



Warrumbungle Shire Council

Council meeting

Thursday, 17 December 2015

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

commencing at 10.00 am

Mayor

Councillor Peter Shinton

Deputy Mayor

Councillor Murray Coe

COUNCILLORS

Councillor Gary Andrews

Councillor Anne-Louise Capel

Councillor Fred Clancy

Councillor Victor Schmidt

Councillor Chris Sullivan

Councillor Ron Sullivan

Councillor Denis Todd

MANAGEMENT TEAM

Steve Loane (General Manager)

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 – 17 December 2015

NOTICE is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 17 December 2015 at the Council Chambers, Binnia Street, Coolah commencing at 10.00am

AGENDA

Welcome

Turn Off Mobile Phones

Order of Business

Forum

Apologies

Disclosure of Interest

Pecuniary Interest

Non Pecuniary Conflict of Interest

Reports

Matters of Concern

Reports to be considered in Closed Council

Item 1C Financial Tendering For Supply and Delivery Bitumen Emulsion

Item 2C Tender – Ross Crossing Bridge Project

Item 3C Expressions of Interest – Waste Management Model for Collection and Transfer of Wastes and Recyclables

Item 4C Lease Agreement Between Council and Boral for use of Quarry

Matters to be dealt with “in committee”

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

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The items relate 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.

.....
STEVE LOANE
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

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Item 1 Minutes of Ordinary Council Meeting – 19 November 2015

Division:	Executive Services
Management Area:	Governance
Author:	Acting Manager Administration & Personal Assistant to Director Corporate Services – Liz Webster and Administration Officer – Leigh Ernest
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 Coe (Chairman), Cr Andrews, Cr Capel, Cr Clancy, Cr Schmidt, Cr C Sullivan, Cr R Sullivan, Acting General Manager (Stefan Murru), Director Technical Services (Kevin Tighe) and Director Development Services (Leeanne Ryan).

In attendance: Acting Manager Administration and Personal Assistant to the Director Corporate Services– Liz Webster (minutes) and Administration Officer - Leigh Ernest (minutes)

10.02am

Deputy Mayor Cr Coe called for a minute silence for Mark McWhirter

Forum

10.04am

Steven McEvoy addressed Council to introduce a new business in Coonabarabran and to go on record to say that he would like assurance that Council does not have a conflict of interest in regard to his proposal for a concrete batching plant.

10.15am

Presentation: Paul Cornall from Forsyths presented Council's 2014/15 Financial Statements and audit results.

10.46am

Presentation made of the Fourth Quarterly Employee Excellence in Achievement Award to Karen Bird.

10.48am

Presentation: Adam Tyrrell from the Westpac Rescue Helicopter Service presented to Council, including a short video, demonstrating the work of the service.

11.12am

APOLOGIES: Cr Shinton and Cr Todd

115/1516 RESOLVED that the apologies of Cr Shinton, Cr Todd and General Manager (Steve Loane) be accepted.

R Sullivan / Capel
The motion was put and carried

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

11.13am

116/1516 RESOLVED that standing orders be suspended to break for morning tea.

C Sullivan / Capel

The motion was put and carried

11.44am

117/1516 RESOLVED that standing orders be resumed.

C Sullivan / Capel

The motion was put and carried

Reports

Item 1 Minutes of Ordinary Council Meeting – 15 October 2015

118/1516 RESOLVED that the resolutions contained in the Minutes of the Ordinary Council meeting held on 15 October 2015 be endorsed.

Capel / C Sullivan

The motion was put and carried

Item 2 Minutes of Extraordinary Council Meeting – 28 October 2015

119/1516 RESOLVED That the resolutions contained in the Minutes of the Extraordinary Council meeting held on 28 October 2015 be endorsed.

C Sullivan / Capel

The motion was put and carried

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

120/1516 RESOLVED:

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.

Schmidt / Capel

The motion was put and carried

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

121/1516 RESOLVED that Council accepts the Minutes of the Finance and Projects Committee Meeting held on 10 November 2015 at Coonabarabran.

Capel / Schmidt

The motion was put and carried

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Item 5 Minutes Bushfire Appeal Advisory Panel – 9 November 2015

122/1516 RESOLVED that Council accepts the minutes of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held on 09 November 2015 at Coonabarabran.

Schmidt / Clancy
The motion was put and carried

Cr Schmidt enquired in regards to the possibility of forwarding un-allocated funds to assist with the current Esperance Bushfire emergency in Western Australia.

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

123/1516 RESOLVED that Council notes the Minutes from the Consultative Advisory Committee Special meeting held on 14 July 2015 at Coonabarabran.

Clancy / Capel
The motion was put and carried

Item 7 Baradine Hall 355 Committee Meeting Minutes 29 October 2015

124/1516 RESOLVED:

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.

Schmidt / Capel
The motion was put and carried

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

125/1516 RESOLVED 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.

C Sullivan / Capel
The motion was put and carried

Item 9 Warrumbungle Cobbora Transition Fund Committee

126/1516 RESOLVED that Council note progress of the Cobbora Transition Fund projects.

Capel / Schmidt
The motion was put and carried

Item 10 Delegations of Authority to the General Manager

127/1516 RESOLVED 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.

Schmidt / Capel
The motion was put and carried


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

128/1516 RESOLVED that Council endorse the following amended Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors.

Schmidt / R Sullivan
The motion was put and carried

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 warrumbungle SHIRE COUNCIL	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.*
- (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.*

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- (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 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

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- 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.

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

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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).

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

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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.

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.

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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 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.

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

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

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

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

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

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

2.12 Attendance at dinners and other non-council functions

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

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

2.13 Gifts

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

2.14 Training and Educational expenses

Council will only meet the costs of training or attendance at an educational course that is directly related to the Councillor's civic functions and responsibilities and is approved by Council prior to undertaking such training or attendance. Council 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 number is available to be given out for general public information.

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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.

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.

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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.
- 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.

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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.

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	128/1516	19 November 2015

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Item 12 Notice of Motion – Warrumbungle Public Art Policy

129/1516 A motion was moved by Cr Capel, seconded by Cr C Sullivan that Warrumbungle Shire Council develop a Public Art Policy.

The motion was put and carried

Item 13 Council Resolutions Report November 2015

Received.

Item 14 Brick Bats and Bouquets

Received.

Item 15 2014/2015 Annual Report

130/1516 RESOLVED that Council note the contents of the 2014/2015 Annual Report and that the report be submitted to the Minister for Local Government.

Schmidt / Clancy

The motion was put and carried

Item 16 Monthly Report from Human Resources – November 2015

Received.

Item 17 Fourth Quarter Employee Excellence in Achievement Award

131/1516 RESOLVED 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.

Capel / Schmidt

The motion was put and carried

Item 18 CPAS – Comprehensive Property Addressing System program

Received.

132/1516 A motion was moved by Cr Schmidt, seconded by Cr Capel that the

Comprehensive Property Addressing System (CPAS) be added to the agenda for all Community Consultation Meetings to be held in November.

The motion was put and carried

Item 19 Bank Reconciliation for the month ending 31 October 2015

133/1516 RESOLVED that Council accept the Bank Reconciliation Report for the month ending 31 October 2015.

Capel / Schmidt

The motion was put and carried

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

134/1516 RESOLVED that Council accept the Investments Report for the month ending 31 October 2015.

Capel / Schmidt

The motion was put and carried

Item 21 Rates Report for Month Ending 31 October 2015

Received.

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

135/1516 RESOLVED 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).

Schmidt / C Sullivan

The motion was put and carried

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12.56pm

136/1516 RESOLVED that standing orders be suspended to break for lunch.

Capel / C Sullivan
The motion was put and carried

1.35pm

137/1516 RESOLVED that standing orders be resumed.

Capel / C Sullivan
The motion was put and carried

Item 23 Fixing Country Roads – Round Two

138/1516 RESOLVED that application is made for the following projects under the NSW State Government's Fixing Country Roads Programme Round 2:

- Billy Kings Creek on Purlawaugh 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;
- Vinegaroy Rd (MR618) – Rehabilitate and widen pavement. Segments 6 & 7. Total length 1.7klm. Estimated cost \$600,000.

Furthermore, Council is to communicate with the Upper Hunter Shire Council regarding their application.

Clancy / R Sullivan
The motion was put and carried

Item 24 2016/17 Regional Road REPAIR Program

139/1516 RESOLVED 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	MR55 Segments 60,59,58(north of Coolah) Rehabilitation including culvert widening, pavement widening and overlay.	\$800,000			
2	MR55 Segments 69,68,67(north of Coolah) Rehabilitation including culvert widening, pavement widening and overlay.		\$800,000		
3	MR55 Segments 28,29,30 (south of Coolah) Rehabilitation including culvert widening, pavement widening and overlay.			\$800,000	

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4	MR129 (Baradine Road. Rehabilitation including culvert widening, pavement widening and overlay				\$800,000
Total		\$800,000	\$800,000	\$800,000	\$800,000

Clancy / Capel
The motion was put and carried

Item 25 Technical Services Works Program 2015/16– Road Operations, Urban Services & Water Services

Received.

Item 26 Mow Rock RFS Site Classification of Land

140/1516 RESOLVED that Council classify Lot 18 DP754962 as operational land.

Schmidt / R Sullivan
The motion was put and carried

Item 27 Dunedoo War Memorial Hospital

141/1516 RESOLVED 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.
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).

Capel / C Sullivan
The motion was put and carried

Item 28 Development Applications

142/1516 RESOLVED that Council note the Applications and Certificates Approved, during October 2015, under Delegated Authority

Schmidt / Capel
The motion was put and carried

General Business

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143/1516 A motion was moved by Cr Schmidt, seconded by Cr Capel that Council investigate any possible 'Conflict of Interest' between Boral and the Warrumbungle Shire – specifically relating to the supply of base materials for the manufacturing of concrete.

The motion was put and carried

Matters of Concern

Cr R Sullivan

- Sincere thank you to Mark McWhirter for all his work at Council and recommended that Council send condolences to his wife and family.

Cr Clancy

- Riding for the Disabled Association building – approximately 12 months has passed since the building was damaged and there has been no resolution. Progress needs to be made considering the hot weather and lack of facilities.

Cr C Sullivan

- Request that the Mayor and the General Manager report back to Council from the Orana Regional Organisation of Councils (OROC) meeting, and that the minutes be distributed to Councillors.
- Is the Rural Fire Service shed in Dunedoo occupied? DDS advised that all conditions have not been met at this time.
- Is the road leading up to Coolah Tops a Council owned road? It is currently in poor condition, possibly due to storm event.

Cr Andrews

- Request to erect an Anglican Church sign on the corner of Bullinda and Napier Streets in Binnaway.
- RMS office increasing staff in Dubbo. DTS advised the 250 positions are state wide.

Cr Capel

- When is the Contractors Meeting going to happen? The meeting needs to be minuted. DTS advised it will be on 7 or 14 December 2015.
- EPA ruling on contaminated waste for Cobbora Holdings – Second notice has been received regarding the waste removal.
- Letter from a resident received by Councillors regarding the new bins. DDS advised that the resident has been visited and the issue has been resolved. Furthermore that the new recycling system has been well received and is working well.
- Request that the Electronic Housing Code be on the agenda for the November Community Consultation Meetings.

2.13 pm

144/1516 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 / R Sullivan
The motion was put and carried

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2.56pm

145/1516 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 Director Development Services.

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

146/1516 RESOLVED that the contract for Phase A, which is the identification of test drilling sites for a water supply bore in Binnaway, Coolah and Mendooran and Phase B, which is test drilling and reporting, is awarded as one contract to The Hydroilex for a price of \$83,050.00 (excl. GST) for one test bore at each site and in accordance with tendered rates for drilling of one or more test bores. FURTHERMORE that the project be completed within 15 weeks of the notification of the contract being awarded.

Schmidt / Capel
The motion was put and carried

There being no further business the meeting closed at 2.57pm.

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CHAIRMAN

RECOMMENDATION

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

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Ordinary Meeting – 17 December 2015

Item 2 Minutes of Traffic Advisory Committee Meeting held on 26 November 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 Chantelle Elsley (RMS), Senior Constable Steven Chaplin (NSW Police Force), Mr Kevin Tighe (Director Technical Services) and Mr Bikram Joshi (Manager Asset & Design).

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

IN ATTENDANCE: Mrs Tracy Cain (Minute Taker).

CONFIRMATION OF MINUTES

23/1516 RECOMMENDED that the minutes of the Traffic Advisory Committee meeting held on Thursday, 22 October 2015 be confirmed.

Chaplin/Elsley

BUSINESS ARISING FROM THE MINUTES

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

Recommendation No 12/1516 of 27 August 2015 in relation to Item 2 to be amended to read as follows:

'12/1516 RECOMMENDED

- 2) *That 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 desire 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 desire line – slope be reviewed to meet the design criteria.'*

Chaplin/Elsley

*Recommendation No 22/1515 of 22 October 2015 to be amended to **22/1516**.*

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.

