Council, and by 2020 review with the option of merging with Coonamble and/or Gilgandra. Both Coonamble and Gilgandra have been recommended to be a Local Board within the Orana County Council and if not merged or moved to Local Board status by 2016, merge with each other.

### **Financial Considerations**

The financial implications of this issue, is beyond the scope of this report. Much discussion, community consultation is required before an investigation or analysis of the costs and possible benefits of the options is undertaken.

### **Summary**

Councillors have been invited to attend one of a series of regional workshops, to be held in Dubbo on Monday, 3 June. It is recommended that Councillors and senior staff attend this meeting.

The final report is scheduled to be released in September 2013.

### **RECOMMENDATION**

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.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### Item 17 Constitutional Recognition of Local Government

<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>	GF1 Council is experiencing increasing demands arising from cost shifting and withdrawal of services from State and Federal Government and rising community expectations for services and facilities.

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

---

### Background

In April 2011 Council resolved to declare its support for financial recognition of Local Government in the Australian Constitution (**Resolution No 344**). And in February 2013, funded Council's contribution of \$13,782 or \$4,594 per annum for the campaign is being led by the Australian Local Government Association (ALGA) (**Resolution No 237**).

### Issues

Local Government New South Wales (LGNSW) has notified Council that the Prime Minister announced that a referendum to recognise Local Government in the Constitution and protect the Australian Government's ability to fund councils directly will go ahead at the next federal election on 14 September 2013.

LGNSW have provided Council with media release templates referring to federally funded programs including Roads to Recovery, Black Spot program, Regional and Local Community Infrastructure Program (RLCIP) and Regional Development Australia Fund grants.

More information is available at <http://www.councilreferendum.com.au>

NSW is deemed as a critical state to the success of the national campaign. Locally there will be a need for Council to undertake its own local profile raising activities to promote the Yes vote. Further information will be provided to Councillors via the LGSA Local Government Weekly.

### Options

Council has committed to supporting this campaign.

### Financial Considerations

Council's contribution of \$13,782 or \$4,594 per annum for the campaign is funded in Executive Services, Governance which commenced this financial year.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 16 May 2013**

---

### **Summary**

Now that the Prime Minister has announced the referendum is going ahead, ALGA will be working quickly to appoint a National Campaign Director to lead an integrated campaign involving every Council across the country.

### **RECOMMENDATION**

That Council endorse the Mayor and General Manager support to the LGNSW and ALGA national campaign for Constitutional Recognition of Local Government.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### 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> Corporate Management	<b>Activity:</b> Government Directive

---

### **Background**

Council received a report in regards to the review of the Warrumbungle Shire Council Community Strategic Plan 2012-2032 and resolved to prepare an amended draft for the May 2013 Council meeting.

Councillors and staff have been providing feedback and input in the revised CSP.

### **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 as per s402 of the Local Government Act (1993).

### **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, it is proposed that Council endorse amendments to the existing plan and place on public exhibition for at least 28 days before 30 June 2013, as per legislative requirements.

Given the freshness of the community consultation process and the review undertaken by the DLG; feedback from the Council is now sought for drafting of an amended CSP. A desktop review and edit with Managers and MANEX input has been completed and will be presented to Council at the meeting.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 16 May 2013**

---

The Community Engagement Strategy will involve localised publication and promotion in community media, website and focussed involvement with state and federal government agencies.

The final draft CSP will be presented to Council at the meeting.

### **RECOMMENDATION**

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.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

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

<b>Division:</b>	Executive Services	
<b>Management Area:</b>	Governance	
<b>Author:</b>	Chief Financial Officer – Stefan Murru	
<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> Government Directive

---

#### **Background**

Council must have a Delivery Program detailing the principal activities it will undertake to achieve the objectives of the Community Strategic Plan (CSP) as legislated in the Local Government Act s404-405 (1993). This is the point where the community's high level goals are translated into actions, within the resources available under the Resourcing Strategy. The Delivery Program must be adopted by 30 June in the year following an election, and must go on public exhibition for at least 28 days.

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.

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

#### **Issues**

The DLG undertook a peer review program from the point of view of a community member, and sought to identify how the intent of the Integrated Planning and Reporting framework has been applied in the Council's plans. The following feedback was received:

- *The Delivery Program and Operational Plan activities support the achievement of the CSP however the budgetary information within the program is presented by cost centre and doesn't directly link to the strategic priority areas contained in the CSP.*
- *Some of the progress indicators are ambiguous and Council may wish to test these indicators to determine if they are easily measureable and meaningful, and if the data is available to inform them for reporting purposes.*

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

- *The information provided in the Delivery Program is at times confusing. It would benefit from simplified tables and a similar type commentary as provided in the Resourcing Strategy documents.*
- *All relevant financial information appears to have been provided in the Operational Plan.*
- *And a series of maps showing where the various rates apply has been provided as per the legislation.*
- *Like the Delivery Program, the Operational Plan is at times difficult to follow and would benefit from a simplified layout.*

In summary the DLG suggested that the next iteration of these documents be formatted with a view to improving their readability, and including brief commentary where appropriate, as both the Delivery Program and Operational Plan are at times difficult to read.

### **Options**

Council has significantly changed the layout in preparation of the Operational Plan and Delivery Program to create a more readable format, and has incorporated both plans within the one document.

The new combined Delivery Program and Operational Plan has significantly addressed the issues mentioned above, particularly in regard to progress indicators (service levels). The new plan now includes clearly articulated measurable service levels and outcomes for each Council activity.

These service levels and outcomes (including the capital program) will form the basis of deliverables that Council will be measured upon on a quarterly basis as part of the QBRs process (2013/14 Operational Plan deliverables only), bi-annually in the Delivery Program progress reports and in the last year of the new Council's term of office in the End of Term Report.

Council can either decide to accept the service levels and deliverables within the combined plan (including budget numbers) as is, or make adjustments to service levels, capital projects, rates and other fees and charges and budget numbers as required.

### **Financial Considerations**

In accordance with s535 of the Act, before Council can issue its Rates and Charges Notice for the new financial year, it must make each Rate and Annual Charge, by way of Council resolution. These Rates and Charges are detailed in Councils' Revenue Policy.

The draft Operational Plan and Delivery Program must be publicly exhibited for at least 28 days and public submissions considered before the final plan is adopted, and the exhibition must be accompanied by maps where the various rates will apply within the local government area as per (s405 parts 1-5, s532, s610 b-f, s706 part 2) the Local Government Act (1993) and (cl201) of the Local Government Regulations (2005).

### **Summary**

This document encompasses the Activities and Projects within each Division at Management level aligning the budget with the strategies from focus areas of the CSP.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 May 2013**

---

This draft Operational Plan/Delivery Program (budget, outcomes and service levels) has been developed by staff in preparation for and following Council budget sessions in April and May. The last workshop is to be held on Monday 13 May. The final Operational Plan/Delivery Program will be finalised and presented to Council at the meeting so that the document may be placed on exhibition for 28 days.

Both Council's Long Term Financial Plan and the recently released TCorp Report paint a bleak picture of the finances of Warrumbungle Shire Council, with the TCorp Report which is an independent review of Council's finances, deeming Council's financial sustainability rating to be 'weak' and outlook to be 'negative'. The 2013/14 Operational Plan and 2013/14 -2016/17 Delivery Program has been prepared with these in mind and the document aims to address these financial challenges over the coming four (4) years.

Council aims to be in a sound financial position with an at least neutral outlook by the end of the Delivery Program reporting period in June 2017.

### **RECOMMENDATION**

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.



# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### Item 20 Brick Bats and Bouquets

**Division:** Executive Services

**Management Area:** Executive Services

**Author:** Acting Executive Assistant – Emma Gardiner

**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

Over the last month, Council has received letters of appreciation. Attached are copies of letters in their entirety.

### RECOMMENDATION

For Council's information.

**WARRUMBUNGL SHIRE COUNCIL**

**Ordinary Meeting – 16 May 2013**

---

**Vicki Poyser**  
"Honeylane"  
Timor Road  
Coonabarabran  
NSW 2357  
Phone (02) 6842 1461  
Mobile: 0400 324 967  
[vickipoyser@exemail.com.au](mailto:vickipoyser@exemail.com.au)



Warrumbungle Shire Council

Dear Members.

On behalf of the Adra shop Committee, I wish to express its appreciation of the repairs and improvements to the footpath and pavement area in front of the Adra Op- shop. It is much safer for the public and the shop volunteers to use and it looks much better, too.

Thank you also for attending to the work so quickly, after I wrote to you about it February.

Yours sincerely,

A handwritten signature in cursive script that reads "Vicki Poyser".

Vicki Poyser  
ADRA Op Shop Co- Manager  
Coonabarabran  
NSW 2357

(Adventist Development and Relief Agency)  
30/ 4/2013

**WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting – 16 May 2013**

---

RETURNED AND  SERVICES LEAGUE

PRESIDENT Kevin Barrington  
HON. TRES. Phil Wainwright  
HON. SEC. Bruce Breckenridge

OF AUSTRALIA  
NEW SOUTH WALES BRANCH INCORPORATED  
*"The Price of Liberty is Eternal Vigilance"*

Coonabarabran SUB BRANCH  
NSW 2357  
27 Apr 2013

RECEIVED  
02 MAY 2013  
BY: \_\_\_\_\_

The General Manager,  
Warrumbungle Shire Council,  
John St.,  
Coonabarabran,  
NSW2357

Attention: Mr. K. Tighe.

**ANZAC DAY 2013.**

Dear Kevin ,

On behalf of the Sub Branch I would like to express our appreciation for the support and help in the erection of road closure/detour works on Anzac Day

We thank you for your support on this day and trust that you will be able to continue to support the "Commemoration of Anzac Day" long into the future. Would you kindly pass onto council members involved helping to close the roads our sincere thanks and appreciation for their help.

