



## **Ordinary Council Meeting**

# **Agenda**

**19 September 2019**

**Notice is hereby given in accordance with the provisions of the  
*Local Government Act 1993* that an  
Ordinary Meeting of Warrumbungle Shire Council  
will be held in the Council Chambers, Binnia Street, Coolah  
on Thursday, 19 September 2019 commencing at 5:00 pm.**

**Mayor:** Cr Denis Todd

**Councillors:** Kodi Brady  
Anne-Louise Capel  
Fred Clancy  
Ambrose Doolan  
Wendy Hill  
Aniello Iannuzzi (Deputy Mayor)  
Ray Lewis  
Peter Shinton

**Please note:**

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**Council's Vision**  
Excellence in Local Government

**Mission Statement**

We will provide:

- Quality, cost effective services that will enhance our community's lifestyle, environment, opportunity and prosperity.
- Infrastructure and services which meet the social and economic needs and aspirations of the community now and in the future.
- Effective leadership and good governance, by encouraging teamwork, through a dedicated responsible well trained workforce.

**Values**

- ✓ **Honesty**  
Frank and open discussion, taking responsibility for our actions
- ✓ **Integrity**  
Behaving in accordance with our values
- ✓ **Fairness**  
Consideration of the facts and a commitment to two way communication
- ✓ **Compassion**  
Working for the benefit and care of our community and the natural environment
- ✓ **Respect**  
To ourselves, colleagues, the organisation and the community, listening actively and responding truthfully
- ✓ **Transparency**  
Open and honest interactions with each other and our community
- ✓ **Passion**  
Achievement of activities with energy, enthusiasm and pride
- ✓ **Trust**  
Striving to be dependable, reliable and delivering outcomes in a spirit of goodwill
- ✓ **Opportunity**  
To be an enviable workplace creating pathways for staff development

# WARRUMBUNGLA SHIRE COUNCIL

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## AGENDA

**ACKNOWLEDGEMENT OF COUNTRY** – Council acknowledges the Traditional Custodians of the Land at which the meeting is held and pays its respects to Elders both past and present and extends that respect to other Aboriginal people who are present.

Turn Off Mobile Phones

Audio Recording of Council Meetings

**Apologies/Leave of Absence**

**Confirmation of Minutes**

15 August 2019

**Disclosure of Interest**

Pecuniary Interest

Non Pecuniary Conflict of Interest

**Mayoral Minute/s**

**Delegate Report/s**

**Reports of Committees**

**Reports to Council**

**Notices of Motion/Questions with Notice/Rescission Motions**

**Reports to be considered in Closed Council**

**Conclusion**

.....  
**ROGER BAILEY**  
**GENERAL MANAGER**

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### Item 1 Mayoral Minute – Mayors Log of Activity, Kilometres Travelled and Expenses from 19 July to 9 September 2019

#### MAYORAL MINUTE - MAYORS ACTIVITY

<u>Date</u>	<u>Type</u>	<u>In/Out</u>	<u>Activity</u>
19-Jul	Letter	In	JR & JM Whitehead Diprotodon display at the VIC Newley appointed Labor's Shadow Minister for Local
22-Jul	letter	In	Government, Greg Warren MP
23-Jul	Invitation	In	Yuluwirri Kids NAIDOC Week Celebration 31 July 2019
29-Jul	Letter	In	Orana Arts 2018 Annual Report Service Recognition Award - 35 years service Member
31-Jul	Certificate	In	Baradine Showground and Racecourse Land Manager
1-Aug	Phone Call	Out	Called EA to GM from England
2-Aug	Phone Call	Out	Called GM from England
2-Aug	Letter	In	The Hon. John Barilaro MP Snowy Hydro Legacy Fund
6-Aug	Phone Call	Out	Called EA to GM from Dubai
8-Aug	Phone Call	Out	Called GM from Sydney
	Travelled		Travelled to Coonabarabran to pick up car. Met with GM.
11-Aug	Phone Call	Out	Called Cr Lewis
12-Aug	Event	Attended	Prefects Luncheon - Coonabarabran
13-Aug	Meeting	Attended	GM Review with Graeme Fleming
	Interviews	Attended	Director Corporate and Community Services Interviews
14-Aug	Meeting	Attended	Inland Rail with Michael Clancy and Rebecca Pickering
15-Aug	Event	Attended	Citizenship Ceremony - Coonabarabran
	Meeting	Attended	Aerodrome Meeting
	Meeting	Chaired	Coonabarabran Council Meeting
19-Aug	Phone Call	Out	Called GM
20-Aug	Travelled		To Toowoomba for Inland Rail Conference
	Meeting	Attended	Met with Warren Truss regarding farmers who want to sell their properties to retire Inland Rail Conference in Toowoomba with Mark Coulton as
21-Aug	Conference	Attended	guest speaker
22-Aug	Meeting	Attended	Warren Truss and Rebecca Pickering Melbourne Inland Rail (MBIR) breakfast and spoke to
	Event	Attended	press about inland rail. Councillors from Narrabri, Moree and Gilgandra also attended
	Phone Call	Out	Cr Lewis about grant money
	Phone Call	Out	Larry Tolmie about grant money
	Phone Call	Out	Binnaway Progress about grant money
	Travelled		Toowoomba to Glen Innes to stay the night
23-Aug	Travelled		Glen Innes to Coonabarabran from SCC Workshop
	Meeting	Attended	SCC Round 3 workshop
25-Aug	Phone Call	Out	Andrew Craig about Mullaley sportsground
25-Aug	Letter	In	Coonabarabran Horse Expo Certificate of Appreciation
26-Aug	Phone Call	Out	Called GM
	Phone Call	Out	Spoke to A/DTS Shane Weatherall about ramps on Cumberland Road

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	Phone Call	Out	Deputy Mayor regarding a number of items
27-Aug	Phone Call	Out	Called Mark Coulton office about Inland Rail
			Senator Deborah O'Neill reconfirm role as Duty Senator,
27-Aug	Letter	In	Federal Seat of Parkes
			Made arrangements with Andrew Craig for a meeting at
29-Aug	Phone Call	Out	Mullaley sportgrounds on 3 September
29-Aug	Invitation	In	Mendooran Turf Club Race Meeting on 7 August 2019
30-Aug	Phone Call	Out	Cr Doolan about Mullaley sportsground
	Phone Call	In	Geoff Patrick about Timor Road
			Gladys Berejiklian MP, Premier, response to
2-Sep	Letter	In	correspondence sent 8 August 2019 re ESL
9-Sep	Letter	In	Newell Highway Taskforce
9-Sep	Letter	In	David Hotchkiss regarding Baradine School Feedlot

Date of Journey		Purpose of Journey	Odometer		KM Travelled
Start Date	End Date		Start	Finish	
8-Aug	8-Aug	Coonabarabran to Baradine (picking up car)	34846	34921	75
12-Aug	12-Aug	Coonabarabran Prefects Luncheon	34921	35058	137
13-Aug	13-Aug	Coonabarabran General Managers Review	35058	35169	111
14-Aug	14-Aug	Coonabarabran Inland Rail Meeting	35169	35278	109
15-Aug	15-Aug	Coonabarabran Council Meeting	35278	35411	133
19-Aug	19-Aug	Coonabarabran Meeting then Baradine Aerodrome	35411	35527	116
20-Aug	20-Aug	Baradine to Toowoomba (Inland Rail Conference)	35527	36133	606
23-Aug	24-Aug	Toowoomba to Baradine (Inland Rail Conference)	36133	36922	789
27-Aug	27-Aug	Coonabarabran for Orana JO Teleconference	36926	37038	112
<b>Total KM travelled for period 8/8/2019 - 27/8/2019</b>					<b>2,188</b>

### MAYORAL MINUTE - EXPENSES 9 August 2019 - 6 September 2019

<u>Date</u>	<u>Transaction Details</u>	<u>Comments</u>	
19-Aug	Burke and Willis Hotel, Toowoomba	Accommodation (Inland Rail Conference)	498.00
20-Aug	Wee Waa Hot Bread	Meals (Inland Rail Conference)	12.70
20-Aug	Coolabah Tree Goondiwindi	Meals (Inland Rail Conference)	20.40
20-Aug	Burke and Willis Hotel, Toowoomba	Meals (Inland Rail Conference)	13.90
22-Aug	Burke and Willis Hotel, Toowoomba	Meals (Inland Rail Conference)	24.80
22-Aug	New England Motor Lodge	Accommodation (Inland Rail Conference)	165.00
23-Aug	Westside Petroleum, Somerton	Fuel (Inland Rail Conference)	11.10
4-Sep	Travelodge Sydney	Accommodation (Country Mayors Meeting)	254.11
<b>Total expenditure for period 8/8/2019 - 6/9/2019</b>			<b>1,000.01</b>



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### **RECOMMENDATION**

That Council:

1. Notes the report on the Mayor's Activity and Log of Kilometres Travelled for the period 19 July 2019 to 9 September 2019.
2. Notes the report on the Mayor's credit card expenses between 9 August and 6 September 2019 and approves the payment of expenses totalling \$1,000.01.

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### Item 2 Councillors' Monthly Travel Claims – August 2019

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Executive Assistant to the General Manager – Erin Player
<b>CSP Key Focus Area:</b>	Local Government Finance
<b>Priority:</b>	GF7 Council provides strong civic and regional leadership, and undertakes its governance and service delivery tasks with integrity.

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### Reason for Report

To provide Council with details of travel claims of Councillors for the month of August 2019.

### Commentary

At the Ordinary Council meeting in July 2017 it was resolved that, “*all Councillors make public their monthly travel claims effective immediately.*” (**Resolution No 10/1718**)

### Councillor Monthly Travel Claims

Councillor	Kilometres	\$ per KM	Total Amount (\$)
Cr Shinton	1295	0.78	1,010.10
Cr Todd	0	0.78	-
Cr Brady	0	0.78	-
Cr Capel	550	0.78	429.00
Cr Clancy	0	0.73	-
Cr Doolan	0	0.78	-
Cr Hill	220	0.68	149.60
Cr Iannuzzi	0	0.78	-
Cr Lewis	378	0.78	294.84
<b>Total for July:</b>			<b>\$1,883.54</b>

### Financial Considerations

Outlined above.

### Attachments

Nil

### RECOMMENDATION

That the Councillors' monthly travel claims report for August 2019 in the amount of \$1,883.54 is noted.

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 3 Central West Regional Weeds Meeting at Siding Springs Observatory – 20 August 2019

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Councillor Peter Shinton
<b>CSP Key Focus Area:</b>	Local Government and Finance
<b>Priority:</b>	GF4 Council governance and organisation structure, reflects the vision, directions and priorities outlined in the Community Strategic Plan

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#### **Reason for Report**

To report to Council on the Central West Regional Weeds Meeting held at Siding Springs Observatory on Tuesday, 20 August 2019.

