

8 November 2013

**THE NEXT MEETING OF COONAMBLE SHIRE
COUNCIL WILL BE HELD ON
WEDNESDAY 13 NOVEMBER 2013
COMMENCING AT 9.00 A.M.**

BUSINESS OF THE MEETING:

1.	OPENING PRAYER	1
2.	ACKNOWLEDGE ORIGINAL OWNERS OF THE LAND	1
3.	PUBLIC QUESTION TIME	1
4.	APOLOGIES	1
5.	DEPUTATIONS/ DELEGATIONS.....	2
6.	DECLARATION – CONFLICT/PECUNIARY INTEREST.....	3
7.	CONFIRMATION OF MINUTES	4
8.	RESOLUTION BOOK UPDATE	20
9.	MAYOR’S ACTIVITY REPORT	24
10.	PRECIS OF CORRESPONDENCE	25
11.	REPORT BY GENERAL MANAGER	36
12.	REPORT BY DIRECTOR OF COMMUNITY SERVICES	47
13.	REPORT BY DIRECTOR OF CORPORATE & URBAN SERVICES	64
14.	REPORT BY DIRECTOR OF ENGINEERING SERVICES	75
15.	REPORT BY MANAGER – ENVIRONMENTAL SERVICES	78
16.	DELIVERY PROGRAM & QUARTERLY BUDGET REVIEW	80
17.	REPORTS FROM VARIOUS COMMITTEES	82
18.	REPORT BY SALEYARD MANAGER	96
20.	QUESTIONS WITH NOTICE	97
21.	GENERAL BUSINESS	98

Yours faithfully
RICK WARREN
General Manager

5. DEPUTATIONS/ DELEGATIONS
COUNCIL MEETING WEDNESDAY, 13 NOVEMBER 2013

6. DECLARATION – CONFLICT/PECUNIARY INTEREST
COUNCIL MEETING WEDNESDAY, 13 NOVEMBER 2013

7. CONFIRMATION OF MINUTES
COUNCIL MEETING WEDNESDAY, 13 NOVEMBER 2013

**7.1 MINUTES OF ORDINARY MEETING OF COONAMBLE SHIRE
COUNCIL HELD IN THE QUAMBONE MEMORIAL HALL ON
WEDNESDAY 09TH OCTOBER 2013 COMMENCING AT 9.10 A.M.**

PRESENT: Cr.Al Karanouh, Mayor, in the Chair, with Crs. John Walker, Michael Webb, Dan Keady and Don Schieb.

Also present were the General Manager, Mr. Warren, the Director of Community Services, Ms Tasker, the Director of Corporate & Urban Services, Mr. Quarmby, the Director of Engineering Services, Mr. Brodbeck and Mrs Moorhouse.

1.0 OPENING PRAYER

2.0 ACKNOWLEDGE ORIGINAL OWNERS OF THE LAND

At this juncture, the Mayor acknowledged the original owners of the land, both past and present.

3.0 PUBLIC QUESTION TIME

Mrs Kathy Smith was present to address Council on behalf of the Quambone Women's Group.

4.0 APOLOGIES

0727 RESOLVED on the motion of Crs Webb and Schieb that apologies for non-attendance be accepted from Crs. Cullen and Burnheim.

Quambone Women's Group

At this juncture, the Mayor welcomed Mrs Smith to the meeting. She spoke about the Quambone Hall and the need for maintenance to the building as it is to be the venue for various activities being organised by the Group in Quambone.

Mrs Smith referred to the need to have an area of the hall specifically for children who come whilst mothers do craft and suggested the southern section of the building. She said the Group is hoping Council may be able to seal floors, line the building and provide air-conditioning. Mrs Smith referred to interest by locals in the Group and is pleased with numbers attending various activities. She said Ms Trish Henry has been appointed Secretary of the Group and it is working together with other organisations in the community. She also referred to the car boot sale organised for 19 October which is being conducted at the Hall.

There was mention of the facility at Carinda which is a good example of what the Women's Group is hoping to achieve. Cr Webb asked whether the Group would be prepared to consider another venue in Quambone and referred to the Rural Fire Service shed, which is air-conditioned, has a

refrigerator and would be an appropriate meeting place. Cr Webb also said that the Rural Fire Service has a grant to have the building insulated. Mrs Smith said she could not comment, because she has not seen the facility.

Another issue brought forward by Mrs Smith is the need for a unisex toilet in the Park due to the regular use of the play area by families and she presented a petition to Council supporting the building of a toilet. Cr Webb said he is not in favour of another public toilet in Quambone, pointing out facilities are available at the hall, the pool and tennis courts.

Finally, Mrs Smith referred to a safety issue with trucks not slowing down to the required 50kmp when travelling past the shop and park. She acknowledged that the appropriate signs are in place, however some drivers do not comply with speed restrictions. The Director of Engineering Services informed Mrs Smith that this issue was discussed with the Roads & Maritime Services and currently Council is doing a traffic count, the result of which will be taken to RMS. The Director said he would discuss with RMS what other options are available to assist in speed control.

Mrs Smith thanked Council and left the meeting at 9.27 a.m.

5.0 DEPUTATIONS/DELEGATIONS

Nil

6.0 DECLARATIONS OF INTEREST

The Mayor, Cr Karanouh

Item 10.18 – Supplementary Correspondence
Owner of the restaurant

7.0 CONFIRMATION OF THE MINUTES

(a) EXTRAORDINARY MEETING

0728 RESOLVED on the motion of Crs Webb and Keady that the minutes of the Extraordinary Meeting of Coonamble Shire Council held on 11 September 2013 be confirmed.

Business Arising from Minutes:

Nil

(b) ORDINARY MEETING

0729 RESOLVED on the motion of Crs Webb and Keady that the minutes of the Ordinary Meeting of Coonamble Shire Council held on 11 September 2013 be confirmed.

Business arising from Minutes:

(a) Macquarie Marshes Education Centre Funding

In response to a question from Cr Keady, the General Manager said that, to date, Council has not been advised of the result of its application for funding for this project.

(b) Dilapidated Dwelling – Tooloon Street

Cr Schieb referred to this matter, which he brought forward at a previous meeting and asked whether Councillors have thought about purchasing the premises to provide additional parking and caravan parking in the current parking area behind the main street shops.

A MOTION

PROPOSED by Cr Schieb that Council investigate the purchase of premises in Tooloon Street to provide additional parking and a manoeuvring area for caravans, *lapsed for the want of a seconder*.

(c) User Meeting – Discuss Indoor Arena

Cr Keady suggested that a meeting of all showground user groups be convened so that different options can be discussed in regard to the facility. The General Manager said that it may be more advantageous to wait until the result of Council's funding application to Murray Darling Basin Authority was known.

(d) Destination Management Plan

Cr Keady said he was unable to attend the recent meeting and the Director of Corporate and Urban Services gave a brief overview. The Director said all the meeting provided was the format for relationships with other tourism organisations.

(e) Moorambilla Festival

The General Manager said Council would have to negotiate another agreement if the Festival is to continue, as the existing agreement expired this year. The Director of Community Services said general feedback was both organisations were happy with shared use of the showground.

(f) Water Treatment Plant

In response to a question from Cr Schieb, the Director of Engineering Services advised that Public Works inspectors have inspected the facility and identified major issues, which have to be rectified by the contractors. Mr Brodbeck said the roof had to be removed and the leak in the tank repaired. He said he was hopeful that the additional works would be completed within six weeks.

(g) Quotes for PA System – Council Chamber

The Director of Corporate & Urban Services informed Council that he obtained two quotes, as directed at last meeting, for a PA system for the Council Chamber. He said the two amounts received were \$6,500 and \$16,800. Councillors noted the cheaper amount would provide seven units, one microphone to two councillors, however additional microphones are only \$137/ea.

Mr Quarmby said this quote was from a firm in Dubbo who would supply and install the units.

0730 RESOLVED on the motion of Crs. Keady and Schieb that Council accept the quote from the Dubbo Company of \$6,500 to supply and install a PA system in the Council Chamber and that the amount be provided from the maintenance vote and that additional microphones be purchased to provide one for each station. ***Carried 4 votes/1 vote***

(h) Heavy Vehicle Inspection Station

Cr Schieb asked whether Council has received further information from the RMS regarding the HVIS at Coonamble. The General Manager said he has been in contact with RMS and was advised it is looking at future requirements and will determine whether there is a need for additional inspection stations. It was noted that Mr Ralston is still in discussions with the RMS, but no commitment has been made.

(i) Castlereagh-Macquarie County Council – Boxthorn Problem

In response to a question from Cr Schieb, the General Manager said he has had discussions with both Mr Ian Kelly and Mr Don Ramsland concerning this problem and was advised the County Council is doing as much as it possibly can with the funding available, pointing out that the money can be used for eradication or enforcement through the Court system. Mr Warren also informed Council that, as instructed at the last meeting, a letter was forwarded to the County Council outlining this Council's dissatisfaction with its performance. The General Manager said the best way forward is for Council's delegates to take the message to meetings of the CMCC.

It was noted that the CMCC sprays roadside verges and its inspector is responsible for private land and issuing notices on landowners who have boxthorn growing on their properties.

(j) CCTV

The Director of Corporate and Urban Services informed Council that a maintenance run of all cameras would be carried out and any issues addressed.

(k) West Coonamble Camping Site

In response to a question from Cr Keady the General Manager said that no action has been taken into the legalities of providing a short-term camping site for caravans in West Coonamble.

QUAMBONE BUSINESS & TOURISM SERVICES (QBATS)

At this juncture, the Mayor invited a representative of QBATS to address the meeting. Item No 10.28 in Supplementary Precis of Correspondence referred to the issues to be discussed.

Council was presented with a petition requesting speed humps to control speeding traffic in the street past the general store and the Quambone park. It was pointed out that there is a real safety issue in that children cross the street from the park to the shop and traffic should travel at a safe speed. The other issue raised was for a fence to be erected in front of the Park to prevent vehicles parking on the area.

The Director of Engineering Services said he would be discussing the issue of speed humps with the Roads & Maritime Services. The Mayor said the matter of fencing in front of the park would be discussed later in the day.

8.0 RESOLUTION BOOK UPDATE

0731 RESOLVED on the motion of Crs. Webb and Keady that the Resolution Book Update be received and noted.

Business Arising From Resolution Book:

(a) Item 12.3 – Showground – Min No 0207

The Director of Engineering Services informed the meeting that signs have been purchased and he would check whether the signs have been erected.

(b) Lagoon – Sewer Treatment Works – Min No 0309

The Director of Engineering Services advised that the EPA is keen for this work to proceed, however no action will be taken until Council knows whether the Federal Government will provide funding.

(c) Coonamble Landfill Site – Min No 0398

Council was advised that no response has yet been received to its letter regarding this matter. Cr Karanouh suggested that this matter be pursued by staff.

9.0 MAYOR'S REPORT

The Mayor gave a brief overview of his activities since the last meeting, which included the following:

- Attended the Two eight two eight AGM with the General Manager
- Moorambilla was a busy time attending various events – complaints received about lack of toilet facilities – the RTC was closed.
- Attended the inaugural Conference of Local Government NSW – from 1 to 3 October.
- Participated in Tour de OROC which visited Coonamble on 8 October. \$4,200 was raised for the accommodation units at Dubbo Hospital. Council's contribution was \$2,500 – Cr Karanouh said he contacted Councillors prior to donating this amount and requested a resolution authorising the donation.

0732 RESOLVED on the motion of Crs Keady and Schieb that Council confirm the donation of \$2,500 towards the construction of accommodation for Orana Region residents at Dubbo Base Hospital, noting the cheque was presented by the Mayor to the Tour de OROC organisers.

0733 RESOLVED on the motion of Crs. Schieb and Keady that the Mayor's Activity report be adopted.

10.0 CORRESPONDENCE

0734 RESOLVED on the motion of Crs. Webb and Keady that the Correspondence be received and dealt with.

Section A – For Council’s Consideration:**10.1 VERN SMITH R4-6+PR1192(41509)**

0735 RESOLVED on the motion of Crs. Webb and Walker that Council not accede to Mr Smith’s request for a refund of the amount of \$1,234.43 paid by him on overdue rates.

Cr. Schieb requested that his name be recorded as voting against this resolution.

10.2 OCCUPATIONAL THERAPIST, COMMUNITY HEALTH S13(41521)

The General Manager advised that should Council wish to change this admission charge, it will need to advertise for 28 days and consider submissions. Mr Warren said that, alternatively, Council can subsidise any shortfall from its Donations Vote. The General Manager also drew Council’s attention to the fact that the \$74 season ticket is already a reduced rate.

0736 RESOLVED on the motion of Crs. Webb and Keady that the information be noted.

10.3 TRANSPORT FOR NSW I6(41378)

Council noted that the General Manager and the Director of Engineering Services met with representatives from Transport for NSW on 18 September to discuss the future of grain management during harvest season.

0737 RESOLVED on the motion of Crs. Webb and Schieb that Council agree to the 200kg increase on tri-axle groups, as outlined in the request from Transport for NSW.

10.4 COONAMBLE ARTS ALIVE D7(41577)

Requesting a donation of \$12,000 to insulate and air condition the former Boy Scouts’ Hall which is now used by various groups for community art events.

0738 RESOLVED on the motion of Crs. Schieb and Keady that Council request Coonamble Arts Alive to provide two additional quotes for the work proposed for the former Boy Scouts Hall, prior to Council giving consideration to its request for financial assistance.

Section B: Matters for Council’s Information:**10.5 LOCAL GOVERNMENT NSW B11(41461)**

Providing an important update on the latest action taken on the critical issue of the proposed Planning Bill. A copy of the letter was included with each Councillor’s business paper.

10.6 LOCAL GOVERNMENT NSW B11(41522)

Press Release of 18 September advising the Hon Brad Hazzard MP has agreed to give consideration to review and make amendments to the Planning Bill following a meeting with LGNSW.

10.7 BARBARA & RICK GODFREY M6(41492)

Complimenting Council on its Museum Under The Bridge and expressing appreciation to the “lady on duty” who was very helpful. Saying they spent time at the Museum looking at exhibits and the building and it is good to see history of the area preserved and displayed.

10.8 FOUNDATION FOR RURAL & REGIONAL RENEWAL (FRRR)G5-1-2 +L4(41497)

Referring to Council’s application for funding for a project under the REAPing Rewards Program – Round 1 – 2013. Advising it received many more applications than could be funded and Council’s application was unsuccessful. Wishing Council well with the project in future fundraising endeavours.

10.9 WESTERN NSW LOCAL HEALTH DISTRICT H2(41481)

Presenting the Local Health District’s first Strategic Health Services Plan. Inviting councillors to download a copy of the Summary Document and the full Strategic Health Services Plan at <http://www.wnswlhd.health.nsw.gov.au>

10.10 COONAMBLE & DISTRICT EDUCATION FOUNDATION D7(41501)

Thanking Council for its generous donation of \$3,000 which will assist young people of Coonamble who are looking to go on to University or take up an apprenticeship/traineeship in 2014.

10.11 NATIONAL LIBRARY OF AUSTRALIA – OFFICE OF THE DIRECTOR-GENERAL G5-21-2(41500)

Informing Council that it has been recommended to receive a Community Heritage Grant (CHG) to the value of \$4,600 (ex GST) for a Preservation Needs Assessment of the collection.

10.12 ROYAL AUSTRALIAN HISTORICAL SOCIETY G5-21-2(41519)

Advising that Council’s application for financial assistance under the NSW Heritage Small Grants Program 2013/2014 has been successful, which a grant of \$5,000 being approved for the project *Our Heritage in Public Art*.

10.13 THE HON GEORGE SOURIS MP A11(41520)

Inviting council to submit an Expression of Interest in the Sculpture by the Sea’s Regional NSW Sculpture Acquisition Program. Advising expressions of interest close on 10 October and are invited from regional local government areas who have a current arts policy and who can demonstrate capacity to display and maintain the structure.

10.14 ESSENTIAL ENERGY E3-1(41536)

Advising it has recently appointed a new regional manager to its Northern operations, which incorporate the New England, North West and Orana areas. Advising the new manager, Ben Williams who replaces former regional manager, Matt Patterson.

10.15 STATE LIBRARY OF NSW L4(41554)

Advising that under the Public Library Funding Strategy 2013/2014 Council will receive a subsidy @ \$1.85/capita amounting to \$7,920 and its Disability and Geographic adjustment payment is \$17,456 of which 30% is to be allocated to Local Priority Projects.

Councillors noted that for the last financial year, Council's cost to run the library service was \$253,000.