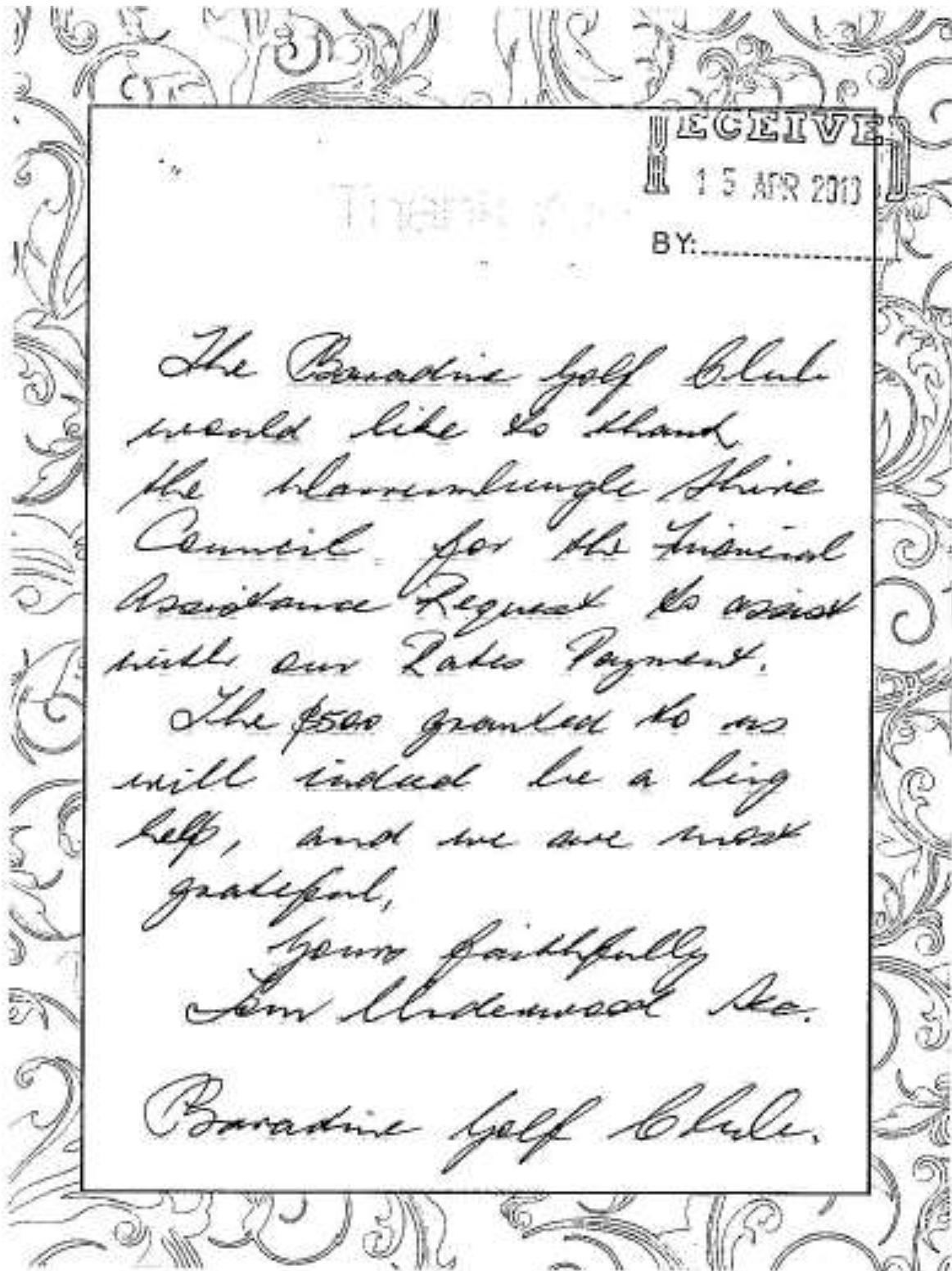
Yours faithfully,



Bruce Breckenridge.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 May 2013



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### Item 21 Staff Uniform – Ties and Scarves

<b>Division:</b>	Executive Services		
<b>Management Area:</b>	Executive Services		
<b>Author:</b>	Acting Executive Assistant – Emma Gardiner		
<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>	Personnel	<b>Activity:</b> Council

---

### Background

The General Manager has requested that indoor staff be given the option to wear a tie or scarf as part of the corporate uniform.

### Issues

A corporate uniform has been accepted by staff and presents a professional image for Warrumbungle Shire.

### Options

Council has received quotes from suppliers of corporate uniforms.

The ties are for male staff and are made of 100% polyester with lengths size in either 142-147cm or 150-155cm.

The scarves are for female staff and are made of 100% polyester with a twill, chiffon or crepe de chene finish. Dimensions are 140cm x 30cm.

Design options are provided on the following page and Councillors will be able to feel the fabric of the samples at the meeting.

The addition of a tie or scarf enables those senior staff or Councillors who do not wear the uniform to be included in the corporate image.

Staff have been consulted in this process and prefer crepe de chene finish.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

TIE A



Sk 12581 H



TIE B



Sk 12581 G



**WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting – 16 May 2013**

---

**TIE C**



Sk 12581 A

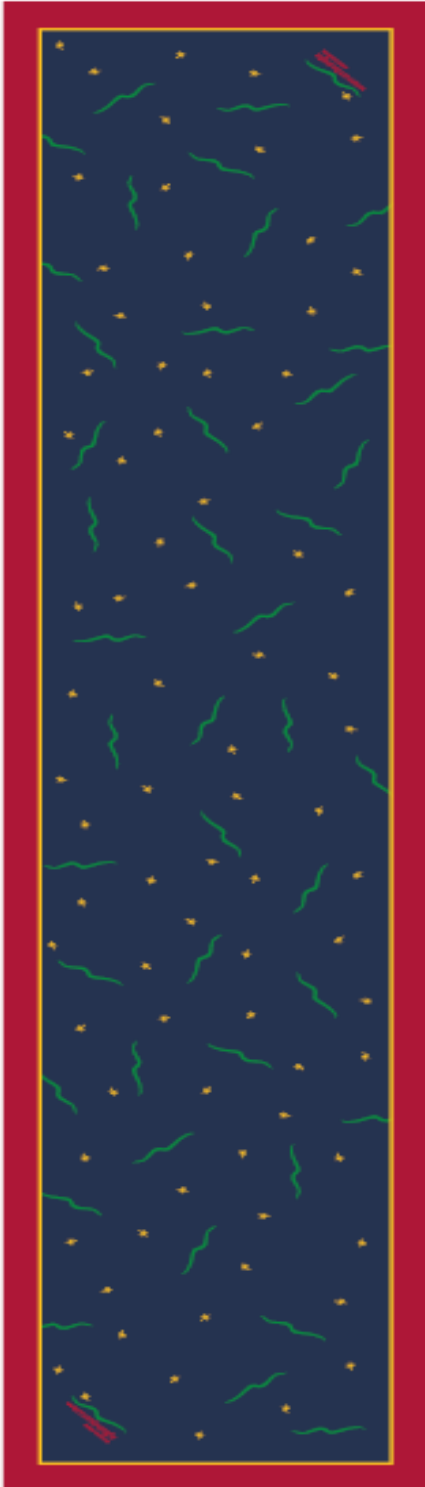


**WARRUMBUNGL SHIRE COUNCIL**

**Ordinary Meeting – 16 May 2013**

---

**SCARF A**



**SCARF B**



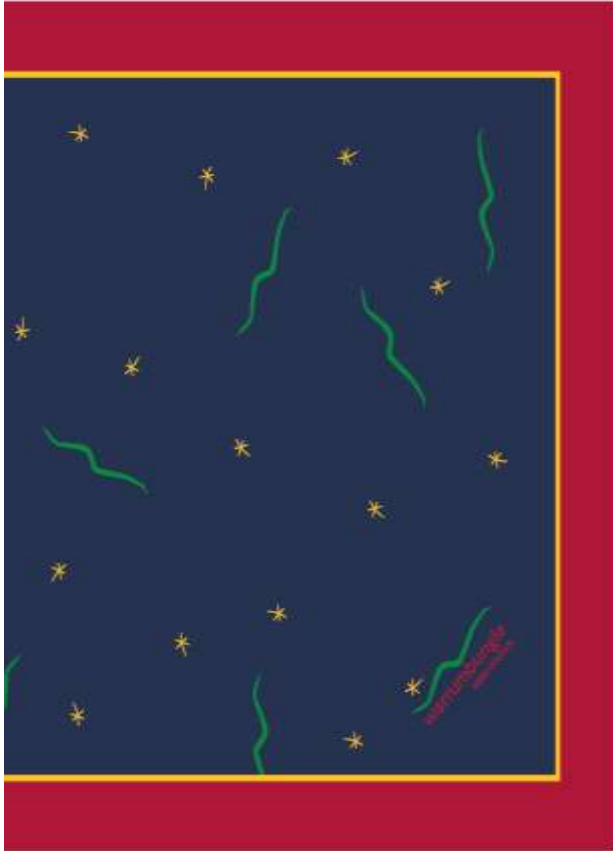


**WARRUMBUNGLA SHIRE COUNCIL**

**Ordinary Meeting – 16 May 2013**

---

**SCARF A (Close Up)**



**SCARF B (Close Up)**

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### Financial Considerations

Ties

Minimum quantity 50 units

Quantity	50	100	150
	\$20.50 + GST	\$13.50 + GST	\$13 + GST

+ Design set up for Australian woven ties \$180 + GST

+ Freight \$20

Scarves

Minimum quantity 100 units

Quantity	100	200
	\$11.25 + GST	\$ 9.80 + GST

Set up costs \$120 + GST per colour.

The costs of each tie or scarf is met by the corporate uniform budget which is in the Corporate Services Management Activity.

### Summary

Ties and scarves enable Staff and Councillors to promote the Warrumbungle Shire Council at regional and public events.

Please select which design is preferred.

### RECOMMENDATION

That Council approve the addition of a tie and scarf to the corporate uniform.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### Item 22 Bank Reconciliation for month ending 30 April 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

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

### Summary

Balance per General Ledger – 30 April 2013

Bank	Account Number	Balance
General Fund	5410-3000-0001	907,999
Trust Fund	9000-3000-0000	194,290
WSC Mayor's Bushfire Appeal	9200-3000-0000	548,043
Investments - General	5220-3001-3001	3,410,875
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>13,161,208</b>

Balance as per Bank Account – 30 April 2013

Bank	Balance
<b><u>General</u></b>	
Commonwealth	908,108
Westpac	42,530
NAB	130,513
<b>Total - General</b>	<b>1,081,151</b>
<b><u>Trust</u></b>	
Commonwealth	201,632
<b>Total - Trust</b>	<b>201,632</b>
<b><u>WSC Mayors Bush Fire Appeal Trust</u></b>	
Commonwealth	79,534
Commonwealth	471,889
<b>Total - WSC Mayors Bush Fire Appeal Trust</b>	<b>551,423</b>
<b><u>Investments</u></b>	
Securities	3,700,000
IBD	7,810,875
<b>Total Investments</b>	<b>11,510,875</b>
<b>Total All Bank Accounts</b>	<b>13,345,081</b>

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

<i>Add:</i>	
Outstanding Deposits - General	74,281
Outstanding Deposits - Trust	3,000
Outstanding Deposits – WSC Mayors Bushfire Appeal	2,182
<i>Less:</i>	
Unpresented cheques - General	247,432
Unpresented cheques - Trust	10,341
Unpresented cheques- WSC Mayors Bushfire Appeal	5,563
<b>Balance adjusted for outstanding deposits &amp; Unpresented cheques (Final Bank Balance)</b>	<b>13,161,208</b>
<b>Variance between Final Bank Balance and General Ledger</b>	<b>-</b>

### **RECOMMENDATION**

That Council accept the Bank Reconciliation Report for the month ending 30 April 2013.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### Item 23 Rates Report for Month ending 30 April 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 30 April 2013, is 15.95%. This figure is higher than the 10% benchmark proposed by the DLG. The slight increase for April is due to the 3<sup>rd</sup> Water Levy falling due at the end of April.