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- 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.
- Ashby Piggery – Review to be undertaken of warning and advisory signs at the intersection of Baradine Road and Ashby Road.
- 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.
- Naming of laneways north and south of Brains Ford, Coonabarabran.
- Northbound School Zone Signs in Binnia Street, Coolah – Overgrown trees obstructing signage.

AGENDA ITEMS

- a) Modifications to Parking Zones on the Corner of Martin Street and Binnia Street, Coolah
Concerns were raised regarding sight distance at the corner of Martin Street and Binnia Street, Coolah due to recent roadworks and change from Parallel to 45° Angle Parking.

Following an inspection of the sight by RMS it was noted that there was no issue with sight distance, however there may be some confusion to motorists as to where to stop due to the absence of line marking.

It was also raised that there was no provision for pedestrians to cross the road at the blister. Pedestrians were more exposed by travelling longer on the road pavement. Council to take into consideration the provision for pedestrians when designing blisters. Matter to be referred to the next PAMP Committee meeting.

24/1516 RECOMMENDED that concerns tabled in relation to sight distance and modifications to the intersection at Martin Street and Binnia Street, Coolah be noted and that Council advise in writing that there be no further action as the sight distance is adequate for the speed environment **FURTHER** that the 'Give Way' line marking be reinstated.

Elsley/Shinton

- b) Baradine Preschool – Request for Installation of 'Slow Down' Signs in Barwon Street, Baradine

It was noted that the NSW Police Force inspected the Baradine Preschool area and advised that the site in Barwon Street didn't warrant a '40 kph' or 'Slow Down' sign. Reference was made to the Australian Standard.

25/1516 RECOMMENDED that the Preschool environment in Barwon Street, Baradine be monitored to the end of the school term by the NSW Police Force, which would include speed, traffic volume and parking and that the matter be brought back to the next meeting to further investigate the issue at hand **FURTHER** that Council write a letter to the Preschool advising of the Traffic Advisory Committee's determination.

Chaplin/Elsley

- c) MSM Milling – 2016 Mill 2 Mill Charity Bike Ride from Gunnedah to Manildra – 14-17 March 2016

26/1516 RECOMMENDED that the 2016 Mill 2 Mill Charity Bike Ride from Gunnedah to Manildra on 14-17 March 2016 be approved subject to the provision of a Traffic Management Plan, Public Liability Insurance and referral to the RMS.

Elsley/Shinton

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d) Mendooran Preschool – Request for Installation of ‘School Bus Zone’ Signage at the Front of the Preschool

Concerns were raised regarding a safety hazard at the Mendooran Preschool whereby vehicles are parking in front of the premises making it difficult for buses to manoeuvre around parked vehicles and children.

27/1516 RECOMMENDED that the request for installation of school bus signage at the front of Mendooran Preschool be held over until further information is sought from the NSW Department of Education (*Early Childcare*) on bus use at Preschools.

Shinton/Elsley

e) TAFE New England – Erection of a Banner at the Coonabarabran Visitor Information Centre for Open Enrolments Campaign – January to February 2016

A request was tabled to erect a TAFE Banner at the Coonabarabran Visitor Information Centre for the 2016 Open Enrolments Campaign from early January 2016 to mid February 2016.

RMS advised that a site inspection would be undertaken following the meeting to confirm banner dimensions. It was determined that the matter be referred to RMS for further investigation.

GENERAL BUSINESS

Proposed Extension of Median at the Intersection of Binnia Street and Campbell Street, Coolah

Concerns were raised regarding the safety of motorists when undertaking a U Turn at the intersection of Binnia Street and Campbell Street, Coolah.

28/1516 RECOMMENDED that a trial of flexible bollards be installed north to the extent of the existing painted median in Campbell Street, Coolah.

Shinton/Elsley

B Double Route Application for River Road, Coonabarabran

Reference was made to Recommendation No 17/1516 of 24 September 2015:

‘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.’

The Committee was advised that public advertising seeking written submissions for the above proposal had closed at 4.00 pm on Wednesday, 25 November 2015. It was noted that an objection had been received and was tabled for consideration.

The Committee determined that Council was responsible for Local Roads and therefore was able to provide occasional approval subject to NSW Police Force notification, appropriate insurance and production of permit by driver.

29/1516 RECOMMENDED that B Double Route Permits be issued on an as needs basis subject to travel conditions, which restrict time of day movements and that the driver is able to produce the Permit when required **FURTHER** that Council notify the applicant of the Traffic Advisory Committee’s determination.

Chaplin/Elsely

The following matters were raised without Resolution:

- The Committee was advised of the results of the Vehicle Traffic Count undertaken in Edwards Street, Coonabarabran in between the Bowling Club and Swimming Pool over a period of two months. Readings included 1300 daily average, 1700 daily highest and 80kph highest speed.

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

The next meeting is to be held on Thursday, 25 February 2016 in the Gallery Meeting Room, Coonabarabran commencing 10.00 am.

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CHAIRMAN

RECOMMENDATION

1. That Council accepts the Minutes of the Traffic Advisory Committee meeting held at Coonabarabran on 26 November 2015.
2. That concerns tabled in relation to sight distance and modifications to the intersection at Martin Street and Binnia Street, Coolah be noted and that Council advise in writing that there be no further action as the sight distance is adequate for the speed environment **FURTHER** that the 'Give Way' line marking be reinstated.
3. That the Preschool environment in Barwon Street, Baradine be monitored to the end of the school term by the NSW Police Force, which would include speed, traffic volume and parking and that the matter be brought back to the next meeting to further investigate the issue at hand **FURTHER** that Council write a letter to the Preschool advising of the Traffic Advisory Committee's determination.
4. That the 2016 Mill 2 Mill Charity Bike Ride from Gunnedah to Manildra on 14-17 March 2016 be approved subject to the provision of a Traffic Management Plan, Public Liability Insurance and referral to the RMS.
5. That the request for installation of school bus signage at the front of Mendooran Preschool be held over until further information is sought from the NSW Department of Education (*Early Childcare*) on bus use at Preschools.
6. That a trial of flexible bollards be installed north to the extent of the existing painted median in Campbell Street, Coolah.
7. That B Double Route Permits be issued on an as needs basis subject to travel conditions, which restrict time of day movements and that the driver is able to produce the Permit when required **FURTHER** that Council notify the applicant of the Traffic Advisory Committee's determination.

WARRUMBUNGLE SHIRE COUNCIL

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Item 3 Economic Development and Tourism Advisory Committee Meeting Minutes – 12 November 2015

Division: Development Services

Management Area: Development and Tourism

Author: Manager Economic Development and Tourism – Aileen Bell

CSP Key Focus Area: Local Economy

Priority / Strategy: LE3 Implementation of a cost effective tourism and marketing campaign aligned to market research

Present: L Ryan, A. Bell, Cr A-L Capel, S Edwards, L Cutts,
M Rickert, Crs V Schmidt and F Clancy, A Wherrett, J Young

Apologies: N Kaloumaira, K Olsen, M Fleming

Observers: Cr G Andrews

2015-16.06 RECOMMENDATION: that the apologies be accepted

Capel/Young

Declaration of Pecuniary and Non Pecuniary Interests: NIL

Minutes of Previous Meeting: circulated

2015-16.07 RECOMMENDATION: that the minutes of 29 July, 2015 meeting be accepted

Capel/Edwards

Business Arising:

Recommendations from previous meeting were resolved by August Council meeting:

1. July minutes were endorsed.
2. Resolved the sub committee responsible for preparing a scoping report on Rail Trails.
3. Resolved to inform CMCA (Freedom of Choice Project) that the needs of all travellers including free camping facilities are met within Warrumbungle Shire.
4. Resolved to proceed with reprint of VSSD maps.
5. That the Manager's Report be received.
6. That the budget report be accepted .

Other Business Arising from minutes

RDA project H2O - Harbour to Orana - to EDO Network.

RV Friendly Issues - Assessments have been lodged with CMCA.

2015-16.08 RECOMMENDATION: that Council make it clear to CMCA that communities in Warrumbungle Shire are awaiting final decisions about their RV Friendly status, highlighting the resourcing undertaken by Operators and Council which includes the installation of dumpsites and the volunteer contribution of the communities to make facilities for caravanners and motorhome owners.

Clancy/Young

Shire Boundary Signs: first round of signs installed, awaiting RMS to clear the DA's for next 3 signs.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 December 2015

Building Business: matrixes to be completed to reflect the changing face of local businesses.

DMP Meeting: to meet with the TASAC committee on tourism signage issues.

Consumer Shows: Penrith participation successful and agreement to trial participation at the Newcastle C & C Show in February 2016; need to participate in Sydney Caravan and Camping Show. Cr Clancy also raised the question of consumer shows for relocation prospects; attendance at R & R Living show which evolved from Country Week was not successful for our shire. It was agreed that the Manager also pursue the involvement of Newell Promotions in the Sydney C & C Show and participate where possible to reduce our own costs. (Cr Capel and Sal Edwards volunteered to assist with promotions).

Managers Report:

The following items were presented for discussion in the meeting: Chinese Delegation, Love the Life We Live Project of EDO Network, Advertising, Under the Milky Way, VIC Statistics – noting an increase of 6.3% for the quarter ended September, Grants, Remplan, Small BizBus. Calendar of Events, ArtSPace Exhibitions, My Australia publication, Castlereagh Connect Project (Gamilaraay Gallery), Get Connected, Kathryn Weatherall in the GSE team to Germany and the Spotlight on Binnaway (ABC regional radio).

Sustainable Futures Convention, Gloucester - Report received on this activity with recommendations for action and that the Advisory Committee act on a number of initiatives including Creating a Regenerative Future for the Shire, Rebuilding Community populations by encouraging refugees and migrants and implementation of a showcase for tree changers.

In discussion about the Love the Life We Live project of the OROC EDO Network and in the knowledge that people need to visit a community prior to making decisions, the manager circulated a draft promotional flyer for a Showcase Weekend that could be distributed through Intensive Language Centres and Migrant hostels and social media; other communities have used similar activities to increase population The program for the weekend would be Shire wide.

2015-16.09 RECOMMENDATION: that Council promote a program of increasing population across the Shire by presenting a Warrumbungle Shire Tree Change Showcase in 2016.

Schmidt/Rickert

2015-16.10 RECOMMENDATION: That Warrumbungle Shire Council approach the Dept. of Immigration to explore opportunities for the integration of refugees into the communities of Warrumbungle Shire.

Clancy/Schmidt

Amanda Wherret from SSO left the meeting at 3.15pm prior to quickly reporting on proposed changes to the StarFest Program in the future.

In discussion about community and business planning, several names of those from Bingara of those who had been involved in the Bingara 2020 visioning process were put forward as suggestions for facilitators to assist with planning processes for our communities.

The suggestion that our local businesses need to consider how and when we provide services to visitors and the challenges faced should be considered opportunities – example given was the breakfast opening of coffee shops; also a consciousness of presentation – in residential areas as well as CBD's.

A proposal for a series of workshops was presented by the manager; the total cost for the project was \$50,000 and it was agreed that the program should be shortened to encourage participation.

2015-16.11 RECOMMENDATION: that the Managers report be received.

Bell/Young

WARRUMBUNGLE SHIRE COUNCIL

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Budget Report:

Presented for current year with reduced allocations for ED&T promotions - total of \$33,100.

Tourism Promotions	Allocated	Expended	ED Promotions	Allocated	Expended
Contracts	5000.00	394.00	Contracts	1200.00	3396.00
Materials Purchased	600.00	0	Materials Purchased	800.00	0
Advertising	13500.00	10523.00	Advertising	2500.00	0
O/Expenses	1400.00	0	Other Expenses	500.00	0
Subs and pubs	7600.00	5571.00			
TOTAL	\$28,100.00	\$17,870.00		\$5,000.00	\$3,396.00

Total Expenditure of \$21,266.00 Balance for year \$11,834.00

2015-16.12 RECOMMENDATION: that the budget report be accepted.

Capel/Schmidt

Cr Clancy and Andrews left the meeting at 4.05pm.

General Business:

- 1. Succession Planning for businesses:** issue across regional NSW. Suggested that the EDT present Succession Planning Meetings in the communities for small business; that contact be made with Small Biz for materials; several speakers suggested.
- 2. Website:** Sal Edwards urged members to look at the Albany Facebook and website pages which are integrated. The Manager pointed out that the current website is not mobile friendly and this is impacting on the number of hits turning into enquiries.
- 3. Closing hours of SSO:** the decision to close the Exploratory Centre at SSO is made outside the site and impacting negatively on tourism; noted that over the years the community has forgone development and been supportive of the facility.

2015-16.12 RECOMMENDATION: that Council express its concern to ANU at the partial closure of the Exploratory Centre stating that ANU and SSO have a responsibility back to community; particularly in the light of the Dark Skies Park concept and future ventures of SSO. The facility is a major tourism attraction and partial closure impacts on visitor numbers.

Young/Rickert

There being no further business, the meeting closed at 4.15pm with the date of next meeting be advised by Manager EDT with the venue being the Binnaway Barracks.

