
**MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE
SHIRE OF COBAR HELD IN THE COBAR SHIRE COUNCIL
CHAMBERS ON THURSDAY 22 AUGUST 2013 COMMENCING AT
5.00PM**

PRESENT (FILE C13-2)

Councillors Lilliane Brady OAM (Mayor), John Harrison (Arrived at 5:48pm), Marsha Isbester, Peter Maxwell, Bob Sinclair, Pam Smith, Harley Toomey, Ray Wilson and Peter Yench, Messrs Gary Woodman (General Manager), Peter Graf (Director of Engineering Services), Garry Ryman (Director of Planning & Environmental Services), Mmes Angela Shepherd (Special Projects Officer) and Janette Booth (Executive Assistant to the General Manager).

APOLOGIES (C13-2)

172.08.2013 **RESOLVED:** That the apologies received from Councillors Jarrod Marsden (Deputy Mayor), Tracey Kings and Greg Martin be accepted and a leave of absence granted.

Clr Yench/Clr Wilson

CARRIED

PUBLIC ACCESS SESSION

- Mr Earle Burrows, the Chief Executive Officer of ConnectJet, gave a presentation on proposed ConnectJet Services from Cobar Regional Airport.
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DECLARATIONS OF INTEREST (FILE C12-3)

- Nil.
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CONDOLENCES (FILE M2-3)

- Myrtle Rita Alice Gilbert
 - William "Bill" Meadows
 - Trevor Keir
 - Arthur Howell
-

CONFIRMATION OF MINUTES

ORDINARY MEETING OF COUNCIL (FILE C13-11)

173.08.2013 **RESOLVED:** That the minutes of the Ordinary Meeting of Council held on Thursday, 25 July 2013 be confirmed as a true and correct record of the proceedings of that meeting.

Clr Isbester/Clr Toomey

CARRIED

THIS IS PAGE 1 OF THE MINUTES OF THE ORDINARY MEETING OF THE
COUNCIL OF THE SHIRE OF COBAR HELD ON THURSDAY 22 AUGUST 2013

.....
GENERAL MANAGER

.....
MAYOR

CONFIRMATION OF MINUTES

FINANCE AND POLICY COMMITTEE MEETING (FILE C6-19)

174.08.2013 **RESOLVED:** That the minutes, and the following recommendations contained therein, of the Finance and Policy Committee Meeting held on Thursday 8 August 2013 be adopted by Council.
Clr Maxwell/Clr Sincalir **CARRIED**

APOLOGIES (C16-15-6)

60FP.08.2013 **RECOMMENDATION:** *That the apology received from Councillor Peter Yench be accepted and a leave of absence granted.*
Clr Sinclair/Clr Marsden **CARRIED**

DECLARATIONS OF INTEREST (FILE C6-15-7)

Nil.

REPORT 1A- CONSIDERATION OF COUNCIL'S DONATIONS POLICY

FILE: P5-48

AOP REFERENCE: 1.4.5

AUTHOR: Acting General Manager, Kym Miller

61FP.08.2013 **RECOMMENDATION:**

- 1. That the draft policy appearing as an attachment to this report be placed on public exhibition for a minimum of twenty eight (28) days.*
- 2. That Council consider the draft Donation Policy and any submissions from the public at the October Ordinary Meeting of Council.*

Clr Kings/Clr Isbester **CARRIED**

REPORT 2A – PART-TIME AND LONG-TERM AIRPORT PARKING AT COBAR AIRPORT

FILE: A5-3

AOP REFERENCE: 4.3.2

AUTHOR: Works Manager, Kingsley Page

62FP.08.2013 **RECOMMENDATION:**

- 1. That Council approve in principle a fee structure to allow for part-time and long-term aircraft parking by issuing Apron Parking Permits.*

2. That the fee structure be:

All aircraft other than RPT/Charter:

3. That Council approve in principle a fee structure to allow for part-time and long-term aircraft parking by issuing Apron Parking Permits.