10.16 TRANSPORT FOR NSW I6 (41564)

Advising the original implementation date of 1 October 2013 for the NSW Grain Harvest Management Scheme 2013/2014 has been revised to mid-October and councils will be updated as more information becomes available.

10.17 LOCAL GOVERNMENT NSW B11(41575)

Providing an update regarding action LGNSW has taken on the critical issues proposed in the State Government's Planning Bill. Advising the Minister for Planning, Hon Brad Hazzard, announced that the Government will implement a number of changes to the Bill, which are a success for local government.

0739 RESOLVED on the motion of Crs Webb and Keady that the information contained in Item Nos 10.5 to 10.17 be noted.

At this juncture, the Mayor vacated the Chair and left the room after having declared an interest in the following matter. Deputy Mayor Keady took the Chair.

10.18 COONAMBLE LOCAL LIQUOR ACCORD A19(41513)

Referring to letter of approval dated 18 July 2013 regarding the exclusion to the alcohol free zone. Expressing concerns on behalf of the Liquor Accord, with lifting of the Alcohol Free Zone (AFZ) at 64 Castlereagh Street. Pointing out the Accord feels that by allowing a licensed premise to have the AFZ lifted not only sets a precedent, but brings a "displeasing view" to locals and visitors in the main street. Stating the Accord is not objecting to any other component of the licence, just the on street consumption of alcohol and the lifting of the AFZ. Finally, saying it would be pleasing to see "our local shire" become involved in the Local Liquor Accord to address issues as they arise in the future.

The General Manager explained that this matter relates to the continuation of a prior approval which was given to the restaurant. It was noted that if the owner of the restaurant wishes to serve alcohol with meals on the footpath area, that specific portion would need to be delineated.

0740 RESOLVED on the motion of Crs. Webb and Walker that the information be noted.

The Mayor returned to the meeting and resumed the Chair.

URGENT BUSINESS – SUPPLEMENTARY CORRESPONDENCE

0741 RESOLVED on the motion of Crs Webb and Keady that the following matter be classified “urgent” and dealt with.

10.19 COONAMBLE CHAMBER OF COMMERCE D5-28(41592)

0742 RESOLVED on the motion of Crs Webb and Keady that Council advise the Chamber of Commerce if it provides sufficient copies of the information, it may be included in the next instalment postings if sufficient room is available in the envelope.

10.20 COONAMBLE SWIMMING CLUB INC S13-1(41638)

With regard to the Club’s request to erect two signs, the General Manager pointed out that, as both signs will be visible only from within the complex, it is not necessary for a development application to be submitted and approved.

0743 RESOLVED on the motion of Crs. Webb and Keady that Council:

- (a) agree to the gate takings of the annual carnival on 23 November 2013 being given to the Swimming Club in accordance with past practice;
- (b) request a colour draft of the proposed sign Coonamble Swimming Club, prior to giving approval to erect it on the club house building;
- (c) consult with the broader community regarding the proposed naming of the club house and, in the interim, request a colour draft of the proposed sign prior to granting approval.

10.21 B M SALMON LAYTON & CO – SOLICITORS PR3029(41616)

In regard to this matter, the General Manager informed the meeting that Council has, in the past, been approached by landholders to take ownership of land they no longer want. He said Council may accept land in payment of overdue rates however, to do so, will set a precedent where Council will be expected to make good on poor investment choices made by land speculators.

0744 RESOLVED on the motion of Crs. Webb and Schieb that Council not accept the devise of land from the late Margaret Emily Hayes, being Lot 7 in DP758861, Tucka Tucka Street, Quambone, noting that the Estate is responsible for payment of overdue rates.

10.22 LOCAL GOVERNMENT NSW E2(41593)

Enclosing partial refund of unspent funds from this Council's first instalment payment for the Local Government referendum campaign. Pointing out the refund is provided after cancellation of the referendum due to the election being called for 7 September 2013, a week earlier than originally scheduled.

0745 RESOLVED on the motion of Crs Webb and Keady that Council note the information.

10.23 COONAMBLE RURAL TRANSACTION CENTRE D5+D7+C8(41598)

Referring to Council's decision to subsidise the Coonamble Neighbourhood Centre rental of \$400/month. Advising that the RTC has suitable accommodation available "at a very affordable weekly rent" which, on two occasions, has been offered to the Neighbourhood Centre and declined.

0746 RESOLVED on the motion of Crs Webb and Keady that the information be noted.

It was suggested that this matter be investigated, noting Council now understands that the current rental arrangements at the Aboriginal Medical Service building have not changed and the accommodation is available for continued occupation by the Neighbourhood Centre.

10.24 COONAMBLE CHAMBER OF COMMERCE B7(41615)

Regarding the condition of pavers in the main street and, after many comments from community members, it is proposing that Council include a budget for a street sweeper/cleaner in the next management plan.

The Director of Engineering Services advised that cleaners are too heavy for the pavers and strip sealant off. Mr Brodbeck said the better option is a regular re-clean/re-seal program similar to what was done two years ago.

0747 RESOLVED on the motion of Crs Webb and Keady that the Coonamble Chamber of Commerce be advised that both sides of the main street are washed weekly, and further that a cleaner has been considered in the past but was found to be unsuitable.

10.25 GULARGAMBONE JOCKEY CLUB L3 (41631)

Thanking Council for its contribution to the Gulargambone Race meeting which was held on Saturday 28 September. Saying it was a very successful day with a record crowd of around 730 in attendance.

0748 RESOLVED on the motion of Crs Keady and Schieb that the information be noted.

10.26 INDEPENDENT LOCAL GOVERNMENT REVIEW PANEL 05+L10-2(41626)

Forwarding speech notes of Graham Sansom's presentation at the LGNSW Inaugural Conference in Sydney on 2 October. A copy of the report was provided.

0479 RESOLVED on the motion of Crs Keady and Webb that the information be noted.

10.27 LOCAL GOVERNMENT NSW L10(41628)

Providing a copy of its Operating Report for the period ending 30 June 2013. A copy of the report was provided.

0480 RESOLVED on the motion of Crs Webb and Schieb that Council note the information.

10.28 QUAMBONE BUSINESS AND TOURISM SERVICES

Council noted that a representative of QBATS addressed the meeting earlier in the day, requesting consideration of speed humps to control speeding trucks and a fence in front of Quambone Park.

0481 RESOLVED on the motion of Crs Webb and Keady that the requests be noted.

11.0 REPORT BY GENERAL MANAGER

0482 RESOLVED on the motion of Crs Webb and Schieb that the report by the General Manager be received and dealt with.

11.1 DEVELOPMENT APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY

0483 RESOLVED on the motion of Crs. Webb and Keady that Council note Complying Development Certificate Application No 023/2013 was approved under delegated authority since the last meeting.

Mr John & Mrs Helen Rackham and Mr Dennis Fitzgerald were present at the meeting as observers.

11.2 THARA ROAD

0484 RESOLVED on the motion of Crs Webb and Walker :

(1) That Council resolve to approve the proposed boundaries of the section of Thara Road as gazetted on 13 July 2013, as follows:

Parish of Tahrone, County of Leichhardt, having a frontage of 77.54 metres to Lot 21 in DP754187 and 67.995 metres to Lot 1 in DP204868, 40.235 metres to Crown road (western side) and 41.35 metres to Thara Road (eastern side), being the whole of the Crown Road transferred to Coonamble Shire Council as dedicated in the NSW Government Gazette on 13th July 2012 Folio 3331;

(2) That Council note the encroachments of fencing and water tank identified on the survey as presented;

(3) That should the encroachments of fencing and the water tank need be removed to enable use of the road, Council commence proceedings to have such encroachments removed by the appropriate landholder;

(4) That Council note the encroachment of a set of cattle yards 10.5 metres onto the road, as identified in the survey;

(5) That Council allow this encroachment, subject to the landowner indemnifying Council and having Council noted on a public liability insurance policy.

Cr Keady requested that his name be recorded as voting against this resolution.

At this juncture, Mr & Mrs Rackham and Mr Fitzgerald left the meeting.

11.3 LOCAL GOVERNMENT INFRASTRUCTURE RENEWAL SCHEME (LIRS) – ROUND THREE

0485 RESOLVED on the motion of Crs. Webb and Walker that consideration of this matter be deferred until next meeting, noting that if Council decides to nominate a project for funding under the LIRS Round Three funding it will have to budget repayments for the 2014/2015 financial year onwards.

At this juncture, 10.45 a.m., Council adjourned for morning tea and resumed at 11.10 a.m.

11.4 ECONOMIC DEVELOPMENT MANAGER'S REPORT

0486 RESOLVED on the motion of Crs Schieb and Keady that Council note the information contained in the Economic Development Manager's report.

11.5 WILD RHINO CAMPAIGN

0487 RESOLVED on the motion of Crs Keady and Webb that Council not contribute towards the purchase of a life-sized rhino for the Orana Region, noting that Coonamble is not on the proposed route for display of the rhinos.

11.6 DRIVER LICENSING PROGRAMS IN COONAMBLE SHIRE

0488 RESOLVED on the motion of Crs. Webb and Walker that Council:

- (a) write to the Minister for Transport, the Hon Gladys Berejiklian and the Member for Barwon, the Hon Kevin Humphries requesting that Coonamble Shire be included in the Restricted P-Plate for Young Drivers' Program;
- (b) support driver licensing and mentoring programs within the Coonamble Shire.

12.0 REPORT BY DIRECTOR OF COMMUNITY SERVICES

0489 RESOLVED on the motion of Crs Keady and Webb that the report by the Director of Community Services be received and dealt with.

12.1 INTEGRATED PLANNING AND REPORTING

The General Manager reminded Council of the importance of Integrated Planning and Reporting by the State Government and said this report by the Director of Community Services provides an overview of Council's first year of operation under the new planning and reporting framework.

0490 RESOLVED on the motion of Crs. Webb and Walker that Council note the information contained in the Community Services Progress report.

13.0 REPORT BY DIRECTOR OF CORPORATE & URBAN SERVICES

0491 RESOLVED on the motion of Crs. Webb and Schieb that the report by the Director of Corporate Services be received and dealt with.

13.1 RATE COLLECTIONS

0492 RESOLVED on the motion of Crs. Keady and Webb that the Total Combined Rate Collections to 30 September 2013, be noted.

In response to a question, the General Manager informed the meeting that land with a dwelling situated thereon can be sold for overdue rates after five years and vacant land after 12 months unpaid rates.

13.2 LIST OF INVESTMENTS

0493 RESOLVED on the motion of Crs. Keady and Webb that the list of investments as 30 September 2013 be noted, and it also be noted that Council's investments comply with s625(2) of Local Government Act 1993 and Council's Investment Policy.

13.3 EXTENSION OF POOL OPENING HOURS DURING SCHOOL HOLIDAYS

0494 RESOLVED on the motion of Crs Keady and Webb that Council agree to extend pool opening hours on Friday, Saturday and Sunday nights until 9.00 p.m. during school holidays, noting that the wages allocation will be increased and costs recouped from savings throughout the year.

Cr Keady requested that during the extended pool hours the number of attendees be recorded by staff.

13.4 WORKS IN PROGRESS

0495 RESOLVED on the motion of Crs. Webb and Walker that the works in progress report be noted.

The following items were mentioned:

- Play area at Pool – the Director advised plumbing has been completed and it is hoped the work will be completed within the next week.

- CCTV Camera footage – footage requested has been provided to Police.

14.0 REPORT BY DIRECTOR OF ENGINEERING SERVICES

0496 RESOLVED on the motion of Crs Keady and Webb that the report by the Director of Engineering Services be received and dealt with.

14.1 URBAN STREETS UPGRADE

0497 RESOLVED on the motion of Crs. Webb and Walker that Council complete the following works from reserves and the 2013/2014 Urban Street Program:

(1) Dubbo Street	Taloon Street to Aberford Street (less Contribution from RMS)	\$272,000
(2) Aberford Street	Dubbo Street to Arthur Street	\$199,000
(3) Mundooren/Dubbo	Intersection upgrade	\$112,000
(4) Warrena Street	Castlereagh St to Dubbo St	\$214,000
(5) Gordon Street	Namoi Street to Bimble Street	\$105,600
(6) Aberford Street/)	Asphalt works – Aberford Street)	
	Castlereagh Street) and Castlereagh Street)	\$ 94,000
		Total <u>\$996,000</u>

leaving a balance of \$12,000 from the total reserves which can be kept for future works.

The Director of Engineering Services advised that he is currently negotiating to get water for road works which will slow down during the current dry conditions. Councillors discussed whether the heavy vehicle route from Dubbo Street should be via Warrena Street or King Street to the highway – it was agreed that Warrena Street is the option drivers take at present.

Mr Brodbeck referred to other works which require attention and said that before work is commenced in Nash Street drainage should be improved.

The Director agreed to discuss with the Roads & Maritime Services the issue of heavy loads and road trains on town streets and whether appropriate signage is available to advise truck operators that the parking of heavy vehicles in urban streets should be in accordance with the motor traffic laws. He will also investigate funding for the provision of a traffic island at the intersection of Mundooren/Dubbo/Aberford Streets. Mr Brodbeck agreed to inspect the causeway in front of the TAFE building in Dubbo Street at its intersection with Warrena Street.

14.2 WORKS IN PROGRESS

0498 RESOLVED on the motion of Crs. Webb and Walker that the information contained in this section of the report be noted.

15.0 REPORT FROM MANAGER OF ENVIRONMENTAL SERVICES

0499 RESOLVED on the motion of Crs Webb and Walker that the report by the Manager of Environmental Services be received and dealt with.

15.1 RANGER'S REPORT – SEPTEMBER 2013

0500 RESOLVED on the motion of Crs Schieb and Keady that the report by the Ranger for the month of September 2013 be noted.

16.0 REPORTS FROM VARIOUS COMMITTEES

0501 RESOLVED on the motion of Crs Keady and Webb that the reports by various committees be received and noted:

16.1 Coonamble Shire Youth Council

0502 RESOLVED on the motion of Crs Webb and Walker that the minutes of the meeting of Coonamble Shire Youth Council held on 31 July 2013 be noted.

17.0 SALEYARDS REPORT

0503 RESOLVED on the motion of Crs. Keady and Webb that the report by the Manager of Saleyards & Facilities for month of September 2013 be adopted.

0504 RESOLVED on the motion of Crs Walker and Webb that Council note the error in the Saleyards account to 30 September 2013:

Income should read \$50,769.25, expenditure \$50,169.70, leaving \$599.55 credit.

18.0 CLOSED SESSION

0505 RESOLVED on the motion of Crs Webb and Keady that Council resolve into Closed Session in accordance with the Local Government Act 1993 s10A:

“(2)(d) commercial information of a confidential nature that would, if disclosed:

(i) prejudice the commercial position of the person who supplied it”.

0506 RESOLVED on the motion of Crs Webb and Keady that the press and public be excluded from the meeting.

RESUME OPEN MEETING

0507 RESOLVED on the motion of Crs. Webb and Keady that Council resume Open Meeting.

ADOPTION OF RECOMMENDATIONS FROM CLOSED SESSION

0508 RESOLVED on the motion of Crs. Webb and Keady that Council adopt the recommendations from Closed Session, being Recommendation Nos. 18.1 and 18.2 as detailed below:

18.1 EXTERNAL AUDIT TENDER SERVICES

THE COMMITTEE RECOMMENDS that Council appoint Hill Rogers Spencer Steer as Council's Auditor for a six year term from 1 July 2013 to 30 June 2019.

18.2 REQUEST FOR BUSINESS ASSISTANCE – JAMIE GREENING - HAIRDRESSER IN GULARGAMBONE

THE COMMITTEE RECOMMENDS that Council provide a one-off contribution of \$1,250 from the Development Fund towards the cost of rental bond, insurance and a small amount of working capital to establish a hairdressing salon in Gulargambone.

19.0 QUESTIONS WITH NOTICE Nil**20.0 GENERAL BUSINESS****Cr Keady:**

- Combara Hall – needs urgent repairs – particularly roof and floorboards. Community hoping to get toilets at hall – can Council consider? Question was raised about toilets at the RFS building.
- Junior cricket season is starting – can attention be given to the grounds – Director of Corporate & Urban Services to follow up.
- Requested a Tourism Committee meeting be convened shortly.

Director of Corporate & Urban Services:

- Quotes for Seats – Main Street

0509 RESOLVED on the motion of Crs. Webb and Walker that Council purchase two bolt down park settings for placement each side of the main street, at a cost of \$985.00 each.

