



Warrumbungle Shire Council

Council meeting

Thursday, 19 March 2015

**to be held at the Council Chambers,
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)

Stefan Murru (Director Corporate & Community
Services)

Kevin Tighe (Director Technical Services)

Leeanne Ryan (Director Development Services)

Warrumbungle Shire Council

Vision

Excellence in Local Government

Mission

We will provide:

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

We Value

Honesty

Frank and open discussion, taking responsibility for our actions

Integrity

Behaving in accordance with our values

Fairness

Consideration of the facts and a commitment to two way communication

Compassion

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

Respect

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

Transparency

Open and honest interactions with each other and our community

Passion

Achievement of activities with energy, enthusiasm and pride

Trust

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

Opportunity

To be an enviable workplace creating pathways for staff development

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 19 March 2015

NOTICE is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 19 March 2015 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

Reports

Matters of Concern

Report to be considered in Closed Council

Item 1C Tenders; Baradine Creek Bridge, Worrigal Creek Bridge & Kenebri Bridge

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STEVE LOANE
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

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Matter to be dealt with “in committee”

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

The item relates to the Tenders and is classified CONFIDENTIAL under Section 10A(2) (c) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

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

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STEVE LOANE
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

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Item 1 Minutes of Ordinary Council Meeting – 19 February 2015

Division:	Executive Services
Management Area:	Governance
Author:	Manager Administration & Customer Service – Sally Morris
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF2.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

PRESENT: Cr Peter Shinton (Chairman), Cr Andrews, Cr Capel, Cr Clancy, Cr Coe, Cr Schmidt, Cr C Sullivan, Cr R Sullivan, General Manager (Steve Loane), Director Corporate & Community Services (Stefan Murru), Director Technical Services (Kevin Tighe) and Director Development Services (Leeanne Ryan)

In attendance: Corporate Services Administration Officer (E Player) (minutes) and Manager Administration and Customer Services (S Morris)

10.00am

Mr Kevin Humphries MP (Minister for Natural Resources, Lands and Water and Minister for Western New South Wales) addressed Council and announced successful grant applications under Restart NSW to increase water security by installation of a bore in the towns of Mendooran, Coolah and Binnaway. He also announced successful funding for Allison Bridge in Coolah under the Fixing Country Roads funding initiative.

10.39am

Mr Humphries left the meeting and Cr Clancy left the room.

10.39am

APOLOGIES: Cr Todd

212/1415 RESOLVED that the apology of Cr Todd (in accordance with Resolution 193/1415 granting leave of absence to Cr Todd) be accepted.

R Sullivan / C Sullivan
The motion was carried

Forum

10.40am

Liz Cutts spoke on behalf of the Baradine and District Progress Association about the successful grant application for an Emergency Plan for Baradine.

10.43am

Cr Clancy returned to the meeting

Margaret Vale from Coolah Homebase talked about the truck bypass at Coolah at Cunningham and Booyamurra Street.

10.48am

Kym Monkton talked about reducing costs within Council.

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10.53am

Presentation made of the First Quarter Team Excellence in Achievement Award to the Community Care Team and presentation of the First Quarter Employee Excellence in Achievement Award to Dale Oliver.

10.59am

213/1415 RESOLVED that standing orders be suspended to break for morning tea.

R Sullivan/Schmidt
The motion was carried

11.24am

214/1415 RESOLVED that standing orders be resumed.

Schmidt/Andrews
The motion was carried

The Mayor called for Declarations of Pecuniary Interest and Non Pecuniary Interest.
No declarations were made.

REPORTS

Item 1 Minutes of Ordinary Council Meeting – 11 December 2014

215/1415 RESOLVED that the resolutions contained in the Minutes of the Ordinary Council meeting held on 11 December 2014 be endorsed.

Coe/Schmidt
The motion was carried

Item 2 Minutes of Warrumbungle Aerodromes Advisory Committee Meeting – 4 December 2014

216/1415 RESOLVED that Council accepts the Minutes of the Warrumbungle Aerodromes Advisory Committee Meeting held on 4 December 2014.

Schmidt/Andrews
The motion was carried

Item 3 Minutes of Warrumbungle Aerodromes Advisory Committee Extraordinary Meeting – 6 February 2015

217/1415 RESOLVED:

1. That Council accepts the Minutes of the Warrumbungle Aerodromes Advisory Committee Extraordinary Meeting held on 6 February 2015.
2. That Council update the Coonabarabran Aerodrome Strategic Improvement Plan to include the following projects:
 1. Bitumen resurfacing of the main runway, taxiway and apron areas.
 2. Installation of a public refuelling system with electronic swipe card access.
 3. Extensions to the existing terminal building to create a self contained overnight accommodation and caretaker's accommodation.
 4. Rehabilitation of the pavement on the grass strip to eliminate cracking of the surface.
 5. Improve water security through harvesting of rainwater from all roofs and hardstand surfaces and installation of a bore.
 6. Renew and upgrade sections of David Knight Drive.
 7. Installation of a dog proof perimeter fence.
 8. Provision of a car and lock up garage for private hire.

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FURTHER that these projects be submitted for funding under the NSW Government's Regional Airports Program in priority order as listed.

Capel/Schmidt
The motion was carried

Item 4 Minutes of Consultative Advisory Committee Meeting – 15 December 2014

218/1415 RESOLVED that Council notes the Minutes from the Consultative Advisory Committee meeting held on 15 December 2014 at Coonabarabran.

Coe/Schmidt
The motion was carried

Item 5 Baradine Hall Advisory Committee - 20 May 2014

219/1415 RESOLVED that the minutes of the Baradine Advisory Committee held on 20 May 2014 be accepted and the recommended plans for the hall be endorsed.

C Sullivan/Clancy
The motion was carried

Item 6 Baradine Hall Advisory Committee Minutes - 29 July 2014

220/1415 RESOLVED that the minutes of the Baradine Advisory Committee held on 29 July 2014 be accepted.

C Sullivan/Schmidt
The motion was carried

Item 7 Minutes of Robertson Oval Advisory Committee Meeting - 17 December 2014

221/1415 RESOLVED that Council accepts the Minutes of the Robertson Oval Advisory Committee meeting held at Dunedoo on 17 December 2014.

C Sullivan/Coe
The motion was carried

Item 8 Minutes Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel – 5 December 2014

222/1415 RESOLVED:

1. That Council accept the minutes of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held on 5 December 2014;
2. That the Warrumbungle Shire Council Mayors Bushfire Appeal fund status and allocation summary be accepted;
3. That the Advisory Panel approve the following adjustment to Clause 10 of the Public Fund Rules which would extend the life of the Mayor's Bushfire Appeal for a further two years: *"Funds collected will be distributed to the selected charities within four (4) years and will be distributed on a monthly basis (per Clause 9)";*
4. That the Mayors Appeal allocate \$5,000 for each of the seven (7) properties that remain uncleared of debris, from the Wambelong Fire, to assist with the cost of final clearance;
5. That the Mayors Appeal support the Rural Resilience Program to the amount of \$5,000;
6. That a Building Expo be held for mid February.

Schmidt/Andrews
The motion was carried

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Item 9 Minutes Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel – 27 January 2015

223/1415 RESOLVED:

1. That Council accept the minutes of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held on 27 January 2015;
2. That the Warrumbungle Shire Council Mayors Bushfire Appeal fund status and allocation summary be accepted;
3. That the committee continues to adhere strictly to the fund rules in the allocation of funds from the Warrumbungle Shire Mayors Bushfire Appeal Fund;
4. That the Warrumbungle Shire Mayors Bushfire Appeal Advisory panel allocates a further \$25,000 to the shed rebuild program;
5. That the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel allocate \$5,000 to the Mayors Fund Building Fund Expo Committee;
6. That the Minutes of the Mayoral Fund Building Expo Sub Committee Meeting held 19 January 2015 be noted.

Schmidt/Andrews
The motion was carried

Item 10 Minutes of Warrumbungle Cobbora Transition Fund Committee Meeting – 16 December 2014

224/1415 RESOLVED that Council accept the minutes from the Warrumbungle Cobbora Transition Fund Committee Meeting held on 16 December 2014 at Dunedoo.

Coe/C Sullivan
The motion was carried

Item 11 Minutes of Warrumbungle Cobbora Transition Fund Committee Meeting – 10 February 2015

225/1415 RESOLVED that Council accept the minutes from the Warrumbungle Cobbora Transition Fund Committee Meeting held on 10 February 2015 at Dunedoo.

Capel/Coe
The motion was carried

Item 12 Minutes of the Finance and Projects Committee Meeting – 5 February 2015

226/1415 RESOLVED:

1. That Council accepts the Minutes of the Finance and Projects Committee Meeting held on 5 February 2015 at Coonabarabran;
2. That the QBRS for the second quarter be accepted as correct and the supplementary votes be accepted;
3. That Council choose to complete Template 2 in its Fit for the Future proposal, which will see Council remain as a stand alone Council.

Capel/Coe
The motion was carried

Item 13 Orana Arts Inc

227/1415 RESOLVED that Council notes the meeting minutes of the Orana Arts Board Meeting held on 19 December 2014 from Councillor Capel.

Capel/R Sullivan
The motion was carried

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Item 14 Warrumbungle Cobbora Transition Fund Committee

228/1415 RESOLVED that Council note the Cobbora Transition Fund projects update.

Capel/R Sullivan

The motion was carried

Item 15 Cobbora Coal Project Voluntary Planning Agreement Update

Received as information.

Item 16 Financial Assistance Requests 2014-2015 (Round Two)

229/1415 RESOLVED that Council approves those applications received that have been determined under the High Priority category listed in the Agenda totalling \$8,529 with the addition of items 31, 34, 35 and 38 totalling \$10,389.

Clancy/Shinton

The motion was carried

230/1415 A foreshadowed motion was moved by Councillor R Sullivan and seconded by Councillor Coe that the policy for financial assistance requests be revisited and reviewed during budget discussions.

The motion was put and carried.

231/1415 RESOLVED further that Item 13 also be included in the list of successful applications which brings the total to \$10,889 and **FURTHER** that a supplementary vote be provided for the increased donation expenditure.

Andrews/Schmidt

The motion was carried

Item 17 Progress Report Delivery Program 2014/15-2017/18

232/1415 RESOLVED that Council accepts the 2014/15-2017/18 Delivery Program six (6) month Progress Report to 31 December 2014.

Capel/R Sullivan

The motion was carried

Item 18 Location of Flags at Coonabarabran Office

233/1415 A motion was moved Councillors Schmidt seconded Councillor Coe that Council continues to fly the National Australian Flag and Indigenous Flag in accordance with Resolution 176/1314.

An amendment was moved Councillor Clancy seconded by Councillor Coe that Council refer for consideration during budget deliberations the provision of a flag for the flag pole on the left hand side of the entrance door and engagement of a contractor to provide lighting that complies with flag protocols and light spill impacts.

The amendment was put and lost.

The motion was put and carried.

Item 19 Request for an ex-officio member of the Coonabarabran Showground Trust

234/1415 RESOLVED that Council resolve to accept the request for the Mayor or his nominated duly elected Councillor to act as an ex-officio member of the Coonabarabran Showground Reserve Trust for the gazetted period of the trust and **FURTHER** that Councillor R Sullivan be nominated as the ex-officio member.

Coe/Schmidt

The motion was carried

Item 20 Council Resolutions Report February 2015

Received.

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235/1415 A motion was moved by Councillor Clancy seconded by Councillor Schmidt that Council seek a response from the Office of Local Government as to why the Code of Conduct investigation of Councillor Todd is taking so long to determine a result.

The motion and was put and carried.

Item 21 Membership of the Finance and Projects Committee

236/1415 RESOLVED that Council endorse all Councillors as representatives on the Finance and Projects Committee.

**Capel/Andrews
The motion was carried**

Item 22 Brick Bats and Bouquets

Received.

Item 23 Report from Human Resources – February 2015

Received.

Item 24 2015 First Quarter Employee Excellence in Achievement Award & Team Achievement Award

237/1415 RESOLVED that Council approve MANEX's nomination of Dale Oliver as the winner of the 1st Quarterly Staff Achievement Award and Warrumbungle Community Care as the winner of the 1st Quarterly Team Award to be presented at this meeting.

**Capel/Schmidt
The motion was carried**

Item 25 Stores Stocktake November/December 2014

238/1415 RESOLVED that Council note the result of the November/December 2014 Stores Stocktake and approve a stock Write On of \$6,793.71

**Schmidt/Andrews
The motion was carried**

Item 26 LIRS 2 Loan Drawdown

239/1415 RESOLVED that Council approve the General Manager and the Mayor to sign and affix the Council Seal to the LIRS 2 loan documentation.

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

Item 27 Funding Options for the Quarry Extension

240/1415 RESOLVED that Council take out a ten (10) year loan for \$455,000 at an indicative rate of 3.2% fixed for the first five (5) years to fund the purchase of lot 11, DP774266, and

FURTHERMORE that Council approve the General Manager and the Mayor to sign and affix the Council Seal to the loan documentation.

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

12.37pm

Councillor Shinton left the room. Councillor Coe took the Chair.

Item 28 Fit for the Future Update

241/1415 RESOLVED that Council pursues the Council Improvement Option, remains a stand alone Council and prepares Template 2 for submission to the OLG by 30 June 2015.

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

12.42pm

Cr Shinton returned to the meeting and resumed the Chair.

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Item 29 Release of Valuer General Land Valuations

Received.

Item 30 Quarterly Budget Review Statement for the Quarter Ending 31 December 2014

242/1415 RESOLVED that Council accept the Quarterly Budget Review Statement for the quarter ending 31 December 2014, and approve the requested supplementary votes for a total value of \$154k.

Schmidt/Andrews
The motion was carried

Item 31 Bank Reconciliation for the month ending 31 December 2014

243/1415 RESOLVED that Council accept the Bank Reconciliation Report for the month ending 31 December 2014.

Schmidt/Coe
The motion was carried

Item 32 Bank Reconciliation for the month ending 31 January 2015

244/1415 RESOLVED that Council accept the Bank Reconciliation Report for the month ending 31 January 2015.

Schmidt/Coe
The motion was carried

Item 33 Investments and Term Deposits for Month ending 31 December 2014

245/1415 RESOLVED that Council accept the Investments Report for the month ending 31 December 2014.

Schmidt/R Sullivan
The motion was carried

Item 34 Investments and Term Deposits for Month ending 31 January 2015

246/1415 RESOLVED that Council accept the Investments Report for the month ending 31 January 2015.

Schmidt/Capel
The motion was carried

Item 35 Rates Report for Month Ending 31 December 2014

Received.

Item 36 Rates Report for Month Ending 31 January 2014

Received.

Item 37 Update on Binnaway Sewerage System Investigations

247/1415 RESOLVED that actions taken in relation to preliminary investigation of options for Binnaway sewerage, that is, engagement of separate consultants to prepare an IWCM and preliminary technical options, are noted.

Schmidt/Andrews
The motion was carried

Item 38 Renewal of Clarifier at the Baradine Water Treatment Plant

248/1415 RESOLVED that Design drawings and tender documentation are prepared for replacement of the clarifier at the Baradine Water Treatment Plant and tenders are invited for the project **FURTHER** that funding options be considered during preparation of the 2015/16 Budget.

Clancy/Capel
The motion was carried

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Item 39 Permit application to install a cattle grid on Narrawa Road

249/1415 RESOLVED Council offer to the owner of Narrawa a lease agreement for the unused area of road reserve on Narrawa between Cobbora Road and Narrawa property boundary.

C Sullivan/Coe

The motion was carried

1.03pm

250/1415 RESOLVED that standing orders be suspended to break for lunch.

C Sullivan/Andrews

The motion was carried

1.51pm

251/1415 RESOLVED that standing orders be resumed.

C Sullivan/Capel

The motion was carried

Item 40 Policy Proposal for Suppressing Dust Generation on Rural Roads

252/1415 A motion was moved by Councillor Clancy seconded by Councillor Capel:

1. That the draft policy in Attachment 1.0 'Council Contribution Scheme for Bitumen Sealing of Rural Roads to Reduce Dust Nuisance' is placed on public exhibition and reported back to Council at the end of the exhibition period;
2. That a budget allocation is established in the 2015/16 financial year to fund any applications that may be received from property owners to bitumen seal a discrete section of unsealed road adjoining their property.

The motion was put and lost.

Item 41 Bushfire Surveillance Camera

253/1415 RESOLVED that Council enter into an agreement with ANU for the gifting of a bushfire surveillance camera from ANU to Council **FURTHER** that Council approves the General Manager and Mayor to affix Council's seal, sign and execute the agreement.

Clancy/Schmidt


The motion was carried

Item 42 2014/15 Technical Services Works Program – Road Operations, Urban Services & Water Services

Received.

Item 43 Cemeteries and Crematoria Act 2013 and Cemetery Management and Burial Policy

254/1415 RESOLVED that Council endorses the following Cemetery Management and Burial Policy to replace the existing policy and to be included in the Strategic Policy Register.

	Cemetery Management and Burial Policy
	Strategic

1. Purpose

The purpose of this policy is to outline the management of cemeteries within the Warrumbungle Shire Local Government area and Council's Burial Policy.

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2. Objectives of the Policy

The objective of this policy is to ensure that the cemeteries under Council's care are maintained and managed professionally and with consideration for the sensitive nature of their purpose.

3. Policy Scope

- 3.1. This Policy applies to all cemeteries memorial gardens and columbarium's administered, operated and maintained by Council in the present and future.

This policy applies to the following cemeteries within the Warrumbungle Shire Council local government area;

Baradine Cemetery
Binnaway Cemetery
Bomera Cemetery*
Bugaldie Cemetery
Cobborah Cemetery
Coolah Cemetery
Coonabarabran Old Cemetery**
Denison Town Cemetery*
Dunedoo Cemetery
Leadville Cemetery
Leadville Trust Cemetery #
Mendooran Cemetery
Native Grove Cemetery Coonabarabran
Rocky Glen #
Turee Vale Cemetery*
Uarbry Cemetery

** Historic Cemetery closed to burials*

*** Closed to new burial bookings*

Cemeteries under WSC care that neighbours have reclaimed

- 3.2. This Policy does not affect the operation of any Regulations under the Public Health Act 2012, part 8, Disposal of Bodies, relating to cemeteries and crematoriums.

4. Background

This policy will take over from the previous policies regarding Cemetery Management and Burial Policy (policy was endorsed by Council 19 September 2013, **Resolution 118/1314**)

The policy has been updated due to the implementation of the Cemeteries and Crematorium Act 2013 pass by New South Wales Parliament on 2 November 2013.

5. Definitions

Applicant - the person making an application

- for a burial or memorial right
- for a work permit or other Council consent
- for burial or cremation

Appropriate fee - a fee fixed by Council

Cemetery or cemeteries - means an area containing one or more burial places

burial place - a grave site, vault site, crypt site, memorial site or other place for the disposition or commemoration of the remains of the dead, whether cremated or not.

Burial right - exclusive right of entitlement to a burial place granted by Council to a person or persons.

Council - the Warrumbungle Shire Council

Grantee - the person to whom a right is granted.

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Monument - any structure, plaque, headstone, masonry, metal work, casting or item placed over, in or around a burial right.

Monument mason - is a tradesman mason or person possessing the skills to carry out monument masonry work.

Pre-need burial right - means a burial right granted prior to need.

Procedure Manual - Council's "Cemetery Management and Burial Procedures" plan of management for public cemeteries.

Reservations - a pre-need burial right.

Register - the Council's formal repository of data containing all the required details of a burial, cremation, memorial site, inurnment right or burial right.

The Policy - this Policy

6. Policy Statement

6.1. Management of Cemeteries

6.1.1. Planning, conduct and maintenance of cemeteries

Council will make such provisions as it considers necessary for the following:

- (a) the setting aside of sections for different types and classes of burials;
- (b) the establishment of standards of construction and design of for monuments and structures;
- (c) the size, multiple use and location of burial places;
- (d) interments;
- (e) the erection or installation of structures and the making of inscriptions;
- (f) the carrying out of work by monument masons;
- (g) the qualifications required by, and the security deposits to be lodged by, monument mason;
- (h) the removal, replacement and maintenance of structures;
- (i) the improvement and maintenance of cemeteries;
- (j) the making of arrangements for the care of burial places on an annual or other basis;
- (k) the supply of goods and services incidental to the conduct of burials and other matters relating to cemeteries;
- (l) the conduct of religious or other ceremonies of burial, cremation, disposition or commemoration;

6.2 Refusal to grant exclusive rights of memorials

The Council may refuse to grant an exclusive right of burial to any person if, in the opinion of Council, the grant would create a monopoly or encourage dealings in such rights as a business.

6.3 Register of burial places and cremation

- 6.3.1 A register of burial, as required by the Regulations of the Public Health Act 2010 and defined in the Cemeteries and Crematoria Act 2013, must be kept in respect of all burial places
- 6.3.2 A register of cremation, as required by the Regulations of the Public Health Act 2010 and defined in the Cemeteries and Crematoria Act 2013, must be kept in respect of each cremation.
- 6.3.3 A register of pre-need burial rights.
- 6.3.4 Each register, which may be kept in written, printed or electronic form, must contain sufficient information to allow for simple cross-referencing of entries by-
 - (a) the name, age and last address of the person whose body or remains have been buried,
 - (b) the date of the person's death,

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- (c) the date of the burial,
- (d) the section and allotment where the burial has been made,
- (e) the name of the person (if any) who continues to hold any right of burial in that allotment,
- (f) the name of the funeral director who transported the body to the cemetery,
- (g) the fees paid to the cemetery authority for the burial.

