



# **MINUTES**

**Ordinary Council Meeting  
Wednesday, 11 March 2020**

**MINUTES OF COONAMBLE SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE MEMORIAL HALL , BOURBAH STREET, GULARGAMBONE  
ON WEDNESDAY, 11 MARCH 2020 AT 10:00 AM**

**PRESENT:** Cr Ahmad Karanouh (Mayor), Cr Paul Wheelhouse (Deputy Mayor), Cr Karen Churchill, Cr Pat Cullen, Cr Barbara Deans, Cr Bill Fisher, Cr Robert Thomas

**IN ATTENDANCE:** Hein Basson (General Manager), Bruce Quarmby (Director of Corporate and Urban Services), Robyn Ryan (Director of Community Services), Kookie Atkins (Director of Engineering Services), Pip Goldsmith (Economic Development Officer) and Jill Moorhouse (GM Secretary).

**1 OPENING MEETING**

The Mayor opened the meeting at 10.12 a.m.

**2 ACKNOWLEDGEMENT OF COUNTRY**

We acknowledge the traditional custodians of this land on which we meet today, the Wailwan people and the Gamilaroi people and recognise their continuing connection to land, water and culture. We pay our respects to Elders past, present and emerging.

**3 COMMUNITY CONSULTATION**

Nil

**4 APOLOGIES/APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS**

Nil

**5 DEPUTATION/DELEGATIONS**

Nil

**6 CONFIRMATION OF MINUTES**

**RESOLUTION 2020/1**

Moved: Cr Paul Wheelhouse

Seconded: Cr Robert Thomas

That the minutes of the Ordinary Meeting of the Coonamble Shire Council held on Wednesday, 12 February 2020 be confirmed as a correct record of the proceedings of the meeting, subject to the following two (2) amendments:

Page 13 – the dates of conference should read 18 to 20 March 2020 (not 18 to 29 March 2020).

Page 20 – the notation under Minute No 4690 is incorrect – Cr Wheelhouse requested that his name be recorded as voting against Minute No 4692.

**CARRIED**

## **7 DISCLOSURES OF CONFLICTS OF INTEREST**

Cr Karanouh declared a pecuniary conflict of interest in Item 12.5 "Council Owned Property". Cr Karanouh indicated that he would leave the room, not taking part in any discussion or voting on the item.

Cr Wheelhouse also declared a conflict of interest in Item 12.5 "Council Owned Property". Cr Wheelhouse indicated that he would leave the room, not taking part in any discussion or voting on the item.

## **8 RESOLUTION BOOK**

### **8.1 RESOLUTION BOOK UPDATE**

Cr Churchill requested an update on progress regarding acquisition of the land for the bore bath project. In response the General Manager said that Council has submitted an application in the prescribed format and has paid the relevant fee. Council is waiting on feedback from the Crown Lands Department. Mr Basson informed the meeting that the acquisition process is likely to take several months.

### **RESOLUTION 2020/2**

Moved: Cr Paul Wheelhouse

Seconded: Cr Barbara Deans

That Council note the status of resolutions in progress and resolutions completed since the last meeting.

**CARRIED**

## **9 MAYORAL MINUTE**

### **9.1 MAYORAL MINUTE**

Cr Karanouh informed the meeting that he did not attend the Country Mayors' Association meeting in Sydney on 6 March 2020 due to time constraints and because he would be attending the Western Division of Councils Annual Conference in Broken Hill from 18 to 20 March.

The Mayor also said that he and the General Manager had a meeting with representatives of Central West Local Land Services (CWLLS) at which was discussed leasing reserves to adjacent landholders for roadside grazing and the need for Council to have input prior in case roadworks in that vicinity were planned. It was also an opportunity to discuss other issues that have arisen in the past and how they would be managed by the CWLLS in the future.

The Mayor mentioned the open area to the east of the old cemetery site in Coonamble as a possible option for Council to consider for the future establishment of soccer fields, noting that it would have to be an incremental approach to develop the area for this purpose.

Cr Cullen referred to an area at Coonamble sportsground at the corner of McCullough Street / Dubbo Street and asked whether there is sufficient room to establish a soccer field. Councillors noted that when the ground is being utilized, especially for big games such as finals, this area is

required for parking.