Cr Karanouh:

- Truck Parking Area – Baradine/Pilliga Turnoff

0510 RESOLVED on the motion of Crs Karanouh and Webb that the Director of Engineering Services make representations to the Roads and Maritime Services to have a truck parking area established at the Baradine/Pilliga turnoff.

There being no further business the meeting closed at 12.15 p.m.

These Pages (1/5336 to 18/5353) were confirmed on theday of NOVEMBER 2013 and are a full and accurate record of proceedings of the Ordinary Meeting of Coonamble Shire Council held on 09 October 2013.

MAYOR

8. RESOLUTION BOOK UPDATE
COUNCIL MEETING WEDNESDAY, 13 NOVEMBER 2013

8.1 RESOLUTIONS IN PROGRESS

13.2 QUARRY DEVELOPMENT

9388 RESOLVED on the motion of Crs. Schieb and Webb that quotes for a detailed investigation of the quantity and quality of materials available be obtained, prior to discussing the possibility of obtaining additional land from the present lessee.

Status:

Still awaiting Minister's approval. Licence to be issued by the end of October 2013.

EXCAVATION OF HOLDING LAGOON – SEWER TREATMENT WORKS

0309 RESOLVED on the motion of Crs Karanouh and Schieb that the Director of Engineering Services further investigate this proposal and seek sources of funding for the project.

Status:

Application for grant funding submitted under Round 5 of the Regional Development Australia Fund.

CARAVAN PARK+ECO SPA STAGE 2 – INVESTMENT READY

0392 RESOLVED on the motion of Crs. Webb and Schieb that:

- (a) Council note the General Manager will determine the Development Application under delegated authority;
- (b) following approval of the Investor Brief, with adjustments approved by the General Manager, commence proceedings in calling for expressions of interest;
- (c) continue proceedings to purchase the land required for the development of the Eco Spa, together with the rest of Smith Park in its entirety;
- (d) upon completion of the process, classify the land as 'operational'.

Status:

Waiting for approval from the Department of Lands

EXTENSION OF COONAMBLE LANDFILL SITE

0397 RESOLVED on the motion of Crs. Karanouh and Keady that Council:

- (1) negotiate with the LHPA and Crown Lands to acquire a portion of approximately 16 hectares of land being Part TSR 24312 by way of the compulsory process and further, Council make application to the Minister of Local Government seeking approval from the Governor to acquire the land using the compulsory process;

- (2) reclassify the land being acquired under the compulsory process under section 31 of the Local Government Act to operational land and further, pursuant to section 34 of the Local Government Act, give public notice of its intention to reclassify the land;
- (3) engage a Registered Surveyor to survey the parcel of land and lodgment of the deposited plan with the Land Titles Office;
- (4) engage Councils Solicitors to commence the legal proceedings of formally acquiring the land and lodging of the deposited plan.

Status:

Application made to Minister seeking approval to acquire the land. Application made to Coonamble Local Aboriginal Lands Council as the land is subject to an Aboriginal Land Claim. Response received from Lands Council – see item in Closed Session.

COONAMBLE LANDFILL SITE

0398 RESOLVED on the motion of Crs. Karanouh and Webb that :

- (1) Council make application to the Minister of Local Government seeking approval under section 14(3) of the Land Acquisition (Just Terms Compensation) Act 1991 to reissue the proposed acquisition notice in respect to lots 1 and 2 DP 1007782 being Crown land;
- (2) Under section 31 of the Local Government Act, the land being acquired under the compulsory process will be classified as operational land and further pursuant to section 34 of the Local Government Council give public notice of its intention to classify the land as operational

Status:

Aboriginal Land Claim over this land extinguished. Fresh application required. See report by Director of Engineering Services to this meeting.

MOTOR BIKE TRACK**11/09/2013**

0680 RESOLVED on the motion of Crs Schieb and Cullen that the Council write to the Castlereagh Local Area Command requesting assistance with this proposal and also support from the Police.

Status:

Waiting to take up with the newly appointed Superintendent of the Castlereagh Local Area Command. Will discuss at PACT Meeting on 11 November 2013.

CCTV COVERAGE – UPGRADE

requested GM to get quotes to upgrade/update the CTV cameras with latest technology – the older cameras do not give good quality “stills”

Status:

In progress. Further quotes are being obtained – information will be available at the meeting.

PLANTER BOXES

0704 RESOLVED on the motion of Crs. Schieb and Walker that suitable planter boxes be purchased for placing on the eastern side of Castlereagh Street to provide a cover over the rails.

Status:

Sourcing appropriate vandal-proof containers. In progress

TRUCK PARKING AREA – PILLIGA/BARADINE TURNOFF

RESOLVED on the motion of Crs Karanouh and Webb that the Director of Engineering Services make representations to the Roads and Maritime Services to have a truck parking area established at the Baradine/Pilliga turnoff.

Status:

The Director of Engineering Services has written to the Roads & Maritime Services seeking information regarding funding for the project.

SEATING FOR MAIN STREET

RESOLVED on the motion of Crs. Webb and Walker that Council purchase two bolt down park settings for placement each side of the main street, at a cost of \$985.00 each.

Status:

Settings have been ordered.

PA SYSTEM – COUNCIL CHAMBER

0730 RESOLVED on the motion of Crs. Keady and Schieb that Council accept the quote from the Dubbo Company of \$6,500 to supply and install a PA system in the Council Chamber and that the amount be provided from the maintenance vote and that additional microphones be purchased to provide one for each station. **Carried 4 votes/1 vote**

Status:

Order placed – awaiting delivery and installation.

**8.2 RESOLUTIONS COMPLETED – TO BE REMOVED FROM THE
RESOLUTION BOOK**

CAMPING AREA – WEST COONAMBLE

11/09/2013

0726 RESOLVED on the motion of Crs Walker and Webb that the General Manager investigate the legalities concerning establishing a short-term caravan park on the former camping area in Limerick Street for travellers who do not wish to stay for more than 2 nights.

Status:

See report by General Manager to this meeting.

COMPLETED.

9. MAYOR'S ACTIVITY REPORT
COUNCIL MEETING WEDNESDAY 13 NOVEMBER 2013

This page intentionally left blank

10. PRECIS OF CORRESPONDENCE
COUNCIL MEETING WEDNESDAY, 13 NOVEMBER 2013

Section A – Matters for Consideration by Council:

10.1 COONAMBLE CLAY TARGET CLUB D7(41708)

Advising the Club is holding its annual open shoot on 12 and 13 April 2014 and is seeking donations. Saying that should Council decide to sponsor the event, it will be advertised over three months in the Australian Shooters news which reaches over 15000 members monthly and an information flyer will be emailed to every gun club in Australia. Stating that any donation towards the 2014 Golden Grain Shoot would be greatly appreciated.

(NOTE BY GENERAL MANAGER – Last year Council agreed to donate \$100 towards this event).

Recommendation:
For Council's determination.

10.2 GULARGAMBONE CENTRAL SCHOOL D7(41719)

Advising the annual Presentation Night will be held on 10 December and the School is grateful that in past years Council has supported the 1st in Year 2 and 1st in Year 5 Book Prize. Asking whether Council would be happy to continue this sponsorship.

10.3 COONAMBLE PUBLIC SCHOOL D7(41717)

Advising it is preparing to celebrate students' achievements throughout the year and the annual Presentation Day is a chance to recognize the qualities of students in academic, sporting and citizenship areas. Asking Council to consider a contribution towards prizes.

Recommendation:
That in keeping with past practice Council agree to donate \$100 to each of the five schools in the Shire towards their Presentation Night Awards.

10.4 PAUL LEFEBVRE S13-1

Further to Council's invitation for suggestions regarding naming of the Club House at the Coonamble Swimming Pool, proposing the name Tommy Durham. Advising Mr Durham ran the pool, single handedly, for many years – pointing out as well as managing the pool and carrying out maintenance, he taught children to swim as part of his duties. Strongly suggesting that he is entitled to have his name on the Club House at the Swimming Pool.

10.5 DAVID MORISON S13-1(41760)

In response to Council's request for suggestions regarding the naming of the Club House at the Coonamble Swimming Centre, proposing that it be named in recognition of the contribution made by Robert 'Whisky' Andriske. Providing reasons why he has put the suggestion forward and hoping Council will favourably consider it.

10.6 TARA HAZLETT S13-1(41813)

Suggesting the name Whisky Andriske and saying without him we would not have such a successful team of swimmers. Stating it would also be a way to thank him for a lifetime of coaching and dedication to Coonamble.

(NOTE BY GENERAL MANAGER – In accordance with Council's request, the Coonamble Swimming Club has provided drafts of the two signs it wishes to install at the Coonamble Swimming Complex. Council advertised in the Coonamble Times for suggestions for the naming of the Club House – the above three are the only responses. Copies of the proposed signs are attached at **APPENDIX A**)

**Recommendation:
For Council's determination.**

**10.7 ST VINCENT de PAUL GREENE VILLA RESIDENCE
S13(41823)**

Referring to the eight people with disabilities in permanent residence at Greene Villa and asking Council to consider granting a season ticket for use by those persons and their carers during this swimming season. Saying that in the past Council has granted the request.

**Recommendation:
That Council agree to approve a Season Ticket for admission to the Coonamble Swimming Pool by the eight permanent residents of Greene Villa and their carers for the 2013/2014 swimming season.**

10.8 COONAMBLE ARTS ALIVE D7(41577)

Resubmitting its request for financial support to insulate and air condition the former Boy Scouts Hall which is now known as the Talent Scouts Arts Studio and used as a community space for various activities. Referring to Council's request that additional quotes be provided and attaching those quotes. Reminding Council that the Collective has raised \$3,000 to be used towards the work.

(NOTE BY GENERAL MANAGER – At Council's October meeting, when considering this request, a resolution was passed requesting additional quotes for the required works. Two quotes each have been submitted for the insulation and air conditioning:

- insulation \$2,343 and \$2,200
- air conditioning \$13,500 and \$12,980)

Recommendation:
Submitted for Council's determination.

10.9 QUAMBONE WOMEN'S GROUP D7+S13-3(41921)

Advising the Group would like to host a free sausage sizzle at the Quambone Swimming Pool for Australia Day celebrations on 26 January. Requesting approval from Council to use the pool as the selected venue and asking if Council would make a donation of \$200 to assist with catering.

Recommendation:
That Council note this amount will be funded from the Australia Day Vote and grant use of the pool for the function.

**10.10 COONAMBLE STREETS AHEAD COMMITTEE
R8-10+S10-2(41919)**

Referring to the annual Christmas Party which will be held on 19 December commencing 5.30 p.m. Requesting closure of Castlereagh Street (from the Peace Tree to Aberford Street) to all traffic from 5.30 p.m. to 9.30 p.m.

Recommendation:
That Council agree to the request from the Coonamble Streets Ahead Committee to close Castlereagh Street, from the Peace Tree to Aberford Street, from 5.30 p.m. until 9.30 p.m. on Thursday 19 December 2013 subject to Police approval.

**10.11 COONAMBLE STREETS AHEAD COMMITTEE
S10-2(41918)**

Advising that in conjunction with the annual Christmas Party in Castlereagh Street on 19 December 2013 there will be the usual 'jumping castle' and asking that 12 sandbags be made available by 5 p.m. to secure same. Requesting barricades be extended across the main street at the Peace Tree end to make sure that access to emergency vehicles for the parade will be easily managed by the Committee.

Recommendation:
That Council agree to provide the 12 sandbags to secure the jumping castle and that the usual barricades be provided and placed where required in accordance with past practice.

10.12	LEONARD'S STORE	S10-2(41906)
--------------	------------------------	---------------------

Advising that, in 2014, Leonard's Store will have been retailing in Coonamble for 100 years and it is intended to celebrate with the Coonamble people by arranging a street party in their area of Castlereagh Street on Saturday morning, 10 May 2014 from 9 a.m. until noon. Requesting Council to close off the section of Street (from the Bank Lane to Tooloon Street). Saying it is intended to have the Lions Club van and a coffee van, provide music and give-aways for children – all free of charge. Stating that Council's assistance with barricades and about 40 portable chairs would be greatly appreciated and requesting they be positioned by 8.30 a.m. to noon by Council staff.

Recommendation:

That Council advise Mr Leonard staff will assist with barricades to close the section of Castlereagh Street as requested, however Council is unable to assist with seating, as it does not have suitable seating available.

10.13	COONAMBLE HIGH SCHOOL	D7(41922)
--------------	------------------------------	------------------

Saying that Coonamble High School's Bovine Appreciation Club (CHS BAC) is hosting a dinner at the Coonamble Bowling Club on Friday 22 November. Advising the evening will include a presentation by CHS BAC students with the purpose of:

- Thanking valued partners
- Projecting a strategic plan
- Informing a wider audience of the potential of the BAC and enterprise education to contribute to the Coonamble economy and the opportunity to join in making a significant contribution to the future of the community.

Seeking a contribution of \$1,500 from Council to maximize the potential success of the evening. Pointing out this will ensure up to 100 guests will enjoy, for main course, select cuts of premium branded beef product, BAC Blue and a delicious dessert prepared by CHS Hospitality Classes. Saying they anticipate this will be an excellent environment in which to generate interest in supporting Enterprise Education at Coonamble High School.

(NOTE BY GENERAL MANAGER – At a meeting of Common Trustees held in March 2013 it was agreed to support a partnership with Coonamble High School's Primary Industries department/Bovine Appreciation Club. This would appear to be a promotion of the activities to which the Trustees agreed.

Recommendation:

Submitted for Council's determination.

10.14 JF & HA RACKHAM SR109

Referring to the parcel of Shire land at the western end of Shire Road 109 which has formally been recognized as a public road and the correct boundaries identified. Stating that as adjoining landowners, they require to utilise the road to gain access to their properties. Referring to previous correspondence stating there is a rural fence and single gate obstructing the road and preventing the movement of machinery along the road. Requesting Council to take the necessary action to have the obstructions removed thus enabling them and other adjoining owners to utilize the road. Further requesting that they be provided in writing that this parcel of land is a dedicated public road and they are within their rights to utilize the road.

(NOTE BY GENERAL MANAGER – This can be dealt with in conjunction with the Notice of Motion given by Cr Cullen and included as an item in my report).

Recommendation:

That Council defer consideration of this matter until later in the day when dealing with the Notice of Motion in the General Manager's report.

10.15 INDOOR EMPLOYEES' CHRISTMAS PARTY D7(41915)

Saying each year the Indoor Employees plan a break-up party prior to the Christmas/New Year close. Requesting that Council contribute towards the function by approving a donation of \$350.00.

(NOTE BY GENERAL MANAGER – Last year Council agreed to contribute \$300 towards this function.)

Recommendation:

For Council's determination.

**10.16 O'BRIEN & SONS TRANSPORT, GULARGAMBONE
PR2786+T5(41710)**

Requesting Council to consider granting permission to the parking of heavy vehicles connected to his business in Yoolundry Street for the duration of the 2013 harvest period.

(NOTE BY GENERAL MANAGER – An Order was issued on Mr O'Brien in June 2011 to remove all equipment, trucks, trailers from public places. To agree to Mr O'Brien's request Council will need to rescind the Order. Council should note that Regulation 200 – Road Rules 2008 – section (2) states :*"The driver of a heavy vehicle, or long vehicle, must not stop on a length of road in a built-up area for longer than 1 hour, unless the driver is permitted to stop on the length of road."*

Council Officers exercise discretion when dealing with offenders however exemptions cannot be allowed without setting a precedent.)

Recommendation:

That Council advise Mr O'Brien it is unable to accede to his request, which would contravene NSW Road Rules.

Section B – Matters for Council’s Information.**10.17 JOHN MACARTHUR-STANHAM - LOCAL LAND SERVICES
CHAIRMAN E5-3(41659)**

Writing as the inaugural Chair of the Local Land Services (LLS) Board of Chairs. Advising LLS will bring together a wealth of technical and advisory knowledge from Livestock Health & Pest Authorities, Catchment Management Authorities and some extension services from the Department of Primary Industries. Saying that LLS will be a locally-empowered organization, operating under a State-wide governance structure and an aligned strategic direction. Listing the 11 Regional Chairs which are now in place:

- Ian Armstrong – Central Tablelands
- Tom Gavel – Central West
- Terry Charlton – Greater Sydney
- Susan Hooke – Hunter
- Alex Anthony – Murray
- Kent Lee – North Coast
- Conrad Bolton – North West
- Hans Hietbrink – Northern Tablelands
- Sam Archer – Riverina
- David Mitchell – South East
- Tom Hynes – Western.

Saying board members will be announced in the coming weeks and the process of recruiting General Managers is in hand, with applications closing 20 October 2013.

