



Warrumbungle Shire Council

Council meeting

Thursday, 19 November 2015

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

commencing at 10.00 am

Mayor

Councillor Peter Shinton

Deputy Mayor

Councillor Murray Coe

COUNCILLORS

Councillor Gary Andrews

Councillor Anne-Louise Capel

Councillor Fred Clancy

Councillor Victor Schmidt

Councillor Chris Sullivan

Councillor Ron Sullivan

Councillor Denis Todd

MANAGEMENT TEAM

Steve Loane (General Manager)

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 November 2015

NOTICE is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 19 November 2015 at the Council Chambers, John Street, Coonabarabran commencing at 10.00am

AGENDA

Welcome

Turn Off Mobile Phones

Order of Business

Paul Cornall (Forsyths) - Presentation of the 2014/15 Financial Statements

Forum

Apologies

Disclosure of Interest

Pecuniary Interest

Non Pecuniary Conflict of Interest

Reports

11.00am Presentation by Adam Tyrrell - Westpac Rescue Helicopter Group

Matters of Concern

Reports to be considered in Closed Council

Item 1C Tenders for Phase A & B of the Backup Water Supply Bore Project

.....
STEVE LOANE
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

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Matters to be dealt with “in committee”

Item 1C Tenders for Phase A & B of the Backup Water Supply Bore Project

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 Tenders and are 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.

FURTHER that Council resolve:

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

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STEVE LOANE
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

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WARRUMBUNGLE SHIRE COUNCIL

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Item 1 Minutes of Ordinary Council Meeting – 15 October 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 Murray Coe (Chairman), Cr Andrews, Cr Capel, Cr Clancy, Cr Schmidt, Cr C Sullivan, Cr Todd, General Manager (Steve Loane), Director Corporate & Community Services (Stefan Murru), Director Technical Services (Kevin Tighe) and Director Development Services (Leeanne Ryan)

In attendance: Manager Administration and Executive Assistant to the General Manager – Sally Morris (minutes) and Administration Officer - Leigh Ernest (minutes)

Forum

10.00am

Quinton and Leonie Hutchinson addressed the meeting regarding a proposed new project to be undertaken by the Coolah Lions Club.

10.20am

APOLOGIES: Cr Shinton and Cr R Sullivan

90/1516 RESOLVED that the apology of Cr Shinton be accepted (in accordance with Resolution 69/1516 granting leave of absence to Cr Shinton) and the apology of Cr R Sullivan also be accepted.

Schmidt / C Sullivan
The motion was put and carried

The Mayor called for Declarations of Pecuniary Interest and Non Pecuniary Interest
Councillor Todd declared a non pecuniary interest in the matter Item 24 - Development Application 25/1415.

Reports

Item 1 Minutes of Ordinary Council Meeting – 17 September 2015

91/1516 RESOLVED that the resolutions contained in the Minutes of the Ordinary Council meeting held on 17 September 2015 be endorsed.

Capel / Todd
The motion was put and carried

General Manager presented a verbal report on the LGNSW Conference in Sydney.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 November 2015

Item 2 Minutes of Traffic Advisory Committee Meeting held on 24 September 2015 92/1516 RESOLVED:

1. That Council accepts the Minutes of the Traffic Advisory Committee meeting held at Coonabarabran on 24 September 2015.
2. That the plan prepared by RMS for new direction signs in Coolah for the Heavy Vehicle Bypass Route, and as shown in the attached diagram, be approved.
3. That a second car parking space for disabled drivers be installed in front of the IGA Supermarket in Binnia Street, Coolah.
4. That application by the Dunedoo & District Development Group to close Bolaro Street, Dunedoo on the 3 November 2015 between 1.30 pm and 3.00 pm for the purpose of conducting a re-enactment of the Kookaburra March be approved subject to advice being provided to RMS Traffic Operations Branch and compliance with Council's Road Closure Policy.
5. That a Route Assessment Report be prepared including public advertising of a proposal to allow B Doubles to access River Road from the intersection of Dalgarno Street and Cowper Street to the intersection of River Road and Purlewaugh Road.
6. That application by the Coolah Lions Club to close Binnia Street, Coolah on the 12 December 2015 between 4.00 pm and 9.00 pm for the purpose of conducting the Annual Christmas Parade be approved subject to compliance with Council's Road Closure Policy.

Schmidt / Capel
The motion was put and carried

Item 3 Minutes Bushfire Appeal Advisory Panel – 15 September 2015 93/1516 RESOLVED:

1. That Council endorse the recommendations of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held on 15 September 2015 at Coonabarabran.
2. That the Warrumbungle Shire Council Mayors Bushfire Appeal fund status and allocation summary be accepted.
3. That permission be given to St Vincent De Pauls to reallocate the remaining \$2,000 from the potable water account to emerging requirements.
4. That the Mayor's fund advertise the fact that the Home Re-Establishment and Shed Rebuild Monies Program will be closed in 6 months time and the remaining funds be re-allocated.
5. That \$5,000 be allocated from the Community Renewal Program to conduct a study to determine the economic and demographic impact of the fire.
6. That \$30,000 be allocated to a "recovery celebration" and emergency services equipment.
7. That the remaining Restart NSW Govt. Program Funds be allocated to matching grant application funding for the augmentation of 2WCR FM 99.5 Community Radio Station radio's transmitters.

Schmidt / Capel
The motion was put and carried

WARRUMBUNGLE SHIRE COUNCIL

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Item 4 Minutes of Consultative Advisory Committee Special Meeting – 14 July 2015
94/1516 RESOLVED that Council notes the Minutes from the Consultative Advisory Committee Special meeting held on 14 July 2015 at Coonabarabran.

Todd / Schmidt
The motion was put and carried

Item 5 Warrumbungle Cobbora Transition Fund Committee
95/1516 RESOLVED that Council note progress of the Cobbora Transition Fund projects.

C Sullivan / Capel
The motion was put and carried

Item 6 Pecuniary Interest Returns

Noted.

Item 7 Notice of Motion – Dunedoo Banking Services

A motion was moved by Councillor Coe, seconded by Councillor Capel that Warrumbungle Shire Council commit to providing a banking service in Dunedoo. Furthermore, that the existing model be adopted and the 1.5 staff positions be retained to staff the operation. This commitment needs to be for a period of at least three years.

96/1516 An amendment was moved by Councillor Clancy, seconded by Councillor Andrews that Council supports the provision of a banking service in Dunedoo.

The amendment was put and carried

The amendment became the substantive motion and was put and carried

Item 8 Notice of Motion – Swimming Pool Entry

97/1516 A motion was moved by Councillor Todd, seconded by Councillor Clancy that all school age children within Warrumbungle Shire Council be permitted free entry to swimming pools for the current summer season.

The motion was put and lost

Item 9 Wambelong Fire – Release of Coroners Findings

98/1516 RESOLVED that Council note the release of the Findings into the Coroners Inquiry into the January 2013 Wambelong Fire.

Clancy / Capel
The motion was put and carried

Item 10 Council Resolutions Report October 2015

Received.

It was noted that items 360/1415 consultation with contractors is due in December and that 358/1415 regarding parking in John Street, Coonabarabran was still outstanding.

Item 11 Details of 2015/16 Financial Assistance Grant Calculations

99/1516 RESOLVED that Council accept the NSW Local Government Grants Commission details of the 2015-2016 Financial Assistance Grants Calculations.

Capel / Schmidt
The motion was put and carried

WARRUMBUNGLE SHIRE COUNCIL

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Item 12 Monthly Report from Human Resources – August 2015

Received.

11.47am

Cr Todd left the room

Item 13 Bank Reconciliation for the month ending 30 September 2015

100/1516 RESOLVED that Council accept the Bank Reconciliation Report for the month ending 30 September 2015.

Clancy / Capel

The motion was put and carried

Item 14 Investments and Term Deposits for Month ending 30 September 2015

101/1516 RESOLVED that Council accept the Investments Report for the month ending 30 September 2015.

Clancy / Capel

The motion was put and carried

Item 15 Rates Report for Month Ending 30 September 2015

Received.

Item 16 Change in Fees – Children’s and Community Services

102/1516 RESOLVED that Council approve the proposed change in fees, as outlined in this Business Paper, to ensure ongoing operation of services.

Schmidt / Capel

The motion was put and carried

11.49am

Cr Todd re-joined the meeting

Item 17 Proposal to allow larger trucks access on the Newell Highway through Coonabarabran

103/1516 RESOLVED:

1. The RMS is requested to advertise widely throughout the Coonabarabran community the proposal to allow B Triple and AB Triple trucks access along the Newell Highway through the town of Coonabarabran prior to the preparation of the draft report and including a truck field trial.
2. Community Consultation programme is undertaken by Warrumbungle Shire Council and funded by RMS.
3. The feedback from community consultation is included in the final draft report on the proposal to allow B Triple and AB Triple trucks access through Coonabarabran.
4. Council is given the opportunity to formally consider and respond to the final draft report on the proposal to allow B Triple and AB Triple trucks access through Coonabarabran.
5. The RMS is invited to make a formal presentation on the proposal allow B Triple and AB Triple trucks access through Coonabarabran at a future meeting of Council.
6. The RMS is requested to provide timeframe certainty about planning for and construction of the Coonabarabran bypass.
7. The RMS is requested to formally investigate and report on the sustainability of using Edwards Street, Namoi Street and Saleyards Road as a Newell Highway route for Over Dimension vehicles with the view to committing funds for repairs and maintenance.

Clancy / Capel

The motion was put and carried

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Item 18 Revised Memorandum of Agreement for North West Weight of Loads Group

104/1516 RESOLVED that the Mayor and General Manager be authorised to sign a revised memorandum of agreement with the North West Weight of Loads Committee and that Council's Common Seal is used to formalise the Agreement.

Todd / Andrews
The motion was put and carried

Item 19 2015/16 Technical Services Works Program – Road Operations, Urban Services & Water Services

Received.

Item 20 LEP Amendment – Erection of dwellings in RU1 Zone

Received.

Item 21 Coolah Lions Club Project for Councils Support

A motion was moved by Councillor Capel, seconded by Councillor Schmidt that Council recommend option 3 - McMasters Park refurbishment be selected as Councils preferred option.

105/1516 An amendment was moved by Councillor Andrews, seconded by Councillor Capel that Council does not support the upgrade to the lookout, however Council does support the Coolah Shire Hall Shade Sail and McMasters Park projects.
The amendment was put and carried
The amendment became the substantive motion and was put and carried

Item 22 Pump House Camping Ground Binnaway Update

106/1516 RESOLVED that Council continues the acquisition as resolved previously in resolution 57/1415.

Schmidt / Capel
The motion was put and carried

12.37pm

Cr C Sullivan left the room

Item 23 Solar Panel Fitment to Council Buildings Update

Received.

12.39pm

C Sullivan returned to the meeting

Item 24 Development Application 25/1415

107/1516 RESOLVED that Council approve DA 25/1415 for the existing piggery of 350 sows and the expansion to 400 sows subject to the Conditions numbered 1 to 32 listed in the business paper report, with the exclusion of Condition 10 a) and 10 e) and that Condition 10 d) be amended to "a minimum of thirty (30) metres".

Clancy / Schmidt
The motion was put and carried

Councillors Schmidt, Clancy, Andrews, C Sullivan and Capel voted in favour of the motion to approve the development application.

Councillors Todd and Coe voted against the motion to approve the development application due to the cost of sealing the access to Baradine Road.

WARRUMBUNGLE SHIRE COUNCIL

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Item 25 Development Applications

108/1516 RESOLVED that Council note the Applications and Certificates Approved, during September 2015, under Delegated Authority.

Capel / Schmidt
The motion was put and carried

Matters of Concern

Cr Schmidt

- Insurance policies for markets

Cr Clancy

- Nandi Park toilets – questioned the length of 10 bolts that need to be ground off
- Cassilis Street - directional signage for Caravan Parking. DTS to review.
- Siding Springs – area for de-hitching caravans at base of hill.
- Request for a weeds report from Castlereagh Macquarie County Council

Cr Coe

- Golden Highway - 60km speed signs. DTS advised Council is still under RMS direction. DTS to follow up.

Cr C Sullivan

- DAs regarding the Spring Fair and Farmers Markets. Requested feedback be provided to applicants regarding the reasoning. DDS informed the meeting that it is a Department of Planning requirement.

Cr Andrews

- Night Rider Bus - has it been disposed of. GM advised the bus no longer belongs to Council.
- Pump House Caravan Park - complaint regarding dust

Cr Capel

- Due to the provision of the dump site at Dunedoo, there has been an increase of patronage at the Caravan park
- Open Garden fundraiser to be held in Coolah on 24th October

Cr Todd

- Disabled parking sign post has been broken off in Baradine
- Toilet in Baradine Park – water not flowing in the urinal
- Request for OROC minutes to be distributed.

The General Manager addressed the meeting regarding an invitation for a delegation to visit China. A letter of apology and thank you for the invitation to be sent and liaise for a future visit.

1.19pm

109/1516 RESOLVED that:

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

Capel / Todd
The motion was put and carried

WARRUMBUNGLE SHIRE COUNCIL

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1.21pm

110/1516 **RESOLVED** that Council move out of closed Committee.

C Sullivan / Andrews
The motion was put and 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 Tender for Provision of Bitumen Sealing Services

111/1516 **RESOLVED** that the following Contractors are panel listed in no particular order for supply of bitumen sealing services to Warrumbungle Shire Council for the period 1 July 2015 to 30 June 2018; Fulton Hogan Pty Ltd, SRS Road Services Pty Ltd, RPQ Spray Seal Pty Ltd, Boral Asphalt and Downer EDI Works – Asphalt. Furthermore, a 12 month extension to the contract to 30 June 2019 is permitted subject to satisfactory supplier performance.

Schmidt / Todd
The motion was put and carried

There being no further business the meeting closed at 1.24 pm.

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CHAIRMAN

RECOMMENDATION

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 16 October 2015 be endorsed.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 November 2015

Item 2 Minutes of Extraordinary Council Meeting – 28 October 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, Cr Todd, General Manager (Steve Loane), Director Corporate & Community Services (Stefan Murru), Director Technical Services (Kevin Tighe) and Director Development Services (Leeanne Ryan).

In attendance: Manager Administration and Executive Assistant to the General Manager – Sally Morris (minutes) and Chief Financial Officer (Lawrence Amato).

APOLOGIES: Nil

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

The General Manager and Director Corporate and Community Services addressed the meeting regarding Fit for the Future, the IPART determination and opportunities to provide feedback on the report.

Item 1 Fit for the Future Submission

112/1516 A motion was moved by Councillor R Sullivan seconded by Councillor Schmidt that Warrumbungle Shire Council does not pursue a merger with any other Council and follow the Final Report of the NSW Independent Local Government Review Panel proposal to remain as a stand alone council within the Orana Joint Organisation.

The motion was put and carried.

113/1516 A motion was moved by Councillor Schmidt seconded by Councillor Clancy that Council in its response to the IPART feedback form include the following cost savings and revenue increases to demonstrate that it is Fit for the Future:

- Staff restructure over the following 5 years (annual savings of \$300,000);
- Introduction of a Stormwater Levy to fund stormwater works in accordance with the Local Government Act (annual savings of \$105,000);
- Either a 10% Special Rates Variation or a corresponding 10% cost saving due to a reduction in service levels (annual savings of \$750,000) **FURTHERMORE** that Council finalise its current service levels, determine what level of service can be provided within the current budget and then consult with the community on what level of service they are willing to pay for, and whether or not Council should submit a Special Rates Variation application in either the 2016/17 or 2017/18 financial year.

The motion was put and carried.

WARRUMBUNGLA SHIRE COUNCIL

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114/1516 Councillor Coe moved a spill on the motion seconded by Councillor Todd. The motion was put and carried with Councillors Andrews, Capel, Clancy, Schmidt, C Sullivan, R Sullivan, Todd and Shinton each recording their vote in favour of the motion and Councillor Coe recording his vote against the motion.

There being no further business the meeting closed at 3.54 pm.

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CHAIRMAN

RECOMMENDATION

That the resolutions contained in the Minutes of the Extraordinary Council meeting held on 28 October 2015 be endorsed.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 November 2015

Item 3 Minutes of Traffic Advisory Committee Meeting held on 22 October 2015

Division:	Technical Services
Management Area:	Technical Services Management
Author:	Director Technical Services – Kevin Tighe
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 Colin Harper (Minister's Representative) and Mr Kevin Tighe (Director Technical Services).

APOLOGIES: Mr Bikram Joshi (Manager Asset & Design) and Ms Jackie Barry (RMS).

IN ATTENDANCE: Ms Chantelle Elsley (RMS) and Mrs Tracy Cain (Minute Taker).