Chairperson _____

RECOMMENDATION

1. That Council accepts the minutes of the Economic Development and Tourism Advisory Committee meeting held on 12 November 2015.
2. That Council makes it clear to Campervan and Motorhome Club of Australia that communities in Warrumbungle Shire are awaiting final decisions about their RV Friendly status, urging the completion of assessments and allocations.
3. That Warrumbungle Shire Council approach the Dept of Immigration to explore opportunities for the integration of refugees into the communities of Warrumbungle Shire.

WARRUMBUNGLE SHIRE COUNCIL

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4. That Council promote a program of increasing population across the shire by presenting a Warrumbungle Shire Tree Change Showcase in 2016.
5. That Council express its concern to the ANU at the partial closure of the Exploratory Centre at Siding Spring Observatory.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 December 2015

Item 4 Minutes of Local Emergency Management Committee Meeting – 16 November 2015

Division:	Technical Services
Management Area:	Technical Services Management
Author:	Emergency Services Coordinator – Phil Southwell
CSP Key Focus Area:	Our Natural Environment
Priority:	PI2 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

CHAIRPERSON	Kevin Tighe	LEMO
PRESENT	David Maher Kel Wise Phil Lalor Bob Cosgrove Barry Johnson James Dunbier Sally Rogers Daniel Kearney Lisa Obst Corey Phillip Rod Williams Tom Mumford Brad Size	LEOCON REMO SES SES Baradine SES Baradine VRA Mendooran VRA Mendooran NSW Ambulance NSW Ambulance RFS VRA Coolah VRA Coolah NSW F&R
MINUTES	Phil Southwell	WSC
APOLOGIES	Cheyne Gasson Tony Cole Rodney Coombes Anne Taylor Dave Smith Anthony McEachern Peter Rootes Duty Commander Barbara Brown June Buck	Alt LEOCON VRA Coonabarabran VRA Coonabarabran Health Coolah SES Dunedoo VRA Mendooran VRA Mendooran NSW F&R FACS Red Cross

MINUTES OF PREVIOUS MEETING

The minutes for the previous meeting, which was held at Coonabarabran on the 18 August 2015 was available to all committee members at the meeting.

Minutes accepted Corey Phillip / Bob Cosgrove

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 December 2015

BUSINES ARISING

1. Rod Williams mentioned that the warning sign was up, but the street light at Coolah VRA Shed was still outstanding.
2. Ambulance Assist Matrix addressed in the Rescue meeting.

AGENDA ITEMS

1. REMO Report (*Written report to be attached to minutes*)
2. Contact Lists
Distributed to the meeting for amendments.
3. Events (*Summary of events within the Shire*)
'Crooked Mountain Concert' and 'Back to Baradine' weekend, both events went off without any problems.
 - (i) Baradine Christmas Street Parade - 24/12/15
 - (ii) Coolah Christmas Parade - 12/12/15.
4. Agency Reports
 1. Bob Cosgrove reported a Rescue Incident at the Baradine Pool with a child caught by a hand rail, also tree down in Namoi Street, Baradine.

No other Agency Reports.

5. 2016 Schedule for Meetings

Note: The November 2016 Meeting is on the 21 November 2016 and **NOT** 14 November 2016.
(*To be distributed with minutes*)

6. EMOS Demonstration

An internet based information and reporting system that will be Statewide and allow ES users access to incidents as well as contact lists and documentation. Short demonstration on its function provided at the meeting.

To be introduced to the committee in stages.

Attached is a list of users as well as instructions on activation of passwords. If you wish not to be involved, or having trouble with activation, please let me know.

7. CPAS

Kevin Tighe provided the committee with a background on a report to Council (*next Council meeting*) with regards to Council's obligation to the State's new Comprehensive Property Addressing System (CPAS).

If passed by the meeting, Council's GIS Officer will be required to identify areas of concern with regards suburb and localities, boundaries and road / street name duplications. This may require further meeting with ES Agencies as well as community conciliation.

The committee felt that there were issues that required attention.

WARRUMBUNGLE SHIRE COUNCIL

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8. Recovery Workshop

Following the successful Recovery Conference at Dubbo a Recovery Workshop will be held at the Coonabarabran Council Office on the 25 November 2015 at 10.30 am. If you wish to attend please check the attachments to the minutes for details.

The EM Plan

(i) **Motion 1**

That the committee endorse the EM Plan Parts 1, 2 and 3 as discussed at the May meeting.

Bob Cosgrove seconded Rod Williams

(ii) **Motion 2**

The Consequence Management Guide (CMG) for Bushfire was discussed at a Sub Committee Meeting Report conducted on the 7 September 2015 at RFS Coonabarabran.

Present: S Green (RFS), G Bunyan (RFS), P Southwell (WSC), K Wise (REMO), B Harrison (NSW F&R) and D Maher (LEOCON).

The Sub Committee produces a report (*CMG for Bushfire*) and with a few amendments the LEMC endorsed the document.

Corey Phillip seconded Bob Cosgrove

(Attached to the minutes is the CMG for Bushfire)

Both documents to be presented to the next REMC meeting to be conducted at Orange on the 3 December 2015.

GENERAL BUSINESS

Nil

CORRESPONDENCE

1. REMO Report
2. SES correspondence, reappointment of SES Controllers both at Dunedoo and Baradine.

DATE OF NEXT MEETING

The date of the next meeting will be Monday, 15 February 2016 at Coonabarabran VRA following the Rescue Meeting.

MEETING CONCLUDED

As there was no further business the formal part of the meeting concluded at 2144 hrs.

.....
CHAIRMAN
KEVIN TIGHE
LEMO

RECOMMENDATION

1. That Council notes the minutes from the Local Emergency Management Committee held on 16 November 2015 at Coolah.

WARRUMBUNGLA SHIRE COUNCIL

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2. That the committee endorse the EM Plan Parts 1, 2 and 3 as discussed at the May meeting.

3. The Consequence Management Guide (CMG) for Bushfire was discussed at a Sub Committee Meeting Report conducted on the 7 September 2015 at RFS Coonabarabran.

Present: S Green (RFS), G Bunyan (RFS), P Southwell (WSC), K Wise (REMO), B Harrison (NSW F&R) and D Maher (LEOCON).

The Sub Committee produces a report (*CMG for Bushfire*) and with a few amendments the LEMC endorsed the document.

WARRUMBUNGLE SHIRE COUNCIL

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Item 5 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 are audited by NSW Public Works before reimbursement of funds expended by Council. Monthly updates detail progress of each project as per the timeline, procurement, risk management and cashflow details executed with the Funding Deeds.

Updates on projects follow:

- RNSW333 Jubilee Hall – amenities construction completed; floor sanding completed; external painting commenced.
- RNSW333 Old Bank Building – disabled access ramp construction completed; landscaping to be completed; construction and fitout of library extension ongoing.
- RNSW295 Robertson Oval – works complete.
- RNSW295 Bolaro Street – Flat outdoor seating area construction completed; illuminated signage board installation to be completed; construction of kerb blisters on western side of Merrygoen St intersection completed.

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– works complete.
- RNSW295 Milling Park – amenities awning installed; skatepark rules of use installed.
- RNSW300 Mendooran Showground – works complete.
- RNSW324 Coolah Recreation Ground – works complete.
- RNSW290 Three Rivers Retirement Community –Development Application for demolition of existing structures to be confirmed.

An opening of projects competed under RNSW295 and RNSW333 was held on Friday 4 December with Member for Barwon Kevin Humphries in attendance.

Options

Nil

Financial Considerations

Federal Member for Parkes Mark Coulton announced on 7 December \$2.45 million from the National Stronger Regions Fund for stage two of the Three Rivers Recreation Ground and Outdoor Living Classroom project; bringing the total budget for this project to \$7.2 million, including a \$250,000 co-contribution from the Dunedoo Mendooran Hostel Committee as per Restart NSW funding contract.

Invoices totalling \$176,906 for reimbursement of completed November 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 \$3,216,621.

RECOMMENDATION

Council note progress of the Cobbora Transition Fund projects.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 December 2015

Item 6 Nominations for Australia Day 2016 – Shire Wide Awards

Division:	Executive Services
Management Area:	Executive Services
Author:	Executive Services Administration Officer – Joanne Hadfield
CSP Key Focus Area:	Community and Culture
Priority:	CC3 The vibrant arts and cultural life of the shire needs to be promoted and supported as an essential aspect of community well-being.

Reason for report

Nomination forms for Australia Day 2016 – Shire Wide Awards are now presented to Council for consideration and determination for the 2016 award winners.

Background

At the September 2015 Council meeting it was resolved (73/1516) that Council administers and presents the following awards for Australia Day 2016:

- Citizen of the Year
- Young Citizen of the Year
- Senior Citizen of the Year
- Sportsperson of the Year and
- Young Sportsperson of the Year

Nominations were sought for Australia Day 2016 – Shire Wide Awards with the closing date being 8 December 2015. Listed below are the names of the nominees and their nominators. A copy of all nomination forms has been provided to Councillors under separate cover.

Citizen of the Year Nominee	Nominator
Keith Flood	Teresa McWilliam
Gary McKernan	David Maher
Mark Powell	Chris Hallet
Glennis Mangan	Lois Sutton
Wayne Burgess	Elly Cook Shelly Piper (2 nominations received)
Carlton Kopke	Natalie Kopke
Jennifer Hunt	Rhonda Jewiss

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Graham Enks	Mary Doolan
Maureen Sulter	Mandy Sulter

Young Citizen of the Year Nominee	Nominator
Alycia Trainor	Carol Richard
David Tighe	Graham Enks
Talisha Kuras	Laurel Kuras

Senior Citizen of the Year Nominee	Nominator
Avice Boyden	Peter Munns
Janet Fitzgerald	Graeme Daniels
Lorraine Condon	Graeme Daniels
Maureen Sulter	Mandy Sulter

Sports Person of the Year Nominee	Nominator
Troy Palmer	Danny Miller

Young Sports Person of the Year Nominee	Nominator
Jake McGlashan	Julie McGlashan

One guideline to consider when completing a nomination form is that a person cannot receive the same award in subsequent years. The list of recipients from previous years (2006 to 2015) can be located on Council's website at <http://www.warrumbungle.nsw.gov.au/about-the-council/meeting-agenda-and-minutes/articles/meeting-agenda-and-minutes-2015-2016> September 2015 Business Paper - page 52.

A copy is enclosed under separate cover for Councillors

Issues

Nil

WARRUMBUNGLA SHIRE COUNCIL

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Options

Nil

Financial Considerations

Nil

RECOMMENDATION

For Council's consideration and determination.

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Item 7 Acquisitive Prize Criteria

Division:	Executive Services
Management Area:	Governance
Author:	Manager Administration & Executive Assistant to GM
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

Reason for Report

A request has been received regarding the criteria for the Acquisitive Prize seeking clarification of the style of artwork eligible for the Prize. A copy of the email communications has been forwarded under separate cover for Councillors' information.

Background

Following a request from the Warrumbungle Arts and Crafts Inc, Council considered a report on the Acquisitive Prize at its Ordinary Meeting held on 19 April 2012 as follows:

5.5 Acquisitive Prize

Correspondence has been received from Warrumbungle Arts and Crafts Inc (WACI) in relation to the Warrumbungle Shire Acquisitive Art Prize which is presented at the annual Warrumbungle Arts and Crafts Exhibition and Expo. Council contributes \$1000 each year to this prize and in turn receives the winning art work which is added to its art collection which is housed in the Council building in Coonabarabran.

Criteria for this award currently restricts the artist to being a resident of Warrumbungle Shire. The recipient of this prize can only receive the prize twice. This is seen to limit the field of artists and the availability of high quality artwork for the prize.

WACI also request that Council further determine the style of the artwork eligible for the prize and that a representative from Council be present for the judging of the award.

RECOMMENDATION

- (a) *That Council revise the criteria for awarding the Warrumbungle Shire Acquisitive Art prize to include entrants residing outside of the Shire where the subject of the work pertains to Warrumbungle Shire and further, that the style of the artwork be limited to a piece of visual art (eg painting, sculpture, photography).*
- (b) *That a representative of Council be appointed each year to provide input to the judging process for the award.*

WARRUMBUNGLA SHIRE COUNCIL

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At that April 2012 meeting the following resolution was determined:

5.5 Acquisitive Prize

350/1112 RESOLVED

- (a) *That Council revise the criteria for awarding the Warrumbungle Shire Acquisitive Art prize to include entrants residing outside of the Shire where the subject of the work pertains to Warrumbungle Shire and further, that the style of the artwork be limited to a piece of visual art (eg painting or sculpture).*
- (b) *That a representative of Council, being the Mayor and their nominee, be appointed each year to provide input to the judging process for the award.*

Campbell/Sullivan
The motion was carried

Issues

The writer has raised questions regarding the eligibility for the Award being restricted to only Art in Section A of the WACI exhibition which means that only a painting can win the Award.

Options

At the April 2012 Council meeting it was determined that “the style of the artwork be limited to a piece of visual art (eg painting or sculpture)” . .

Council has the option of widening the scope of artwork or limiting the artwork to a painting.

Financial Considerations

Council currently provides an amount of \$1,000 for the Acquisitive Prize.