10.18 NSW PLANNING & INFRASTRUCTURE E5(41697)

Referring to the recent announcement by the NSW Government on the implementation of initiatives under the Strategic Regional Land Use Policy. Pointing out that the brochure *Getting the balance right: NSW land use* outlines the introduction of coal seam gas (CSG) exclusion zones to residential areas across the State; the introduction of the Gateway process which adds further scrutiny to new State significant mining and CSG proposals on strategic agricultural land and the establishment of the Mining and Petroleum Gateway Panel which will oversee the Gateway process. Saying the brochure also includes information on proposals currently on exhibition to extend CSG exclusion zones to additional villages and future residential growth areas across the State, revised maps of the Critical Industry Clusters in the Upper Hunter region where CSG exclusion zones are proposed and mapping of an additional one million hectares of biophysical strategic agricultural land. Stating then once this mapping is finalized, the Gateway process will be applied to new State significant mining and coal seam gas projects proposed on this land. Saying further information is available at www.planning.nsw.gov.au

10.19	MAYOR OF THE CITY OF DUBBO	M3+O5(41718)
--------------	-----------------------------------	---------------------

Thanking Council and the Mayor for supporting the Toyota Tour de OROC fundraising bike ride. Saying at first it seemed a hard task to raise \$100,000, but with the dedication and willingness of Council the figure has been surpassed and the end result may be around \$140,000. Saying the exact amount will be advised in due course.

10.20	HILL ROGERS SPENCER STEER	TD13-6(41742)
--------------	----------------------------------	----------------------

Thanking Council for its letter advising their audit tender was successful. Accepting reappointment and asking that their acceptance and appreciation be conveyed to Council.

10.21	THE HON BRAD HAZZARD MP	B11(41754)
--------------	--------------------------------	-------------------

Regarding important changes that have been made to the Planning Bill 2013 which the NSW Government will introduce into Parliament over the coming weeks. Advising the new planning system is based on three principles:

- Everyone gets a say
- Certainty in the planning process
- Local planning for local communities.

Stating almost 5000 submissions have been received from the community and stakeholders and a feedback report that addresses each of the issues raised in detail and outline changes made will be released. Pointing out that many of these changes return greater planning powers to councils and communities by:

- Allowing councils to modify state-wide codes
- Allowing councils to determine where code assessable development will apply, outside growth areas
- Scrapping the 80 per cent target for streamlined assessment
- Giving councils majority representation on the new Sub regional Planning Boards.

Advising local government will be invited to participate as partners in the various implementation working groups.

10.22	WARREN TRUSS, DEPUTY PRIME MINISTER, MINISTER FOR INFRASTRUCTURE AND REGIONAL DEVELOPMENT
--------------	--

Copy of speech to the National Conference concerning Sustainable Economic Growth for Regional Australia (SEGRA). Copy attached – see **APPENDIX B**

(NOTE BY GENERAL MANAGER – Mr Truss makes reference to Global Opportunities as well as regional infrastructure, economic and roads networks. Of interest to Council will be the announcement of a National Stronger Regional Fund where councils and community groups can apply for grants between \$20,000 and \$10M, based on \$ for \$. The fund will commence in 2015 with an initial allocation of \$200 million per year. It appears that projects announced by the previous government through RDA funding are unfunded. The Roads to Recovery Program is still supported, although no dollar allocation was mentioned).

10.23	NSW RURAL DOCTORS NETWORK	M5-1(41820)
--------------	----------------------------------	--------------------

Forwarding copy of annual company report for year ended 30 June 2013. Saying they are proud of their 25 year history serving rural NSW communities since commencing in 1988. Saying a copy of the report is available at www.nswrdn.com.au under News & Publications/RDN Publications/Corporate Reports & Plans.

10.24	NSW OFFICE OF WATER	F5-4(41835)
--------------	----------------------------	--------------------

Advising Council's application under Part VIII of the Water Act 1912 for the Coonamble Town Levee Upgrade has been granted, noting it is effective for a period of five years commencing from 24 October 2013. Drawing attention to the conditions attached to the Approval. Saying if Council objects to any of these conditions it may lodge a protest in writing specifying the grounds for the protest and saying it must be lodged within 28 days of the date of the letter. Saying the holders of this Approval shall bear full responsibility for and take all reasonable and proper precautions and care with the construction, maintenance and repair of the controlled work covered by the Approval No 80CW809665.

10.25	TWO EIGHT TWO EIGHT	D5-14-2
--------------	----------------------------	----------------

Forwarding copy of minutes of Annual General Meeting held on 21 October 2013, together with its Financial Report for the year ended 30 June 2013. See **APPENDIX C**.

10.26	AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION
	L10(41881)

Reporting on the issue of constitutional recognition and advising the Government has agreed to allow the Australian Local Government Association (ALGA) to use the federal funding provided for the referendum campaign to reimburse local government for the costs incurred in the campaign prior to the referendum being cancelled. Thanking all councils who contributed to the referendum campaign, in terms of money, time and effort. Pointing out referendums are rare in Australia (the local government

referendum would have been only the second referendum in the last 25 years) and coordinated campaign in support of a referendum are even rarer.

Saying the decision by Mr Rudd to bring forward the Federal Election date and, as a consequence sacrifice the possibility of holding the referendum was made without consultation with local government. Stating that since the referendum did not proceed, the uncertainty around the continuation of direct federal funding of local government remains. Advising the implications of previous High Court decisions cannot be ignored and while programs such as Roads to Recovery can continue for the present, they remain vulnerable to a future challenge.

Pointing out that although the future of any referendum remains uncertain, ALGA will be looking carefully at the processes and developments which led up to the 2013 referendum campaign and drawing appropriate lessons from the experience.

10.27	MURRAY DARLING ASSOCIATED INC	W1(41928)
--------------	--------------------------------------	------------------

Thanking Council for its continued membership and attaching a copy of the 2012/2013 Annual Report. Saying they believe the 69th National conference set some challenges in achieving a sustainable balance between regional communities and their environment. Advising the outgoing National President, Ken Rogers, welcomes Cr Greg Toll as its new National President and hopes that the plans set down for the MDA in 2013/2014 are productive and beneficial to the future prosperity of all basin communities.

10.28	INLAND NSW TOURISM	T3-12(41927)
--------------	---------------------------	---------------------

Formally inviting representation from Council to attend the 2013 Annual General Meeting and celebrate a second successful year of operation. Saying the AGM will be held at 11.30 a.m. at The Royal Automotive Club of Australia, 89 Macquarie Street. Attaching notification of the meeting and a nomination form for members to nominate for election as a Director of Inland NSW. Saying that following the AGM they will be hosting a complimentary lunch from 12 noon.

10.29	COONAMBLE LOCAL ABORIGINAL LAND COUNCIL	A2(41753)
--------------	--	------------------

Advising it is holding a ball to recognize the hard work and efforts of the local Indigenous people. Saying the ball also provides an opportunity for Indigenous and non-Indigenous community members to come together for a fun evening. Inviting management staff to acknowledge a fellow colleague or community member by nominating them for an award. Sending a package of nomination forms to nominate positive role models in the following categories:

- Indigenous Male Employee of the Year
- Indigenous Female Employee of the Year
- Non-Indigenous Community Person
- Indigenous Community Service Award
- Indigenous Sportsperson of the Year
- Elder of the Year
- Local Business.

10.30	PETER DELANEY, ARMATREE	R4-3(41816)
--------------	--------------------------------	--------------------

Advising he is an aged pensioner with no other source of income and he cannot pay rates on the vacant blocks he owns in Gulargambone. Saying the value of the blocks is less than the expense that would be incurred to sell them. Asking Council to please consider taking one of the following courses of action, on compassionate grounds with regard to his circumstances:

1. in accordance with s713(2)(b) Local Government Act 1993, sell the relevant blocks of land; or
2. in accordance with s570 of the same Act, accept transfer of the relevant blocks of land in full satisfaction of the rates, charges and accrued interest.

(NOTE BY GENERAL MANAGER – Council staff have had numerous discussions with Mr Delaney, each time advising him that Council did not accept land in payment of outstanding debt, but that the properties would be included in the next sale of land for overdue rates).

RICK WARREN
General Manager
5 November 2013

**11. REPORT BY GENERAL MANAGER
COUNCIL MEETING WEDNESDAY, 13 NOVEMBER 2013**

**11.1 DEVELOPMENT APPLICATIONS DETERMINED UNDER
DELEGATED AUTHORITY**

*Link to Community Strategic Plan / Council's Delivery Program
L1.4.5 Governance is open and transparent.*

Background:

Council was instructed in the Promoting Better Practice Review to report all development applications approved under Delegated Authority to each monthly meeting.

Issues:

The list covering period since last Council Meeting is as follows:

DA No	Owner	Applicant	Proposed Use	Address of land	Approval Date
02/13	Michael Madden	Owner	Subdivision of land	"Warrana" Coonamble	24/10/2013

CDA No	Owner	Applicant	Proposed Use	Address of land	Approval Date
NIL					

Sustainability/Legislative Provisions:

As stated in the Promoting Better Practice Review from the Department of Local Government.

Financial Considerations: NIL

Options: NIL

Recommendation:

That Council note Development Application No 021/2013 was approved under delegated authority since the last meeting.

11.2 NSW LOCAL GOVERNMENT COMPARATIVE INFORMATION
--

Link to Community Strategic Plan / Council's Delivery Program:

14.2.6 Periodically collect data for all major infrastructure classes.

Background:

Each year the Division of Local Government issues comparative data on local councils that is collected from a variety of sources.

Issues:

Coonamble is classified as a Group 9 Council as are our neighbouring councils of Gilgandra and Warren; their data is also included for Council's information.

Of interest to Councillors will be the rates charged and the average residential water and sewer bill.

The following ratios are used to TCORP and the benchmarks are shown.

- **Own Source Revenue Ratio** – benchmark >60%. This measures the degree of reliance on external funding sources, such as operating grants and contributions.
- **Operating Performance Ratio** – benchmark > -4% Measures a council's ability to contain operating expenditure within operating revenue.
- **Unrestricted Current Ratio** – benchmark 71.5% Is a ratio specific to local government and measures the adequacy of working capital and the ability to satisfy obligations in the short term.
- **Building and Infrastructure Renewal Ratio** – benchmark >100% Measures the proportion spent n infrastructure asset renewals and the asset deteriorating.
- **Infrastructure Backlog Ratio** – benchmark <20% measures the proportion the backlog is against total value of a council's infrastructure.

The complete report containing information on all councils within NSW is available at www.dlg.nsw.gov.au under Comparative Information.

Sustainability/Legislative Provisions:
N/A

Financial Considerations:
N/A

Options:
N/A

Recommendation:
That Council note the comparative information for NSW local councils as provided by the Division of Local Government.

11.3 LOCAL GOVERNMENT INFRASTRUCTURE RENEWAL SCHEME (LIRS) – ROUND THREE**RESUBMITTED – COUNCIL REQUEST AT OCTOBER MEETING**

*Link to Community Strategic Plan / Council's Delivery Program:
L1.4.11 Maintain long term financial viability*

Background:

The NSW Government has released guidelines for round three of the Local Government Infrastructure Renewal Scheme (LIRS). Applications open 19 September and close 31 December 2013.

Issues:

The Government is not funding directly identified infrastructure backlogs. It is providing an interest rate subsidy of 3% on loans taken up to complete these projects. The identified works must address legitimate infrastructure backlogs. Projects must meet a core purpose of local government intended for community use – e.g. roads, community halls, libraries, parks and sportsgrounds. Projects that do not provide assets to meet an infrastructure backlog in a core service delivery area of local government responsibility will not be funded. A housing project, even if not identified in Council's infrastructure backlog, is eligible for funding.

Preference will be given to projects with a value over \$1,000,000 however the circular does say councils considering smaller projects may be considered.

On a loan of \$1,000,000 @ 6% interest repayments are \$134,431.42 per annum. Interest over the period of 10 years is \$344,314.15. Should, at the time of the loan being drawn down, interest rates are still at 6% the subsidy received by Council over a 10 year period is \$164,914. Should Council apply for a loan of \$1,000,000 over a 10 year period it would need to identify approximately \$116,491 in the budget each year for repayments. Council's last repayment for the internal loan to pay for the bridge replacement is due 30 June 2016. Council's current debt service ratio is under half a percent. The challenge for council, if it was to decide to apply for a subsidy and be successful, is to find an additional \$116,000 per year to repay the loan.

Should Council wish to apply for a subsidy it will need to nominate a project(s) to allow costing.

Sustainability/Legislative Provisions:

N/A

Financial Considerations:

A minimum commitment for a \$1,000,000 loan will be \$116,000 per annum expense for 10 years.

Options:

1. Nominate project(s) for LIRS
2. Not participate in the interest subsidy.

Recommendation:

That Council :

- (a) Determine if it will seek funding under the LIRS**
- (b) Nominate any project for application**
- (c) Budget the repayments for the 2014/2015 financial year onwards.**

11.4 PROPOSED CLOSURE OF OFFICE – CHRISTMAS/NEW YEAR PERIOD

***Link to Community Strategic Plan / Council's Delivery Program:
P1.3.1 Support activities/projects that increase community participation and connection.***

Background:

For many years Council closed its Office between the Christmas and New Year period.

Issues:

This year Christmas Day falls on a Wednesday, with the public holidays being Wednesday & Thursday, 25 & 26 December – New Year's Day falls on the following Wednesday..

In keeping with its resolution from the November 2011 meeting, staff will be required to avail themselves of annual leave for this closedown.

Council may wish to consider closing at 5.00 p.m. Tuesday, 24 December 2013 and re-opening on Thursday, 2 January 2014. Staff would be required to take annual leave for Friday 27, Monday 30 and Tuesday 31 December, 2013.

Sustainability/Legislative Provisions:

Council is party to the Local Government (State) Award 2010. The Award contains provisions relevant to this situation.

Financial Considerations: Nil

Options:

- Not close the office during the Christmas/New Year period

Recommendation:

That Council close the office on Tuesday, 24 December 2013 and reopen on Thursday 2 January 2014 and that staff use annual leave provisions for the three days not covered by public holidays.

11.5 SHORT TERM CARAVAN PARK/CAMPING AREA

***Link to Community Strategic Plan / Council's Delivery Program:
13.4 Maintain all recreational facilities to ensure safety and promote use***

Background:

Council resolved at the meeting in September to investigate the possibility of short term caravan parking in the Limerick Street area for travellers staying for no more than two nights.

Issues:

The subject land is a reserve controlled by Council. Under State Environmental Planning Policy No 21 – Caravan Parks – the use of land within a local government area for a caravan park or camping ground may, unless prohibited by another plan, be carried out only with the consent of the council.

While council may give consent to the operation of camping grounds or caravan parking, it is subject to Section 132 of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005. The regulation imposes average number of caravans/camps that may be permitted per hectare of designated area and distances between each caravan or camp site. The camping ground must also be provided with a water supply, toilet and refuse disposal facilities.

Council has, in the past, considered additional dump points within the Shire for RV friendly reasons, but decided to encourage the use of existing caravan parks within the Shire, rather than allow caravan parking on road reserves and rest stops.

Sustainability/Legislative Provisions:

- Local Government Act 1993
- Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005
- Coonamble Local Environmental Plan 2011

Financial Considerations:

Provision of water supply, toilet facilities and waste disposal has not been costed to date. Water supply is available within the proximity however sewer connection would involve substantial works to enable connection.

Options: N/A

Recommendations:

That Council note the information pertaining to caravan parking and/or camping on the land bounded by Limerick Street and Eurimie Creek backing onto the Castlereagh River.

11.6 ECONOMIC DEVELOPMENT MANAGER'S REPORT

Author: Economic Development Officer – Lee O'Connor

Link to Community Strategic Plan / Council's Delivery Program:

EC2.1 Identify & attract industry programs that will draw new industry to the Shire.

12.1.2 Encourage development of multi-purpose community facilities.

EC3.3.1 Support social enterprise opportunities that allow young people to transition from school/TAFE to employment.