CONFIRMATION OF MINUTES

19/1516 RECOMMENDED that the minutes of the Traffic Advisory Committee meeting held on Thursday, 24 September 2015 be confirmed.

Grierson/Tighe

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.
- Council to investigate the preparation of a Rural Bus Stop Policy.
- 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).
- Alternative treatments to be investigated for discouraging trucks travelling via Binnia Street, Coolah. Traffic counters to be placed at Cunningham and Binnia Streets.
- Inspection of side road and crest located 600 m on the Dandry Road. Side road warning sign before or on top of crest. – RMS to investigate criteria for signage and forward to Council for determination of installation.
- Ashby Piggery – Review to be undertaken of warning and advisory signs at the intersection of Baradine Road and Ashby Road.
- Flashing Lights at School Zone Signs – Council to write to RMS thanking them for the erection of all school zone flashing lights and request the opportunity to obtain additional signage for St Lawrence's School to be located in Namoi Street, Coonabarabran subject to the availability of funding.
- Black Stump Way – Council request to NHVR that any road in the Warrumbungle Shire that is a 25 metre B Double Route be converted to a 26 metre B Double Route.

WARRUMBUNGLE SHIRE COUNCIL

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- B Double Route Application for River Road, Coonabarabran – Route Assessment to be prepared including public advertising of a proposal to allow B Doubles to access River Road from the intersection of Dalgarno Street and Cowper Street to the intersection of River Road and Purlewaugh Road.
- Naming of laneways north and south of Brains Ford, Coonabarabran.

AGENDA ITEMS

- a) RSL Coonabarabran – Request for Closure of John Street and Dalgarno Street for Remembrance Day on 11 November 2015

20/1516 RECOMMENDED that request by Coonabarabran RSL to close John Street and Dalgarno Street, Coonabarabran from approximately 10.57 am to 11.15 am on Wednesday, 11 November 2015 to commemorate Remembrance Day be approved subject to compliance with Council's Road Closure Policy and RMS concurrence.

Chaplin/Harper

- b) Baradine Progress Association – Request for Closure of Wellington Street for Annual Christmas Eve Street Party on 24 December 2015

21/1516 RECOMMENDED that request by Baradine Progress Association to close Wellington Street, Baradine from 6.00 pm to 12.00 midnight on Thursday, 24 December 2015 be approved subject to compliance with Council's Road Closure Policy and lodgement of the appropriate documentation.

Harper/Chaplin

GENERAL BUSINESS

Proposed Treatment at the Intersection of John Street (Newell Highway) and Edwards Street for Pedestrian Access

Reference was made to Recommendation No 12/1516 of 27 August 2015 in relation to Item 2.

*'The Edwards Street refuge from the western side of the Shell Service Station to the Swimming Pool be reviewed to see if there is a demand for pedestrian movements / access across Edwards Street (maybe look at installation of some pram ramps) due to the narrow width of the road, the design line and Edwards Street being used as an oversized vehicle route **FURTHER** investigate the option of the installation of pram ramps ensuring a safe access across, keeping with the design line – slope be reviewed to meet the design criteria.'*

It was noted that no method, solution or proposal had been forthcoming for the proposed pedestrian access in Edwards Street from the Shell Service Station to the Swimming Pool.

A 2012 Concept Plan for the project was presented to the Committee for further consideration. RMS advised that the proposed refuge was considered an unsafe facility. Concerns were once again raised in relation to the narrow width of the road and its use as an Over Dimension Route. It was proposed that the parking be eliminated or the 'No Parking' zone extended.

22/1515 RECOMMENDED that a count of pedestrian movements, particularly in peak times, be undertaken in Edwards Street from the Shell Service Station to the Swimming Pool and that the Design Plan be reviewed following completion of the Shell Service Station development to determine the access (*movements in and out*) **FURTHER** that the Schools be contacted to provide a Policy and/or route on the movement of school children to the Swimming Pool.

Grierson/Chaplin

WARRUMBUNGLE SHIRE COUNCIL

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The following matters were raised without Resolution:

- Reduction of Dunedoo CBD Speed Zone from 80 kph to 50 kph – It was noted that there was no transition from 100 kph to 50 kph. Matter to be referred to RMS requesting a Speed Zone Review.
- Edwards Street, Coonabarabran (East) – Concept for blister arrangement. Sight Triangles to determine warrant for a ‘Stop’ sign.
- Coonabarabran Bypass – RMS application for higher productivity vehicle (*AB Triples*) access through the town of Coonabarabran via John Street. Council seeking community consultation and contribution to assessment.
- Progress on the installation of 50 kph signage in White Street and Baradine Street, Coonabarabran.
- Classification of dirt road that runs from the end of George Street to Bandulla Street, Coonabarabran – It was determined that the road is Crown Land.

There being no further business the meeting closed at 11.40 am.

The next meeting is to be held on Thursday, 26 November 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 22 October 2015.
2. That request by Coonabarabran RSL to close John Street and Dalgarno Street, Coonabarabran from approximately 10.57 am to 11.15 am on Wednesday, 11 November 2015 to commemorate Remembrance Day be approved subject to compliance with Council’s Road Closure Policy and RMS concurrence.
3. That request by Baradine Progress Association to close Wellington Street, Baradine from 6.00 pm to 12.00 midnight on Thursday, 24 December 2015 be approved subject to compliance with Council’s Road Closure Policy and lodgement of the appropriate documentation.
4. That a count of pedestrian movements, particularly in peak times, be undertaken in Edwards Street from the Shell Service Station to the Swimming Pool and that the Design Plan be reviewed following completion of the Shell Service Station development to determine the access (*movements in and out*) **FURTHER** that the Schools be contacted to provide a Policy and/or route on the movement of school children to the Swimming Pool.

WARRUMBUNGLE SHIRE COUNCIL

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Item 4 Minutes of the Finance and Projects Committee Meeting – 10 November 2015

Division:	Corporate and Community Services
Management Area:	Financial Services
Author:	PA to Director Corporate and Community Services – Liz Webster
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF8 Council undertakes periodic performance reviews to ensure the effective and efficient management of its assets, finances and workforce and modifies its actions to deliver better outcomes for the community

PRESENT: Mayor Peter Shinton, Deputy Mayor Cr Murray Coe, Cr Gary Andrews, Cr Anne Louise Capel, Cr Fred Clancy, Cr Victor Schmidt, Cr Chris Sullivan, Cr Ron Sullivan, Cr Denis Todd, Steve Loane (General Manager), Kevin Tighe (Director Technical Services), Stefan Murru (Director Corporate and Community Services), and Leeanne Ryan (Director Development Services)

1. APOLOGIES: none

ATTENDING: Lawrence Amato, (Chief Financial Officer) and Liz Webster (Minutes)

2. MINUTES

RESOLVED that the minutes of the Finance and Projects Committee meeting held on 12 August 2015 be accepted.

Coe/ C Sullivan

3. BUSINESS ARISING

No business arising

4. Quarterly Business Review Statement (QBR)

The Director Corporate and Community Services presented the QBR for the September quarter.

The meeting was also advised that the 2015/16 budgeted capital expenditure is considerably higher than previous years, and although some items will undoubtedly be carried over to the following year, capital expenditure for the year is still expected to be a record high.

Cr Coe raised the Question regarding the intersection of Lockerby and Digilah Roads when would a grader be heading out to complete maintenance and or repair work. Director Technical Services advised current works program indicated works to commence in April 2016.

Cr Coe also enquired if Director Technical Services had received a letter regarding Gentle Annie Road. The Director indicated that grading work will commence soon.

5. Fit for the Future Progress Review

Director Corporate and Community Services advised the meeting that a new report will be presented at all future Finance and Projects meeting as part of the Fit for the Future process. This report will be included in the QBR. The report details progress to date against the various Fit for the Future action items, and a draft of this report was provided to the meeting.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 November 2015

It was noted that should the committee wish to add or amend the format all suggestions are welcome as at this present time no guidelines/Templates have been received from the OLG.

Questions were asked on what the final result would be if Council is not Fit for the Future post the submission on 18 November. General Manager and Director Corporate and Community services explained that at this stage the State Government was not providing a clear response except that the future of local government will be known by the end of the calendar year.

Further questions were raised regarding access to cheaper borrowings, and other benefits of being "Fit". The meeting was advised that if Council is deemed "Not Fit" access to cheaper borrowing rates and other benefits will be off the table.

The meeting was also provided with information indicating that average rates paid across business, residential and farmland rates are comparable with neighbouring Shires and other Shires of similar population (based on average rate). The report also indicated that the majority of neighbouring councils have already or are planning to submit special rates variations.

Councillors did express concerns that portions of the Shire predominately in the Southern end of the shire do pay considerably more in Farmland Rates than the average.

2:10pm Councillors Murry Coe and Chris Sullivan left the meeting.

6. Financial Statements

Financial Statements have been lodged by Council. Statements were held up due to the Roads revaluation but still completed before the OLG due date. Council was 63rd in the state for the submission of its financial statements.

GENERAL BUSINESS

The General Manager advised the meeting that Round Two (2) of Fixing Country Roads funding had opened and applications are to be lodged by early December. General discussion of possible works that Council could fund from this program followed. A report will be presented to the November Council Meeting by DTS. (Discussion held prior to meeting commencing).

NEXT MEETING: To be advised

MEETING CLOSED: 2.25pm

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CHAIRPERSON

RECOMMENDATION

That Council accepts the Minutes of the Finance and Projects Committee Meeting held on 10 November 2015 at Coonabarabran.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 November 2015

Item 5 Minutes Bushfire Appeal Advisory Panel – 9 November 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), John Sawyer (Rotary) Lois Sutton (St Vincent de Paul), and Pam Welsh (DPI), Vicki Poyser (ADRA), Sue Freebairn (RFCS)

APOLOGIES: Cheryl Pope (DPI)

RECOMMENDATION: that the apologies be accepted.

S Loane/P Shinton

ATTENDING: Stefan Murru (Director Corporate and Community Services), Glennis Mangan (Disaster Recovery Centre Manager), Liz Webster (Minute Taker)

CONFIRMATION OF MINUTES

RECOMMENDATION that the minutes of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held on 15 September 2015 be accepted.

**S Loane/L Sutton
Carried by all**

BUSINESS ARISING

None

Mayors Appeal Reconciliation

Mayors Appeal Donated Funds	\$ 761,873
Restart NSW Grant	\$ 70,000
Interest Earned	\$ 19,235
Total:	\$ 851,108
Less:	
Funds Allocated	\$ 849,911
Available Unallocated Funds	\$ 1,197

Funds Allocated

Mayors Appeal Allocated Funds	\$ 849,911
Less:	
Funds Expended	\$ 589,693
Allocated Funds Remaining	\$ 260,218

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 November 2015

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	\$141,918	\$141,918	-
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	\$61,504	\$21,504	\$40,000
Bird Boxes	\$250	\$250	-
Recovery Contribution Pymnt (New Program)	\$35,000	\$25,000	\$10,000
Restart NSW Govt	\$65,000	\$43,782	\$21,218
Building Expo	\$5,000	-	\$5,000
Total	\$849,911	\$589,693	\$260,218

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

Accepted by consensus

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 November 2015

AGENCY REPORTS

St Vincent De Paul

Enquires were made on the progress of the potable water funds being transferred to the Restart Fund. Meeting advised St Vincent de Paul Orange had been in contact following letter sent 16 September 2015 and an acquittal form had been returned to them for completion.

EMERGING ASSISTANCE REQUIREMENTS/ISSUES Financial Assistance

One request has been received for repair to a driveway following the fire (the applicant's access road was part of the fire trail). The request was declined.

Action: General Manager to contact RFS on the availability of funds for the repair.

No further requests for consideration.

SECOND BUILDING EXPO AND RECOVERY CELEBRATION

Meeting discussed the planning and holding of another Building Expo in the coming year.

Recommendation: that the Advisory Panel authorise the reallocation of \$55,000 from the Home Re-Establishment Fund to the Community Renewal Fund for the Building Expo and Celebration and **FURTHERMORE** that \$10,000 be moved from the Recovery Contribution Payment to the Community Renewal Fund.

**S Freebairn/ L Sutton
Carried by All**

Recommendation: that the Second Building Expo and Celebration event to be held in the Town Hall on Friday 6 May 2016.

**S Loane/V Poyser
Carried by All**

Action: Sub committee to be formed comprising Glennis Mangan, Sue Freebairn and Lois Sutton and the Town hall to be booked.

**J Sawyer/ P Welsh
Carried by All**

ALTERNATE PROJECTS FOR FUTHERS DISBURSEMENT OF FUNDS

Meeting discussed options for alternate projects to disburse remaining funds post the end of the Home Re-establishment and Shed Rebuild programs in March 2016..

GENERAL BUSINESS

Coroner's Report

The Coronial Enquiry's finding was broadcast in the Council Chambers approximately 70 members of the public attended. Coroner's Report contained a number of items including communication and the need for better hazard management.

Invitation from Blue Mountains City Council

Council has received an Invitation from Blue Mountains City Council to attend their two year recovery celebration to be held from 9am – 12pm Monday 16 November 2015 followed by lunch.

Meeting closed 10:00 am

NEXT MEETING: TBA – January 2016

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CHAIRPERSON

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 November 2015

RECOMMENDATION

That Council accepts the minutes of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held on 09 November 2015 at Coonabarabran.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 November 2015

Item 6 Minutes of Consultative Advisory Committee Meeting – 8 October 2015

Division:	Executive Services
Management Area:	Human Resources
Author:	Executive Services Administration Officer – Joanne Hadfield
CSP Key Focus Area:	Local Governance and Finance
Priority / Strategy:	GF7 Council is presented with a range of organisational challenges including its aging workforce, skills shortages, increasing regulatory demands and the management of risk

PRESENT: James O'Malley (Acting Chairperson), Ron Howard, Ben Smith, Rachael Carlyle (by phone)

IN ATTENDANCE: Val Kearnes (Manager HR), Jamie McKinnon (Union Organiser), Leeanne Ryan (Director Development Services) and Joanne Hadfield (minute taker)

Apologies – Steve Loane

Meeting opened at 9.30 am

Welcome to all those attending

MATTERS ARISING

Letter of resignation received from Tracy Cain was tabled at the meeting. The letter had been emailed to committee members.

Secretary Position is now vacant – to be filled after the new constitution for the Consultative Committee has been accepted. (To be discussed in General Business)

Minutes – Meeting 14 July 2015

Manager HR addressed meeting regarding the minutes of the meeting 14 July 2015. Original minutes recorded by minute taker were changed. It is to be noted that changes to the minutes can only be made through the minute taker. Examples of some of the changes made to the minutes were presented to the meeting by HR Manager. A copy of the original minutes were distributed to the meeting and emailed to Coolah Office for delegate participating by phone to view.

Original minutes for the meeting 14 July 2015 were endorsed and signed by Chairperson at today's meeting.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 November 2015

CONFIRMATION OF MINUTES

RECOMMENDED that the Minutes of the Ordinary Consultative Advisory Committee held on Thursday, 14 July 2015 be confirmed.

Consensus

Agenda Item – Changes to the Alcohol & Other Drugs Procedure.

A copy of the Alcohol & Other Drugs Procedure document presented to meeting. Minor changes which have been made are highlighted on the document.

1. Page 1 – Part 3 Types of Test, the word positive has been removed from the second sentence. Drugs to be tested – two new ones have been added, Benzodiazepam and Amphetamines. (discussion was held with Steve Hughes – Newcastle who supported the adding of the two drugs).
2. Appendix 1 - Physical Indicator – rewording ‘strong smell of substance similar to intoxicating liquor on breath’.
3. Warrumbungle Shire Council – Random Testing Flowchart 7 – Flow chart has been enhanced to clarify to staff the steps that apply where random testing is being undertaken. Manager HR also clarified that random testing of individual staff will commence in approximately four weeks and that it will be on a number system as previously advised.

A copy of the new document will be given to Directors, Managers and Supervisors.