RECOMMENDATION

That Council revise the criteria for awarding the Warrumbungle Shire Acquisitive Art prize to include entrants residing outside of the Shire where the subject of the work pertains to Warrumbungle Shire and further, that the style of the artwork be limited to a painting, sculpture, photograph or multimedia and **FURTHER** that a representative of Council, being the Mayor or their nominee, provide input to the judging process for the award.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 December 2015

Item 8 Council Resolutions Report December 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 November 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.

WARRUMBUNGLA SHIRE COUNCIL

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Item 9 Brick Bats and Bouquets

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

Reason for Report

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

Background

Nil

Issues

Nil

Options

Nil

Financial Considerations

Nil

RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

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Tuesday, November 19, 2015

Dear Deanne

I am writing to congratulate you and your team on the recent Warrumbungle Health and Community Services Expo held in Coonabarabran on the 11th November 2015. The event was well organized and an excellent event to showcase services in the Warrumbungle shire.

I was particularly impressed by the number of organisation that attended the event and how networking was encouraged between services. Your gift of initiating collaboration is valued.

The NSW Meals on Wheels Association appreciates and thanks you for the time and effort to ensure consumers or prospective consumers in your area are informed of the choices available to them. The feedback I received from the consumers was very positive.

Thank you again for inviting us to such a successful event.

A handwritten signature in black ink that reads "G. Carroll".

Gail Carroll
General Manager Network Strategy and Services

NSW Meals on Wheels Association
Level 4, 80 Cooper Street, Surry Hills, NSW 2010
Locked Bag 1100, Surry Hills, NSW 2010
P (02) 8219 4200 F (02) 8219 4299
E nswmow@nswmealsonwheels.org.au
www.nswmealsonwheels.org.au
ABN 87 418 074 604



WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 December 2015

'Shepparton'
719 Timor Road
Coonabarabran 2357

11 November 2015

Mr Robert Jehu
Manager
Regulatory Services
Warrumbungle Shire Council
Coonabarabran 2357

RECEIVED
13 NOV 2015

BY: *Hand*

Dear Mr Jehu,

Yesterday we received a letter from you which was dated the 13 October 2015. The letter related to changes in our recycling pickup times. We also received a new yellow lidded bin which was, according to your letter, supposed to have a coloured band around it. As there was no band around our bin we were forced to drive along Timor Road looking at other bins to determine which week our bin would be collected. Several other bins had red strips so we assume our bin should also have a red band, thus meaning it will be collected next week. Our blue recycle bin was not collected last week, meaning it will be three weeks before we have a collection.

I would like to know why your letter was delivered more than three weeks after it was dated, why the bin arrived almost two weeks after you said it would and why our bin was not emptied last week.

I also wish to point out that the letter you sent contained at least six grammatical errors making it extremely difficult to read. This is not a good look for Council.

Yours truly

P. P. 2 1

WARRUMBUNGLE SHIRE COUNCIL

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Sent: Monday, 9 November 2015 1:55 PM
To: robertgujehu@warrumbungle.nsw.gov.au
Subject: positive collaboration

To Mr. Robert Gujehu

CEO Regulatory Services, Warrumbungle Shire

Dear Sir

I wish to express my pleasure at recent dealings with the Warrumbungle Shire pound.

As an increasing number in the general population, we are concerned that council works to secure a successful out come for the many pets relinquished to council or abandoned, in relation to rehoming. Euthanasia is seen as unnecessary where councils work collaboratively with animal rescue groups.

Your council in recent weeks has worked well to collaborate with such rescue groups and I would congratulate your ranger re being forward thinking and responsive to the process of networking with a rescue group when I contacted council, distressed regarding the proposed fate of a young and healthy Border Collie and small mixed breed dog.

I would like to encourage council to consider continuing in this manner, as policy. I was able to re home these dogs within a week. Rescue groups do not need animals desexed or micro chipped so there is no cost to council . Councils where their website is kept up to date as Warrumbungle would seem to be is an added initiative which is most encouraging.

Yours sincerely

Ms Gillian Jewell (BSW,BSc.) Social Worker.,Private Prac. Woodend Victoria

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"Tandana Hill"
380 Colbora Road
Colbora
NSW

M. P. Shinton

27 November 2015

Mayor

Warrumbungle Shire Council

Coonabarabran

Dear Sir

I would like to congratulate your Council on the beautiful maintenance of Milling Park in Dunedoo

It has so many features and is a wonderful attraction for passing visitors

Also many thanks for the signage on the Golden Highway for the Colbora Road turn off.

Yours faithfully
Murray Shinton

WARRUMBUNGLE SHIRE COUNCIL

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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 and in line with.

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 and the requirement for internal council policies. The following addition has been advised for the month of December 2015;

Council Policy – Authority to Dispose of Assets

Authorise the disposal of assets of value less than \$100,000 (including GST), other than land or assets of potentially historical or cultural significance, and in any case not by donation, in accordance with Council's Disposal of Assets Policy Version 2, 19 September 2013 Resolution 107/1314.

Options

Nil

Financial Considerations

Nil

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 17 December 2015

RECOMMENDATION

That Council delegate to the General Manager the new policy as follows:

1. Council Policy – Authority to Dispose of Assets

Authorise the disposal of assets of value less than \$100,000 (including GST), other than land or assets of potentially historical or cultural significance, and in any case not by donation, in accordance with Council's Disposal of Assets Policy Version 2, 19 September 2013 Resolution 107/1314.

WARRUMBUNGLE SHIRE COUNCIL

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Item 11 Monthly Report from Human Resources – December 2015

Division:	Corporate and Community Services
Management Area:	Human Resources
Authors:	Manager Human Resources – Val Kearnes Learning & Development – Glennis Mangan Acting 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 November 2015 the following positions have been advertised either internally or externally:

- Environmental Health Officer
- Supervisor Trades
- Manager Urban Services
- Road Safety Officer
- Indigenous Trainee Child Carer - Readvertised
- Administration Team Leader
- Temporary Acting Educator Room Leader
- Temporary Part Time Acting Educator Room Leader
- Graduate Accountant

The following positions has been filled since last Council meeting:

- Administration Team Leader
- Manager Urban Services

Resignations

There has been one resignation since the November Council meeting.

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Issues

No issues

LEARNING AND DEVELOPMENT

All training is drawing to a close this month with the last being Forklift accreditation in Tamworth. Training will begin again in 2016 with plant operators undertaking competency training in the use of the excavator, the skidsteer and the backhoe/loader.

Over the past 12 months there were a total of 60 different courses or training sessions provided for staff. These courses were facilitated by a variety of Registered Training Organisations; such as TAFE, LGTI, LGNSW, TC Training and the Office of Water. Included in this total were staff undertaking courses paid for by Council to assist with the advancement in their Employee Competency Assessment.

A total of 814 staff participated in the 60 different training sessions or courses.

Council has recruited 2 new trainees for the front-office sections of the Coonabarabran and Coolah Offices. These trainees will commence their studies in 2016.

WORKPLACE HEALTH AND SAFETY

Workers Compensation and Incidents for November:

Directorate	Near Misses	Incidents	New Claims
Corporate and Community Services	-	3	-
Executive Services	-	-	-
Development Services	-	1	-
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.

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Item 12 Westpac Banking Corporation Donation of \$1,000 to a Registered Charity or Not for Profit Organisation

Division:	Executive Services
Management Area:	Governance
Author:	PA to Director Corporate & Community Services – Liz Webster
CSP Key Focus Area:	Community and Culture
Priority:	CC4 There is a high degree of public involvement in community activities including volunteerism.

Reason for Report

To select a suitable charity for a \$1,000 donation from Westpac Banking Corporation post the closure of the Dunedoo Westpac Instore office.

Background

Westpac Banking Corporation's Western Regional Manager has contacted Council regarding making a Donation of the amount of \$1,000 as part of the closure of Westpac's Instore banking service in Dunedoo.

Westpac has requested Council to nominate a Registered Charity or Not for Profit Organisation to benefit from this donation. Westpac have informed Council that they will pay the donation to the selected registered charity or not for profit organisation upon receipt of a tax invoice from the beneficiary.

Issues

Council must now determine a suitable beneficiary of this donation. Council was recently provided with information on the Westpac Rescue Helicopter Service in the November Council meeting. This presentation demonstrated the important work done by this organisation, and Westpac Rescue Helicopter Service would meet the requirements for the donation.

Council has subsequently approached Westpac and enquired on whether they would increase the donation to \$2,000 if the money was sent to the Westpac Rescue Helicopter Service. Westpac Banking Corporation's Western Regional Manager has agreed to this request.

Options

Council can either:

- Allocate \$2,000 from Westpac to the Westpac Rescue Helicopter Service; or
- Nominate another Charity or Not for Profit Organisation that a \$1,000 donation can be allocated to.

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Financial Considerations

Council is not required to contribute additional funds for the donation, and the funds will be donated in full by the Westpac Banking Corporation upon receipt of a tax invoice from the beneficiary.

RECOMMENDATION

That Council accepts the nomination of the Westpac Rescue Helicopter as the beneficiary of a \$2,000 donation.

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Item 13 Bank Reconciliation for the month ending 30 November 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.

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Summary

Balance per General Ledger - 30 November 2015

General Ledger	Amount
Trust Bank Account	396,442
Bushfire Trust Account	10,748
Bushfire Trust Investment Account	236,353
General Bank Account	897,782
Investment At Call General	13,065,552
Investment At Call Water	1,905,000
Investment At Call Sewer	1,967,000
Total per General Ledger	18,478,877

Bank	Balance
<u>General</u>	
Commonwealth General Account	317,599
Total – General	317,599
<u>Investments</u>	
Term Deposits	16,937,552
Total Investments	16,937,552
Sub Total WSC Operational Accounts	17,255,151

<u>Trust</u>	
Commonwealth Trust Account	395,362
Total – Trust	395,362
<u>WSC Mayors Bush Fire Appeal Trust</u>	
Commonwealth Mayors Fund General Account	10,748
Commonwealth Mayors Fund Savings Account	236,353
Total - WSC Mayors Bush Fire Appeal Trust	247,101
Total All Bank Accounts	17,897,614
<i>Add:</i>	
Outstanding Deposits - General	581,790
Outstanding Deposits - Trust	1,080
Outstanding Deposits – WSC Mayors Bushfire Appeal	
<i>Less:</i>	
Unpresented cheques - General	(1,607)
Unpresented cheques - Trust	
Unpresented cheques- WSC Mayors Bushfire Appeal	
Balance adjusted for outstanding deposits & Un-presented cheques (Final Bank Balance)	18,478,877
Variance between Final Bank Balance and General Ledger	-

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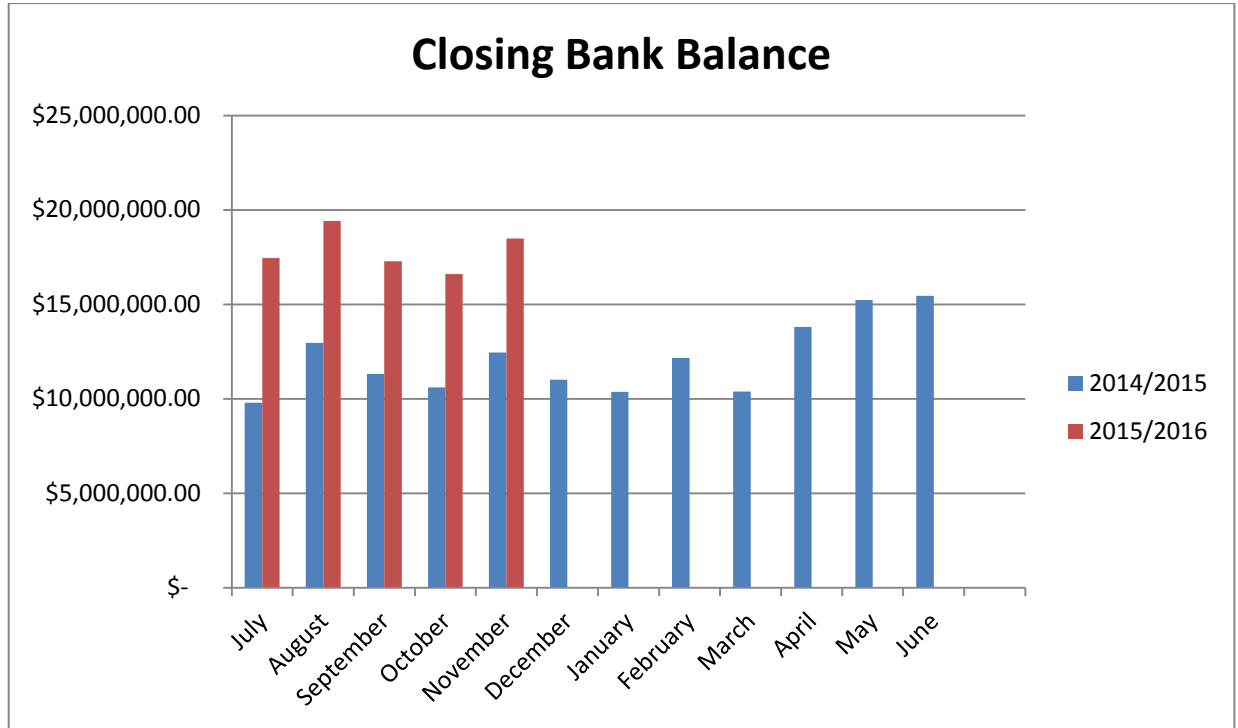
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Balance as per Bank Account History as at 30 November 2015

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
Nov-15	317,599	395,362	247,101	16,937,552	17,897,614	581,263	18,478,877

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RECOMMENDATION

That Council accept the Bank Reconciliation Report for the month ending 30 November 2015.