#### **Commentary**

I chaired the latest meeting for the Committee. Interesting subjects discussed included WAP15 (Weed Action Plan 2015) which is a five-year program finishing in 2020. The WAP is an agreement with the State Government to inspect for weeds and control or destroy them. It is the longest continual funding program starting in 1964.

Distribution of the WAP funds is based on history with most funds being spent in the north of the State.

The LLS is now in charge of distribution and soon will be in charge of the formula which will be more based on the occurrence of weeds of National Significance rather than local problem weeds.

The new Biosecurity Act has meant that property owners are putting up warning signage. The signage does not prevent anyone complying with an act from entering property (eg. meter readers or weed inspectors) and can only be erected if it is backed by a Biosecurity Plan.

We have also found a conflict between the Biosecurity Act and land clearing for Category 2 vulnerable lands where all plants native or not are deemed to be native therefore you cannot instruct anyone to spray or remove weeds on this land.

The Hudson Pear outbreak which was initially confined to Lightning Ridge and to a lesser extent the Five Ways near Coonamble has now been found in the West Pilliga on Forestry and National Park managed land. Recently a single plant has been found on the Newell Highway opposite the turnoff to the Coonabarabran Airport.

The Committee has asked to see the Weed Management Plan for the Inland Railway since it passes through the Five Ways.

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The Senior Weeds Officer for CMCC Andrea Fletcher won the 2019 Buerckner and Stephenson Local Government Weed Professional Award for her work on Hudson Pear control and her professional attitude to biosecurity.

### **RECOMMENDATION**

That Council notes the Delegate's Report in relation to the Bush Summit held at Dubbo on Thursday, 18 July 2019.

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### Item 4 Meeting of the Association of Mining and Energy Related Councils (NSW) INC. (MERC) Meeting in Sydney – 9 August 2019

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Councillor Peter Shinton
<b>CSP Key Focus Area:</b>	Local Government and Finance
<b>Priority:</b>	GF4 Council governance and organisation structure, reflects the vision, directions and priorities outlined in the Community Strategic Plan

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#### **Reason for Report**

To report to Council on the Mining and Energy Related Councils (MERC) meeting held in Sydney on Friday, 9 August 2019.

#### **Commentary**

This was a long meeting with nine speakers mostly from DPIE (Dept of Planning, Industry and Environment and plenty of discussion and worthwhile questions.

Our first speaker was Felicity Greenway who spoke on the “Kaldas Planning Governance Review 2018 Report” instituted because of the massive inconsistencies in planning decisions.

A number of recommendations were made by Kaladas, notably:

1. Stronger Independent Planning Commission
2. Complete reform of the EP & A Act
3. Formation of Local Planning Panels or Independent Hearing Assessment Panels (IHAPS)
4. Creation of community participation plans and a statement of reasons for a planning decision
5. Requirement for Local Strategic Planning Statements
6. Establishment of an ethics unit with a review of the integrity of decisions.

The next speaker Sarah Patience spoke on the creation of the “Plain English Planning Guide”. MERC has canvassed the planners from member Council and have made a joint submission. Basically, we have a planning system that is over complex; it is full of words and phrases that are not in common use.

The Plain English Guide should improve transparency, understanding and trust and remove any suspicion of corruption. The Planning Department is trying to divorce itself from the phrase “He who must be Obede”.

We Also heard from David Kitto and Mike Young who are involved with “The Environmental Impact Assessment Improvement Project”. They have developed guidelines for proponents and introduced a Major Projects Website.

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The key reforms are that State Significant Development (SSD) will be eligible for Voluntary Planning Agreements (VPA's) and that State Significant Infrastructure Developments (SSI) will not be eligible.

Environmental Impact Statement (EIS) can only be 150 pages plus attachments with a 28-page summary.

Community stakeholders will be encouraged and invited to make submissions at an early stage. There will be more robust assessment for issues like noise, dust, water use, etc. and improved levels of communication.

Draft conditions will be set and administered by the Independent Planning Commission (IPC) who will have two functions, to determine and approve.

Our last speaker Jessica Russell updated delegates on the progress with the review of Mining Monitoring in NSW.

At the conclusion of the MERC meeting I met with representatives of the Minerals Council to conclude the VPA discussions involving MERC, the Minerals Council and DPIE and hopefully to produce a document/guide for VPA determinations involving a Road Contribution Framework, methodology to assess the impact of Local Government hard and soft infrastructure, a social impact template and contributions calculated by either a worker domicile model or a cents per ton production model.

After the meeting the Deputy Premier John Barilaro invited MERC to meet with his Senior Policy Officers in his office to discuss "Resources for Regions" funding versus a "Royalties for Regions" programme.

He has publicly announced that he wants to review the current Resources for Regions funding.

MERC pointed out that attaining a BCR ratio of one for community projects is rarely achieved and that \$ for \$ contributions to funding is not realistic for Rural Councils. MERC feels that "Resources for Regions" projects funded from the sale of assets and administered by Restart NSW should remain and be available to all Rural Councils state wide.

Whereas "Royalties for Regions" funding should be sourced from a percentage of the royalties collected from mining areas, be administered by Treasury, and returned to the areas of the State where they were collected. This funding should not involve a BCR or co contribution.

I also pointed out that a complete review of how royalties are calculated should be undertaken to maximize the contributions that should be received by the State Government

### **RECOMMENDATION**

That Council notes the Delegate's Report in relation to the Mining and Energy Related Councils (MERC) meeting held in Sydney on Friday, 9 August 2019.

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### Item 5 Inland Rail Conference held in Toowoomba between 21 – 22 August 2019

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Mayor Denis Todd
<b>CSP Key Focus Area:</b>	Local Government and Finance
<b>Priority:</b>	GF4 Council governance and organisation structure, reflects the vision, directions and priorities outlined in the Community Strategic Plan

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#### **Reason for Report**

To report to Council on the Inland Rail Conference held in Toowoomba between 21 – 22 August 2019.

#### **Commentary**

Another year I was able to represent the Warrumbungle Shire Council at the Inland Rail Conference that was held in Toowoomba this year on the 21<sup>st</sup> and 22<sup>nd</sup> August. Around 460 people were in attendance this year.

The theme of the Conference was Connecting Regions, Building Australia, and was focused around how this infrastructure project will transform the movement of freight in Australia.

The Welcome Reception was held on the Tuesday night before the Conference began at the Empire Theatre. The Mayor of Toowoomba, Councillor Paul Antonio, welcomed the event. John Fullerton, CEO of the Australian Rail Track Corporation and Dr John McVeigh MP, Federal Member for Groom were also speakers at the reception.

The first day of the Conference was opened by Danny Broad, CEO of the Australasian Railway Association and Philip Davies, Chair of the Australian Logistics Council. Mark Coulton MP presented the opening address, representing the Deputy Prime Minister, the Hon. Michael McCormack MP.

Keynote speakers during the day were Adrian Hart, Associate Director, Construction and Maintenance, BIS Oxford, the Hon. Catherine King MP, Shadow Minister for Infrastructure, Transport and Regional Development and Richard Wankmuller, CEO of Inland Rail. The Hon. Catherine King MP, spoke on behalf of the Labour Government on the some of the governments concerns as well as their priorities for the future.

I was able to address the panel on the first afternoon as to the issues of people who cannot sell their properties in the surrounding area.

The dinner was held at the Rumours International Convention Centre. The Hon. Mark Coulton MP was a speaker at the event.

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During the second day of the Conference, Keynote speaker that morning was John Fullerton, CEO, Australian Rail Track Corporation. Panel session topics included how Inland Rail can boost workforce capacity, what Inland Rail means for communities and the bigger picture: Inland Rail and the wider rail network.

I had a meeting with Richard Wankmuller, CEO of Inland Rail and Rebecca Pickering, Director Engagement, Environment and Property, Australian Rail Track Corporation about buying rural properties in the green field area. Ms Pickering will contact me in the near future about buying properties in our local government area.

It was another successful, information and enjoyable conference that I was able to attend. I look forward to attending next year's conference which will be held in Albury-Wodonga.

### **RECOMMENDATION**

That Council notes the Delegate's Report in relation to the Inland Rail Conference held in Toowoomba between 20 – 21 August 2019.



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### Item 6 Minutes of Traffic Advisory Committee Meeting – 22 August 2019

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Technical Services Management
<b>Author:</b>	Personal Assistant to the Director Technical Services – Tracy Cain
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	P13 Road networks throughout the shire need to be safe, well maintained, and adequately funded.

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**PRESENT:** Cr Peter Shinton (Chairperson) (*Late*), Ms Jackie Barry (RMS), Mr Mal Unicomb (Local State Member Representative) and Senior Constable Kelvin Kilsby (NSW Police).

**IN ATTENDANCE:** Mr Shane Weatherall (Acting Director Technical Services), Ms Cheyenne O'Brien (Road Safety Officer) (*via teleconference*) and Ms Tracy Cain (Minutes).

#### **10.17AM**

Acting Director Technical Services, Shane Weatherall assumed the Chair in the absence of Cr Peter Shinton.

**APOLOGIES:** Mr Kevin Tighe (Director Technical Services).

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED** that the minutes of the Traffic Advisory Committee meeting held on 27 June 2019 be confirmed.

**Barry/Unicomb**

#### **BUSINESS ARISING FROM THE MINUTES**

The following matters were noted as outstanding:

- Black Stump Way – Council request to NHVR that any road in the Warrumbungle Shire that is a 25 metre B Double Route be converted to a 26 metre B Double Route.
- Tongy Lane signposting – *RMS concurrence received for quotation of works. Sign to be changed to Tongy Lane.*
- Warrumbungle Quarry – Council has placed an application on the RMS Safer Roads Portal pursuing approval and funding for the STARS trial.
- 'No Stopping' zones either side of pedestrian ramp at the intersection of Edwards Street and Cowper Street. Further investigation required.
- Binnaway Dip – Council progress the concept of installing blisters and dip warning signs in Bullinda Street, Binnaway in accordance with Australian Standards and RMS Guidelines.
- Investigations be undertaken on the feasibility of installing a disability parking space in front of the Baradine Chemist including the impact on modifying the gutter and adjoining footpath. *Angle of road is too great to meet standards.*

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*Road height needs to be significantly increased before proposal can be considered.*

- Concept plan required for the installation of a disability parking space in front of the Physiotherapy in Cassilis Street, Coonabarabran. *Angle of road is too great to meet standards. Road height needs to be significantly increased before proposal can be considered.*
- Bus zone signage to be installed in Barwon Street, Baradine adjacent to the Preschool. *One sign has been erected and the other side will be erected once the tree branch above is trimmed.*
- Installation of two disabled parking spaces in front of the Medical Centre at 42 Binnia Street, Coolah.
- Investigation of road widening options and the suitability of installing a convex safety mirror at the intersection of Indian Lane and Aerodrome Road, Baradine.
- Council investigate the feasibility and warrant for a safer option bus stop area at Koala Crescent Coonabarabran.
- Bollards be erected in front of the shop front posts at 62-64 Binnia Street in Coolah and that Council monitor the impact of these bollards for potential further use in other areas of the Shire.
- Removal of old 6 metre vehicle restriction regulatory sign located 66 metres east of the Dunedoo Caravan Park entrance on Bolaro Street, Dunedoo.