Consensus

Agenda Item – Changes to Training and Development Policy

A copy of the Training and Development Policy was tabled at the meeting. Changes to the document are detailed below:

1. Page 1 – 1. Purpose – 2nd paragraph the sentence ‘However, all training is subject to budget constraints’ has been added
2. Page 1 – 3. Policy Scope – first sentence, the word ‘eligible’ has been added in front of the word employees.
3. Page 1 – 4 Background – Local Government (State) Award 2010 has been replaced with Local Government (State) Award.
4. Page 2 – 6 Policy Statement – Last paragraph – Training for those staff employed in a funded position within Council will be subject to approval by their Manager with all training expenses paid for by the Funded Body. The following sentence has been added to this paragraph ‘These funded positions include: Water, Sewer and Waster Services, Quarry Services, Child Care Services and Community Care’.
5. Page 2 – Transport – the sentence ‘Staff should also note the plant number on their timesheet’ has been added at the end of the paragraph.
6. Page 3 – Development of a Training and Development Plan – Dot point number 3. The following sentence ‘ This may also result in disciplinary procedures’ has been amended to read ‘This may also result in disciplinary procedures including the staff member being excluded from non- legislative training for a period of 2 years. (as a result of costs incurred for non-attendance by staff at training).
7. Page 3 – The Manager and Supervisor – two additional points added. – ‘ensuring their staff are advised of the training’ and ‘ensuring staff attend training’.
8. Page 3 – Human Resources – two additional points added – ‘providing advice to Manager/Supervisors of upcoming training’ and ‘providing advice to Manager/Supervisors of the staff scheduled for training’.

WARRUMBUNGLE SHIRE COUNCIL

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9. Page 4 – Payment of High Risk Workcover Tickets and Licences – last sentence amended to read 'Cost for all Licences will be the responsibility of the employee.
10. Page 4 – Associated Documents – Staff Travel and Sustenance Expenses Policy added.

Detailed discussion took place on the changes to the Training and Development Policy. It was noted that the cost of non attendance to training by staff was costing the organisation a lot of money. All employees are encouraged to train, enabling opportunities to undertake higher duties and new positions within the organisation. Committee was in agreement to the proposed changes to the policy.

Consensus

Agenda Item - Changes to the Recruitment Policy

A copy of the Permanent Recruitment, Selection and Appointment Procedure was tabled at the meeting. Changes to the document are:

1. Page 2 – Point 2.4 - Advertise the Job Internally, part (a) dot point one. 'Trainees on a two year contract are not eligible to apply' has been added to the paragraph.
2. Page 2 – Point 2.4 – Advertise the Job Internally, part (c) has been added ' Where on or more internal applicants meet the essential criteria and may reasonable be expected to be capable of satisfactorily performing the duties of the position, the internal applicant/s will be interviewed and the successful applicant be appointed to the position on the basis of merit. If internal applicant/s be unsuccessful then the position will be advertised externally'.

Discussion took place as to the essential and desirable criteria. Manager HR briefly explained the recruitment process including the interview, the practical testing and the application itself. Manager HR indicated that internal applicants have the right to ask why they were not successful. Committee was in agreement to the proposed changes to the policy.

Consensus

Agenda Item – Changes to the Wellbeing Policy

A copy of the Health and Wellbeing Leave Policy was tabled at the meeting. Changes to Page 3 of the document were discussed:

Under the title evidence ' as per Clause 24 (iii)(c)of the Local Government(State) Award 2014 has been amended to read ' as per the Local Government(State) Award'.

The Union Organiser agreed in the changing of the wording of the document. Committee was in agreement to the proposed changes to the policy.

Consensus

Agenda Item – Changes to the Youth Development Position

Due to lack of funding the Youth Development Position has been changed from a full time position to a part time position of 30 hours per week.

Consensus

Agenda Item – Team Leader Administration Officer – New Position

Form 19 and PD for position tabled at the meeting. Manager HR gave an overview of the position which will supervise the Customer Service Area, Records Officer and Trainee Position. It will be a grade 9 position in line with the crew leaders in the organisation.

Consensus

Agenda Item – Manager Administration & Executive Assistant – New Position

Summary Report, Form 19 and PD for position tabled at the meeting. Manager HR gave an overview of the position. It will be a grade 16 and is a lateral transfer.

Consensus

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 November 2015

GENERAL BUSINESS

- Committee member questioned HR Manager on Baradine position that was recently advertised. Has queried that the position has changed from a grade 4 to a grade 5 and the naming of the Position – Baradine Truck Driver/ Baradine Truck Driver & Water Plant Operator. HR Manager to check history of position and report back to next meeting. HR Manager has indicated that it is her belief that the position has not changed.
- Revised Constitution for the Warrumbungle Shire Consultative Committee was tabled at the meeting. Only change to the constitution is on page two of the document. Number 5 – Membership amended to read.
Membership of the Warrumbungle Shire Consultative Committee shall be as follows:

1. Employee Members representing the following:

- One (1) DEPA Representative
- Six (6) USU Representatives consisting of the following
 - One (1) Indoor North,
 - One (1) Outdoor North,
 - One (1) Indoor South,
 - One (1) Outdoor South (Coolah),
 - One (1) Outdoor South (Dunedoo) and,
 - One (1) Child Care/ Community Services
 - One (1) LGEA Representative

Elections are to be held annually

2. One(1) Management Representative whom will be appointed by Resolution of Council. All Committee members are required to undertake Consultative Committee training as soon as practicable once elected to a position on the Consultative Committee. Committee accepted the changes to the Consultative Committee.

Consensus

- Delegates to organise elections for new members representing the outdoor staff for the committee North and South in the next four weeks. Rachael to email Community Services/ Child care staff and indoor staff North and South. It is anticipated that the elections will be held in about four weeks time in readiness for the next meeting on the 10 December 2015 at which time the Secretary's position will be filled.
- HR Manager was asked if annual appraisals are compulsory for staff who have reached Step 3. The appraisals are to continue as it gives opportunities for Managers/ Supervisors to discuss with staff job and training opportunities. Also allows staff to provide copies of documents/ cards they may have received during the past year. The Committee wished to express their concerns on behalf of fellow staff members on the slowness of the processing of the annual appraisals and reviews. They queried as to whether there was a date that they needed to be completed by and suggested that staff could lodge a grievance if they continued to be outstanding. HR Manager advised meeting that any adjustments to pay were backdated if there was a change to their pay level after the appraisal/ or review was completed. HR Manager also advised meeting that she provided MANEX with a list of the outstanding appraisals.
- Supervisor Water & Wastewater Treatment Plants – HR Manager was asked if this position has been graded yet. Meeting was advised that it was with the Director at the moment being reviewed.

Meeting Closed 10.36 am.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 November 2015

Next Meeting 10 December 2015 9.am at the Coonabarabran Office.

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JAMES O'MALLEY
Acting Chairperson

RECOMMENDATION

That Council notes the Minutes from the Consultative Advisory Committee Special meeting held on 14 July 2015 at Coonabarabran.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 November 2015

Item 7 Baradine Hall 355 Committee Meeting Minutes 29 October 2015

Division:	Development Services
Management Area:	Property and Risk
Author:	Manager Property and Risk – Jennifer Parker
CSP Key Focus Area:	Community and Culture
Priority:	CC3 - Our shire is home to vibrant arts and cultural life of the shire is promoted and supported as an essential aspect of community well-being.

MEETING OPENED: 10:38am

PRESENT: Ted Haymen (Chair), Nea Worrell, Narelle Wood and Liz Cutts (Acting as Proxy for John Farrell)

ATTENDING: Leeanne Ryan (Director Development Services, Aaron Parker (Manager Projects) and Jennifer Parker (Manager Property and Risk)

APOLOGIES: Loretta Masman, Matthew Bunner and Councilor Denis Todd

1. **ACCEPTANCE** of the Minutes of the last meeting **Wood/Worrell**
2. **MAINTENANCE AND REPAIR PROJECTS (MAJOR)**
Liz Cutts to get grants for Possum Proofing Roof and window winders from the Community Partners Grant and apply for the Grain Corp Grant for the kitchen refurbishment **Haymen/Wood**
3. **TOILET AND ACCESS PROJECT**
Taylor Made option for the toilets to be put on the southern side of the building to be recommended to Council as the best option with the existing toilets to be guttered and sealed off and used for Storage of Hall equipment and Development Group files. **Worrell/Wood**
4. **MAINTENANCE AND REPAIR PROJECTS (MINOR)**
Tables and Chairs purchase and delivered. The Manager Property and Risk to invoice the Baradine Development Group for the excess over \$4,000 for the chairs. **Worrell/Haymen**
5. **UPCOMING EVENTS**
No events booked as yet

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 November 2015

6. GENERAL BUSINESS

MOU/Licence to be drafted when the Development Group has informed Council what they would like to be in the document regarding their responsibilities for the running of the hall.
Ted Haymen to get back to Manager Property and Risk with recommendations.

Wood/Worrell

7. **NEXT MEETING:** To be advised in March/April

MEETING CLOSED: 11:30am

RECOMMENDATION

1. That Council accepts the minutes of the Baradine Hall Advisory Committee held on 29 October 2015.
2. That funding applications be lodged to possum proofing the roof and replace window winders through the Community Partners Grant; and for kitchen refurbishment through the Grain Corp Grant.
- 3 That transportable toilets be located on the southern side of the building as per quote supplied by Taylor Made with the old toilets being decommissioned and utilised for storage.

WARRUMBUNGLE SHIRE COUNCIL

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Item 8 Minutes of Warrumbungle Cobbora Transition Fund Committee Meeting Tuesday 10 November 2015 at the Dunedoo MPC 4.30pm

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: Cr P Shinton (Chair), S Loane, W Hill, M Hensley, P Campbell, T Fergusson, S Russell, S Dent.

Apologies: Cr A Capel, Cr C Sullivan, Cr M Coe, A Stuart, K Rose, S Stoddart

Fergusson/Warren

Attending: A Parker, J Parker

1. Previous Minutes

Previous minutes presented and accepted

Warren/Fergusson

2. Business Arising

Deferred to Agenda items.

3. Financial Update

Progress report presented of financials

4. RNSW295 Dunedoo District Infrastructure Revitalisation Fund

- a. **Milling Park** – Toilet functioning, new awning going up 11/11/15.
- b. **Bolaro Street** –
 - i. Pedestrian Safety kerb poured for the north back section – rain delay has meant two week extension has been sought and given
 - ii. Illuminated signage board – board has been picked up and is in storage. Frame is being fabricated.
- c. **HV Parking** – Completed. RMS grant monies have a deadline of the end of this financial year.
- d. **RV Parking** – Ramps are completed and dump point is being used. Weeding of the site is to be brought to the attention of Urban Services.
- e. **Robertson Oval** – to improve recreational facilities
 - i. Turf has been put down around the netball courts and new benches are in place, irrigation is working and 20 new benches have been ordered to replace the old timber benches on the 2nd oval and on the hill.

5. RNSW333 Recreational and Sporting and Cultural Facilities Improvement Project

- a. Jubilee Hall – Outside walls are being prepped and painted. Internal painting is completed, kitchen is up and ready to run, sanding of the floor will start next week and

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 November 2015

then the floor will be tongue oiled, air conditioning will be also installed at the end of the month. The original timber and glass doors have been restored with safety glass. The toilets are to lock up and tiling is being completed. PC fittings have arrived and ready for installation. It should be completed by the end of the month.

- b. Old Bank Building – Ramp completed, capping is down with pavers to be laid. 27 November expected completion date. Library extension has now cut through to the old building. Extension is lined. Macquarie Regional Library is setting up for a 2 to 3 week shut down to refit the whole premises for reopening in the New Year.
- 6. RNSW290 Three Rivers Regional Retirement Community and Learning Centre**
- a. Temporary License Agreement Dunedoo Hospital is completed. Crown Lands Department and NSW Health have contacted Council to confirm that the property will be designated as Community land in perpetuity for Aged Care Living. Should the community ever wish to give up the property the land will revert back to NSW Health for them to sell.
 - b. Demolition DA to be submitted 11th November. Expressions of Interest in the demolition will be sent out when the DA is approved for all or part of the demolition.
 - c. Design – quantity costings are expected by the end of the month to complete costings for the entire projects.
 - d. Operational model - Council is in consultation with Debbie McGowan for guidance on aged care living and operational models for the project.
- 7. RNSW300 Mendooran Multipurpose Centre – works complete**
- 8. RNSW324 Three Rivers Recreation Ground Upgrade Project - works complete**
- 9. General Business**
- a. Opening – scheduled for 1.30pm 4 December 2015; to fit in with Kevin Humphries calendar at the western end of Milling Park adjacent to the Skate Park. Wet weather alternative to be Jubilee Hall. Committee members will be available at all sites to walk the public through the works completed. P Campbell will liaise with Chris White regarding catering, gazebos and lectern for the day. Kids to speak at the Skate Park and demonstrations to be presented. Netball club to be approached to be present and demonstrate the new netball courts. Notifications to go out as soon as possible.
 - b. DA for the Tank at the Bowling Club is still outstanding. Scott Russell will talk to the club regarding completing the regulatory requirements for the grant.

Next Meeting 15 December 2015 at 4:30pm.

Meeting Closed 5.45pm

RECOMMENDATION

That Council accept the minutes from the Warrumbungle Cobbora Transition Fund Committee Meeting held at Dunedoo Old Bank Building on 10 November 2015 at 4.35pm.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 November 2015

Item 9 Warrumbungle Cobbora Transition Fund Committee

Division:	Governance
Management Area:	Executive Services
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 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 cash flow details executed with the Funding Deeds.

Updates on projects follow:

- RNSW333 Jubilee Hall – internal painting completed with outside painting commenced; amenities construction to be completed late November;
- RNSW333 Old Bank Building – construction continues for disabled access ramp and library extension;
- RNSW295 Robertson Oval – landscaping and installation of bench seats completed;
- RNSW295 Bolaro Street – Flat outdoor seating area construction ongoing with landscaping underway; illuminated signage board installation to be completed in mid November; construction of kerb blisters commenced on western side of Merrygoen St intersection;

WARRUMBUNGLE SHIRE COUNCIL

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- RNSW295 Heavy Vehicle Parking – works complete. Additional RMS funding to widen eastern entrance;
- RNSW295 RV Parking/Dump Point– modifications on western driveway completed and operational;
- RNSW295 Milling Park – amenities awning to be installed mid November;
- RNSW300 Mendooran Showground – works complete;
- RNSW324 Coolah Recreation Ground – works completed;
- RNSW290 Three Rivers Retirement Community – Master Plan placed on public exhibition; Temporary license agreement for Dunedoo Hospital provided by NSW Health to WSC; Development Application for demolition of existing structures submitted.

Options

Nil

Financial Considerations

Invoices totalling \$290,091 for reimbursement of completed October works were 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 \$3,039,715.

RECOMMENDATION

Council note progress of the Cobbora Transition Fund projects.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 November 2015

Item 10 Delegations of Authority to the General Manager

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

Reason for Report

At the April 2014 Council meeting it was resolved (318/1314) *that Council delegate to the General Manager the acts and regulations as prescribed in this report. FURTHERMORE that any amendment to legislation is automatically bestowed to the General Manager however any new legislation is to be endorsed by Council.*

This report is to update the General Managers delegations with new acts and regulations as detailed below.

Background

In pursuance of Section 335 of the Local Government Act, 1993, the General Manager is generally responsible for the efficient and effective operation of the Council's organisation and for ensuring the implementation, without undue delay, of decisions of the Council.

Issues

Council maintains a subscription to a delegations database that advises Council of changes to acts and regulations. The following amendments/additions have been advised for the month of October 2015.

Repealed acts and regulations:

- Noxious Weeds Act 1993

New acts and regulations:

1. Biosecurity Act 2015

Council Policy – Variations to Development Standards under Development Control Plan 2015 as per endorsed and adopted plan.

Options

Nil

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 November 2015

Financial Considerations

Nil

RECOMMENDATION

That Council delegate to the General Manager the new acts, regulations and policies as follows:

1. Biosecurity Act 2015; and
2. Council Policy - Variations to Development Standards under Development Control Plan 2015 as per endorsed and adopted plan.

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Item 11 Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors

Division:	Executive Services
Management Area:	Governance
Author:	Manager Administration & Customer Service – Sally Morris
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 seek Council endorsement of the amended Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors.

Background

Under Section 252 of the Local Government Act, Council is required to adopt within five (5) months after the end of each year, a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the Mayor, the Deputy Mayor and the other Councillors in relation to discharging the functions of civic office.

Issues

Council must give public notice of the intention to adopt a policy before they annually adopt the policy, even if the policy is not amended or the amendments are not substantial.

This draft Policy was considered at the September 2015 meeting with Council placing the draft Policy on public exhibition (**Resolution 75/1516**).

Options

Council placed the amended Policy on public exhibition for a period of 28 days seeking public submissions by 4.00pm on 23 October 2015. No submissions were received from the public as a consequence of the exhibition and the Policy is submitted for consideration and endorsement.

Financial Considerations

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

RECOMMENDATION

That Council endorse the following amended Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors.

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

Strategic

(Pursuant to Sections 12, 2 3A, 252, 253 and 254 of the Local Government Act and Clauses 217 and 403 of the Local Government (General) Regulation 2005)

Part 1 - INTRODUCTION

Title and Commencement of the Policy

This Policy shall be cited as the Policy for the Payment of Expenses and Provision of Facilities to Councillors and is effective from 19 November 2015 and replaces the previous policy titled Policy for the Payment of Expenses and Provision of Facilities to Councillors adopted by Council on 20 November 2014.