Cr Karanouh referred to the need for Council to co-ordinate a general clean-up day within the urban areas. The Director Corporate and Urban Services said there is a provision in the current financial year's budget for this purpose, and that he would prepare a report in this regard, including costings, for the April 2020 Council Meeting for Council's consideration.

### **RESOLUTION 2020/3**

Moved: Cr Bill Fisher

Seconded: Cr Barbara Deans

That Council notes the information in this report.

**CARRIED**

### **RESOLUTION 2020/4**

Moved: Cr Paul Wheelhouse

Seconded: Cr Pat Cullen

That Council investigates the possibility of constructing a weir within the Castlereagh River in order to ensure the Coonamble community's water security in the future – noting that such a project would require grant funding to pursue.

**CARRIED**

## **10 PRECIS OF CORRESPONDENCE**

### **SECTION A - MATTERS FOR CONSIDERATION BY COUNCIL**

#### **10.1 INTEREST TO PARTICIPATE ON ROADS COMMITTEE**

### **RESOLUTION 2020/5**

Moved: Cr Paul Wheelhouse

Seconded: Cr Pat Cullen

1. That Council notes the information in the report.
2. That Council endorses the submissions of interest received from Messrs Paul Underwood and Paul Fisher to participate on the Roads Committee up to September 2020, when the next Local Government elections will be conducted.
3. That Council also accepts and endorses the late submission of interest received from Ms Alanna McHugh, noting that her inclusion will make the composition of the Roads Committee more gender sensitive.

**CARRIED**

**SECTION B - MATTERS FOR INFORMATION ONLY****NIL****11 COMMITTEE REPORTS****11.1 MINUTES OF THE DONATIONS COMMITTEE MEETING HELD ON 26 FEBRUARY 2020****RESOLUTION 2020/6**

Moved: Cr Robert Thomas

Seconded: Cr Paul Wheelhouse

That the Minutes of the Donations Committee Meeting held on 26 February 2020 be received and the recommendations therein be adopted as follows:

- a. That Council agrees to provide \$2,500.00 to the Marthaguy Picnic Race Club on the understanding that Council's donation will be acknowledged on all promotional material.
- b. That Council agrees to provide \$1,500.00 to the Quambone Polocrosse Club on the understanding that Council's donation will be acknowledged on all promotional material.
- c. That Council agrees to provide \$550.00 to the Quambone Resources Committee to fund accommodation in Sydney for the purpose outlined in the application.
- d. That Council agrees to provide \$5,000 to the Coonamble Community Radio to assist towards cost of moving the transmitter and maintenance of the radio station on the understanding that Council's contribution will be acknowledged.
- e. That Council agrees to provide \$150.00 to the Coonamble Women's Shed to enable members to cater a morning and afternoon tea as a social event in the community.
- f. That Council provides \$2,000.00 to the Gulargambone Bowling Club on the understanding that Council's contribution will be acknowledged by the Club in its end-of-year report.
- g. That Council provides \$2,000.00 to the Gulargambone Bowling Club on the understanding that Council's contribution will be acknowledged by the Club in its end-of-year report.
- h. That Council provides \$5,000.00 to the Coonamble Show Society to provide entertainment at the 2020 annual show on the understanding that Council's contribution be acknowledged on all promotional material.
- i. That Council provides \$3,000.00 to the Let's Dance Carinda Tribute Committee, noting the Committee has agreed to acknowledge the contribution on all its promotional advertising.
- j. That Council pre-approves an amount of \$2,500.00 to the Rotary Club of Coonamble Inc from the Donations Vote for the 2020/21 financial year to partially fund a Family Fun Day in November 2020.
- k. That Council increases its sponsorship to \$3,500.00 for the Campbelltown Art Centre's annual Sculpture Award as a pre-approved contribution from the 2020/21 financial year's Donations Vote.

**CARRIED**

**AMENDMENT**

Moved: Cr Karen Churchill

That the amount of \$3,000 for the Let's Dance Carinda Tribute Committee be increased to \$4,000.