4. That the fee structure be:

All aircraft other than RPT/Charter:

- Non-Commercial Aircraft up to 2000kg Maximum Take-off Weight (MTOW) are to pay an Annual Charge of \$400.00 (inc GST);
- Commercial Aircraft up to 2000kg MTOW are to pay an Annual Charge of \$800.00 (inc GST);
- Casual – Aircraft parking more than 7 days in a 4 week period \$26.00 (inc GST) per engine/per week;
- Casual – Aircraft parking for less than 7 days in a 4 week period \$15.00 (inc GST) per night – i.e. the current arrangements.

3. That Council place the proposed fee structure on exhibition for a minimum of 28 days and consider the matter at the October Ordinary Meeting of Council.

Clr Sinclair/Clr Isbester

CARRIED

REPORT 1B – BANK RECONCILIATION, CASH FLOW & LOAN FACILITY SUMMARIES AS AT 31 JULY 2013

FILE: B2-7

AOP REFERENCE: 3.1.1.5

AUTHOR: Manager Finance & Administration, Neil Mitchell

63FP.08.2013 RECOMMENDATION: That Council receive and note the Bank Reconciliation, Cash Flow, Investment and Loan Facility Report for the month of July 2013.

Clr Marsden/Clr Toomey

CARRIED

REPORT 2B – INVESTMENT REPORT AS AT 31 JULY 2013

FILE: B2-7

AOP REFERENCE: 3.1.1.7

AUTHOR: Manager Finance & Administration, Neil Mitchell

64FP.08.2013 RECOMMENDATION: That Council receive and note the Investment Report for the month of July 2013.

Clr Maxwell/Clr Marsden

CARRIED

REPORT 3B – RATES RECONCILIATION TO 31 JULY 2013

FILE: R2-1

AOP REFERENCE: 3.1.1.6

AUTHOR: Rates Officer, Jo-Louise Brown

65FP.08.2013 **RECOMMENDATION:** *That the Rates Reconciliation Report as at the 31 July 2013 be received and noted.*
Clr Marsden/Clr Isbester **CARRIED**

REPORT 4B– GRANT FUNDING

FILE: G4-17

AOP REFERENCE: 3.1.1.4

AUTHOR: Special Projects Officer, Angela Shepherd

66FP.08.2013 **RECOMMENDATION:** *That the information contained in the grant funding report detailing grants applied for, grants announced and grants available be received and noted.*
Clr Isbester/Clr Marsden **CARRIED**

CONFIRMATION OF MINUTES

WORKS COMMITTEE MEETING (FILE C6-20)

175.08.2013 **RESOLVED:** That the minutes, and the following recommendations contained therein, of the Works Committee Meeting held on Thursday 8 August 2013 be adopted by Council.
Clr Sinclair/Clr Isbester **CARRIED**

APOLOGIES (C16-15-6)

35WC.08.2013 **RECOMMENDATION:** *That the apology received from Councillor Peter Yench be accepted and a leave of absence granted.*
Clr Wilson/Clr Kings **CARRIED**

DECLARATIONS OF INTEREST (FILE C6-15-7)

Nil.

**BIO - FUEL RENEWABLE ENERGY PROJECT
PRESENTATION**

FILE: D7-4

AOP REFERENCE: 5.1.1

AUTHOR: Special Projects Officer, Angela Shepherd

36WC.08.2013 **RECOMMENDATION:**

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1. That the information in relation to Bio-Fuel Renewable Energy Project Presentation be received and noted.
 2. That Council thanks Christopher Higgins and Robert Chambers from Western Regeneration for their time and presentation.

Clr Sinclair/Clr Isbester

CARRIED

REPORT 1A – PEDESTRIAN ACCESS MOBILITY PLAN (PAMP) AND ACCESS AUDIT

FILE: S12-39

AOP REFERENCE: 4.3.2.1

AUTHOR: Contracts Manager, Maurice Bell

37WC.08.2013 RECOMMENDATION:

1. That the draft Pedestrian Access Mobility Plan (PAMP) and Access Audit be adopted by Council.
2. That the works program be developed to address the priority one items.
3. That the risk of un-actioned priority one items be entered into Council's Risk Register.