### 10.20AM

Cr Peter Shinton joined and chaired the meeting.

### AGENDA ITEMS

- a) ANU – Installation of Warning Signs on Observatory Road, Coonabarabran – Sign Plan

**RECOMMENDED** that a '3km Narrow Winding Road' (W1-201) sign and a (W5-13) 'Steep Climb' (symbolic) sign be installed on Observatory Road, Coonabarabran as per the approved sign plan and that NSW Police be contacted to monitor Observatory Road more frequently for dangerous behaviour by road users.

**Unicomb/Kilsby**

- b) St John's School – Request for Closure of Wellington Street, Baradine for Inter School Sports Day – 13 September 2019

**RECOMMENDED** that approval be granted to St John's School for the closure of Wellington Street, Baradine between Narren Street and Darling Street from 9.30am to 10.00am on Friday, 13 September 2019 for the Inter School Sports Day subject to:

- Receipt of current Public Liability Insurance
- RMS Western Region concurrence
- Compliance with Council's Road Closure Guidelines
- Amendment of the Traffic Control Plan to include opening and closing of Narren and Wellington Streets following the procession.

**Kilsby/Unicomb**

- c) Coolah GP – Revised Design for Disabled Parking at 42 Binnia Street, Coolah

A revised design for the installation of two disabled parking spaces at 42 Binnia Street, Coolah was presented to the Committee. Traffic Committee members acknowledge that the disabled car park design for Coolah on Binnia Street wasn't to

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## **Ordinary Meeting – 19 September 2019**

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standard however, the design that was presented was found to be safer than the Australian and RMS Standards for this location only.

Standards require the ramp to be located at the rear end of the car park, which also requires an area between the ramp and vehicle to be left free for access to the ramp. If this was followed it would result in vehicles projecting further onto the street, beyond the concrete blister, and reduce sight distance to all as well as expose vehicles using the car park to the risk of being struck by passing traffic. By placing the ramps either side of the car park, the vehicle can park closer to the kerb and inline with the concrete blister and still have safe access to the ramps.

**RECOMMENDED** that an additional design for one disabled car parking space at 42 Binnia Street, Coolah be prepared and that Council undertake community consultation seeking submissions on the implementation of either one or two disabled car parking spaces.

**Barry/Unicomb**

d) Haynes Hardware & IGA – One Way Proposal for Cox Lane, Coolah – Sign Plan

**RECOMMENDED** that Cox Lane, Coolah be converted to a 'One Way' road subject to the following conditions:

1. A 'One Way' lane be implemented on Cox Lane, Coolah travelling north only from the public car park access to Goddard Street.
2. The sign plan be amended to delineate arrows on the correct side of the road.
3. Road pavement arrows, 'One Way' and 'No Entry Signs' be installed as per the approved amended plan.

**Barry/Unicomb**

e) Traffic Count Data for Proposed Intersection Upgrade at Indian Lane and Aerodrome Road

Traffic count data found that AADT on Aerodrome Road is 92 and on Indian Lane it is 107. Majority (>73%) of vehicles are class one (cars) and 86% of vehicles on Indian Lane are travelling faster than the set speed limit past the Indian Lane and Aerodrome Road intersection.

**RECOMMENDED** that

1. Council determine the appropriate option of either road widening or installation of a convex safety mirror to improve the safety of the intersection at Indian Lane and Aerodrome Road, Baradine.
2. Council undertake a Road Safety Audit to assist with funding applications for the proposed intersection upgrade at Indian Lane and Aerodrome Road.
3. Council investigate the need for the installation of appropriate signage on approach to the Indian Lane and Aerodrome Road intersection for vehicles travelling westbound.

**Kilsby/Unicomb**

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f) Coonabarabran Showground – Request for Installation of Horse Warning Signs in Reservoir Street, Coonabarabran

**RECOMMENDED** that (W5-243) 'Horse and Rider' warning signs be placed 50 metres either side of the crossing access on Reservoir Street as per the approved sign plan and that two separate posts be installed for the erection of each sign.

g) Installation of Blisters and Dip Warning Signs in Bullinda Street, Binnaway

The Committee was presented with a proposed design and sign plan for the installation of blisters and dip warning signs in Bullinda Street, Binnaway. Concerns were raised that the plan did not meet the Guide to Traffic Management Part 8: Local Area Traffic Management, Section 7.3.2 – Slow Points, in particular the following:

Section 7.3.2 – Slow Points

*'It is inappropriate to use slow points:*

- *on bus routes*
- *on streets with a high connective role in the local street network*
- *routes leading to emergency facilities, eg hospital.'*

The Committee determined that prominent / oversized dip warning signs, blisters and adjacent centre medians either side of the dip, and an advisory speed be investigated for installation at an appropriate distance closer to the hazard.

**RECOMMENDED** that Council investigate the suitability of installing blisters, adjacent centre medians and relevant signage warning of the dip hazard at an appropriate distance closer to the intersection of Bullinda Street and Renshaw Street, Binnaway.

**Unicomb/Kilsby**

h) Road Safety Report – August 2019

The RSO Monthly Report for August 2019 was received and noted and in particular the following road safety projects were discussed:

- Free Cuppa – EOI letters to be forwarded to all eligible businesses with a closing date of the third week in September.
- Slow Down on Local Roads – competition ran throughout July 2019 with 104 entries received.
- Bike Week 2019 – to be held on 21-29 September 2019. \$6,000 funding to be received for project. Banners and drink bottles to be ordered.
- Speed Trailer – still under repair.

### **GENERAL BUSINESS**

The following items were discussed without resolution:

- Maintenance of disabled parking space in John Street, Coonabarabran. Request for the relocation of existing sign by 1.5 metres with the installation of additional signage. Proposed sign plan to be referred to the Traffic Committee.

There being no further business the meeting closed at 11.35 am.

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The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Thursday, 26 September 2019 commencing 10.00 am.

.....  
CHAIRPERSON

### **Comment**

The following items from the minutes of the Traffic Advisory Committee will be undertaken under delegated authority:

- a) ANU – Installation of Warning Signs on Observatory Road, Coonabarabran – Sign Plan
- c) Coolah GP – Revised Design for Disabled Parking at 42 Binnia Street, Coolah
- e) Traffic Count Data for Proposed Intersection Upgrade at Indian Lane and Aerodrome Road
- f) Coonabarabran Showground – Request for Installation of Horse Warning Signs in Reservoir Street, Coonabarabran
- g) Installation of Blisters and Dip Warning Signs in Bullinda Street, Binnaway

### **RECOMMENDATION**

That:

1. Council accept the Minutes of the Traffic Advisory Committee Meeting held at Coonabarabran on 22 August 2019.
2. Approval be granted to St John's School for the closure of Wellington Street, Baradine between Narren Street and Darling Street from 9.30am to 10.00am on Friday, 13 September 2019 for the Inter School Sports Day subject to:
  - Receipt of current Public Liability Insurance
  - RMS Western Region concurrence
  - Compliance with Council's Road Closure Guidelines
  - Amendment of the Traffic Control Plan to include opening and closing of Narren and Wellington Streets following the procession.
3. Cox Lane, Coolah be converted to a 'One Way' road subject to the following conditions:
  - a) A 'One Way' lane be implemented on Cox Lane, Coolah travelling north only from the public car park access to Goddard Street.

# **WARRUMBUNGL SHIRE COUNCIL**

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- b) The sign plan be amended to delineate arrows on the correct side of the road.
- c) Road pavement arrows, 'One Way' and 'No Entry' signs be installed as per the approved amended plan.
- d) Prior to implementation, the proposal to create a 'One Way' street in Cox Lane, Coolah be advertised and adjoining property owners notified.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 19 September 2019**

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### **Item 7 Minutes of Coonabarabran Swimming Pool Advisory Committee Meeting – 14 August 2019**

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Urban Services
<b>Author:</b>	Director Technical Services – Kevin Tighe
<b>CSP Key Focus Area:</b>	Recreation and Open Space
<b>Priority:</b>	RO1 The planning and provision of local sports and recreation facilities and parklands reflect community needs and anticipated demographic changes.

---

**PRESENT:** Cr Peter Shinton (Chairperson), Cr Ambrose Doolan, Ms Fay Chapman, Ms Krista Holmesby, Ms Paula Duggan, Mr Brett England and Mr David Hunter.

**IN ATTENDANCE:** Mr Kevin Tighe (Director Technical Services) and Mr Shane Weatherall (Manager Urban Services).

**APOLOGIES:** Ms Narda Abel and Ms Sharmaine Kennedy (Supervisor Pools).

**RECOMMENDED** that the resignation of Coonabarabran Swimming Pool Advisory Committee Member, Ms Narda Abel be accepted and that a letter of appreciation be forwarded.

**Chapman/Duggan**

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED** that the minutes of the Coonabarabran Swimming Pool Advisory Committee meeting held on Wednesday, 19 June 2019 be confirmed.

**Hunter/Holmesby**

#### **BUSINESS ARISING FROM THE MINUTES**

- Letter to Member for Barwon, Hon Roy Butler has been forwarded.

#### **AGENDA ITEMS**

a) Upgrade Proposal for Coonabarabran Pool

The following items were discussed without resolution:

- Discussion on the merits of investigation of concrete structures – obtain a quotation to investigate existing structure.
- Obtain a quotation to prepare technical drawings.
- Discussion on pool configuration and potential savings in both design and construction.

#### **GENERAL BUSINESS**

Nil.

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 19 September 2019**

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There being no further business the meeting closed at 5.40pm.

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Wednesday, 9 October 2019 commencing 5.00 pm.

.....  
CHAIRPERSON

### **RECOMMENDATION**

That:

1. Council accepts the Minutes of the Coonabarabran Swimming Pool Advisory Committee Meeting held at Coonabarabran on 14 August 2019.
2. The resignation of Coonabarabran Swimming Pool Advisory Committee Member, Ms Narda Abel be accepted and that a letter of appreciation be forwarded.



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 19 September 2019

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### Item 8 Minutes of Warrumbungle Aerodromes Advisory Committee Meeting – 15 August 2019

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Technical Services Management
<b>Author:</b>	Director Technical Services – Kevin Tighe
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	PI1 Public transport alternatives including bus and rail services connect local towns and villages and provide links with other regional centres.

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**PRESENT:** Cr Denis Todd (Chairperson), Mr Corey Philip (RFS District Manager), Mr Phil Hensby, Mr Colin Tink, Mr Ian Munns and Mr John Farrell.