### **Options**

N/A For Council Information

### **Financial Considerations**

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

### **Summary**

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

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

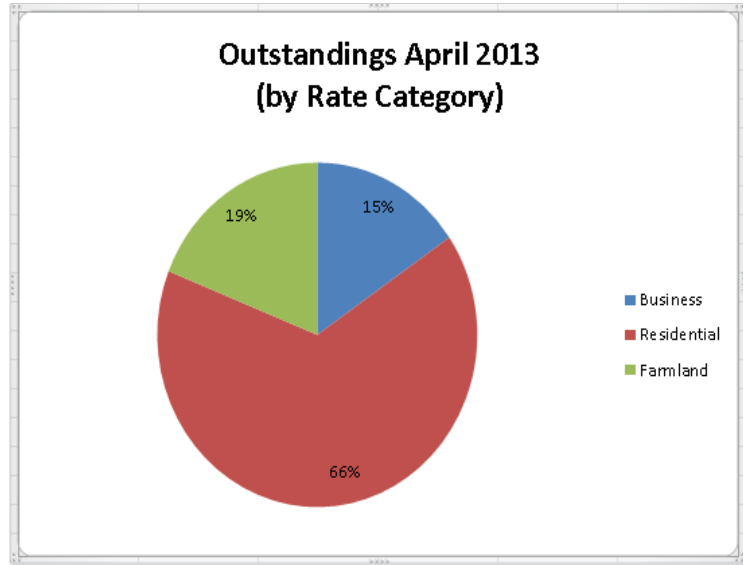
RATE/CHARGE TYPE	RATE ARREARS 2011/12	2012/2013 LEVY	PENSIONER WRITE OFF	ABANDONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2012/2013	COLLECTION % 2012/2013	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	614,759	6,915,034	165,203	3,820	7,360,770	5,508,163	1,852,606	75%	652,464	9%
Water	187,948	1,285,830	72,972	253	1,400,553	1,028,123	372,429	73%	200,810	16%
Sewerage	379,939	1,164,494	54,674	2,091	1,487,667	946,385	541,282	64%	263,855	23%
Garbage	155,985	1,563,647	106,902	1,363	1,611,367	1,223,719	387,648	76%	170,635	11%
<b>TOTAL RATES AND ANNUAL CHARGES</b>	<b>1,338,631</b>	<b>10,929,004</b>	<b>399,751</b>	<b>7,527</b>	<b>11,860,357</b>	<b>8,706,391</b>	<b>3,153,966</b>	<b>73%</b>	<b>1,287,764</b>	<b>12%</b>
Water Consumption	411,225	1,052,343	-	3,398	1,460,170	1,014,078	446,092	69%	467,167	44%
Sewer Consumption	70,499	117,859	-	17	188,341	110,457	77,884	59%	38,290	32%
<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>1,124,535</b>	<b>523,976</b>	<b>68%</b>	<b>505,457</b>	<b>43%</b>
LEGAL FEES	156,016	71,746	-	22	227,740	98,491	129,249	43%	168,753	-
INTEREST	228,554	130,161	-	-	358,716	-	358,716	-	-	-
<b>GRAND TOTAL</b>	<b>2,204,925</b>	<b>12,301,113</b>	<b>399,751</b>	<b>10,964</b>	<b>14,095,324</b>	<b>9,929,417</b>	<b>4,165,906</b>	<b>70%</b>	<b>1,961,974</b>	<b>15.95%</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

## Ordinary Meeting – 16 May 2013

Analysis by Council staff has indicated that a majority of the rates and annual charges outstanding amount 66% relates to residential properties, while 19% relates to farmland and 15% to business. See graph to the right, and table of outstanding balances by rate group and rate/charge type below for further details.



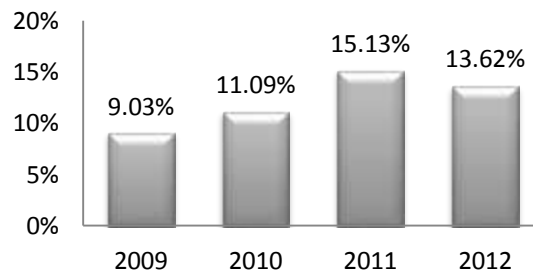
Of the amount outstanding, Council currently has a total of 386 assessments with a total of \$694,491 outstanding under an arrangement to pay the outstanding rates and annual charges on a weekly, fortnightly or monthly basis.

Rates Type	Rates levy			Water levy			Legal	Grand Total
	General	Domestic Waste	Water Access	Sewer Access	Water Usage	Sewer Usage		
<b>Business</b>	61,987	20,151	16,010	51,343	108,282	38,290	6,758	302,820
<b>Residential</b>	263,200	144,586	184,799	212,512	358,886	-	122,893	1,286,876
<b>Farmland</b>	327,277	5,898	-	-	-	-	39,102	372,278
<b>Total</b>	<b>652,464</b>	<b>170,635</b>	<b>200,810</b>	<b>263,855</b>	<b>467,167</b>	<b>38,290</b>	<b>168,753</b>	<b>1,961,974</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 March.

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 – 16 May 2013

---

### Item 24 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	
<b>File Ref:</b>	<b>Function:</b> Financial Management	<b>Activity:</b> Reporting and Investments

---

### Background

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

Council currently benchmarks its investment performance against the 3 month Bank Bill Swap Reference Rate (BBSW) as per Council's investment policy. The April BBSW 3 month rate was 2.99%. Council's term deposits returned an average rate of 4.25% for the month of April, outperforming Council's benchmark.

During the month of April one of Council's Term Deposits totalling \$1m fell due, earning Council \$13,092 in interest revenue (over the life of the deposit). Council re invested \$1m with Suncorp Treasury for a further 90 days at a rate of 4.22%. Council also received a \$1.5m Loan which has been invested with ANZ for 101 days at a rate of 4.45%.

A net value of \$1,876m was transferred into Council's operating account to cover daily operating expenses.

Council's investment security ANZ CPPI Asprit II totalling \$800,00 matured on 30 March, with funds not available until 4 April 2013 earning Council \$6,961 in interest revenue ( over the life of the deposit), this security paid slightly above valuation.

All of Council's investment securities are not currently paying coupons although several investments are expected to be redeemed at higher than original purchase price. Council's investment securities underperformed against Council's benchmark. However, it should be noted that the value (based on Indicative Bid) for Council's investment securities increased by \$14,500 during the month of April.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

### Issues

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

### Options

N/A

### Financial Considerations

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.

### Summary

Investment Securities: Council currently holds the following investment securities:

Bank	Purchase Price	Indicative Bid	Valuation based on indicative bid as at 30 April 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	93.00%	1,395,000	AU300SEKA021	29.08.2008	29.08.2014	AA+	0%
Octagon Ltd Linked	1,500,000	86.33%	1,294,950	XS023170158	25.10.2005	25.10.2015	AAA	0%
<b>Total:</b>	<b>3,700,000</b>		<b>3,354,950</b>					<b>0.00%</b>

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

Term Deposits: Council currently holds the following Term Deposits:

Bank	Current Investment	Opening Balance	Buy/(Sell)	April Interest Earned/ Accrued	Closing Balance	Lodgement date	Maturity Date	Rating	Current Yield
NAB Cash Maximiser #	937,137	1,306,782	-376,900	7,255	937,137	At Call	At Call	AA-	3.54%
ANZ At Call	2,373,738	3,863,519	-1,500,000	10,219	2,373,738	At Call	At Call	AA-	4.35%
Suncorp Treasury	-	1,012,597	-1,013,092	495	-	21/12/2012	3/04/2013	A+	4.61%
NAB Term Deposit	1,000,000	1,006,973	-	3,607	1,010,580	1/02/2013	6/05/2013	AA-	4.40%
Suncorp Treasury	1,000,000	1,006,893	-	3,566	1,010,459	1/02/2013	3/06/2013	A+	4.35%
Suncorp Treasury	1,000,000	-	1,000,000	2,998	1,002,998	4/04/2013	5/07/2013	A+	4.22%
ANZ	1,500,000	-	1,500,000	3,283	1,503,283	12/04/2013	22/07/2013	AA-	4.45%
<b>Total:</b>	<b>7,810,875</b>	<b>8,196,764</b>	<b>-389,992</b>	<b>31,423</b>	<b>7,838,195</b>				<b>4.25%</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.

\_\_\_\_\_  
Responsible Accounting Officer

### **RECOMMENDATION**

That Council accept the Investments Report for the month ending 30 April 2013.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

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

<b>Division:</b>	Corporate Services		
<b>Management area:</b>	Financial Services		
<b>Author:</b>	Senior Rates Officer - Graham MacBeth		
<b>CSP Key Focus Area:</b>	Local Government and Finance		
<b>Priority/Strategy:</b>	GF6.1 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>	Rates and Valuations	<b>Activity:</b> Rates

---

#### **Background:**

Council has received a request from a rate payer in Baradine requesting a change of rate categorisation from Business to Rural Residential being Assessment No 3298.

The land in question was previously on the site of an old sawmill and is on Forestry Land for which the owner is paying a lease. For the past 10 years the land has not been used as a business and the owner wishes to have the land recategorised to Rural Residential.

#### **Issues:**

As per s516(1)(c) of the Local Government Act (1993), for land to be recategorised as Rural Residential it must meet the following conditions:

- The land must be a site of a dwelling;
- The land must be 2 hectares or more in area;
- The land must be less than 40 hectares in area;
- Not zoned at all, or else be zoned for non-urban purposes;
- Not have a significant and substantial commercial purpose or character.