Purpose of the Policy

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

Objectives and Coverage of the Policy

The objectives of this Policy are to:

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

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

Basis of this Policy

The relevant legislative provisions for this policy are set out below. In this legislation the expression “year” means the period from 1 July to the following 30 June.

Local Government Act 1993

• 252 Payment of expenses and provision of facilities

- (1) *Within 5 months after the end of each year, a council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.*
- (2) *The policy may provide for fees payable under this Division to be reduced by an amount representing the private benefit to the mayor or a councillor of a facility provided by the council to the mayor or councillor.*

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- (3) *A council must not pay any expenses incurred or to be incurred by, or provide any facilities to, the mayor, the deputy mayor (if there is one) or a councillor otherwise than in accordance with a policy under this section.*
- (4) *A council may from time to time amend a policy under this section.*
- (5) *A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under section 23A.*
- **253 Requirements before policy concerning expenses and facilities can be adopted or amended**
 - (1) *A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.*
 - (2) *Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.*
 - (3) *Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.*
 - (4) *Within 28 days after adopting a policy or making an amendment to a policy for which public notice is required to be given under this section, a council is to forward to the Director-General:*
 - (a) *a copy of the policy or amendment together with details of all submissions received in accordance with subsection (1), and*
 - (b) *a statement setting out, for each submission, the council's response to the submission and the reasons for the council's response, and*
 - (c) *a copy of the notice given under subsection (1).*
 - (5) *A council must comply with this section when proposing to adopt a policy each year in accordance with section 252 (1) even if the council proposes to adopt a policy that is the same as its existing policy.*

Part 2 - PAYMENT OF EXPENSES

Allowances and expenses

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

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

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

2.1 Establishment of Monetary Limits and Standards

This policy identifies and publishes monetary limits and standards applicable to the payment of various expenses to Councillors. This allows members of the public to know the expected cost of providing services to Councillors and to make comment during the public consultation phase of making or amending the policy. It also avoids the situation

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where Councillors incur expenditure that is unforeseen or considered unreasonable by other Councillors and the public.

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

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

- Course fees
- Fares / parking / tolls
- Accommodation
- Meals
- Incidentals, including telephone or facsimile charges, internet charges, laundry and dry cleaning etc. while attending conferences, seminars etc.

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

For accommodation or meals that Council has not prepaid, and for incidental expenses, Council will reimburse expenses incurred while at attachment conference, seminars or official functions to the limits of the allowances set out in the Australian Tax Office's Taxation Determination TD 2015/14 or such determinations or policies of the Australian Tax Office that supersede it.

The limits will be applied as follows:

- Where Councillors' meals are not prepaid by Council or are not included in the seminar, conference, event or briefing fee, the monetary limits per day for meals are those set out under 'Food and Drink' in Table 3 paragraph 11 of TD 2015/14 (see Appendix A attached) or such determination or policies of the Australian Tax Office that supersede it. (As at July 2015 – Meal Allowance (per day) Breakfast \$33.25; Lunch \$47.00; Dinner \$65.95)
- Where Councillors incur incidental expenses, such as phone call and similar expenses, the monetary limits per day for those expenses are the rates set out under 'Incidentals' in Table 3 of paragraph 11 of TD 2015/14 or such determinations or policies of the Australian Tax Office that supersede it. (As at July 2015 – Incidental Expenses (per day) \$26.80)
- Where Councillors' accommodation expenses are not prepaid by Council or are not included in the seminar, conference, event or briefing fee, the monetary limits per day for those expenses are those set out under 'Accommodation' in Tables 3 and 4 (see Appendix A attached) of paragraph 11 of TD 2015/14 or such determinations or policies of the Australian Tax Office that supersede it.

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

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

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

2.2 Requirement for receipts

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

2.3 Payment of Reimbursed claims

Councillors are to submit all claims for reimbursement, including all travel expenses, to the General Manager or delegate in a form and manner acceptable to the General Manager in the circumstances to enable full assessment of the claim on a monthly basis and these will be paid with their monthly allowance. Tax invoices and receipts are to be supplied to support claims. All payments to Councillors will be via direct deposit to their nominated bank account. Councillors are to seek reimbursement for their expenses within three (3) months of the expense being incurred.

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

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

2.4 Accommodation and meal expenses

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

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

2.5 Incidental Expenses

Incidental expenses such as public transport fares, parking fees, phone/fax expenses and expenses incurred as the result of the purchase of refreshments during meetings related to council business or meals not included in the registration fees for conferences or similar functions, will be reimbursed by Council on production by the Councillor of the relevant receipts together with an approved claim form in accordance with Table 3 of paragraph 11 of TD 2015/14 (see clause 2.1).

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

2.6 Payment of expenses for spouses, partners and accompanying persons

In this clause accompanying person means a person who has a close personal relationship with a Councillor and/or provides carer support to the Councillor. Where the attendee is accompanied at a conference or seminar by his or her spouse or partner or accompanying person, the attendee will be required to meet all costs associated with their spouse or partner or accompanying person's travel expenses, additional accommodation expenses, tours and attendance unless otherwise resolved by Council.

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

By resolution of Council, costs and expenses incurred by the Mayor, Councillors (or General Manager or nominee) for other events or functions on behalf of their spouse, partner or accompanying person shall be reimbursed if the cost or expense relates specifically to the ticket, meal, travel and accommodation and/or direct cost of attending the function.

2.7 Payments in advance

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

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

2.8 Approval arrangements

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

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2.9 Attendance at seminars and conferences

Council has allocated \$31,000 to fund attendance at conferences, investigatory delegations and similar events. However, Council may agree to allocate additional funds in specific cases where it decides that there is a benefit to council from the attendance.

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

- Annual conference of the Local Government NSW (Three (3) Councillors and General Manager)
- Roads Congress (Two (2) Councillors and General Manager)
- OROC meetings
- Country Mayor's Association meetings
- Mining Related Councils (Mayor and General Manager)

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

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

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

Council will meet the costs of conference / seminar registration fees including the costs of related official lunches and dinners and associated tours where they are relevant to the business and interests of the Council. Council will also meet the reasonable cost of transportation and accommodation associated with attendance at the conference and Council shall meet the cost of breakfast, lunch and dinner for Councillors where any of the meals are not provided as part of the conference, seminar or training course.

2.10 Registration fees

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

2.11 Travel Expenses

Council will meet all reasonable costs of transportation to and from conferences and seminars when they are not included in the conference fees. Councillors are entitled to use Taxis provided that the cost of a single trip does not exceed \$150 (including GST) unless approval is granted by the General Manager in exceptional circumstances. All travel by councillors should be undertaken by utilising the most direct route and the most practicable and economical mode of transport subject to any personal medical considerations.

Travel arrangements can include the use of a private vehicle, public transport, taxis, or travel using a council vehicle. Costs associated with parking fees and road tolls will be

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refunded on production of a receipt. The driver is personally responsible for all traffic or parking fines incurred while travelling in private or council vehicles on council business.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2.12 Attendance at dinners and other non-council functions

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

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

2.13 Gifts

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

2.14 Training and Educational expenses

Council will only meet the costs of training or attendance at an educational course that is directly related to the Councillor's civic functions and responsibilities and is approved by Council prior to undertaking such training or attendance. Council has allocated \$5,000 to fund relevant training and educational courses and attendances at briefings.

2.15 Telephone and internet expenses

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

2.16 Mobile telephone

Council shall meet the cost of a mobile telephone for the Mayor, for which Council shall pay rental and 100% of metered calls charged against that service, to a limit of \$205 per month for Council business calls and \$20 per month for incidental personal calls, provided that the

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number is available to be given out for general public information.

2.17 iPads

Council shall meet the cost of providing and maintaining a mobile iPad device costs of communication via computer OR provision of an iPad with internet connectivity.

2.18 Insurance Provisions

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

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

2.19 Legal Expenses and Obligations

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

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

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

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

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

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

2.20 Special requirements of Councillors – Care and Other Related Expenses

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

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

The total amount paid to a Councillor under this provision shall not exceed \$3,000 per year of term.

Part 3 – PROVISION OF FACILITIES

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

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

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

3.1 Mayoral Expenses, Facilities, Equipment and Services

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

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

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- c) Administrative assistance associated with civic functions, meetings and the like.
- d) Office refreshments
- e) Supply of Name Badges, Business Cards, Diaries and Attaché Case.

3.2 Elected Members – Facilities, Equipment and Services

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

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

3.3 Bluetts Handbook

Provide all Councillors with a copy after their election.

3.4 Policies

Policies are available on Council's website.

Part 4 – OTHER MATTERS

4.1 Acquisition and return of equipment and facilities by Councillors

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

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

4.2 Status of the Policy

This Policy replaces the previous version of the Policy adopted by Council on 20 November 2014 Minute No. 160/1415.

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

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Appendix A

Table 3: Employee's annual salary – \$205,301 and above				
Place	Accomm. \$	Food and drink \$ B'fast 33.25 Lunch 47.00 Dinner 65.95	Incidentals \$	Total \$
Adelaide	209	146.20	26.80	382
Brisbane	257	146.20	26.80	430
Canberra	246	146.20	26.80	419
Darwin	287	146.20	26.80	460
Hobart	195	146.20	26.80	368
Melbourne	265	146.20	26.80	438
Perth	299	146.20	26.80	472
Sydney	265	146.20	26.80	438
Country centres	\$195, or the relevant amount in Table 4 if higher	146.20	26.80	Variable – see Table 4 if applicable

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Table 4: High cost country centres – accommodation expenses

Country centre	\$	Country centre	\$
Albany (WA)	179	Jabiru (NT)	192
Alice Springs (NT)	150	Kalgoorlie (WA)	159
Bordertown (SA)	135	Karratha (WA)	347
Bourke (NSW)	165	Katherine (NT)	134
Bright (VIC)	152	Kingaroy (QLD)	134
Broome (WA)	260	Kununurra (WA)	202
Bunbury (WA)	155	Mackay (QLD)	161
Burnie (TAS)	160	Maitland (NSW)	152
Calms (QLD)	140	Mount Isa (QLD)	160
Carnarvon (WA)	151	Mudgee (NSW)	135
Castlemaine (VIC)	140	Newcastle (NSW)	155
Chinchilla (QLD)	143	Newman (WA)	195
Christmas Island (WA)	180	Norfolk Island (NSW)	329
Cocos (Keeling) Islands (WA)	285	Northam (WA)	163
Colac (VIC)	138	Orange (NSW)	155
Dalby (QLD)	144	Port Hedland (WA)	295
Dampier (WA)	175	Port Lincoln (SA)	170
Derby (WA)	190	Port Macquarie (NSW)	140
Devonport (TAS)	140	Port Pirie (SA)	140
Emerald (QLD)	156	Queanbeyan (NSW)	133
Esperance (WA)	135	Roma (QLD)	139
Exmouth (WA)	255	Thursday Island (QLD)	200
Geraldton (WA)	175	Wagga Wagga (NSW)	141
Gladstone (QLD)	187	Welipa (QLD)	138
Gold Coast (QLD)	149	Whyalla (SA)	156
Gosford (NSW)	140	Wilpena-Pound (SA)	167
Halls Creek (WA)	199	Wollongong (NSW)	136
Hervey Bay (QLD)	157	Wonthaggi (VIC)	138
Horn Island (QLD)	200	Yulara (NT)	280

POLICY DOCUMENT CONTROL:

Policy		Resolution	Date
Payment of Expenses Policy	Endorsed	233	16 June 2005
Payment of Expenses Policy	Amendment	49	18 August 2005
Payment of Expenses Policy	Amendment	393	18 May 2006
Payment of Expenses Policy	New Policy endorsed	199	17 December 2009
Payment of Expenses Policy	Revised Version	123	21 October 2010
Payment of Expenses Policy	Revised Version	181/1112	24 November 2011
Payment of Expenses Policy	Revised Version – 4	235/1213	21 February 2013
Payment of Expenses Policy	Revised Version – 5	168/1314	21 November 2013
Payment of Expenses Policy	Revised Version – 6	160/1415	20 November 2014
Payment of Expenses Policy	Revised Version – 7		

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Item 12 Notice of Motion – Warrumbungle Public Art Policy

Notices of Motion

Warrumbungle Public Art Policy

Cr Capel has advised that at this meeting of Council she intends moving the following Notice of Motion:

Warrumbungle Shire Council to develop a Public Art Policy.

Support

Cr C. Sullivan
Cr R. Sullivan

RECOMMENDATION

For Council's consideration.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 November 2015

Item 13 Council Resolutions Report November 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 August 2014 to October 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

Ordinary Meeting – 19 November 2015

Item 14 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:	P12.1 Ensure the long-term provision and retention of high quality services for our community

Phone: (02) 6842-1771
Fax: (02) 6842-2416
Principal: Mr Noel Willoughby
Email: coonabarab-p.school@det.nsw.edu.au

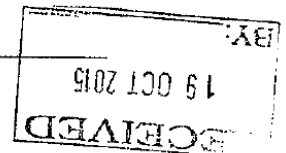


P.O. Box 169
Newell Highway
COONABARABRAN
2357

COONABARABRAN PUBLIC SCHOOL "Strive To Achieve"

15 October 2015

Warrumbungle Shire Council
PO Box 191
Coonabarabran NSW 2357



Dear The General Manager of Warrumbungle Shire Council

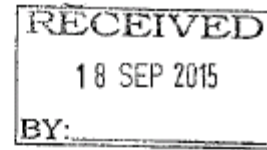
On Behalf of the staff and students of Coonabarabran Public School I would like to thank you sincerely for your generous donation towards the cost of prizes presented to our students on our Annual Awards Night.

Your continuing support for our school is greatly appreciated.

Yours truly

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 November 2015



C.W.A. Coonabarabran Evening Branch
Cassilis Street, Coonabarabran 2357
Phone: 0450147522

To: Mr Steve Sloan
General Manager
Warrumbungle Shire Council
John Street
Coonabarabran 2357

Dear Steve,
This letter is to inform you, as General Manager of Warrumbungle Shire Council, that the C.W.A. Evening Branch is now the Custodian of the C.W.A. Hall in Cassilis Street.

All matters pertaining to the management and maintenance of the said Hall are now the responsibility of the Coonabarabran Evening Branch. The handing over of the Hall from the Coonabarabran Day Branch to the Management of Coonabarabran Evening Branch was caused by a number of factors. The main factor being that of the ongoing and recurring costs including rates and maintenance the Hall.

While the C.W.A. has always greatly appreciated the grants and donations from the Warrumbungle Shire Council, the Coonabarabran Evening Branch is requesting that Council reduce the Hall's Rates to a nominal amount to facilitate the continued use of the Hall as a community resource.

The C.W.A. Hall provides a venue for activities as diverse as the Coonabarabran Seniors Club to talks from the University of the Third Age. Another very valuable service the Hall provides is a venue for the wakes and celebrations of local Shire citizens.

The Coonabarabran Evening Branch, together with the now defunct Day Branch, raised the funds necessary to install a toilet for Disabled patrons. Roof and building repairs have also been carried out after a lot of serious fundraising efforts.

In closing, Coonabarabran Evening Branch would like to once again, appeal to Warrumbungle Shire Council to reduce the C.W.A. Hall Rates to a nominal amount in order to reduce the financial burden of fundraising on the Coonabarabran Evening Branch members.

Yours sincerely,

Secretary Coonabarabran Evening Branch

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 November 2015



Please address all correspondence to: The Secretary,

P.O. BOX 37, BARADINE, NSW, 2396

Phone/Fax: 02 68 431166

Mbi: 0427 431123

Email: baraprog@bigpond.net.au or liscutts@bigpond.com.

The General Manager
Warrumbungle Shire Council
Post Office Box 191
COONABARABRAN NSW 2357

Dear Steve

On behalf of the Baradine 2015 committee I wish to express our gratitude for all the assistance given to us over our celebration weekend. The local men were always willing to help in any way no matter what day or time it was. No matter what the problem, they found a way round it, and always with a smile.

The fact the Coonabarabran men came out on Sunday to activate the rolling street closure and reopen streets is very much appreciated by those involved in the parade.

Please express our sincere gratitude to each of these men.

Thank you is also expressed to the Council for allowing these men to do what they did. Without your approval and co-operation they could not have been so helpful.

Once again a heartfelt thank you to everyone involved from all of us.

Secretary
Baradine 2015 Committee

14.10.2015

RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 November 2015

Item 15 2014/2015 Annual Report

Division:	Executive Services
Management Area:	Governance
Author:	PA to Director Corporate and Community Services – Liz Webster
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 present to Council Warrumbungle Shire Council's 2014/2015 Annual Report.