**LAPSED**

**12 REPORTS TO COUNCIL****12.1 DEVELOPMENT APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY****RESOLUTION 2020/7**

Moved: Cr Barbara Deans

Seconded: Cr Paul Wheelhouse

That Council notes Development Application No.002/2020 has been approved under delegated authority since Council's February 2020 Meeting.

**CARRIED**

**12.2 STATUS REPORT REGARDING COUNCILLOR ENQUIRIES**

Cr Thomas referred to Enquiry No 0093.2020 and asked whether Council was making any progress in having the block cleaned up. The General Manager said that it was a work in progress situation and that Council's Environmental Services Manager was pursuing the options available to Council.

**RESOLUTION 2020/8**

Moved: Cr Paul Wheelhouse

Seconded: Cr Karen Churchill

That Council notes the information in this report.

**CARRIED**

**12.3 LOCAL GOVERNMENT NSW WATER MANAGEMENT CONFERENCE****RESOLUTION 2020/9**

Moved: Cr Karen Churchill

Seconded: Cr Bill Fisher

1. That Council notes the information in this report.
2. That Council nominates Cr Deans and a staff member to attend the LGNSW Water Management Conference being held in Narrabri from 15 to 17 July 2020.

**CARRIED**

**12.4 LOCAL STRATEGIC PLANNING STATEMENT – DRAFT****RESOLUTION 2020/10**

Moved: Cr Barbara Deans

Seconded: Cr Paul Wheelhouse

That Council notes the progress report on the development of its Local Strategic Planning Statement.

**CARRIED**

**12.5 COUNCIL-OWNED PROPERTY**

Cr Ahmad Karanouh left the meeting, nominating Cr Fisher to take the Chair. Cr Karanouh did not partake in the discussion or voting on the item.

Cr Wheelhouse also left the meeting, not partaking in the discussion or voting on the item.

The General Manager distributed a letter to the Councillors received from Mr Brian Sommerville dated 10 March 2020 within which he indicated that he would not be in a position to pursue the development of a supermarket within the Main Street of Coonamble.

The General Manager also distributed a table with cost comparisons of the four (4) options discussed in the report, ranging from \$243,000 for the Skillman's Lane Car Park Option to \$483,000 for the empty shop at 69 Castlereagh Street.

During the discussion of the item, it was mentioned by the General Manager in response of a question, that the size of the vacant block at 79 Castlereagh Street, Coonamble was 164 square meters.

**MOTION**

Moved: Cr Karen Churchill

That Council erects the public amenities on the block formerly occupied by the Mac's Dry Cleaning business.

**LAPSED**

**RESOLUTION 2020/11**

Moved: Cr Pat Cullen

Seconded: Cr Barbara Deans

That Council purchases the vacant block at 79 Castlereagh Street, Coonamble for an amount of \$50,000 for the purpose of public amenities to be erected on the site.

**CARRIED**

Cr Churchill requested that her name be recorded as voting against this resolution.

**RESOLUTION 2020/12**

Moved: Cr Barbara Deans

Seconded: Cr Patrick Cullen

That Council authorises the General Manager to sign and for the Council Seal to be affixed to all relevant and necessary documents pertaining to the purchase of 79 Castlereagh Street, Coonamble; further, that Council classifies the aforementioned site as being “operational land”.

**CARRIED**

Cr Churchill requested that her name be recorded as voting against this resolution.

At 11.02 am, Cr Ahmad Karanouh returned to the meeting.

At 11.02 am, Cr Paul Wheelhouse returned to the meeting.

**12.6 RATES AND CHARGES COLLECTIONS – FEBRUARY 2020****RESOLUTION 2020/13**

Moved: Cr Pat Cullen

Seconded: Cr Paul Wheelhouse

That Council notes the information provided in the report.

**CARRIED**

**12.7 STATUS OF INVESTMENTS - FEBRUARY 2020****RESOLUTION 2020/14**

Moved: Cr Barbara Deans

Seconded: Cr Paul Wheelhouse

That Council notes the list of investments as at 29 February 2020 and also that these investments comply with Section 625(2) of the *Local Government Act 1993*, Clause 212 of the *Local Government (General) Regulation 2005* and Council’s Investment Policy.