The parcel of land in question being Occupational Permit 13211 meets the above conditions.

#### **Option:**

Council can either accept or deny the request for recategorisation.

#### **Financial considerations:**

The change of category from October 2012 would result in a decrease in notional revenue of \$50

#### **Summary:**

The rate payer has requested a change in category due to their land being no longer used as a business.

As the land is not used for business and meets the criteria to be classified as rural residential land it is recommended that Council approve the change in category.

**WARRUMBUNGL**

**Ordinary Meeting – 16 May 2013**

---

**RECOMMENDATION**

That Council approve the change of category for Property Assessment No 3298 from Business to Rural Residential being land included in Occupational Permit 13211.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

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

<b>Division:</b>	Corporate Services		
<b>Management area:</b>	Financial Services		
<b>Author:</b>	Senior Rates Officer - Graham MacBeth		
<b>CSP Key Focus Area:</b>	Local Government and Finance		
<b>Priority/Strategy:</b>	GF6.1 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>	Rates and Valuations	<b>Activity:</b> Rates

---

#### **Background:**

Council has received a request from a rate payer in Coolah requesting a change of rate categorisation from Business Rural to Rural Residential, being Lot 3 DP787413 at Black Stump Way Coolah, Assessment No 11104-02.

The land in question was previously the site of the old Coolah Saleyards which has been closed down and no longer in use. The new landowner wishes to have the land recategorised as Rural Residential as it is no longer used as a Business.

#### **Issues:**

As per s516 (1)(c) of the Local Government Act (1993). For land to be recategorised as Rural Residential it must meet the following conditions;

- The land must be a site of a dwelling;
- The land must be 2 hectares or more in area;
- The land must be less than 40 hectares in area;
- Not zoned all, or else be zoned for non-urban purposes;
- Not have a significant and substantial commercial purpose or character.

The parcel of land in question being Lot 3 DP787413 meets the above conditions.

#### **Option:**

Council can either accept or deny the request for recategorisation.

#### **Financial considerations**

The change of category from December 2012 would result in a decrease in notional revenue of \$450.

#### **Summary:**

The rate payer has requested a change in category due to their land being no longer used as a Business.

As the land is not used for Business and meets the criteria to be classified as Rural Residential it is recommended that Council approve the change in category.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 16 May 2013**

---

### **RECOMMENDATION**

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.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### Item 27 Cleaning Contract Warrumbungle Shire

<b>Division:</b>	Corporate Services	
<b>Management Area:</b>	Property and Risk	
<b>Author:</b>	Manager Property and Risk – Jennifer Parker	
<b>CSP Key Focus Area:</b>	Local Economy	
<b>Priority / Strategy:</b>	Local employment opportunities need to be expanded and participation from people of all ages and skill levels is to be encouraged.	
<b>File Ref:</b>	<b>Function:</b> Council Properties	<b>Activity:</b> Contract Cleaning

---

### Background

Since the amalgamation of Coolah and Coonabarabran shires in 2004, cleaning of all Council sites has been inconsistent whether the work was provided by a Contract or paid employees. Council has an expired cleaning contract that is rolled over month by month, that has been in place since 1995 for some Coonabarabran sites. The terms of this contract need to be addressed taking into account Councils Contractor Management Policy, the current cleaning program scope of works and the additional scope of works necessary with the new building now completed.

### Issues

Cleaning services are currently provided by a mix of contract, permanent part time staff and casual staff across the shire.

Currently the cleaning breakdown is as follows;

- The old part of the Coonabarabran Administration building, the Coonabarabran Library, Community Services Building, the Visitor Information Centre and the Coonabarabran RFS Office - Contract.
- The Coonabarabran Youth Club, Yuluwirri Kids, Connect Five, Coonabarabran Town Hall and the new part of the Coonabarabran Administration offices – Council employees .
- Coolah Library and Public Toilets, Council Chambers, Coolah RFS shed and Community Services Buildings – Council employees.
- Dunedoo Multi Purpose Building, including the Library, Bank and meeting rooms – Council employees.
- Mendooran Community Service building and Hall – Council employee.
- Council Depots at Coonabarabran, Coolah and Dunedoo - Council employees.

Parks and gardens, recreation grounds, sporting facilities public toilets and other depots are cleaned by Urban Services staff and is not part of this report being presented for Council consideration.



# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

Following is a list of each Council building and how much time it would realistically take to clean them to an acceptable professional level.

<b>Buildings</b>	<b>Hours per week</b>
Coolah Council Chambers	10
Coolah Public Toilets	5.5
Coolah Library	4.5
Coolah RFS Building	2
Coolah Community Services	3
Coolah Depot	2
Coonabarabran Council Chambers	18
Coonabarabran Yuluwirri Kids	15
Coonabarabran Visitor Info Centre	8
Coonabarabran Youth Club	5
Coonabarabran Town Hall	5
Coonabarabran Family Support Service	5
Coonabarabran Community Services Building	5
Coonabarabran Library	5
Coonabarabran RFS Office	2
Coonabarabran Depot	2
Dunedoo Multi Purpose Centre	8
Dunedoo Depot	1
Mendooran Mechanics Institute	1
Mendooran Community Centre	2
	<hr/>
	109
	<hr/>

### Options

Following are options for consideration;

1. Council continue the cleaning schedules as they are, yet opening up to tender the Coonabarabran sites currently under contract, ensuring that the specifications enable better quality control on all sites.
2. Council seek tenders for a single company to assume responsibility of cleaning of all sites or smaller companies to tender all sites separately.
3. Council assumes full responsibility for all cleaning and employ additional cleaning staff.
4. Council seek tenders for only the sites in the currently under contract in Coonabarabran. Council would continue using existing staff only looking to assess viability of external contractors as natural staff turnover occurs.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### **Financial Considerations**

The currently cleaning contract is for 24 hours a week with annual cost of \$41,540 (approximately \$33.30 per hour). Staff costs are \$99,910 per annum for 80 hours of work per week (approximately \$24.20 per hour).

If the scope of hours of work for the shire went out for tender at our current rate (\$33.30 per hour) it will cost Council \$185,169 per annum. Cleaning for most shire sites was advertised for tender over four (4) years ago. Only one (1) tender was received and was it deemed too expensive at the time.

Calculation for a full staff complement option taking into account a restructure with a team leader and four (4) or five (5) crew at a permanent part time or casual rate would be approximately \$181,840 plus the cost of all cleaning products and tools.

### **Summary**

Council has the opportunity to address an untenable out of date current cleaning contract in Coonabarabran and inconsistency of cleaning standards with all shire buildings.

### **RECOMMENDATION**

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.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

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

<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>	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> Budget

---

#### Background

The Quarterly Budget Review Statement (QBRs) presents a summary of Council's financial position at the end of each quarter. It is the mechanism whereby Councillors and the community are informed of progress against the Operational Plan.

In December 2010 the NSW Division of Local Government developed a set of minimum requirements for reporting the financial position of Council, to facilitate explanations and major variations and recommend changes to the budget for Council approval. The reports also enable the Responsible Accounting Officer (RAO) to indicate if Council will be in a satisfactory financial position at the end of the financial year.

The minimum requirements for QBRs are included in the Code of Accounting Practice and Financial Reporting and form part of the legislative framework in accordance with clause 203 (3) of the Regulations.

The new reporting format came into effect on 1 July 2011. The QBRs is composed of, but not limited to, the following budget review (BR) components:

- A statement by the responsible accounting officer on council's financial position at the end of the year based on the information in the QBRs (**QBRs: Part 2**);
- Budget Review Income and Expenses Statement in one of the following formats (**QBRs: Parts 3, 5 & 6**):
  - consolidated
  - by fund (e.g. General Fund; Water Fund; Sewer Fund)
  - by function, activity, program etc to align with the management plan / operational plan;
- Budget Review Capital Budget (**QBRs: Parts 7 & 8**);
- Budget Review Cash and Investments position (**QBRs: Part 10**);
- Budget Review Key Performance Indicators (**QBRs: Part 11**);
- Budget Review Contracts and Other Expenses (**QBRs: Part 12**);

The following important financial information has also been provided in addition to the information required as part of the QBRs reporting framework:

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

- Balance Sheet as at 31 March 2013 (**QBRs: Part 9**);
- A Summary of Results that links the function view of Council's activities back to Council's income statement and cashflow statement (**QBRs: Part 4**).

A copy of Council's third quarter QBRs for the quarter ending 31 March is provided under separate cover as an Appendix to the May 2013 business paper.

### Issues

Significant points to note from Council's March quarter QBRs include:

- Council's YTD surplus/(deficit) from Council's income statement is a deficit of (\$1.894m);
- Council is currently forecasting an accrual deficit (per Council's income statement) of (\$2.928m) due to the expected delay of an \$870k capital grant;
- Council has currently spent \$9.586m of its proposed \$15.87m (60%) capital program;
- Council's cash balance is currently forecast to decrease from \$13.478m as at 31 March 2013 to \$12.792m at 30 June 2013, leaving Council with unrestricted cash assets of \$7.962m as at 30 June 2013.
- Council's cash surplus/(deficit) which includes capital expenditure and loan movements, but excludes other balance sheet movements and depreciation is forecast to be \$5.665m at year end (an improvement of \$1.24m over the December quarter predominantly due to the forecast receipt of \$1.488m loan funding for the Administration Building in Coonabarabran). This figure includes supplementary votes submitted for approval below, and the majority of this deficit relates to Council's revoted capital works which represents works budgeted for in prior years but postponed due to natural disasters (\$5.658m).

The QBRs is Council's opportunity to explain major variations and recommend changes to Council's original budget for Council approval. Explanations for major variations are reported within the QBRs, and Council has also included in the QBRs supplementary votes for approval (total \$240k increase in expenditure):

- Suggested recurrent expenditure decreases of \$123k;
- Suggested capital expenditure decreases of \$557k;
- A decrease in revenue of \$920k.

Council has also factored in the Administration Building Loan into this QBRs (\$1.488m increase in forecast cash balance at year end).