**IN ATTENDANCE:** Mr Kevin Tighe (Director Technical Services) and Mr Shane Weatherall (Manager Urban Services).

**APOLOGIES:** Mr Grant Piper and Mr David Sturtridge.

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED** that the Minutes of the Warrumbungle Aerodromes Advisory Committee meeting held on Tuesday, 14 May 2019 be confirmed.

**Tink/Farrell**

#### **BUSINESS ARISING FROM THE MINUTES**

The following matters were discussed or noted as outstanding:

- Funding for Bore at Coonabarabran Aerodrome – likely that funding will be available for test drilling.
- Fence at Coonabarabran Aerodrome has been completed. Fences are working well at keeping kangaroos off the strip.
- Consider moving proposed RFS Station to a location that does not require removal of trees. Possible sites include air side of current fence or within land on western side of fence. Site inspection after the meeting. RFS require a letter from Council granting approval to use the land.
- Need to confirm status of the land before Council is able to issue a letter of support for proposed RFS Station shed.
- The Committee was advised that a response has been received from Mark Coulton for seal design of Baradine runway.

#### **AGENDA ITEMS**

Nil.

#### **GENERAL BUSINESS**

The following matters were discussed without resolution:

# **WARRUMBUNGLE SHIRE COUNCIL**

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- Request by RAAF – Coolah Aerodrome.
- RFS Bore – Council will need to apply for test drilling licence.
- Air Park – plans for subdivision of northern block.
- Location of RFS Bore – ideally near power supply. However, solar supply is also viable if bore needs to be located away from mains power.

There being no further business the meeting closed at 10.30am, whereupon members undertook a site inspection of the Coonabarabran Aerodrome.

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Thursday, 14 November 2019 commencing at 9.30 am.

.....  
CHAIRPERSON

### **RECOMMENDATION**

That Council notes the Minutes of the Warrumbungle Aerodromes Advisory Committee meeting held at Coonabarabran on 15 August 2019.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 19 September 2019

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### Item 9 Minutes of Local Emergency Management Committee Meeting – 19 August 2019

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Technical Services Management
<b>Author:</b>	Emergency Services Co-ordinator – Phil Southwell
<b>CSP Key Focus Area:</b>	Our Natural Environment
<b>Priority:</b>	P12 The long-term wellbeing of our communities is supported by ongoing provision of high quality health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management

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**PRESENT:** Kevin Tighe (Chairperson) (LEMO), David Maher (LEOCON), Rod Coombes (VRA Coonabarabran), Brad Weatherall (VRA Coonabarabran), Luke Milson (LLS), Stephen Gilbert (VRA Coolah), Noel Gilbert (VRA Coolah), Nikela Stafford (SES Baradine), David Hunter (Ambulance Coonabarabran), Shane Smallcombe (RFS), Kel Wise (REMO).

**IN ATTENDANCE:** Phil Southwell (Minutes) (WSC).

**APOLOGIES:** Russell McArthur (Alt LEOCON), David Smith (SES Dunedoo), Tom Cooper (NSWF&R), Corey Philip (RFS) and Chris Duce (HSM Coonabarabran).

#### **MINUTES OF PREVIOUS MEETING**

The minutes for the previous meeting were available prior to the meeting and also at the meeting for all committee members. Minutes of 20 May 2019 accepted.

**Minutes Accepted – Maher/Gilbert**

#### **BUSINES ARISING**

1. Letter of appreciation from LEMC to Baradine Emergency Information Hub. Item still outstanding.
2. Asbestos in house fires, Council notification. No additional information.
3. 'Starship Enterprise' (see *Agenda Item*).

#### **AGENDA ITEMS**

1. Contact Lists – updates to be distributed via email.
2. REMO Report – Kel Wise provided a written report.
3. Events – summary of events within the Shire.

a) Coonabarabran Pony Club

29-30/08/2019

# WARRUMBUNGLE SHIRE COUNCIL

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b) Coonabarabran Pony Camp	29/09/2019
c) Starfest Coonabarabran	4-5/10/2019
d) Coonabarabran Cup (Horse Races)	27/10/2019
e) Doganabuganaram Ride	23/09/2019
f) Grassroots Endro Ride Coolah (Lynwood / Neilrex Road)	5-7/10/2019
g) Baradine Catholic Small School Sports Day	10/2019
h) Mendooran Rodeo	12/10/2019
i) Veterans Touch Football - Coolah	02/11/2019
j) Tunes on the Turf – Coonabarabran	09/11/2019

#### 4. Rural Addressing

- (i) Homeleigh Drive Estate – road naming on track after objections.
- (ii) Napier Lane – survey of residents regarding boundary changes.

David Hunter of NSW Ambulance noted that Stannix Park road naming and numbering is a great improvement.

#### 5. Exercise Starship Enterprise

Action plan items to be addressed with a separate discussion item for each meeting. The final report has been completed and endorsed by the Committee.

**Coombes/Smallcombe**

Action item to be addressed by addressing each item separately at each meeting.

### **GENERAL BUSINESS**

1. David Hunter of NSW Ambulance commented that an issue with Ambulances parking at the Primary School had been a problem. The LEMO indicated that the school should write a letter to Council directly and address the issue through the Traffic Advisory Committee.
2. Shane Smallcombe of RFS mentioned the changes to the management areas in the western part of NSW with 7 new areas. Coonabarabran will be under North Western Area with an office at Tamworth (*attached RFS Report*).
3. Question from CW REMO, Kel Wise – has Council applied for Natural Disaster Funding and has the Committee completed an impact assessment for the flood event. The LEMO indicated that yes, Council had applied for funding and no, LEMC has not done an impact assessment.

CW REMO indicated that for future events the LEMC should be informed of any Natural Disaster Applications or Declarations so that all agencies can consider their own funding arrangements for possible reimbursement.

### **CORRESPONDENCE**

- o Kel Wise – Central West Regional Emergency Management Officer (REMO) Report.
- o Kel Wise - Starship Exercise Final Report

### **DATE OF NEXT MEETING**

The next meeting will be held on Monday, 18 November 2019 at the Coolah RFS Building.

# WARRUMBUNGLA SHIRE COUNCIL

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Usual times for Rescue Meeting at 6.30pm and LEMC meeting at 7.00pm.

### **MEETING CONCLUDED**

As there was no further business the formal part of the meeting concluded at 8.43pm.

.....  
CHAIRPERSON

### **RECOMMENDATION**

That Council notes the Minutes from the Local Emergency Management Committee held on 19 August 2019 at Coonabarabran.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 19 September 2019

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### Item 10 Minutes of Economic Development and Tourism Advisory Committee – Monday 26 August 2019

<b>Division:</b>	Development Services
<b>Management Area</b>	Development and Tourism
<b>Author:</b>	Acting Manager Economic Development and Tourism Jo Houghton
<b>CSP Key Focus Area:</b>	Local Economy
<b>Priority/Strategy:</b>	LE3 Implementation of a cost effective tourism and marketing campaign aligned to market research

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**Present:** Cr Capel, L Ryan, J Young, V Evans, A Wherrett, D Burton, M Rickert, S Bartlett and J Houghton

Cr Capel chaired the meeting.  
Cr Capel – Acknowledgement of Country

Meeting opened 12.05 pm

#### **Apologies**

Cr Brady, L Cutts, K Olsen, S Edwards

**RECOMMENDATION:** that the apologies be accepted

Young/Burton

#### **1 Declaration of Pecuniary and Non Pecuniary Interests**

Nil

#### **2 Minutes of Previous Meeting:**

**RECOMMENDATION:** That the minutes of 27 May 2019 be accepted

Young/Evans

#### **3 Business Arising from Minutes**

Recommendations from previous meeting were endorsed by Council and summary of action to date on previous meetings given.

#### **4 Reports**

##### **4.1 EDT Strategy Action Plan Report**

**Recommended:** That the EDT Strategy Action Plan Report be received and noted.

Young/Burton

##### **4.2 Visitor Information Centre Report**

**Recommended:** That the Visitor Information Centre Report be received and noted.

Young/Rickert

##### **4.3 Tourism Report**

Noted: Cr Capel congratulated the Capture The Cosmos committee for their efforts and excellent result with the number of competition entries.

**Recommended:** That The Tourism Report be received and noted.

Young/Wherrett

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 19 September 2019**

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### **4.4 Economic Development Report.**

**Recommended:** The Economic Development Report be received and noted.

**Young/Wherrett**

### **5. New Business**

**5.1 Bird Conference** – To investigate a guest speaker to talk about birds migrating in the drought.

**5.2 Siding Spring Observatory Sunday closure** - Acting MED&T, Chamber of Commerce, and tour operators to write letters to Siding Spring Observatory regarding the impact to the community.

**5.3 Drought** – with the ongoing drought around the district water bores are drying up and could put more pressure on the town supply.

**Meeting Closed: 1.35pm**

**Next Meeting: TBA**

### **RECOMMENDATION**

That Council notes the minutes of the EDT Meeting of 26 August, 2019.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 19 September 2019

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### Item 11 Minutes of Orana Joint Organisation Teleconference Meeting – 27 August 2019

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Executive Assistant to the General Manager – Erin Player
<b>CSP Key Focus Area:</b>	Local Government and Finance
<b>Priority:</b>	GF4 Council governance and organisational structure, reflects the vision, directions and priorities outlined in the Community Strategic Plan

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#### **Reason for Report**

To present the minutes from the Extra Ordinary Orana Joint Organisation Meeting held by teleconference on Tuesday, 27 August 2019.

#### **Background**

At the meeting of the Orana Joint Organisation (JO) on 27 August 2019 the following resolutions were made:

- The Orana JO's draft 2018/19 Financial Statements be referred to the NSW Audit Office.
- The progress and expenditure report for the period 1 January 2019 to 30 June 2019 be accepted and forwarded to the OLG.
- The Orana JO adopt the 2019/2020 Expenditure budget and that in the budget the 2019/2020 ordinary membership fees/contributions increase by 2.7%.
- That the Draft 2019/2020 Statement of Revenue Policy be adopted and placed on public exhibition for 28 days prior to the adoption of the final documents at the Ordinary meeting of Orana JO to be held on 30 September 2019.
- The Orana JO Board acknowledge the Joint Organisation Capacity Building Fund, noting the inadequate funding made available to undertake any real objectives of the Orana JO.
- The Joint Organisation Capacity Building Fund be referred to a meeting of the Orana Joint Organisation Leadership Team any recommendation(s) that were made be brought to the next Orana JO Board Meeting on Monday, 30 September 2019.