**CARRIED**

**12.8 REVIEW OF CORPORATE CREDIT CARD POLICY****RESOLUTION 2020/15**

Moved: Cr Karen Churchill

Seconded: Cr Pat Cullen

That Council adopts the revised Corporate Credit Card Policy as attached to the report.



**CARRIED****12.9 REVIEW OF PROCUREMENT POLICY****RESOLUTION 2020/16**

Moved: Cr Karen Churchill

Seconded: Cr Pat Cullen

That Council adopts the amended Procurement Policy as attached to the report.

**CARRIED****12.10 SALEYARDS REPORT****RESOLUTION 2020/17**

Moved: Cr Paul Wheelhouse

Seconded: Cr Karen Churchill

That Council notes the information in the report.

**CARRIED****12.11 GENERAL REVALUATION FOR COONAMBLE SHIRE COUNCIL****RESOLUTION 2020/18**

Moved: Cr Barbara Deans

Seconded: Cr Paul Wheelhouse

That Council notes the information contained in this report, together with its four (4) annexures attached to the report.

**CARRIED****12.12 URBAN SERVICES - WORKS IN PROGRESS****RESOLUTION 2020/19**

Moved: Cr Paul Wheelhouse

Seconded: Cr Barbara Deans

That Council notes the information in this report.

**CARRIED**

At this juncture, 11.15am, the meeting adjourned for morning tea and resumed at 11.37am.

Just before resumption of the meeting, Mr Col Ryan OAM addressed Council, thanking the Mayor for the Award received at the 2020 Australia Day Celebrations and congratulating the two other

recipients, Dr Jillian Kelly (Coonamble) and Mrs Margaret Garnsey (Quambone).

Mr Ryan also complimented the Council staff working at Gulargambone, saying they do a wonderful job.

### **12.13 PROPOSAL TO EXTEND TOWN WATER**

#### **RESOLUTION 2020/20**

Moved: Cr Karen Churchill

Seconded: Cr Barbara Deans

1. That Council places a moratorium on any water supply extensions in Coonamble until a new reservoir is constructed; after which further studies be conducted to ensure that adequate pressure would be available within the water reticulation system to satisfy users' needs as well as the necessary fire hydrant pressure requirements.
2. That Council investigates possible grant funding opportunities for addressing the identified deficiencies in its current water reticulation network.

**CARRIED**

The Director Engineering Services explained some of the points raised in the Public Works' "Water Reticulation Upgrade Options Study" submitted to the meeting, which in part, pointed out that the new reservoir will need to be bigger than one (1) Megalitres to cater for any proposed expansion.

### **12.14 ENGINEERING SERVICES - WORKS IN PROGRESS**

#### **RESOLUTION 2020/21**

Moved: Cr Karen Churchill

Seconded: Cr Pat Cullen

That That Council notes the information in this report.

**CARRIED**

Cr Fisher drew attention to a blocked culvert in Vatua Lane where water is backing up and crossing the road. The Director Engineering Services said staff was aware of the problem and action will be taken.

Cr Cullen said that water continues to back up across the Carinda Road near the property "Fairy Bower". The Director said that she would investigate this problem.

Cr Thomas referred to the bad condition of the footpath in Gulargambone from the Multi-Purpose Centre to the RTC, saying that the section is used continually by wheelchair-bound people. He requested the engineering department staff to also inspect the footpath area near the pool, which is in urgent need of attention. The Director said that inspections would be carried out of these areas.

The General Manager reminded Councillors of the "Councillors Request for Maintenance" forms that are available for these above-mentioned types of maintenance requests; which provides for the requests to be recorded and the progress reported on as part of the monthly Business Paper.

Cr Deans referred to the Safe and Secure Water Program. The Director Engineering Services said that Council is having studies undertaken to provide detailed and comprehensive information to enable further applications to be made for funding. The studies will include the water treatment plant, securing town water for hospitals, and the quality of drinking water.