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Item 14 Investments and Term Deposits for Month ending 30 November 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 and at call accounts.

During the month, \$3m of term deposits matured, earning \$20,965 in interest, and new placements of \$5m were made and the month end balance was \$9m. \$1m was placed with CBA for a period of 91 days at an interest rate of 2.88%, \$2m was placed with ANZ for a period of 97 days at an interest rate of 2.90% and \$2m was placed with CBA for a period of 120 days at an interest rate of 2.97%.

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 \$580,793 were made from these accounts and \$12,266 interest was received on the balances in the accounts resulting in a month end "At Call" balance of \$7.938m.

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Income Return

The average rate of return on Investments for the month of 2.48% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 2.27% by 0.21% or 9.73%.

On a year to date basis, interest received, and accrued, totals \$162,299 which is 42% of the annual budget (i.e. 1k over budget).

Depending upon the timing of forecast cash flows, consideration will be given to investing for 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.

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Table 1: Investment Balances as at 30 November 2015

Financial Institution	Lodgement Date	Maturity Date	Total Days	Rating	Yield	Amount
At Call Accounts						
NAB Cash Maximiser	1-Nov-15	at call	at call	AA-	1.99%	4,544,290
ANZ at Call	1-Nov-15	at call	at call	AA-	1.55%	323,036
Community Mutual Group	1-Nov-15	at call	at call		2.35%	2,679,102
Westpac at Call	1-Nov-15	at call	at call	AA-	-	27,451
NAB Eftpos At Call	1-Nov-15	at call	at call	AA-	-	363,673
						7,937,552
Term Deposits						
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
Commonwealth Bank	9-Nov-15	8-Feb-16	91	AA-	2.88%	1,000,000
ANZ	10-Nov-15	15-Feb-16	97	AA-	2.90%	2,000,000
Commonwealth Bank	25-Nov-15	24-Mar-15	120	AA-	2.97%	2,000,000
						9,000,000
TOTAL						16,937,552

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Table 2: At Call and Term Deposits - Monthly Movements

Bank	Opening Balance	Net Placements/ Withdrawals	Interest Accrued/ Received	Closing Balance
NAB Cash Maximiser	4,338,232	200,000	6,058	4,544,290
ANZ At Call	1,348,808	(1,026,807)	1,035	323,036
Community Mutual Group	2,673,930		5,172	2,679,102
Westpac General At Call	24,616	2,835	-	27,451
NAB Eftpos At Call	120,494	243,179	-	363,673
NAB	1,005,139	(1,007,027)	1,888	-
Suncorp Treasury	1,004,994	(1,006,830)	1,836	-
Bank of QLD	1,006,938	(1,007,108)	170	-
ANZ	1,004,591	-	2,295	1,006,886
Commonwealth Bank	1,004,607	-	2,303	1,006,910
NAB	2,004,885		4,885	2,009,770
Commonwealth Bank	-	1,000,000	1,652	1,001,652
ANZ	-	2,000,000	3,169	2,003,169
Commonwealth Bank	-	2,000,000	811	2,000,811
Total	15,537,234	1,398,242	31,274	16,966,750

Certification of Responsible Accounting Officer

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

Responsible Accounting Officer

RECOMMENDATION

That Council accept the Investments Report for the month ending 30 November 2015.

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Item 15 Rates Report for Month Ending 30 November 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 30 November is 13.06%. This figure is higher than the 10% benchmark proposed by the OLG. The overall outstanding charges ratio as at 30 November 2015 is 13.40%. The slight increase in the outstanding ratio is due to the second rates instalment falling due at the end of November.

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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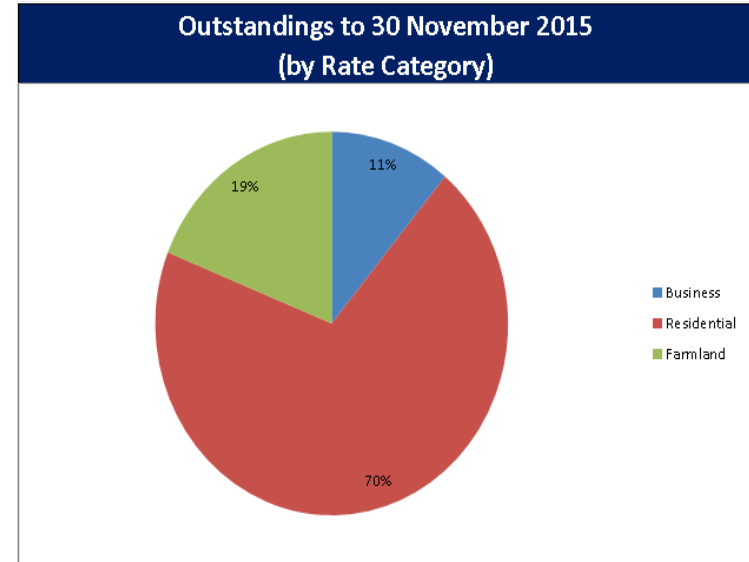
RATE/CHARGE TYPE	RATE ARREARS 2014/15	2015/16 LEVY	Pensioner Write off	Abandoned	Interest	Legal Fees	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2015/16	COLLECTION % 2015/16	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	625,471	7,590,941	(166,535)	(7,025)	18,472	23,501	8,084,825	(3,879,660)	4,205,165	47.99%	992,999	12.28%
Water	198,238	1,341,427	(72,758)	(728)	5,435	-	1,471,614	(712,972)	758,642	48.45%	254,674	17.31%
Sewerage	67,107	1,028,223	(52,427)	(163)	1,982	-	1,044,722	(520,306)	524,416	49.80%	111,035	10.63%
Trade Waste	-	8,075	-	-	3	-	8,078	(5,256)	2,822	65.07%	420	5.19%
Garbage	220,480	1,896,263	(109,611)	(1,540)	6,099	-	2,011,691	(1,021,723)	989,968	50.79%	289,499	14.39%
TOTAL RATES AND ANNUAL CHARGES	1,111,296	11,864,929	(401,331)	(9,456)	31,991	23,501	12,620,930	(6,139,917)	6,481,013	48.65%	1,648,627	13.06%
Sewer Access (Water Billing)	188,605	207,125	-	-	2,321	-	398,051	(158,311)	239,740	39.77%	80,095	20.12%
Water Consumption	755,650	1,330,922	-	6,779	11,447	3,158	2,107,956	(770,783)	1,337,173	36.57%	304,764	14.46%
Sewer Consumption	49,044	86,863	-	-	326	-	136,233	(58,093)	78,140	42.64%	11,562	8.49%
Trade Waste	-	3,739	-	-	4	-	3,743	(3,659)	84	97.76%	84	2.25%
TOTAL WATER SUPPLY SERVICES	993,299	1,628,649	-	6,779	14,098	3,158	2,645,983	(990,846)	1,655,137	37.45%	396,505	14.99%
GRAND TOTAL	2,104,595	13,493,578	(401,331)	(2,677)	46,089	26,659	15,266,913	(7,130,763)	8,136,150	46.71%	2,045,132	13.40%

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Analysis by Council staff has indicated that a majority of the rates and annual charges outstanding amount 70% relates to residential properties, while 19% relates to farmland and 11% 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	98,912	38,622	21,122	420	25,244	31,129	11,562	84	227,095
Residential	512,206	245,222	233,552	-	165,886	273,635	-	-	1,430,501
Farmland	381,881	5,655	-	-	-	-	-	-	387,536
Total	992,999	289,499	254,674	420	191,130	304,764	11,562	84	2,045,132

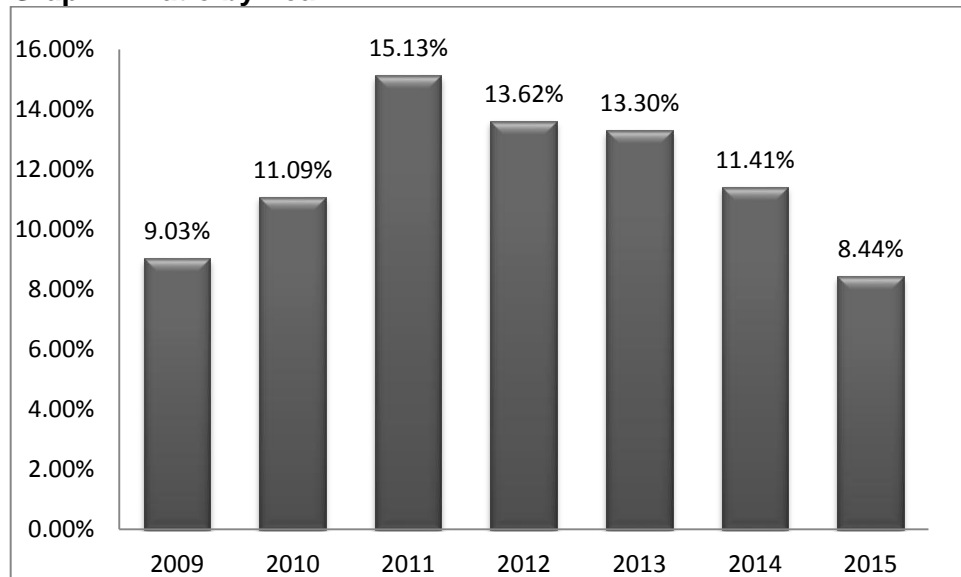
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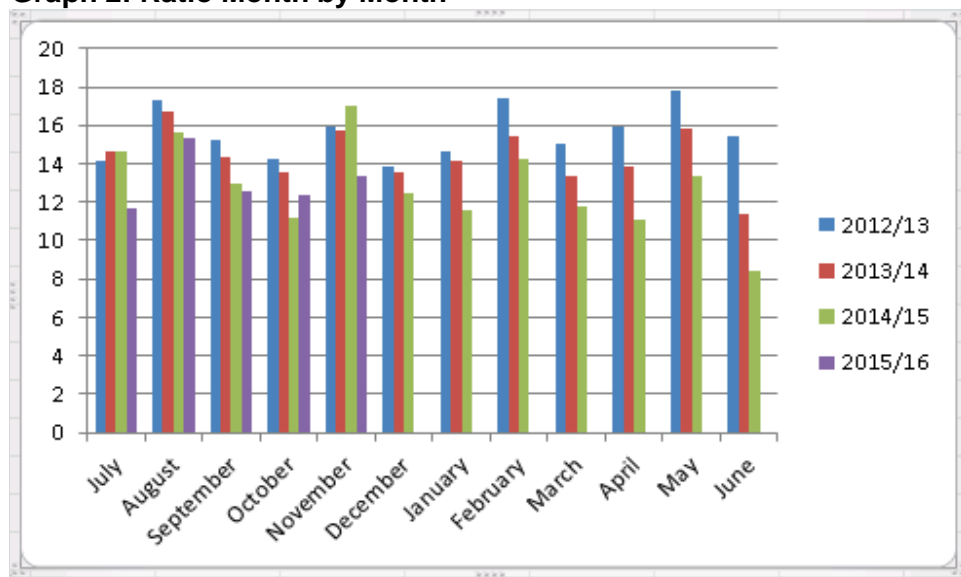
Collection of outstanding rates commences with an overdue letter which is received from Council giving 14 days to pay or contact Council requesting an arrangement, if no payment or contact is made a letter of demand is sent out by Council's Debt Recovery Agency giving 7 days to make a payment or contact 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 16 Stocktake November 2015

Division:	Corporate and Community Services
Management Area:	Financial Services
Author:	Senior Accountant – Paul Baker
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF8.1 Council undertakes periodic performances 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

Reason for Report

This report has been prepared to inform Council of the result of the stocktake undertaken in November 2015 for the Coonabarabran, Coolah and Dunedoo stores, and seek Council approval for the write off of old and missing stock.

Background

During the month of November, Financial Services undertook its first stocktake for the 2015/16 financial year. The stocktake included all three (3) stores being: Coolah, Coonabarabran and Dunedoo.

Council conducts stocktakes in order to reconcile the physical stock in its stores with what is recorded in Council's accounting system (Authority). During the course of this stocktake, Council staff identified several items originally purchased prior to 2006 with no movement over the last few years. These items were mostly parts for vehicles no longer used by Council. Council has identified these items to be written off and will attempt to sell these items online via Grey's On Line.

Issues

The overall stocktake result was a Write Off of \$4,615.38 as detailed below:

Store	Result	Amount
Dunedoo	Write Off	\$19.69
Coolah	Write On	(\$51.66)
Coonabarabran	Write Off	\$193.50
Coonabarabran Old Stock	Write Off	\$4,453.85
Total Write Off		\$4,615.38

The majority of the write off relates to old stock in the Coonabarabran store which Council plans to sell at auction.