Background

Per s428 of the Local Government Act (1993), within 5 months after the end of each year Council must prepare an Annual Report for that year reporting as to its achievements in implementing its delivery program and the effectiveness of the principal activities undertaken in achieving the objectives at which those principal activities are directed.

The Annual Report is in effect a review of Council's performance for the previous financial year. The 2014/15 Annual Report covers the period 1 July 2014 to 30 June 2015.

Issues

A copy of Council's Annual Report must be posted on the Council's website and provided to the Minister for Local Government via the Office of Local Government (OLG). The 2014/2015 Annual Report has been prepared and is submitted for Council's information under separate cover.

Options

Council must provide the endorsed Annual Report to the Minister by 30 November 2015.

Financial Considerations

Nil

RECOMMENDATION

That Council note the contents of the 2014/2015 Annual Report and that the report be submitted to the Minister for Local Government.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 November 2015

Item 16 Monthly Report from Human Resources – November 2015

Division:	Corporate and Community Services
Management Area:	Human Resources
Authors:	Manager Human Resources – Val Kearnes Learning & Development – Glennis Mangan Workplace Health & Safety – 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 October 2015 these positions have been advertised either internally or externally:

- Environmental Health Officer;
- Technical Officer – Projects;
- Supervisor Trades;
- Trainee Plant Operator – Dunedoo;
- Trainee Admin/Finance – Coonabarabran;
- Trainee Finance – Coolah;
- Manager Urban Services;
- Grader Operator – Coonabarabran;
- Road Safety Officer;
- Indigenous Trainee Child Carer.

The following positions have been filled since last Council meeting:

- Trainee Admin/Finance – Coonabarabran;
- Trainee Finance – Coolah.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 November 2015

Resignations

There have been two resignations since the October Council meeting, one in Finance and one in Human Resources.

Issues

HR is currently down two staff with numerous positions still to be filled before the end of the year with those staff left in HR working hard to ensure the organisation's requirements are satisfied.

LEARNING AND DEVELOPMENT

This past month has been a busy one for Learning and Development with staff from across all areas undertaking training.

For the first time an agreement between TAFE New England and Warrumbungle Shire Council provided 26 staff with Excel Spreadsheets training in the Gallery Meeting room. There were two workshops held with the facilitator receiving good reviews from all in attendance.

Other training held over the past month includes:

- Chemical Awareness;
- RMS Traffic Control Training;
- Dealing with Difficult People;
- Removal of Non-Friable Asbestos;
- Model Code of Conduct for Councillors and Senior Staff;
- Public Interest Disclosures Training.

The 10 staff undertaking the Leadership and Management Certificate IV are moving along with all modules being contextualised to Council documents and requirements. This gives the participants more relevant learning to the positions they either hold or act in when their supervisor is on leave.

WORKPLACE HEALTH AND SAFETY

Two staff were sent safety breach letters. Further breaches by these staff will mean disciplinary procedures will be instigated.

Workers Compensation and Incidents for October:

Directorate	Near Misses	Incidents	New Claims
Corporate and Community Services	-	1	-
Executive Services	-	1	-
Development Services	-	-	-
Technical Services	-	2	-

All incidents have been investigated and control measures implemented.

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

RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 November 2015

Item 17 Fourth Quarter Employee Excellence in Achievement Award

Division:	Corporate and Community Services
Management Area:	Human Resources
Authors:	Manager Human Resources – Val Kearnes
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:

Each quarter all staff are asked to nominate a staff member or team who they believe go above and beyond the normal requirements for their position and show excellence in their profession. The annual award winner will be chosen from one of the four quarterly award winners.

Background

Applications for the 2015 Fourth Quarter Employee Excellence in Achievement Award closed on September 30, 2015

Issues

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

Individual Nominations

- Karen Bird
- Tyson Galvin
- Craig Whitfield (previous quarter nomination)
- Kathryn Weatherall (previous quarter nomination)

The MANEX team considered all nominations and agreed that the 4th Quarter Employee Excellence in Achievement Award should be awarded to Karen Bird from Urban Services in Coolah.

Options

Consideration of decision by MANEX to award the 4th Quarterly Staff Achievement Award.

Financial Considerations

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

RECOMMENDATION

That Council approve MANEX's nomination of Karen Bird as the winner of the 4th Quarterly Staff Achievement Award, to be presented at this meeting.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 November 2015

Item 18 CPAS – Comprehensive Property Addressing System program

Division:	Corporate and Community Services
Management Area:	Communications and IT - GIS
Author:	Chris White
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI 2.2 Ensure that local emergency services are equipped, trained and prepared to manage natural disasters and critical incidents.

Reason for Report

The Comprehensive Property Addressing System program (CPAS) is a Land and Property Information (LPI) initiative to improve the database accuracy and accessibility of rural roadside and town street addressing. The CPAS database is utilised by government agencies, Emergency Services and utility services such as Telstra. The state government has identified that the current database needs to be updated to improve addressing accuracy, in particular to expedite the response time of emergency services to the correct address.

Background

The CPAS project requires local government to identify and correct addressing inaccuracies in the database in accordance with CPAS policies. Collaboration with LPI, the Geographical Names Board (GNB), emergency services and residents of the Warrumbungle Shire is required.

Warrumbungle Shire Council has a number of address database inaccuracies that fall into the following categories:

1. Understanding that a resident's locality is recorded as the suburb in the CPAS database, which may be different to their postal suburb address. This impacts calls to 000, where the caller must refer to their physical CPAS database address and not the suburb of their postal address for accurate location of the emergency.
2. Duplication of street or road names in different towns/villages that are in the same locality. This equates to the resident having the same street/suburb address in the CPAS database but different suburbs for their postal address. This applies to residents on Yarrow and Tucklan Streets in the town of Dunedoo and village of Cobbora, which are both in the locality of Dunedoo.
3. Adoption of Lot numbers rather than a town street or rural roadside number for the physical and postal address. This specifically applies to the township of Baradine, although other residents across the shire refer to their Lot number for their physical and postal address. Lot number does not comply with CPAS, and therefore does not provide accurate physical address details.

WARRUMBUNGLE SHIRE COUNCIL

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The CPAS project also provides the opportunity for Council to nominate up to 50 road names to be gazetted by the GNB for future use for renaming existing roads, or naming new roads such as in subdivisions. Council will be required to consult with the public on proposed road names as part of the road name gazettal process. This aims to avoid the lengthy gazettal process of street/road names as individual development proposals are submitted.

Finally, CPAS is also promoting the naming and numbering of private roads, such as on-property roads. This is to provide accurate physical addressing where there may be more than one residence on a property.

Further information, including policies, user manuals and reference guides on CPAS may be found on the LPI website at:

http://www.lpi.nsw.gov.au/about_lpi/comprehensive_property_addressing_system .

Issues

There are a number of localities across the shire potentially impacted by the CPAS project. To date, Council has received enquires from residents in the localities around Mendooran, Baradine, Cobbora and Ulamambri where they have discovered their suburb is listed differently by insurance companies, government agencies and utility services to what the resident has historically used. This is because these organisations and agencies use the CPAS database for addressing and not postal addresses.

The CPAS project enables Council to either merge or adjust boundaries of localities if required. For example, under the CPAS database system a number of residents have been informed by government agencies and utilities such as Telstra that their address is officially in Teridgerie, when they live 10 kilometres from Baradine, and have historically used Baradine as their postal suburb address. Ulamambri is also a locality where residents are discovering the suburb address under the CPAS database is different to what they have historically been using.

Attached under separate cover is a locality map of the Warrumbungle Shire, demonstrating that some areas of the shire have a locality name different to the township they most identify with. The locality map also indicates which residents are likely to have their suburb (being their locality) listed on the CPAS database as different to their address (per the rural addressing database). For example, many residents in the locality of Teridgerie use Baradine as their suburb postal address.

Residential addresses are generally personal and as such any proposal to change a resident's address to comply with CPAS may be emotive. Changing a road name to remove duplication in the one locality such as in Dunedoo and Cobbora, or changing a lot number to a street address, will require community engagement and education.

WARRUMBUNGLE SHIRE COUNCIL

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Options

1. **Locality/Suburb:** Council can review locality boundaries, or merge localities, to bring them more in line with the postal suburb address the resident uses. Council can choose not to change locality boundaries, and rely on an educational program for residents to clearly identify their physical CPAS address as different to their postal address. An article was included in the Spring Step 2015 Community News delivered to all households in the shire with this message.
2. **Duplicate road names:** Council can rename roads where there are duplicate names within the one locality. Specifically applies to duplicate street names in Cobbora/Dunedoo.
3. **Lot numbers:** Council will need to allocate town street and rural roadside address numbers to those residents currently using Lot numbers as their address to comply with CPAS. This will require community education and engagement. Council may choose to not reallocate address numbers, but will then not comply with the CPAS program, and thereby not improve accuracy of the CPAS database.
4. **Gazettal of 50 road names:** Council may nominate up to 50 road names to gazette for future use as required with development proposals. Alternatively, Council may choose to continue with the current lengthy process of gazetting road/street names on an individual basis as required.
5. **Private roads naming/numbering:** Council may choose to promote the adoption of naming/numbering of private roads to improve accuracy of the CPAS database for properties where there is more than one residence.

Council will engage with the community and undertake educational workshops with Councillors to further explore the above options.

Financial Considerations

The CPAS project is overseen by the GIS Officer in collaboration with Technical Services and Planning staff to identify address inaccuracies, capture the correct street/road address data and upload to the CPAS database.

The staff resources to implement the CPAS project is not easily quantifiable as it relies on Council's decision to implement the options above together with collaboration by residents. It is anticipated existing staff resources will be able to support implementation of CPAS over an extended time (estimated up to two years).

Community engagement will require staff resources to meet and discuss with residents the need to implement the CPAS program, in addition to implementing a communications plan.

RECOMMENDATION

For Council information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 November 2015

Item 19 Bank Reconciliation for the month ending 31 October 2015

Division:	Corporate and Community Services
Management Area:	Financial Services
Author:	Supervisor Finance – 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 Supervisor Finance and signed off by the Chief Financial Officer then referred to the Director Corporate and Community Services for final review as part of Council's Monthly checklist procedures.

Issues

Outstanding deposits refer 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 and EFT Payments that have not been processed by the 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

Ordinary Meeting – 19 November 2015

Summary

Balance per General Ledger - 31 October 2015

General Ledger	Amount
Trust Bank Account	283,870
Bushfire Trust Account	10,748
Bushfire Trust Investment Account	266,010
General Bank Account	531,092
Investment At Call General	11,634,080
Investment At Call Water	1,905,000
Investment At Call Sewer	1,967,000
Total per General Ledger	16,597,800

Bank	Balance
<u>General</u>	
Commonwealth General Account	446,724
Total – General	446,724
<u>Investments</u>	
Term Deposits	15,506,080
Total Investments	15,506,080
Sub Total WSC Operational Accounts	15,952,804

<u>Trust</u>	
Commonwealth Trust Account	283,870
Total – Trust	283,870
<u>WSC Mayors Bush Fire Appeal Trust</u>	
Commonwealth Mayors Fund General Account	10,748
Commonwealth Mayors Fund Savings Account	266,010
Total - WSC Mayors Bush Fire Appeal Trust	276,758
Total All Bank Accounts	16,513,432
<i>Add:</i>	
Outstanding Deposits - General	367,191
Outstanding Deposits - Trust	
Outstanding Deposits – WSC Mayors Bushfire Appeal	
<i>Less:</i>	
Unpresented cheques - General	(282,823)
Unpresented cheques - Trust	
Unpresented cheques- WSC Mayors Bushfire Appeal	
Balance adjusted for outstanding deposits & Un-presented cheques (Final Bank Balance)	16,597,800
Variance between Final Bank Balance and General Ledger	-

WARRUMBUNGLE SHIRE COUNCIL

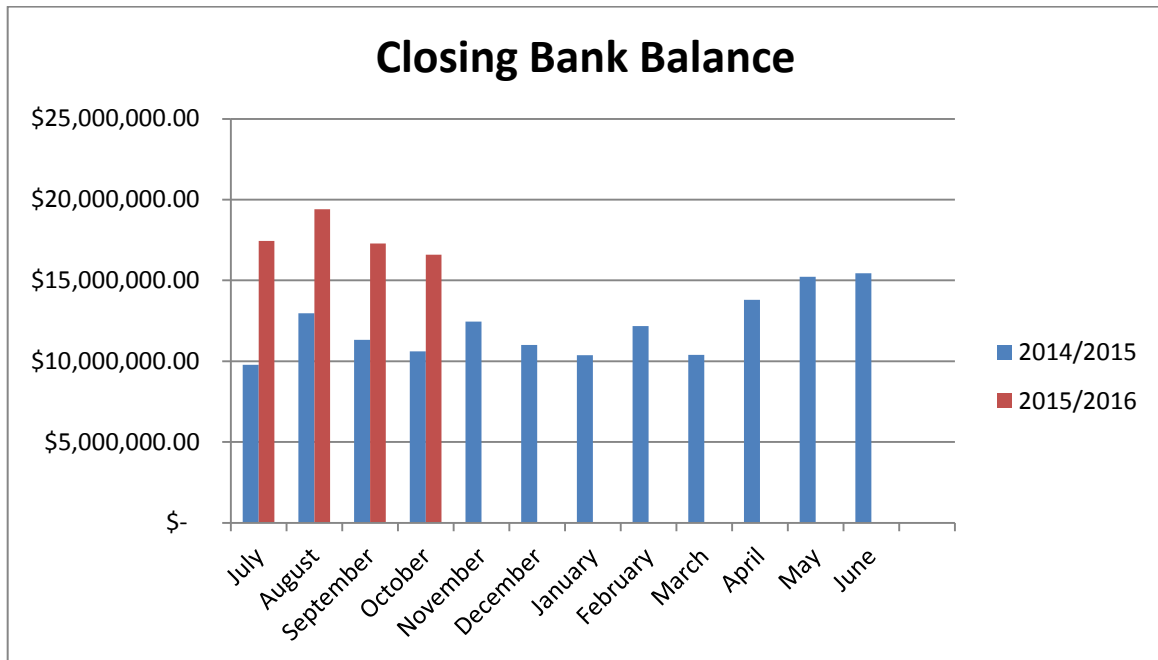
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Balance as per Bank Account History as at 31 October 2015

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-15	300,089	269,553	285,549	14,588,295	15,443,486	9,906	15,453,392
July-15	1,206,649	269,553	285,682	15,543,572	17,305,456	141,326	17,446,782
Aug-15	2,078,478	269,553	281,051	16,223,368	18,852,450	559,910	19,412,360
Sep-15	737,774	277,125	276,416	15,956,987	17,248,302	43,169	17,291,471
Oct-15	446,724	283,870	276,758	15,506,080	16,513,432	84,368	16,597,800

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 November 2015



RECOMMENDATION

That Council accept the Bank Reconciliation Report for the month ending 31 October 2015.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 November 2015

Item 20 Investments and Term Deposits for Month ending 31 October 2015

Division:	Corporate and Community Services
Management Area:	Financial Services
Author:	Supervisor Finance – 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 a new placement of \$2m was made and the month end balance was \$7m. \$2m was placed with NAB for a period of 96 days at an interest rate of 2.98%.

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 \$963,844 were made from these accounts and \$12,937 interest was received on the balances in the accounts resulting in a month end "At Call" balance of \$8.506m.

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Capital Protected Note

Council's CPN (Octagon) was redeemed at face value (\$1.5m). Council holds no other investments of this nature.

Income Return

The average rate of return on Investments for the month of 2.45% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 2.19% by 0.26% or 11.87%.

On a year to date basis, interest received and accrued totals \$141,604 which is 37% of the annual budget (i.e. 13k over budget).

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

Options

Nil

Financial Implications

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.