Cr Fisher referred to the Environmental Protection Agency's (EPA) remediation notice in Wingadee Street. The Director said a report has been forwarded to the EPA advising them of works being carried out by Council. She said that the works may not be deemed to be satisfactory and, if not, Council will have to include the whole 20ha area, which will entail significant expenditure.

## **12.15 COMMUNITY SERVICE PROGRESS REPORT**

### **MOTION**

Moved: Cr Barbara Deans

That the previously identified priority projects at the Warrena Wier; numbers two (2), three (3) and four (4), be pursued with the unspent funds.

**LAPSED**

### **RESOLUTION 2020/22**

Moved: Cr Bill Fisher

Seconded: Cr Paul Wheelhouse

1. That Council notes the information contained in this report.
2. That Council retains the unspent funds to the amount of \$27,026 for the funding or part-funding of future projects at the Warrena Weir.

**CARRIED**

## **12.16 RANGER'S REPORT - FEBRUARY 2020**

### **RESOLUTION 2020/23**

Moved: Cr Karen Churchill

Seconded: Cr Robert Thomas

That Council notes the information in this report.

**CARRIED**

## **12.17 WORKPLACE INJURY MANAGEMENT REPORT - MARCH 2020**

### **RESOLUTION 2020/24**

Moved: Cr Barbara Deans

Seconded: Cr Paul Wheelhouse

That Council notes the contents of the Work Health and Safety monthly report.

**CARRIED**

### **13 NOTICES OF MOTIONS/QUESTIONS WITH NOTICE/RESCISSION MOTIONS**

#### **13.1 NOTICE OF RESCISSION MOTION - PLACEMENT OF SKATE BOWL - MACDONALD PARK**

##### **RESOLUTION 2020/25**

Moved: Cr Karen Churchill

Seconded: Cr Pat Cullen

That the notice of rescission motion be received and dealt with.

**CARRIED**

##### **RESOLUTION 2020/26**

Moved: Cr Paul Wheelhouse

Seconded: Cr Bill Fisher

Third Signatory Cr Pat Cullen

That Council rescinds Resolution Number 4669 adopted at the Council Meeting held on 12 February 2020 :

1. "That the placement of the skate bowl within Macdonald Park be in the front (south-western) corner of the park as outlined in both options presented to Council.
2. That Council nominates Macdonald Park Masterplan Option 2 as its preferred concept option and that this concept option be included in the overarching Coonamble Shire Masterplan currently being developed."

**CARRIED**

#### **13.2 NOTICE OF MOTION - PLACEMENT OF SKATE BOWL - MACDONALD PARK**

##### **AMENDMENT**

Moved: Cr Karen Churchill

That the skate bowl be located in the same location in Macdonald Park but further back towards the north.

**LAPSED**

##### **RESOLUTION 2020/26**

Moved: Cr Paul Wheelhouse

Seconded: Cr Ahmed Karanouh

1. That the placement of the skate bowl within Macdonald Park be in the front of the park next

to the current children's playground, approximately 24 metres from the south-western corner of the park and that the draft schematic plan from GHD be modified to reflect this change.

2. That the nominated Macdonald Park Masterplan Option 2 adopted as Council's preferred concept option be amended to reflect the change in paragraph one (1) above and that this changed concept option be included in the overarching Coonamble Shire Masterplan currently being developed.

**CARRIED**

During the discussion of the item before the resolution being adopted, it was acknowledged that there needs to be a space between the children's playground and the to-be-erected skate bowl of between three (3) and five (5) metres to cater for landscaping of the area.

## **14 CONFIDENTIAL MATTERS**

### **RESOLUTION 2020/27**

Moved: Cr Pat Cullen

Seconded: Cr Karen Churchill

That Council considers the confidential reports listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:

#### **14.1 Drought Stimulus Package**

This matter is considered to be confidential under Section 10A(2) - d(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

#### **14.2 Redetermination of Organisation Structure**

This matter is considered to be confidential under Section 10A(2) – a and g of the Local Government Act 1993, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors) and advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

**CARRIED**

## **14.1 DROUGHT STIMULUS PACKAGE**

### **RESOLUTION 2020/28**

Moved: Cr Karen Churchill

Seconded: Cr Pat Cullen

That Council authorises the General Manager to enter into a funding agreement with the NSW Government for a Drought Stimulus Package which allocates \$200,000 to the Coonamble Mineral

Spa (Bore Baths) and \$400,000 to the Coonamble Visitor Information Centre projects.