### Options

The suggested supplementary votes for the March quarter results in a \$240k reduction in Council's cash position (excluding \$1.488m cash increase due to the loan). Council has two options in regard to the supplementary votes suggested in the March QBRs:

1. Approve the supplementary votes per the recommendations of the Finance and Projects Committee;
2. Approve the suggested supplementary votes but either postpone selected current year capital projects to 2013/14 or reduce recurrent expenditure budgets to reduce Council's forecast deficit.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 May 2013**

---

### **Financial Considerations**

Council's original cash deficit for the 2012/13 financial year per Council's Operational Plan was \$822k. Council subsequently revoted \$5.658m worth of capital expenditure budgeted for in prior years that was delayed due to flood damage into the 2012/13 financial year and also subsequently approved supplementary votes for expenditure totalling \$433k resulting in a forecast cash deficit of \$6.913m prior to the March QBRS.

The March Quarter QBRS includes a total supplementary vote of \$240k and a loan increase of \$1.488m which if approved will reduce Council's forecast cash deficit to \$5.665m.

### **Summary**

Council' Finance and Projects Committee have reviewed the QBRS in detail and recommended the supplementary votes for this period be approved.

### **Statement by Responsible Accounting Officer**

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005.

It is my opinion that the Quarterly Budget Review Statement for Warrumbungle Shire Council for the quarter ended 31 March 2013 indicates that Council's projected financial position as at 30 June 2013 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: \_\_\_\_\_  
Responsible Accounting Officer, Warrumbungle Shire Council Date: 4 May 2013

### **RECOMMENDATION**

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.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### Item 29 Local Land Services – Transition Update

<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>	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:** Land Use & Planning            **Activity:** Planning

---

### Background

Local Land Services (LLS) was proposed in October 2012 by the NSW State Government to perform the functions of agricultural advice, biosecurity, natural resource management and emergency response across NSW from 1 January 2014. Some of these functions will likely overlay roles of local government, including biosecurity, natural resource management and emergency response.

The community consultation on the formation of LLS has closed with the release of recommendations by the Local Land Services Stakeholder Reference Panel on 26 April 2013 to the Minister for Primary Industries, the Hon Katrina Hodgkinson, MP. The Panel is chaired by Dr John Keniry AM, NSW Commissioner for Natural Resources.

The panel consists of representatives of NSW Farmers Association, Landcare NSW Inc., Greening Australia NSW, NSW Shires Association, Australian Farm Institute, Livestock Health and Pest Authorities, Catchment Management Authorities and Department of Primary Industries.

The vision of LLS is to initiate cultural change towards a customer focus, increase efficiency, promote innovation and make it easier for land managers, volunteers and the agricultural industry to access services, information and advice. Recommendations from the Panel are based on community consultation across the state from February to April 2013, and focus on regional boundaries, governance, functions and services. IPART will be commissioned to undertake a review and independent consultation of rates during 2013.

### Issues

LLS Boundaries – A draft proposal of proposed regional boundaries was released in December 2012, and continues to receive commentary from NSW Farmers in particular. Warrumbungle Shire Council is proposed to be in the Central West LLS along with Coonamble and Gilgandra in the north, through to Parkes and Orange in the south. There is currently a push by NSW Farmers to separate Orange and Cabonne LGAs to be part of a Central Tablelands LLS. The regional boundaries are defined by broad

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 May 2013**

---

landforms, land use and management groupings, and are aligned with specific LGA boundaries to help deliver efficient services and outcomes for communities.

**Governance** – The proposed governance structure encompasses LLS Boards comprising of four Ministerial appointed and three elected members. NSW Farmers has a stronger preference for four Ministerial appointed and four elected members. The chair of each board will be part of the Council of Chairs, which liaises with the Minister. The projected time line for appointments commences with the Inaugural Board Chairs by August 2013, Ministerial appointments for interim boards to be confirmed by close of 2013, and Elected members in early 2014 following LLS being operational. LLS Boards will be responsible for ensuring good governance and leadership, and building strong relationships with community, industry, all levels of government and NGO's.

Local Community Advisory Groups are proposed to be established to represent community views and provide advice to Boards. The role, function and representation of these Groups are to be developed. Currently the Central West CMA has a Local Government Reference Group (LGRG) that WSC is a member of, and is anticipated to continue in to the Central West LLS structure. The LGRG oversees the data collation and publication of the State of Environment Report for central west councils, including WSC. The State of Environment Report has previously been produced annually, and will continue to be produced every four years as part of the Integrated Planning and Reporting requirements for local government. In addition, there is currently a Natural Resource Management Reference Group (includes community and Landcare groups) and an Aboriginal Reference Group.

**Funding** – LLS funding is expected from the Australian Government, the NSW State Government, local ratepayers and private investors (such as co-contribution for specific projects). Based on the current funding model, it is budgeted that around one-third would be provided by ratepayers. The Minister's office has announced that the current LHPA rates funding (\$30-40million) will be siloed for LHPA functions transitioned over to the LLS, which is primarily biosecurity and agricultural advice. The remainder will be drawn from DPI employees (\$5 million) and CMA grants (approximately \$98 million). IPART have been commissioned to undertake an independent consultation on rates.

**Services** – Community input was sought through the consultation period on the focus and scope of services of the LLS. This includes reviewing all existing services provided by the LHPA, CMA and DPI extension.

### **Options**

Nil

### **Financial Considerations**

Nil

### **Summary**

Local Land Services will be operational from January 2014, comprising the functions and services that are currently provided by the LHPA, CMA and DPI extension. These are biosecurity, agricultural advisory, natural resource management and emergency response. Some of these functions overlay local government responsibilities. The Community Consultation period has closed, however the Minister's office is receiving further commentary from interested stakeholders.

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 16 May 2013**

---

### **RECOMMENDATION**

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.



# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

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

<b>Division:</b>	Technical Services	
<b>Management Area:</b>	Warrumbungle Water	
<b>Author:</b>	Manager Warrumbungle Water – Cornelia Wiebels	
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services	
<b>Priority / Strategy:</b>	PI7 Appropriate planning is needed to ensure the ongoing security of energy and clean water supplies to communities within the shire.	
<b>File Ref:</b>	<b>Function:</b> Water Supply	<b>Activity:</b> Monitoring

---

#### **Background**

The purpose of this report to Council is informative. It aims to supply a brief summary of the *2011-12 NSW Water Supply and Sewerage Performance Monitoring Report* (the Report), focussing on a few key performance indicators (KPIs) with regard to the efficiency of Council's water and sewerage business.

The Report presents KPIs for all NSW water utilities (four (4) metropolitan and 105 regional local water utilities – LWUs) to enable each LWU to monitor and improve its performance through benchmarking against similarly sized utilities. A triple bottom line (TBL) accounting focus is adopted, with performance reported on basis of social, environmental and economic performance indicators (PIs).

The separately released *2011-12 TBL Performance Reports* as part of the Report provide a summary of the individual LWU's performance for water and sewerage for over 50 KPIs, of its implementation of the *Best-Practice Requirements* and compares its KPIs against similarly sized LWU's and the state-wide and national medians. Rankings in these TBL performance reports are based on quintile groupings: the top 20% of LWUs for each KPI are ranked 1, the bottom 20% are ranked 5.

The *2011-12 NSW Water Supply and Sewerage Benchmarking Report* containing the full suit of PIs has not yet been released.

#### **Issues**

This report focuses on five (5) KPIs for Council's water and one (1) KPI for Council's sewer business as well as on the degree of implementation of the Best-practice management framework.

With regard to water; similarly sized LWU's have between 3,001 and 10,000 connected properties; with regard to sewer similarly sized LWU's have between 1,500 and 3,000 connected properties.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### Warrumbungle Water

- 1) 100% compliance with Best-practice requirements. <sup>Note (a)</sup>
- 2) KPI “Operating cost (OMA – operation, maintenance and administration) per kilolitre” in cents [category ECONOMIC, subcategory Efficiency]<sup>Note (b)</sup>: 205c/kL which is well above the state-wide median of 131c/kL, lowest LWU ranking of 5.

Drivers: Need for water treatment (quality of water resource), proximity of water resource, topography, development density and number of separate water supply schemes, economies of scale, possible cost savings through better access for larger LWUs.

Note: There is a correlation between operating cost and no. of employees per 1000 properties [category UTILITY Characteristics], which is 3 for WSC compared to a state-wide median of 1.5 with an LWU ranking of 5.

- 3) KPI “Management cost per property” in \$ [category ECONOMIC, subcategory Efficiency]: \$103 which is well below the state-wide median of \$130, highest LWU ranking of 1.

Note: The trend shows that since 2002/03 Council’s management cost has dropped from \$230 to the current value of \$103 with a steep drop around the time of amalgamation, whereas state-wide management has almost doubled over the past 20 years.

- 4) KPI “Average annual residential water supplied per property” (kL) [category ENVIRONMENTAL Natural resource management]: 181kL/property which is above the state-wide median of 155, median LWU ranking of 3.

Drivers: Pricing signals, i.e. residential water usage charge in c/kL.

- 5) KPI “Real losses (leakage)” in L/connection/day [category ENVIRONMENTAL Natural resource management]: 40 L/connection/day which is well below the state-wide of 65, highest LWU ranking of 1.

- 6) Energy cost per property in \$ [category ECONOMIC, subcategory Efficiency]: \$47 which is well above the state-wide median of \$18, lowest LWU ranking of 5.

Note: WSC has also the lowest LWU ranking of 5 for the KPI “Energy consumption (kWh) per Mega litre” [category ENVIRONMENTAL Natural resource management]: 875kWh/ML compared to a state-wide median of 650.

### Warrumbungle Sewer

- 1) 78% compliance with Best-practice requirements: no liquid trade waste approvals & policy and no appropriate trade waste fees and charges were implemented.
- 2) KPI “Operating cost (OMA) per property” in \$ [category ECONOMIC, subcategory Efficiency]: \$351 which is below the state-wide median of 410, median LWU ranking of 3.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

Drivers: Development density, level of treatment, management cost, topography, number of discrete schemes and economies of scale.

Note: This KPI is a prime indicator of LWU's financial performance

### Notes:

- a) 100% implementation of BPM requirements means "Yes" as answer to the following 10 criteria: (1) Complete current Strategic Business & Financial Plans [Council is deemed to have provisionally met the criteria and received a "Yes\*", which means its SBP and FP need to be updated, i.e. SBP > four years old], (2a) Pricing – Full cost recovery without significant cross subsidies, (2b, c) Pricing – Appropriate residential charges, (2d) Pricing – Appropriate non-residential charges, (2e) Pricing – Development Servicing Plan with commercial developer charges, (3) Sound water conservation implementation, (4) Sound drought management implementation, (5) Complete performance reporting (by 15 September), (6) Integrated Water Cycle Management Strategy.
- b) This cost is calculated as:  $(\text{Management expenses} + \text{Total operation expenses} + \text{Purchase of water} + \text{Bulk supplier's OMA}) / \text{Total portable water supplied}$ .