#### **Issues**

Nil

#### **Options**

Nil



# **WARRUMBUNGLA SHIRE COUNCIL**

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### **Financial Considerations**

Nil

### **Attachments**

1. Minutes of the Orana Joint Organisation board meeting held on Tuesday 27 August 2019.

### **RECOMMENDATION**

That Council notes the minutes of Orana Joint Organisation meeting held on 27 August 2019.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 19 September 2019

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### Item 12 Minutes of Plant Advisory Committee Meeting – 5 September 2019

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Fleet Services
<b>Author:</b>	Director Technical Services – Kevin Tighe
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF7 Council is presented with a range of organisational challenges including its aging workforce, skills shortages, increasing regulatory demands and the management of risk.

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**PRESENT:** Cr Ray Lewis (Chairperson), Cr Anne-Louise Capel and Cr Ambrose Doolan.

**APOLOGIES:** Mr Kevin Tighe (Director Technical Services and Mr Kim Parker (Director Corporate Services).

**IN ATTENDANCE:** Mr Shane Weatherall (Acting Director Technical Services) and Mr Chris Staniforth (Manager Fleet Services).

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED** that minutes of the Plant Advisory Committee meeting held on Tuesday, 5 February 2019 be accepted.

**Capel/Doolan**

#### **BUSINESS ARISING FROM THE MINUTES**

- Discussion on previous plant purchases.
- Discussion regarding skid steer loader utilisation.

#### **AGENDA ITEMS**

- a) Replacement of Plant Item No 141 – 3-4 Tonne Service Truck – Road Operations Coonabarabran

**RECOMMENDED** that Council purchase one (1) Isuzu NPR-190 MWB Service Truck with SBA body, alloy bull bar and extended warranty from Tracserv Pty Ltd at a price of \$120,573.00 (ex GST) and that Council trade in Plant Item No 141 to Tracserv Pty Ltd.

**Capel/Lewis**

- b) Replacement of Plant Item No 164 – Super Dog Tipping Trailer – Road Operations Coolah

**RECOMMENDED** that Council purchase one (1) Sloanebuilt Three Axle Dog Tipping Trailer from Sloanebuilt Trailers Pty Ltd at a price of \$89,109.00 (ex GST) and that Council sell Plant Item No 164 to Valley Motor Actions.

**Lewis/Doolan**

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 19 September 2019

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- c) Replacement of Plant Item No 166 – Super Dog Tipping Trailer – Road Operations Coolah

**RECOMMENDED** that Council purchase one (1) Sloanebuilt Three Axle Dog Tipping Trailer from Sloanebuilt Trailers Pty Ltd at a price of \$89,109.00 (ex GST).

**Capel/Lewis**

- d) Replacement of Plant Item No 186 – Truck Mounted Street Sweeper

**RECOMMENDED** that Council purchase one (1) Isuzu FSR140-260 SWB Truck Mounted Street Sweeper with Bucher VT652 body, suction hose assembly and extended warranty from Tracserv Pty Ltd at a price of \$334,100.00 (ex GST) and that Council sell Plant Item No 186 to Bucher Municipal Pty Ltd.

**Lewis/Capel**

- e) Plant Item No 160 – Low Loader Issues

**RECOMMENDED** that the General Manager be authorised to investigate the purchase of a Brentwood Tri Axle Low Loader and the sale of current Plant Item No 160 (Low Loader) and that a report be brought back to Council.

**Lewis/Capel**

*Footnote:* Cost savings made by the Plant Advisory Committee with respect to other purchases will contribute to the purchase of the new Low Loader.

### **LATE AGENDA ITEM**

- f) Plant Utilisation Report for Period 1 July 2019 to 23 August 2019 – Plant, Truck and Minor Plant

The Plant Utilisation Report for period 1 July 2019 to 23 August 2019 was received and noted and in particular the following item was discussed.

- Utilisation Percentages – discussion took place on how utilisation percentages are calculated.

### **GENERAL BUSINESS**

The following items were discussed without resolution:

- Investigate options for dash cam and side cam for street sweeper.
- Investigate whether upcoming Load Restraint Training can be made available to Contractors.

There being no further business the meeting closed at 10.32am.

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Thursday, 3 October 2019 commencing 9.00am.

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CHAIRPERSON

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 19 September 2019

### Financial Summary

Item	Description	Budget Allocation	Purchase Price (excl GST)	Trade Price (excl GST)	Net Price Changeover (excl GST)	Budget Difference
a	Service Truck, Plant 141	90,000.00	120,573.00	31,818.00	88,755.00	1,245.00
b	Tipping Trailer, Plant 164	70,000.00	89,109.00	14,810.00	74,299.00	-4,299.00
c	Tipping Trailer, Plant 166	70,000.00	89,109.00	-	89,109.00	-19,109.00
d	Street Sweeper, Plant 186	300,000.00	334,100.00	72,727.00	261,373.00	38,627.00
		<b>530,000.00</b>	<b>632,891.00</b>	<b>119,355.00</b>	<b>513,536.00</b>	<b>16,464.00</b>

**Note:** (c) comment – Insurance payout of \$35,863.64 on trade.

### RECOMMENDATION

That:

1. Council notes the Minutes of the Plant Advisory Committee meeting held at Coonabarabran on 5 September 2019.
2. Council purchase one (1) Isuzu NPR-190 MWB Service Truck with SBA body, alloy bull bar and extended warranty from Tracserv Pty Ltd at a price of \$120,573.00 (ex GST) and that Council trade in Plant Item No 141 to Tracserv Pty Ltd.
3. Council purchase one (1) Sloanebuilt Three Axle Dog Tipping Trailer from Sloanebuilt Trailers Pty Ltd at a price of \$89,109.00 (ex GST) and that Council sell Plant Item No 164 to Valley Motor Actions.
4. Council purchase one (1) Sloanebuilt Three Axle Dog Tipping Trailer from Sloanebuilt Trailers Pty Ltd at a price of \$89,109.00 (ex GST).
5. Council purchase one (1) Isuzu FSR140-260 SWB Truck Mounted Street Sweeper with Bucher VT652 body, suction hose assembly and extended warranty from Tracserv Pty Ltd at a price of \$334,100.00 (ex GST) and that Council sell Plant Item No 186 to Bucher Municipal Pty Ltd.
6. The General Manager be authorised to investigate the purchase of a Brentwood Tri Axle Low Loader and the sale of current Plant Item No 160 (Low Loader) and that a report be brought back to Council.

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 13 Coonabarabran Emergency Water Supply Project – August 2019 Update

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Warrumbungle Water
<b>Author:</b>	Manager Warrumbungle Water – Cornelia Wiebels
<b>CSP Key Focus Area:</b>	Public Infrastructure & Services
<b>Priority:</b>	PI7 Communities across the Shire are supported by the secure, long term supply of energy and clean water.

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#### **Reason for Report**

To update Council on the progress of the Coonabarabran Emergency Water Supply Project.

#### **Background**

Council has received monthly reports on the project setting out details on the progress of the works being undertaken and the water level in Timor Dam.

This report sets out the current position as at 6 September 2019.

#### **Issues**

##### 1. Timor Dam Level

The water level in Timor Dam is at 19.7%. This is the same as was reported in the last report in August 2019.

Gravity draw down is not possible and the dead storage pump out system will need to be used if sourcing of dam water is required.

##### 2. Consumption

The average daily consumption for Coonabarabran in August was 842 kL/day.

##### 3. Standpipe Usage

Between 5/08 and 6/09/2019 a total of 286 kL were taken from the Coonabarabran standpipe. This amounts to an average of 8.7 kL/day, representing an increase of 3,343 L/day compared to the last report in August.

##### 4. Supply

Council has been drawing its town water supply from eleven (11) bores and the Castlereagh River. The River has not been used as a source since 20 July due to structural issues with the filter at the WTP causing bypass.

Siding Springs Observatory and non-potable water users along Timor Road are being supplied through the Timor Dam (No 12) and Bart Bok bores (No 11).

# WARRUMBUNGLE SHIRE COUNCIL

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### 5. Water restriction levels

The restriction level remains at 4 as introduced on 1 March 2019.

Level 4 permits the use of microsystems, drip systems and soaker hoses for two hours on Wednesday and Sunday for watering of gardens.

### 6. Equipment of Bores and Hydrogeological Study

Delivery and installation of all level instrumentation and data loggers for bore holes is now complete. Due to limited availability of the hydrogeologist, his site visit to prepare final inputs into the hydrogeological report has been delayed to early September – a timeline for completion can be determined then.

### 7. Water licensing

Current available entitlements are listed in *Table 1*.

**Table 1: Source Water Entitlements Coonabarabran Town Water Supply**

Entitlement (ML/year)	Water source (management zone)	Water Sharing Plan	Access/Storage	Location
800	Castlereagh River Above Binnaway Water Source (Castlereagh River – Timor Dam to Pound Yard Weir Management Zone)	Castlereagh (below Binnaway Unregulated and Alluvial Water Sources)	In-river dam (1,140 ML), Pound Yard Weir	Timor Dam, Castlereagh River
50	Southern Recharge Groundwater Source	Great Artesian Basin Groundwater Source	Artesian bores	Coonabarabran (all bores)

In FY18/19 additional 75 ML temporary groundwater allocation was purchased from Gilgandra Council; however, 254 ML were used from the groundwater bores.

Finalisation of the hydrogeological study will enable application for a Specific Purpose licence with NRAR – the application will be assessed by DPIE against the Water Sharing Plan.

### 8. Fluoridation

A NSW Health support project is underway, where NSW Health engages an engineering consultant for fluoridation operations and maintenance upgrades. The scope is summarised in *Table 2*. The consultant advises that task 4a is 75% complete and is aiming at completion by the end of this month.

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**Table 2: Extraction from Scope of works for NSW Health Support Project**

Task 4	Fluoridation Operations and Maintenance Upgrades:
Task 4a	<ul style="list-style-type: none"><li>• Review available fluoridation information</li><li>• Undertake WTP site visits</li><li>• Prepare the scope of works to successfully upgrade the softener, fluoridation system, waste tank and telemetry systems at each WTP site</li><li>• Prepare O&amp;M schedules for each WTP site</li><li>• Prepare contract and technical documents for the renewal of the fluoridation systems</li><li>• Manage tendering, tender assessment and make recommendations for award of Contractors engaged to undertake the works</li><li>• Co-ordinate the delivery of training, operational support or regular follow-up “health checks” to assist in the operation, maintenance, surveillance and reporting associated with the fluoridation plants.</li><li>• Respond to technical queries and, where reasonable, commercial questions regarding the fluoridation upgrades and the E&amp;IC contracts</li></ul>
Task 4b	<ul style="list-style-type: none"><li>• Provide site surveillance during the delivery phase and defects liability period in conjunction with WSC</li><li>• Provide resources to undertake surveillance, commissioning visits</li><li>• Liaise with the WSC project manager on a weekly basis to discuss progress, quality and any issues.</li></ul>

9. Water Carting Plan

A Water Carting Plan for all towns in Warrumbungle Shire Council has been prepared and is presented as attachment.