PROJECT	ACTIONS	STATUS/OUTCOMES
Western Education & Events Centre	1. Met with M Wilson to discuss cost management and staging options.	
Eco Spa + Caravan Park	1.	No progress this month. Awaiting land acquisition and outcome of funding application.
Market Industrial Estate		Transfer received for execution by Council of Lot 5 Hooper Drive.
Rail Upgrade	Letter to Transport NSW re extra siding.	No response to date.
Support new and existing business	<ol style="list-style-type: none"> 1. Support Business Start-Ups and Expansions: provide information and referral. 2. Chamber of Commerce – Buy Local Campaign. Assist Chamber with planning and marketing. 3. Micro Finance for Small Business – 	<ol style="list-style-type: none"> 1. 5 businesses supported. 2 new, 1 re-opening (Smartkids Childcare), 2 existing. NB: No response received re Heavy Vehicle Inspection Station. 2. 2013 Buy Local Promotion – weekly draws held; marketing via radio, newspaper, facebook, webpage. 3. Many Rivers Micro Finance and Orana Business Enterprise Centre attending November Employment Circle meeting.
Employment Circle	<ol style="list-style-type: none"> 1. Driver Licensing – 2. RuralSkills – 	<ol style="list-style-type: none"> 1. Letter sent. 2. CHS proposing to expand Common Project to include 19/20 year olds and seeking corporate and government support for project costs. Invitation only function to be held 22 November at Coonamble Bowling Club.
Review & Develop Shire Investment Strategy	<ol style="list-style-type: none"> 1. Shire ED Committee – 2. Business/Investor Prospectus – 	<ol style="list-style-type: none"> 1. Recommendation to form a Shire Economic Development Committee. See separate report. 2. In progress.

Recommendation:

That the Economic Development Manager's Report be noted.

11.7 PROPOSAL FOR A COONAMBLE SHIRE ECONOMIC DEVELOPMENT COMMITTEE

Author: *Economic Development Manager – Lee O'Connor*

***Link to Community Strategic Plan / Council's Delivery Program:
L1.1.3 Coordinate local involvement in regional business awards
L1.4.5 Governance is open and transparent***

Background:

Under the NSW Integrated Planning and Reporting Framework, Council must develop a long term Community Strategic Plan, a four year strategic Delivery Program and an annual Operational Plan. Now that these plans are in place, it is proposed to form an Economic Development Committee to advise Council on the strategic direction for the Economic Development function of Council and provide recommendations for specific actions to meet the objectives set out in the strategic planning documents.

An Economic Development Committee would assist Council staff to identify appropriate opportunities for Council to pursue and contribute to the development of an Economic Development Plan. Community and/or business representation on an Economic Development Committee for the Shire would enable Council to work with the community towards sustainable long term business and employment growth to broaden and deepen the economic base of Coonamble Shire.

The Economic Development Plan would recognise challenges and identify opportunities within the Shire, capitalising on our existing strengths whilst laying the foundation for long term growth. The Plan would also align with relevant Regional and State Plans in order to enhance support and co-operation with other levels of government.

A draft Charter for a Coonamble Shire Economic Development Committee is attached. **APPENDIX D**

Issues:

An Economic Development Committee needs to be sufficiently broad in representation but manageable in size to enable effective ongoing discussion and appropriate communication with Council as a whole.

An Economic Development Committee should not usurp the role of Councillors and the General Manager but provide specific recommendations, feedback and advice relating to economic development issues and opportunities.

Sustainability/Legislative Provisions:

It is proposed to establish the Economic Development Committee as a Specific Purpose Council Committee rather than a Section 355 Community Committee as it will not be delegated a specific function of Council but will

perform an advisory role to assist Councillors and Council staff in matters of strategy and project planning specifically relating to economic development within the Shire.

Financial Considerations:

Committee operations should not incur additional expense apart from minor catering and administrative support costs such as printing.

Any activities or projects recommended by the Committee would need to be approved and undertaken according to existing Council policies and procedures, including budgetary processes.

Options:

- 1 That Council form an Economic Development Committee for the purpose outlined above and in accordance with the Draft Charter attached.
- 2 That Council form an Economic Development Committee but with variations to the proposed purpose and Draft Charter as discussed and agreed by Council.
- 3 That Council does not form an Economic Development Committee.

Recommendations:

(a) That Council form a Coonamble Shire Economic Development Committee to assist Councillors and staff set the strategic direction for the Economic Development function of Council and provide recommendations for specific actions to meet the objectives set out in the strategic planning documents.

(b) That the Committee be facilitated by Council staff as determined by the General Manager, meet quarterly (or as determined by the Chair) and consist of:

- i. Three Councillors (Mayor the chair)***
- ii. Three local industry/community representatives (selected for their knowledge/skills/experience)***

(c) That all members be appointed by resolution of the full Council, following an advertised call for Expressions of Interest.

(d) That Council adopt the draft Charter for Coonamble Economic Development Committee and the Committee operate according to that Charter.

11.8 NOTICES OF MOTION

(The following Notices need to be moved and seconded in accordance with normal meeting procedure)

Councillor Tom Cullen has given notice that, at the meeting on 13 November 2013, he will move the following:

(1) Thara Road:

“That Council instruct the General Manager to lodge the survey plan of the recently surveyed section of Thara Road with the Registrar General and take any other steps necessary to open the road”

**Recommendation:
For Council’s consideration.**

Councillor Al Karanouh has given notice that, at the meeting on 13 November 2013, he will move the following:

(2) Tooraweenah Road

- “(a) That Council make application under the NSW Local Infrastructure Renewal Scheme for funding to undertake sealing of the Tooraweenah Road;*
- (b) That a report be brought back to the December meeting of Council detailing the overall cost of sealing the road, the cost per kilometre of such works and the standard of the proposed construction.”*

(Note: In moving this motion, Cr Karanouh believes that sealing the road has benefit to the community of the Shire.

The LIRFS provides an interest rate subsidy of 3% on borrowing from external sources, this equates to saving of approximately \$165,000 per \$1M borrowed over the ten year repayment period. The closing date for the application is 31 December 2013.)

**Recommendation:
For Council’s consideration.**

RICK WARREN
General Manager
5 November 2013

12. REPORT BY DIRECTOR OF COMMUNITY SERVICES COUNCIL MEETING ON WEDNESDAY 13 NOVEMBER 2013

12.1 COMMUNITY CONSULTATION POLICY

Link to Community Strategic Plan / Council Delivery Program:
P4.2.7 Develop Community Consultation guidelines.

Background

In accordance with the Local Government Act 1993 (Sections 8 & 406) community consultation is a required activity of Council.

Council's Delivery Program outlines a commitment to community consultation as follows;

- P4.2.7. Ensure Council consultation provides opportunities for participation for people from diverse backgrounds
- EN3.1.1. Ensure appropriate opportunities for those working on the land to participate in Council consultation regarding decisions that affect them
- P1.3.5. Continue to consult residents with a focus on quality of life experience rather than sole satisfaction with Council services
- L1.1.2. Promote genuine opportunities for people to participate in decisions that affect them

The provision of effective service is underpinned by clear policy which provides a framework for strategic direction and enables informed decision making by Council. This report presents a draft Community Consultation Policy for Council's consideration.

Issues:

Council undertakes community consultation for the purposes of informing, involving and collaborating with the local community.

The purpose of the Community Consultation Policy is to provide a framework for Council's activities related to the facilitation and management of community consultation and participation.

The type and level of community consultation may vary between activities and projects and the level of consultation may be more intense and detailed depending on the needs of particular groups or a community within the local government area, the nature of the project/proposal and the level of impact of that project/proposal.

Community Consultation enables Councillors and staff to be confident that the views of the community and stakeholders are considered. Consultation complements, but does not replace, the decision making role of Council. Whether community or stakeholder opinion is divided or overwhelmingly in one direction, it still rests with Council to make the decision.

The Community Consultation Policy is attached as **APPENDIX E**

Sustainability/Legislative Provisions:

- Local Government Act 1993

Financial Considerations:

Nil.

Options:

1. Adopt the Community Consultation Policy.
2. Do not adopt the Community Consultation Policy.

Recommendation:

That Council endorse the attached Community Consultation Policy and place the document on public exhibition for the prescribed period, calling for submissions, prior to formally adopting the policy taking into consideration any submissions received.

12.2 MURDI PAAKI YOUTH SERVICES***Link to Community Strategic Plan / Council Delivery Program:******P2.2.4 Work with partners to develop strategies to minimise crime and anti-social behaviour in the community******P4.2.4 Work in collaboration with agencies and community groups to address existing and emerging issues specific to the Aboriginal community.******P4.2.1. Provide strategic early intervention community development programs for children and young people.*****Background:**

The Coonamble and Gulargambone Youth Centres have operated under the management of Murdi Paaki Regional Enterprise Corporation. The Centres have offered after school and school holiday services to young people aged 8 – 17 years. Services such as Distance Education and Links to Learning programs have also been facilitated, in partnership with other organisations.

Issues:

Murdi Paaki Regional Enterprise (MPREC) has ceased its youth services in both Gulargambone and Coonamble. According to information from Murdi Paaki staff, operations have ceased due to lack of external funding provision.

Sustainability/Legislative Provisions:

- Local Government Act 1993

Financial Considerations:

Nil.

Options:

N/A

Recommendation:

That Council note the information contained in this report.

12.3 COONAMBLE SHOW 2014

Link to Community Strategic Plan / Council's Delivery Program:

13.4 Maintain all recreational facilities to ensure safety and promote use

P4.4.2 Assist Coonamble Shire events with marketing and promotion.

Background:

Earlier this year the NSW Department of Industrial Relations wrote to Council regarding the administrative process to apply to the Minister for the declaration of local public holidays under the *Public Holidays Act 2010*.

Issues:

Council was required to consult with relevant stakeholders, such as Chamber of Commerce, local Banks, major employers and local schools within its LGA due to potential impacts a public holiday will have on businesses.

Council advertised in the Coonamble Times, inviting comment from the public. It also sent letters to the following organisations, attaching a copy of guidelines for local public holiday and local event day applications which was forwarded by the Department of Industrial Relations, for information:

- Coonamble Aboriginal Health Service
- Coonamble Multi Purpose Service
- Coonamble Rural Transaction Centre Inc
- Coonamble Chamber of Commerce
- National Australia Bank
- Commonwealth Bank of Australia
- Five schools within the LGA

The letters pointed out that the Department of Industrial Relations is adamant that consultation occurs and sought their comment to support - or otherwise - Council's decision whether or not to apply for gazettal of the holiday. One-on-one consultations were also offered, if any of the organisations so wished.

Council has received two responses - from Coonamble Chamber of Commerce and Coonamble Public School supporting the gazettal of a public holiday for the second day of the 2014 Coonamble Show.

A submission was received from the Executive Manager – Workplace Relations – Clubs NSW on behalf of member clubs in the Shire advising it supports the local significance of the Show and understands the purpose of the public holiday is to allow the community to attend the event.

However, expressing concern regarding the impact of the local public holiday and the necessity for registered clubs in the Shire to pay employees penalties up to 250% of the base rate of pay if the day is declared a public holiday. The Executive Manager suggests that Council seek gazettal of a local event day in lieu of a local public holiday or alternatively, seek gazettal of a part day public holiday, which is sufficient for the purpose of the event, but not impacting on registered clubs through application of public holiday penalty rates up to midnight. In this respect, Clubs NSW submits that a part-day public holiday from 9.00 a.m. to 5.00 p.m. is appropriate.

I either attended or contacted all local schools regarding the issue. As a full day is proposed, it was not necessary to discuss half-day transport arrangements. All schools expressed their support for the proposed public holiday.

Should Council decide to apply for a holiday for the second day of the 2014 Coonamble Show (Wednesday 28 May), its application must be received by 29 November to enable sufficient time for processing.

Sustainability/Legislative Provisions:

- Public Holidays Act 2010.
- Local Government (State) Award 2010 – cl 19A

Financial Considerations:

N/A

Options:

- (1) Not agree to apply for gazettal of a full day public holiday for the second day of the 2014 Coonamble Show
- (2) Agree to apply for gazettal of a local public holiday for the second day of the 2014 Coonamble Show
- (3) Agree to apply for gazettal of a part-day public holiday from 9.00 a.m. to 5.00 p.m.
- (4) Not apply for gazettal of a public holiday for the 2014 Annual .

Recommendation:
Submitted for Council's determination.

12.4 MOORAMBILLA FESTIVAL

Author: Grants and Events Officer, Jennie Geerdink

***Link to Community Strategic Plan / Council's Delivery Program:
P4.4.1 Assist with Moorambilla Event
P4.4.2 Assist Coonamble Shire events with marketing & promotion.***

Background:

In 2011 Council entered into a three year Memorandum of Understanding to support Moorambilla Festival Inc in the staging of Moorambilla Festival for 2011, 2012 and 2013. This support included cash and in kind support. Cash consisted of \$16,000 in 2011, \$18,000 in 2012 and \$20,000 in 2013. With the conclusion of the 2013 Moorambilla Festival on 22 September, pending the organisers report to Council under the Agreement, this MoU has now expired. This report seeks to inform Council of the outcomes of the Festival. **SEE APPENDIX F**

Issues:

Moorambilla Festival was first staged in 2006 and has been an integral part of Coonamble's cultural scene. The Festival has grown since then and attracts hundreds of visitors to the town through performing artists, their families and friends.

Through the MoU agreement, Moorambilla Festival Inc was able to utilise the services of a local Festival Coordinator, with funding for that position provided by Council and auspiced by Outback Arts. The remainder of the Festival funding was devolved directly to Moorambilla Festival to be used in promotion and marketing.

Council had no involvement in the artistic management of the Festival but, under the MoU, had a heavy operational role to play, through manpower support. Much of this is in line with the support given to other major events. However the fluid nature of the Festival is such that, despite a high degree of strategic planning between the Coordinator and the GEO, a number of requirements are not able to be locked in until a week prior to the event.

In addition, a lot of time was taken up by the GEO to distribute promotional material through the Visitor Information Centre network in the region. Two lots of material were distributed during this time and the costs of postage were borne by Council outside the promotion and marketing component of the funding agreement.

The 2013 Festival also saw the shared use of the Pavilion by Moorambilla and the Coonamble Hack and Pony Club for the first time. The initial concern by Moorambilla about the impact of the shared use was alleviated through communication and negotiation with the GEO and other council officers. The GEO attended two site meetings with Moorambilla representatives to ensure all parties could successfully manage their events and this appears to have paid off.

Despite the use of an experienced local coordinator, there is still a major time impact on Council staff during the organisational lead up. This increases in the week leading into the Festival and during the running of the Festival. While this year the burden on weekend staff was not at the level it was previously, there is still a requirement for staff to be available for activities including unlocking the grounds to the Museum on Saturday morning, garbage management at the Pavilion and (as in previous years) unblocking toilets. Staff are also needed to facilitate the closure of the main street for the markets.

SUMMARY 2013

The GEO held discussions with the local Festival Coordinator and the Artistic Director at the close of the event, with both agreeing the Festival ran smoothly and noting an increase in attendance. Both also agreed that the use of a dedicated liaison point with Council has streamlined the process of booking Council staff and ensuring everyone is on the same page. Accommodation for performers and visitors remains an issue, however this is not going to be resolved quickly. Programs such as Gunnedah Home Hosting have taken many years to fully implement and this would be the case in Coonamble.

The Artistic Director has indicated that, due to the growth of the Festival over the past eight years, the Moorambilla Festival Inc Board will be reviewing the structure and direction of the Festival. The results of this review will be communicated to Council as soon as it is determined.

Sustainability/Legislative Provisions:

Local Government Act 1993, section 356, allows Councils to financially assist others for the purpose of exercising its function.

Financial Considerations:

It is conservatively estimated the cost to Council over the past three years has been in excess of \$100,000. Should Council wish to be a partner to future events, guidelines need to be established through a new agreement to allow clarity in preparation and provision of assistance for the event.

Currently Councillors Keady and Walker represent Council on the Moorambilla Steering Committee. It may be appropriate for Council to form a Committee, inclusive of the Grants and Events Officer, to develop an agreement for the future.

Options:

- Negotiate a new agreement with Moorambilla Festival Inc for up to three years
- Decline to be involved with future events.

Recommendation:

That if Council resolves to be involved with future Moorambilla festivals, it form a committee, consisting of three councilors and the Grants and Events officer, to negotiate an agreement with Moorambilla Festival Inc.

12.5 COMMUNITY SERVICES PROGRESS

Background:

In line with Council's 2013/14 Operational Plan, this report presents a summary of community services progress and activities for the period September– October 2013.

Issues:**1. Community Development****1.1 Crime Prevention****1.1.1 Burglar Beware II (break and enter)**

Link to Community Strategic Plan / Council Delivery Program – P2.2.4 Work with partners to develop strategies to minimise crime and anti-social behaviour in the community.

The Burglar Beware II project is progressing with program placements now fully occupied. Fifty five (55) residents are registered for assistance to receive home security measures such as alarms, cameras, window security mesh, locks and lighting. The majority of participants have engaged with the community development component of the project which involves connecting with neighbours to increase community "street safety".

Due to a backlog of work, some residents have experienced delays with the installation of screens. However, all works are expected to be completed by the conclusion of the project in December 2013.