- 6.3.5 Each register entry must contain the name and address of the owner of the burial right.
- 6.3.6 Each burial or cremation must be recorded in its respective register immediately after the service.
- 6.3.7 Registers may be amended to remove or correct inaccuracies.
- 6.3.8 The Council must, on application made by any person, make available to the person a copy of any entry made in the burial or cremation registers.
 - Such applications shall be made on an approved form
 - each form shall be limited to a single register entry
 - A fee, as approved by the Council from time to time, may be charged for each application.
- 6.3.9 The registers will be used in any proceedings requiring evidence of the identity of the holder of an exclusive right that has been granted in respect of any burial or memorial site.

6.4 Certificates of exclusive right of burial

- 6.4.1 The Council will issue to the owner of an exclusive right of burial certificate, clearly showing
 - the owners name and address
 - the amount paid
 - the date of issue
 - A description of the physical location of the grave
 - the terms and conditions under which the certificate is issued.
- 6.4.2 The application for a certificate must be made on a form approved by Council.
- 6.4.3 Any fees relating to the purchase and issue of the certificate must be paid at the time of application.

6.5 Reservations and Purchases of Burial Lots and Niches

Plots are to be purchased and paid for in full at the fee prescribed in Council's Operational Plan and Delivery Program (2013/14-2016/17) at the time the purchase is made. Council is under no obligation to buy back unwanted pre-purchased lots, however Council's adopted fees and charges may make provision for this to occur.

Niches may be purchased at the fee prescribed by Council's Operational Plan and Delivery Program (2013/14-2016/17) at the time of purchase. The purchase of a niche is limited to only those available at the time. Council is under no obligation to buy back unwanted pre-purchased niches, however Council's adopted fees and charges may make provision for this to occur.

Reservation applications must be made in writing to Council stating the reason for the reservation. Council is authorised to approve or deny applications based upon insufficient reasons or lack of prepared burial land or any other relevant Council policy.

Council resolved the following at a meeting held 21 May, 2009:

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That Council adopts the following policy in all dealings relating to the reservation of grave sites in lawn cemeteries within Warrumbungle Shire effective immediately:

- (a) The right of burial reservation fee must be paid at the time of acquisition of the reservation, and
- (b) Burial rights (reservations) at all lawn cemeteries will only occur when a funeral is to take place, at this time a second adjacent site may be booked, i.e., a maximum of two (2) sites can be reserved with one to be used immediately. In the case of the burial of a child (under 18) two (2) sites immediately adjacent to the deceased child may be reserved, and
- (c) Double depth grave sites are to be encouraged by Council through appropriate concessional rates for the second internment within a grave site in Council's fees and charges structure.

6.6 Hours of Burial, Cremation and Exhumation

- 6.5.1 Burials, cremations and exhumations shall take place only during the hours approved by Council as set out in Council's Procedure Manual

6.7 Order for burials

- 6.7.1 Burials are not to take place unless a Burial Order has been issued by Council.
- 6.7.2 The issue of a burial order shall be in accordance with Council's Procedure Manual
- 6.7.3 Burial shall be in accordance with the Regulations of the Public Health Act 2010 (NSW) and Council's Procedure Manual.

6.8 Exhumation

- 6.8.1 Exhumations are not to take place unless
 - prior written consent has been obtained from the Director-General of the Department of Health (NSW); and
 - an Order for exhumation has been issued by Council
- 6.8.2 This clause does not apply if an exhumation has been ordered by a Court.

6.9 Miscellaneous

- 6.9.1 A person must **not** do any of the following (within a cemetery)
 - (a) damage, deface, interfere with or alter burial places
 - (b) damage, deface, interfere with or alter monuments
 - (c) bury, inter or exhume any human remains, whether cremated or not
 - (d) enter or remain in a cemetery between sunset and sunrise
 - (e) cause or permit an animal that is under the person's control to enter or remain in a cemetery without proper supervision
 - (f) take part in any gathering, meeting or assembly, except for the purpose of religious, research, historical, educational or other ceremony of burial or commemoration; or
 - (g) Engage in trade or commerce or distribute any circulars, advertisements, paper drawn or photographic material.
 - (h) drive a vehicle at a speed of more than 5 kilometres per hour

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- (i) drive a vehicle or a vehicle and trailer having an unladen weight of more than 3 tonnes
 - (j) drive a vehicle through a cemetery for the purpose of travelling between places outside of the cemetery
 - (k) park a vehicle on any known burial place, verge or plantation, or in a manner that is likely to impede traffic
 - (l) teach, learn or practice driving a vehicle
 - (m) camp or reside on any land
 - (n) Possess or consume an alcoholic or intoxicating beverage or substance except from that directly associated with a funeral service.
 - (o) urinate or defecate
 - (p) bring into or leave any rubbish, refuse, scrap metal (including remains of vehicles), rock, soil, sand or any other such substances
 - (q) remove any dead timber, logs, trees, flora, whether standing or fallen
 - (r) kill, capture or in any way interfere with any animal, bird, fish or other fauna, whether native or introduced
 - (s) Plant any tree, shrub, herbage or other plant without prior consent.
Penalty: Offenders may be prosecuted under Common Law, Statute Law, The Heritage Act 1977, The Health Act (NSW) 1991, The Criminal Code
 - (t) Bury any domestic pets or animals within the parameter of the cemetery
- 6.9.2 Subsection (1.e) does not prevent a person from leading or walking a dog on a leash
- 6.9.3 Council's written consent is required to legally carry out any act that might otherwise give rise to an offence under this clause.

6.10 Requirements for graves

- 6.10.1 The dimensions of a grave shall be a minimum of
- 1000mm X 2400mm for adult graves
 - 900mm X 1500mm for children's graves;
- 6.10.2 The number of internments permitted in a grave shall be in strict accordance with the Regulations of the Public Health Act (NSW) 2010.
- 6.10.3 For the purpose of part 6.10, clause 2:
- prior written consent has been obtained from the Director-General of the Department of Health (NSW) to vary the number of interments.
 - Where a coffin containing the deceased remains is interred in a grave, the upper surface of the coffin shall be at a depth not less than that required by the Regulations of the Public Health Act (NSW) 2010 which is 900mm.
- 6.10.4 This section does not affect the interment of cremated remains.

6.11 Above ground entombment

All entombments above ground shall be considered on an individual basis upon a written application to Council.

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6.12 Monuments and inscriptions

- 6.12.1 A person shall not, in a cemetery:
- construct or install any monument, memorial, foundation, vault, table, headstone, gravestone, kerbing, railing or other structure, unless it is of
 - a material and design approved in writing by the Council; and
 - carried out to the standard of workmanship required by the Council
 - constructed in accordance with Australian Standards Association AS4425 - "Monuments & Headstones" (1996)
- 6.12.2 Make any inscription or carry out any adornment, unless it is approved by the Council and made or carried out to the standard required by the Council.

6.13 Application for the approval

Application for the approval of the Council in accordance with Part 6.12, clause 1 shall:

- 6.13.1 Be made to the Council in writing
- 6.13.2 Be accompanied by sketches, drawings and other particulars of the design that may be required by the Council; and
- 6.13.3 Where the application relates to an inscription, be accompanied by a copy of the proposed inscription

6.14 Trades and contractors

No trade inscription shall be allowed on any masonry work unless approved, in writing, by the Council.

6.15 Monument masons

- 6.15.1 A person shall not carry out any work as a monument mason within a cemetery unless with the written consent of the Council
- 6.15.2 The Council may issue approval to undertake work as a monument masons to any person it considers to be suitably qualified to undertake such work.
- Any person may apply to work as a monument mason in a cemetery; provide the application is in writing
- 6.15.3 The Council may suspend or cancel approval of any person by giving notice in writing
- 6.15.4 This clause shall not apply to employees of Council while engaged in their employment under the instructions of Council

6.16 Removal of structures

- 6.16.1 The Council may;
- remove, demolish, alter or require the removal, demolition or alteration of any structure or any adornment or
 - erase, correct, or require the erasure or correction of wording of any inscription that has been constructed, installed, made or carried out
 - without the written consent of the Council; or
 - otherwise than in accordance with an approval given by Council.
- 6.16.2 Where any work that has been approved is not completed within a reasonable time, the Council may remove or demolish such partially finished work as it deems necessary to preserve the fabric of the cemetery and public safety.

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6.17 Removal and replacement of structures on request

- 6.17.1 Where notice to open a grave or vault for a lawful purpose is given in accordance with Council's Procedure Manual, the Council may arrange after:
- the lodgement of proof of ownership
 - the payment of the scheduled fees and related costs
- 6.17.2 the removal of any part of the structure to enable the safe opening of the grave or vault require the grantee or applicant to make good the repair of the structure affected within 14 days of the interment or service date.

6.18 Maintenance of structures

- 6.18.1 The ownership of monuments or other structures is deemed to be with the person or persons (or their heirs & successors) that caused the monument or structure to be constructed:
- the Council shall not be responsible for the upkeep, maintenance, repair etc. of any monument or structure.
 - The owner is responsible for the upkeep, maintenance and repair of the monument.
 - The Council may act to remove any structure which has become dilapidated or unsightly
 - the Council may remove any trees, shrubs or other vegetation from any cemetery where, in its opinion, it is in the interest of the cemetery to do so.

6.19 Unsafe monuments

Any monument identified as posing a safety risk is accorded a category ranking:

CATEGORY	Criteria
1-	Monuments over 750mm in height that <ul style="list-style-type: none">• are likely to collapse or fall over at any time• Have significant sections or parts separating from the main monument, irrespective of cause (subsidence, deterioration etc.)
2-	Monument 750mm or less in height <ul style="list-style-type: none">• are likely to collapse or fall over at any time• Have significant sections or parts separating from the main monument, irrespective of cause (subsidence, deterioration etc.)
3-	Monuments that are affected by subsidence and are leaning by more than 10 degrees, but are otherwise deemed to be in sound condition.

- 6.19.1 Identification and reporting:
any identification of unsafe monuments and consequent actions under this clause will be thoroughly documented and supported with photographs. All actions will be recorded against the respective cemetery register entry.
Subsidence:
where subsidence is evident, Council will fill and compact the ground in the normal manner.

6.19.2 Repair of monument

1. Council will not repair monuments. Council will only act to ensure public and employee safety.
2. Category 1 monuments:
 - (a) The area surrounding the monument is to immediately be secured with barriers and danger signs.

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- (b) The Council will make reasonable efforts to contact the grantee of the burial right and instruct the grantee to take immediate steps to repair the monument.
- (c) A public notice, clearly identifying the grave indicating Council's intent to make the monument safe unless the grantee acts within seven (7) days reserving Council's right to recover the costs relating to the handling of the monument from the grantee is to be placed in the local press.
- (d) If contact has not been made with the grantee within seven days of the public notice, the Council will take steps to make the monument safe.

Note: Making the monument safe will (usually) consist of laying the headstone face down on the ground of the grave. This method, which preserves the inscription, is recommended by the National Trust.

6.19.3 Category 2

Same as Category 1, except that the notice and action period will be extended from seven (7) to 14 days.

6.19.4 Category 3

The Council will make reasonable efforts to contact the grantee to the site and instruct the grantee to take steps to repair the monument.

A single public notice, clearly identifying the grave and indicating to the grantee that he or she should take steps to repair the monument will be placed in the local press.

Council will continue to monitor the site until such time as the monument is identified as Category 1 or Category 2.

6.20 Lawn Cemetery Sections

6.20.1 The Council will ensure that it:

- maintains, preserves, and repairs lawn cemetery graves
- graves are not enclosed with any railing or kerbing
- cut and plastic flowers provided by families are left at burial places in Lawn Cemeteries
- cut and plastic flowers provided by families are placed in vases of a type approved by Council
- approved vases are plastic flower vases or urns and metal vases only. Glass jars and other vases will be removed at Council's absolute discretion.
- due to the effects of UV rays, discoloured and worn plastic flowers will be removed from memorials at Council's absolute discretion.
- no headstone, statue or other structure is erected or constructed over a grave in a lawn section
- no tree, shrub or other plant is placed or planted on any grave in a lawn section other than by Council at its absolute discretion

6.20.2 The Council shall place over each grave in the Lawn Section, as soon as practicable after a burial or interment has taken place in that grave, and upon receipt of written instructions from the grantee, a memorial plaque, of a standard size and type as determined by the Council.

6.20.3 The grantee may apply to privately supply and fix a memorial plaque in Lawn Cemetery Sections provided that:

- an application in accordance with part 6.2 of this policy has been lodged with Council

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- all fees as scheduled by Council for the lodgement of the application have been paid
 - the design and type of plaque is consistent with the requirements determined by Council
 - Council has given its written approval
- 6.20.4 Council will not be liable for the repair, maintenance, upkeep or preservation of any plaque or item placed on a grave in a lawn cemetery under the provisions of part 6.17, clause 1 of this Policy.
- 6.20.5 That the provision of vertical burials in the lawn cemeteries be considered in accordance with cemetery practices.

7. Responsibilities

The Manager Property and Risk will hold responsibility over this policy

8. Associated Documents

Operational Plan and Delivery Program 2013/14 – 2016/17
Cemeteries and Crematoria Act 2013
Warrumbungle Shire Council Cemetery Management and Burial Procedures
Public Health Act NSW, 2010
Public Health Regulations 2012 (Part 8 Disposal of bodies)
Human Tissues Act NSW, 1983
Coroners Act NSW, 2009
Birth, Deaths and Marriages Act NSW, 1995
The Heritage Act 1977
Work Health and Safety Act, 2011

Policy Name	Version	Resolution	Date
Cemetery Management and Burial Policy	1	118/1314	19 September 2013
	2		

Schmidt/Andrews
The motion was carried

Item 44 Land on the Western Side of Lot 2 DP 1079661

Received.

Item 45 Local Heritage Fund 2014/2015

255/1415 RESOLVED that Council grant \$18,500 from the Warrumbungle Shire Council Local Heritage Fund 2014/15 as recommended below.

Baradine Business District (Wellington Street)

Property	SHI No.	Applicant	Works	Cost	Request	Recommended
Baradine Bakery (former)	31-Well	Baradine & District Progress Assn Inc	Repair & repaint frontage	\$4,180	\$2,090	\$1,250
Baradine Memorial Hall	1121	Baradine & District Progress Assn Inc	Repair front steps & parapet	\$2,750	\$1,375	\$1,000
Embassy Theatre (former)	1169	Baradine & District Progress Assn Inc	Repair & paint facade	\$2,300	\$1,150	\$1,000
Emmy Lou's Eatery	20-Well	Baradine & District Progress Assn Inc	Repair parapet & awning	\$9,526	\$4,000	\$2,500
Farrell's Garage	2-Well	Baradine & District Progress Assn Inc	Restore rooftop signage	\$2,500	\$1,250	\$1,000

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Property	SHI No.	Applicant	Works	Cost	Request	Recommended
Tin Shed	36-Well	Kate Boston	Stabilise & secure building	\$60,000	\$4,000	\$2,500
				\$81,256	\$13,865	\$9,250

Warrumbungle Shire - remainder

Property	SHI No.	Applicant	Works	Cost	Request	Recommended
Cobbora Courthouse Stables	0178	Penny Stevens	Repair southern wall	\$7,785	\$3,840	\$2,000
Coonabarabran CWA Hall	76-Cass	CWA Coonabarabran Branch	Improve access & toilets	\$3,000	\$1,500	\$1,000
Heatherbrae	1177	Judith Hadfield	Repair windows	\$1,380	\$690	\$690
Noni K's Giftware	42-Binn	Leonie Keane	Repair awning	\$9,000	\$4,000	\$2,000
St Marys Catholic Church	0128	Fr Greg Kennedy	Repair fascia & guttering	\$14,025	\$2,000	\$1,500
Sacred Heart Church	0033	Fr Greg Kennedy	Stabilise memorial grotto	\$9,515	\$2,000	\$1,500
Tucklan Hall	0175	Le-Roy Trengove	Repair roof & guttering	\$1,120	\$560	\$560
				\$45,825	\$14,590	\$9,250

C Sullivan/Andrews
The motion was carried

Item 46 People power to crack down on litterbugs

Received.

Item 47 Development Applications (December 2014)

256/1415 RESOLVED that Council note the Applications and Certificates Approved, during December 2014, under Delegated Authority

Clancy/Capel
The motion was carried

Item 48 Development Applications (January 2015)

257/1415 RESOLVED that Council note the Applications and Certificates Approved, during January 2015, under Delegated Authority

Schmidt/Andrews
The motion was carried

2.20pm

258/1415 RESOLVED that:

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

C Sullivan / Schmidt
The motion was carried

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2.39pm

259/1415 RESOLVED that Council move out of closed Committee.

Schmidt / C Sullivan
The motion was carried

The following resolutions of Council while the meeting was closed to the public were reported to the meeting by the General Manager.

Item 1C Tenders for Hire of Various Plant Items on a Casual Basis

260/1415 RESOLVED:

- That tendered rates for casual plant hire for the period 1 March 2015 to 28 February 2016 under the Hourly Rate Schedule be accepted as follows:

Schedule 1.0 – Plant Hourly Rate Schedule

Contractor	Plant Type	Tendered Plant Rate (incl GST)		
		"A" Rate \$/hr	"A1" Rate \$/hr	"C" Rate \$/hr
Batterline Earthmoving*	Stabiliser	\$4,840.00	\$5,000.00	
Batterline Earthmoving*	Spreader Truck	\$1,760.00	\$1,920.00	
CW Hall Earthmoving P/L	Roller Smooth Drum	\$120.00	\$120.00	
DC & KM Canham	Excavator	\$130.00	\$80.00	
Daps Woodchipping	Wood Chipper			\$75.00
EMS Group Pty Ltd**	Roller - Caterpillar CP56	\$110.00	\$126.50	\$55.00
EMS Group Pty Ltd	Roller - Bomag BW211D4	\$110.00	\$126.50	\$55.00
EMS Group Pty Ltd	Loader WL7 - Caterpillar 924H	\$121.00	\$137.50	\$66.00
EMS Group Pty Ltd	Loader WL8 - Caterpillar 930H	\$126.50	\$143.00	\$71.50
EMS Group Pty Ltd	Loader WL9 - Caterpillar 962G	\$137.50	\$154.00	\$82.50
EMS Group Pty Ltd**	Backhoe BL1 - Caterpillar 432E	\$121.00	\$137.50	\$66.00
EMS Group Pty Ltd	Dozer DO8 - Caterpillar D9T	\$198.00	\$214.50	\$143.00
EMS Group Pty Ltd	Dozer DO7 - Caterpillar D8T	\$165.00	\$181.50	\$110.00
EMS Group Pty Ltd**	Excavator - Caterpillar 313CSR	\$115.50	\$132.00	\$60.50
EMS Group Pty Ltd	Excavator - Caterpillar 320DL	\$126.50	\$143.00	\$71.50
EMS Group Pty Ltd	Excavator - Caterpillar 336DL	\$132.00	\$148.50	\$77.00
EMS Group Pty Ltd	Tractor - Case	\$99.00	\$115.50	\$44.00
McEvoy Earthmoving	Wheel Loader - Victory VL470	\$145.00	\$165.00	\$110.00
Newbold Bulk Haulage P/L	Roller - Tried - Muiltpac MP2400	\$132.00	\$132.00	
Newbold Bulk Haulage P/L	Excavator - Komatsu PC200	\$132.00	\$132.00	
Newbold Bulk Haulage P/L	Excavator - HyundaiR55-7A	\$110.00	\$110.00	
Newbold Bulk Haulage P/L	FE Loader Case 621B 94A	\$121.00	\$121.00	
Newbold Bulk Haulage P/L	Skid Steer Loader - Takeuchi	\$110.00	\$110.00	
Newbold Bulk Haulage P/L	Grader Caterpillar 140H	\$143.00	\$143.00	
Newbold Bulk Haulage P/L	Skid Steer Loader - TL220 2000	\$110.00	\$110.00	
Russell's Earthmoving P/L	Bulldozer - Caterpillar D5M	\$137.50	\$155.00	
Universal Mobile Tower Hire	Cherry Picker Holden Nifty Lift	\$160.00	\$205.00	\$45.00
Universal Mobile Tower Hire	Cherry Picker Hino Versalift	\$160.00	\$205.00	\$49.00
Universal Mobile Tower Hire	Cherry Picker Mits Niftylift 12m	\$165.00	\$210.00	\$49.00
Universal Mobile Tower Hire	Cherry Picker Mitsubishi GMJ 14,	\$171.00	\$216.00	\$54.00

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Universal Mobile Tower Hire	Hino R\Gary 15m	\$182.00	\$227.00	\$68.00
Universal Mobile Tower Hire	Cherry Picker Isuzu Niftylift 18m	\$193.00	\$238.00	\$83.00
Universal Mobile Tower Hire	Cherry Picker Hino R\Gary 19m	\$198.00	\$243.00	\$94.00
Universal Mobile Tower Hire	Cherry Picker Mits Abbey 23m	\$198.00	\$243.00	\$104.00
Universal Mobile Tower Hire	Cherry Mits GMJ 24m	\$205.00	\$250.00	\$104.00
Universal Mobile Tower Hire	Cherry Picker Inter S\probe 32m	\$264.00	\$309.00	\$124.00
Universal Mobile Tower Hire	Cherry Picker Merc Bronto 35m	\$286.00	\$331.00	
Universal Mobile Tower Hire	Cherry Picker CEA 40m	\$295.00	\$340.00	
Universal Mobile Tower Hire	Cherry Picker Aichi 43m	\$308.00	\$353.00	
Coates Hire	Various Plant & Machinery	Refer Schedule of Rates for Dry Hire		
Conplant Pty Ltd	Various Rollers	Refer Schedule of Rates for Dry Hire		
Contractor	Plant Type	Tendered Plant Rate (incl GST)		
		"A" Rate \$/hr	"A1" Rate \$/hr	"C" Rate \$/hr
Earth Plant Hire	Various Rollers & Machinery	Refer Schedule of Rates for Dry Hire		
Hyroll Hire Pty Ltd	Various Plant & Machinery	Refer Schedule of Rates for Dry Hire		
Rollers Australia Pty Ltd	Various Rollers	Refer Schedule of Rates		
Sharpe Bros	Various Plant & Machinery	Refer Schedule of Rates		
Sherrin Rentals	Various Rollers & Machinery	Refer Schedule of Rates for Dry Hire		
Alternate Contractor				
Jacks Hire Service P/L ***	Cherry Picker*		\$283.00	\$283.00
	Kanga Loader – DAG25*		\$340.00	\$340.00
	Traffic Lights – OOTRLR*		\$136.00	\$136.00
	Traffic Lights – OOTRLR*		\$136.00	\$136.00
	Traffic Lights – TRAF98A*		\$136.00	\$136.00
	Traffic Lights – TRAF98A*		\$136.00	\$136.00
	Excavator – Bobcat 224*		\$356.00	\$356.00
	VMS Boards*		\$120.00	\$120.00
	VMS Boards*		\$120.00	\$120.00

Notes

* Day rate.