WARRUMBUNGLE SHIRE COUNCIL
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Summary

Financial Institution	Lodgement Date	Maturity Date	Total Days	Rating	Yield	Amount
At Call Accounts						
NAB Cash Maximiser	1-Oct-15	at call	at call	AA-	2.09%	4,338,232
ANZ at Call	1-Oct-15	at call	at call	AA-	1.75%	1,348,808
Community Mutual Group	1-Oct-15	at call	at call		2.45%	2,673,930
Westpac at Call	1-Oct-15	at call	at call	AA-	-	24,616
NAB Eftpos At Call	1-Oct-15	at call	at call	AA-	-	120,494
						8,506,080
Term Deposits						
Bank Of QLD	31-July-15	02-Nov-15	94	BBB+	2.76%	1,000,000
Suncorp Treasury	26-Aug-15	24-Nov-15	90	BBB+	2.77%	1,000,000
NAB	26-Aug-15	24-Nov-15	90	AA-	2.85%	1,000,000
ANZ	1-Sept-15	1-Dec-15	90	AA-	2.80%	1,000,000
Commonwealth Bank	1-Sept-15	1-Dec-15	90	AA-	2.81%	1,000,000
NAB	1-Oct-15	5-Jan-16	96	AA-	2.98%	2,000,000
						7,000,000
TOTAL						15,506,080

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 November 2015

Table 1: Investment Balances as at 31 October 2015

Bank	Opening Balance	Net Placements/ Withdrawals	Interest Accrued/ Received	Closing Balance
NAB Cash Maximiser	5,333,085	(1,000,000)	5,147	4,338,232
ANZ At Call	1,338,119	8,451	2,238	1,348,808
Community Mutual Group	2,668,378	-	5,552	2,673,930
Westpac General At Call	23,036	1,580	-	24,616
NAB Eftpos At Call	94,369	26,125	-	120,494
NAB	1,002,725	-	2,414	1,005,139
Suncorp Treasury	1,002,648	-	2,346	1,004,994
Bank of QLD	1,004,600	-	2,338	1,006,938
ANZ	1,002,219	-	2,372	1,004,591
Commonwealth Bank	1,002,227	-	2,380	1,004,607
NAB	-	2,000,000	4,885	2,004,885
Total	14,471,406	1,036,156	29,672	15,537,234

Table 2: At Call and Term Deposits - Monthly Movements

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 31 October 2015.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 November 2015

Item 21 Rates Report for Month Ending 31 October 2015

Division:	Corporate and Community Services
Management Area:	Financial Services
Author:	Water 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 Office of Local Government (OLG) 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 2015 was 8.44% which is below the OLG recommended benchmark.

Issues

The outstanding rates and annual charges ratio as at 31 October is 9.31%. This figure is lower than the 10% benchmark proposed by the OLG. The overall outstanding charges ratio as at 31 October 2015 is 12.34%.

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.

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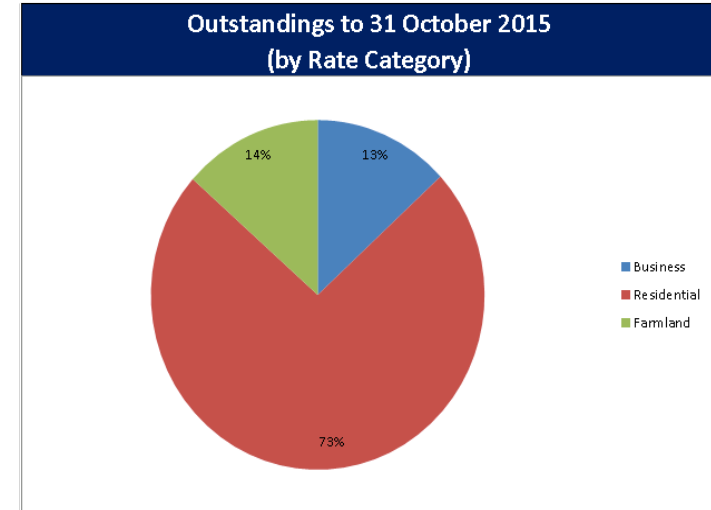
RATE/CHARGE TYPE	RATE ARREARS 2014/15	2015/16 LEVY	Pensioner Write off	Abandoned	Interest	Legal Fees	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2015/16	COLLECTION % 2015/16	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	625,471	7,592,165	(165,651)	(1,516)	13,943	17,551	8,081,963	(2,553,843)	5,528,120	31.60%	710,044	8.79%
Water	198,238	1,342,156	(72,539)	(726)	4,541	-	1,471,670	(530,863)	940,807	36.07%	191,361	13.00%
Sewerage	67,107	1,028,657	(52,165)	(161)	1,659	-	1,045,097	(368,247)	676,850	35.24%	63,990	6.12%
Trade Waste	-	8,075	-	-	3	-	8,078	(4,392)	3,686	54.37%	127	1.57%
Garbage	220,480	1,896,940	(109,183)	(1,538)	5,101	-	2,011,800	(761,540)	1,250,260	37.85%	209,329	10.41%
TOTAL RATES AND ANNUAL CHARGES	1,111,296	11,867,993	(399,538)	(3,941)	25,247	17,551	12,618,608	(4,218,885)	8,399,723	33.43%	1,174,851	9.31%
Sewer Access (Water Billing)	188,605	207,125	-	-	1,912	-	397,642	(145,259)	252,383	36.53%	92,737	23.32%
Water Consumption	755,650	1,330,922	-	5,806	9,103	3,239	2,104,720	(692,495)	1,412,225	32.90%	380,502	18.08%
Sewer Consumption	49,044	86,863	-	-	262	-	136,169	(53,220)	82,949	39.08%	16,372	12.02%
Trade Waste	-	3,739	-	-	-	-	3,739	(2,213)	1,526	59.18%	1,527	40.83%
TOTAL WATER SUPPLY SERVICES	993,299	1,628,649	-	5,806	11,277	3,239	2,642,270	(893,187)	1,749,083	33.80%	491,138	18.59%
GRAND TOTAL	2,104,595	13,496,642	(399,538)	1,865	36,524	20,790	15,260,878	(5,112,072)	10,148,806	33.50%	1,665,989	12.34%

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Analysis by Council staff has indicated that a majority of the rates and annual charges outstanding amount 73% relates to residential properties, while 14 % relates to farmland and 13% to business.

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



Rates Type	Rates levy				Water levy				Grand Total
	General	Domestic Waste	Water Access	Trade Waste	Sewer Access	Water Usage	Sewer Usage	Trade Waste	
Business	72,304	27,978	16,637	127	33,255	51,018	16,372	1,527	219,218
Residential	416,407	178,177	174,724	-	123,471	329,485	-	-	1,222,264
Farmland	221,333	3,174	-	-	-	-	-	-	224,507
Total	710,044	209,329	191,361	127	156,726	380,503	16,372	1,527	1,665,989

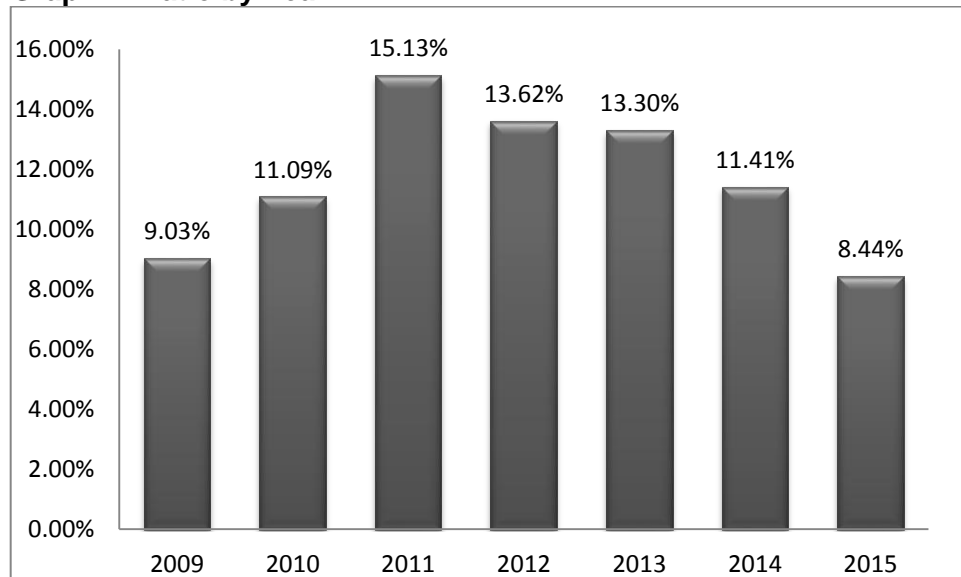
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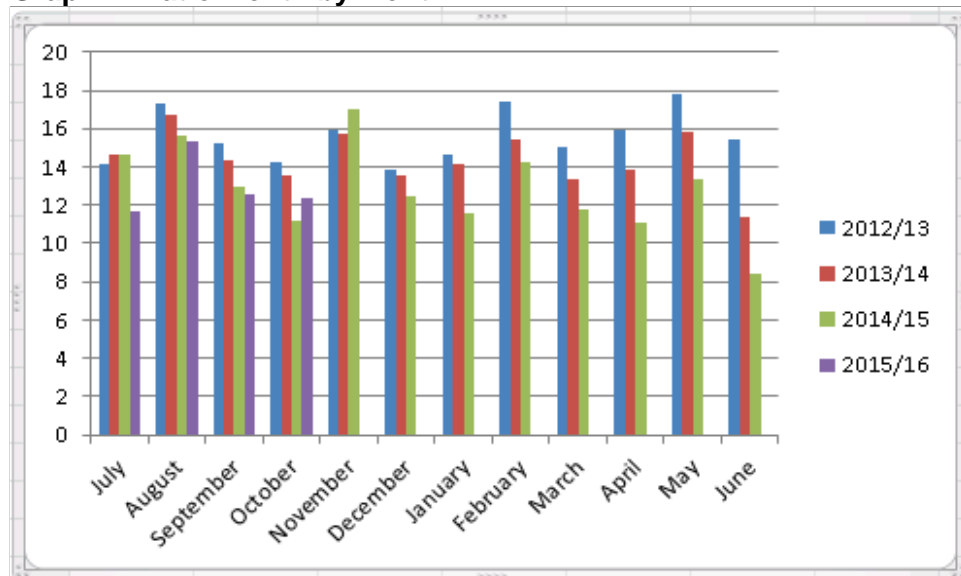
Collection of outstanding rates commences with an overdue letter which is received from Council giving 14 days to pay or contact Council requesting an arrangement, if no payment or contact is made a letter of demand is sent out by Council's Debt Recovery Agency giving 7 days to make a payment or contact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

Graph 1: Ratio by Year



Graph 2: Ratio Month by Month



RECOMMENDATION

For Council's information.

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Item 22 Quarterly Budget Review Statement for the Quarter Ending 30 September 2015

Division:	Corporate and Community Services
Management Area:	Financial Services
Author:	Chief Financial Officer, Lawrence Amato
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 present a summary of Council's financial position as at the end of the September 2015 quarter.

Background

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

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

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

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

- A statement by the responsible accounting officer on council's financial position at the end of the year based on the information in the QBRs (**QBRs: Part 2**);
- Budget Review Income and Expenses Statement in one of the following formats (**QBRs: Parts 3, 5 & 6**):
 - consolidated
 - by fund (e.g. General Fund; Water Fund; Sewer Fund)
 - by function, activity, program etc to align with the management plan / operational plan;
- Budget Review Capital Budget (**QBRs: Parts 7 & 8**);
- Budget Review Cash and Investments position (**QBRs: Part 10**);
- Budget Review Key Performance Indicators (**QBRs: Part 12**);
- Budget Review Contracts and Other Expenses (**QBRs: Part 13**);

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

- Balance Sheet as at 30 September 2015 (**QBRs: Part 9**);
- A Summary of Results that links the function view of Council's activities back to Council's income statement and cashflow statement (**QBRs: Part 4**);
- A Loan Movement Schedule (**QBRs: Part 11**).

A copy of Council's first quarter QBRs for the quarter ending 30 September is provided under separate cover as an Appendix to the November 2015 business paper.

Issues

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

- Council's YTD surplus/ (deficit) from Council's income statement is a surplus of \$9.359m;
- Council is currently forecasting an accrual surplus (per Council's income statement) of \$13.345m at the end of the financial year which represents a \$340k increase relative to the original budget;
- Council has currently spent \$3.268m of its proposed \$28.923m (11%) capital program. Although it is likely that a large portion of this capital program will be completed, it is expected that some capital projects will be revoted into the following year;
- Council's cash and investments balance is forecast to be \$9.213m at 30 June 2016 assuming Council completes all its capital projects;
- Council's unrestricted cash and investments balance is \$4.022m as at 30 September 2015;
- Council's unrestricted cash surplus/(deficit) which includes capital expenditure and loan movements, but excludes other balance sheet movements and depreciation is forecast to be (\$266k) at year end. This figure includes supplementary votes submitted for approval discussed below as well as revotes of \$3.432m that are to be funded from restricted assets;
- This unrestricted cash deficit is due to an unfunded revote of \$50k for further works on milling park toilet, a \$120k supplementary vote for work on the Dunedoo water treatment plant, and higher than forecast staff costs of \$117k due to non acceptance of voluntary redundancies.

Some issues to note as at 30 September include:

- Council's current operating result is deceptively high due to the full Rates income being recognised in the first quarter but are showing at 2% under the annual budget. This is expected to reach budget as some access charges are billed quarterly;
- User Charges and fees are \$1.03m under budget due to timing and seasonality particularly in RMS works and Water, Sewer and Waste. User Charges and Fees are expected to reach budget by year's end.

The QBRs is Council's opportunity to explain major variations and recommend changes to Council's original budget for Council approval. Explanations for major variations are reported within the QBRs, and Council has also included in the QBRs supplementary votes for:

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- Suggested recurrent expenditure increases of \$461k;
- Suggested capital expenditure increases of \$379k;
- An increase in revenue of \$801k;
- A reduction in restricted assets of \$248k.

Options

The suggested supplementary votes for the September quarter results in a \$287k reduction in Council's unrestricted cash position. Council has two options in regard to the supplementary votes suggested in the September QBRS:

1. Approve the supplementary votes;
2. Approve the suggested supplementary votes but either postpone selected current year capital projects to 2015/16 or reduce recurrent expenditure budgets to reduce Council's forecast deficit.

Financial Considerations

Council's original unrestricted cash surplus for the 2015/16 financial year per Council's Operational Plan was \$21k. Council subsequently revoted \$3.432m worth of capital expenditure budgeted for in the 2014/15 financial year (funded from restricted assets) into the 2015/16 financial year leaving the current year forecast surplus/ (deficit) unchanged.

The September QBRS includes total supplementary votes of (\$287k) which if approved will result in a forecast cash deficit of (\$266k).

Statement by Responsible Accounting Officer

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

It is my opinion that the Quarterly Budget Review Statement for Warrumbungle Shire Council for the quarter ended 30 September 2015 indicates that Council's projected financial position as at 30 June 2016 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

RECOMMENDATION

That Council accept the Quarterly Budget Review Statement for the quarter ending 30 September 2015, and approve the requested supplementary votes for a net value of (\$287k).

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Item 23 Fixing Country Roads – Round Two

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

Purpose

To determine which projects will be the subject of application by Council to the State Government for funding under the Fixing Country Roads Programme Round 2.

Background

The NSW Government is inviting Expressions of Interest for road and bridge projects under the Fixing Country Roads Round 2 Programme. The State Government will invite the submission of a full application from successful applicants under the EOI Phase. The EOI must be received by 11 December 2015. The shortlisted projects will be announced at the end of January 2016.

Under Round 1 of the Programme, Council received funding for the Allison Bridge Project. EOI submissions for the following projects were not successful; Worrigal Creek Bridge, Baradine Creek Bridge, Black Creek Bridge, Coonagoony Bridge, Kenebri Bridge, Orana Road Bridge, Ross Crossing Bridge, Warkton Bridge and Pavement Rehabilitation on MR55.

Issues

There are two types of projects eligible for funding under the Fixing Country Roads Programme:

- Capital projects on local roads and bridges;
- Bridge and route load assessments.

Examples of projects under these headings are provided in Attachment 1.0.

Applications for funding must demonstrate that the project will have economic and productivity benefits for the State. In particular the application must address the following criteria:

1. Access and productivity benefits;
2. Growth and economic benefits;
3. Strategic alignment;
4. Deliverability and affordability.

Further details on each of these criteria are provided in Attachment 2.0.

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The State Government wants to see projects that have a regional focus. From the Guidelines, “Councils are encouraged to work through their respective LOC, ROC, and RDA Committees to identify projects that involve more than one LGA and have been **identified as regional priorities.**”

It appears that the Round 2 programme will consider making funding available for projects to bring them to ‘shovel readiness’. From the guidelines, “Projects where costings are uncertain and where proposed timeframe are uncertain or not sufficiently developed, should not seek funding for construction in the first instance”.