1.2 Youth anti-social behaviour**1.2.1. Bang the Table**

Link to Community Strategic Plan / Council Delivery Program P4.2.1 Provide strategic early intervention community development programs for children and young people.–

The Bang the Table project is progressing with the Youth Council refining a schedule of youth focused activities. The Bang the Table project is progressing with the Youth Council refining a schedule of youth focused activities. A number of activities have been identified and young people are progressing the following events:

- Community fun day at the Coonamble Pool with an inflatable slide

- Trip to the Lightning Ridge swimming complex
- Mixed touch football competition
- Music festival
- Comedy workshops
- Sports Day for the whole community
- Skateboard workshops

1.3 Library Connections Project

Link to Community Strategic Plan / Council Delivery Program:

12.2.1 Expand the role of Council libraries to support early language/literacy skills and life skills programs.

12.2.2 Provide high quality library services that are responsive to community need

This externally funded project aims to build connections between the Aboriginal community of Coonamble Shire and the Coonamble Library. The project involves a part time Project Worker (Library Officer) facilitating a twelve (12) month program in accordance with a framework involving *place making, bridge building and cultural development*. The Library Connections Project Worker has commenced and the project is progressing with the following outcomes to date.

- Commenced Stories in the Street sessions, reading to children and their parents in various locations in the community including Parks, Preschools and NAIDOC community event.
- Facilitated community survey and promoted the project through door knocking in place activity and school visits. Approximately 100 surveys have been completed to date.
- Commenced bench mark project survey and existing membership analysis.
- Introduced “Gayarragi, Winangali”, Gamilaraay language program.
- Commenced establishment of an Aboriginal cultural display, utilising local art and craft persons.
- Increased number of Library resources by Aboriginal authors/artists.
- Developed partnership relationships with various organisations (High School, Public School and NGOs)

- Assisted facilitation of a cultural research class for Coonamble Public School.
- Developed and promoted after school activities “Homework Help and Fun in the Library”, sessions to commence in November.
- Developed and promoted fortnightly “Movies @ the Library” sessions.

1.4 NAIDOC community celebrations

Link to Community Strategic Plan / Council Delivery Program

11.2.2 Provide appropriate opportunities for Aboriginal people to participate in Council’s community planning.

P4.1.1 – support activities that promote cultural awareness and diversity in ability and age

Council received funding from the Indigenous Coordination Centre to host a NAIDOC Film night. The event was held at the Coonamble Bowling Club on the 26th September. Five short films by acclaimed Indigenous filmmakers were screened with the support of the National Film and Sound Archive’s Black Screen Film Festival.

The NAIDOC Community day was held on the 27th September. The General Manager and staff attended the Flag Raising ceremony, followed by a march to the community day event at the Sports Oval. Library staff facilitated *Stories in the Street* sessions with children and conducted Library surveys with community members.

2. Library

Link to Community Strategic Plan / Council Delivery Program

12.2.2 Provide high quality library services that are responsive to community need

- Visiting Author – Lyn Ralston
- Patron Survey conducted during NAIDOC day and at Coonamble High School
- Skircle group facilitated

External groups utilising Library space:

- Family History group
- Writers’ Group
- Tutoring (3 groups)
- Interact (Employment Services)
- Coonamble Public School
- Distance Education

September – October 2013	Total issues	Total returns	New members
Coonamble	1930	1444	14
Gulargambone	155	149	0
Quambone	109	-	-

3. Community Newsletter

The second Community Newsletter was distributed to all residential addresses in the Shire during September. The Newsletter reported highlights of Council's progress for the period January – June 2013, together with a snapshot of scheduled works for 2013/14. The next Community Newsletter is scheduled for February/March 2014 and will cover the July – December 2013 period.

4. Tourism

4.1 Moorambilla

Link to Community Strategic Plan / Council Delivery Program- P4.4.1 Assist with Moorambilla event

Successful facilitation of the Moorambilla Festival on 19-22 September. Post event discussions with the local coordinator and the artistic director were positive with both pleased with the relationship with and support from council. Further discussion is contained in a separate report.

4.2 Coonamble Rodeo and Campdraft

Link to Community Strategic Plan / Council Delivery Program P4.4.2 Assist Coonamble Shire events with marketing and promotion

Administration of the Regional Flagship Funding for the annual Coonamble Rodeo and Campdraft on behalf of the Coonamble Rodeo Association.

4.3 Destination Management Planning

Link to Community Strategic Plan / Council Delivery Program

EC1.1.5 Develop existing visitor markets, EC1.1.6 Participate in Inland Tourism and Great Inland Way initiatives

The draft Destination Management plan for the Dubbo region was released by Inland NSW Tourism in September 2013 (attached as **ANNEXURE G**). The final plan is scheduled for release on October 30 at Dubbo Zoo where the next workshop will be held. The workshop will involve assigning tasks and responsibilities to interested stakeholders

4.4 Caravan and Camping Show

Link to Community Strategic Plan / Council Delivery Program

EC1.1.17/18 Maintaining membership of the Great Inland Way and Warrumbungle Tourism Cluster committees and identifying possible collaborative marketing opportunities

Coonamble Shire was represented at the Warrumbungle Cluster (Narrabri, Warrumbungle, Gilgandra and Coonamble Shires) stand at the Penrith Caravan and Camping Show on the 6-8th of September

- Total number of tradeshow attendees: 19,906
- Over 1,021 attendees visited the Warrumbungle Cluster Stand over the 3 day period
- 5% of this group specifically requested information on Coonamble Shire
- 44% requested information on all four shires

4.5 Quambone Primitive Campsite

Link to Community Strategic Plan / Council Delivery Program

EC1.1.3 Identify opportunities for new tourism product

Development of Primitive Campsite completed (signage installed, water/amenities repaired, site delineated)

4.6 two eight two eight

Link to Community Strategic Plan / Council Delivery Program

EC1.2.4 Provide training and support to tourism related businesses in the Shire

A new Coordinator has been appointed at two eight two eight. The Tourism Development Manager has met with Ms Pip Stalley to discuss the draft Destination Management Plan for the Dubbo Region and provide an overview of Council's existing tourism projects.

4.7 Museum Under the Bridge

Link to Community Strategic Plan / Council Delivery Program.

12.3.4. Continue to provide museum advisory support,

12.3.1 Upgrade and maintain infrastructure that supports cultural, recreational and leisure activities

The Museum Under the Bridge and Heritage Committee met in the reporting period. Minutes of that meeting are included for this meeting.

Successfully applied for \$5000 funding through the Royal Australian Historical Society to ensure Neville Owen Collection is both preserved and available to researchers.

Museum activity:

- Local school research visits
- Research activities include the old Coonamble Ambulance Station "Memorial Building", built 1958 with money raised by the Community and the "All Blacks Rugby League" team (early 1980s)

- 2014 exhibit preparation involves the 100 year Anniversary of WW1 and the 100 year Anniversary of Coonamble's Red Cross Branch.
- The Museum Facebook site now has 1,074 friends which is assisting with the donation of items for upcoming exhibits.

4.8 Coonamble Visitor Information Centre

Link to Community Strategic Plan / Council Delivery Program

EC1.1.8 Tourism information be displayed at regional and interstate visitor centres

	September 2013	October 2013
Number of visitors during reporting period	145	120
Most popular place of origin (where did visitors travel from?)	NSW - 106, VIC - 18	NSW -105, VIC - 15
Most popular service request (what did visitors ask for?)	1. Directions 2. Toilets 3. Shire attractions 4. Accommodation	1. Directions 2. Toilets 3. Accommodation 4. Shire attractions

5. Events

5.1 Tour De OROC

Link to Community Strategic Plan/Council Delivery Program

P4.4.2. Assist Coonamble Shire events with marketing and promotion

Coonamble hosted the Tour de OROC fundraising bike ride on Tuesday October 8. Liaison with the Tour organisers, Lions Club and community members, wishing to ride or donate, was undertaken. A barbecue lunch was provided for riders and community members.

5.2 Bike Week Activity

Link to Community Strategic Plan/Council Delivery Program

P3.1. Support and promote healthy lifestyles

Staff organised and facilitated a Bike Week activity, in conjunction with Transport for NSW and NSW Police. Two bicycle operatives from Dubbo came to Coonamble along with Youth Liaison Officers from Castlereagh LAC to provide information and safety awareness to under 12 year old children. Children were given opportunities to talk to all the officers, learn about their equipment and the safety aspects of bike riding. Vacation Care hosted a sausage sizzle and RMS and Police provided a range of merchandise for participants.

Financial Considerations:

Nil.

Options:

N/A

Recommendation:

That information contained in the Community Services Progress report be noted.

12.6 CODE OF CONDUCT REPORTING

***Link to Community Strategic Plan / Council's Delivery Program:
L1.4.5 Governance is open and transparent***

Background:

Under the Model Code of Conduct framework the complaints coordinator must report on a range of complaints statistics to the Council and to the Division within three months of the end of September each year. The reporting period is from 1 September 2012 – 31 August 2013.

The required information includes:

- Number of Code of Conduct complaints
- Finalisation of Code of Conduct complaints
- Costs associated with Code of Conduct complaints

Issues:

One (1) Code of Conduct complaint was made during the reporting period. The matter is to be dealt with under the Code of Conduct for Local Councils adopted by Council in September 2008. The complaint was referred by the Mayor to the Conduct Committee (John McCaffrey) and a preliminary assessment was undertaken. The costs associated with the complaint amount to \$9,838.87 (including staff costs).

Code of Conduct - Clause 12.22

“Where the conduct review committee/reviewer makes findings, the conduct review committee/reviewer will report its findings, and the reasons for these findings, in writing to the council, the complainant and the person subject of the complaint”.

The Conduct Reviewer found no Code of Conduct breach. The matter has not been reported to Council and therefore remains unresolved. The Conduct Review report is attached (see **APPENDIX H**) for information of Council.

Sustainability/Legislative Provisions:

The Local Government Act 1993 Section 400 requires Council to adopt a Code of Conduct that incorporates the provisions of the Model Code.

Financial Considerations:

Nil.

Options:

Nil

Recommendation:

That Council note the Conduct Reviewer, having investigated complaints, is satisfied the General Manager has not breached the Code of Conduct.

LIANNE TASKER

Director of Community Services

4 November 2013

**13. REPORT BY DIRECTOR OF CORPORATE & URBAN
SERVICES**
COUNCIL MEETING WEDNESDAY 13 NOVEMBER 2013

13.1 RATE COLLECTIONS

Total Combined Rate Collections to 31/10/2013 compared to 31/10/2012:

	31/10/2013	31/10/2012
Arrears 30 th June previous year	791,468.50	763,910.00
Plus 2013/2014 Combined Levy	5,684,934.62	5,401,325.79
Add Transfer from Postponed		-
GROSS LEVY	6,476,403.12	6,165,235.79
Less: Pensioner Concession (State)	(62,458.84)	(65,519.53)
Pensioner Concession (Council)	(51,102.68)	(53,606.89)
Transfer to Postponed		-
Abandoned		-
NET TOTAL LEVY FOR YEAR	6,362,841.60	6,046,109.37
Less Collections	(1,905,517.71)	(1,797,995.24)
Plus Refunds		-
NET TOTAL BALANCE	4,457,323.89	4,248,114.13
Plus Postponed		-
GROSS TOTAL BALANCE	4,457,323.89	4,248,114.13
Collection % of Total Receivable	29.95%	29.74%
Arrears % of Total Receivable	70.05%	70.26%

Recommendation:
Submitted for Council's information.

13.2 LIST OF INVESTMENTS

Financial Institution	Invest Rating S&Ps	Investment Type/Maturity Date	Current Rate	Term	Amount (\$)
National Australia Bank	A1+	Term Deposit - 22/12/2013	3.75%	90 Days	2,000,000.00
Commonwealth Bank	A1+	Term Deposit - 23/01/2014	3.35%	90 Days	1,000,000.00
St George	A1+	Term Deposit - 15/12/2013	3.90%	120 Days	1,000,000.00
ME Bank	A1+	Term Deposit - 02/12/2013	3.90%	90 Days	1,000,000.00
Reliance C/U	Unrated	Term Deposit - 04/03/2014	3.85%	182 Days	500,000.00
Bendigo Bank	A-	Term Deposit - 15/01/2014	3.55%	90 Days	1,000,000.00
IMB	A2	Term Deposit - 11/12/2013	3.60%	90 Days	1,000,000.00
Orana Mutual	Unrated	Term Deposit - 22/11/2013	3.17%	30 Days	1,000,000.00
National Australia Bank	A1+	Term Deposit - 14/01/2014	3.75%	90 Days	2,000,000.00
ME Bank	A1+	Term Deposit - 27/01/2014	3.70%	90 Days	1,000,000.00
ME Bank	A1+	Term Deposit - 27/11/2013	3.90%	90 Days	1,500,000.00
ME Bank	A1+	At Call Account	3.10%	-	1,000,000.00
CBA	A1+	At Call Account	2.50%	-	1,000,000.00
TOTAL					\$ 15,000,000

Financial Institution	Invest Rating S&Ps	% of Investment	Max per Investment Policy	Amount (\$)
Commonwealth Bank	A1+	13%	50%	2,000,000
National Australia Bank	A1+	27%	50%	4,000,000
St George	A1+	7%	50%	1,000,000
Bendigo Bank	A-	7%	40%	1,000,000
IMB	A2	7%	35%	1,000,000
ME Bank	A1+	30%	35%	4,500,000
Orana Mutal	Unrated	7%	10%	1,000,000
Reliance C/U	Unrated	3%	10%	500,000
				\$ 15,000,000

Rating	% of Investment	Policy	Amount
A1+	77%	100%	11,500,000
A1	7%	80%	1,000,000
A2	7%	60%	1,000,000
Unrated	10%	30%	1,500,000
			\$ 15,000,000
General Fund Investments			7,960,896
Sewerage Investment Fund			2,747,129
Water Investment Fund			4,291,975
			\$ 15,000,000

Recommendation:

That the list of investments as at 31 October 2013 be noted and it also be noted that Council's Investments comply with s625(2) of the Local Government Act 1993 and Council's Investment Policy.

13.3 RECORDS – DESTRUCTION OF

Background:

The State Records Act allows Council to dispose of particular records after the expiration of certain time frames.

In order to maximize available storage and maintain appropriate records management, the following records will be destroyed by burial:

<i>Description (include title, dates covered & file number)</i>	Sentence Code
<u>GENERAL CORRESPONDENCE</u>	
Water bill run 05/06	12.1.1
Daily plant sheets 2005	23.7.1
Water bill run 01/02	12.1.1
Country Energy Returns 03-04/05	12.1.1
Ledger 1992	12.1.1
Rates notices 1998	12.1.1
Rate notice 04/05	12.1.1
Ledger 1990	12.1.1
Ledger 1997	12.1.1
Employee leave 2000	22.16.5
Plant hire 2001	23.7.1
Stores input 05/06	12.1.1
Rates notice 05/06	12.1.1
Rate levy 2006	12.1.1
Daily running sheets 2002-2003	23.7.1
Rates update 2006	12.1.1
Voucher 23423-23759 11-12/03	12.1.1
Voucher 23760-24052 12/03 01/04	12.1.1
Voucher 24083-24449 1-3804	12.1.1
Voucher 3515-3860 11-12/04	12.1.1
Voucher 7414-7714 03-04/06	12.1.1
Voucher 5384-5728 2005	12.1.1
Voucher 4675-5060 2005	12.1.1
Voucher 24779-24802 2004	12.1.1
Voucher 24731-24742 2004	12.1.1
Voucher 24766-24778 2004	12.1.1
Online receipting 07-09/07	12.1.1
Online receipting 12/06 – 03/07	12.1.1
Online receipting 05/06	12.1.1
Online receipting 02-04/06	12.1.1
Online receipting 05/08-06	12.1.1
Voucher 21198-21542 02-03/03	12.1.1
Voucher 22791-23118 08-09/03	12.1.1
Voucher 21892-22187 05-06/03	12.1.1

Voucher 22512-22790 07-08/03	12.1.1
Voucher 22188-22512 06-07/03	12.1.1
Voucher 9961-10206 02-03/07	12.1.1
Voucher 24779-24802 10-11/04	12.1.1
Voucher 24743-24765 06-07/04	12.1.1
Stores input 01-12/04	12.1.1
Eft input 06/05 – 12/06	12.1.1

Issues:

Nil

Sustainability/Legislative Provisions:

The destruction complies with the General Disposal Authority 39 – Local Government Records, Section 21(2)(c) of the State Records Act 1998 approved by the Board of State Records Authority in accordance with Section 21(3) of the State Records Act 1998.