** All machines can be registered upon request.

*** Jacks Hire late tender received 22 January 2015 @ 3.00 pm.

Notes on Rates

A Rate – Wet hire rate applicable for operating weekdays.

A1 Rate – Wet hire rate applicable for operating weekends.

B Rate – Rate applicable for travelling.

C Rate – Dry hire rate.

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RECOMMENDATION (Cont'd)

2. Council advises Contractors that the following rates for supply of trucks under the hourly rate and distance schedule will be accepted for the period 1 March 2015 to 28 February 2016.

Schedule 2.0 – Truck Hourly Rate and Distance Schedule

Truck Type	GVM (tonnes)	"A" & "A1" Rate (incl GST)			"B" Rate (incl GST)	
		"A" \$/hr	"A1" \$/hr	Distance	"B" \$/hr	Distance
Truck Only	21 to 27	\$100.00/hr	\$105.00/hr	\$1.90/km	\$75.00/hr	\$1.20/km
Truck & Trailer	42 to 53	\$165.00/hr	\$160.00/hr	\$1.00/km	\$90.00/hr	\$1.00/km

Truck Type	Capacity (litres)	"A" & "A1" Rate (incl GST)			"B" Rate (incl GST)	
		"A" \$/hr	"A1" \$/hr	Distance	"B" \$/hr	Distance
Water Carts	7,000 – 8,000	\$75/hr	\$87/hr	\$0/km	\$0/hr	\$0/km
	12,000 – 15,000	\$110/hr	\$125/hr	\$0/km	\$80/hr	\$0/km

Notes on Rates

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

RECOMMENDATION (Cont'd)

3. Council advises Contractors that the following rates for supply of trucks under the float hourly rate and distance schedule will be accepted for the period 1 March 2015 to 28 February 2016.

Schedule 3.0 - Float Transportation – Hourly Rate and Distance Schedule

Contractor	Make	Model	GVM (tonnes)	Rate Tendered (incl GST)		
				"A" Rate \$/hr	"A1" Rate \$/hr	Distance
EMS Group Pty Ltd	Kenworth	T908 & Drop Deck	26.50	\$181.00		
EMS Group Pty Ltd	Kenworth	T908 & Quad	26.50	\$242.00		
EMS Group Pty Ltd	Kenworth	T908 & Quad & Dolly	26.50	\$302.50		
McEvoy Earthmoving	Northern	3 Axle	26.00	\$165.00	\$165.00	\$5.50
Newbold Bulk Haulage	Western Star	Hbusch LL Float	44.00	\$165.00	\$190.00	\$5.50
River Road Transport*	Volvo	1997 FH12	23.50	\$200.00	\$200.00	\$3.60
Russell's Earthmoving	Volvo	FH16	68.00	\$143.00	\$176.00	

Notes

- * River Road Transport min charge \$300.00 (incl GST).

Notes on Rates

- A Rate – Wet hire rate applicable for operating weekdays.
 A1 Rate – Wet hire rate applicable for operating weekends.

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RECOMMENDATION (Cont'd)

4. Council advises Contractors that the following rates for supply of trucks under the quantity and distance schedule for the period 1 March 2015 to 28 February 2016 will be accepted:

Schedule 4.0 - Truck Quantity and Distance Schedule

Haul Length (km)	Rate \$/tonne (incl GST)	Haul Length (km)	Rate \$/tonne (incl GST)
0.5	1.99	19.5	9.14
1.0	2.16	20.0	9.29
1.5	2.32	20.5	9.55
2.0	2.52	21.0	9.73
2.5	2.67	21.5	9.92
3.0	2.85	22.0	10.13
3.5	3.00	22.5	10.33
4.0	3.22	23.0	10.46
4.5	3.40	23.5	10.67
5.0	3.60	24.0	10.86
5.5	3.76	24.5	11.06
6.0	3.95	25.0	11.29
6.5	4.16	25.5	11.46
7.0	4.41	26.0	11.68
7.5	4.52	26.5	11.88
8.0	4.72	27.0	12.09
8.5	4.92	27.5	12.29
9.0	5.10	28.0	12.50
9.5	5.30	28.5	12.70
10.0	5.50	29.0	12.91
10.5	5.68	29.5	13.13
11.0	5.86	30.0	13.30
11.5	6.06	30 - 35	13.90
12.0	6.16	35 - 40	14.50
12.5	6.34	40 - 45	15.10
13.0	6.54	45 - 50	15.70
13.5	6.74	50 - 55	16.30
14.0	6.93	55 - 60	16.90
14.5	7.16	60 - 65	17.50
15.0	7.33	65 - 70	18.10
15.5	7.60	70 - 75	18.70
16.0	7.68	75 - 80	19.30
16.5	7.92	80 - 85	19.90
17.0	8.12	85 - 90	20.50
17.5	8.33	90 - 95	21.10
18.0	8.52	95 - 100	21.70
18.5	8.73	100 - 110	22.70
19.0	8.93	110 - 120	23.70
		120 - 130	24.70

Capel/Andrews
The motion was carried

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Item 2C 2-4 Digilah Street, Dunedoo

261/1415 RESOLVED that Council decline the request for sale of 2-4 Digilah Street, Dunedoo to ensure certainty for the provision of hard medical infrastructure into the future for the community of Dunedoo.

Coe/C Sullivan
The motion was carried

Matters of Concern

Cr Coe

- Liz Deep-Jones donated 3 copies of her book to the Southern libraries on Australia Day. Will distribute to the libraries.

Cr C Sullivan

- Dunedoo children play area has new equipment but in the summer time the equipment is too hot to be utilised. Can we get a shade shelter over equipment?
- At the end of the swimming season can there be a debrief from stakeholders in the pools to see how the season went between lifeguards, managers, maintenance, community users like the swimming club to give an update on how season went to let the community have a bit more say.
- Prickly pear within town limits of Mendooran. DDS will notify Macquarie County Council.

Cr Schmidt

- Letter coming from the Chamber of Commerce for thanks for Australia Day.
- A note from the Liquor Accord. Night rider bus is being utilised.
- Rainwater harvesting at Coonabarabran airport. It is to catch the water falling on buildings at this stage and eventually to catch the water falling on the ground.

Cr Andrews

- Night rider bus – didn't know anything about it. Cr Schmidt commented – it is an initiative from the Liquor Accord, a gold coin donation and used from residence to licence premises to residence. Can be used in other towns for events.

Cr Capel

- Vandalism at McMaster Park, can a camera be put up?
- Staff handovers – is there a good handover process? Letter in regards to Mendooran sent to Harold for a notice board asking if they needed to have a DA. GM comment: all information is tracked through records system InfoXpert. Please encourage to make a request through admin. DTS – Harold told them verbally.
- Follow up on volunteers? Training at Binnaway – follow up on policy, training, to see if they are happy.

Cr R Sullivan

- Dr Iannuzzi's letter regarding health system. Something needs to be done. Invite to next Council meeting to explain in person what is happening and what we can do about it.

Cr Clancy

- Warwick Knight concerned with grading Hollymount Road. Can DTS make contact with him to see. DTS – issues with clearing of vegetation on road.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 March 2015

There being no further business the meeting closed at 3.15pm.

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CHAIRMAN

RECOMMENDATION

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 19 February 2015 be endorsed.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2015

Item 2 Minutes of Traffic Advisory Committee Meeting held on 26 February 2015

Division:	Technical Services
Management Area:	Technical Services Management
Author:	PA to Director Technical Services – Tracy Cain
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	P13 Road networks throughout the shire need to be safe, well-maintained and adequately funded.

PRESENT: Cr Peter Shinton (Chair), Ms Sharon Grierson (RMS), Senior Constable Steven Chaplin (NSW Police Force), Mr Kevin Tighe (Director Technical Services), Mr Ken Smith (Road Safety Officer) and Mr Bikram Joshi (Manager Asset & Design).

APOLOGIES: Ms Jackie Barry (RMS) and Mr Colin Harper (Minister's Representative).

IN ATTENDANCE: Ms Chantelle Elsley (RMS) and Ms Tracy Cain (Minutes).

CONFIRMATION OF MINUTES:

24/1415 RECOMMENDED that the minutes of the Traffic Advisory Committee meeting held on Thursday, 27 November 2014 be confirmed.

Chaplin/Shinton

BUSINESS ARISING FROM THE MINUTES

The following matters were noted as outstanding:

- Proposal to Extend Centre Median in Binnia Street - Further investigations and site visit to be undertaken in relation to issue with northbound vehicles making a U turn at Campbell Street intersection. Plan to be prepared prior to site visit.
- Further investigations and site visit to be undertaken of sight distance concerns at the intersection of Digilah Street and Wallaroo Street.
- Investigate changing 'Give Way' signs in Namoi Street.
- Prepare a proposal for RMS consideration to change location of speed zone on the eastern approach to Mendooran.
- Dedicated carpark for disabled drivers in front of Coolah School of Arts building – Further information to be sought on access from road shoulder to footpath and access from footpath to building. Access issues to be considered as part of PAMP.
- Dedicated carpark for disabled drivers in front of the Warrumbungle Community Care office in Coolah – Further information to be sought on access from road shoulder to footpath and access from footpath to building. Access issues to be considered as part of PAMP.
- Proposal to install rumble strips on approach to dip in Bullinda Street, Binnaway – Investigate and prepare sketch plans for kerb blisters in Bullinda Street; change traffic priority by placing 'Give Way' signs in Bullinda Street for a trial period of 12 months.
- Council investigate the preparation of a Rural Bus Stop Policy.
- Advise RMS of damage and deterioration of fence panels on the Mary Jane Cain Bridge.
- Location of School Bus Stop Areas on Golden Highway between 9 km and 13 km West of Dunedoo – Formal contact to be made with bus operator(s).

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2015

- Review of Travel Lane Width in John Street for OD Trucks – Further investigation required in relation to layout, including width of parking bay and angle of parking. An analysis of wide loads using the OD Route should be undertaken to determine most common oversize width.
- Intersection of Golden Highway and Vinegaroy Road – Concerns about lack of RH turn capacity at the intersection of Golden Highway and Vinegaroy Road to be formally conveyed to the Hunter Region of RMS.
- Centre Line Marking on Castlereagh Highway near location commonly known as Coopers Corner – Formal approach to be made to RMS to investigate installation of an unbroken centre line at Coopers Corner.
- Unbroken edge line to be installed in front of Mendooran School for the purpose of accenting the new bus parking bay.
- Piggery Development Proposal – Inspection of intersection located at Baradine Road (MR129) for development access to ensure traffic movements are in compliance with guidelines for intersection treatment.

Item d) – Installation of Concealed Access Signs and Symbolic Bus Route Signs on Golden Highway on Approach to the Property ‘Talbragar Park’

Reference was made to RMS’ email of 7 January 2015 regarding an inspection that was undertaken in relation to sight distance on approach to property, ‘Talbragar Park’ located on the Golden Highway. It was noted that RMS had recommended the installation of concealed signage on one approach to the property being approximately 6 km west of Dunedoo.

The matter relating to appropriate location for a school bus zone was raised. RMS advised that they were currently looking at funding opportunities for rural buses to improve safety for children. It was determined that Council correspond with the property owner regarding the current status of the school bus pick up / drop off area and that modification to the existing driveway and RMS funding be mentioned.

Items a) & e) – Proposed Road Closures for 2015 ANZAC Day Marches and National Sorry Day Memorial Walk

Traffic Control Plans (TCPs) for ANZAC Day Marches to be held on Saturday, 25 April 2015 and National Sorry Day Memorial Walk to be held on Tuesday, 26 May 2015 were presented to the Committee for consideration. It was determined that the TCPs be approved subject to RMS approval for the State road network.

AGENDA ITEMS

- a) Coonabarabran Bowling Club – Access to Vacant Block via Double Unbroken Lines and Erection of Directional Signs in Edwards Street

25/1415 RECOMMENDED that when the double unbroken lines located in Edwards Street opposite the vacant block access at Coonabarabran Bowling Club begins to fade they be replaced with a single broken line as per the original Recommendation **FURTHER** that the request for erection of directional signs in Edwards Street not be approved.

Chaplin/Shinton

- b) Request for Additional Disabled Car Parking Spaces in Binnia Street, Coolah

Concerns were raised regarding the number and locations of existing and proposed disabled car parking spaces in Binnia Street, Coolah. The Committee resolved that a strip map of the town showing the existing disabled car parking spaces be prepared and brought back to the next meeting for review. Further consultation with the PAMP Committee and Council’s Community Services Manager was required. The matter is also to be raised on the agenda for the next Community Consultation meeting.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2015

- c) North West Equestrian Expo – Request for Closure of Reservoir Street, Coonabarabran for Cross Country Event on 30-31 May 2015

26/1415 RECOMMENDED that request by North West Equestrian Expo to close Reservoir Street, Coonabarabran on Saturday, 30 May 2015 and Sunday, 31 May 2015 between 9.00 am and 2.30 pm to conduct the Annual Cross Country Event be approved subject to compliance with Council's Road Closure Policy.

Shinton/Chaplin

- d) Request for 'No Parking' Zone between Accesses to Little Timor Street Car Park, Coonabarabran

A local truck operator submitted a request for the installation of a 'No Parking' Zone between the accesses to Little Timor Street Car Park in Coonabarabran due to difficulties experienced with parked vehicles when entering Roaches Hardware with a semi trailer. The Committee determined that further investigations be undertaken including a trial entry to Roaches Hardware via Cassilis Street.

- e) Coonabarabran Car Club – Request for Closure of Cassilis Street for Vehicle Display at Easter Bunny Bazaar Event on 4 April 2015

27/1415 RECOMMENDED that request by Coonabarabran Car Club to close Cassilis Street, Coonabarabran on Saturday, 4 April 2015 between John Street and Charles Street from 9.00 am to 2.00 pm for a vehicle display at the Easter Bunny Bazaar Event be approved subject to consultation with the Coonabarabran Chamber of Commerce Committee and relevant public liability insurance **FURTHER** that the vehicles remain stationary for the duration of closure.

Shinton/Chaplin

- f) RSO Monthly Reports – November & December 2014 and January 2015

RSO Monthly Reports for November & December 2014 and January 2015 were received and noted.

GENERAL BUSINESS

Proposal for Kerb Blisters in Bolaro Street, Dunedoo – Western End

A plan on the proposed installation of kerb blisters at the western end of Bolaro Street, Dunedoo was presented to the Committee. The installation of kerb blisters was a threshold for eastbound vehicles. Prominent blisters would go out to the edge line serving a dual purpose of a calming device and pedestrian access across Bolaro Street to the newly constructed skate park and toilet amenities. Fencing was to be installed to guide pedestrians to the crossing. Works are to be completed when the funding expires on 30 June 2015.

It was determined that the proposed plan be amended to include fencing and forwarded to RMS Design Services for consideration and approval.

The following matters were raised without Resolution:

- Query on approval of oversized 'Stop' signs across from the Shell Service Station, Coonabarabran.

11.40 AM

Peter Shinton and Bikram Joshi left the meeting.

- Police enforcement of 'No Stopping' zone at Woolies car park – It was noted that the local taxi service was utilising the 'No Stopping' zone as a pick up / drop off point due to there being no designated area. Council to look at original Development Application plans to determine whether there was an allocated drop off zone.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2015

11.45 AM

Bikram Joshi joined the meeting.

- Update on the Nite Rider Courtesy Bus.
- Free Cuppa and Tastebuds Café – Concerns were raised in relation to vehicles driving directly past the Tastebuds Café building where customers currently sit in the outdoor area. Motorists believe that they still have access rights to Dalgarno Street and car parking via this route. Council to investigate filling in the lay way.

There being no further business the meeting closed at 11.54 am.

The next meeting is to be held on Thursday, 26 March 2015 in the Gallery Meeting Room, Coonabarabran commencing 10.00 am.

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CHAIRMAN

RECOMMENDATION

1. That Council accepts the Minutes of the Traffic Advisory Committee meeting held at Coonabarabran on 26 February 2015.
2. That when the double unbroken lines located in Edwards Street opposite the vacant block access at Coonabarabran Bowling Club begins to fade they be replaced with a single broken line as per the original Recommendation **FURTHER** that the request for erection of directional signs in Edwards Street not be approved.
3. That request by North West Equestrian Expo to close Reservoir Street, Coonabarabran on Saturday, 30 May 2015 and Sunday, 31 May 2015 between 9.00 am and 2.30 pm to conduct the Annual Cross Country Event be approved subject to compliance with Council's Road Closure Policy.
4. That request by Coonabarabran Car Club to close Cassilis Street, Coonabarabran on Saturday, 4 April 2015 between John Street and Charles Street from 9.00 am to 2.00 pm for a vehicle display at the Easter Bunny Bazaar Event be approved subject to consultation with the Coonabarabran Chamber of Commerce Committee and relevant public liability insurance **FURTHER** that the vehicles remain stationary for the duration of closure.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2015

Item 3 Minutes of Plant Advisory Committee Meeting – 19 February 2015

Division:	Technical Services
Management Area:	Technical Services Management
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan.

PRESENT: Cr Murray Coe (Chair), Cr Ron Sullivan, Cr Gary Andrews, Cr Fred Clancy, Mr Kevin Tighe (Director Technical Services), Mr Mark McWhirter (Manager Fleet Services) and Mr Stefan Murru (Director Corporate Services).

IN ATTENDANCE: Cr Anne Louise Capel.

APOLOGIES: Mr Steve Loane (General Manager)

CONFIRMATION OF MINUTES

13/1415 RECOMMENDED that minutes of the Plant Advisory Committee meeting held on Tuesday, 2 December 2014 be accepted.

Sullivan/Andrews

BUSINESS ARISING FROM THE MINUTES

- It was noted that Tipping Truck, Plant Item No 148 and Gravel Truck, Plant Item No 152 are still on order and currently at the body builders. It was also noted that the vehicle for the Technical Officer is on order.
- It was noted that the Landfill Compactor has been delivered and is operational.

AGENDA ITEMS

a) Budget vs Actuals Plant Replacement Program 2014/15

The current status of the Plant Replacement Program and expected financial result as at year to date was presented, discussed and noted by the Committee.

b) Recurrent Financial Statement for Fleet Services 2014/15

The recurrent income and expenditure was presented, discussed and noted by the Committee.

c) Plant Utilisation Report July – December 2014

The year to date Plant Utilisation Report was presented, discussed and noted by the Committee.

14/1415 RECOMMENDED that the Plant Committee receives the following reports on a monthly basis; Plant Budget versus Actual, Plant Recurrent Income and Expenditure Report and Plant Utilisation Report.

Andrews/Clancy

d) Tenders for the Replacement of Plant No 144 – Tipping Truck, Urban Services Baradine (Deferred from December 2014 Plant Meeting)

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 March 2015

15/1415 RECOMMENDED that the Committee receives further information about maintenance history and expected maintenance and repair requirements of the Baradine Town Truck (Plant Item No 144).

Sullivan/Andrews

e) Report on Staff Amenities and Caravans

16/1415 RECOMMENDED that Council modify the existing caravans to comply with NSW Road Registration so that the caravans have the ability to be towed by vehicles other than those fitted with air brakes.

Andrews/Clancy

f) Options for Use or Resale of Plant Item No 167 – Bitumen Patching Truck

17/1415 RECOMMENDED that the trade price offered for Council's Bitumen Patching Truck (Plant Item No 167) be accepted.

Sullivan/Andrews

GENERAL BUSINESS

Nil

There being no further business the meeting closed at 9.38 am.

The next meeting is to be held as and when required.