### Options

N/A

### Financial Considerations

N/A

### Summary

In this report five (5) KPIs for water and one for sewerage are benchmarked against similarly sized LWUs. Four (4) out of those five (5) KPIs concern the economic efficiency, where two out of those four (4) KPIs had the lowest ranking within their LWU group.

The NSW Office of Water has provided a number of recommendations.

Benchmarking - Council's performance in areas of apparent underperformance (low ranking) can be improved by benchmarking and implementing the best-practices thus identified. In doing so, however, Council should take account of the wide range of factors that can impact its performance and produce a fundamental difference in performance in comparison. Such factors can be e.g. location (like topography – pumped vs. gravity systems or water resource availability and proximity – bulk storage dams and long transfer systems impact capital and operating costs) or utility characteristics (like development density – number of properties served per km of main/number of small discrete urban water supplies or size of LWU – economies of scale). 'Syndicate Benchmarking' should be undertaken with a group of LWUs with similar characteristics.

Preparation of an Action Plan based on the TBL Report. This plan may comprise for instance the following items (referring to the exemplary considered KPIs above)

- i. Sewerage 1): Implement liquid trade waste fees and charges
- ii. Water 2), Water 6), Sewerage 2): Carefully review the components of these PIs to ensure efficient operating and energy costs.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 16 May 2013**

---

### **RECOMMENDATION**

That Council notes the summary of 2011/12 NSW Water Supply and Sewerage Performance Monitoring Report for Warrumbungle Shire Council.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### Item 31 Yaminbah Fire Shed – Council Seal

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

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

---

### **Background**

The Rural Fire Service (RFS) wish to build a Fire Shed on Quaker Tommy Road for the Yaminbah Rural Fire Brigade. Council resolved (**Resolution 349/1112**) in April 2012 to proceed with the subdivision of Lot 82//DP 614254 and the purchase of the new subdivided block.

### **Issues**

A contract between the owners and Council has now been drawn up for the purchase of this block and the contract is ready to be signed.

### **Options**

As per Local Government Regulations (2005) (s400 part 4) *'the seal of a Council must not be affixed to a document unless the document relates to the business of the Council and the Council has resolved (by resolution specifically referring to the document) that the seal be so affixed'*.

### **Financial Considerations**

Council has allocated \$1,000 for the Capital component of this purchase and the RFS will cover the legal fees and charges.

### **Summary**

A Council resolution is required to affix the Council seal authorising the Mayor and General Manager to execute the Contract of Sale of Land for the subdivision and purchase of land for the Yaminbah Fire Shed.

### **RECOMMENDATION**

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.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

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

#### - Road Operations and Urban Services

**Division:** Technical Services

**Management Area:** Road Operations & Urban Services

**Author:** Director Technical Services – Kevin Tighe

**CSP Key Focus Area:** Public Infrastructure & Services

**Priority / Strategy:** P13 Road networks throughout the Shire need to be safe, well maintained and adequately funded.

**File Ref:** **Function:** Roads **Activity:** Capital Works Programme

---

### **Background**

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

### **Issues**

None

### **Options**

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

### **Financial Considerations**

None

### **RECOMMENDATION**

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

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

### Attachment 1.0 – 2012/13 Works Program for Road Operations and Urban Services – Status Report for Period ending 30 April 2013

Task Name	Start	Finish	Budget (\$)	YTD Cost (\$)	% Work Complete
<b>Road Operations</b>	<b>Mon 2/07/12</b>	<b>Wed 14/08/13</b>	<b>9,079,567</b>	<b>5,940,786</b>	<b>75%</b>
<b>Local Rural Roads</b>	<b>Fri 26/10/12</b>	<b>Fri 9/08/13</b>	<b>5,951,762</b>	<b>4,561,389</b>	<b>55%</b>
<b>Bridges</b>	<b>Fri 26/10/12</b>	<b>Fri 9/08/13</b>	<b>2,445,632</b>	<b>1,630,177</b>	<b>55%</b>
Bugaldie Creek Bridge - Goorianawa	Mon 10/06/13	Tue 25/06/13	700,000	476,399	60%
Baby Creek Bridge	Fri 26/10/12	Wed 6/02/13	845,632	746,163	95%
Tongy Bridge - Talbragar River	Tue 4/06/13	Tue 9/07/13	700,000	407,615	60%
Grandchester Bridge	Thu 1/08/13	Fri 9/08/13	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>656,854</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 Culvert Extensions	Wed 20/02/13	Wed 13/03/13	0	50,263	35%
Spring Ridge Rd Widening	Tue 7/05/13	Wed 5/06/13	0	0	0%
<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 22/05/13</b>	<b>2,906,130</b>	<b>2,274,358</b>	<b>85%</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	Mon 15/04/13	Thu 16/05/13	150,000	0	5%
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 22/05/13	150,000	16,158	10%
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>685,934</b>	<b>93%</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	81,014	95%
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	58,259	70%
Brooklyn Rd	Wed 1/05/13	Tue 7/05/13	40,000	15,277	10%
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>Road Safety Blackspots</b>	<b>Tue 2/04/13</b>	<b>Tue 2/04/13</b>	<b>45,000</b>	<b>0</b>	<b>0%</b>
<b>Flood Damage Repair Projects</b>	<b>Mon 2/07/12</b>	<b>Mon 4/03/13</b>	<b>701,000</b>	<b>543,009</b>	<b>88%</b>
Wyuna Rd (Garrawilla Creek)	Wed 30/01/13	Wed 13/02/13	701,000	543,009	25%
<b>Regional Roads</b>	<b>Mon 2/07/12</b>	<b>Mon 1/07/13</b>	<b>2,135,462</b>	<b>821,236</b>	<b>11%</b>
<b>Bridges</b>	<b>Tue 16/04/13</b>	<b>Mon 1/07/13</b>	<b>1,500,000</b>	<b>375,200</b>	<b>5%</b>
Saltwater Creek No 2	Tue 16/04/13	Mon 1/07/13	1,500,000	375,200	5%
<b>Sealed Roads</b>	<b>Mon 2/07/12</b>	<b>Fri 17/05/13</b>	<b>635,462</b>	<b>446,036</b>	<b>30%</b>
Shoulder widening MR7519 (Forest Rd)	Wed 6/02/13	Fri 17/05/13	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>

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

Task Name	Start	Finish	Budget (\$)	YTD Cost (\$)	% Work Complete
<b>Town Streets Coonabarabran</b>	<b>Mon 2/07/12</b>	<b>Tue 14/05/13</b>	<b>460,462</b>	<b>302,996</b>	<b>79%</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	Tue 14/05/13	160,567	12,668	10%
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>69,378</b>	<b>100%</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>100%</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>
Kerb & Guttering Castlereagh St, Narren to Darling	Tue 4/06/13	Wed 19/06/13	0	0	0%
Street light	Mon 4/03/13	Mon 4/03/13	8,000	0	0%
Footpath rehabilitation - various	Tue 7/05/13	Tue 21/05/13	10,000	0	0%
<b>Reseals</b>	<b>Thu 28/02/13</b>	<b>Thu 28/02/13</b>	<b>16,800</b>	<b>25,822</b>	<b>100%</b>
<b>Town Streets Coolah</b>	<b>Tue 16/10/12</b>	<b>Tue 25/06/13</b>	<b>186,581</b>	<b>124,065</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	48,117	80%
Footpath - Campbell St, Binnia St 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>27,660</b>	<b>100%</b>
<b>Town Streets Mendooran</b>	<b>Mon 8/10/12</b>	<b>Tue 26/03/13</b>	<b>105,000</b>	<b>75,396</b>	<b>93%</b>
Benewa Street sealing	Mon 8/10/12	Tue 16/10/12	40,000	35,935	100%
Abbott Street sealing	Wed 17/10/12	Fri 26/10/12	40,000	19,184	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>100%</b>
<b>Town Streets Dunedoo</b>	<b>Wed 27/02/13</b>	<b>Wed 14/08/13</b>	<b>190,500</b>	<b>35,528</b>	<b>21%</b>
Dish drain, Tucklan St at Bandulla, north side	Thu 11/04/13	Thu 18/04/13	18,000	15,535	90%
Wallaroo Street construction & sealing	Fri 31/05/13	Wed 14/08/13	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>100%</b>
<b>Urban Services</b>	<b>Sun 1/07/12</b>	<b>Fri 28/06/13</b>	<b>297,124</b>	<b>272,272</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>
Nil	Mon 2/07/12	Mon 2/07/12	0	0	0%
<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 - Castlereagh River	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>30,744</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	30,264	80%
Millling Park Tables & seats	Fri 15/03/13	Fri 26/04/13	2,100	0	20%



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

Task Name	Start	Finish	Budget (\$)	YTD Cost (\$)	% Work Complete
Milling Park irrigation	Fri 22/03/13	Fri 26/04/13	5,000	329	0%
<b>Mendooran</b>	<b>Mon 2/07/12</b>	<b>Mon 2/07/12</b>	<b>15,945</b>	<b>4,693</b>	<b>0%</b>
Mendooran Oval Project	Mon 2/07/12	Mon 2/07/12	15,945	4,693	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%
<b>Road Maintenance</b>	<b>Mon 2/07/12</b>	<b>Tue 4/06/13</b>	<b>1,709,135</b>	<b>1,590,101</b>	<b>90%</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)	Tue 9/04/13	Thu 11/04/13		0	100%
Coybil Rd (7.37km)	Fri 12/04/13	Fri 26/04/13		6,200	70%
Boltons Creek Rd (7.65km)	Mon 29/04/13	Mon 13/05/13		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	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%
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%

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

Task Name	Start	Finish	Budget (\$)	YTD Cost (\$)	% Work Complete
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)	Thu 16/05/13	Fri 17/05/13		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%
Cumberland Rd (15km)**	Fri 21/12/12	Wed 2/01/13		8,306	100%
Indians Lane (2km)	Tue 8/01/13	Tue 5/02/13		2,521	100%
Kennedeys Rd (4.2km)***	Fri 22/03/13	Thu 16/05/13		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		0	100%
Borambity Rd (9.93km)	Tue 7/05/13	Tue 21/05/13		0	0%
Dandry Rd (2km)	Tue 14/05/13	Tue 14/05/13		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%
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%
Yarragrinn 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)	Thu 11/04/13	Tue 16/04/13		0	0%
Maranoa Rd (5km)**	Tue 16/04/13	Mon 22/04/13		0	0%