Options

A disparity between Council's stock records in its financial system and Council's stocktake results means that there has been a failure of either the system for physically

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controlling the stock or in the operations for recording the stock. Stock may be lost or misplaced for a number reasons. It may be stolen, wrongly located in the racks, left in gangways or delivered in error. Stocktakes ensure that any disparities are identified and can then be rectified.

Financial Consideration

An amount of \$4,615.38 will need to be written off as a result of the stocktake. The old stock identified at the Coonabarabran store will also need to be placed on a pallet and forwarded to Grey's On Line for sale.

RECOMMENDATION

That Council note the result of the November 2015 Stores Stocktake and approve a stock Write Off of \$4,615.38, and **FURTHERMORE** that Council approve the sale of the old stock via Grey's On Line.

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Item 17 Annual Code of Conduct Complaints Statistics

Division:	Technical Services
Management Area:	Governance
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF7 Council provides strong civic and regional leadership, and undertakes its governance and service delivery tasks with integrity.

Purpose

Report to Council on code of conduct statistics in accordance with clauses 12.1 and 12.2 of the Model Code Procedures.

Background

The Office of Local Government requires Council's Complaint Coordinator to report to Council and the Office on code of conduct statistics for the period 1st September 2014 – 31 August 2015.

Issues

The OLG has provided a template for reporting of statistics. The report for the required period is provided in attachment 1.0.

Options

The report is provided for Council information. Council has no discretion in this matter.

Financial Considerations

There is no budget impact associated with preparation of the statistics report. The cost of investigating complaints during the period is \$8,450.

RECOMMENDATION

That the annual Code of Conduct Complaints Statistics report shown in attachment 1.0 is noted as information.

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Attachment 1.0

Code of Conduct Complaints Statistics report for the period 1st September 2014 to 31st August 2015.

Model Code of Conduct Complaints Statistics Warrumbungle Shire Council

Number of Complaints

- | | | | |
|---|---|---|---|
| 1 | a | The total number of complaints received in the period about councillors and the general manager under the code of conduct | 0 |
| | b | The total number of complaints finalised in the period about councillors and the general manager under the code of conduct | 3 |

Overview of Complaints and Cost

- | | | | |
|---|---|--|---|
| 2 | a | The number of complaints finalised at the outset by alternative means by the general manager or Mayor | 0 |
| | b | The number of complaints referred to the Office of Local Government under a special complaints management arrangement | 2 |
| | c | The number of code of conduct complaints referred to a conduct reviewer | 3 |
| | d | The number of code of conduct complaints finalised at preliminary assessment by conduct reviewer | 1 |
| | e | The number of code of conduct complaints referred back to GM or Mayor for resolution after preliminary assessment by conduct reviewer | 0 |
| | f | The number of finalised code of conduct complaints investigated by a conduct reviewer | 2 |

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g	The number of finalised code of conduct complaints investigated by a conduct review committee	0
h	Number of finalised complaints investigated where there was found to be no breach	0
i	Number of finalised complaints investigated where there was found to be a breach	
j	Number of complaints referred by the GM or Mayor to another agency or body such as the ICAC, the NSW Ombudsman, the Office or the Police	1
k	Number of complaints being investigated that are not yet finalised	0
l	The total cost of dealing with code of conduct complaints within the period made about councillors and the general manager including staff costs	\$8,450

Preliminary Assessment Statistics

3	The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:	
a	To take no action	0
b	To resolve the complaint by alternative and appropriate strategies	1
c	To refer the matter back to the general manager or the Mayor, for resolution by alternative and appropriate strategies	0
d	To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, the Office or the Police	0
e	To investigate the matter	1

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- f To recommend that the complaints coordinator convene a conduct review committee to investigate the matter

0

Investigation Statistics

- 4 The number of investigated complaints resulting in a determination that there was **no breach**, in which the following recommendations were made:

- a That the council revise its policies or procedures

0

- b That a person or persons undertake training or other education

0

- 5 The number of investigated complaints resulting in a determination that there **was a breach** in which the following recommendations were made:

- a That the council revise any of its policies or procedures

0

- b That the subject person undertake any training or other education relevant to the conduct giving rise to the breach

1

- c That the subject person be counselled for their conduct

2

- d That the subject person apologise to any person or organisation affected by the breach

1

- e That findings of inappropriate conduct be made public

2

- f In the case of a breach by the general manager, that action be taken under the general manager's contract for the breach

0

- g In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993

1

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h	In the case of a breach by a councillor, that the matter be referred to the Office for further action	1
6	Matter referred or resolved after commencement of an investigation under clause 8.20 of the Procedures	1
Categories of misconduct		
7	The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:	
a	General conduct (Part 3)	1
b	Conflict of interest (Part 4)	
c	Personal benefit (Part 5)	
d	Relationship between council officials (Part 6)	1
e	Access to information and resources (Part 7)	1
Outcome of determinations		
8	The number of investigated complaints resulting in a determination that there was a breach in which the council failed to adopt the conduct reviewers recommendation	1
9	The number of investigated complaints resulting in a determination that there was a breach in which the council's decision was overturned following a review by the Office	

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Item 18 2015/16 Technical Services Works Program – Road Operations, Urban Services & Water Services

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

Reason for Report

The works program for the technical services division of Council for 2015/16 is presented for information.

Background

The 2015/16 works program including expenditure until the end of November 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	21,421,852	7,197,249	40%
Asset & Design Services	Tue 3/05/16	146,500	87,658	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	43,592	95%
Shared path, Edwards	Thu 17/12/15	40,000	31,798	95%
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	3,738,639	943,725	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	81,131	100%
Plant & equipment purchases	Fri 27/05/16	3,439,846	862,594	30%
Road Operations	Thu 30/06/16	11,208,736	4,170,453	25%
RMS Work Orders	Fri 29/04/16	1,000,000	463,640	0%
Works orders	Fri 29/04/16	1,000,000	463,640	40%
Local Roads	Thu 30/06/16	5,498,436	2,090,840	0%
Local Roads reseals	Thu 31/03/16	441,520	108,570	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	13,765	100%
Digilah East Rd	Thu 31/03/16	30,000	4,779	100%
Spring Ridge Rd	Thu 19/11/15	30,000	0	0%
Sir Ivan Dohety Rd	Thu 31/03/16	30,000	5,015	100%
Kanoona Rd	Thu 31/03/16	30,000	5,023	100%
Lawson Park Rd	Thu 31/03/16	30,000	6,240	100%
Premier Tambar Springs Rd	Thu 31/03/16	60,000	0	0%
Maranoa Rd	Thu 31/03/16	35,000	18,824	100%
Sansons Lane	Thu 31/03/16	30,000	15,080	100%
Box Ridge Rd	Thu 31/03/16	70,000	39,844	100%
Local Roads bridges	Thu 30/06/16	3,334,688	1,419,923	0%
Coonagoony bridge	Tue 12/04/16	261,000	0	0%
Orana Road bridge	Wed 23/03/16	450,000	6,771	5%
Ross Crossing bridge	Thu 30/06/16	698,855	1,113	2%
Worrigal Creek bridge	Fri 28/08/15	312,908	360,962	100%
Baradine Creek bridge	Fri 27/11/15	1,017,000	837,723	95%
Kenebri bridge	Fri 29/01/16	594,925	213,354	90%
Local Road pavements	Wed 29/06/16	759,500	345,525	0%

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Task Name	Finish Date	Budget Allocation (\$)	Expend. (\$)	% complete
Box Ridge Rd causeway rehab.	Wed 29/06/16	52,500	0	0%
Bugaldie/Goorianawa Rd rehab.	Fri 18/12/15	160,000	6,027	2%
Coolah Ck Rd rehab.	Fri 18/12/15	120,000	131,784	100%
Intersection Digilah/Lockerbie, pipes	Wed 29/06/16	60,000	0	0%
Mitchell Springs Rd, erosion control	Fri 29/01/16	97,000	14,981	100%
Neilrex Rd pavement rehab.	Fri 18/12/15	270,000	192,733	70%
Local Roads Gravel Resheeting	Fri 24/06/16	962,728	216,822	0%
Box Ridge Rd	Fri 30/10/15	120,000	0	0%
Mitchell Springs Rd	Fri 27/11/15	110,000	56,578	50%
Sansons Lane	Fri 27/11/15	55,000	42,446	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	3,322	5%
Barwon	Fri 25/09/15	30,000	3,275	5%
Narrawa (south)	Fri 25/09/15	60,000	0	0%
Orana Rd	Fri 28/08/15	75,000	0	0%
Boomley Rd	Fri 27/11/15	150,000	90,040	80%
Merryula Rd	Fri 24/06/16	90,000	12,076	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	1,615,973	0%
Regional Roads reseals	Thu 31/03/16	452,300	245,050	0%
MR 129 Segs; 255,270,290,295,300	Thu 31/03/16	292,315	162,376	100%
MR396 Segs; 1470,1580	Thu 31/03/16	159,985	82,674	100%
Pavement Rehab	Fri 26/02/16	969,000	169,364	0%
Black Stump Way rehab.	Wed 20/01/16	800,000	163,478	25%
Baradine Rd shlder widening	Fri 26/02/16	169,000	5,886	2%
Black Spot programme	Thu 5/05/16	1,074,000	247,550	0%
Black Stump Way, Sth Tambar shlder	Thu 22/10/15	239,000	139,090	80%
Black Stump Way, Sth Coolah, shlder	Wed 2/12/15	335,000	96,676	80%
Baradine Rd, shlder, guardrail	Thu 5/05/16	500,000	11,784	2%
Regional Road Bridges	Fri 24/06/16	2,215,000	954,009	0%
Mow Creek bridge(1)	Fri 11/09/15	1,250,000	954,009	95%
Allison bridge	Fri 24/06/16	965,000	0	0%
Urban Services	Fri 24/06/16	2,873,411	1,586,252	0%
Ovals	Fri 18/03/16	620,000	461,551	0%
Robertson Oval netball (1)	Fri 28/08/15	480,000	461,551	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	18,967	0%
Baradine	Fri 13/11/15	12,500	129	0%
Renewal of pool lights	Fri 13/11/15	12,000	0	0%
Renewal of signs	Fri 25/09/15	500	129	25%
Binnaway	Fri 27/05/16	20,500	4,319	0%
Pump Room rehab	Fri 27/05/16	5,000	4,191	20%
Renewal of signs	Fri 25/09/15	500	128	25%
Shade structure	Fri 25/09/15	15,000	0	0%

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Task Name	Finish Date	Budget Allocation (\$)	Expend. (\$)	% complete
Coolah	Fri 25/09/15	500	128	0%
Renewal of signs	Fri 25/09/15	500	128	25%
Coonabarabran	Fri 25/09/15	41,500	175	0%
renewal of fence- toddlers pool	Fri 25/09/15	1,000	0	0%
renewal of signs	Fri 25/09/15	500	128	25%
concrete repairs toddlers pool	Fri 25/09/15	15,000	0	0%
Hot water installation	Fri 25/09/15	13,000	47	0%
renewals	Fri 25/09/15	12,000	0	0%
Dunedoo	Fri 25/09/15	12,500	11,857	0%
Replace filter media	Fri 25/09/15	12,000	11,729	100%
renewal of signs	Fri 25/09/15	500	128	25%
Mendooran	Fri 27/05/16	5,500	2,359	0%
renewal of pumps	Fri 27/05/16	5,000	2,231	20%
renewal of signs	Fri 25/09/15	500	128	25%
Town Streets	Fri 24/06/16	2,160,411	1,105,734	0%
Baradine	Fri 24/06/16	235,138	45,755	0%
Progress Ass'n - gardens	Fri 28/08/15	5,000	5,000	0%
Flood levee	Fri 24/06/16	200,038	37,261	50%
New garbage bins	Fri 25/09/15	2,000	2,045	100%
Street reseals	Mon 11/04/16	18,100	1,449	0%
Footpath rehab	Fri 29/04/16	10,000	0	0%
Binnaway	Fri 29/01/16	131,950	51,537	0%
Railway Street K&G	Mon 3/08/15	90,750	37,835	80%
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	10,590	100%
Street light	Fri 29/01/16	10,000	3,112	50%
Coolah	Fri 22/04/16	564,356	313,532	0%
Booyamurra St rehab(1)	Fri 11/09/15	408,456	288,419	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	24,365	100%
Footpath rehab	Fri 22/04/16	15,000	0	0%
Coonabarabran	Fri 29/04/16	585,136	98,534	0%
Cycleway underpass, bridge	Fri 18/12/15	100,000	21,414	60%
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	30,219	40%
Nandi Park/Timor Rock toilet	Fri 25/09/15	10,607	4,760	50%
Street reseals	Mon 11/04/16	86,200	0	0%
Shared path, Cooinda	Fri 31/07/15	60,000	38,185	60%
Dunedoo	Fri 27/05/16	611,200	575,402	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	13,455	100%
Street reseals	Mon 11/04/16	24,200	6,614	100%