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CHAIR

RECOMMENDATION

1. That Council accepts the Minutes of the Plant Advisory Committee meeting held at Coolah on 19 February 2015.
2. That the Plant Committee receives the following reports on a monthly basis; Plant Budget versus Actual, Plant Recurrent Income and Expenditure Report and Plant Utilisation Report.
3. That the Committee receives further information about maintenance history and expected maintenance and repair requirements of the Baradine Town Truck (Plant Item No 144).
4. That Council modify the existing caravans to comply with NSW Road Registration so that the caravans have the ability to be towed by vehicles other than those fitted with air brakes.
5. That the trade price offered for Council's Bitumen Patching Truck (Plant Item No 167) be accepted.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2015

Item 4 Minutes of Robertson Oval Advisory Committee Meeting – 25 February 2015

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

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

APOLOGIES: Cr Murray Coe.

CONFIRMATION OF MINUTES

06/1415 RECOMMENDED that minutes of the Robertson Oval Advisory Committee meeting held on Wednesday, 25 February 2015 be accepted.

Foran/Guan

BUSINESS ARISING FROM THE MINUTES

Nil

AGENDA ITEMS

a) Review of Plans and Costings for Netball Courts and Irrigation at Robertson Oval
The meeting discussed the cost estimates prepared for the project, which includes construction of two netball courts and installation of irrigation on the second oval. Two cost estimates were prepared, one for construction of netball courts in hot mix and one for construction in concrete. Both estimates exceed budget allocation. It was recognised that reshaping of the mound in conjunction with construction of netball courts in an 'L' shape increased the cost of the project.

It was agreed that proposed works associated with the viewing mound should be eliminated from the project as much as possible.

GENERAL BUSINESS

It was agreed that further consultation should occur with the local netball club. It was also agreed that another meeting be held on the 5 March to consider comments from netball club members.

There being no further business the meeting closed at around 6.25 pm.

The next meeting is to be held at the Robertson Oval Amenities Building, Dunedoo on Thursday, 5 March 2015 commencing at 4.30 pm.

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CHAIRMAN

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 March 2015

RECOMMENDATION

That Council accepts the Minutes of the Robertson Oval Advisory Committee meeting held at Dunedoo on 25 February 2015.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2015

Item 5 Minutes of Robertson Oval Advisory Committee Meeting – 5 March 2015

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

PRESENT: Mrs Monica Foran, Mr Matthew Guan, Mr Dale Hogden and Mr Kevin Tighe (Director Technical Services).

Cr Coe arrived at 5.25 pm.

IN ATTENDANCE: Mr Brett Christenson, Ms Isobel Matthews, Ms Lisa Johnson and Ms Judy Sheldon.

APOLOGIES: Cr Chris Sullivan and Mr Mark Yeo.

AGENDA ITEMS

The purpose of the meeting was to consider comments from members of the local netball club about the proposed location of netball courts.

The netball club members suggested that the two proposed hard courts are separated with one constructed adjacent the viewing mound and the other constructed where the grass courts are currently located.

A strong view of the meeting was that the netball courts should not be interrupted by the road.

The meeting concluded with an agreement that a revised layout plan be prepared by the Director Technical Services and forwarded to Committee members for their consideration.

There being no further business the meeting closed at around 5.35 pm.

The next meeting is to be held as and when required.

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CHAIRMAN

RECOMMENDATION

That Council accepts the Minutes of the Robertson Oval Advisory Committee meeting held at Dunedoo on 5 March 2015.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2015

Item 6 Minutes of Warrumbungle Aerodromes Advisory Committee Meeting – 3 March 2015

Division:	Technical Services
Management Area:	Technical Services Management
Author:	Acting Manager Urban Services – Shane Weatherall
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI1 Public transport alternatives including bus and rail services connect local towns and villages and provide links with other regional centres.

PRESENT: Cr Denis Todd (Chair), Cr Gary Andrews, Mr John Farrell (Baradine), Mr John Gill (Coolah), Mr Garry Connelly (Coolah), Mr Colin Tink (Coonabarabran), Mr Kevin Barrington (Coonabarabran), Mr Kevin Tighe (Director Technical Services) and Mr Shane Weatherall (Acting Manager Urban Services).

IN ATTENDANCE: Cr Fred Clancy, Mr Colin Mercer and Mr Geoff Gazior.

APOLOGIES: Nil.

CONFIRMATION OF MINUTES

06/1415 RECOMMENDED that the minutes of the Warrumbungle Aerodromes Advisory Committee meeting held on Thursday, 4 December 2014 be confirmed.

Connelly/Todd

BUSINESS ARISING FROM THE MINUTES

The following matters were discussed:

- Installation of barrier line on David Knight Drive was discussed. There was some confusion of what a barrier line consisted of. Committee was told that it is a painted line on the road centre, not a wire rope construction on the road centre.
- An update on the ramp project was provided. It was noted that vehicle access will be disrupted when the ramps are replaced.
- Status of repairs for Coolah lights was discussed. Light control box has been sent to Avlite and unit has no defects. Had trouble getting company to take responsibility for system, but that has now been solved. PAL unit will now be sent to Avlite for testing.

07/1415 RECOMMENDED that three (3) lights with batteries from the Coolah Aerodrome be sent to Avlite for testing.

Connelly/Gill

Note: Polymer treatment designed for binding road surface on unsealed roads will be trialed on certain roads. Depending on the outcomes, this may be a suitable treatment for the Coolah runway surface to rectify the stone problem in the future.

- Follow up required with RFDS and night landings at Coolah.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2015

AGENDA ITEMS

a) Airservices Australia – Changes to Australia’s Ground-Based Navigation Aid Network

Discussion took place on who owned land. There were no objections to closing the Non Directional Beacons (NDB), so the acknowledgement letter shall be sent.

b) Dubbo City Council – New Masterplan for the Dubbo City Regional Airport – Key Stakeholder Consultation

Discussion took place with no notes or recommendations.

GENERAL BUSINESS

The following matters were raised without Resolution:

- Discussion took place on the draft application for Restart NSW.
Note: Request for the draft application to be circulated amongst the Committee for comment, and a further meeting to take place with the Consultant and Committee if required. Also, that the name ‘Dog Fence’ in the draft be changed to ‘Animal Fence’.
- Discussion took place on the progress of the rainwater harvesting tanks at Coonabarabran.
Note: That the owners of the hangers should be notified before the tanks are hooked up to the roofs.
- The budget status for airport operations at all airports presented to the Committee and discussed.
Note: That a copy of the budget report be distributed to the members at each meeting.

There being no further business the meeting closed at 10.05 am.

The next meeting is to be held as and when required.

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CHAIRMAN

RECOMMENDATION

1. That Council accepts the Minutes of the Warrumbungle Aerodromes Advisory Committee Meeting held on 3 March 2015.
2. That three (3) lights with batteries from the Coolah Aerodrome be sent to Avlite for testing.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2015

Item 7 Minutes Bushfire Appeal Advisory Panel – 10 March 2015

Division:	Executive Services
Management Area:	Governance
Author:	PA to Director Corporate & Community Services – Liz Webster
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF2 The demographic makeup of the community is well-represented in local activities, service delivery and decision-making.

PRESENT: Peter Shinton (Mayor), Steve Loane (General Manager), Sue Freebairn (DPI), John Sawyer (Rotary), Lois Sutton (St Vincent de Paul), and Pam Welsh (DPI).

APOLOGIES: Vickie Poyser (ADRA), Hugh Raadgever (Rotary) and Cheryl Pope (DPI).

RECOMMENDATION: that the apologies be accepted.

S Freebairn/L Sutton

ATTENDING: Glennis Mangan (Disaster Recovery Centre Manager), Stefan Murru (Director Corporate and Community Services).

CONFIRMATION OF MINUTES

RECOMMENDATION that the minutes of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held on 27th January 2015 be accepted.

**S Loane/S Freebairn
Carried by all**

BUSINESS ARISING:

Tibuc Gardens Morning Tea

No progress to date.

Pine Trees – Timor Road

Removal of trees will cost Council \$180,000. The General Manager is hoping some funds can be used if Council is reimbursed the outstanding \$520,000 as recommended by the Parliamentary Bushfire Inquest.

Fencing Requirements

The Mayor and General Manager spoke with Michael Wright (NPWS) re the varying agreements given to local farmers. The issue is a local one only and it was agreed that a standardized form should be developed.

WARRUMBUNGLÉ SHIRE COUNCIL

Ordinary Meeting – 19 March 2015

Mayors Appeal Reconciliation

Mayors Appeal Donated Funds	\$ 761,987
Restart NSW Grant	\$ 70,000
Interest Earned	\$ 16,409
Total:	\$ 848,396
Less:	
Funds Allocated	\$ 846,489
Available Unallocated Funds	\$ 1,907

Funds Allocated

Mayors Appeal Allocated Funds	\$ 846,489
Less:	
Funds Expended	\$ 535,807
Allocated Funds Remaining	\$ 310,682

SUMMARY OF ALLOCATIONS

Council provided a break down Mayors Appeal Assistance Payments and agency allocations detailing funds allocated and expended.

Agency Assistance Program	TOTAL	Amount Expended from Mayors Appeal	Funds Remaining
Home Dislocation	\$30,000	\$30,000	-
Roadside & Internal Fencing Materials	\$140,000	\$138,918	\$1,082
Home Re-establishment	\$210,000	\$55,000	\$155,000
Shed Rebuild	\$45,000	\$16,000	\$29,000
ADRA	\$26,000	\$26,000	-
Barnados	\$26,000	\$26,000	-
Centacare	\$26,000	\$26,000	-
St Vincent de Paul	\$26,000	\$26,000	-
DPI Fodder	\$12,482	\$12,482	-
Potable Water	\$20,000	\$20,000	-
BlaizeAid Projects	\$101,641	\$101,641	-
BlazeAid Plant Hire & Supplies	\$18,116	\$18,116	-
Community Renewal	\$55,000	\$19,400	\$35,600

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2015

Agency Assistance Program	TOTAL	Amount Expended from Mayors Appeal	Funds Remaining
Bird Boxes	\$250	\$250	-
Recovery Contribution Pymnt (New Program)	\$35,000	-	\$35,000
Restart NSW Govt	\$70,000	\$20,000	\$50,000
Building Expo	\$5,000	-	\$5,000
Total	\$846,489	\$535,807	\$310,682

RECOMMENDATION that the Warrumbungle Shire Council Mayors Bushfire Appeal fund status and allocation summary be accepted.

Accepted by consensus

AGENCY REPORTS

St Vincent De Paul

Potable Water balance now \$12,850.

ADRA

No report presented

Barnardos

No report presented

Centacare

No report presented

EMERGING ASSISTANCE REQUIREMENTS/ISSUES Financial Assistance

Request received for assistance from the Fencing Allocation.

RECOMMENDATION that the remaining funds of \$1,907 be transferred to the Fencing Allocation, with a further \$11 to be transferred from interest revenue. **FURTHERMORE** that the claim of \$2,000 be approved for payment by the Fund and that the remaining \$1,000 be set aside for the remaining claim.

S Loane/L Sutton

Carried by all

RECOMMENDATION that the Fencing Allocation now be closed and that the Committee advertise that there are no further funds available for fencing.

S Freebairn/J Sawyer

Carried by all

Request for whitegoods for partially destroyed dwelling.

RECOMMENDATION that a letter be written to the resident advising that when a DA is lodged for the existing dwelling the \$5,000 House Reestablishment Allocation will be approved.

S Freebairn/P Shinton

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2015

Request for financial assistance for the removal of debris from property on Timor Road.

RECOMMENDATION that a letter be written advising that this request does not fit the prescribed criteria for assistance from the Mayoral Fund. However, if funds become available in time, requests like this will be reconsidered.

**P Shinton/S Freebairn
Carried by all**

Building Expo

Discussion arose about the Expo and the following subjects arose:

Further advertising with ABC (Dougall Saunders).

Rotary requested serving table inside door of main hall.

Shared costs of Engineer for slab inspections.

GENERAL BUSINESS

The outstanding invoice for the Catholic Ladies Auxiliary be followed up and paid.

Meeting closed 10.12am

NEXT MEETING: TBA

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CHAIRPERSON

RECOMMENDATION

1. That Council endorse the recommendations of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held on 10 March 2015
2. That the Warrumbungle Shire Councils Mayors Bushfire Appeal Fund Status and allocation summary be accepted.
3. That the remaining funds of \$1,907 be transferred to the Fencing Allocation, with a further \$11 to be transferred from interest revenue. Furthermore that the claim of \$2,000 be approved for payment by the Fund and that the remaining \$1,000 be set aside for the remaining claim.
4. That the Fencing Allocation now be closed and that the Committee advertise that there are no further funds available for fencing.
5. That a letter be written to the resident advising that when a DA is lodged for the existing dwelling the \$5,000 House Re-establishment Allocation will be approved.
6. That a letter be written advising that this request does not fit the prescribed criteria for assistance from the Mayoral Fund. However, if funds become available in time, requests like this will be reconsidered.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2015

Item 8 Minutes of Warrumbungle Cobbora Transition Fund Committee Meeting – 10 March 2015

Division:	Executive Services
Management Area:	Governance
Author:	Manager Communications & IT – Chris White
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF5 Council has guaranteed access to diverse sources of funding to address its responsibilities in service planning and delivery.

Present: T Fergusson, A Capel, S Russell, W Hill, M Hensley, S Dent, Mayor P Shinton (chair), S Loane, Cr C Sullivan, P Campbell, Cr M Coe, M Warren, K Rose

Apologies: S Stoddart

Loane/Sullivan

Attending: A Parker, C White

Previous Minutes

Moved
Capel/Hensley

Business Arising

Deferred to agenda.

Financial Update

Progress report presented of financials expended to date as a portion of total funds for each project.

RNSW295 Dunedoo District Infrastructure Revitalisation Fund

- Milling Park - historical images chosen for the amenities external walls presented, strip footings for amenities to be installed this week with completion of amenities in April as per time schedule; skate playground concept designs were consulted with Dunedoo youth, and final concept design plan presented. Students are developing a set of skatepark use rules to be placed on a sign to be installed at the skatepark playground. Suggestion to install shelving for storage of skatepark user's gear. Additional funds for shade for the skatepark playground area to be sought from Cancer Council.
- Bolaro Street – kerb blister design waiting for approval from RMS; illuminated signage board quotes have been received from two suppliers, awaiting third quote.
- HV Parking - western end entrance has been widened and surface being prepared for sealing. RMS funding confirmed for \$500k to widen the eastern entrance of the HV Parking, including the widening the existing culvert.
- RV Parking - sewer lines installed and dump site to be connected.
- Dunedoo Sports Club - quotes on operable walls to be confirmed and Sports Club Committee advised to ensure works are to be kept within budget.
- Dunedoo Bowling Club - kitchen demolition and irrigation installation commenced.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2015

- Robertson Oval - irrigation of second football oval/grass netball courts completed; location of hard surface netball courts to be confirmed from the Robertson Oval 355 advisory committee for works to commence in April.

RNSW333 Recreational and Sporting and Cultural Facilities Improvement Project

- Jubilee Hall - works will resume after 16 March to enable booked functions at the venue to proceed. Paint and curtains have been ordered for delivery 16 March. Paint colours as per current colour range. Request to include floor sanding and seal in works.
- MPS - revised disabled ramp access design presented. Seating to be on the 500mm deep steps and 500mm wide coping along the garden beds. Discussion over railing to be redesigned to be less intrusive and to build up the grass area to meet the landing. Ramp curvature to be softened with less railing to create a curve and splay the entrance off Bolaro Street. Revised concept plans to be emailed to committee members for consensus feedback by return email by COB 20 March. Alternate heritage paint colours to be revised, with colours to be emailed out to committee members for consensus feedback by return email. Heritage colours to be based on the colourbond guttering colour (heritage red).
- Mendooran Tennis Courts - works in progress with grinding of court surface. Power pole has fused and to be repaired from other funding sources.
- Dunedoo Tennis courts - concrete slab poured and awaiting 28 days curing before rubberised surface is laid.

RNSW290 Three Rivers Regional Retirement Community and Learning Centre

Minutes 25 February TRRRC Working Group meeting presented. A Parker is following up on referees of two proponents to the EOI submission. The acquisition of the land is still underway. Further scope for the Agricultural Learning Centre/Community Garden component of the project to be considered by interested committee members and provided to the project manager A Parker.

RNSW300 Mendooran Multipurpose Centre

Multipurpose shed construction commenced.

RNSW324 Three Rivers Recreation Ground Upgrade Project

Concrete slabs poured for amenities block and multipurpose shed, and waiting to be cured. Additional funding is being sought by the Coolah Recreation and Showground Trust from other sources for extra design works that are out of the Cobbora Transition Fund Funding Deeds scope.

GENERAL BUSINESS

1. Dunedoo and Coolah Landcare Group was successful with application submission for a Green Army for 9 employees plus a supervisor for 12 months.

Meeting Closed 6pm

Next Meeting Tuesday 7 April 4:30pm

RECOMMENDATION

That Council accept the minutes from the Warrumbungle Cobbora Transition Fund Committee Meeting held on 10 March 2015 at Dunedoo.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2015

Item 9 Warrumbungle Cobbora Transition Fund Committee

Division:	Executive Services
Management Area:	Governance
Author:	Manager Communications and IT – Chris White
CSP Key Focus Area:	Local Economy
Priority:	LE4 There are diverse products and services locally available and minimal economic leakage to larger regional centres.

Reason for Report

To provide an update of projects funded by the Restart NSW Cobbora Transition Fund.

Background

The projects funded by the Restart NSW Cobbora Transition Fund to be auspiced by Council are:

1. RNSW295 Dunedoo District Infrastructure Revitalisation \$1,846,500
2. RNSW290 Three Rivers Regional Retirement Community and Learning Centre \$4,500,000
3. RNSW300 Mendooran Multipurpose Centre \$133,445
4. RNSW324 Three Rivers Recreation Grounds Upgrade Project \$287,500
5. RNSW333 Recreational Sporting and Cultural Facilities Improvement Project, Dunedoo Region \$1 million

The Warrumbungle Cobbora Transition Fund 355 Committee (WCTF 355) oversees the progress of the projects.

Issues

Funding Deeds have been confirmed for all projects, which detail the scope, budget and time schedule for each project component. Updates are submitted monthly to INSW via an online web portal, and is audited by NSW Public Works before reimbursement of funds expended by Council. Monthly updates detail progress of each project as per the timeline, procurement, risk management and cashflow details executed with the Funding Deeds.

Updates on projects follow:

- RNSW333 Jubilee Hall – Works to commence week of 16 March.
- RNSW333 MPS – design for disabled access being reviewed.
- NSW333 Dunedoo Tennis Club – construction continuing, concrete slab poured.
- RNSW333 Mendooran Tennis Club – construction continuing, court surface being prepared.
- RNSW295 Robertson Oval – final design to be confirmed by the Robertson Oval 355 committee.

WARRUMBUNGLE SHIRE COUNCIL

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- RNSW295 Bolaro Street – Kerb blister design plan for the Merryogen St intersection awaiting RMS approval.
- RNSW295 Heavy Vehicle Parking – construction continuing, western entrance widened and surface being prepared for sealing.
- RNSW295 RV Parking/Dump Point– construction continuing, sewer lines and RV Parking entrance ramps being installed.
- RNSW295 Milling Park – Concept plan of skatepark playground confirmed in consultation with Dunedoo youth.
- RNSW295 Dunedoo Bowling Club – Irrigation and Kitchen construction commenced.
- RNSW295 Dunedoo Sports Club – revised quotes to be confirmed for Operable Wall and BBQ area.
- RNSW290 Three Rivers Retirement Community –TRRRC Working Group continuing to assess the EOI submissions for design contract.
- RNSW300 Mendooran Showground – Construction of multipurpose shed continuing.
- RNSW324 Coolah Recreation Ground – Multipurpose shed and amenities block concrete slab poured and awaiting curing.

Options

Nil

Financial Considerations

Invoices totalling \$105,877 for reimbursement of completed February works was forwarded to INSW. Payment of invoices is pending confirmation by NSW Treasury and audited by NSW Public Works.

Total funds invoiced to INSW for reimbursement to date are \$619,264.

RECOMMENDATION

Council note the Cobbora Transition Fund projects update.

WARRUMBUNGLE SHIRE COUNCIL

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Item 10 Chinese Delegation Visit

Division:	Executive Services
Management Area:	Governance
Author:	Director Corporate and Community Services – Stefan Murru
CSP Key Focus Area:	Local Government and Finance
Priority:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

Reason for Report

To inform Council of a recent meeting held with members of a Chinese delegation exploring agricultural opportunities in the Orana region

Background

On the 23 and 24 February the Mayor and Council staff met with a delegation representing Chinese investors interested in exploring agricultural opportunities in the Orana region. The delegation visited Dubbo and Coonabarabran, and consisted of two (2) ex-Coonabarabran residents and two (2) Australian Chinese representatives from Sydney. The delegation was in effect a scouting party for the investors who plan to visit the region in the coming months.

Discussions at the meeting with the delegation involving the Mayor and Council staff centred on possible avenues of co-operation going forward including:

- A possible visit by investors from Jiangsu province to the region; and
- The possibility of developing a sister city arrangement with a major Chinese city.

Gifts of local produce were exchanged between Council and the delegation, and it is likely that a further delegation consisting of investors interested in agricultural investment opportunities in the Orana region will visit the region in April.

Issues

Nil

Options

Nil

Financial Considerations

Nil

RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2015

Item 11 Council Resolutions Report March 2015

Division:	Executive Services
Management Area:	Governance
Author:	Executive Services Administration Officer – Joanne Hadfield
CSP Key Focus Area:	Local Government and Finance
Priority:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

Reason for Report

The Council Resolution Report includes Council resolutions from September 2013 to February 2015. This report is attached under separate cover. Items completed are noted then deleted from the report in the following month.