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

Task Name	Start	Finish	Budget (\$)	YTD Cost (\$)	% Work Complete
Uphills Lane (5.2km)	Thu 18/04/13	Mon 22/04/13		0	0%
Yuggel Rd (10.86km)	Wed 24/04/13	Wed 1/05/13		0	0%
RFS Fire Breaks	Tue 7/05/13	Thu 9/05/13		1,102	100%
Box Ridge Rd (17km)	Fri 10/05/13	Thu 23/05/13		0	0%
Quaker Tommy Rd (5.58km)	Fri 24/05/13	Thu 30/05/13		0	0%
Reddens Rd (2.77km)	Fri 31/05/13	Tue 4/06/13		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%
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%
MR 55 - Shoulder Maintenance	Tue 26/03/13	Wed 3/04/13	0	0	100%
MR 55 - Heavy Patch..Gundare	Mon 22/04/13	Tue 23/04/13	0	0	85%
MR 55 - Heavy Patch..Gundare	Tue 23/04/13	\$0.00	1		

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### Item 33 Macquarie Regional Library

<b>Division:</b>	Environmental and Community Services
<b>Management Area:</b>	Environmental
<b>Author:</b>	Director Environmental & Community Services - Tony Meppem
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority / Strategy:</b>	P12.1 Ensure the long term provision and retention of high quality services for our communities
<b>File Ref:</b>	<b>Function:</b> Environmental <b>Activity:</b> Libraries

---

### Background

Macquarie Regional Library has developed their draft 2013/2017 Strategic Plan and Draft 2013/14 Delivery Program, including the Annual Operational Plan, Budget and Revenue Policy based on the new method of calculating contributions. These documents were adopted at the Macquarie Regional Library (MRL) Committee held on the 23rd April 2012 which was attended by the author and councillors Capel and Sullivan as the library delegates.

The draft Revenue Policy outlines fees and charges as administered by Macquarie Regional Library. The fees and charges relating to this function have been adopted by the MRL Committee and have been included in Warrumbungle Shire Council's 2013/2014 draft fees and charges for public exhibition. The following information has been reproduced from a report provided to the MRL committee by the Dubbo City Council General Manager Mark Riley.

Macquarie Regional Library is a consortium of four Local Government areas, which provides a Library service to the communities within the Local Government areas. The Councils have entered into a binding legal Agreement for the provision of library services, by an Executive Council (Dubbo City Council) and the staffing of the Macquarie Regional Library service. The latest Agreement was executed in 2010 and expires in August 2014.

Currently, each member Council makes an annual per capita financial contribution to fund the library service operations. The financial contribution from each Council and the method of calculation is set under the terms and conditions of the MRL Agreement. This funding consists of the transfer of the State Government subsidies paid to each Council and a per capita fee determined each year by the Library Committee. There are also additional funds for the provision of library resources. This is currently 15% of the per capita contribution for each member Council.

The financial contribution agreed to by the Library Committee, covers each member Council's proportion of the costs, based on population, for Regional staff salaries, library resources, associated materials and operating expenses. The costs of the salaries and

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 16 May 2013**

---

on costs of the Branch staff employed are paid separately by the member Councils and are administered by the Executive Council.

All expenses including resource purchases, regional staff salaries and those operating costs approved by the Committee of the Regional Library Service, with the exception of capital costs in respect of buildings, are made from these funds.

The fees and charges relating to this function are adopted by the MRL Committee and then forwarded to the member Councils for inclusion, with their draft revenue policies, in their annual Community Strategic Plans/Delivery Programs for public display and consequent formal adoption by each member Council.

Each member Council is responsible for asset management and contingency planning, the cost of running and maintaining their branch library/service point buildings and associated fixtures and furniture.

The current MRL Service Agreement process for member Councils' contributions indicates that the contributions will be indexed each year thereafter (from 2010/2011) by the annual rate pegging percentage increase as determined by the NSW Government.

### **Issues**

The resident population determined for each Council LGA is based on the most recent Australian Bureau of Statistics Regional Population Statistics available from time to time. At the August 2012 MRL Library Committee meeting, the Committee resolved that the preferred method for determining the 2013/2014 and onwards member Council per capita contributions will be the ABS Regional Population Growth, Australia figures. However, these figures are not due for release until 30 April 2013, far too late for the preparation and adoption of budgets by the Committee and then for the member Councils' consideration.

This exemplifies the situation of being reliant on a per capita figure to determine the annual member Councils' contributions. Provision of library services should not be dependent on a per capita funding basis as the population figures have become unreliable and extremely variable and the release of the estimated annual population figures fall outside of the time frame to prepare the draft budget.

A revised method of determining Macquarie Regional Library (MRL) Councils' contribution is recommended for 2013/2014 and 2014/2015 to at least ensure adequate and consistent funding to support the annual operations of the Councils' library services by MRL for these years. This revised funding method would not be reliant on a per capita figure, but rather be based on an initial set figure and then increased by the annual general rate variation increase as determined by the NSW Government. It is proposed to apply 2012/2013 as the base figure. For the preparation of the forward estimate budgets, a 3.4% increase has been applied to the 2012/2013 figures for 2013/2014 and a 3% increase thereafter for 2014/2015, 2015/2016 and 2017/2017. This assumes that the minimum allowable rate increases will be 3% over these years.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 May 2013**

---

### **Options**

The proposed change to the funding method to use the previous year as a base year and add the rate pegging percentage increase is the option that allows greater certainty in setting budgets with population figures unreliable in accuracy and received too late to calculate the contributions for councils to draft budgets.

### **Financial Considerations**

A zero bottom line budget for MRL has only been achieved in each of the four financial years through the utilisation of internally restricted assets. In fact by 2016/2017 there will be no funds within the Library Operations restricted asset (currently \$244,093), no funds within the Computer and Equipment Upgrade restricted asset (currently \$43,128) and \$35,224 within the LMS Upgrade restricted asset (currently \$63,848). In addition due to the current uncertainty surrounding the NSW Library subsidy forecast revenues have been kept at current levels for each year of the budget.

The current draft budget clearly highlights that the operation of the Macquarie Regional Library under the existing funding arrangements is not sustainable. The future of the Macquarie Regional Library will be in jeopardy unless additional commitments are made by each member council as part of the upcoming new agreement negotiations.

Council's costs in running its six libraries are predominately made up of payments outside the base contribution of \$110658 under the new formula with the book contribution being an additional \$16599. Wages to staff the libraries form the greatest cost to council and for budget investigations closing the three smallest libraries would only result in projected savings of approximately \$32000.

The net increase in council's contribution to the MRL as a result of the new funding method is \$4991.00.

### **Summary**

The funding of library services is compounded by the reluctance of the State Government to increase the library subsidy above its current level of \$1.85 per capita. In rural areas where population figures are declining the result is less funding being received while costs increase. However, there is currently before the Government a funding submission of the Library Council of NSW. The Library Council recommends a fairer, simplified and more transparent method for the distribution of funds. A positive outcome from the Government would hopefully be advantageous to the member Councils.

It is important the formula for calculating the future annual member Councils' contribution method be addressed in the review of the MRL Service Agreement, due for renewal by August 2014.

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 16 May 2013**

---

### **RECOMMENDATION**

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.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 May 2013**

---

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

<b>Division:</b>	Environmental and Community Services
<b>Management Area:</b>	Family Support Services
<b>Author:</b>	Family Day Care Co-Ordinator - Meredith Shannon
<b>CSP Key Focus Area:</b>	Community and Culture
<b>Priority / Strategy:</b>	CC1 Opportunities and support mechanisms should be developed to ensure that communities across the shire attract and retain young people and families
<b>File Ref: Function:</b>	Community Services
<b>Activity:</b>	Castlereagh Family Day Care

---

### **Background**

Castlereagh Family Day Care has been operating for approximately 20 years in the Coonabarabran, Gilgandra and most recently, Coonamble Shires.

It is managed by Warrumbungle Shire Council and comes under the Department of Education and Communities, Early Childhood Directorate.

As an Approved service it must meet the requirements of the Children (Education and Care Services) National Law 2010 and the Education and Care Services National Regulations 2011.

### **Issues**

The law and regulations require that the service has a philosophy and certain set policies in place.

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

### **Options**

Attached for consideration by Council are the newest policy, Family Day Care Relief Educator, relating to administration and management of a relief educator stepping in when a primary educator is on leave.

### **Financial Considerations**

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

### **Summary**

Castlereagh Family Day Care's Relief Educator Policy needs to be endorsed by council to comply with funding requirements and a copy is attached.

### **RECOMMENDATION**


That Castlereagh Family Day Care's Relief Educator Policy be endorsed by Council.



# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

	<b><u>Family Day Care Relief Educator Policy</u></b>

### 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

## **WARRUMBUNGL SHIRE COUNCIL**

### **Ordinary Meeting – 16 May 2013**

---

- ~ 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.
- 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

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

- 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 – 16 May 2013

---

### 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:

Policy		Resolution	Date

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### Item 35 Heritage Advisor Reports

<b>Division:</b>	Environmental and Community Services
<b>Management Area:</b>	Town Planning
<b>Author:</b>	Director Environmental and Community Services - Tony Meppem
<b>CSP Key Focus Area:</b>	Rural and Urban Development
<b>Priority / Strategy:</b>	RU4 The attractiveness, appearance and amenity of our towns and villages need to be improved.
<b>File Ref:</b>	<b>Function:</b> Town Planning <b>Activity:</b> Heritage

---

### Background

Council provides a free heritage advisor service to the owners of properties throughout the shire through its heritage advisor Mr Ray Christison. The service is funded 1/3 by the office of Environment and Heritage and 2/3 by Council and has proved very successful in protecting the heritage of the shire over many years.

### Issues

Each year Council adopts a heritage strategy for the next three years and also receives a report from the heritage advisor at the May Council meeting on the outcomes achieved in the previous twelve months.

### Options

The purpose of this report is to provide information to Council on the success of the previous period and to identify strategies for the coming three year period in relation to Council's heritage activity. Council does have the options of either:

- (a) Adopting the strategy as provided without change, or
- (b) Amending the proposed strategy, or
- (c) Deciding to cease all heritage related activity.

### Financial Considerations

Council in the current financial year has a budget allocation of \$12000 for the provision of heritage advisor services and to date expenditure is tracking to be on budget. Council will receive a reimbursement of one third of the expenditure incurred by Council.