**Financial Considerations**

Nil

**Attachments**

1. Water Carting Plan

**RECOMMENDATION**

That Council:

1. Notes the August 2019 Update Report on the Coonabarabran Emergency Water Supply Project.
2. Adopts the Water Carting Plan.

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### Item 14 Raising Timor Dam Wall Feasibility Study and Dam Safety Upgrade Requirements

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Warrumbungle Water
<b>Author:</b>	Manager Warrumbungle Water – Cornelia Wiebels
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	PI7 appropriate planning is needed to ensure the ongoing security of energy and clean water supplies to communities within the shire PI2 The long-term wellbeing of our communities is supported by ongoing provision of high quality health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management.

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#### **Reason for Report**

The purpose of this report is to

- make a recommendation to Council as to if to proceed with a dam raising project or not.
- inform Council of safety upgrade requirements of Timor Dam, independent of the dam raising, and the associated cost.

#### **Background**

The Raising Timor Dam Wall Feasibility Study project was awarded funding in August 2015 through Infrastructure NSW as part of the Water Security for Regions Program.

The project scope included various studies. Meanwhile, the scope has been delivered and comprised the production of the following reports/documents:

- Site Survey, March 2016
- WHS, Security and Access Audit, June 2016
- Timor Dam Mechanical Equipment - Condition Assessment and Upgrade Recommendations, December 2016
- Dambreak and Consequence Assessment, November 2017
- Seismic Hazard Assessment, February 2018
- Geotechnical Investigations, May 2018
- Hydrogeological Study, August 2018
- Concept Design Report, November 2018; **Attachment 1**
- Finite Element Analysis, February 2019
- Yield Study Report August 2017; this was updated in February 2019 after the installation of new bores and as part of the IWCM (Integrated Water Cycle Management) process
- Preliminary Environmental Assessment and Project Plan, March 2019; **Attachment 2**
- Updated Dam Safety Emergency Plan, June 2019



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- Camera inspections of the gravity feed main, June 2019

It is a requirement of the Dam Safety Committee (DSC) that a Dam Surveillance Report is prepared every 5 years. Council's last safety inspection was performed in November 2015 and a report issued in February 2016.

### **Issues**

#### Additional water security through new bores

The ongoing drought resulted in the installation of seven (7) additional production bores, improving Coonabarabran's water security considerably, even though the issue around sufficient groundwater allocation remains unresolved at this stage.

#### Increased future environmental releases with raised dam

Raising Timor Dam, to increase town water security, would result in increased environmental release requirements. The updated yield study showed that these expected environmental releases will offset the yield benefit from increased storage. This will result in a reduced yield when raising the dam wall by 3m compared to the scenario of not raising the dam and current release requirements (**Attachment 3**).

#### Dam safety requirements

The latest Dam Surveillance Report contains a list of fifteen (15) recommendations that are required to be carried out to ensure the continuing satisfactory performance and future integrity of the dam and appurtenant works (**Attachment 4**). Many of the recommendations were intended to be addressed as part of the Raising Timor Dam Upgrade project.

Following the completion of the Concept Design Report, Public Works Advisory prepared an action list (**Attachment 5**) – including associated estimated cost – that is required to be implemented to comply with current WHS and DSC requirements. The list is prioritised with Priorities 1 and 2 required to be initiated within 6 months and 2 years respectively.

Following the submission of the last Dam Surveillance Report, the DCS has written to Council in May 2016, requesting that a particular list of nine (9) items be appropriately addressed (**Attachment 6**); four (4) of these items remain unaddressed to date.

### **Conclusion**

Council has not drawn water from Timor Dam since May 2018 and has drawn water from the eleven (four existing plus seven new bores) since May 2018. Council has at times drawn water solely from the bores and has been able to sustain a basic water supply during these times. No water was drawn, except for a short period, from the Castlereagh River at Poundyard Weir from January 2019 to present due several reasons, including no flow over the V-notch, effluent contamination and structural issues with the filter at the Water Treatment Plant.

It is believed that once rainfall conditions are more 'normal' and with changed operating rules for drawing water from the available sources the use of the Timor Dam will be sufficient for the Coonabarabran township into the foreseeable future.

In addition the added cost of increasing the Dam size will place an unnecessary financial burden on the water users of the Warrumbungle Shire.

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### **Options**

Options on raising Timor Dam include:

- Seek funding for raising Timor Dam, on the grounds of required additional water security; the updated yield study shows that this is likely to result in a decrease in yield due to increased environmental release requirements
- Not to proceed with the dam raising project, on the grounds of additional water security being provided by the new bores

Options on upgrading/operating Timor Dam in line with WHS/DSC requirements include:

- Pursue available funding options
- Include required amounts in Council's capital and operational budgets

### **Financial Considerations**

The funding amount for 'Raising Timor Dam Wall feasibility Study' was \$599,860 including a Council contribution of \$87,620 (15%).

Installing the new bores attracted a State Government contribution of \$1.7M, with an allocated Council contribution of \$325,000 (16%).

Raising Timor Dam was estimate to cost \$8M (*Attachment 1*); additional expenditure of up to \$7M can be incurred due to environmental studies/assessments/approvals and the construction of a fish passage or an appropriate off-set (*Attachment 2*), bringing the total cost up to approx. \$15M.

Upgrading and operating Timor Dam to comply with Dam Safety requirements would cost approx. \$2.25M in capital cost and \$48,300 in additional operational cost annually (*Attachment 5*).

Funding to address shortfalls in meeting dam safety requirements is currently not available.

### **Attachments**

Attachment 1 – Raising Timor Dam Concept Design Report, November 2018

Attachment 2 – Raising Timor Dam Preliminary Environmental Assessment and Project Plan, March 2019

Attachment 3 – Extract from the presentation on the IWCM Issue Paper at the Project Reference Group meeting, November 2018

Attachment 4 – Timor Dam Surveillance Report, February 2016

Attachment 5 – Timor Dam Upgrade Recommendations and Cost, July 2019

Attachment 6 – Dam Safety Committee Letter, May 2016

### **RECOMMENDATION**

It is recommended that Council:

- 1) Notes this report on the Raising Timor Dam Wall Feasibility Study and Dam Safety Upgrade Requirements.
- 2) Does not proceed with raising Timor Dam.
- 3) Pursues funding options as they become available to upgrade Timor Dam in accordance with WHS and Dam Safety Committee requirements.
- 4) Starts budgeting for required safety upgrades and activities in its capital and operational budgets.

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### Item 15 Mendooran Water Quality Incident Review Report Implementation

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Water Services
<b>Author:</b>	Manager Warrumbungle Water – Cornelia Wiebels
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	PI7 Communities across the shire are supported by the secure, long term supply of energy and clean water.

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#### Reason for Report

The reason for this report is to inform Council on a quarterly basis of the progress in implementing recommendations from the Water Quality Incident Review Report on the Mendooran boil water alert, as per Council **Resolution 196/1718**.

#### Background

Following the Mendooran boil water alert in June 2017, a Water Quality Incident Review Report was prepared, which was discussed in Item 25 of the November 2017 Business Paper. The final report contained 31 recommendations. A previous report on the implementation progress was given in item 39 of the February 2018 Business Paper, as well as in item 20 of the May 2018, item 21 in the August 2018, item 15 of the December 2018, item 13 of the March 2019 and item 9 of the June 2019 Business Papers.

*Note:* DOI (Department of Industry) – Water has changed its name since the last report to DPIE (Department of Planning, Industry and Environment) – Water.

#### Issues

Uncompleted recommendations from the Mendooran Incident Review Report are listed below in **Table 2**. The table also includes a brief description of Council's progress since the last report and an indication of completion status through a label. **Table 1** provides a description of the status label. **Table 4** provides an overall summary of progress towards completion at the end of each quarter.

**Table 1: Description of Progress Status Label applied to each Recommendation**

Status	Description
Not yet started (NS)	Recommendation has been reviewed and prioritised. Some initial investigation may have occurred however no substantial progress.
Development (D)	Investigation and design work underway. May involve consultation with Government Agencies and other division within Council. May also involve preparation of contract documents for engagement of Contractors.
Awaiting funding (F)	Submission for funding has been made. Recommendation

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	able to be implemented until funding is available
Implementation (I)	Currently being implemented. May involve updating and finalisation of management plans. May involve updating of meeting agendas for operators and senior management
Complete (C )	The recommendation has been completed. Management plans have been updated. Operators and Senior Management reviewing treatment processes on a regular basis.
Shaded	Marked as completed since the previous report

Since recommendations marked as completed at the time of the last report have been removed from Table 2 to make the table more manageable, a complete list of recommendations has been made available as *Attachment 1*.

**Table 2: Recommendations**

<b>Mendooran Incident Debrief Recommendations, Implementation Status and Comments</b>
<p><b><u>Recommendation 1:</u></b> <i>That online turbidity and chlorine residual monitoring is installed at Mendooran WTP.</i></p> <p><b>Status (R1):</b> Implementation</p> <p>An application for Safe and Secure Water Program (SSWP) funding was submitted successfully for a 'Mendooran Water Supply Modification Upgrade Scoping Study'. The proposed upgrade includes the installation of further online instrumentation with appropriate feedback control to PLC/SCADA.</p> <p>In relation to this, a further EOI for SSWP funding was successfully submitted for an 'Automation and Process Instrumentation Audit, Scoping Study' as well as a detailed application for a 'SCADA and Telemetry Network Upgrade, Design and Construct', where the outcome is undetermined.</p> <p><b>Change/progress since last report:</b> No change in Status Label. Concept Design tenders were called and closed on 19 August 2019 – a recommendation to select one of the tenderers is presented to Council within this Business Paper.</p>
<p><b><u>Recommendation 4:</u></b> <i>That WSC investigates the installation of an inline booster pumping station on the outlet of the Standpipe reservoir to provide sufficient water pressure for a regular water main flushing program to be implemented, to improve the water supply system's firefighting capacity and reduce overall water age by only storing water volumes sufficient to meet peak day demands.</i></p> <p><b>Status (R4):</b> Implementation.</p> <p>The proposed upgrade referred to in <i>Status (R1)</i> includes the installation of an inline booster pump downstream of the standpipe reservoir.</p> <p><b>Change/progress since last report:</b> No change in Status Label. Concept Design tenders were called and closed on 19 August 2019 – a recommendation to select one of the tenderers is presented to Council within this Business Paper.</p>
<p><b><u>Recommendation 5:</u></b> <i>That WSC investigates options to reduce water age in the Coolabah rural residential estate water supply zone. This could include isolation of individual reservoirs i.e. Reservoirs No. 1, No. 2 and/or No. 3, on a seasonal basis to</i></p>

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*only store water volumes sufficient to meet peak day demands.*

**Status (R5):** Implementation.

The proposed upgrade referred to in *Status (R1)* includes a re-design of the chlorine dosing system at the Coolabah reservoir site to implement a recirculation system with a set chlorine concentration.