Background

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

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

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

Issues

This feedback is provided to Council for information purposes.

Options

Nil

Financial Considerations

Nil

RECOMMENDATION

For Council's Information.

WARRUMBUNGLE SHIRE COUNCIL

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Item 12 Brick Bats and Bouquets

Division:	Executive Services
Management Area:	Executive Services
Author:	Manager Administration & Customer Service – Sally Morris
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI2.1 Ensure the long-term provision and retention of high quality services for our community

Reason for Report

To notify Council of any letters received from community members expressing their appreciation or dissatisfaction.

Background

Nil

Issues

Nil

Options

Nil

Financial Considerations

Nil

RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2015

**Coonabarabran
District Chamber of Commerce
Incorporated**
ABN: 16 240 642 381
P.O. Box 341, Coonabarabran NSW 2357

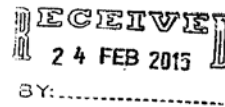
Victor Schmidt
President
02 6842 1500

Peter Brocklehurst
Secretary
02 6843 4491

Eva Brocklehurst
Treasurer
02 6843 4491



The General Manager
Warrumbungle Shire Council
P O Box 191
COONABARABRAN NSW 2357



20 February 2015

Dear Sir.

Re: Australia Day Awards ceremony

On behalf of the Coonabarabran District Chamber of Commerce, I would like to thank Warrumbungle Shire Council for its contribution to the Australia Day Awards for 2015.
Regards.

Peter Brocklehurst
Secretary

WARRUMBUNGLE SHIRE COUNCIL

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Louise Johnson
Manager Children's and Community Services
Warrumbungle Shire Council
PO Box 191
Goonoobanbram NSW 2357

RECEIVED
09 FEB 2015
BY:

6 February 2015

Subject: Seating at Warrumbil Walking Track

Dear Louise

A while ago I requested seating to be placed along the Warrumbil Walking Track, on behalf of the older community. I would like to express my gratitude to the Warrumbungle Shire Council for placing the seat along the walking track, and a special thankyou to Damien and Jacob for the erection of the seats. It is greatly appreciated by not only me by the community who use the walking track.

Yours Faithfully



WARRUMBUNGLE SHIRE COUNCIL

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RECEIVED
25 FEB 2015

Phillip Yeo

BY:.....

19 / 02 / 15.

The General Manager,

Warrumbungle Shire,

Dear Sir,

I have now retired to Gilgandra town but when I lived on "Gydenboyne" Mendooran I requested that Warrumbungle Shire change the name of Monks Road to that of Bona Vista Road.

On a recent visit to the area I was pleased to see that this has been done.

At that time I suggested that there be some recognition of the history of the Monk family in that area. Because of the impressive history of the Monk family in the area and due to the fact that some maps show the turn off as "Monks " I ask that you consider attaching a sign saying " Locality of Monks " or similar to either the new road sign or the Sawpit Creek sign.

Thank you again for achieving this much needed change and I hope you can do something to acknowledge the Monk family.

Yours sincerely,


.....

WARRUMBUNGLE SHIRE COUNCIL

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Item 13 Report from Human Resources – March 2015

Division:	Corporate & Community Services
Management Area:	Human Resources
Authors:	Manager Human Resources – Val Kearnes Learning & Development – Glennis Mangan Workplace Health & Safety – Kathryn Weatherall & Christine Kennedy
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF7 Council is presented with a range of organisational challenges including its aging workforce, skills shortages, increasing regulatory demands and the management of risk

Reason for Report

This report is to inform Council of activities undertaken by the Human Resources Department and provide an update on the status of Staff Recruitment, Training and Workplace Health and Safety (WHS) matters.

Background

Human Resources are responsible for Recruitment, Learning and Development, Workplace Health and Safety. Since the last Council Meeting in December 2014 positions have been advertised either internally or externally:

Chief Financial Officer – External - Readvertised
Admin Officer Corporate Services – Maternity Leave

Resignations

There have been no resignations since the February Council meeting.

Issues

The HR Department continues to provide replacement staff to managers to fulfill requirements for staff on leave or who have terminated their employment.

LEARNING AND DEVELOPMENT

From January 2015, all students studying nationally recognised training will require a Unique Student Identifier (USI). The USI will keep a student's training records and results together in an online account controlled by the student.

Each time a student enrolls to study with a new training organisation their USI will be used to store their training records and results.

By having a USI students will be able to access their training records and results, or transcript, whenever they need them for example, for a new employer or when applying for a job.

WARRUMBUNGLE SHIRE COUNCIL

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The second workshop for the staff undertaking the Diploma Management will be held in March. The Local Government Learning Institute, the facilitators of the programme, provide assistance to the students by way of regular phone calls, email contact and by having trained facilitators in the main office who are able to answer questions as needed.

As the employer, we provide workplace activities and project tasks for students to assist with the studies. Supervisors are also able to provide mentoring for staff undertaking the course.

Further RMS traffic control training is being held this month, while other training on the immediate agenda includes:

- Finance for Non-Finance Managers
- Shotfirer's Course for Quarry Manager and Superintendent
- Building Regulation with UTS

Dubbo City Council is holding Work Health and Safety briefings this month and Human Resources staff from Warrumbungle Shire will be in attendance.

WORKPLACE HEALTH AND SAFETY

Noise Management

Noise Dosimeter testing of employees will continue for some time yet. Approximately one third of the outdoor staff has worn the dosimeter for a work day to date. Early indications are that the quiet plant purchased by Fleet Services is paying dividends in reducing the amount of noise staff are exposed to while operating trucks and large plant. Employees operating small plant, however, can expect a review of the level of hearing protection currently provided, perhaps stepping up the minimum hearing protection provided to category two or three, and category five protection for chainsaws, push mowers, whipper snippers and similar. Some crews have been pro-active in protecting their hearing, and overall results have been very positive.

Hearing testing for all outdoor staff is currently being arranged, and it is anticipated that this will take place during May. Legislation requires that ongoing testing be undertaken for all staff regularly required to wear hearing protection at least every two years, and to manage the cost it is proposed to carry out testing in Coonabarabran and Coolah in alternate years.

Health Monitoring

Council is engaging Skin Patrol to conduct voluntary skin cancer clinics and flu vaccinations to permanent staff at Coonabarabran and Coolah during May. Skin Patrol is Australia's only dedicated mobile skin cancer clinic. It delivers a full-body skin check using a GP and two specialised technicians, followed by an off-site dermatologist review. By incorporating flu vaccinations, Council aims to reduce the impact of flu season on its staff, and also to reduce the associated costs of sick leave to the organisation.

Council has been able to reduce the costs of engaging Skin Patrol by scheduling a visit at the same time as Walgett Shire Council.

WARRUMBUNGLE SHIRE COUNCIL

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This is a very positive step for Council, as it demonstrates a pro-active approach to health monitoring, and can potentially save lives with early identification and improved education: Local Government has a rate 22 times the national average for incidence of skin cancer. It also provides a means of evaluating the success of our current sun protection practices and improves our risk management in this area.

Workers Compensation and Incidents:

Directorate	Near Misses	Incidents	New Claims
Corporate Services	-	-	-
Executive Services	-	-	-
Development Services	2	-	-
Technical Services	2	2	2

All incidents have been investigated and control measures implemented.

The following inspections have been completed:

- Coonabarabran Council Office back carpark
- Coolah Depot
- Dunedoo Depot
- Mendooran Depot
- Binnaway Depot
- Coonabarabran Administration Office
- Coonabarabran Pound

Reports have been given to appropriate Managers and required actions to resolve WHS concerns are in progress.

RECOMMENDATION

For Council's information

WARRUMBUNGLE SHIRE COUNCIL

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Item 14 Bank Reconciliation for the month ending 28 February 2015

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

Reason for Report

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

Background

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

Issues

Outstanding deposits refers to cash amounts recorded in 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

Nil

Financial Considerations

At Council's request the Trust Fund bank account and Mayors Bushfire Appeal Bank Account has been separated for the purpose of presenting an accurate balance of Council's funds.

WARRUMBUNGLE SHIRE COUNCIL

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Summary

Balance per General Ledger - 28 February 2015

General Ledger	Amount
Trust Bank Account	249,545
Bushfire Trust Account	51,039
Bushfire Trust Investment Account	291,888
General Bank Account	976,083
Investment At Call General	5,232,540
Investment At Call Water	1,905,000
Investment At Call Sewer	1,967,000
Investment Non Current General	710,000
Investment Non Current Water	580,000
Investment Non Current Sewer	210,000
Total per General Ledger	12,173,095

Bank	Balance
General	
Commonwealth General Account	695,689
Total – General	695,689
Investments	
Securities	1,500,000
Term Deposits	9,104,540
Total Investments	10,604,540
Sub Total WSC Operational Accounts	11,300,229

Trust	
Commonwealth Trust Account	249,543
Total – Trust	249,543
WSC Mayors Bush Fire Appeal Trust	
Commonwealth Mayors Fund General Account	51,039
Commonwealth Mayors Fund Savings Account	291,888
Total - WSC Mayors Bush Fire Appeal Trust	342,927
Total All Bank Accounts	11,892,699

WARRUMBUNGLE SHIRE COUNCIL

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<i>Add:</i>	
Outstanding Deposits - General	287,048
Outstanding Deposits - Trust	-
Outstanding Deposits – WSC Mayors Bushfire Appeal	-
<i>Less:</i>	
Unpresented cheques - General	(6,652)
Unpresented cheques - Trust	-
Unpresented cheques- WSC Mayors Bushfire Appeal	-
Balance adjusted for outstanding deposits & Un-presented cheques (Final Bank Balance)	12,173,095
Variance between Final Bank Balance and General Ledger	-

WARRUMBUNGLE SHIRE COUNCIL

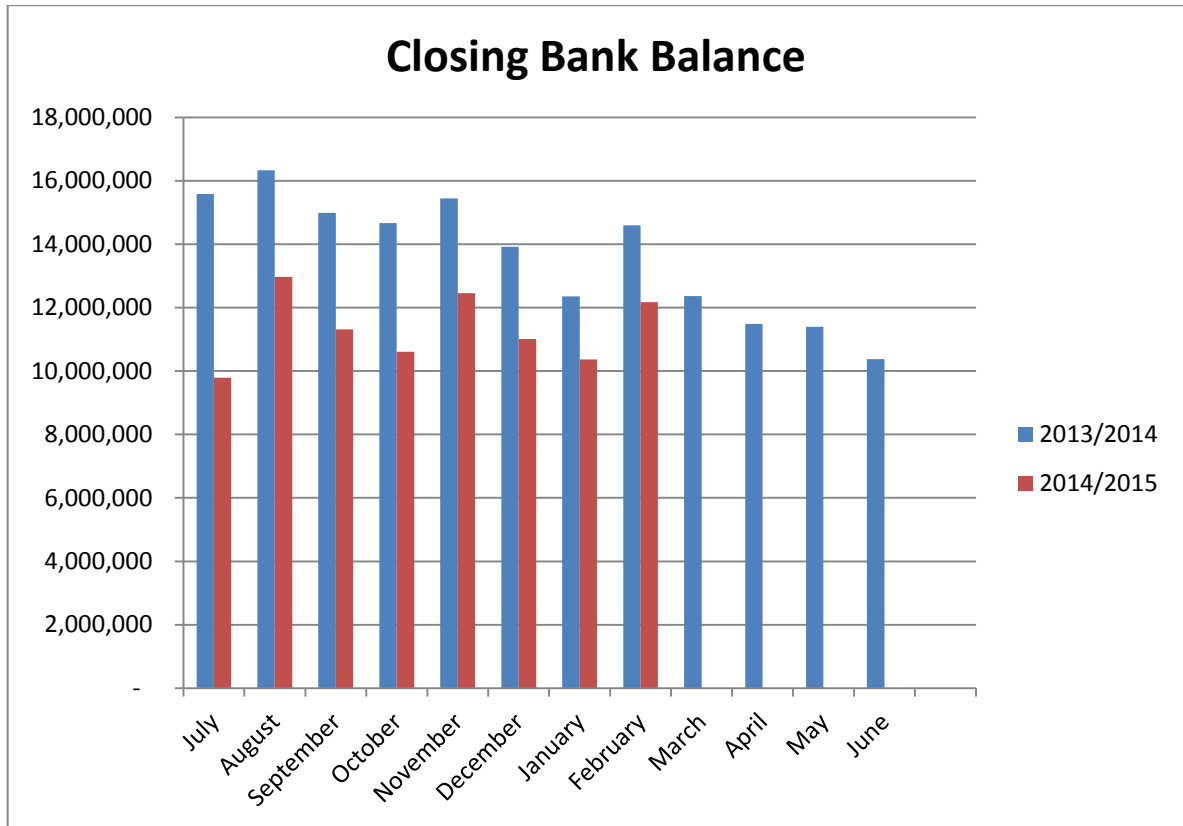
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Balance as per Bank Account History as at 28 February 2015

Month	Funds Held in General Account	Funds Held in Trust Account	Mayors Bushfire Appeal Trust Account	Investment	TOTAL	Net of Outstanding Deposits and Un-presented Cheques	End of Month Closing Bank Balance
Jun-14	323,176	177,204	368,762	10,129,888	10,999,030	(622,858)	10,376,172
Jul-14	421,545	177,204	369,832	9,227,662	10,196,243	(411,269)	9,784,974
Aug-14	2,088,541	177,185	354,197	9,681,456	12,301,379	488,277	12,789,656
Sep-14	585,637	235,697	354,779	10,739,125	11,915,238	(541,423)	11,373,815
Oct-14	344,691	236,143	355,639	9,856,757	10,793,230	(189,540)	10,603,690
Nov-14	334,183	236,143	356,220	11,202,090	12,128,636	326,952	12,455,588
Dec- 14	391,570	236,343	356,759	9,994,355	10,979,027	33,851	11,012,878
Jan- 15	264,218	237,111	357,317	9,674,505	10,533,151	(168,900)	10,364,251
Feb-15	695,689	249,543	342,927	10,604,540	11,892,699	280,396	12,173,095

WARRUMBUNGLE SHIRE COUNCIL

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RECOMMENDATION

That Council accept the Bank Reconciliation Report for the month ending 28 February 2015.

WARRUMBUNGLE SHIRE COUNCIL

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Item 15 Investments and Term Deposits for Month ending 28 February 2015

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

Reason for Report

As required by Clause 212 of the Local Government (General) Regulation 2005, the details of all monies invested by Council under Section 265 of the Local Government Act 1993 must be reported to Council at each monthly ordinary meeting.

Background

Council is authorised by S.265 of the Local Government Act (the Act) to invest its surplus funds in the forms of investment notified in an Order of the Minister dated 12 January 2011.

Clause 212 of the Local Government (General) Regulation 2005(the Regulation) requires a council to provide a written report to the Ordinary Meeting of Council giving details of all monies invested and a certificate as to whether or not the investments have been made in accordance with the Act, Regulations and Council's Investment Policy.

Issues

Comments on Performance for the Month

Term Deposits and At Call Accounts

In accordance with regulatory requirements and Council's Investment Policy, the majority of Council's current investment portfolio continues to be invested in term deposits, at call accounts and a Capital Protected Note (CPN)

During the month, \$1.0m of term deposits matured, new placements of \$2.5m were made and the month end balance was \$4.5m. These investments range in duration from 60 to 120 days. The new placements of \$1.0m and \$1.5m have been invested at 2.9% and 3.15% respectively which exceeds Council's benchmark BBSW investment rate.

At call accounts are used to hold funds for shorter periods and generally are adjusted on a weekly basis to meet cash flow requirements. During the month net transfers of \$578,844 were made to these accounts and \$ 8,879 interest was received on the balances in the accounts resulting in a month end balance of \$4.604m.

WARRUMBUNGLE SHIRE COUNCIL

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Capital Protected Note

Council continues to hold \$1,500,000 in a CPN called Octagon. Repayment of the principal is supported by a capital guarantee which ensures full repayment of capital invested at maturity. The estimated market value of the investment as at 30 June 2014 was \$1,443,900 and as the term approaches the maturity date, this value increases and could return a small capital profit. This investment is no longer earning any investment income and is adversely impacting the achievement of Council's benchmark rate of return.

Income Return

The average rate of return on investments for the month of 2.91% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 2.33% by 0.63% or 27.04%.

On a year to date basis, interest received and accrued totals \$174,433 which is 56.27% of the annual budget. On a pro rata basis, interest income is 15.6% behind budget.

Rates on the NAB and ANZ at call accounts continue to be relatively high rates compared to the 60 and 90 day rates being offered for term deposits.

With the recent reduction in official interest rates by the Reserve Bank of Australia and strong expectations by markets of up to two further reductions over the next six months, it is likely investment rates will continue to decline.

Depending upon the timing of forecast cash flows, consideration may have to be given to investing for longer terms to maintain higher interest yields.

Options

Nil

Financial considerations

Based on the current investment market and Council's current investment holdings and maturity dates, the average rate of return on Council's investment portfolio will continue to exceed the BBSW benchmark rate.

However the amount of interest projected to be earned for the year is likely to require further revision as part of the third quarter Quarterly Budget Review Statement.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2015

Summary

Table 1: Investment Balances as at 28 February 2015

Financial Institution	Lodgement Date	Maturity Date	Total Days	Rating	Yield	Amount
At Call Accounts						
NAB Cash Maximiser	1-Feb-15	at call	at call	AA-	2.94%	3,599,289
ANZ at Call	1-Feb-15	at call	at call	AA-	2.45%	729,607
Westpac at Call	1-Feb-15	at call	at call	AA-	0.00%	46,751
NAB Eftpos At Call	1-Feb-15	at call	at call	AA-	0.00%	228,894
Total At Call:						4,604,541
Term Deposits						
Commonwealth Bank	15-Dec-14	16-Mar-15	90	AA-	3.46%	1,000,000
Suncorp Treasury	24-Nov-14	24-Mar-15	120	BBB+	3.50%	1,000,000
Bank of Queensland	19-Feb-15	20-Apr-15	61	BBB+	2.90%	1,000,000
NAB	18-Feb-15	20-Apr-15	62	AA-	3.15%	1,500,000
Total TDs:						4,500,000
Capital Protected Note						
Octagon Ltd.	25-Oct-05	25-Oct-15	10 yrs	AA	0.00%	1,500,000
Total CPNs:						1,500,000
GRAND TOTAL						10,604,541

WARRUMBUNGLE SHIRE COUNCIL

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Table 2: At Call and Term Deposits - Monthly Movements

Bank	Opening Balance	Net Placements/ Withdrawals	Interest Accrued/ Received	Closing Balance
NAB Cash Maximiser	4,291,661	(700,000)	7,628	3,599,289
ANZ At Call	755,163	(26,807)	1,251	729,607
Westpac General At Call	26,524	20,227	-	46,751
NAB Eftpos At Call	101,158	127,736	-	228,894
Bank of Qld	1,005,852	(1,008,352)	2,500	-
Commonwealth Bank	1,003,026	-	2,647	1,005,673
Suncorp Treasury	1,006,502	-	2,678	1,009,180
Bank Of Qld	-	1,000,000	713	1,000,713
NAB	-	1,500,000	1,291	1,501,291
Total	8,189,886	912,804	18,708	9,121,398

Certification of Responsible Accounting Officer

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

Responsible Accounting Officer

RECOMMENDATION

That Council accept the Investments Report for the month ending 28 February 2015.

WARRUMBUNGLE SHIRE COUNCIL

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Item 16 Rates Report for Month Ending 28 February 2015

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

Reason for Report

To report on Council's monthly rates and annual charges collection performance.

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 Outstanding Ratio.

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 2014 was 11.41% which is slightly above the DLG recommended benchmark.

Issues

The outstanding rates and annual charges ratio as at 28 February 2015, is 14.21%. This figure is higher than the 10% benchmark proposed by the DLG. The slight increase in the rates and annual charges ratio can be attributed to the third rates instalment falling due at the end of February.