### Summary

This report relates only to the provision of heritage advisor services and should not be confused with the separate Local Heritage Fund which Council also makes an annual contribution of \$10000 to partner with the owners of heritage significant buildings to fund maintenance.

A copy of the heritage advisors report on the actions over the last 12 months is attached as attachment 'A' and a copy of the proposed strategy report is also adopted as attachment 'B'

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 16 May 2013**

---

### **RECOMMENDATION**

Council adopt the 2012/13 Heritage Advisor Report provided as attachment 'A' and the Draft Warrumbungle Shire Heritage Strategy 2013-2016 provided as attachment 'B'.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### Item 36 Development Applications

**Division:** Environmental and Community Services

**Management Area:** Regulatory Services

**Author:** Environmental Administration Assistant – Trudy Draper

**CSP Key Focus Area:** Rural and Urban Development

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

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

---

### Development Applications

#### (i) Approved – April 2013

Complying Development (set criteria) Development Application (Specialised Conditions)	Date Approved	APPLICANT'S NAME	LOCATION	Town	Type of Development
DA 61/1213	30/04/2013	Cobbora Mining Co.	Lot 127 DP754305 – 'Sonoma', Spring Ridge Road	Dunedoo	Storage shed, office facilities, relocatable toilet facilities, vehicle circulation area, diesel storage tank, communications hut with aerial & identification and operational signage.
DA 63/1213	02/04/2013	Rural Fire Service	Lot 125 DP754291 – 30 Nott Street,	Dunedoo	Erection of Joint RFS/SES Facilities
DA 64/1213	02/04/2013	Taylor Made Homes	23 Kirban Street	Coonabarabran	Erection of Outdoor living area

### RECOMMENDATION

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

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### Item 37 Cobbora Coal Mine

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

---

### Background

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

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

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

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

Council's Mayor Cr Shinton, Deputy Mayor Cr Coe, General Manager Mr Loane and I attended Sydney on Wednesday the 27th February 2013 to meet in a private session with the PAC members to reinforce Council's issues and to take the opportunity afforded by the Commission to present any detailed concerns. The meeting was considered very successful with the panel members being very supportive of council's issues.



# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

On the 23<sup>rd</sup> April 2013 Council again wrote to Cobbora Holdings (copy attached as attachment 'A') expressing its disappointment with the draft VPA provided to Council by the company.

Subsequent to the response to Cobbora Holdings the Planning Assessment Commission (PAC) has handed down its report and the General Manager provided a copy of the 209 page report to Councillors via email on the 29<sup>th</sup> April 2013. The process now involves the Department of Planning and Infrastructure (DPI) staff preparing a project report based on the PAC report for determination by a different three person PAC.

On the 6<sup>th</sup> May 2013 Council's General Manager, Director of Environment and Community Services and consultant Warwick Giblin attended the head office of the DPI to meet with Mr Chris Wilson and Mr David Kitto being the two senior officers involved with this project to discuss the PAC report and in particular frustrations in the VPA process.

### **Issues**

The negotiation of the VPA with Cobbora Holdings has been a slow and frustrating process with Council as the host of the mine and community having to suffer the most adverse effects being treated unfairly by the proponents with no true recognition of the damaging effects caused already by the buyout of approximately 70 properties for the project and the subsequent loss of many of those people from the Dunedoo district.

The significant points from the PAC report on this project are:

1. The proposal 'has merit and is able to be approved' (p iv)
2. The Treasurer told the PAC that the project was 'likely to be delayed for around 5 years' (p 7)
3. 'Uncertainties around the timing of the project have already had, and may continue to have, social, economic and land management impacts locally' (p iv)
4. The PAC was 'particularly concerned' about the long term management of the Project site and surrounds (p 60).
5. 'Little productive agricultural activity is occurring on the project lands and activities associated with the development phase of the project have not replaced agricultural activity and passed through to benefit the local economy. Moreover, future uncertainty regarding the timing of the construction and operational phases of the project may have a negative impact on future investment in the local town of Dunedoo' (p 50)
6. PAC notes 'there is no certainty regarding the likely commencement of the mine, consequently there is a risk that the Proponent's now considerable holdings could be left without effective management for some time'(p 60)
7. There is an urgent need for active management of the mine's landholdings (p i) and immediate establishment and implementation of an 'integrated land management plan (ILMP)' (p ii) for these lands

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

8. ILMP to firstly 'fast track' the rehabilitation of land not of agricultural value by planting out for biodiversity offset purposes (see p iv & p 60). And then, secondly, on the remainder of the land 'maximise sustainable agricultural production' (p iv)
9. Recommended Treasury 'create a fund to prepare & implement the ILMP' (p iv) and a Land Manager be appointed. Implementation of the Plan will 'provide a small stimulus to the local economy and be a partial replacement for lost agricultural activities' (p 50) and would 'create employment and training opportunities' (p 60)
10. VPA: Warrumbungle & Wellington concerns are stated in the Report (p 6- 10). Both Council's list of infrastructure projects 'should be considered by the Proponent' and VPA contributions 'should be reasonable and equitable, reflecting the actual impact on Council's infrastructure' (p vii)
11. The list of Warrumbungle & Wellington Shires infrastructure projects 'should be considered by Government to provide further economic stimulus to the local economies while the future timing of the project is being considered' (p 50).

The main points to come out of the meeting with the departmental representatives were as follows:

1. Council drew DPI's attention to Council's letter of reply to CHC's 'Response to EA Submissions' report dated 6 March 13 & Council's letter to CHC dated 13 April 13 & urged they be duly considered.
2. Integrated Land Management Plan for CHC's 32,500 Ha: DPI is considering the proposal. Council requested it be able to direct & manage preparation of the Plan & raised concerns re no detail yet tabled as to the size of the fund to enable preparation of the plan and deliver benefits on the ground.
3. Compensation to Council if the Mine does not go ahead or is delayed: Council made the point that the local community is already experiencing a significant socio-economic impact from the project because CHC has bought up 32,500 ha of land & about 170 people (70+ families) have moved on and \$24 Million in agricultural revenue has been lost. DPI was not sympathetic to the idea that Council and its ratepayers should be compensated for this loss.
4. If project goes ahead - Water & sewerage infrastructure upgrades in Dunedoo: DPI was not supportive of the idea that Council should be compensated for this upgrade work as it is what is called an 'induced' impact that is difficult to allocate specifically to the Project.
5. The state of VPA negotiations: Council advised that the negotiations were not proceeding well, with Council feeling that there was an unwillingness on the part of CHC to negotiate on the methodology for determining contributions, the quantum of contributions and the amount of contributions allocated across the four councils. DPI it would first attempt to 'facilitate resolution' by discussing with CHC. If that failed DPI could take the matter out of Council's hands & initiate an independent review to determine the matter. DPI indicated that in such circumstances it would take a narrow focus when it came to assessing impacts

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 16 May 2013**

---

(‘direct’ ones only, eg roads, not ‘induced’ impacts like water/sewerage). Council advised that all four councils are dissatisfied with the VPA negotiations, with a meeting called for 15 May to discuss.

6. Council flagged the need for an extra focus on openness & transparency on the decision making process given this is a Government project being determined by Government entities.
7. Process from here: CHC has been asked to comment on the PAC report, especially about required changes to the mine plan. A response is due by late May & DPI will then draft consent conditions + DG’s report, say by end June thence to PAC for determination. Council requested that it be forwarded the draft consent conditions at the same time that CHC is given a copy for comment.
8. Roads: Council is carefully considering proposed road changes/road closures & seeks compensation for the loss of certain road assets.

### **Options**

Whilst it may appear that the mine may be delayed or not even go ahead, Council still needs to be actively involved in the process as a determination of the project will be made and if that determination proves positive for the proponents the consent will be able to be acted upon at any time within 5 years of the date of consent.

### **Financial Considerations**

Council has expended considerable funds and staff time in dealing with this application from having initial informal meetings with CHC to making formal submissions on two occasions to quite lengthy and complicated Environmental Assessment reports. These expenses could be justified in a future beneficial VPA agreement however there is the distinct possibility that this project may never go ahead and Council will have spent considerable time and money with no future benefit. Unfortunately the current planning system doesn’t consider these costs to be unfair on local government entities at a time when there financial health is such a focus of government’s attention?

### **Summary**

Council has invested considerable time and money in attempting to fight for a better outcome for its residents over an extended period and it must continue to fight on despite the likelihood that the proponent may significantly delay construction of the mine or at worst the mine may not go ahead at all?

### **RECOMMENDATION**

That Council note the report provided on the current progress with the proposed Cobbora Coal project

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### Item 38 Planning System White Paper

<b>Division:</b>	Environmental and Community Services
<b>Management Area:</b>	Town Planning and Regulatory Services
<b>Author:</b>	Manager Regulatory Services – Michael Marks
<b>CSP Key Focus Area:</b>	Rural and Urban Development
<b>Priority / Strategy:</b>	RU 1.1 Council conducts periodic reviews of its planning instruments to ensure that land use planning supports the long term sustainability of our local communities and our economy.

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

---

### Background

On 16 April 2013 the NSW Government released a White Paper titled A New Planning System for NSW. This White Paper follows on from the Green Paper of the same name which was released on 14 July 2012.

The White Paper is a report which outlines proposed policy changes to the planning legislation prior to the introduction of a Bill. The purpose of the report is to review the current planning system in NSW which is currently carried out under the *Environmental Planning and Assessment Act 1979*. The planning system in NSW deals with the entire planning process including but not limited to strategic planning such as the creation of Local Environmental Plans, development control and building certification being the development application and construction certificate process as well as provisions for compliance and enforcement.

The proposed changes to the planning system are based on five key elements being:

- Community Participation
- Infrastructure
- Strategic Planning
- Cultural Change
- Development Assessment

### Issues

Any 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. The current stage of the planning review in NSW is that the White Paper is on exhibition and submissions are able to be made.

The NSW Government is currently conducting a series of workshops and information sessions on the White Paper which will be attended by Council staff. A full report will be provided to Council at the June Council meeting outlining the specific changes which are proposed that may affect Council.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 May 2013

---

### **Options**

The White Paper is currently on public exhibition until 28 June 2013 and submissions can be made until this time.

### **Financial Considerations**

Nil

### **Summary**

The NSW Government has been undertaking a review of the planning system in NSW and the process has reached the stage of a White Paper being released outlining proposed changes.

### **RECOMMENDATION**

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.