**Change/progress since last report:** No change in Status Label. Concept Design tenders were called and closed on 19 August 2019 – a recommendation to select one of the tenderers is presented to Council within this Business Paper.

**Recommendation 6:** *That WSC review and regularly revise these water supply reticulation plans (Figures 4 & 5) as required to maintain up to date records.*

**Status (R6):** Implementation.

In collaboration with Council's GIS officer.

**Change/progress since last report:** None.

**Recommendation 7:** *That WSC review its current organisational structure with a view to ensure that the management of WTP Operators and reporting lines of communication actively support the ongoing implementation of its DWMS and CCPs.*

*WSC should then formally document the adopted organisational structure, clearly communicating roles and responsibilities of all staff relating to the management of drinking water quality.*

**Status (R7):** Implementation.

Meanwhile, eight positions of the new structure have permanently been filled (Supervisor North and South, Team Leaders North, Treatment Plant Operator, Trainee Coonabarabran, Project Engineer and Treatment Plant Operator Baradine), one position is being temporarily filled on a higher duties basis (Team Leader South), one position remains vacant, two traditionally Urban Services positions remain to be transferred/filled.

**Change/progress since last report:** None.

**Recommendation 12:** *That WSC develop and implement a DWMS review and continual improvement program which is regularly reviewed by the Senior Executive Team and reported to Council.*

**Status (R12):** Implementation.

CCP and ADWG exceedances are reported on a monthly basis to the General Manager.

**Change/progress since last report:** No change in Status Label. A consultant has been engaged to prepare the Annual DWMS Review Report. This is intended to be reported to Council in October 2019 together with the consolidated DWMS Improvement Plan; progress on implementing this Plan is then intended to be reported on to Council quarterly; the report will also be provided to NSW Health and DPIE Water.

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**Recommendation 13:** *That notices received from DPI-Water should be regularly reported to senior management together with an Action Plan, Works Budget and Timeline for the rectification of issues raised during DPI-Water Inspections. This Action Plan information should also be regularly reported back to DPI-Water and NSW Health.*

**Status (R13):** Complete.

These recommendations have now been included as action items in the updated DWMS Improvement Plan (refer R12). This has been provided to DPIE and Health. It is not necessarily feasible to allocate a works budget to the recommendations. This recommendation is now considered closed as the remainder is covered under R12.

**Change/progress since last report:** Progress from 'Implementation to 'Complete'.

**Recommendation 14:** *That WSC urgently develop and implement a regular (weekly/monthly/annual) reservoir integrity inspection and reporting program for the Mendooran water supply system. This inspection and reporting program should be used to develop an Action Plan in order to urgently address all the existing integrity issues at the Mendooran water supply system. Annual reservoir integrity reports to be submitted to DPI-Water in accordance with LWU Circular No. 18.*

**Status (R14):** Complete.

Reservoir integrity issues have been addressed for the Mendooran reservoirs in May 2019. Quotes are being sought for the provision of Shire wide site specific reservoir inspection checklists. Working at Heights training was held for relevant staff in May 2019; however it was identified that an upgrade of the reservoir access structure is required to enable safe access. A contractor has been engaged to perform a Shire wide audit of reservoir access and required updates and associated costs. A drone had been purchased that can be used for inspections where access is restricted. A consultant has prepared the annual Circular 18 report for submission to DPIE Water.

Related to Recommendation 17.

**Change/progress since last report:** Progress from 'Implementation to 'Complete'.

**Recommendation 16:** *That WSC review the LMWUA Water Treatment Plant Audit Report for the Mendooran WTP (September 2014), develop an Action Plan and urgently implement any outstanding recommendations. This Action Plan information should also be regularly reported back to DPI-Water.*

**Status (R16):** Implementation.

**Change/progress since last report:** No change in Status Label. Ten (10) of the 15 recommendations have been completed and five (5) are in progress. **Table 3** (Attachment 2) summarises the recommendations from the 2014 LMWUA WTP Audit report. The recommendations have been added to the DWMS Improvement Plan (refer R12).

**Recommendation 17:** *That WSC review all reservoir inspection reports (2014 and 2017) to develop an Action Plan and urgently implement any outstanding recommendations. This Action Plan information should also be regularly reported back*

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to DPI-Water.

**Status (R17):** Implementation.

**Change/progress since last report:** No change in Status Label. Integrity issues of 12 reservoirs were rectified in May 2019; quotes are being sought to re-establish the integrity of another 6 reservoirs. Additionally, quotes are being sought to a) improve WHS around reservoir access, particularly with regard to working at heights; b) develop site specific reservoir inspection checklists for early detection of issues; and c) replace the roofs of the Dunedoo Rhodes Street reservoirs

**Recommendation 18:** *That WSC review and update the DWMS and the “DWMS Improvement Plan” is then kept up-to-date, recommended improvements are implemented in the order of identified urgency and progress of the “DWMS Improvement Plan” is reported regularly to the Senior Executive Team and Council.*

*This information should also be passed onto NSW Health and DPI-Water for advice, review and comment.*

*(Noting that actions from many of the other Recommendations in this report would need to be included in this DWMS Improvement Plan).*

**Status (R18):** Implementation.

Related to Recommendations 11 and 12.

**Change/progress since last report:** No change in status label. The consultant has completed consolidating and updating the Plan in early September 2019. It will be reported on to Council in October 2019 (refer R12). The 31 recommendations from this report have been added to the DWMS Improvement Plan as action items.

**Recommendation 19:** *That WSC review and finalise the DWMS Implementation Report (2016), so that the recommended “Emergency Response Plan” (ERP) can be utilised for any future incidents and emergencies.*

*It is recommended that an exercise of the incident response plan be organised with the PHU (mid-2018).*

**Status (R19):** Implementation.

The NSW Health support project (**Table 5, Attachment 3**) included the development of an ERP.

Note: The Emergency Response Protocol (ERP) forms part of Council’s DWMS and interlinks with Council’s Business Continuity Plan (BCP).

**Change/progress since last report:** None.

**Recommendation 20:** *That WSC develop and implement a “Drinking Water Quality (DWQ) Monitoring Plan” which formalise staff/role responsibilities, authorities reporting and communication protocols and review existing procedures for sampling and testing. The monitoring plan should be built based on the NSW Health Drinking Monitoring Plan (available on the NSW Health website).*

**Status (R20):** Development.

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Regulatory Services has a DWQ Monitoring Program in place and is currently updating their sampling and testing procedure including clear identification of sample sites. An all-including DWQ Monitoring Plan will need to be completed including formalisation of staff responsibilities/authorities reporting/communication protocols.

**Change/progress since last report:** None in Status Label. A quote has been received from a consultant to develop the DWQ Monitoring Plan.

**Recommendation 24:** *That WSC finalise draft CCPs provided the DWMS Implementation Report (Bligh Tanner, 2016) and include an additional WTP Final pH CCP.*

**Status (R24):** Complete.

The CCPs from the 2016 Bligh Tanner Report had been finalised. A final pH 'COP' (Critical Operational Point) has been introduced for the Mendooran WTP. A CCP (Critical Control Point) cannot be introduced as the final pH at the Mendooran WTP cannot be controlled but only monitored.

**Change/progress since last report:** Progress from 'Implementation to 'Complete'.

**Recommendation 29:** *That the Human Resources records for relevant staff are reviewed, and that training is undertaken for all water supply operational staff, WTP operators and relief staff to upskill and to be appropriately trained in WTP processes (i.e. DPI-Water Part 1 and 2 as a minimum). It is also recommended that all staff involved with water quality sampling, testing and monitoring, undergo training and are involved in developing procedures for their work tasks.*

**Status (R29):** Implementation

A Training Warrumbungle Water program has been developed. DOI Water courses only run once to twice a year.

**Change/progress since last report:** No change in Status Label.

**Recommendation 30:** *That WSC investigate and implements a process of its WTP operators to be certified under the National Certification Framework (NCF).*

**Status (R30):** Development

A training plan/schedule is being developed to get WTP Operators certified under the NCF.

**Change since last report:** None in Status Label.

**Recommendation 31:** *That WSC investigate and implement a formalised preventative maintenance program for all the WTP, reticulation and reservoir assets.*

**Status (R31):** Implementation.

The NSW Health support project (Table 5) includes the development of O&M manuals for each WTP.

**Change/progress since last report:** None.



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**Table 4: Summary of Implementation Status of Recommendations Reported to Council**

Status Label	Feb-18	May-18	Aug-18	Dec-18	Mar-19	Jun-19	Sept-19
Not yet started	15	12	1	0	0	0	0
Development	11	12	14	7	3	2	2
Awaiting funding	0	0	0	0	0	0	0
Implementation	5	4	8	12	15	15	12
Complete	0	3	8	12	13	14	17
<b>Total No of Recomm's</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>

### Options

This report is presented mainly for Council's information.

### Financial Considerations

In relation to the DWMS implementation, NSW Health continues to provide financial support to help Council meet drinking water quality expectations and standards. One example is the recent NSW Health support project (*Table 5 in Attachment 3*).

The funding for the Mendooran Water Supply Modification Upgrade Concept Design under the Safe and Secure Water Program (relating to Recommendations R1, R4 and R5) amounts to \$126,500, including a Council's contribution of \$31,625.

#### In FY18/19

- Shire wide reservoir inspections and cleans performed cost Council \$62,694.
- Re-establishment of reservoir integrity of the 12 reservoirs and 2 bore heads amounted to a total of \$135,908.
- Engagement of the consultant to prepare the annual Circular 18 report cost \$1,200.
- Engagement of a consultant to assist with the DWMS Improvement Plan cost \$6,509.

#### In FY19/20

- Shire wide reservoir inspections and cleans for the remaining reservoirs are budgeted at \$20,000.
- Reservoir upgrades are budgeted at \$145,000.
- Engagement of a consultant to assist with the DWMS Improvement Plan cost \$5,873.
- Engagement of a consultant to prepare the DWMS Annual Review Report will cost \$7,286.
  
- The received quote to develop a DWQ Monitoring Plan amounts to \$17,114.
- A received quote to update the DWMS amounts to \$21,436.

Prices given are ex GST.

### Attachments

Attachment 1 - Full 31 Recommendations from 2017 Mendooran Incident Review Report

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Attachment 2 – Table 3, Progress of implementation of the 2014 audit recommendations

Attachment 3 – Table 5, Scope of the NSW Health Support project

### **RECOMMENDATION**

That Council receives and notes the quarterly report on the implementation progress of the recommendations within the Mendooran Water Quality Incident Review Report.

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### Item 16 2020 Local Government Elections

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Executive Assistant to General Manager – Erin Player
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF4 Council's governance practices and organisational structure reflects the visions, directions and priorities outlines in the Community Strategic Plan

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### Reason for Report

The next Local Government Elections will be held in September 2020. Council is required to enter into an arrangement with either the NSW Electoral Commission (NSWEC) to facilitate the elections or engage an electoral services provider to administer the 2020 elections for Warrumbungle Shire Council.