Options

For Council Information

Financial Considerations

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2015

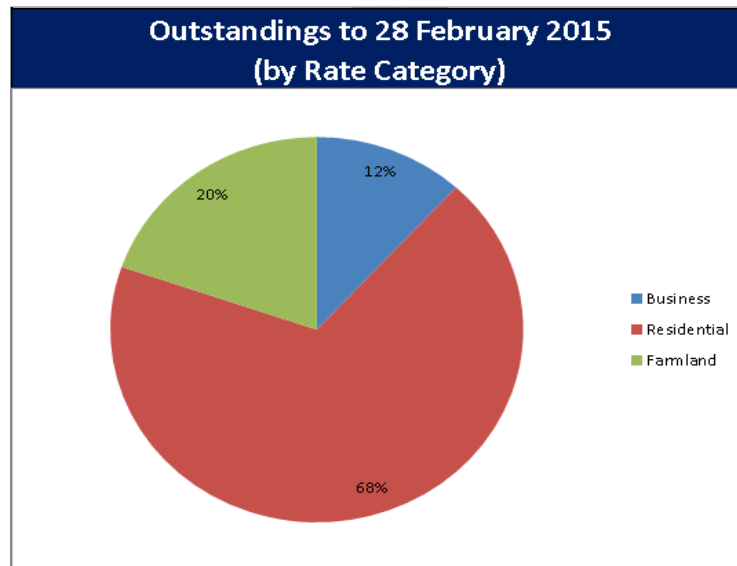
RATE/CHARGE TYPE	RATE ARREARS 2013/14	2014/15 LEVY	Pensioner Write off	Abandoned	Interest	Legal Fees	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2014/15	COLLECTION % 2014/15	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	633,482	7,323,901	(164,696)	(23,548)	26,224	64,971	7,860,333	(5,410,466)	2,449,867	68.83%	910,073	11.58%
Water	194,095	1,327,883	(72,858)	(2,043)	7,779	-	1,454,855	(969,185)	485,670	66.62%	237,030	16.29%
Sewerage	-	1,002,268	(52,099)	(887)	1,337	-	950,619	(662,526)	288,093	69.69%	88,159	9.27%
Garbage	207,235	1,841,242	(110,432)	(1,763)	8,774	(451)	1,944,604	(1,333,058)	611,546	68.55%	273,105	14.04%
TOTAL RATES AND ANNUAL CHARGES	1,034,812	11,495,294	(400,085)	(28,241)	44,114	64,520	12,210,411	(8,375,235)	3,835,176	68.59%	1,508,367	12.35%
Sewer Access (Water Billing)	451,689	196,177	-	(7,823)	4,697	-	644,740	(391,241)	253,498	60.68%	114,941	17.83%
Water Consumption	572,533	1,328,400	-	3,589	7,685	5,989	1,918,196	(648,041)	1,270,155	33.78%	231,234	12.05%
Sewer Consumption	34,788	126,000	-	(67)	489	-	161,210	(40,619)	120,591	25.20%	13,659	8.47%
TOTAL WATER SUPPLY SERVICES	1,059,010	1,650,577	-	(4,301)	12,871	5,989	2,724,146	(1,079,901)	1,644,244	39.64%	359,834	13.21%
GRAND TOTAL	2,093,822	13,145,871	(400,085)	(32,542)	56,985	70,509	14,934,557	(9,455,136)	5,479,420	63.31%	1,868,201	14.21%

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Analysis by Council staff has indicated that a majority of the rates and annual charges outstanding amount 68% relates to residential properties, while 20 % relates to farmland and 12% to business.

See graph to the right, and table of outstanding balances by rate group and rate/charge type below for further details.



Rates Type	Rates levy			Water levy			Grand Total
	General	Domestic Waste	Water Access	Sewer Access	Water Usage	Sewer Usage	
Business	92,513	40,854	24,271	26,482	22,259	13,659	220,038
Residential	455,038	226,593	212,759	176,618	208,975	-	1,279,983
Farmland	362,522	5,658	-	-	-	-	368,180
Total	910,073	273,105	237,030	203,100	231,234	13,659	1,868,201

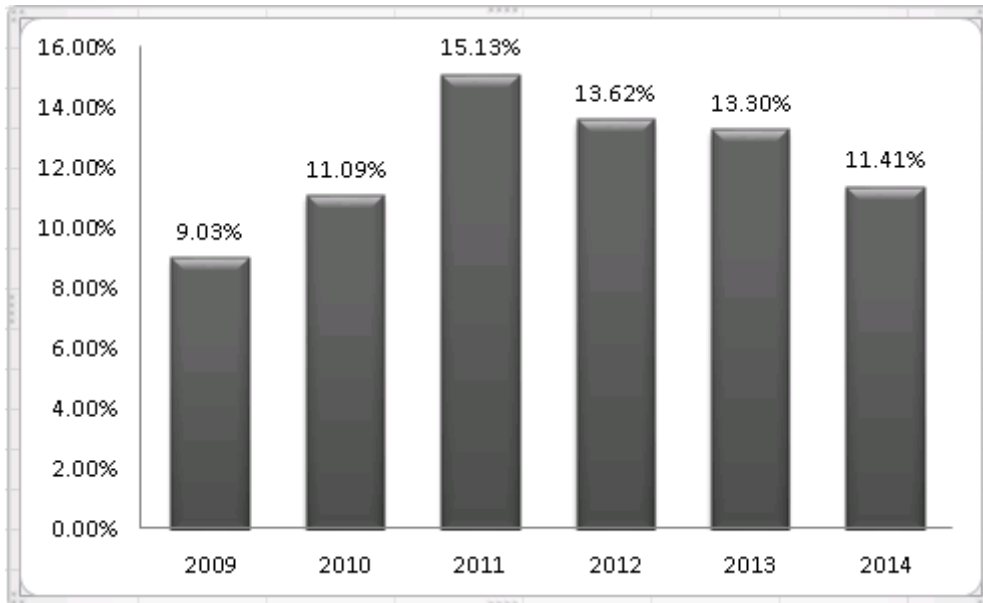
Collection of outstanding rates commences with an overdue letter which is received from Council giving 14 days to pay or contact Council requesting an arrangement, if no payment or contact is made a letter of demand is sent out by Council's Debt Recovery Agency giving 7 days to make a payment or contact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

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

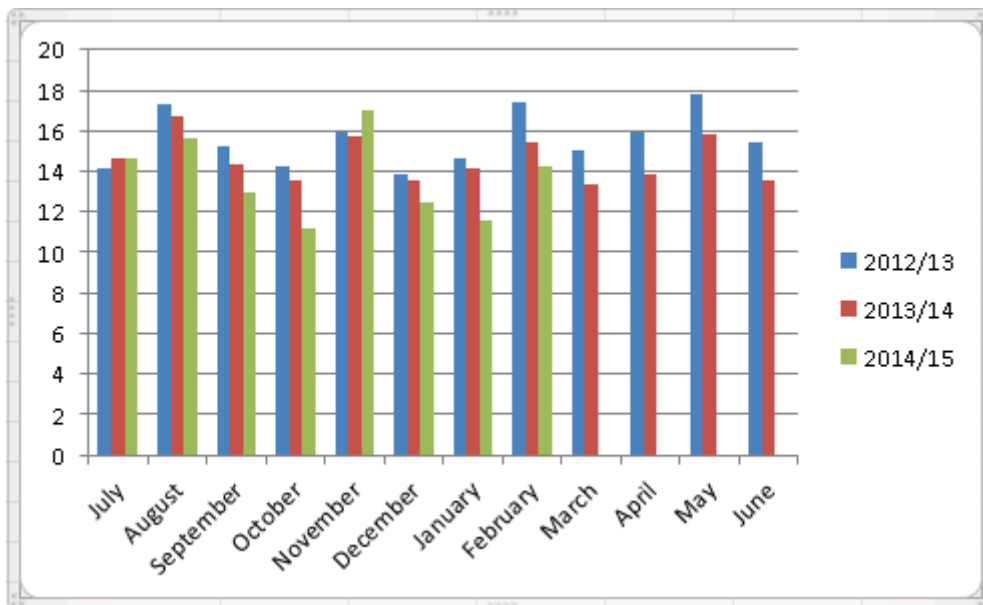
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Graph 1: Ratio by Year



Graph 2: Ratio Month by Month



RECOMMENDATION

For Council's information.

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Item 17 Proposed Netball Courts at Robertson Oval

Division:	Technical Services
Management Area:	Urban Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Recreation and Open Space
Priority:	RO1 The planning and provision of local sports and recreation facilities and parklands reflect community needs and anticipated demographic changes.

Reason for Report

To finalise the location of proposed netball courts at Robertson Oval in Dunedoo

Background

Council will be aware that the Robertson Oval Advisory Committee has been developing a master plan to guide future development at the Robertson Oval sporting complex. Council will also be aware that funding under the Cobbora Transition Fund has been received to construct two all weather netball courts with lights and to development a second playing field. The funding is available until the 30th June 2015.

The master plan developed by the Committee has been placed on public exhibition, however it has not been formally adopted by Council. Furthermore, four (4) other options have been proposed for locating the netball courts within the complex. A copy of each of the four options and the original master plan has been forwarded to Councillors under separate cover.

Options

Council has discretion in this matter and may wish to consult minutes from recent meetings of the Robertson Oval Advisory Committee. In particular, Council may wish to consult minutes from the meeting held on the 25th February 2015 and the 5th March 2015.

At the time of preparing this report, a response from three of the six Committee members has been received and they all indicate a preference for option 3. Option 3 is the same option presented in the master plan and a copy of this option is included in attachment 1.0.

Financial Considerations

The budget allocation for the project is \$480,000. Cost estimates are being finalised for option 3 and they will be presented to Council at the meeting on the 19th March 2015. However, it is expected that the cost of irrigation installation and construction of the netball courts will be within the budget allocation.

RECOMMENDATION

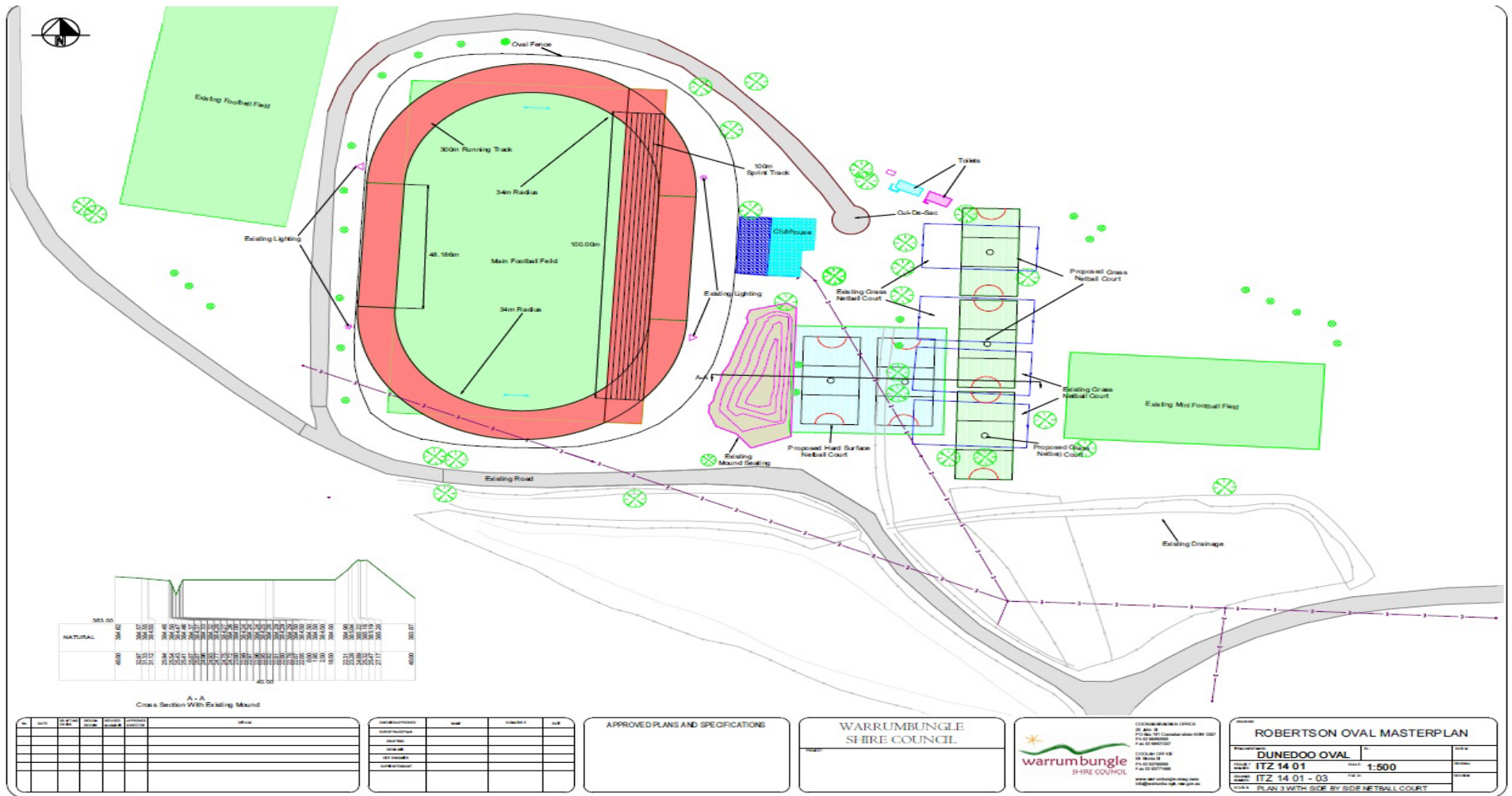
That proposed hard court netball courts within the Robertson Oval sporting complex are located and constructed in accordance with option 3 as shown in attachment 1.0.

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Attachment 1.0

Proposed location of netball courts in Robertson Oval – Option 3.



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Item 18 2014/15 Technical Services Works Program – Road Operations, Urban Services & Water Services

Division:	Technical Services
Management Area:	Road Operations & Urban Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure & Services
Priority:	P13 Road networks throughout the Shire need to be safe, well maintained and adequately funded.

Reason for Report

The works program for the technical services division of Council for period ending 6 March 2015 is presented for information.

Background

The 2014/15 works program for all projects in Technical Services is presented in attachment 1.0. The report includes projects included in the 2014/15 budget and projects carried over from 2013/14. Also, the report includes 2014/15 projects where survey and design and investigation has commenced.

Attachment 2.0 contains a list of unsealed roads that have been maintenance graded since 1 July 2014. The attachment also include roads that are scheduled for maintenance grading over the next two months.

Issues

The works program presented in attachment 1.0 contains draft finish dates for each project.

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

The works program in attachment 1.0 contains budget allocations and year to date expenditure for all projects. The year to date figures are preliminary in nature and may change when as a result of calculations for the quarterly budget review.

RECOMMENDATION

That 2014/15 works program presented in attachment 1.0 and attachment 2.0 is noted for information only

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Attachment 1.0 – Technical Services Works Program Report for Period Ending 6 March 2015

Task Name	Finish Date	Budget Allocation (\$)	YTD Cost (\$)	% Complete
Technical Services		13,934,125	4,398,455	32%
Asset Design Services		86,305	46,467	25%
Software Upgrades	Fri 27/03/15	13,000	5,649	50%
Traffic Counter	Fri 26/06/15	15,000	8,370	50%
Binnia St Median Ext.	Fri 26/06/15	0	0	0%
Bridge design - Orana Rd	Fri 19/12/14	15,000	2,827	60%
Dalgarno St, Median	Fri 26/06/15	0	0	0%
Robertson Oval - masterplan	Fri 8/08/14	0	0	100%
Coona aerodrome - plan, manual	Fri 24/10/14	0	0	100%
Cycleway Mary Jane Cain Bridge- design	Mon 1/12/14	6,005	6,005	100%
Road Safety Program		37,300	23,616	0%
Keep our kids safe	Fri 24/04/15	4,000	0	30%
Just slow down	Fri 24/04/15	6,000	0	50%
Free cuppa for driver	Fri 24/04/15	1,500	0	50%
Workshops for Supervisors of L Drivers	Fri 24/04/15	1,800	0	0%
Pedestrian Access Mobility Plan	Mon 1/12/14	24,000	23,616	100%
Fleet Services		2,726,174	874,207	0%
Minor Plant Purchases	Fri 27/03/15	15,000	4,818	25%
Plant Purchases	Fri 27/03/15	2,562,800	826,568	70%
Emulsion tank rehab - Coolah depot	Fri 27/03/15	25000	7,512	80%
Coona depot - upgrade projects	Fri 26/06/15	19496	15,779	0%
Dunedoo depot - Underground fuel storage	Fri 26/06/15	68478	1,130	20%
Lunch room - Mendooran depot	Fri 27/03/15	5400	5,400	100%
Cricket pitch roller - Coolah	Fri 24/10/14	15,000	13,000	100%
Radio Network	Fri 26/06/15	15,000	0	0%
Road Operations		7,663,740	2,502,738	3%
RMS Work Orders		1,927,826	922,752	0%
Rehabilitation - Mendooran widening	Fri 26/06/15	1,927,826	922,752	40%
Reseals		736,973	583,579	0%
Baradine reseals	Fri 27/03/15	13,700	10,613	100%
Binnaway reseals	Fri 27/03/15	11,800	20,622	100%
Coolah reseals	Fri 27/03/15	22,300	20,768	100%
Coonabarabran reseals	Fri 27/03/15	74,814	101,004	100%
Dunedoo reseals	Fri 27/03/15	19,600	0	0%
Mendooran reseals	Fri 27/03/15	15,800	250	0%
Local roads reseals			0	0%

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Task Name	Finish Date	Budget Allocation (\$)	YTD Cost (\$)	% Complete
Baradine Goorianawa	Fri 27/03/15	33,000	7,247	5%
Avonside Road	Fri 27/03/15	29,720	29,720	100%
New Mollyan Road	Fri 27/03/15	59,400	46,975	100%
Box Ridge Road	Fri 27/03/15	19,634	19,634	100%
Boomley Road	Fri 27/03/15	9,075	6,149	100%
Cobborah Road	Fri 27/03/15	60,720	46,865	100%
Kanoona Road	Fri 27/03/15	3,392	3,392	100%
Indian Lane	Fri 27/03/15	29,700	26,012	100%
Neilrex Road	Fri 27/03/15	53,018	47,963	100%
Regional Rd reseals	Fri 27/03/15	281,300	196,365	60%
Local Roads	Fri 25/10/15	3,664,465	615,535	4%
Bridge - Barad/Aero Rd	Fri 25/10/15	250,000	0	10%
Bridge- Baradine Creek	Fri 25/10/15	1,500,000	10,111	10%
Bridge - Kenebri	Fri 25/10/15	600,000	0	10%
Orana Rd - Coolaburragundy River	Fri 29/01/16	300,000	0	0%
Ross Crossing Bridge	Fri 29/01/16	0	0	0%
Coolah Ck Rd Rehab	Fri 19/12/14	134,233	134,233	100%
Quia Rd Rehabilitation	Fri 26/06/15	120,000	5,517	5%
Gravel Road Resheeting		760,232	465,674	0%
Goolhi Rd	Fri 7/11/14	111,383	111,705	100%
Keeches Rd	Fri 7/11/14	82,499	77,814	100%
Bakers Lane	Fri 7/11/14	24,850	24,981	100%
Schumacks Rd	Fri 7/11/14	15,394	15,394	100%
Mt Cenn Cruich Rd	Fri 26/06/15	70,000	32,143	40%
Premer Estate Rd	Fri 26/06/15	50,000	18,526	30%
Stoney Point Rd	Fri 26/09/14	30,000	11,835	100%
Mitchell Springs Rd	Fri 29/05/15	100,000	14,304	10%
Doganabuganaram Rd	Fri 26/06/15	75,000	7,633	15%
Homestead Rd	Fri 27/03/15	20,000	17,396	30%
Merotherie Rod	Fri 27/03/15	20,000	0	0%
All Weather Rd	Fri 27/03/15	51,019	53,585	100%
Mooren Rd	Fri 27/03/15	50,000	19,376	100%
Banoon Rd	Fri 28/11/14	60,087	60,982	100%
Regional Roads		1,334,476	380,872	2%
Pavement Rehabilitation MR55	Fri 27/03/15	215,192	212,437	100%
Shoulder widening MR55	Fri 27/03/15	169,000	0	0%
Saltwater Ck Bridge - Guardrail, final seal	31/01/2015	100,284	98,195	100%

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Task Name	Finish Date	Budget Allocation (\$)	YTD Cost (\$)	% Complete
Mow Creek Bridge	Fri 26/06/15	850,000	70,240	10%
Urban Services		2,325,883	725,014	13%
Horticulture		447,201	97,907	0%
Binnaway Progress Ass'n	Fri 28/11/14	5,000	5,000	100%
Mendooran Park Toilets	Fri 26/06/15	32,631	0	10%
Milling Park Toilet -CTF	Fri 26/06/15	250,000	35,395	10%
Milling Park playground equip - CTF	Fri 26/06/15	89,000	2,400	5%
Toilets, Nandi Park & Timor Rock Park	Fri 26/06/15	70,570	55,112	50%
Ovals		41,752	91,395	19%
Baradine Tennis Courts Resurface	Wed 1/10/14	35,000	44,630	100%
Baradine Grandstand	Fri 8/08/14	7,550	0	100%
Binnaway Grandstand	Fri 8/08/14	14,320	5,782	100%
Bowen Oval	Tue 30/09/14	2,882	6,114	100%
Robertson Oval Improvements - CTF	Fri 29/05/15	480,000	34,869	5%
Coona. Netball crts	Fri 29/05/15	7,000	0	25%
Swimming Pools		62,090	12,090	0%
Dunedoo replace filter media	Fri 26/06/15	12,000	0	0%
Mendooran - repair leak - toddlers pool	Fri 26/06/15	10,000	0	0%
Concrete repairs - Coona	Fri 26/06/15	15,000	0	0%
Baradine Pool - leak protection	Fri 26/06/15	13,000	0	0%
Shade shelter - Baradine Pool	Fri 26/09/14	12,090	12,090	100%
Town Streets Baradine		133,746	20,468	15%
Flood Levee Invest	Fri 26/06/15	120,000	18,722	15%
Baradine Foot Rehab	Fri 27/03/15	10,000	0	0%
Walker street k&g	Fri 25/07/14	1,746	1,746	100%
Baradine Street bins	Fri 26/06/15	2,000	0	0%
Town Streets Binnaway		103,750	0	2%
David street k&g	Fri 29/08/14	55,750	0	10%
Street Lights	Fri 27/03/15	0	0	0%
Garbage bins, Renshaw Street	Fri 26/12/14	8,000	0	0%
Footpath rehabilitation	Fri 27/02/15	5,000	0	0%
Railway Street (Napier to Renshaw)	Fri 29/05/15	35,000	0	0%
Town streets Coolah		311,737	69,259	13%
Binnia St. kerb blisters	Fri 5/09/14	40,281	40,744	100%
Booyamurra St. rehab	Fri 26/06/15	208,456	341	0%
Street Light - Coolah	Fri 27/03/15	8,000	0	0%
Coolah Foot Rehab	Fri 24/04/15	15,000	27,917	100%
Intersection Treatments Binnia	Fri 26/06/15	40,000	257	0%