Clr Sinclair/Clr Kings

CARRIED

REPORT 1B– EXPENDITURE ON COUNCIL'S ROAD NETWORK

FILE: R5-31

AOP REFERENCE: 4.3.2

AUTHOR: Works Manager, Kingsley Page

38WC.08.2013 RECOMMENDATION:

1. That the information detailing the Expenditure on Council's Roads Network be received and noted.
2. That all traffic counts be included with the road expenditure report, for the past three months at all future meetings of the Rural Roads Advisory Committee.
3. That Council write to the pipeline authority in regards to the repairs of Shire Road 23, asking the authority to pay for restoration costs following their heavy vehicle use of the road.

Clr Sinclair/Clr Maxwell

CARRIED

REPORT 2B – ENGINEERING WORKS REPORT

FILE: C6-20-2

AOP- REFERENCE: 4.3.2

AUTHOR: Director of Engineering Services, Peter Graf

39WC.08.2013 RECOMMENDATION: *That the information contained in the Engineering Works Report detailing maintenance on shire and regional roads, state highways and water and sewers mains be received and noted.*
Clr Martin/Clr Isbester **CARRIED**

REPORT 3B – TRAFFIC COUNTS ON SHIRE ROADS AND CLASSIFIED ROADS

FILE: R5-34 **AOP REFERENCE: 4.3.2**
AUTHOR: Construction Supervisor, Brett Hallcroft

40WC.08.2013 RECOMMENDATION: *That the information in relation to traffic counts on shire roads and classified roads be received and noted.*
Clr Maxwell/Clr Sinclair **CARRIED**

CLAUSE 1A – MAYORAL REPORT

FILE: C13-1-5 **AOP REFERENCE: 3.1**
AUTHOR: Mayor, Councillor Lilliane Brady

176.08.2013 RESOLVED:

1. That Council accepts the information contained in the Mayoral Report for the month of August 2013.
2. That a letter be written to the RFS Commissioner and our Member Kevin Humphries requesting that the fitting of a bull bar and side bar to the Rural Fire Service Vehicles be an essential criteria for vehicles supplied in Cobarr Shire.

Clr Yench/Clr Toomey **CARRIED**

MATTER OF URGENCY – CARBON FARMING INITIATIVE

177.08.2013 RESOLVED: That Council write and invite the Green Collar Group to provide a presentation to the next Committee meeting on their proposed Carbon Farming Initiative and that relevant information be provided to Council before hand.
Clr Yench/Clr Sinclair **CARRIED**

CLAUSE 2A – PUBLIC ADDRESS – CONNECTJET SERVICES FROM COBAR REGIONAL AIRPORT

FILE: A5-3 **AOP REFERENCE: 4.3.4.2**
AUTHOR: General Manager, Gary Woodman

178.08.2013 RESOLVED:

THIS IS PAGE 6 OF THE MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COBAR HELD ON THURSDAY 22 AUGUST 2013

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1. That the information in relation to ConnectJet Services from Cobar Regional Airport be received and noted.
 2. That Council thanks Mr Earle Burrows from ConnectJet for his time and presentation.
 3. That the ConnectJet Services from Cobar Regional Airport be considered in the Committee of the Whole Closed Council with the press and public excluded for the reason as stated in Section 10A (2) (d) (i) of the Local Government Act 1993, as discussions of this information in Open Council would prejudice the commercial position of the person who supplied it.