Options:

Nil

Recommendation:

That Council note the destruction of the subject records in compliance with the State Records Act 1998.

13.4 FINANCIAL REPORTS & AUDIT REPORT – YEAR ENDED 30TH JUNE 2013
--

***Link to Community Strategic Plan / Council's Delivery Program:
L1.4.5 Governance is open and transparent***

Background:

Hill Rogers Spencer Steer, Council's Auditors, have completed their audit of Council records for the year ended 30 June 2013 and provided a report to Council – copy will be tabled at the meeting.

Council's Financial Reports and Auditor's Report are required to be presented at a public meeting within five (5) weeks of Council receiving the audit report. These reports are tabled at this meeting and a copy has been provided to each Councillor with their Business Paper.

Included in this report to Council is:

1. Income Statement
2. Balance Sheet
3. Statement of Changes in Equity
4. Cash Flow Statement

Council has unrestricted cash and investments amounting to \$698,000 available to provide liquidity for day to day operations.

Issues:

In the opinion of the Auditors Council's overall financial position is sound. Council's auditors also expressed the opinion that:

- a) The Council's accounting records have been kept in accordance with the requirements of the Local Government Act 1993, Chapter 13 part 3 Division 2;
- b) The financial statements:
 - (i) have been prepared in accordance with the requirements of this Division;
 - (ii) are consistent with Council's accounting records;
 - (iii) presents the Council's financial position, the results of its operations and cash flows; and
 - (iv) are in accordance with the applicable Accounting Standards and other mandatory professional reporting requirements in Australia.
- c) All information relevant to the conduct of the audit has been obtained; and
- d) There are no material deficiencies in the accounting records or financial reports.

Council received an unqualified audit opinion relating to its financial statements that we have become aware of during the course of the audit.

Sustainability/Legislative Provisions:

Section 418 of the Local Government Act 1993 requires Council to present its Financial Reports and Auditors Report at a Public Meeting

Financial Considerations:

Nil

Options:

Nil

Recommendation:

That Council note the tabling of the presentation and tabling of its Auditors Report and Financial Reports for the year ended 30 June 2013

13.5 FINAL RATE CERTIFICATE 2012/2013

***Link to Community Strategic Plan / Council's Delivery Program:
L1.4.5 Governance is open and transparent
L1.4.11 Maintain long term financial viability***

Background:

The 2012/2013 rate notices were levied according to the minimums and cents in the dollar adopted for each rate category at a meeting on 13th June 2012 and in accordance with the provisions of the Local Government Act 1993.

Issues:

The rates levied as shown on the Final Rate Certificate for the year 2012/2013 (**attached**) have been brought to account and the valuation figures upon which the rates have been levied have been checked with the valuations determined by Council from the total of the General Valuation.

The list of non-rateable properties referred to on the Certificate have been examined and certified that such properties are exempt by or have been exempted by the Council under the provisions of the Act.

Sustainability/Legislative Provisions:

Nil

Financial Considerations:

Nil

Options:

Not applicable

Recommendation:

That Council note the Final Rate Certificate for the Year 2012/2013 and authorise the affixing of the Seal.

13.6 COONAMBLE POOL – SPLASH PAD CONSTRUCTION UPDATE

*Link to Community Strategic Plan/Council's Delivery Program:
12.2 Ensure Pools are well maintained*

Background:

Construction of the Splash Pad at the Coonamble Pool commenced in July of this Year. It was originally planned that the works would be completed and the Splash Pad be operational prior to the opening of the 13/14 Pool Season. Unfortunately due to circumstances beyond Council's control construction has been delayed.

Management has remained in contact with the contractor who has kept Council informed of the issues as they arise. The purpose of this report is to pass this information on to Council.

Issues:

The main cause for the delay in the construction can be attributed to the supply of one of the main features of the splash pad being the tipping bucket mechanism. The mechanism was ordered by the contractor back in July of this year but was only received by the contractor at the end of October. Given the specialist nature of the mechanism and the limited number of suppliers within Australia the contractor has been forced to wait for the delivery.

At the time of writing this report workers are on site connecting the Splash Pads features, including the tipping buckets and rain umbrella to the systems in the pad. In carrying out these works the contractors identified a problem with the rain umbrella feature and as a result new umbrella head has been manufactured to correct the issue. The contractor does not anticipate the same delay as with the tipping buckets.

The remaining works including the laying of the soft fall and electrical works are planned to be carried out the week ending 8/11/2013 as per advice received from the contractor. Once the soft fall has been allowed to cure and the system tested the Splash Pad will be operational.

Sustainability/Legislative Provisions: Nil

Financial Considerations: Nil

Options: Nil

Recommendation:

That Council allocate the additional funding required as part of its September Budget review

13.7 GRANT APPLICATION – PARTICIPATION AND FACILITY PROGRAM

*Link to Community Strategic Plan/Council's Delivery Program:
13.4 Maintain all recreational facilities to ensure safety and promote use.*

Background:

The Department of Sport and Recreation recently called for grant funding applications under its Participation and Facility Program. Applications closed on the 30/10/2013 with the application based on a "dollar for dollar basis" and a cap of \$25,000.

Issues:

Council submitted an application for \$25,000 under the Facility Development stream of the program for improvements & upgrades to the irrigation systems at Coonamble Sportsground, Smith Park and Gulargambone Sportsground.

This project was selected for the following reasons:

- The current irrigation systems in place at the above mentioned facilities have been failing over the past number of years with replacement parts becoming increasingly difficult to source. This was leading to increased operational costs and poor presentation of Council Facilities.
- Council had already included in its operational budget funds of \$25,000 to upgrade/replace these systems as part of its Sports ground specific works program. Therefore no additional funding is required to be allocated to meet the grant application criteria.

Sustainability/Legislative Provisions: Nil

Financial Considerations:

As Council works program had included the upgrade of the irrigation system in the above mentioned facilities for the 2013/14 Financial Year at an estimated costs of \$25,000 it requires no additional funding to be allocated to meet the grant application criteria.

The grant funding application if successful provides an excellent opportunity to increase the scope of the planned works to be carried out.

Options:

- That Council endorse management's actions in applying for the grant for the upgrade of the irrigation systems under the Participation and Facilities Program.
- That Council not endorse the actions taken in applying for grant funding for the stated project.

Recommendation:

That Council endorse management's actions in applying for the grant.

13.8 WORKS IN PROGRESS REPORT**Parks & Gardens:**

- Works program continues to focus on improving the presentation of Council open spaces under its control in particular during the last month particular focus has been applied to the sports grounds and main street
- Issues with the irrigation system at the Coonamble Sports Ground and Smith Park have been rectified.
- Staff are currently in the process of sourcing appropriate planter boxes and Bougainvillea's.

Vandalism Update:

- Continued minor vandalism to public facilities.
- The Main Street Garden beds have been affected the most by vandalism with the following list of plants destroyed/stolen – 4 Japanese Box shrubs, 2 Manchurian Pear trees and an estimated 60 Petunia's.

Pools:

- 2013/14 Pool Season has commenced.
- Gulargambone swimming carnival was recently held with positive feedback received on the state of the facility.
- Work on the construction of the Splash pad at the Coonamble Pool has continued with the equipment installed to the pad and associated electrical work also completed.
- It is anticipated soft fall will be installed week ending 08/11/2013
- Royal Lifesaving association is conducting a safety review at the both the Coonamble and Gulargambone Pools

Buildings:

- Staff has inspected the Quambone Hall and an estimate is being prepared for the replacement of the external doors at the Quambone Hall. These works will be funded from the Specific Works – Halls budget.
- Minor planned maintenance works to Council Buildings has been included on works rosters for completion.

Recommendation:

That Council note the information contained in this report.

BRUCE QUARMBY

Director of Corporate and Urban Service

4 November 2013

14. REPORT BY DIRECTOR OF ENGINEERING SERVICES **COUNCIL MEETING WEDNESDAY 13 NOVEMBER 2013**

14.1 COONAMBLE LANDFILL SITE

Link to Community Strategic Plan/Council's Delivery Program:
EN2.2.1 Enforcement of environmental regulations
I3.3 Minimise hard waste production and promote recycling

Background:

At the March meeting Council resolved to reissue the proposed acquisition notice in respect to lots 1 and 2 DP 1007782 formally part of TSR 24312 being Crown land (the current landfill site).

Because Council cannot locate the original approved acquisition notice and that the acquisition notice refers to "His Excellency the Governor", the process of acquisition will need to start afresh.

Issues:

As a result Council will now need to apply to the Minister and Governor seeking approval to acquire the land using the "compulsory process".

Sustainability/Legislative Provisions:

Section 14(3) of the Land Acquisition (Just Terms Compensation) Act 1991

Financial Considerations:

Nil. All surveying, subdivision and compensation have been completed

Options:

- (1) Council take steps to finalize the acquisition of the landfill site.
- (2) Council continue to illegally occupy the site.

Recommendations:

- 1. Council proceed with the compulsory acquisition of the land described as lots 1 and 2 DP 1007782 formally part of TSR 24312 for the purpose of a landfill site in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.**
- 2. Council make an application to the Minister and the Governor for approval to acquire lots 1 and 2 DP 1007782 formally part of TSR 24312 by compulsory process under section 186(1) of the Local Government Act.**
- 3. Under section 31 of the Local Government Act, the land being acquired under the compulsory process will be classified as operational land and further pursuant to section 34 of the Local Government Act Council give public notice of its intention to classify the land as operational**

14.2 WORKS IN PROGRESS**(a) Plant:**

- 2 x graders from WesTrac arriving last week of November
- Tenders received for supply and trade of:
 - 3 x multi tyred rollers
 - 1 x smooth drum roller

Council is presently trialling rollers prior to making a recommendation to Council in December.

(b) Depot:

- Clean up as usual
- General business
- Ongoing stock-take and ordering online

(c) Airport:

- Maintenance in progress
- Cattle on agistment removed from old portion of cross strip after owner failed to comply with agreed conditions.

(d) Workshop:

- Routine maintenance and servicing of plant in progress
- Heavy plant registration checks all completed.

(e) Water and Sewer:

- Sewerage Treatment Works tertiary pond de-silting placed on program.
- Warrena, Dubbo, Aberford, Maule and Gordon Streets water main replacement investigation in progress
General maintenance – Coonamble, Gulargambone and Quambone water pumps and reservoirs as required
- Water Treatment Plant – repairs to acid lined area underway :
 - i. Roof to be removed and damaged purlins to be replaced
 - ii. Recommissioning of plant tentatively programmed for 5th November.

(f) State Highway 18:

- Heavy patching completed.
- Shoulder grading in progress
- Works order received for vegetation control
- Wingadee Stage III Culvert order received

(g) Regional Roads:

- Routine maintenance as required
- Dubbo Street REPAIR works to commence early November
- Reseals programmed for November 12th
- Repairs to expansion joints on Combara Bridge (RR7515) in progress

(h) Local Roads:

- Reseals on SR1 to be completed in November
- R2R reconstruction works on SR86 – Carinda Road – in progress
- Reforming on SR113, SR100 & SR12 completed or in progress
- Patching and traffic facilities works in progress

(i) Urban Streets:

- Footpath repairs in progress
- Kerb adjacent to Lions Park & Dubbo Street to be replaced in conjunction with shoulder reconstruction and REPAIR works
- Routine patching and repair as required.

Recommendation:

That Council note the information contained in this report.

K N BRODBECK

Director of Engineering Services

31 October 2013

15. REPORT BY MANAGER – ENVIRONMENTAL SERVICES COUNCIL MEETING WEDNESDAY 13 NOVEMBER 2013
--

15.1 RANGER'S REPORT – OCTOBER 2013
--

***Link to Community Strategic Plan/Council's Delivery Program:
P2.2.5 Control straying animals***

STATISTICS:

<u>Compliance</u>	<u>October 2013</u>	<u>Year to Date 2012/2013 Total</u>
Official Correspondence	14	31
Infringements (Animals)	13	23
Infringements (Other)	0	3
Microchipped dogs	1	8
Registrations	5	13
Nuisance dog declaration	2	2
Dangerous dog declaration	1	1
Restricted dog declaration	0	1
<u>Impoundments</u>		
Dogs	23	84
Cats	6	35
Stock	0	0
Other	0	0
TOTAL ANIMALS IMPOUNDED	23	119
Motor vehicle	3	4
<i>Breakdown of impoundments:</i>		
Dogs destroyed	22	76
Dogs surrendered by owner	7	20
Dogs re-housed	13	15
Dogs released	1	9
Cats destroyed	6	38
Cats re-housed	0	0
Cats released	0	0
Gulargambone dogs impounded	0	2
Quambone dogs impounded	0	0

Villages:

Gulargambone:	Nil to report
Quambone:	Nil to report

Dog Attack

During the month there was one dog attack – the owners surrendered the offending dogs and the animals were euthanized. Police were also informed of the incident.

<p>Recommendation: That Council note the information</p>
--

MATTHEW COCK

Manager – Environmental Services
31 October 2013

**16. DELIVERY PROGRAM & QUARTERLY BUDGET REVIEW –
PERIOD ENDING 30/09/2013
COUNCIL MEETING WEDNESDAY 13/11/2013**

Background:

In accordance with Section 407 of the Local Government Act 1993 and Section 203 of the Local Government (General) Regulation 2005 the General Manager must report to Council within two months of the end of each quarter the extent to which the performance targets of Council, set by the Delivery Program, have been achieved and submit a review of the estimates of income and expenditure for Council's consideration – (attached A3 sheets).

Issues:*(i) DELIVERY PROGRAM:*

Details of progress against Council's Delivery Program for the quarter ending 30 September 2013 is attached.

(ii) BUDGET REVIEW:

Refer to attached quarterly budget review report which has been presented in the new format in accordance with the Local Government Accounting Standards.

Sustainability/Legislative Provisions:

- | | | |
|--|---------------------------------------|-------------|
| <i>(i) Delivery Program</i> | Local Government Act 1993 | Section 407 |
| <i>(ii) Quarterly Review of Budget</i> | Local Government (General) Regulation | Section 203 |

Financial Considerations:

Consideration of attached Budget Review and list of budget variations.

Options:

N/A

Recommendation:

That Council:

- (1) note the Delivery Program Review;**
- (2) approve the variations to votes as listed in the budget review documents;**
- (3) note that in the opinion of the responsible accounting officer, Council is in a satisfactory financial position;**
- (4) note the position of Council's estimated Reserves at 30 September 2013.**

BRUCE QUARMBY

Responsible Accounting Officer.

4 November 2013

17. REPORTS FROM VARIOUS COMMITTEES
COUNCIL MEETING WEDNESDAY, 13 NOVEMBER 2013

**17.1 MINUTES OF ANNUAL GENERAL MEETING OF
 COONAMBLE HERITAGE AND MUSEUM COMMITTEE HELD IN
 THE COMMITTEE ROOM ON TUESDAY 15 OCTOBER 2013**

PRESENT: Cr John Walker, Angie Little (Hon. Museum Curator), Jennie Geerdink (Grants and Events Officer, CSC) Gordon Ditchfield, Eric Fisher.

APOLOGIES: Cr Michael Webb, Helen Cant, Marion Murray, Ray Christison
MOVED Angie Little seconded Eric Fisher – the apologies be accepted.

STAFF APOLOGIES: Matthew Cock, Kristy Presnell

Coonamble Shire Council Grants and Events Officer (GEO), Jennie Geerdink was asked to chair the meeting. Meeting opened at 11.03am.

ROLE AND STRUCTURE OF COMMITTEE AND EXECUTIVE/OFFICE BEARERS:

GEO discussed the role of the committee including corporate governance requirements. There was also discussion on the current committee constitution, which appears to have not been updated since 2006 and the title of which doesn't appear to correlate with references in Council. Meeting unanimously agreed that the committee constitution needs to be updated to reflect the ongoing responsibility of the committee, including the addition of the archives management and an individual recognition of Museum management to the constitution.

ACTION: GEO to confirm correct course of action for this to occur; present a draft along with a copy of the original constitution to members for their comment; ensure governance compliance is met.

ELECTION OF OFFICE BEARERS: Discussion was held on the roles of office bearers. The meeting expressed that while quorum had been reached, they would prefer full input from the committee.

MOVED Eric Fisher seconded Gordon Ditchfield – the election of office bearers be deferred to a special meeting to be held on Tuesday 3 December at the Museum Under the Bridge. CARRIED

MUSEUM CURATOR'S ANNUAL REPORT: Moved Angie Little seconded Eric Fisher the report be noted.