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Task Name	Finish Date	Budget Allocation (\$)	YTD Cost (\$)	% Complete
Town Streets Coona		215,776	143,119	25%
John Street K&G, eastern side	Fri 19/09/14	26,306	26,726	100%
Dalgarno St K&G rehab	Fri 19/09/14	21,470	21,470	100%
Cycleway Newell Hwy	Wed 9/07/14	60,000	61,412	100%
Robertson Street rain garden	Sat 29/11/14	8,000	0	0%
John St K&G (west side)	Fri 29/05/15	70,000	33,511	40%
Footpath Cassilis Street	Fri 22/05/15	30,000	0	0%
Town Streets Dunedoo		999,831	290,776	33%
Dish drain const	Fri 30/01/15	22,831	22,906	100%
Dunedoo Foot Rehab	Fri 24/04/15	10,000	5,257	0%
Heavy vehicle parking area - CTF	Fri 26/06/15	422,000	218,831	40%
RV Parking area - CTF	Fri 26/06/15	155,000	13,016	10%
Bolaro Street beautification - CTF	Fri 26/06/15	390,000	30,766	2%
Town Sts Mendooran		10,000	0	0%
Mendooran Foot Rehab	Fri 24/04/15	10,000	0	0%
Water		930,607	213,463	0%
Baradine		187,184	10,184	0%
Meter replacements	Fri 26/06/15	4,000	0	0%
WTP building renovations	Fri 17/04/15	48,000	0	0%
WTP - improvements	Fri 17/04/15	40,000	0	0%
WTP clarifier rehab	Fri 17/04/15	85,000	0	0%
Namoi Street main extension	Fri 29/08/14	10,184	10,184	100%
Binnaway		54,000	0	0%
Mains replacement	Fri 26/06/15	50,000	0	0%
Meter replacements	Fri 26/06/15	4,000	0	0%
Coolah		65,988	35	0%
Meter replacements	Fri 26/06/15	4,800	35	0%
Wentworth St Res relining	Fri 26/06/15	11,188	0	0%
Main extension - rem dead end	Fri 26/06/15	50,000	0	0%
Coonanbarabran		517,746	118,379	0%
Meter replacements	Fri 26/06/15	5,195	0	0%
Main replacement	Fri 26/09/14	106,556	78,802	80%
Security audit	Fri 26/06/15	20,000	0	0%
Main extension, Queenie Street	Fri 26/06/15	149,995	15,389	10%
Telemetry software	Fri 29/05/15	3,253	3,253	100%
Timor Dam fence repairs	Fri 26/06/15	230,000	20,373	10%
Tools - Coona water	Fri 29/05/15	2,747	562	0%
Dunedoo		80,308	75,365	0%

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Task Name	Finish Date	Budget Allocation (\$)	YTD Cost (\$)	% Complete
Meter replacements	Fri 26/06/15	4,000	359	0%
Main. Bolaro (Tallawang-Merrygoen)	Fri 27/02/15	20,860	429	0%
Main. Ext (Evans street)	Fri 26/06/15	0	23,658	0%
New Bore	Fri 25/07/14	47,448	47,448	100%
Reservoir rehab.	Fri 26/06/15	0	0	0%
Sodium Hypochlorite-standby pump	Fri 29/05/15	5,000	3,471	100%
Minor plant	Fri 31/10/14	3,000	0	0%
Mendooran		25,381	9,500	0%
Meter replacements	Fri 26/06/15	4,000	0	0%
water pressure project	Fri 31/10/14	21,381	9,500	50%
Sewerage		201,416	36,566	0%
Baradine		28,000	12,733	0%
Replac. vacuum components	Fri 26/06/15	28,000	12,733	10%
Coonabarabran		109,080	11,854	0%
Mains relining	Fri 3/04/15	94,080	0	0%
Replace steel rods	Fri 19/12/14	3,000	404	0%
Sewer camera replacement	Fri 29/08/14	12,000	11,450	100%
Coolah		0	11,979	0%
STP upgrade	Fri 26/06/15	0	11,979	0%
Dunedoo		14,336	0	0%
STP upgrade	Fri 26/06/15	14,336	0	0%
Binnaway		50,000	0	0%
Sewerage investigation	Fri 26/06/15	50,000	0	0%

Attachment 2.0 – Maintenance grading on unsealed local rural roads
Unsealed Roads – Maintenance grading since 1 July 2014

Road Name	Category	Length	Road Name	Category	Length
A'Becketts Rd	2	7.2	Jerrys Rd	3	0.6
Albert Wright Rd	3	1	Kanoona Rd	1	2.2
All Weather Rd	1	1.9	Keech's Rd	2	11.8
Apricot Ln	2	1.4	Kilchurn	2	4.8
Bakers Ln	3	5.5	Locknaw Rd	3	4
Balmoral Rd	3	2	Lynwood Rd	2	1.7
Bellings Rd	2	3.5	Major Mitchell Rd	2	0.7
Beni Rd	1	10.6	Maranoa Rd	2	5
Berowra Rd	1	4.2	Merebene Rd	3	2
Binnia Hills Rd	3	1	Mia Mia Rd	2	9.8
Borah Creek Rd	2	9.7	Minnedah Rd	3	1.2

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Road Name	Category	Length	Road Name	Category	Length
Borambitty Rd	2	3.8	Mitchell Springs	1	3.5
Bourke and Halls Rd	3	5.1	Monks Rd	2	1
Brenti Rd	3	3.5	Moorefield Rd	2	1.8
Brooklyn Rd	1	4	Mt Nombi	1	8.2
Brooks Rd	1	23.6	Munns Rd	1	9.2
Brown Springs Rd	3	3.4	Murphys	3	1.4
Bulga	3	1.1	Myall Plains Rd	3	12.4
Caledonia Rd	1	10	Nalders Rd	3	1.7
Cenn Cruiach Road	3	14	Narangarie Rd	3	3
Cobborah	2	12.1	Narrawa Rd (North)	3	8.1
Corella Rd	3	2.4	Neible Rd	3	6.4
Creenaunes Rd	2	2.6	Oakey Creek Rd	2	6
Cumbil Rd	2	19	Pine Ridge Rd	1	7.9
Dandry Rd	1	14	Premier Estate Rd	2	5
Dennykymine Rd	1	27.8	Quaker Tommy Rd	3	7.2
Doganabuganaram Road	2	2.72	Ropers Rd	1	24.5
Eagleview Rd	3	1.5	Salaks Rd	2	6
Emu Ln	3	0.3	Schumaks Rd	2	1.2
Finlays Rd	3	4	Sleightholmes Rd	2	2.5
Flags Rockedgiel Rd	1	8.5	Stannix Park Rd	3	1
Galashiels Rd	3	0.8	Stoney Point	3	5.2
Gentle Annie Rd	1	8.2	Tothill	3	3
Goolhi Rd	1	22.6	Turee Vale Rd	2	6.6
Guinema	2	12.3	Ulungra Springs Rd	3	1.7
Gum Nut Rd	3	0.6	Upper Laheys Creek Rd	2	4.9
Gundare Rd	1	5.2	Wangmans Rd	2	3
Heads Rd	3	1.5	Wardens Rd	2	6.8
Hickey's Road	2	7.8	Warkton Rd	1	4
Homestead Road	3	7.2	Wattle Springs	2	3.8
Honeypot	3	0.6	Wyuna Rd	1	22.7
Hotchkiss Rd	2	4	Yarragr in Rd	1	6.6
Indians Ln	1	4.5			

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Roads Scheduled for Maintenance next 2 months

Three Hills
Morrisseys
Yearinan
Kurrajong
Hawkers
Gowang
Nashs
Oconnors
Blue Springs
Avonside
Lower Laheys Creek
Leaders
Sherbrooke
Sleightholomes
Sansons Lane
Goragilla
Saltwater

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Item 19 Coolah War Memorial Wall

Division:	Development Services
Management Area:	Property and Risk
Author:	Manager Property and Risk – Jennifer Parker
CSP Key Focus Area:	Rural and Urban Development
Priority:	RU4 Our towns and villages are characterised by their attractiveness, appearance, safety and amenity

Reason for Report

Council has received a request for assistance to cover the Development Application (DA) fees from the local Coolah Historical Society. The Coolah Historical Society has a project to build a new War Memorial Wall in Coolah. A federal grant has been received for this project but will not cover the DA costs including Landowners Consent from Crown Lands Department.

Background

The Coolah Historical Society has received a federal grant of \$4,600 to assist in adding of missing names to the Coolah World War Memorials. The current memorial is on the Coolah School of Arts building and this memorial does not have the scope to add more names or to change the current information due to the lack of extension space. The current memorial also has issues associated with the location of the memorial and the need to redirect the heavy vehicle access through the town when any event is held relating to the memorial.

The Coolah Historical Society has approached Council to locate a new memorial on Jorrock's Park Crown Reserve in Coolah, a reserve we hold trusteeship over. Parties with an interest in the park such as Crown Lands Department, NSW Aboriginal Land Council and Gilgandra Local Aboriginal Land Council have granted permission for the erection of a memorial wall on this site.

The new memorial wall will provide easy public access for future memorial events as well as providing sufficient room for further expansion of the structure if required.

Issues

The wall requires a DA. The value of the DA is \$784. As the wall is located on Crown Land, the Crown Lands Department has the option to wave the owners consent fee, worth \$65.70. As the Historical Society is unable to cover the DA costs with the grant monies received it has been requested that Council waive the fees.

A request for a donation was requested as part of the Financial Assistance Grants presented to Council last month. This project did not fit into the criteria and was unsuccessful.

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The Coolah Historical Group are proposing to have the structure built and completed prior to ANZAC Day 2015.

Options

Council could approve the donation of the fees for community groups undertaking works on Council owned facilities as per the Operational Plan; however this generally applies to Council owned facilities, not Crown Land. Council has an area called Donation – Other where this could be funded from if Council chooses this option, however it is noted these funds have been exhausted.

A Public Reserve Management Fund (PRMF) grant could be applied for to cover costs involved in the proposal. The projects original Federal grant has to be completed prior to ANZAC Day. The PRMFP grant will not be announced within that period therefore necessary timeframe for ANZAC Day would not be met.

Financial Considerations

Council have been notified that the total cost for this whole project is \$8,200. The bricks and concrete are being donated and a local licensed builder has confirmed that he will supervise the work.

The cost of the plaques will be covered by the Federal grant.

The DA fees of \$784 and the Crown Land Fees of \$65.70 totalling \$849.70 are not covered at this point in time.

If provision of the donation is granted by Council, it is noted that the donation budget will increase in expenditure in this area.

RECOMMENDATION

That Council approve the donation of \$849.70 for the completion the Coolah War Memorial Wall Project.

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Item 20 Strategic Policy – Residential Property Policy – update

Division:	Development Services
Management Area:	Property and Risk
Author:	Manager Property and Risk – Jennifer Parker
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF8 Council undertakes its organisational, workforce and risk management responsibilities with efficiency and effectiveness.

Reason for Report

On the 17 March 2014 Council settled on the purchase of the property 8934 Newell Highway, Coonabarabran, being Lot 102, DP 1201959. As a dwelling is located on this property and will be rented out to staff, it is necessary for the strategic policy for Residential Properties to be updated to reflect this.

Background

Council's strategic policy for Residential Properties was endorsed by Council at the Ordinary Meeting held 15 August 2013 (**Resolution 76/1314**). This policy lists all the residential properties owned by Council and the conditions on which they are rented. With Council's purchase of the property 8934 Newell Highway, Coonabarabran, a new residential property will need to be added to the list of properties and the conditions of its use documented.

The property is 40.61 hectares and has a four bedroom brick veneer house, sheds and fencing infrastructure. The property was purchased as it has a corridor neighbouring the Warrumbungle Shire Council Quarry that can be utilised in the future to increase the life of the quarry (**Resolution 185/1415**).

Issues

Council resolved last month that a loan be sought for the purchase of the property (Resolution 240/1415).

Due to the expansion of the quarry 26.7 hectares will be attached to the house for use by the tenant.

The amendments to the policy are highlighted in yellow for Councillors' information.

Options

Council has the option to endorse the amended Residential Property Policy with the inclusion of 8934 Newell Highway, Coonabarabran

Financial Considerations

A desktop valuation from a local estate agent valued the property to rent at \$350 per week or \$18,200 per annum.


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The property is situated next door to a quarry thus a deleterious conditions rebate would be expected on such a rental property. The market rate for such a rebate is 15%; this would bring the weekly revenue for the property down to \$297.50 per week or \$15,470.00 per annum.

RECOMMENDATION

That Council endorses the following Residential Property Policy to be included in the Strategic Policy Register.

	Residential Property Policy
	Strategic

1. Purpose

This policy defines the use and availability of residential properties owned by Warrumbungle Shire Council whilst ensuring that the premises are managed in a professional manner within the relevant legislation.

2. Objectives of the Policy

The objective of this policy is to provide clear guidelines for the purpose and access for rental of Council owned residential properties to ensure that utilisation and return on investment provides the best outcome for Council.

3. Policy Scope

The policy applies to all staff and Visiting Medical Officers (VMO) who have the opportunity to live and rent or manage Council owned residential properties. This policy applies to the following residential properties;

- 4 Irwin Street, Coolah
- 17 Cole Street, Coolah
- 84 Martin Street, Coolah
- 137 Martin Street, Coolah
- 139 Martin Street, Coolah
- 141 Martin Street, Coolah
- 143 Martin Street, Coolah
- 8934 Newell Highway, Coonabarabran

4. Background

The Residential Property Policy was a Resolution of Council (419) in June 2008 and has had no other versions since.

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Warrumbungle Shire Council owns seven (7) residential properties in the township of Coolah. These properties are available as an incentive to attract professional staff to work in the shire. The property at 141 Martin Street is provided for the local Doctor who has VMO access to the Coolah Multi Purpose Service (Hospital). All properties are leased at an agreed rental rate with terms and conditions as prescribed in the Residential Tenancies Act 2010 No 42 and Residential Tenancies Regulation 2010.

5. Definitions

'Council' means Warrumbungle Shire Council

'Landlord' means Warrumbungle Shire Council

'Residential Properties' means all properties listed under the Policy Scope

'Property' means to property owned in title by Warrumbungle Shire Council

'Tenant' means:

(a) the person who has the right to occupy residential premises under a residential tenancy agreement, or

(b) the person to whom such a right passes by transfer or operation of the law, or

(c) a sub-tenant of a tenant, and includes a prospective tenant.

'Staff' means any person employed or contracted by Warrumbungle Shire Council as an employee of Council.

'Visiting Medical Officer' (VMO) means the Doctor who holds the current VMO rights at the local hospital as prescribed by the State Government Health Department.

'Market Rate' means a market appraisal conducted by a qualified Valuer/Real Estate Agent

'Rebate' means a deduction from an amount to be paid

'Deleterious' means causing inconvenience to quiet enjoyment

6. Policy Statement

Staff housing is deemed as a positive recruitment strategy to attract professional staff to work for Warrumbungle Shire Council and live within the shire. Council also appreciates the value of a community provided executive style house for VMO's as part of an attractive package for recruitment of a local Medical Service.

It is a condition that the following terms shall be agreed to in the Contract of employment and Warrumbungle Shire Councils Residential Tenancy Agreement prior to occupying premises:

1. The employee agrees to sign a Residential Tenancy Agreement, which will initially be for a term of three (3) months then every 12 months under a new Lease Agreement.
2. That the rent as stated in the agreement be at 'market rate' and subject to increase in line with CPI or valuation adjustment yearly.
3. That on cessation of employment the tenant shall return to the Landlord the premises in a clean and habitable condition within 60 days of termination notice or resignation as per the Residential Tenancy Act 2010.
4. A bond (equivalent to four (4) weeks rent) plus two (2) weeks rent in advance will be paid at the commencement of the Lease Agreement then rent will be paid weekly as a payroll deduction. The bond will be forwarded to the Office of Fair Trading as per the Residential Tenancy Act 2010.
5. That market appraisals will be conducted in July of every second year or when a property is vacated by a qualified Valuer/Real Estate Agent and the rent will be adjusted according to the recommendation of the 'market rate'.

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6. The property 8934 Newell Highway will be subject to a 15% rebate on the market rate due to the deleterious conditions with the property being next door to the quarry. A sub clause will be added to the lease addressing the conditions of renting close to a quarry and the tenants understanding that the rebate addresses the inconvenience of such a situation and all it encompasses.
7. All other conditions of tenancy will be in accordance with the Tenancy Agreement and the Residential Tenancies Act and Regulations.

Priority for staff housing will be given to Directors, Managers and staff where skills shortages exist, who have to relocate to the shire, with provision for other staff to apply to the General Manager to rent a vacant property should the opportunity arise.

7. Responsibilities

The Manager Property and Risk will hold responsibility over this policy

8. Associated Documents

Operational Plan and Delivery Program 2013/14 – 2016/17
Warrumbungle Shire Council Residential Property Procedures
Residential Tenancies Act 2010 No 42
Residential Tenancies Regulation 2010
Local Government Act 1993 No 20

9. Getting Help

The staff member/s that can assist with enquiries about the policy
Position: Manager and Risk

10. Version Control

Review Date: September 2017 or when relevant legislation changes.
Staff Member Responsible for Review: Manager Property and Risk

Policy Name	Version	Resolution No.	Date
Residential Property Policy	1	419	26 June 2008
Residential Property Policy	2	76/1314	15 August 2013

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Item 21 Contaminated Lands Policy

Division:	Development Services
Management Area:	Regulatory Services
Author:	PA to Director Development Services – Kelly Dewar
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF4.1 Ensure that Council's governance, practices, policies and procedures respond effectively to the long-term goals of the Community Strategic Plan

Reason for Report

To adopt the Draft Contaminated Lands Policy.

Background

Council resolved on 20 November 2014 to place the Draft Contaminated Land Policy on public exhibition for 28 days. The policy was placed on exhibition for public submissions, No submissions were received.

Issues

Without an adopted policy and definitive register of contaminated sites Council staff are unable to fully consider contaminated lands issues in the planning decision process. This could lead to Council not meeting the requirements of the *Contaminated Land Management Act 1997* and *State Environmental Planning Policy 55 – Remediation of Land*.

Also if Council does not have a policy there will be no trigger to record contaminated land on S149 Certificates when an application for a S149 is lodged for a particular parcel of land that may potentially be contaminated.

Options

Council can adopt the Draft Contaminated Land Policy or make amendments to the Policy.

Financial Considerations

Nil

RECOMMENDATION

That Council adopts the following Contaminated Land Policy.

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Contaminated Land Policy

1. Purpose

The purpose of this Policy is to provide a framework to assist Council, residents and proponents of current and proposed development to respond positively and proactively to contaminated land based hazards and risks, both past and present. The objectives of this Policy will aim to ensure compliance with the requirements of the *Contaminated Land Management Act 1997*, State Environmental Planning Policy (SEPP) 55 – Remediation of Land 2005 and the associated Managing Land Contamination: Planning Guidelines 1998.

2. Objectives of the Policy

The objectives of this Policy are:

- Maintain a database of contaminated or potentially contaminated land and any information on remediation, abatement, or site audits of work on contaminated land undertaken in the Warrumbungle Shire Council area.
- Provide information to support decision making and to inform and liaise with the community
- Ensure that appropriate consideration of contamination issues is made during the rezoning and development assessment process, including:
 - Identification of the presence of, or the potential for contamination on the land;
 - Consideration of the outcomes of any land contamination study;
 - Consideration of any remediation or abatement that has occurred on the land; and
 - The application of requirements set out in the Contaminated Land Management Act 1997, State Environmental Planning Policy (SEPP) 55 – Remediation of Land, Managing Land Contamination: Planning Guidelines 1998 and Warrumbungle Shire LEP 2013; and
- Ensure that changes to land use will not increase the risk to health or the environment.

3. Policy Scope

This policy applies to Councils Development Services Department and will be referenced in planning decisions for all contaminated or potentially contaminated land parcels within the shire area.

4. Background

This Policy forms the basis for the management of land, which is either contaminated or potentially contaminated, within the Warrumbungle Local Government Area.

The management of contaminated land is a shared responsibility between Office of Environment & Heritage (OEH) (which includes the Environment Protection Authority (EPA), the Department of Planning and Infrastructure (DP&I) and Council. The EPA is the regulatory arm of OEH.

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Under the Contaminated Land Management Act, the EPA regulates contaminated sites that pose a significant risk of harm to human health or the environment.

The EPA:

- Regulates the appropriate investigation and clean-up of significantly contaminated land;
- Administers the NSW site auditor scheme under Part 4 of the Contaminated Land Management Act;
- Makes or approves guidelines for use in the assessment and remediation of contaminated sites;
- Administers the public record of regulated sites under the Contaminated Land Management Act.

Contaminated or potentially contaminated sites that are not regulated by the EPA will be managed by Warrumbungle Shire Council through land use planning processes, ie., SEPP 55, Warrumbungle LEP 2013.

Under the provisions of this policy, Warrumbungle Shire Council has developed a framework to manage those sites which are contaminated or potentially contaminated, that do not pose an unacceptable risk to human health or the environment under its current or approved use. The planning and development process will determine what remediation or abatement is required to ensure the land is suitable for a different use. It is important to note that this policy is a land-based policy only.