Options

Council has discretion in this matter and may wish to consider projects from the following list:

Project Location	Project Description and comments	Apparent level of merit against criteria
Billy Kings Creek on Purlawaugh Road (MR129)	Reconstruction of floodway to make road flood free. No design and costings available for the project	★★★★☆
Coonabarabran Over Dimension Route	<ol style="list-style-type: none"> 1. Rehabilitation and strengthening of failed pavement on OD route between Gardeners Road and Baradine Road. Total length of rehabilitation 1km. Estimated cost \$400,000. 2. Investigation of Weir and options for strengthening. Estimated cost \$50,000. 	★★★★★
McGanns Crossing on Baradine Road (MR129)	Reconstruction of floodway to make road flood free. No design and costings available for the project	★★★★☆
Black Stump Way (MR55)	Rehabilitate and widen pavement. Segments 69, 68, 67, 28, 29 & 30. Total length 7.5km. Estimated cost \$2,600,000.	★★★★★☆☆
Vinegaroy Road (MR618)	Rehabilitate and widen pavement. Segments 6 & 7. Total length 1.7km. Estimated cost \$600,000.	★★★★
Gentle Annie Road	Bitumen sealing of remaining 5km of unsealed road. Estimated cost \$1,250,000.	★★★☆☆
Neilrex Road	Bitumen sealing of remaining 5km of unsealed road. Estimated cost \$1,000,000.	★★★
Munns Road	Bitumen sealing of 1km of unsealed road through floodway. Estimated cost \$250,000	★★★
Nombi Road	Bitumen sealing of 1km of steep road section. Estimated cost \$250,000.	★★☆

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Financial Considerations

From the Guidelines, *“There is no set minimum or maximum amount that can be provided in grant funding under Fixing Country Roads. Funding may be sought for up to 100 percent of the value of the project, but applicants are encouraged to include co-contribution from Council, industry and other Federal and State Government sources.”*

RECOMMENDATION

That application is made for the following projects under the NSW State Government's Fixing Country Roads Programme Round 2;

- Billy Kings Creek on Purlewaugh Road (MR129) – Preparation of design and tender documentation.
- Coonabarabran Over Dimension Route.
 1. *Rehabilitation and strengthening of failed pavement on OD route between Gardeners Road and Baradine Road. Total length of rehabilitation 1km.*
 2. Investigation of Weir and options for strengthening.
- McGanns Crossing on Baradine Road (MR129) - Preparation of design and tender documentation.
- *Black Stump Way (MR55) - Rehabilitate and widen pavement. Segments 69, 68, 67, 28, 29 & 30. Total length 7.5km.*

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Attachment 1.0 – Examples of Eligible Projects – From the Guidelines

1. Capital Projects on Local Roads and Bridges

- Sealing of an unsealed road.
- Road pavement repair and strengthening to allow higher mass limits.
- Road widening to allow longer and heavier vehicle combinations.
- Replacement of timber bridge with a new structure.
- Strengthening and widening of an existing bridge.
- Road and floodway reconstruction to improve access during flood events.
- Construction of a new road to shorten distances.
- New access roads to industrial areas.
- Culvert replacement.
- Intersection realignment and upgrades.
- Construction of a Heavy Vehicle Rest Area and Inspection Bay.
- Planning work to progress projects.

2. Bridge and Route Load Assessments

- Level 3 bridge and culvert inspections.
- Structural assessment of pavement to determine suitability for Higher Mass Limits (HML).

Attachment 2.0 – Eligible Project Assessment Criteria – From the Guidelines

Criteria 1: Access and Productivity Benefits

The questions that an applicant should consider and address include whether and how the project:

- Facilitates integration with key freight networks.
- Increases access for higher mass and productivity vehicles.
- Where applicable, facilitate improvements to last or first mile freight logistics, or access to key freight precincts.
- Leads to improvements in the ‘whole of journey’ for freight in the overall supply chain.
- Improves the safety of heavy vehicle operations and/or any other modes such as rail, pedestrians, or other non-freight road users.
- Whether the project is related to or dependent on any other projects inside or outside the applicant’s Local Government Area.

Criteria 2: Growth and Economic Benefits

The questions that an applicant should consider and address include whether and how the project:

- Benefits certain commodity supply chains.
- Results in, or trigger any freight movements.
- Decreases transport operating costs.
- Reduces distances travelled.
- Impacts on traffic volumes, including any changes in the use of heavy and higher productivity vehicles such as road trains or B-Doubles.
- Improves safety.
- Reduces maintenance costs.

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All applications for construction projects must include a completed Benefit Cost Analysis (BCA) Model provided by TfNSW which calculates a Benefit to Cost Ratio for the project. Model inputs include:

- Project costs.
- Maintenance profile of relevant routes before and after the project.
- Traffic, commodity movements as well as freight vehicle profile before and after the project.
- Data on safety before and after the project.

Criteria 3: Strategic Alignment

The questions that an applicant should consider and address include whether and how the project:

1. Aligns with industry priorities (*eg does the project support the efficiency and expansion of businesses within the region as evidenced by appropriate letters of support and industry financial contribution?*)
2. Aligns with Council priorities (*eg does the project feature as a high priority item as part of a Council plan?*)
3. Aligns with regional priorities (*eg is upgrading the route a regional priority as evidenced by a regional transport plan?*)
4. Aligns with State priorities.
5. Aligns with national priorities

While the first round of Fixing Country Roads focused on small to mid-sized projects that were limited to single Local Government Areas, the expectation is that future rounds of the program will fund more projects that span multiple LGAs and are submitted as joint applications.

Criteria 4: Deliverability and Affordability

Applicants should provide sufficient evidence to show:

- The amount of planning that has already been undertaken.
- Which approvals are required for the project, and what steps have been taken to obtain and manage these approvals.
- The risks and impediments which may impact on project commencement and completion and how these have been addressed.
- A detailed breakdown of expected costs, level of confidence and factors that could materially impact cost estimates.

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Item 24 2016/17 Regional Road REPAIR Program

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

Reason for Report

Council resolution is sought on priority projects for funding under the regional roads REPAIR program.

Background

Roads & Maritime Services are inviting funding submissions from Councils for eligible projects under the 2016/17 REPAIR program. Submissions close 30 November 2015. All 28 Councils in the RMS Western Region have an opportunity to submit a project on any regional road in their Shire. A project assessment sheet must be completed for each proposal and points are determined based on a range of assessment criteria. RMS western region is allocated funding for the REPAIR program and only projects with points above a determined cut off score are allocated funding from the pool. Funding is only available for 50 percent of the estimated total project cost.

Issues

The cut off score for projects last year was 24 points. Last year Council obtained funding for pavement rehabilitation on Black Stump Way (MR55 segments 64,63,62,61), which received project assessment of 29 points. Council is encouraged to submit a number of projects in order of priority to ensure a better chance of obtaining funding should RMS disagree with assessment of Council's preferred project.

Council receives funding assistance for maintenance of regional roads through the RMS block grant. Traditionally, Council has used funding from the block grant to fund Council's 50 percent contribution to the REPAIR program. The primary purpose of the REPAIR program is to improve network efficiency, hence there is some conflict in purpose when funds from the block grant are used on road improvement projects.

Options

Council has discretion in this matter and may wish to consider projects from the following list for submission under the 2016/17 program.

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Project Location	Project Description	Indicative Point Score under current assessment criteria
<i>MR55 Segments 60,59,58 (north of Coolah)</i>	<i>Rehabilitation including culvert widening, pavement widening and overlay.</i>	29
<i>MR55 Segments, 28,29, 30 (south of Coolah)</i>	<i>Rehabilitation including culvert widening, pavement widening and overlay.</i>	29
<i>MR55 Segments 69,68, 67 (north of Coolah)</i>	<i>Rehabilitation including culvert widening, pavement widening and overlay.</i>	29
<i>MR129 (Baradine Road)</i>	<i>Rehabilitation including culvert widening, pavement widening and overlay</i>	24
<i>MR618 (Vinegaroy Road)</i>	<i>Rehabilitation including culvert widening, pavement widening and overlay</i>	22
<i>Blackburn's Hill MR 4053</i>	<i>Drainage and pavement rehabilitation</i>	20
<i>McGanns Crossing MR129</i>	<i>Medium sized culvert structure</i>	22
<i>Billy Kings Creek (MR129)</i>	<i>Waterway Structure</i>	22

Financial Considerations

The maximum amount that any one Council can receive from RMS under the REPAIR program is \$400,000, that is, total project cost of \$800,000. In previous years, most of Council's matching 50% contribution is funded from the block grant and from the Roads to Recovery program.

The cost of rehabilitation on MR55 north of Coolah will vary between \$250,000 and \$400,000 per km. Factors that influence the cost this type of roadworks include culvert widening, access to suitable road base and roadworks necessary to improve road safety.

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RECOMMENDATION

That Council's priority for REPAIR programme funding in 2016/17 and forecast programme is as follows;

Project No.	Project Description	Total Project Cost			
		2016/17	2017/18	2018/19	2019/20
1	<i>MR55 Segments 60,59,58(north of Coolah) Rehabilitation including culvert widening, pavement widening and overlay.</i>	\$800,000			
2	<i>MR55 Segments 69,68,67(north of Coolah) Rehabilitation including culvert widening, pavement widening and overlay.</i>		\$800,000		
3	<i>MR55 Segments 28,29,30 (south of Coolah) Rehabilitation including culvert widening, pavement widening and overlay.</i>			\$800,000	
4	<i>MR129 (Baradine Road. Rehabilitation including culvert widening, pavement widening and overlay</i>				\$800,000
Total		\$800,000	\$800,000	\$800,000	\$800,000

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Item 25 Technical Services Works Program 2015/16– 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 2015/16 is presented for information.

Background

The 2015/16 works program including expenditure until the end of October for all projects in Technical Services is presented in attachment 1.0. The report includes some of the significant projects commenced in 2014/15 that are ongoing.

Attachment 2.0 contains a list of unsealed roads 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 expenditure on the projects.

RECOMMENDATION

The 2015/16 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 2015/16 Works Program

Task Name	Finish Date	Budget Allocation (\$)	Expend. (\$)	% complete
Technical Services	Fri 25/11/16	21,132,852	5,715,147	25%
Asset & Design Services	Tue 3/05/16	146,500	81,920	60%
Survey equipment	Tue 3/05/16	12,000	12,268	100%
Eng design software	Thu 14/04/16	13,000	0	0%
Bike Plan	Wed 25/11/15	40,000	0	0%
Kerb blister, Edwards/John	Mon 9/11/15	40,000	40,662	90%
Shared path, Edwards	Thu 17/12/15	40,000	28,990	90%
Road Safety Programme	Thu 14/01/16	1,500	0	0%
Just Slow Down	Thu 14/01/16	1,500	0	0%
Free Cuppa for driver	Thu 14/01/16	0	0	0%
Fleet Services	Fri 27/05/16	3,563,639	733,984	25%
Minor plant purchases	Fri 27/05/16	15,000	0	0%
Dog Trailer	Fri 15/01/16	35,000	0	0%
Chain Digger	Fri 15/01/16	40,000	0	0%
VMS	Wed 3/02/16	25,000	0	0%
Kerb Maker	Wed 3/02/16	25,000	0	0%
Generator (Sewer/water) trailer	Wed 3/02/16	20,000	0	0%
Mobile traffic lights	Wed 3/02/16	30,000	0	0%
Shed at Coolah depot	Fri 4/03/16	20,000	0	0%
Coona Workshop	Tue 22/03/16	25,000	0	0%
Dunedoo depot underground storage	Fri 25/09/15	63,793	81,063	100%
Plant & equipment purchases	Fri 27/05/16	3,264,846	652,921	30%
Road Operations	Thu 30/06/16	11,208,736	3,172,753	25%
RMS Work Orders	Fri 29/04/16	1,000,000	375,056	0%
Works orders	Fri 29/04/16	1,000,000	375,056	30%
Local Roads	Thu 30/06/16	5,498,436	1,576,850	0%
Local Roads reseals	Thu 31/03/16	441,520	11,325	0%
Bugaldie Goorianawa Rd	Thu 31/03/16	42,400	0	0%
Cooks Rd	Thu 31/03/16	31,320	0	0%
Coolah Crk Rd	Thu 31/03/16	22,800	0	0%
Digilah East Rd	Thu 31/03/16	30,000	0	0%
Spring Ridge Rd	Thu 19/11/15	30,000	0	0%
Sir Ivan Dohety Rd	Thu 31/03/16	30,000	0	0%
Kanoona Rd	Thu 31/03/16	30,000	0	0%
Lawson Park Rd	Thu 31/03/16	30,000	3,422	5%
Premer Tambar Springs Rd	Thu 31/03/16	60,000	0	0%
Maranoa Rd	Thu 31/03/16	35,000	0	0%
Sansons Lane	Thu 31/03/16	30,000	0	0%
Box Ridge Rd	Thu 31/03/16	70,000	7,903	5%
Local Roads bridges	Thu 30/06/16	3,334,688	1,181,431	0%
Coonagoony bridge	Tue 12/04/16	261,000	0	0%
Orana Road bridge	Wed 23/03/16	450,000	6,741	5%
Ross Crossing bridge	Thu 30/06/16	698,855	182	0%
Worrigal Creek bridge	Fri 28/08/15	312,908	361,579	100%
Baradine Creek bridge	Fri 27/11/15	1,017,000	810,111	95%
Kenebri bridge	Fri 29/01/16	594,925	2,818	5%
Local Road pavements	Wed 29/06/16	759,500	275,249	0%
Box Ridge Rd causeway rehab.	Wed 29/06/16	52,500	0	0%

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Task Name	Finish Date	Budget Allocation (\$)	Expend. (\$)	% complete
Bugaldie/Goorianawa Rd rehab.	Fri 18/12/15	160,000	2,410	2%
Coolah Ck Rd rehab.	Fri 18/12/15	120,000	131,784	95%
Intersection Digilah/Lockerbie, pipes	Wed 29/06/16	60,000	0	0%
Mitchell Springs Rd, erosion control	Fri 29/01/16	97,000	13,768	90%
Neilrex Rd pavement rehab.	Fri 18/12/15	270,000	127,287	60%
Local Roads Gravel Resheeting	Fri 24/06/16	962,728	108,845	0%
Box Ridge Rd	Fri 30/10/15	120,000	0	0%
Mitchell Springs Rd	Fri 27/11/15	110,000	43,235	50%
Sansons Lane	Fri 27/11/15	55,000	42,323	100%
Uliman Rd	Fri 27/11/15	50,000	501	0%
Yuggel Rd	Fri 27/11/15	100,000	501	0%
Baradine Showground	Fri 25/09/15	35,000	2,304	0%
Barwon	Fri 25/09/15	30,000	147	0%
Narrawa (south)	Fri 25/09/15	60,000	328	0%
Orana Rd	Fri 28/08/15	75,000	0	0%
Boomley Rd	Fri 27/11/15	150,000	507	0%
Merryula Rd	Fri 24/06/16	90,000	10,916	10%
Toorawandi Rd	Fri 24/06/16	40,000	8,083	10%
Carmel Ln	Fri 24/06/16	47,728	0	0%
Regional Roads	Fri 24/06/16	4,710,300	1,220,847	0%
Regional Roads reseals	Thu 31/03/16	452,300	50,804	0%
MR 129 Segs; 255,270,290,295,300	Thu 31/03/16	292,315	44,410	15%
MR396 Segs; 1470,1580	Thu 31/03/16	159,985	6,394	10%
Pavement Rehab	Fri 26/02/16	969,000	86,178	0%
Black Stump Way rehab.	Wed 20/01/16	800,000	86,178	15%
Baradine Rd shlder widening	Fri 26/02/16	169,000	0	0%
Black Spot programme	Thu 5/05/16	1,074,000	123,883	0%
Black Stump Way, Sth Tambar shlder	Thu 22/10/15	239,000	15,613	10%
Black Stump Way, Sth Coolah, shlder	Wed 2/12/15	335,000	96,496	60%
Baradine Rd, shlder, guardrail	Thu 5/05/16	500,000	11,774	2%
Regional Road Bridges	Fri 24/06/16	2,215,000	959,982	0%
Mow Creek bridge(1)	Fri 11/09/15	1,250,000	959,982	95%
Allison bridge	Fri 24/06/16	965,000	0	0%
Urban Services	Fri 24/06/16	2,873,411	1,503,898	0%
Ovals	Fri 18/03/16	620,000	447,451	0%
Robertson Oval netball (1)	Fri 28/08/15	480,000	447,451	95%
Canteen - Baradine Oval	Fri 18/03/16	70,000	0	0%
Sporting precinct master plan	Fri 26/02/16	5,000	0	0%
Netball Courts - Coonabarabran	Fri 25/09/15	65,000	0	0%
Swimming Pools	Fri 27/05/16	93,000	18,032	0%
Baradine	Fri 13/11/15	12,500	0	0%
Renewal of pool lights	Fri 13/11/15	12,000	0	0%
Renewal of signs	Fri 25/09/15	500	0	0%
Binnaway	Fri 27/05/16	20,500	4,072	0%
Pump Room rehab	Fri 27/05/16	5,000	4,072	20%
Renewal of signs	Fri 25/09/15	500	0	0%
Shade structure	Fri 25/09/15	15,000	0	0%
Coolah	Fri 25/09/15	500	0	0%