The Museum Under the Bridge welcomed 187 visitors in the year from July 2012 to June 2013.

As the Museum is officially open six hours a week for 48 weeks of the year (a total of 288 hours) this is a great result and shows the interest in our museum. Included in these figures were 23 Coonabarabran Senior Citizens and a total of 44 students and teachers from St Brigid's School.

The Museum's Facebook page continues to grow, with 386 Facebook friends as at July 2012 increasing to more than 1000 by the end of June.

A number of special events were hosted in the Museum grounds in the reporting year, most notably Moorambilla Festival. The Museum also plays host to community groups in Coonamble as well as opening its doors to travelling visitor groups from around the country.

Museums and Galleries NSW has launched its new website which our Museum was invited to contribute to. The web address is <http://mgnsw.org.au/> Money deposited from July 2012 - June 2013 representing admission donations and Moorambilla booking fee:

• 06 August 2012	\$ 26.00
• 12 September 2012	300.00
• 07.November 2012	36.00
• 03 April 2013	<u>30.00</u>
TOTAL:	\$392.00

Meeting closed at 11.22am

17.2 MINUTES OF A MEETING OF THE COONAMBLE HERITAGE AND MUSEUM COMMITTEE HELD IN THE COMMITTEE ROOM ON TUESDAY 15 OCTOBER 2013

Meeting opened at 11.23 a.m. with Jennie Geerdink in the Chair.

PRESENT: Cr John Walker, Angie Little (Hon Museum Curator), Jennie Geerdink (Grants and Events Officer, CSC), Gordon Ditchfield, Eric Fisher.

APOLOGIES: Cr Michael Webb, Helen Cant, Marion Murray, Ray Christison
MOVED Eric Fisher seconded Angie Little – the apologies be accepted.
CARRIED.

STAFF APOLOGIES: Matthew Cock, Kristy Presnell.

MINUTES OF THE LAST MEETING

MOVED Cr Walker seconded Angie Little – the minutes of the previous meeting be adopted. **CARRIED.**

BUSINESS ARISING: Cr Walker asked Angie Little about her research into local Koori servicemen and the Koori rugby league team from the 80s. Angie said she was having difficulty getting information on servicemen from Canberra and was still following up leads on the rugby league team.

MUSEUM CURATOR'S QUARTERLY REPORT: Since August the Museum has welcomed more than 50 visitors including school classes. Moorambilla Festival used the grounds on the Friday and Saturday of the Festival weekend. Visiting groups included Rotarians and a local social group. There has been a further 32 friends added to Facebook with the current count at 1074. Working with Men's shed to build props for the shearing display in next year's storylines.

The meeting discussed promotion of the museum and various ways this can be implemented. Angie reported that two representatives from the Cooe Information Centre at Gilgandra visited the Museum and took brochures with them. Also brochures are distributed around town in key tourist stopping areas, such as the roadhouses and motels. The committee will be looking at further promotion of the Museum.

Angie also reported that she has asked for the bougainvillea at the rear of the museum to be trimmed back. There is a story the headstone for Sgt Mitchel was relocated to the Museum and the meeting agreed there should be moves to determine if this is the case and if so, it be placed in the memorial cemetery.

ACTION: GEO to work with Parks and Gardens to ensure this is undertaken.

MOVED Cr Walker seconded Gordon Ditchfield the Museum Curator's report be received and adopted. CARRIED

VOLUNTEER ATTRACTION, INDUCTION AND TRAINING: The issue of attracting volunteers to the Museum plus the rights and responsibility of both council and volunteers was discussed.

MOVED Eric Fisher seconded Gordon Ditchfield that appropriate action is taken including the preparation of simple documentation for volunteer reference. CARRIED

OTHER BUSINESS:

Archives – Gordon Ditchfield discussed issues affecting the archives including the loss of members and the need for new people to come in to assist with cataloguing. Said he would like to see a review of opening times as many people who would like to either work on or access the archives can't do so during normal business hours.

Raised an issue with the handrail that leads to the Archives Room. It is currently flat (square) shaped and needs to be round (broomstick style) as older and less able visitors are not able to grip the square shape properly. Has requested Council change it to a broomstick style.

The next meeting will be held on Tuesday 3 December at 11am at the Museum and will include a Christmas gathering for the committee, volunteers and Councillors.

There being no further business, the meeting closed at 12.06pm.

17.3 MINUTES OF AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD IN THE COMMITTEE ROOM AT THE ADMINISTRATION BUILDING, COONAMBLE ON THURSDAY 5 SEPTEMBER 2013 COMMENCING AT 11.50 A.M.

PRESENT:

Mr Andrew Fletcher, in the Chair, Mr David Honner, Independent Committee Member, Mr Rick Warren, General Manager, Cr Mr Michael Webb, Councillor Delegate, Mr Bruce Quarmby, Director of Corporate & Urban Services, Ms Amanda Nixon, Manager of Human Resources, and Mrs Joelene Dennis, Finance Manager, Mr Jeff Shanks, Luka Group

1. WELCOME

The chairman welcomed all to the meeting.

2. APOLOGY: Lianne Tasker

RESOLVED on the motion of Cr Webb and David Honner that the apology be accepted.

3. DECLARATIONS OF INTEREST: Nil

4. MINUTES OF PREVIOUS MEETING:

RESOLVED on the motion of Cr Webb and David Honner that the minutes of the meeting held 14 March 2013 be adopted.

5. INTERNAL AUDIT SURVEYS:

Completed survey forms were collected by the chair.

6. FINANCIAL STATEMENTS AND EXTERNAL AUDIT REPORTS:

To be discussed at the December meeting.

7. RISK MANAGEMENT:

No discussion.

8. INTERNAL AUDIT REPORT:

RESOLVED on the motion of Cr Webb and David Honner that the Internal Auditor's report be accepted together with the responses provided by the General Manager. These are to be incorporated into the action check list.

(a) Payroll Review:

An annual leave planner be considered with a report to be taken to the December meeting.

(b) Section 355 Committee Review:

Committees are not compliant with the requirements of the Local Government Act 1993. Operation and composition of these committees to be reviewed and

a report prepared for the March 2014 meeting of the Audit and Risk Management Committee.

(c) Policies and Procedures:

Council's policies be reviewed as a staged process on a rolling basis over a three year cycle.

Procedural documentation be maintained by a central department with Directors to be responsible to ensure updated procedures are supplied to the Human Resources department.

(d) Statutory Registers:

Council's land register to be tabled at the next meeting of the Audit and Risk Management Committee.

(e) Better Practice Review Recommendations:

A draft copy of Council's risk register is to be presented to the December meeting of the Audit and Risk Management Committee.

9. COMMITTEE MEMBERS REPORTS. Nil.

10. GENERAL BUSINESS:

11. ACTION LIST:

Attached.

12. NEXT MEETING:

Date to be confirmed –available dates 2nd to 6th December, and 16th to 20th December

MEETING CLOSED: 13-20

Internal Audit & Risk Committee**Report recommendations progress
September 2013****Morse Group Report Recommendations**

Audit Date.	Meeting Date	Recommendation	Response	Action	Status	Due date	Completed
		RECORDS					
June 2012	October 2012	1. Ensure that records employees complete current Records training and this is recorded in the training register.	Training is provided where evident need have been established, staffing and budget resources are available. I would appreciate more detailed information being provided to support this recommendation.	Review of staff training gaps. Digital record keeping identified.	Records officer undergoing State Records NSW e-learning <i>digital record keeping concepts</i> .	31.12.12	Completed
June 2012	October 2012	2. Consider implementing assisting software, such as 'Email Marshall', to ensure that all emails through Council's email system are copied and stored separately from individual's inbox/outbox	The value of implementing this recommendation in the context of Coonamble Shire operations is questionable. Discussions with senior staff reflect a need for staff to be made aware of maintaining a central records system and not using email systems or local drives on computers for bulk storage of records. While	Develop a functional system for capturing emails.	Included in Records Management Plan. Investigating options. Altered website email contacts to Council@ email address only.	31.12.12	Reviewed Not viable at present Email data cloud archived.

			storage of such emails outside the email system is easily undertaken, there still remains an inability to know of the existence of an email or to quickly find an email unless agreed keywords are available				
June 2012	October 2012	3. Reviews its record processing systems against the requirements of State Records, in particular, adopts file classification, file destruction dates in accordance with GA39	Council will be reviewing its record system and developing a program to more closely align its records management with the State Records Act. It is acknowledged that there are substantial gaps between the act and current practice. Records management in general is under review, it is expected this will be undertaken and the associated action program will be completed by 31 December 2012	Develop Records Management Plan (RMP).	RMP developed – completed. High priority actions due for completion 31.12.12. DCCS & CSO (Records) completing actions.	31.12.12	High Priority completed. Medium and low priority to be completed

Audit Date.	Meeting Date	Recommendation	Response	Action	Status	Due date	
		INFO TECHNOLOGY					
June 2012	October 2012	3. Develop and implement an IT systems policy and procedures to adequately manage IT data backups and file restorations.	Council has backup systems in place and offsite storage of data. It would be appropriate to document in a procedures manual. File restorations are to be recorded in a daily log kept with the server.	Document procedures in IT Resources Plan. Implement file restorations daily log procedure to be kept with server.	Completed (David) Log to be developed including recommendations 4 & 6 below (David)	31.12.12	Completed
June 2012	October 2012	4. Prepares a backup log. Typically, the log contains the tape identity, the date/time and operator's signature. Further the log also indicates which tapes are currently been stored offsite.	Computer log to be introduced recording activity carried out with the server, this would include relevant information to enable activity to be identified if issues arise.	As above	As above.		Completed
June 2012	October 2012	6. A log is kept when shadow copies or back ups are accessed, at what time and reason for the access and the outcome.	Same response as recommendation 4.	To be included in daily server log (3 & 4 above).	Log established	31.12.12	Completed

June 2012	October 2012	7. Reviews its IT contract arrangements on a periodic basis to ensure the terms under this contract have been met.	Review of contractual information can be undertaken each year when notification of CPI price rises are received relative to the maintenance agreement. 30 June 2013.	Review terms of IT contract 30 June each year.	End of financial year action	30.06.13	
June 2012	October 2012	8. Reviews its procedures and documents the authorisation for adding and removing users within its IT systems environment by a director and/or the general manager.	New users to be authorised by Director and General Manager through a Systems Access Request for system access and program level.	Implement SAR procedure.	Draft under development (rick) (bruce).		Completed SAR required
June 2012	October 2012	9. Review its procedures and document the authorisation for adding, editing and removing software. Council should also review the list of employees with the ability to access, add, remove or amend software is appropriate	To be documented into an IT procedures manual as per recommendation 3, including a systems access request authorising access to the IT system.	Document procedures in IT Resources Plan.	Under development (David)	31.12.12	Completed Administrator rights only can add delete software
June 2012	October 2012	10. Develop a register for access to the server room and any operations carried out	The server room contains other office equipment used by staff on a regular basis as well as storage for stationary. It is not practical for a register of access to the server room to be maintained..	Nil	n/a		Completed No action to be taken
June 2012	October 2012	11. Develop a register of software licences and expiry dates.	Practical recommendation – to be implemented 31 October 2012	Develop register: software licence & expiry dates.	Under development (David)	31.10.12	Completed Database developed

Audit Date.	Meeting Date	Recommendation	Response	Action	Status	Due date	
		TENDERING					
June 2012	October 2012	1. Ensure each tender file is prepared in accordance with the Division of Local Government Tendering Guidelines for each tender called.	A check sheet to be developed and included on the cover of tender files. This sheet to include relevant information from the LG Act and LG regulations.	Develop checklist.	Completed – waiting for Daryl's comment re: local context).	16.12.12	Completed checklist available
June 2012	October 2012	2. Develop a tender checklist as provided by the Division of Local Government guidelines and the checklist is completed for every tender process	As per recommendation 1	As above	As above	16.12.12	Completed
June 2012	October 2012	3. Develops a uniform record system for its tender process to ensure safeguarding of tender information and assist in retrieval of complete tender information.	A review of tender records is to be included with the general records review and program to be developed 31 December 2012.	Include in RMP-review as "high risk" business. Update Tender procedure in Records Management Procedure document. Communicate to staff. Ensure Tender checklist is contextualised.	Completed. Completed. In progress (with Daryl).	16.12.12	Completed. Staff aware of tender file requirements

Audit Date.	Meeting Date	Recommendation	Response	Action	Status	Due date		
		QUARRY OPERATIONS						
Feb 2013	March 2013	Council undertake a costing exercise to ensure products are recovering full costs of production.	Greater cost relationships for individual products would be beneficial. The price still needs to be determined based on the priority of the quarry products produced not necessarily as a commercial enterprise.	Costing per unit of product at each stage of production to be undertaken to identify relationships to final product.	Not undertaken low priority	30/06/2014		
		Disaster Recovery						
Feb 2013	March 2013	Council continue developing its Crisis Management Plan to include: 1. individual response plans for each scenario 2. assign senior resources to identify critical processes, resources, operational requirements; 3. clearly identify triggers for activation of a crisis management within Council; 4. identify interdependency opportunities, such as relocation to another Council with similar administrative platform or external resources such as contractors;	Council will continue to develop its crisis management plan, a copy of which was provided to the internal auditor during the audit. It is deemed adequate to address the issues raised. Responses will be determined by the scenario should the situation arise. Council's priority will be fire and flood recovery and it will not be developing individual multi scenario response plans. Council's disaster recovery plan is adequate for the risk involved and will be subject to continual	Nil	Completed		Completed	

		<p>5. consultation and communication with staff to assist in developing functional area plans;</p> <p>6. arrange for practical testing of the plan;</p> <p>7. complete a full IT data restoration; and</p> <p>8. a governance review after activation of the plan.</p>	<p>review. Several aspects of these recommendations are included and have been addressed in previous internal audit reports and as such are considered redundant.</p>				
--	--	--	---	--	--	--	--

Audit Date.	Meeting Date	Recommendation	Response	Action	Status	Due date	
		RETENTION OF KEY PERSONNEL					
Feb 2013	March 2013	<p>Council develop a current workforce profile to determine:</p> <ol style="list-style-type: none"> 1. Current positions/roles in Council and skills to carry out those roles; 2. Identify personnel skills matrix with their current role; 3. Analyse where skills gaps occur; 4. Identify training opportunities; 5. Identify workforce priorities; 6. Conduct a staff survey to identify workforce attitudes, opportunities or improvements. 7. Further, Council should consider developing an exit interview process. 	<p>Council has completed a Workforce plan, individual training plans & reviewed job descriptions to address recommendations 1, 2, 3, 4, & 5. These are adequately addressed through documentation and associated processes.</p> <p>Council's HR manager addressing recommend. 6 as part of the performance appraisal process however it has not been formally documented, it is anticipated a formal process will begin after June 2013</p> <p>Recommendation 7 remains an option offered to retiring/resigning employees on voluntary basis. Has been implemented - 3 employees undertaking the process.</p>				Completed

**18. REPORT BY SALEYARD MANAGER
FOR COUNCIL MEETING WEDNESDAY, 13 NOVEMBER 2013**

Recommendation:

That the report by the Saleyard Manager be received and dealt with.

18.1 SALES

CATTLE:

Date	Type	Scale	Amount (\$)	VA	Amount (\$)	Total Cattle/ Sheep	Total Amount (\$)
11/10/13	Fat	880	5,632.00	39	195.00	919	5,827.00
25/10/13	Fat	1,355	8,672.00	96	480.00	1,451	9,152.00
30/10/13	Private Weigh	94	376.00			94	376.00

TOTALS:

Scale	2235 head	\$14,304.00	
VA	135 head	\$ 675.00	
Private Weigh	94 head	\$ 376.00	
NLIS Tag Income		\$ 213.60	\$15,568.60

18.2 WORKS COMPLETED

- Installation of new grating along the drainage system – old grating had become a major hazard for human and livestock alike – approx 25m installed.
- Rebuilding fence between W2 & A Yard
- Redesign of sale pen 114 to assist with flow of livestock to the scales.

Recommendation:

That Council note the information

18.3 SALEYARDS ACCOUNT

Period to 31 October 2013	Income	\$70,674.77
	Expenditure	<u>\$66,953.53</u>
	Surplus/(Deficit)	\$ 3,721.24

Recommendation:

That Council note the information

AMANDA GLASSON

Manager - Saleyards & Facilities
November 2013

19. QUESTIONS WITH NOTICE
COUNCIL MEETING WEDNESDAY, 13 NOVEMBER 2013

NIL

20. GENERAL BUSINESS
COUNCIL MEETING WEDNESDAY, 13 NOVEMBER 2013