Clr Sinclair/Clr Wilson

CARRIED

CLAUSE 3A – TENDER T3-13-5 – DESIGN AND CONSTRUCTION OF THE SKATE PARK FACILITY

FILE: T3-13-5

AOP REFERENCE: 1.2.2

AUTHOR: *Special Projects Officer, Angela Shepherd*

179.08.2013 RESOLVED: That the evaluation report and recommendations concerning Tender T3-13-5 to build a Cobar Skate Park be considered in the Committee of the Whole Closed Council with the press and public excluded for the reason as stated in Section 10A (2) (d) (i) of the Local Government Act 1993, as discussions of this information in Open Council would prejudice the commercial position of the person who supplied it.

Clr Sinclair/Clr Yench

CARRIED

CLAUSE 4A – GENERAL MANAGER’S ANNUAL PERFORMANCE APPRAISAL – PRESENTATION TO COUNCIL AND FEEDBACK TO APPRAISAL REVIEW COMMITTEE

FILE: C6-11, PERSONAL

AOP REFERENCE: 3.1

AUTHOR: *General Manager, Gary Woodman*

180.08.2013 RESOLVED: That the 2012/2013 General Manager’s Annual Performance Appraisal/Review presentation to Council and feedback session to the Appraisal/Review Committee be considered in the Committee of the Whole Closed Council with the press and the public excluded in accordance with Section 10A (2) (a) of the Local Government Act 1993 as the matter and information relates to personnel matters concerning particular individuals (not Councillors).

Clr Sinclair/Clr Yench

CARRIED

CLAUSE 5A- CEMETERY INTERMENT ARRANGEMENTS

FILE: C3-3

AOP REFERENCE: 4.4.2.2

AUTHOR: *Services Manager, Mr Timothy Wark*

THIS IS PAGE 7 OF THE MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COBAR HELD ON THURSDAY 22 AUGUST 2013

.....
GENERAL MANAGER

.....
MAYOR

181.08.2013 RESOLVED:

1. That Council adopt the current interment process and continue to request 100% payment of the interment fees and charges prior to the interment process commencing.
2. That the request to place remembrance trees be noted and the situation monitored by Council Officers.
3. That a report be provided to Council detailing the requirements of planting remembrance trees if the situation warrants it.

Clr Sinclair/Clr Wilson

CARRIED

CLAUSE 6A – PANEL OF CONDUCT REVIEWERS UNDER COUNCIL’S ADOPTED CODE OF CONDUCT

FILE: P5-8

AOP REFERENCE: 3.1.5

AUTHOR: *General Manager, Gary Woodman*

- 182.08.2013 RESOLVED:** That the persons listed in Schedule 2, as contained in this report, be appointed as members to Cobar Shire Council Panel of Conduct Reviewers and/or act as sole reviewers.

Clr Sinclair/Clr Maxwell

CARRIED

CLAUSE 7A – PLANT REPLACEMENT – SIDE TIPPER TRAILER INSURANCE ACQUISITION REPORT

FILE: P3-7

AOP REFERENCE: 3.3.2.6

AUTHOR: *Director of Engineering Services, Peter Graf*

- 183.08.2013 RESOLVED:** That a discussion be held on Clause 7A – Plant Replacement – Side Tipper Trailer Insurance Acquisition Report.

Clr Sinclair/Clr Wilson

CARRIED

- 184.08.2013 RESOLVED:** That Council looks into the options of purchasing a gravel crusher, and that the current matter concerning replacement of a new side tipper be considered at that time.

Clr Maxwell/Clr Sinclair

CARRIED

CLAUSE 8A – RAW WATER STANDPIPE

FILE: W2-1

AOP REFERENCE: 5.1.2.3

AUTHOR: *Services Manager, Mr Timothy Wark*

- 185.08.2013 RESOLVED:** That Council approve the purchase and installation of a flow meter touch pad system for the raw water stand pipe off the Hillston Road.