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Task Name	Finish Date	Budget Allocation (\$)	Expend. (\$)	% complete
Walloo drain. Design	Fri 26/02/16	5,000	0	0%
Mendooran	Fri 29/04/16	32,631	20,974	0%
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	3,131,566	298,019	0%
Baradine	Fri 24/06/16	505,000	5,085	0%
Meter replacements	Fri 24/06/16	5,000	5,085	100%
Renewal of treatment plant clarifier	Fri 27/05/16	500,000	0	0%
Binnaway	Fri 25/11/16	494,000	6,086	0%
Meter replacements	Fri 24/06/16	5,000	0	0%
Renewals water treatment plant	Fri 29/04/16	14,000	3,940	40%
Back up bore	Fri 25/11/16	475,000	2,146	5%
Coolah	Fri 25/11/16	490,200	12,733	0%
Mains extension - removal of dead ends	Thu 24/12/15	40,000	9,447	5%
Meter replacements	Fri 24/06/16	5,000	0	0%
Back up bore	Fri 25/11/16	445,200	3,286	5%
Coonabarabran	Fri 25/11/16	986,766	79,236	0%
meter replacements	Fri 24/06/16	10,000	6,918	20%
Tools	Fri 24/06/16	3,000	654	0%
Main extension - Jubilee Street	Fri 30/10/15	66,051	40,179	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	3,271	5%
Timor Dam - Fence repairs	Fri 26/11/15	197,855	28,214	30%
Telemetry upgrade - design	Fri 25/03/16	50,000	0	0%
Dunedoo	Fri 24/06/16	233,000	192,476	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	180,000	158,177	100%
Mendooran	Fri 25/11/16	422,600	2,403	0%
meter replacements	Fri 24/06/16	5,000	257	5%
Back up bore	Fri 25/11/16	417,600	2,146	5%
Warrumbungle Sewer	Fri 24/06/16	323,000	111,142	0%
Baradine	Fri 24/06/16	55,000	31,191	0%
Treatment plant component renewal	Fri 24/06/16	10,000	0	0%
Pump station odour bed	Fri 25/09/15	45,000	31,191	100%
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%

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Task Name	Finish Date	Budget Allocation (\$)	Expend. (\$)	% complete
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Notes

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

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	17.8
Borah Creek	2	5.8
Brooklyn	1	4.1
Bungabah	3	3.9
Caledonia	1	11.4
Cumbil	2	3.7
Cumbil	2	4.6
Dennykymine	1	6.4
Finlays	3	6
Finlays	3	8.8
Goolma	1	3.2
Guinema	1	5.8
Hawkins	3	1
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

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Road Name	Category	Length
Wattle Springs	2	5.5
Yaminbah	2	9.8

Forecast maintenance grading program

Ropers Road
Caigan Road
Bolton Creek Road
Cobbora Road
Dandry Road & surrounding
roads
Morrisseys Road
Dapper Road

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Item 19 Grazing Licences on Council Owned Land

Division:	Development Services
Management Area:	Property and Risk
Author:	Manager Property and Risk – Jennifer Parker
CSP Key Focus Area:	Rural and Urban Development
Priority:	RU1 - Land use planning across the shire needs to ensure the retention of the rural character of the area whilst encouraging ecologically sustainable development.

Reason for Report

Council has advertised for expressions of interest inviting submissions for grazing licences on various parcels of land and unformed roads in the shire.

Background

The current licences run for one (1) to three (3) years and are usually filled every allocation. The current grazing licences on offer are as follows;

1 Year Licence:

Property Details	Size
Lot 1 & 2 DP847880 - cr. Newell Hwy & Reservoir Rd –“Old Chook Farm”	8.15 ha approx.

3 Year Licences;

Property Details	Size
Western Swanston Park, Goddard Street, Coolah	1.77 ha approx.
Eastern Swanston Park, Goddard Street, Coolah	5.66 ha approx.
Kenebri Sports Ground, Kenebri	4.42 ha approx.
Part Botheroo Street, Coolah	0.66 ha approx.
River Street, Mendooran – Lots 61,80,63 & 64 to the Castlereagh River	3.8 ha approx.
River Street, Mendooran - Lot 60 to the Castlereagh River,	2.0 ha approx.
MR 396 Weetaliba, Adjoining Lot 81	1.98 ha approx.

These parcels of land have no Plans of Management and have a current grazing lease of one (1) to three (3) years that are due to expire on 31 December 2015.

Issues

With the licences ending in December 2015, Council has advertised inviting expressions of interest (EOI) in renewing or commencing a grazing licence for periods of either one (1) year for the “Old Chook Farm” which is operational land or three (3) years for the other properties (being community land) and unformed roads from 1 January 2016 to 31 December 2018.

The EOI process closed at 12pm on Friday 27 November 2015 and the list of submissions received for Council consideration is attached (Attachment 1).

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Each submission was asked to include a proposed fee and a management plan for the nominated land parcel, describing intended use, pest and weed control, mitigating soil erosion ensuring adequate vegetation ground cover is maintained, and boundary fencing.

It was also advised that they must hold current public liability insurance to the value of \$20 million, indemnifying Council for any loss and/or damage arising from the Licensee's use of the land.

Council received submissions for the following properties;

- Lot 1 & 2 DP847880 - cr. Newell Hwy & Reservoir Rd –“Old Chook Farm”
- Eastern Swanston Park, Goddard Street, Coolah
- Kenebri Sports Ground, Kenebri
- Part Botheroo Street, Coolah
- River Street, Mendooran – Lots 61,80,63 & 64 to the Castlereagh River

No submissions were received for the following properties;

- Western Swanston Park, Goddard Street, Coolah
- River Street, Mendooran - Lot 60 to the Castlereagh River,
- MR 396 Weetaliba, Adjoining Lot 81

Options

Council has the option to accept the submitted EOI's for grazing licences on the three properties and two unformed road reserves. Although only one submission was received for each property; the submissions were assessed using the following criteria;

- Provision of public liability insurance of \$20 million
- Previous history
- Acknowledgment of grass rights only

Alternatively, Council has the option of not accepting the EOI submissions undertaking the continued maintenance on these sites via mowing etc...

Financial Considerations

The grazing lease licences have in the past three (3) years achieved an income of \$3435 per annum. A condition of the Licence agreement is that the licensee has the responsibility for the maintenance, care and control for the defined land area. This is land that Council would normally have to maintain. In the event the land areas were not grazed it is estimated management of these areas would costs approximately \$48,440 per annum based on advice from Councils Technical Services Department for mowing and maintenance.

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RECOMMENDATION

It is recommended that the following grazing licences be issued on Council owned Land and unformed roads:

Property Details	Per Annum	
Lot 1&2 DP847880 – N Nixon	\$530	8.15 ha approx.
Eastern Swanston Park, Coolah J Bennetts	\$1900	5.66 ha approx.
Kenebri Sports Ground, Kenebri G Worrell	\$400	4.42 ha approx.
Part Botheroo Street, Coolah D Ingram	\$300	0.66 ha approx.
River Street, Mendooran - Lots 61, 80, 63 & 64 to the Castlereagh River J Webb	\$200	3.8 ha approx.

FURTHERMORE that the areas of Western Swanston Park, River Street Mendooran (Lot 60) and MR 396 Weetaliba (adjoining Lot 81) remain open to negotiations for a grazing licence, with the General Manager delegated authority to negotiate a grazing licence on Councils behalf.

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Item 20 Viability of Solar Fitment to Council Buildings

Division:	Development Services
Management Area:	Property and Risk
Author:	Manager Property and Risk – Jennifer Parker
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF 5 - Council is severely burdened by the increasing costs of service provision & asset management and its reliance on grants and other funding, together with a limited rate base, rate capping and restricted capacity to source income from other areas.

Reason for Report

Warrumbungle Shire Council (WSC) resolved to engage an independent consultant to investigate fully the benefits Council will receive from the installation of solar photovoltaic (PV) on all appropriate buildings. This report provides details on the investigation and recommends installation of panels on selected WSC buildings.

Background

Council engaged Energy and Management Services (EMS) to provide information and data on the following three areas;

1. To identify Council properties suitable for the installation of solar panels with appropriate returns to offset current energy costs.
2. To provide a detailed report to Council defining the expected forecasted savings and capital cost to be outlaid to Council for the identified sites.
3. To assist Council to gain quotes from proven quality suppliers in accordance to Warrumbungle Shire Councils Procurement Policy for the fitment of solar power on those sites deemed appropriate.

The site selection was based on achieving the maximum reductions in electricity consumption so only sites consuming more than \$5,000pa were examined. The following sites were all data logged for their viability;

Works Depot – Gardener Street, Coonabarabran
RFS Fire Control Centre - King Street, Coonabarabran
Family Day Care - Robertson Street, Coonabarabran
Yuluwirri Kids – Bandulla Street, Coonabarabran
Community Building – John Street, Coonabarabran
Water Treatment Plant – Iron Bark Avenue, Binnaway
Works Depot – Martin Street, Coolah
Town Well – Town Well Road, Coolah
Sewerage Treatment Plant – Botheroo Street, Coolah

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Shire Chambers – John Street, Coonabarabran
Administration Centre – Binnia Street, Coolah
Shire Hall (Library) -, Binnia Street, Coolah
Water Pump Station - Timor Road, Coonabarabran

The abovementioned sites currently use 795,981kWh annually costing Council approximately \$172,485 per annum.

Issues

The conclusion from the investigation is conservative and states that of the 13 sites analysed thoroughly, 10 appear to be suitable for solar PV installation based on the data logged profiles. The Water Treatment Plant at Binnaway, Coolah Town Well and Coolah Sewerage Treatment plants uses their peak electricity outside the optimum times for solar power (meaning they use more electricity during night time hours).

A saving of \$36,523 pa is predicted prior to maintenance and depreciation costs for a total capital outlay of around \$229,000 to install solar panels on the 10 viable sites. The solar PV systems would, on average reduce the individual site load by close to 25%. The forecasted reduction in energy savings compared to the current cost of \$172,485 pa reduces this saving to 21% in the future.

The capital costs on the recommended individual ten (10) sites are estimated to be;

Site	Estimated Capital Cost for Solar PV
Works Depot – Gardener Street	\$28,500
RFS Fire Control Centre - King Street	\$9,000
Family Day Care - Robertson Street	\$9,000
Yuluwirri Kids – Bandulla Street	\$9,000
Community Building – John Street	\$24,000
Works Depot – Martin Street	\$12,000
Shire Chambers – John Street	\$71,719
Administration Centre – Binnia Street	\$27,000
Shire Hall (Library) - Binnia Street	\$7,973
Water Pump Station - Timor Road	\$31,500
	\$229,692

The simple payback period for the return of capital outlay for fitment of Solar PV for the suitable sites varied between 5.5 and 17.3 years (average 6.5 years). This is before any maintenance costs or depreciation was applied and this increased to an average of 9.7 years assuming an annual maintenance cost equivalent to 5% of the capital cost. Please note that these calculations have assumed **no** annual electricity price increases, CPI or depreciation.

The future direction of electricity costs is difficult to predict. However, given that average WSC electricity prices decreased by approximately 25% as a result of a one-off decision by the Regulator to reduce network charges in July 2015, it is reasonable to assume that prices will resume an upward trend.

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Payback periods are improved only marginally with the forecasted future energy costs but the percentage reduction in site consumption from solar PV increases significantly from 25% to 31%. In reality if we have a price increase in electricity the % payback will decrease yet if the electricity cost decrease the payback period will increase.

With the conservative nature of the assumptions used in the EMS analysis and the potential for improved paybacks if the consumption patterns of some sites could be changed to better utilise daytime solar generation, it is recommended by EMS that WSC request quotations for the recommended solar PV sites.

Other sites that are council owned buildings yet leased to Community Groups i.e. Binnaway Barracks, Dunedoo and Coolah Preschool had not been investigated in these deliberations as their electricity consumption is not available to Council as Council does not cover the cost. Investigations are being done into the viability of putting solar power on these other Council properties to assist Community Groups in with their ongoing cost i.e. Binnaway Railway Barracks. These sites are eligible for grant funding to install solar power under Community Solar Grants.

Options

Council has the option of going to quotation for the 10 most viable sites for Solar PV fitment and even adding the three less viable water/sewer sites if they can alter their peak usage times. This must be in accordance to Warrumbungle Shire Councils Procurement Policy for the fitment of solar power on those sites deemed appropriate. It is likely that different providers may need to be utilised depending on the size and scale of the Solar PV arrangement at each site. On this basis it is deemed appropriate that each site be quoted individually, not as a lump sum. This also gives Council the opportunity to stage the installation process to meet budgetary requirements if necessary.

Council may choose to put solar power on only the office buildings and day care buildings to off set the current cost incurred by those sites and enjoy the potential 21% saving on the electricity cost.

Council also has the option not to put solar power on any of Council's buildings.

Financial Considerations

The income (reduction in costs) associated with the installation of solar panels is subject to many variables including changes in electricity and costs and rebates as well as the loss of efficiency in panels and system maintenance costs. As previously mentioned, as the systems are designed to offset councils own usage rather than feed electricity back into the grid, an increase in electricity cost is actually beneficial. Even on a worst case scenario based on:

- a rise in electricity costs of 1 % per annum
- a reduction in efficiency of 1% per annum
- Maintenance costs increasing by 2.5% per annum
- A 20 year loan at 5%per annum

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for the next 20 years the investment in solar panels should still result in a net present value (NPV) saving over this period of approximately \$96k. After the loan is finished the system still should generate savings of around \$15k per annum under this scenario.