Part 7A of the Environmental Planning and Assessment Act 1979 (EP&A Act) provides that planning authorities who act substantially in accordance with the SEPP 55 Guidelines are taken to have acted in good faith when carrying out planning functions.

5. Definitions

Contaminated Land – land in, on or under which any substance is present at a concentration above that naturally present in, on or under the land and that poses, or is likely to pose, an immediate or long-term risk to human health or the environment.

Contamination – concentration of substances above that naturally present that poses, or is likely to pose, an immediate or long-term risk to human health or the environment.

Potentially Contaminated Land – land that may be contaminated with a concentration of substances above that naturally present and that poses or is likely to pose a potential or actual risk to human health or the environment.

Remediation of contaminated land includes:

- a) Preparing a long-term management plan (if any) for the land, and
- b) Removing, dispersing, destroying, reducing, mitigating or containing the contamination of the land, and
- c) Eliminating or reducing any hazard arising from the contamination of the land (including by preventing the entry of persons or animals on the land).

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6. Policy Statement

6.1 Database of Contaminated or Potentially Contaminated Land

Council will develop and maintain a database of contaminated or potentially contaminated land within the local government area. Development of this database will be assisted by a community engagement program to identify contaminated or potentially contaminated land not known to Council. This database may not be a complete list, and will only identify properties known to Council which have a history of contamination, or that have been associated with uses that may have resulted in contamination. Persons should also make their own enquiries or investigations into whether land is contaminated, or potentially contaminated. The Database will also record details of any site remediation or abatement that has been undertaken, validation records, and audits of remediation work. Information regarding individual properties will be located in Council's Database. Any enquiries associated with a property should be checked against information contained within the Council Database.

6.2 Council's Decision Making Process

In determining all rezoning and development applications, Council must consider the possibility of land contamination and the implications it has for any proposed or permissible future uses of the land. A precautionary approach will be adopted to ensure that any land contamination issues are identified and dealt with early in the planning process. Council's decision making process is identified in the Contaminated Land Management Procedure.

6.3 Section 149 Planning Certificates

Section 59(2) of the Contaminated Land Management Act prescribes the following matters to be specified in a section 149(2) planning certificate:

- a) that the land to which the certificate relates is significantly contaminated land—if the land (or part of the land) is significantly contaminated land at the date when the certificate is issued,
- (a) that the land to which the certificate relates is subject to a management order—if it is subject to such an order at the date when the certificate is issued,
- (b) that the land to which the certificate relates is the subject of an approved voluntary management proposal—if it is the subject of such an approved proposal at the date when the certificate is issued,
- (c) that the land to which the certificate relates is subject to an ongoing maintenance order—if it is subject to such an order at the date when the certificate is issued,
- (d) that the land to which the certificate relates is the subject of a site audit statement—if a copy of such a statement has been provided at any time to the local authority issuing the certificate.

Where Council is aware of any further information relating to contamination, Council may include this advice which may relate to the following matters in its planning certificates under s149(5):

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- any activities listed in Table 1 of Managing Land Contamination: Planning Guidelines that Council records show have occurred or are occurring on the land
- a reference to any contamination investigations undertaken on the land or the results and key conclusions of such investigations
- any notifications of remediation
- a reference to any validation report held by Council in respect of the land; and
- any notices or public positive covenants requiring the maintenance of remediation.

7. Responsibilities

Development Services

8. Associated Documents

This policy should be read in conjunction with the following Acts and Regulations:

- Contaminated Land Management Act 1997
- Contaminated Land Management Regulation 2013
- Environment Planning and Assessment Act 1979
- Environment Planning and Assessment Regulation 2000

9. Getting Help

Position: Manager Regulatory Services
Department: Development Services

Position: Town Planner
Department: Development Services

Position: Environment and Health Officer
Department: Development Services

10. Version Control

Review Date:

Staff Member Responsible for Review:

Policy Name	Action	Resolution No.	Date
	<i>Eg endorsed</i>		

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Item 22 Naming of Coonabarabran Recycling Centre

Division:	Development Services
Management Area:	Waste Services
Author:	Director Development Services – Leeanne Ryan
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI8 Local communities have access to effective and efficient waste and recycling services

Reason for Report

To acknowledge the work of previous Council employee, Mr Peter Wasley, for his dedication to recycling across the Shire.

Background

At the September 2014 Ordinary Meeting it was discussed that Council should acknowledge the skills and dedication of former waste and recycling manager Mr Peter Wasley. This concept was introduced by a member of the public during a presentation in the public forum at the Council meeting.

It was stated that the success of Council's recycling enterprise is due mainly through the skill and dedication of Mr Wasley. He was responsible for managing recycling depots, promoting recycling throughout schools and community groups, and introducing the recycling processes that are currently in place. It has been requested that Council honour and acknowledge his outstanding achievements.

It has also been requested that Council consider introducing the following forms of acknowledgment for Mr Wasley;

- Name the major sites: "Peter Wasley Facility" with appropriate signage
- To provide a prize for each school within the Shire named the "Peter Wasley Prize for Environmental Science" and request each school invite Peter to present the prize.
- Provide local media with a short history of recycling in the Shire.

Council could name the Coonabarabran or Dunedoo Recycling Shed the Peter Wasley Recycling Centre. Given that Mr Wasley is a local of Coonabarabran it would be appropriate that the naming of a facility be within Coonabarabran as opposed to Dunedoo. If Council chooses to provide a prize to each school, there would need to be discussions with each school to see if they are interested in introducing the award to their students.

Issues

May set a precedent for other staff that have undertaken their duties in an exceptional manner.

Mr Wasley has acknowledged the kind sentiment behind the naming.

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Options

Council could choose to either carry out the above requests, or not.

Financial Considerations

Depending on size and content, signage prices would be variable but a rough estimate could be approximately \$1,500 installed. Prizes for local schools could consist of a book prize. At this stage no budget allocation is provided.

RECOMMENDATION

For Council's determination.

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Item 23 Waste Management

Division:	Development Services
Management Area:	Waste Services
Author:	Director Development Services – Leeanne Ryan
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI8 Local communities have access to effective and efficient waste and recycling services

Reason for Report

The reason for this report is to provide Council with a preferred waste model to deliver waste services across the Shire. MANEX have reviewed a number of different waste models and the model preferred by MANEX is recommended at the conclusion of this report.

Background

At the December 2014 Ordinary Meeting of Council it was stated that a review of waste models relating to various ways that waste services could be delivered across the Shire would be considered with a further report being presented to Council.

These models were generated as a direct result of a proposal that was adopted by Council on 15 August 2013 whereby it was proposed that all waste collection services for recycling and domestic waste would be tendered and contracted. As reported in December 2015 queries were raised within the financial information presented to Council under a proposed contract arrangement and the possible negative outcomes for Council and the local communities as well as for Council's own employees. It is noted that Council were not provided with all the possible options available to address the primary issue of concern being WHS matters relating to the collection of recycling crates along the main roads within 100km/hr zones, but rather were originally only provided with one waste model; being to proceed to a contract arrangement.

To balance the decision making process, and to ensure all information and facts have been given due consideration, it was necessary for MANEX to consider other possible ways that waste services could be delivered across the Shire, all with differing benefits that were not included in the report presented to Council in 2013. In fairness to the local communities and ratepayers, as waste is a user pays system, it was fitting that MANEX explored the most beneficial, economical and effective way forward in an attempt to keep waste service costs low and predictable whilst providing an adequate service to our communities.

On this basis, Development Services generated a variety of waste models providing MANEX with information and costing on five specific models for delivery of waste services. In fairness to provide a comparison, the abovementioned contract model was included as one of these models.

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The waste models were as follows:

Model 1 - Introducing 240L wheelie bins on rural runs as opposed to using crates for recycling, recycling crates remain in townships until a staged swap over process to 240L wheelie bins is undertaken. Putrescible waste and commercial collection remains the same. Will allow time for Material Handling Facilities (MHF) to be upgraded and funding actively sought to assist fund the necessary upgrades.

Model 2 – Replacing all recycling crates (across the Shire) with 240L wheelie bins immediately. Putrescible waste and commercial collection remains the same. Would require immediate capital funding injection for purchase MHF upgrades and possible purchase of an additional garbage truck.

Model 3 – Replacing all recycling crates (across the Shire) with 240L wheelie bins and Council undertaking all waste collection services in house. All putrescible and commercial waste collection will be undertaken in-house.

Model 4 – Tendering out all waste and recycling services (as per **Resolution 84/1314**). No collection service remains in-house at all. Loss of all collected recyclables to contractor.

Model 5 – Introducing 240L wheelie bins on rural runs for recycling and a second recycling crate in township areas for recycling. No change to putrescible and commercial waste pickup.

Within each model MANEX considered triple bottom line comparisons; the below table focuses specifically on financial information in this regard.

Triple Bottom Line – Financial Comparisons

Model	Undiscounted Cost (over 5 years)
Model 1	\$10,859,467.36
Model 2	\$11,639,717.12
Model 3	\$11,630,990.15
Model 4 (at \$1.70 per service)	\$10,204,373.46
Model 4 (at \$2.75 per service)	\$11,899,832.79
Model 4 (at \$3 per service)	\$12,417,774.78
Model 5	\$10,921,342.51

As noted above there are 3 different service costs for Model 4, the probability of retaining the cost at \$1.70 or \$2.75 per service is highly unlikely for an extended period. Although this may be achieved via contractor arrangement in the short term, historical trends and prior experience of other Councils suggests the contacted price may rise significantly in the later years when Council has off loaded all its own equipment, plant and trained staff. If Model 4 is implemented (at \$3.00 per service) it is likely to be more expensive for Council to deliver waste services across the Shire.

To test the market without incurring considerable expense to Council, Development Services recently contacted a number of larger waste contractors regarding their prices per service. One contractor advised (given the extent of rural runs that we have) their

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estimated price to deliver waste services could be around \$3.20/service (or more) without undertaking a further in-depth review of our specific situation. Other contractors didn't show a lot of interest in wanting to provide a price at all.

Future Direction

Upon reviewing the 5 waste models, MANEX concluded that Model 1 would be the preferred direction forward for waste management services across the Shire. Under this model the following operational changes should occur;

- All recycling crates on rural runs (within 100km/hr zone) be replaced with 240L wheelie bins to negate WHS risks. Collection of recycling bins would be fortnightly.
- Recycling crates remain in townships and urban areas whereby speed limits are limited and sufficient room for trucks and runners is available. In the future crates will eventually be replaced by 240L wheelie bins on a staged process (town by town).
- Council continues to collect northern domestic waste; with current contractor continuing to collect southern waste (until current contract expires, whereby the contract will need to be reviewed).
- No change to commercial waste collections.
- Minor changes to processes at Material Handling Facilities (MHF) to enable comingled recyclables to be managed in the short term.
- Council works towards seeking upgrades to the MHF at Coonabarabran and/or Dunedoo to enable large scale recyclables in the future to be managed once urban areas begin to use 240L bins for recyclables (under the abovementioned staged approach). Funding could be applied for to assist.

As well as recommending Model 1 as the preferred way forward, MANEX decided to also pursue other waste management actions in the future such as gaining statistical information on full cost recovery from Council's use of the waste depot, contacting OROC Councils to see if any waste sharing arrangements might be available, working towards providing green waste 240L wheelie bins (after recycling crates have been swapped out for 240L wheelie bins) and undertaking more recycling education.

Proposed Container Deposit Scheme

The matter of the possible introduction of a Container Deposit Scheme (CDS) should be given strong consideration in any waste management decision making process going forward. Early in January 2015, the NSW Government announced a proposal to introduce a CDS. The aim of the scheme will be to clean up the local environment and community space. In recent media information it was noted that the details of the scheme are yet to be finalised, however a rebate of 10 cents per item is likely to be introduced. Negotiations are continuing with the drinks industry regarding the scheme.

The impacts on Councils operations have been considered if a CDS is introduced, particularly relating to income received from recycling. In 2012, LGNSW commissioned Mike Ritchie & Associates to review the impacts (cost/benefits) of the introduction of a container deposit/refund system on kerbside recycling and Councils. It was viewed from the findings of the study that Councils would be better off under a CDS. Some of the key points from this study include:

- kerbside recycling would contain 17% less material.
- 5% of the material in the kerbside domestic waste bin would be unreturned CDS material.

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- The values of containers under the CDS are more valuable to Council than current value of a variable market. For example WSC currently receives \$1000 per tonne (or \$1/kg) for aluminium cans from a recycling firm. It has been calculated that 75 cans exist in 1kg; therefore 7,500 cans would exist in a tonne. At 10c/can this would accrue to \$7,500 per tonne under the CDS (being \$7.50/kg).
- Council recycling centres may possibly act as collection centres for the CDS therefore could be eligible for a handling fee. It has been suggested the handling fee would be around 4c per container.

Further information on the CDS will be provided for Council as it becomes available; to date limited new information is available apart from media releases and media comment. The possibility of a CDS should not be discounted in any decision made by Council on a future direction forward on whether to contract out our services or not. With less recyclables to be collected at kerbside, any contractor is likely to increase their service costs to offset the loss of income received from recyclables. The same argument could be said for Council's kerbside recycling collection, however with Council maintaining control of its transfer stations and waste depots the potential remains for the following;

- the ability for Council to cash in at 10c any unclaimed CDS item that is separated at kerbside.
- the ability for Council to capture the 4c per item deposited to our centre as a handle fee for the item under the CDS; staff would need to be available to man the centre/s if it is found less kerbside recycling is being undertaken as people are choosing to collect the CDS return for themselves.
- the ability for Council to still recycle items that are not part of the CDS

Ultimately, if Council contracts out waste collection services (as per Model 4 and Resolution 84/1314), Council will lose any economic gain from the CDS from kerbside collection of recyclables. Due to expected value of containers to be 10c, the loss of additional income could be significant to Council.

Issues

Council currently has a resolution that stipulates all waste collection will be tendered and contracted (being **Resolution 84/1314**) as per the Waste Management Strategy that was presented to Council in 2013. MANEX are of the view that to prepare a tender will likely cost in the vicinity of \$30K - \$40K (funds that may well be better spent on upgrading the MHF or other infrastructure). However to satisfy the resolution an Expression of Interest (EOI) process could be undertaken whereby Council seeks submissions from waste contractors to design and construct a waste model for us that could be utilised for a tender process.

Options

Council could choose to continue down the pathway of contracting out the services (as per the previous resolution) however based on financial information and triple bottom line responses this could prove to be more expensive than undertaking in-house.

Council could choose to adopt the preferred position of MANEX to introduce Model 1 as outlined above.

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Financial Considerations

Financial information for each model is summarised above. Model 1 can be achieved with minor modifications to current operations in the short term. An additional wheelie bin will need to be supplied for the rural runs users to replace their recycling crate. The overall expected costs in the short-term will be approximately \$80,000 and is a one off cost in the first year. Sufficient funds are available in the waste budget to meet this expense.

Future assumptions under Model 1 whereby urban recycling crates will be swapped with 240L wheelie bins will require financial considerations in the future; however this cannot occur until major upgrades to our MHF are undertaken. Grant funds will be actively sought to assist meet the costs of the upgrades to the MHF if Model 1 is adopted by Council.

RECOMMENDATION

1. That Council adopts and implements Model 1 for waste management across the Shire:
Model 1 - Introducing 240L wheelie bins on rural runs as opposed to using crates for recycling, recycling crates remain in townships until a staged swap over process to 240L wheelie bins is undertaken. Putrescible waste and commercial collection remains the same. Will allow time for Material Handling Facilities (MHF) to be upgraded and funding actively sought to assist fund the necessary upgrades.
2. To address the previous resolution of Council (84/1314) that Expressions of Interest are sought from waste contractors to design and construct a waste management model for Council.

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Item 24 Protection of the Environment Operations (Clean Air) Regulation 2010

Division:	Development Services
Management Area:	Regulatory Services
Author:	Manager Regulatory Services – Robert Jehu
CSP Key Focus Area:	Natural Environment
Priority:	NE1.3 Provide opportunities for communities in the shire to participate in maintaining and enhancing the health of our natural environment.

Reason for Report

To report the proposed amendment to the *Protection of the Environment Operations (Clean Air) Regulation 2010*

Background

An economic study commissioned by the EPA in 2011 estimated that, with no change to current wood smoke controls, the cost to health of wood smoke emissions across NSW at \$8.1 billion over the next 20 years, factoring in population growth and the hundreds of thousands of extra new residences required to meet housing demands.

Issues

While the NSW Government recognises that wood heaters can be an efficient and cost-effective heating source if used correctly, a poorly operated heater can create localised smoke and odour nuisance. Wood smoke affects local air quality differently from area to area. This depends on local topography (e.g. a valley will tend to accumulate wood smoke), weather patterns, population density, the number of wood heaters in use and how they are operated.

Options

The amendment to the *Protection for the Environment Operations (Clean Air) Regulation 2010*;

1. incorporates and mandates the updated Australian/New Zealand Standards for more stringent limits for wood heater particle emissions and new thermal efficiency limits; and
2. introduces a new Schedule to allow councils the flexibility to choose a level of control on wood heater installations appropriate for local conditions. The additional controls under a new Schedule are outlined in the table below.

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New Schedule: Schedule 9
<u>Part 1</u> No new wood heaters, except with an approval.
<u>Part 2</u> Except with an approval, from 1 September 2016 new wood heaters must have: <ul style="list-style-type: none">• a minimum efficiency of 60% as tested in accordance with AS/NZS 4013; and• an emission factor of 1.5g/kg for non-catalytic and 0.8 g/kg for catalytic heaters as tested in accordance with AS/NZS 4012.
<u>Part 3</u> No new open fire places, except with an approval.
<u>Not listed</u> General Regulation requirements apply.

Under the Regulation amendment, Council can choose to be listed in the Schedule and apply restrictions to wood heater installations for their entire local government area or in designated areas. Using this approach, Council have the flexibility to target locations impacted by wood smoke.

For example, within the Council area, Council may consider disallowing installation of wood heaters in high density residences or houses located in a valley where smoke is trapped. In another part of the Council area with lower residential density or with good wind dispersion, Council may permit only low emission, high efficiency wood heaters. In rural areas of the council, only the general Regulation requirements would apply.

The Council can inform the community by publishing on the website the areas where:

- general Regulation requirements would apply; or
- restrictions on installation of certain types of heaters would apply in designated areas, presented as a map, a list of precincts, types of zoning or an allotment size.

The amendment to the Regulation is designed to complement existing planning instruments such as development control plans and local approvals policies, and regulatory powers that are available to local government under the *Local Government Act 1993* and *Protection of the Environment Operations Act 1997*. If Council chooses not to be listed in the Schedule, the general Regulation requirements apply. A similar approach is currently used to control open burning in NSW.

During this consultation period Council can decide if they want to be included in the new Schedule and what locations of Councils the control measures should apply to. If Council decides that restrictions on installation of certain types of heaters would apply in designated areas, such locations can be defined as a list of precincts, a map, types of zoning or allotment sizes.

To become included in the Schedule of the Regulation councils must provide a written submission to the EPA by **Friday 15 May 2015** with the following information:

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- the Part(s) of the Schedule that the council area is to be listed in; and
- the nominated designated areas where Part(s) of the Schedule would apply.

At the end of consultation period the draft Regulation will be amended to include councils that choose the additional control in the Schedule. Once the Regulation is finalised, it will be published in the Government Gazette. The new framework will come into force on 1 September 2016.

If Council don't nominate their areas by the end of consultation period (Friday 15 May 2015) which would be the easiest and quickest method for Council because they can combine their community consultation with the EPA's consultation process and start putting procedures in place to implement the Schedule in their local government area when the new framework commences on 1 September 2016.

Council can nominate their area at a later date if they are unable to do so during the consultation period by writing to the EPA. Placement and subsequent amendment of the Schedule is subject to the approval of the Minister for the Environment.

Nominating and listing local government areas on the new Schedule is voluntary. If Council decides not to list their area on the new Schedule, then the general Regulation amendment would apply when it commences.

The EPA will facilitate the listing of local councils in the new Schedule either during the consultation period or at a later date. The EPA will also continue supporting local government by providing education material and advice.

Financial Considerations

If Council opts to be listed in the Schedule this would generate an undetermined expense to Council depending on which parts they choose. This would be for the extra work required for administration and inspections by the Building Certifier

RECOMMENDATION

That Council choose not to be listed in the Schedule at this point of time, but continue to monitor complaints with the option to be included in the Schedule at a later date.

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Item 25 Development Applications

Division: Development Services

Management Area: Regulatory Services

Author: Development Services Administration Officer – Katrina Matakitoga

CSP Key Focus Area: Rural and Urban Development

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

Development Applications

(i) Approved – February 2015

Complying Development (Set Criteria) Development Application (Specialised Conditions)	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type Of Development	Stop the Clock Referral Days
CD 2/2015	10/02/2015	24/02/2015	David Hunt	28 Cassilis Street	Coonabarabran	Extensions to existing garage	
DA 18/2015	09/09/2014	11/02/2015	Mark McEvoy	33 Cassilis Street	Coonabarabran	Erection of steel frame shed	96
DA 39/2014	01/12/2014	11/02/2015	Warrumbungle Steel Buildings	1244 Timor Road	Coonabarabran	Additions and alterations to existing shed	2
DA 3/2015	03/02/2015	18/02/2015	David Edwards	Ulamambri Street	Ulamambri	Erection of steel frame shed	

RECOMMENDATION

That Council note the Applications and Certificates Approved, during February 2015, under Delegated Authority.