Clr Yench/Clr Sinclair

CARRIED

CLAUSE 9A – DETERMINATION ON STATUS OF MT GAP ROAD

FILE: SR7-1

AOP REFERENCE: 4.3

AUTHOR: Works Manager, Kingsley Page

186.08.2013 RESOLVED: That a discussion be held on Clause 9A – Determination on Status of Mt Gap Road Report.

Clr Sinclair/Clr Wilson

CARRIED

187.08.2013 RESOLVED:

1. That Mt. Gap Road within Mt. Gap Station shall be dedicated a public road and remain on the Roads Register as a Shire Road.
2. That Mr & Mrs Bourke be required to pay the additional survey costs.
3. That Mr and Mrs Bourke are to be advised of Council's decision.

Clr Sinclair/Clr Harrison

CARRIED

CLAUSE 10A – ROAD CAPITAL WORKS PROGRAM 2013/2014

FILE: R5-15, R5-16

AOP REFERENCE: 4.3.1

AUTHOR: Works Manager, Kingsley Page

188.08.2013 RESOLVED:

That the following Roads Capital Works Program be adopted:

- MR7518 Barrier Highway / Tilpa Road Repair Program
2013/2014 \$800,000
- SR23 – Booberoi Road R2R 2011/2012 \$57,182
- Shire Roads R2R Joint Funding Contribution 2013/2014
\$82,050
- Becker Street / Bathurst St / Monaghan St \$155,515
(Comprising R2R 2012/2013 carryover \$112,953 and Shire Road Funds \$42,562 2013/2014)
- SR26 – Wilga Road Sealing R2R 2013/2014 \$221,723
- SR12 – Yathong Road Gravelling R2R 2013/2014 \$200,000
- SR9 – Neckarbo Road Rehabilitation R2R 2013/2014 \$100,000
- SR7 – Mt Gap Road Causeway Stabilization R2R
2013/2014 \$49,707
- Cobar Streets Reseals SRV 2013/2014 \$50,000
- Shire Roads Reseals (all), pot holing / shoulder works SRV
2013/2014 \$150,000
- SR17 – Merri Road Gravelling SRV 2013/2014 \$75,000
- SR18 – Bruce Cullenward Drive gravelling SRV 2013/2014
\$80,000

THIS IS PAGE 9 OF THE MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COBAR HELD ON THURSDAY 22 AUGUST 2013

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GENERAL MANAGER

.....
MAYOR

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- SR44 – Old Reservoir Road Gravelling SRV 2013/2014
\$21,000
Clr Maxwell/Clr Toomey **CARRIED**
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CLAUSE 1B – DEVELOPMENT APPROVALS

FILE: T5-1 **AOP REFERENCE: 1.6.3.1**
AUTHOR: *Director of Planning & Environmental Services, Garry Ryman*

- 189.08.2013** **RESOLVED:** That the information detailing the Local Development and Construction Certificate approvals for the period 18 July 2013 – 14 August 2013 be received and noted.
Clr Sinclair/Clr Yench **CARRIED**
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CLAUSE 2B – MONTHLY STATUS REPORT

FILE: C13-10 **AOP REFERENCE: 3.1**
AUTHOR: *General Manager, Gary Woodman*

- 190.08.2013** **RESOLVED:** That the information contained in the monthly status report be received and noted with items 337, 372, 384, 395, 397 Part 1, 406, 411 Part 1, 412, 413, 414 Part 1, 416, 418, 419 Part 1, 421, 423 Part 2, 424 Part 2 being removed from the report.
Clr Sinclair/Clr Yench **CARRIED**
-

CLAUSE 3B – MEETING MINUTES

FILE: L5-4-3 **AOP REFERENCE: 3.1**
AUTHOR: *General Manager, Gary Woodman*

- 191.08.2013** **RESOLVED:** That the minutes of the meeting of the OROC Meeting be received and noted.
Clr Yench/Clr Wilson **CARRIED**
-

**CLAUSE 4B – DISCLOSURE OF INTEREST –
COUNCILLORS AND DESIGNATED PERSONS**

FILE: C12-3 **AOP REFERENCE: 3.1**
AUTHOR: *General Manager, Gary Woodman*

- 192.08.2013** **RESOLVED:** That Council note the Annual Disclosure of Interest Returns for Councillors and Designated Persons for the period 1 July 2013 to 30 June 2014.
Clr Isbester/Clr Toomey **CARRIED**
-