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Task Name	Finish Date	Budget Allocation (\$)	Expend. (\$)	% complete
Renewal of signs	Fri 25/09/15	500	0	0%
Coonabarabran	Fri 25/09/15	41,500	0	0%
renewal of fence- toddlers pool	Fri 25/09/15	1,000	0	0%
renewal of signs	Fri 25/09/15	500	0	0%
concrete repairs toddlers pool	Fri 25/09/15	15,000	0	0%
Hot water installation	Fri 25/09/15	13,000	0	0%
renewals	Fri 25/09/15	12,000	0	0%
Dunedoo	Fri 25/09/15	12,500	11,729	0%
Replace filter media	Fri 25/09/15	12,000	11,729	100%
renewal of signs	Fri 25/09/15	500	0	0%
Mendooran	Fri 27/05/16	5,500	2,231	0%
renewal of pumps	Fri 27/05/16	5,000	2,231	20%
renewal of signs	Fri 25/09/15	500	0	0%
Town Streets	Fri 24/06/16	2,160,411	1,038,415	0%
Baradine	Fri 24/06/16	235,138	39,306	0%
Progress Ass'n - gardens	Fri 28/08/15	5,000	0	0%
Flood levee	Fri 24/06/16	200,038	37,261	50%
New garbage bins	Fri 25/09/15	2,000	2,045	0%
Street reseals	Mon 11/04/16	18,100	0	0%
Footpath rehab	Fri 29/04/16	10,000	0	0%
Binnaway	Fri 29/01/16	131,950	44,276	0%
Railway Street K&G	Mon 3/08/15	90,750	37,240	0%
Progress Ass'n - gardens	Fri 28/08/15	5,000	0	0%
Drainage pipe renewal, Renshaw	Fri 25/09/15	10,000	0	0%
Street reseals	Mon 11/04/16	16,200	3,924	0%
Street light	Fri 29/01/16	10,000	3,112	50%
Coolah	Fri 22/04/16	564,356	292,684	0%
Booyamurra St rehab(1)	Fri 11/09/15	408,456	291,936	50%
Cycleway extension	Mon 11/04/16	106,000	0	0%
Street Light	Fri 30/10/15	8,000	748	0%
Street reseals	Mon 11/04/16	26,900	0	0%
Footpath rehab	Fri 22/04/16	15,000	0	0%
Coonabarabran	Fri 29/04/16	585,136	72,928	0%
Cycleway underpass, bridge	Fri 18/12/15	100,000	0	0%
Kerb blister, John/Cassilis	Fri 27/11/15	45,000	0	0%
Cycleway, north of bridge	Fri 26/02/16	160,000	3,956	5%
Footpath rehab, Dalgarno	Fri 29/04/16	20,000	0	0%
Pave rehab, Dalgarno St West	Fri 28/08/15	20,000	0	0%
John St. K&G rehab	Wed 26/08/15	83,329	25,759	30%
Nandi Park/Timor Rock toilet	Fri 25/09/15	10,607	5,118	50%
Street reseals	Mon 11/04/16	86,200	0	0%
Shared path, Cooinda	Fri 31/07/15	60,000	38,095	60%
Dunedoo	Fri 27/05/16	611,200	568,247	0%
Heavy Vehicle Parking area(1)	Fri 27/05/16	422,000	398,716	100%
Milling Park Toilet(1)	Fri 25/09/15	150,000	156,617	100%
Footpath rehab	Fri 27/05/16	10,000	12,914	100%
Street reseals	Mon 11/04/16	24,200	0	0%
Wallaroo drain. Design	Fri 26/02/16	5,000	0	0%
Mendooran	Fri 29/04/16	32,631	20,974	0%

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Task Name	Finish Date	Budget Allocation (\$)	Expend. (\$)	% complete
Footpath rehab.	Fri 29/04/16	10,000	0	0%
Street reseals	Mon 11/04/16	16,200	0	0%
Mendooran Park Toilets	Fri 25/09/15	22,631	20,974	90%
Warrumbungle Water	Fri 25/11/16	3,017,566	112,908	0%
Baradine	Fri 24/06/16	505,000	0	0%
Meter replacements	Fri 24/06/16	5,000	0	0%
Renewal of treatment plant clarifier	Fri 27/05/16	500,000	0	0%
Binnaway	Fri 25/11/16	500,000	0	0%
Meter replacements	Fri 24/06/16	5,000	0	0%
Renewals water treatment plant	Fri 29/04/16	20,000	0	0%
Back up bore	Fri 25/11/16	475,000	0	0%
Coolah	Fri 25/11/16	490,200	6,312	0%
Mains extension - removal of dead ends	Thu 24/12/15	40,000	5,204	5%
Meter replacements	Fri 24/06/16	5,000	0	0%
Back up bore	Fri 25/11/16	445,200	1,108	5%
Coonabarabran	Fri 25/11/16	986,766	71,968	0%
meter replacements	Fri 24/06/16	10,000	6,741	20%
Tools	Fri 24/06/16	3,000	488	0%
Main extension - Jubilee Street	Fri 30/10/15	66,051	35,881	80%
Mains extension - removal of dead ends	Thu 24/12/15	60,000	0	0%
Raising Timor Dam wall - study	Fri 25/11/16	599,860	0	0%
Timor Dam - Fence repairs	Fri 26/11/15	197,855	28,858	30%
Telemetry upgrade - design	Fri 25/03/16	50,000	0	0%
Dunedoo	Fri 24/06/16	113,000	34,628	0%
Tools	Fri 24/06/16	3,000	0	0%
Evans Street - new main	Thu 24/12/15	50,000	34,299	90%
Bullinda Street, reservoir roof	Fri 25/03/16	60,000	329	0%
Mendooran	Fri 25/11/16	422,600	0	0%
meter replacements	Fri 24/06/16	5,000	0	0%
Back up bore	Fri 25/11/16	417,600	0	0%
Warrumbungle Sewer	Fri 24/06/16	323,000	109,684	0%
Baradine	Fri 24/06/16	55,000	29,733	0%
Treatment plant component renewal	Fri 24/06/16	10,000	0	0%
Pump station odour bed	Fri 25/09/15	45,000	29,733	90%
Coolah	Fri 26/02/16	85,000	22,635	0%
Mains relining	Fri 26/02/16	50,000	0	0%
Grit chamber invest. & design	Fri 26/02/16	30,000	0	0%
STP renewal	Fri 25/09/15	0	22,635	100%
RV dump site	Fri 25/09/15	5,000	0	0%
Coonabarabran	Fri 24/06/16	133,000	3,176	0%
Mains relining	Fri 26/02/16	70,000	0	0%
Tools - sewer rods	Fri 24/06/16	3,000	0	0%
Pump station renewal	Fri 26/02/16	60,000	3,176	5%
Dunedoo	Fri 26/02/16	50,000	54,140	0%
Dunedoo STP - renewal of aerator	Fri 25/09/15	0	54,140	100%
Mains relining	Fri 26/02/16	50,000	0	0%

Notes

(1) Includes budget allocation and expenditure from 2014/15 & 2015/16

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Attachment 2.0 – Maintenance grading of unsealed roads

Road Name	Category	Length
Avonside East/North	1	4.2
Avonside West	2	5.4
Barwon	3	2
Bellings	2	3
Beni Crossing	1	5
Bimbadeen	3	1.2
Boogadah	3	4.21
Boomley	1	8.2
Borah Creek	2	5.8
Brooklyn	1	4.1
Bungabah	3	3.9
Caledonia	1	11.4
Cumbil	2	3.7
Dennykymine	1	6.4
Finlays	3	6
Finlays	3	8.8
Goolma	1	3.2
Keech's	2	4.2
Kurrajong North	2	1.5
Leaders	2	20.5
Madigan	3	2.9
Marona	2	1.3
Merryula	2	8.7
Mia Mia	2	9.3
Mitchell Spring	1	23.2
Mowrock	3	4.8
Mt Hope	1	18.1
Munns	1	14
Neilrex	1	7
Pibbon	2	14.7
River	1	9.5
Sandy Creek	2	20.5
Sansons Lane	2	3.3
Sherbrooke	3	2
Table Top	3	4
Tibuc	3	2
Uphills	2	1.4
Upper Laheys Creek	3	16
Wattle Springs	2	5.5
Yaminbah	2	9.8

Forecast maintenance grading program

Guinema Road
Gentle Annie Road
Ropers Road
Caigan Road
Bolton Creek Road
Boomley Road & surrounding roads
Dandry Road & surrounding roads
Morrisseys Road

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Item 26 Mow Rock RFS Site Classification of Land

Division:	Development Services
Management Area:	Property and Risk
Author:	Manager Property and Risk – Jennifer Parker
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI 1 - The long-term wellbeing of our communities is supported by ongoing provision of high quality health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management.

Reason for Report

This report advises Council that the land being purchased at Mow Rock for the proposed future use for RFS purposes requires classification as operational land.

Background

At the Ordinary Council Meeting held on 20 August 2015, Council resolved to purchase Lot 18, DP 754962 for future use to locate a Category 2a fire shed and that the General Manager and Mayor affix the Councils seal to execute the purchase of the land (Resolution 50/1516).

It is now necessary for Council to classify the land as operational land to enable the intended use as an RFS shed to continue.

Issues

All land acquired by Council after 1993 must be classified as either community or operational land. Operational land has no special restrictions other than those that may apply to any piece of land. Community land is different based on the fact that it reflects the importance of the land to the community. Generally, it is land intended for public access and use, or where other restrictions applying to the land create some obligation to maintain public access.

Land must be classified on or before its acquisition, or within 3 months of acquiring. If not, the land is automatically classified as community and cannot be reclassified as operational without undertaking an LEP Amendment.

Options

Council will take ownership of Lot 18, DP754962 shortly as the sales documents have been provided for the General Manager and Mayor to sign. It is necessary for the land to be classified.

Financial Considerations

Nil

RECOMMENDATION

That Council classify Lot 18 DP754962 as operational land.

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Item 27 Dunedoo War Memorial Hospital

Division:	Development Services
Management Area:	Development Services
Author:	Director Development Services – Leeanne Ryan
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI 1 - The long-term wellbeing of our communities is supported by ongoing provision of high quality health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management.

Reason for Report

Council is in the process of compulsorily acquiring the old Dunedoo War Memorial Hospital. The site is to be redeveloped as a retirement centre through provision of funding via the Restart NSW Fund. As part of the acquisition process, the Office of Local Government has requested a fresh report and resolution supporting the acquisition of the land as the previous resolution pre-dates the last Local Government elections.

Background

On 16 February 2012 Council resolved to acquire the old Dunedoo War Memorial Hospital located on freehold land being Lots 148 & 176 in DP754291, Parish of Bolaro, County of Lincoln. The original purpose of the acquisition was to develop and construct self care retirement units on the site.

Council has continued to pursue the acquisition and the project (since the 2012 resolution) and has secured funding (through Restart NSW Fund) for the redevelopment of the site including the following project scope and outline;

- Demolition of existing buildings on-site (Dunedoo War Memorial Hospital) and preparation of site to greenfield standard, including upgrade of utilities,
- Development of eleven (11) self-care aged accommodation units in a retirement village setting including internal driveways and landscaping,
- Development of a small agricultural learning centre and a walk/cycleway to link facility with Dunedoo main shopping precinct of Bolaro Street.

The land is Crown Land, with the trust being NSW Health. NSW Health are very supportive of the project and agree with the acquisition proceeding. Recent correspondence from NSW Health indicates they would accept a nominal fee for the land. On this basis, Council has proceeded with the acquisition process noting the nominal fee.

A number of acquisition matters have been undertaken to this point, including four (4) land claims being dealt with through relevant Aboriginal Land Councils and Native Title research being undertaken, as well a compulsory acquisition application form being

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lodged with OLG. Further to these actions, a temporary licence has been entered into with NSW Health to enable Council to access the land to commence works whilst the acquisition is progressing.

The site will remain under ownership of Council and no resale is proposed at this time. The land will be classified as operational land, with a covenant on the title to be utilised for community purposes for a period of ten (10) years. Management of the site will be contracted to a suitable party after the facility is constructed and ready for occupation. For the purpose of the acquisition process it is recommended that Council seek a reduction in the notification period to no more than one (1) day as the compulsory acquisition is occurring with agreement and concurrence of the owner of the Dunedoo Hospital Land being NSW Health. On this basis, it is viewed that the necessity for the notice falls away as the acquisition is by agreement.

Issues

The funding for the development is required to be expended by December 2016. It is necessary for the acquisition of the site to be completed.

Options

Council needs to continue with acquisition due to the extensive work undertaken on the project to date. If Council chooses not to proceed with the acquisition it will be necessary for the project funding to be handed back to the NSW Government.

The intent of the project remains with Council seeking to develop self care aged retirement units in Dunedoo; this report is purely aimed at refreshing Council's original decision.

Financial Considerations

Funding for the project (including administrative costs) is via Restart NSW Fund. Council has successfully secured \$4,503,590 to cover the cost of the project. Funding must be expended by end December 2016 including finalisation of all acquittals.

RECOMMENDATION

It is recommended that:

1. Council notes its prior resolution (Number 265/1112 dated 16 February 2012) regarding the compulsory acquisition of the land described as Lot 148 and 176 in DP754291 in Dunedoo, Parish of Bolaro, County of Lincoln and known as the Dunedoo War Memorial Hospital (*Dunedoo Hospital Land*).
2. Council affirms its prior resolution (Number 265/1112 dated 16 February 2012) and intends to proceed with the compulsory acquisition of the Dunedoo Hospital Land for the public purpose of establishing an aged care facility that includes self-care aged accommodation units in a retirement village setting, an agricultural learning centre and associated leisure facilities (including a walk/cycle way) in accordance with the requirements of the *Land Acquisition (Just Terms Compensation) Act 1991*.
3. Council make an application to the Minister and the Governor for approval to acquire the Dunedoo Hospital Land described as Lot 148 and 176 in DP754291 in Dunedoo, Parish of Bolaro, County of Lincoln by compulsory process under section 186(1) of the *Local Government Act 1993*.

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4. Council classify the Dunedoo Hospital Land as operational land for the purposes of the *Local Government Act 1993*.
5. Council cause a covenant be placed on the title to the Dunedoo Hospital Land that restricts the use of the subject land to 'community purposes' as described in the instrument creating the covenant.
6. Council requests the Minister for Local Government approve a reduction in the notification period from 90 days to no more than 1 days (by reason of the compulsory acquisition occurring with the concurrence of the owner of the Dunedoo Hospital Land).

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Item 28 Development Applications

Division: Development Services

Management Area: Regulatory Services

Author: PA to Director Development Services – Kelly Dewar

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 – October 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
CDC 15/2015	9/9/2015	7/10/2015	Leigh Anthony Packham	4-6 Oban Street	Coolah	Alterations and additions to single storey dwelling	0
DA 59/2015	9/9/2015	14/10/2015	Coolah Bowling Club	Goddard Street	Coolah	Alterations and additions to commercial awning	34
DA 60/2015	9/9/2015	1/10/2015	Keith Raymond Roberts	Old Common Road	Coonabarabran	Erection of steel frame shed	0
DA 62/2015	9/9/2015	13/10/2015	Warrumbungle Steel Buildings	70 Gumnut Road	Coonabarabran	Erection of steel frame shed and verandah/deck	0

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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
DA 63/2015	9/9/2015	22/10/2015	Warrumbungle Steel Buildings	44-62 Narren Street	Baradine	Erection of steel frame shed – commercial	0
DA 64/2015	10/9/2015	20/10/2015	Peter Wilfred Hellyer	511 Nashs Road	Coonabarabran	New patio	0
DA 66/2015	28/9/2015	20/10/2015	Diego Latella	54 Dalgarno Street	Coonabarabran	Change of use	0
DA 67/2015	7/10/2015	8/10/2015	Michael Preston Punch	3449 Wyuna Road	Mullaley	Private Burial	0
DA 68/2015	8/10/2015	22/10/2015	Ronald Thomas John Slade	34 Masman Street	Coonabarabran	New carport	0
DA 69/2015	12/10/2015	22/10/2015	Anthony Mark McDonough	2-8 Drummond Street	Coonabarabran	Erection of steel frame shed	0
DA 70/2015	15/10/2015	28/10/2015	Jodie Leigh Smith	269 Timor Road	Coonabarabran	Installation of in-ground swimming pool and child restraint barrier	0
DA 72/2015	16/10/2015	28/10/2015	Miachel Rhonda Oliver	156 Purlewaugh Road	Coonabarabran	Installation of in-ground swimming pool and child restraint barrier	0

*Development from the January 2013 Wambelong Bushfires

RECOMMENDATION

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