**CARRIED**

## **14.2 REDETERMINATION OF ORGANISATION STRUCTURE**

The General Manager handed out a document to all Councillors containing the following additional information: (1) An Organisation Structure Chart, (2) A comparison of the functions associated with each of the current departments and the proposed revised departments, (3) An updated recommendation. After the Councillors had been allowed some time to read through this information, the General Manager explained the contents of the three (3) documents to the Councillors, as well as his reasoning for arriving at his recommendations. He also explained the industrial relations advice he had been able to obtain earlier in the week from an experienced Industrial Relations Officer at Local Government NSW. An opportunity for questions was subsequently allowed for and extensive discussions were held before the following resolution was adopted by Council.

### **RESOLUTION 2020/29**

Moved: Cr Barbara Deans

Seconded: Cr Robert Thomas

1. That Council notes the contents of the General Manager's report within which the provisions of Section 332(1B) of the *Local Government Act 1993* are addressed.
2. That Council determines, pursuant to the provisions of Section 332(1) of the *Local Government Act 1993*, that the only senior staff position within the organisation structure of Council is the position of the General Manager.
3. That Council notes that the General Manager has, after consultation with the Council and pursuant to the provisions of Section 332(1A) of the *Local Government Act 1993*, determined the positions (other than senior staff positions) within the organisation structure of Council as visually depicted on the Organisation Structure Chart handed out to Councillors at the Council Meeting and of which a copy is attached to the Council Minutes – which structure will be implemented at a date to be determined after the necessary consultation with staff has occurred.
4. That Council authorises the expense associated with the revised organisation structure to the amount of \$2.301 million for the office staff component – as discussed in detail in the General Manager's report – and that the necessary financial provisions be made in the 2020/21 Operational Plan and Budget.
5. That Council approves the principle to allow for the implementation of 10 days per year "Executive Leave" for executive management staff as an incentive to attract and retain suitably qualified and experienced staff to Coonamble Shire Council by assisting them to achieve a work-life balance, as a token of appreciation for the employees' commitment and the working of additional out-of-office hours whilst balancing this incentive with the availability of staff, productivity and continuity considerations – subject to the following conditions:
  - a. Employees entitled to Executive Leave shall not be entitled to participate in Council's Rostered Day Off arrangement.
  - b. No more than two (2) consecutive days' Executive Leave are to be taken at any one time.
  - c. Any Executive Leave not taken within the financial year in which it is granted will be

- forfeited and will not be carried forward into the next financial year.
- d. Untaken Executive Leave in any financial year does not form part of a staff member’s leave entitlement on resignation.
  - e. Staff will only be able to apply for the pro-rata number of days of Executive Leave which have accumulated in any financial year.
  - f. Staff must obtain written approval from the General Manager prior to taking any Executive Leave, following the approved procedures applicable at the time.
  - g. The General Manager must obtain written approval from the Mayor prior to taking any Executive Leave, following the approved procedures applicable at the time.
  - h. The Payroll Officer will be responsible for administrating Executive Leave in accordance with this arrangement.

**CARRIED**

Cl Paul Wheelhouse and Cr Karen Churchill requested their names to be recorded as being against the resolution.

**Annexures**

- 1 Organisation Structure Chart

**RESOLUTION 2020/30**

Moved: Cr Karen Churchill

Seconded: Cr Pat Cullen

That Council moves out of Closed Council into Open Council.

**CARRIED**

**RESOLUTION 2020/31**

Moved: Cr Karen Churchill

Seconded: Cr Pat Cullen

That the resolutions adopted in Closed Council be adopted in Open Council.

**CARRIED**

**15 CONCLUSION OF THE MEETING**

**The Meeting closed at 1.22pm.**

**The minutes of this meeting were confirmed at the Council held on 8 April 2020.**

.....  
**CHAIRPERSON**