**CLAUSE 5B – CRIME PREVENTION CCTV SYSTEM
COMMUNITY CONSULTATION REPORT**

FILE: C8-16

AOP REFERENCE: 1.6.2

AUTHOR: *Special Projects Officer, Angela Shepherd*

- 193.08.2013 RESOLVED:** That Council receives and notes the outcomes of the community consultation regarding a proposed CCTV Crime Prevention system for Cobar.
Clr Sinclair/Clr Yench **CARRIED**
-

**COMMITTEE OF THE WHOLE (CLOSED COUNCIL) (FILE
C13-11-1)**

- 194.08.2013 RESOLVED:** That Council move into the Committee of the Whole (Closed Council) with the press and public excluded at 6:12pm as matters to be discussed are considered to be confidential vide Section 10A (2) (a) (c) and (d) (i) of the Local Government Act 1993, as the matters are personnel matters concerning particular individuals (other than Councillors), contains commercial information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and discussions of this matter in open Council would prejudice the commercial position of the person who supplied it.
Clr Yench/Clr Wilson **CARRIED**
-

Council resumed in Open Council at 7:08pm.

RECOMMENDATIONS TO COUNCIL

- 195.08.2013 RESOLVED:** That the following recommendations of the Committee of the Whole Closed Council be adopted by the Council.
Clr Sinclair/Clr Yench **CARRIED**
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**CLAUSE 1C – TENDER T3-13-5 – DESIGN AND
CONSTRUCTION OF SKATE PARK FACILITY**

FILE: T3-13-5

AOP REFERENCE: 1.2.2

AUTHOR: *Special Projects Officer, Angela Shepherd*

- 68COW.08.2013 RESOLVED:**
1. That Council award the tender for the Cobar Skate Park (T3-13-5) to Precision Skate Parks Pty Ltd, conditional upon, and once the RDAF Round 3 funding agreement is finalised.
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THIS IS PAGE 11 OF THE MINUTES OF THE ORDINARY MEETING OF THE
COUNCIL OF THE SHIRE OF COBAR HELD ON THURSDAY 22 AUGUST 2013

.....
GENERAL MANAGER

.....
MAYOR

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2. That the details of the unsuccessful tenders remain in Committee of the Whole Closed Council.

Clr Yench/Clr Isbester

CARRIED

CLAUSE 2C – PUBLIC ADDRESS – CONNECTJET SERVICES FROM COBAR REGIONAL AIRPORT

FILE: A5-3

AOP REFERENCE: 4.3.4.2

AUTHOR: *General Manager, Gary Woodman*

69COW.08.2013 RESOLVED:

1. That Cobar Shire Council advise ConnectJet that it is interested in its proposal to use the Cobar Regional Airport and that ConnectJet be requested to hold further discussions with Council's Senior Staff to determine what further services are required from Council.
2. That the report and discussions on the matter remain in the Committee of the Whole Closed Council.

Clr Yench/Clr Sinclair

CARRIED

CLAUSE 3C – GENERAL MANAGER'S ANNUAL PERFORMANCE APPRAISAL – PRESENTATION TO COUNCIL AND FEEDBACK TO APPRAISAL REVIEW COMMITTEE

FILE: C6-11, PERSONAL

AOP REFERENCE: 3.1

AUTHOR: *General Manager, Gary Woodman*

70COW.08.2013 RESOLVED:

1. That the information contained within the report and presentation regarding the General Manager's Annual Performance Appraisal be received and noted.
2. That the report and discussions on the matter remain in the Committee of the Whole Closed Council.

Clr Sinclair/Clr Harrison

CARRIED

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 7:10PM

CONFIRMED.....

MINUTE NO.....

MAYOR.....

THIS IS PAGE 12 OF THE MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COBAR HELD ON THURSDAY 22 AUGUST 2013

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GENERAL MANAGER

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MAYOR