Council could cover the expected installation costs at the suggested 10 sites at \$229,692 out of our current capital which would result in an opportunity cost. The opportunity cost can be calculated based on what Council would consider as the next best use of the funds.

In this case the next best use has been deemed to be the repayment of a loan principal of 5% resulting in a NPV of \$27k. As the next best use of the funds is the repayment of a loan at a reasonably current rate the NPV of borrowing the funds over 20 years is the same as using our current capital.

Another popular option is a payment scheme known as a Power Purchase Agreement (PPA) to cover the cost of this project. A solar PPA is an agreement where a solar company pays for the installation of a PV system and then sells you the power it generates at a cheaper rate than what you'd pay your energy retailer. The company is effectively leasing your roof space for a set contractual period of time, so they retain ownership of the system and the responsibility for any maintenance costs.

There are usually conditions attached to the PPA agreement such as a minimum duration, or an agreement to purchase a minimum amount of electricity per month at a price set out in your contract. This generally works on a use-it-or-lose-it principle – so even if electricity is not being used, you'll still have to pay for a certain amount of energy produced by your system. As there are too many variables we are unable to currently determine on how useful such an arrangement may be other than to say it should be considered. .

The final possible financial option would be for Council to investigate a zero interest loan or grant to cover the initial capital cost although initial investigations have been unable to identify anything yet.

RECOMMENDATION

That Warrumbungle Shire Council seeks quotes for the installation of solar power on the following sites with the funding model to be determined based on the final capital costs received:

- Works Depot – Gardener Street, Coonabarabran,
- RFS Fire Control Centre - King Street, Coonabarabran,
- Family Day Care - Robertson Street, Coonabarabran,
- Yuluwirri Kids – Bandulla Street, Coonabarabran,
- Community Building – John Street, Coonabarabran,
- Works Depot – Martin Street, Coolah,
- Shire Chambers – John Street, Coonabarabran,
- Administration Centre – Binnia Street, Coolah,
- Shire Hall (Library) - Binnia Street, Coolah,
- Water Pump Station - Timor Road, Coonabarabran.

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Item 21 Stocktake Visitor Information Centre Stocks April-November 2015

Division:	Development Services
Management Area:	Tourism and Economic Development
Author:	Manager EDT – Aileen Bell
CSP Key Focus Area:	Local Governance and Finance
Priority:	G4 Council's governance and organisational Structure reflects the vision, directions and priorities outlined in the CSP

Reason for Report

On 20th November 2015 Financial Services with Visitor Information Centre staff undertook a stocktake of the saleable items stock held at the Coonabarabran Visitor Information Centre.

Background

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

A disparity between Council's stock records in its financial systems and Council's stocktake results will mean that there has been a failure of either the system for physically controlling the stock or in the operations of recording the stock.

A retail operation such as the VIC will present a different set of issues to an internal stores/depot stock take and discrepancies in stock counts to the stock records may indicate a number of issues for the VIC. "Shrinkage" of stock may be due to lost or misplaced stock, stolen or broken stock or goods wrongly located in the store or shelves. Stocktakes ensure that any disparities are identified and then be rectified.

Issues

Difficulties experienced at previous stocktakes related to the installation of a new cash register have continued and are being addressed when identified. This has included the timing of stock write offs as they occur – damaged and out of date stock; these are being entered onto the Stock Control of the register.

The VIC is dependent on the services of a team of volunteers who are rostered to work in the Centre on a weekly basis and may enter goods sold incorrectly; they may use the wrong barcode or not know the correct procedures for certain transactions. This results in amazing variations in the stock levels and the requirement for staff at the VIC to double count to clarify the anomalies..

The actual count of stock presents issues which delay daily operations at the VIC and required the Centre to be closed for the morning of the count with staff having to address all stock control prior to end of day, impacting on the routine work and services of the VIC.

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Financial Considerations

The November Stocktake results are as follows:

Opening Stock Value (@21.04.2015)	\$16,995.98
Closing Stock Value (@ 20.11.2015)	\$16,461.61
Gross Sales/Revenue for period	\$34,419.60
Stock purchases for period	\$16,160.99
Stocktake of 20.11.2015 indicates:	
a GAIN of	\$150.59
and a LOSS of	\$260.13
Resulting in a Variance of -\$109.54	

The overall count of stock held resulted in a Nett Loss of \$109.54.

RECOMMENDATION

That Council notes the results of the April to November 2015 Stocktake at the Coonabarabran Visitor Information Centre and approves a nett stock write-off of \$109.54.

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Item 22 Local Heritage Fund Applications

Division:	Development Services
Management Area:	Town Planning
Author:	PA to Director Development Services – Kelly Dewar
CSP Key Focus Area:	Rural and Urban Development
Priority:	RU 4 – Out towns and villages are characterised by their attractiveness, appearance, safety and amenity.

Reason for Report

During September 2015 Warrumbungle Shire Council wrote to the owners of private items that have been identified as having heritage significance and invited them to apply for a grant from Council's Local Heritage Fund. These grants are to assist with conservation and restoration work. It is recommended that the grants be allocated from the fund based on the recommendations provided by Council's Heritage Advisor.

Background

Letters were sent to private owners of places identified in the Community-Based Heritage Studies of the former Coolah and Coonabarabran Shires as having local heritage significance. Letters were not sent for items located on land owned by State Government, or a public authority (eg railway land). Owners were invited to obtain an information and application package regarding the local heritage fund (Attachment A).

The letter indicated that grants of up to \$2,000 were available from the Warrumbungle Shire Local Heritage Fund to assist owners undertake conservation and maintenance works on heritage buildings and places. Owners are required to at least match Council's contribution.

Warrumbungle Shire Council has established a budget of \$12,000 for its Local Heritage Fund. If Council manages the fund in accordance with the requirements of the Heritage Branch Department of Planning, that agency will reimburse up to \$6,000 via a grant at the end of the financial year. One of the key requirements is that the fund be dispersed with regard for the recommendations of Council's Heritage Advisor.

Four applications for grants were received for works on the following places:

- Grant Piper – Uarbry Hall, Church Street, Uarbry
- Christopher Hallett – "Oban' Coolah
- Coonabarabran Club – 54 Cassilis Street, Coonabarabran
- Colleen Beer – Boy Scouts Hall, Binnia Street, Coolah

Warrumbungle Shire Council's Heritage Advisor, Peter Duggan, evaluated the applications and has recommended that the grants be dispersed as shown in the table below.

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Property	SHI No.	Applicant	Works	Cost	Request	Recommended
Uarbry Hall	UH01	Grant Piper	Replace verandah posts and side door, weather proofing and painting	\$2,886.10	\$1,440.00	\$1,440.00
Coonabarabran Club	CC02	David Rayner	Erect an awning over rear entry door and paving of the area for better access for the disabled	\$8,065.00	\$4,000.00	\$4,000
'Oban' Coolah	Ob03	Christopher Hallett	Repainting external area surrounding bedroom and laundry on western end of house	\$5,000.00	\$2,000.00	\$2,000
83 Binnia Street, Coolah	Binn83	Colleen Beer	Repair roofing, guttering and downpipes of original building	\$10,000.00	\$4,000.00	\$4,000
				\$25,951.10	\$11,440.00	\$11,440.00

Issues

NIL

Options

Given that Council has notified stakeholders and acknowledged applications it would be unreasonable not to offer any funding.

Financial Considerations

Warrumbungle Shire Council has established a budget of \$12,000.00 for its Local Heritage Fund. If Council manages the fund in accordance with the requirements of the Office of Environment and Heritage, that agency will reimburse up to \$6,000.00 to Council at the end of the financial year. One of the key requirements is that the fund be dispersed in accordance with the recommendations of Council's Heritage Advisor.

RECOMMENDATION

That Council grant \$11,440.00 from the Warrumbungle Shire Council Local Heritage Fund 2015-2016 as recommended above.

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Item 23 Request to Refund DA Fees

Division:	Development Services
Management Area:	Regulatory Services
Author:	Director Development Services – Leeanne Ryan
CSP Key Focus Area:	Rural and Urban Development
Priority:	RU 1.1 Council conducts periodic reviews of its planning instruments to ensure that land use planning supports the long term sustainability of our local communities and our economy.

Reason for Report

Council has received a request for DA fees to be refunded for works undertaken at the Dunedoo Showground.

Background

The Dunedoo Show Ground Trust recently wrote to Council requesting a refund of monies paid by the Trust to cover DA fees associated with recent works (DA 29/2015) undertaken at the Dunedoo Showground. Works undertaken were in accordance with grant funds received by the Trust in January 2015 to cover the following works;

- A multifunction room for community activities as well as dining during the Show
- A commercial kitchen for the preparation of food for show patrons and community events at other times
- An upgrade to the existing toilets
- The addition of a disabled toilet and 3 additional showers
- A concourse shade structure and associated paving
- An addition to the existing poultry pavilion
- An addition to the existing sheep pavilion
- A new equipment storage shed.

A copy of the letter has been provided for Councillors under separate cover.

The value of the fees charged for the DA was \$9,783. The fee includes the following components - DA fee, Long Service Levy, S94A Contribution, Plan FIRST and one Construction Certificate and six building work inspections.

The list of works undertaken as provided above has been extensive; and requiring more than one Construction Certificate to be issued due to the different classes of buildings associated with the development. On this basis, Council has issued four Construction Certificates to date, and undertaken the required inspections as necessary working towards issuing of final Occupancy Certificates. The work undertaken by our Building Certifier has been extensive to-date due to the additional inspections and BCA assessments that have been required to approve and certify the building works.

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Issues

It is acknowledged that the Showground is a public facility for the community of Dunedoo, however the works are not exempt from the DA or CC process, and incur costs to Council with staff undertaking the necessary assessments, approvals and inspections as required by State legislation.

The S94A contribution is in accordance with Councils adopted S94A Contributions Plan 2009. The contribution applies because the value of the works is greater than \$100,000; no exemptions are provided under the plan for these works. If Council allows this project to be exempt from paying S94A contributions then it will need to consider the ramifications from this decision and other approaches that may be forthcoming from other applicants for exemption from the S94A contribution.

Councils adopted Operational Plan and Delivery Plan stipulates the circumstances whereby DA fees can be donated out of Council's Budget. The relevant clause is as follows:

"Council will donate the equivalent amount of the development application costs in total only levied on works to be undertaken by community groups on Council-owned facilities with such funds to be provided by the Donation-Other Budget."

The letter from Dunedoo Showground Trust states "that other community organisations have previously had DA fees refunded, such as the Dunedoo Preschool". As the Dunedoo Preschool facility is owned by Council, it falls under the donation provision as per the Operational Plan and Delivery Plan as noted above.

The Dunedoo Showground is not owned by Council, but is Crown Land managed on behalf of the State Government by the Dunedoo Show Ground Trust.

Council has no exemptions available to it to enable the refund of the DA fees.

Options

Council could resolve to refund the DA fees to the applicant, however this would be in contradiction to Council's own adopted Operational Plan and Delivery Plan; as well as Councils exhibited and adopted S94A Contributions Plan. Refunding of the DA fees could create a precedent for other developers across the Shire (that have paid their necessary fees to undertake development) to seek a refund as well.

Alternatively, Council could reject the request for refund of the DA fees and notify the applicant accordingly.

Financial Considerations

The DA fees are valued at \$9,783. The applicant has already paid the necessary fees to Council. If funds are refunded they would be costed to the relevant budget line – Council has not budgeted for refund of DA fees under its current budget.

RECOMMENDATION

That Council does not refund any part of the DA fees paid for DA29/2015.

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Item 24 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 – November 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
DA 37/2015*	03/06/2015	25/11/2015	Peter Weston Thompson	'Tibuc' 1564 Timor Road	Coonabarabran	New other short term accommodation and new garage / shed	98
DA 71/2015	14/10/2015	3/11/2015	Picton Bros Investments	3-5 Horsley Street	Coonabarabran	Screen Enclosure	0
DA 73/2015	26/10/2015	3/11/2015	Geoffrey Alexander Patrick	'River Ridge' 225 Timor Road	Coonabarabran	New garage / shed	0
DA 74/2015	27/10/2015	3/11/2015	Dunedoo Area Community Group	Bolaro Street	Dunedoo	Use of Land for Markets	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 75/2015	30/10/2015	23/11/2015	Brett Howard England	Reservoir Street	Coonabarabran	Alterations and Additions – replace roof on toilet block	0
DA 76/2015	2/11/2015	24/11/2015	GK Rohr Holdings Pty Ltd	32 Little Timor Street	Coonabarabran	New carport	0
DA 82/2015	12/11/2015	27/11/2015	Warrumbungle Steel Buildings	22 Bullinda Street	Binnaway	New garage / shed	0

***Development from the January 2013 Wambelong Bushfires**

RECOMMENDATION

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