### Background

In accordance with Section 256 of the NSW Local Government Act 1993, councils must decide whether they are going to enter into an arrangement with the NSW Electoral Commission (NSWEC) or engage an electoral services provider to conduct their elections. Council's are no longer able to manage their own election.

In February 2019 the NSW Government requested the Independent Pricing and Regulatory Tribunal (IPART) conduct a review into the costs involved in conducting local government elections in NSW. IPART released their final report to Minister for Local Government on Friday, 30 August 2019.

In the wait for the final report to be released, the *Local Government Act 1993* has been amended to extend timeframes for councils to make decisions on the conduct of their elections. Section 296 now reads:

*(5A) Without limiting subsection (5), an election arrangement for the Electoral Commissioner to administer all elections of a council that is to include the ordinary election of councillors in 2020, or to administer that particular election, may be entered into if:*

- (a) the council resolves on or before 1 October 2019 that an arrangement is to be entered into, and*
- (b) the arrangement is entered into on or before 1 January 2020.*

### Issues

Council has until Tuesday, 1 October 2019 to resolve to enter into an arrangement for their 2020 September election. Once the deadline has passed, any council that has not resolved to engage the NSWEC they will be made to enter into arrangement with an electoral service provider.

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### **Financial Considerations**

The cost to Council for the 2016 Local Government elections, conducted by NSWEC, was \$78,977.80. Until the Local Government release IPART's final report we are unable to provide a cost estimate for the 2020 elections.

Note: IPART is recommending that councils meet the efficient costs of a contestable election services by the NSWEC. Currently these costs are considered to be subsidised hence the cost of elections is likely to rise.

### **Options**

Council may either decide to use the NSW Electoral Commission or another provider.

### **Attachments**

1. OLG Circular 19-12 Consultation by IPART on recommended reforms to Local Government election costs.

### **RECOMMENDATION**

That Council, pursuant to Section 296 (2), (3) and (5A) of the Local Government Act 1993 (NSW), an election arrangement be entered into by contract for the NSW Electoral Commission to administer all elections of the Council.

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### Item 17 Stronger Country Communities Fund – Round Three

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Executive Services
<b>Author:</b>	General Manager – Roger Bailey
<b>CSP Key Focus Area:</b>	Recreation and Open Space
<b>Priority:</b>	RO1 The planning and provision of local sports and recreation facilities and parklands reflect community needs and anticipated demographic changes.

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### Reason for Report

To seek Council endorsement for projects to be submitted in Round Three of the Stronger Country Communities Fund.

### Background

The Stronger Country Communities Fund has been supporting regional communities across NSW since 2017 in helping them to deliver projects to improve the lives of residents and enhance the attractiveness of their local communities. Applications for Round Three of the program have now opened and the Warrumbungle Shire community will be entitled to receive up to \$796,274 in funding.

Councillors will recall that in previous rounds Council received funds and applied these funds to the following projects:

Round 1 - \$810,348

- Coonabarabran Sport and Recreation Centre - \$324,438
- Coonabarabran Sporting Complex: Multipurpose Courts - \$485,910

Round 2 – total funding \$1,597,353

- Bowen Oval: lighting construction and upgrade – \$300,670
- Leadville Hall: upgrades to the hall and construction of a new toilet block – \$486,826
- Coonabarabran Skate Park: installation of shade – \$51,283
- Baradine Skate and Activity Park: construction of a skate and activity park (Skatepark 2020) – \$168,300
- Mendooran Mechanics Institute: upgrades and construction to hall and amenities block – \$268,831
- Binnaway Bowling Club: upgrades to the outdoor lighting, kitchen and installation of children's play area – \$119,648
- Mendooran Turf Club and Golf Club: construction of new facilities including a female jockey room – \$201,795.

At the August Council Meeting, Councillors resolved that:

# WARRUMBUNGLE SHIRE COUNCIL

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1. *A Council workshop be held with community members to provide information on possible community projects.*
2. *The workshop is to be held on Friday 23, August 2019.*

The Workshop was held on Friday, 23 August with community members from five groups attending, including:

- Coolah District Development Group, on Youth Development Officer
- Baradine Progress Association, on Baradine Hall and toilets at Baradine Oval
- Coonabarabran Swim Club and Swimming Pool Advisory Committee, on the Coonabarabran Swimming Pool
- Stop and Play Committee Coonabarabran, on a proposed Stop and Play area
- Jump the Stump Skate Park for Coolah

### **Issues**

The changes to Round Three include the funding being available to a broader range of applicants which include not-for-profit organisations and community groups. Thus, unlike previous funding rounds, community groups may apply for the funding directly.

Some other key points include:

- Applicants will have three years to deliver projects
- Applicants will be required to provide evidence of community consultation and support for projects in the application

The following types of projects are considered eligible:

#### **Youth-related projects must be for:**

- development of new or upgrades to existing infrastructure for young people;  
or
- delivering programs for young people.

Youth-related projects must be aligned to the areas of community, wellbeing, connectivity and work readiness.

#### **General community amenity projects must be for:**

- construction of new, or upgrades to existing, local community infrastructure
- construction of new, or upgrades to existing, local sporting infrastructure
- capital works related to street beautification and other public places that promote the health, happiness and wellbeing of the community
- delivering programs that benefit the local community
- infrastructure to assist the delivery of general community programs.

Projects must deliver benefits and outcomes that contribute to the program objectives. Applicants will be expected to establish monitoring procedures to demonstrate the delivery of the expected benefits.

# WARRUMBUNGLE SHIRE COUNCIL

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Eligible project costs are to include those associated with:

- building local infrastructure
- building a new website or app
- delivering programs
- exhibition displays
- hosting an event

The minimum grant is \$50,000.

Applications close for Round Three at 5.00pm on Friday 27 September 2019.

### **Council Workshop**

From the workshop the following projects the following projects are being recommended, in order of priority:

i.	Coolah Jump the Stump	\$200,000
ii.	Shade for Dunedoo Playground and Skate Park	\$60,000
iii.	Coonabarabran Stop and Play	\$300,000
iv.	Mendooran Park playground	\$60,000
v.	Mullaley Sportsground amenities (subject to co-funding)	\$150,000
vi.	Coonabarabran No.1 Oval Upgrade (painting of coursing club, scoreboards, stands)	\$150,000
vii.	Baradine Hall Roof	\$190,000

### **Financial Considerations**

Available funding for Round Three for the Warrumbungle Shire Council will be \$796,274. At least 50% of the funding will need to be allocated to projects that support young people in the local community.

### **Attachments**

1. Letter from Deputy Premier, the Hon John Barilaro MP
2. SCCF Round Three Funding Guidelines
3. SCCF Round Three Frequently Asked Questions
4. List of potential projects

### **Conclusion**

With up to \$796,274 in funding being available it is being recommended that Council identify a priority list of projects along with additional projects so as to allow the determining body to potentially reject prioritised projects.

Time is required to properly investigate and prepare the funding applications hence the applications identified at the workshop are currently being worked on.

The Coonabarabran Stop and Play project is a very worthwhile and fitting project however there are concerns about the proposed location. The identified location is at the eastern end of Dalgarno Street at the BMX track site. The land here is currently on an off leash area for dogs and has a disused toilet on it. Should this area become the site, funding would be required to improve the site and bring it up to an acceptable standard. Such improvement would require firstly injection of capital funds and the ongoing maintenance. Capital funds would include toilets, fencing, grassed areas and watering systems. Currently this land has minimal maintenance done to it,

# **WARRUMBUNGLE SHIRE COUNCIL**

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less than \$500 per annum. If the required improvements were undertaken the annual maintenance of \$25,000 plus would be required. Currently Council does not have the financial capacity for additional maintenance costs.

It has been suggested that another site at the eastern end of Neilson Park would be more appropriate. This site is also not without its issues as there is a body of water adjacent to the site and fencing would be required. However other infrastructure is already in place such as toilet facilities.

### **RECOMMENDATION**

That Council:

1. Submit funding applications under the Stronger Country Communities – Round Three program for the following projects, in order of priority, for funding up to:

i.	Coolah Jump the Stump	\$200,000
ii.	Shade for Dunedoo Playground and Skate Park	\$60,000
iii.	Coonabarabran Stop and Play	\$300,000
iv.	Mendooran Park playground	\$60,000
v.	Mullaley Sportsground amenities (subject to co-funding)	\$150,000
vi.	Coonabarabran No.1 Oval Upgrade (painting of coursing club, scoreboards, stands)	\$150,000
vii.	Baradine Hall Roof (Baradine Progress Association)	\$190,000
2. Identify the proposed location of the Coonabarabran Stop and Play project as the eastern end of Neilson Park, Coonabarabran.
3. Support and endorse the Baradine Progress Association to submit an application for the Baradine Hall on Council's behalf.



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### Item 18 Council Resolutions Report September 2019

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Executive Services Administration Officer – Joanne Hadfield
<b>CSP Key Focus Area:</b>	Local Government and Finance
<b>Priority:</b>	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

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#### **Reason for Report**

To provide Council with updated information on the progress of Council resolutions.

#### **Background**

The General Manager is responsible for overseeing the progression of information from relevant staff to Council via the Business Paper and monthly Council meetings.

Furthermore, the General Manager is responsible for ensuring appropriate information regarding Council resolutions and deliberations are provided to Directors and relevant staff. Each Council resolution is allocated to a directorate for action. Directors and Managers provide feedback to the General Manager on the progress of resolutions each month by way of the attached Council Resolution Report. Once an item is noted by Council as being complete it is removed from the Report.

Resolutions that remain 'In Progress' for a 12 month period will be reported to Council as a separate agenda item with a new Recommendation. This will provide Council staff the opportunity to detail the history and issues of outstanding items before Council reconsiders the matter.

#### **Issues**

This feedback is provided to Council for information purposes.

#### **Attachments**

1. Council Resolution Report, September 2019

#### **RECOMMENDATION**

That the Council Resolution Report for September 2019 be noted for information.

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### Item 19 Revotes Report September 2019

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Executive Assistant to the General Manager – Erin Player
<b>CSP Key Focus Area:</b>	Local Government and Finance
<b>Priority:</b>	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

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### **Reason for Report**

To provide Council with updated information on the progress of projects that Council has funded by revote.

### **Commentary**

From time to time, Council endorses changes to its adopted annual budget by way of a revote. A report on those projects that have been subject to a revote is compiled, with updates provided on progress.

The General Manager is responsible for overseeing the progression of information from relevant staff to Council via the Business Paper and monthly Council meetings.

Council is provided with information on revote items and their progress in the attached report.

These revotes relate to the 2018-19 financial period. Staff are currently finalising the Financial Statements for this period and a new report is expected to be presented to Council at the October Council Meeting.

### **Attachments**

1. Revote Report, September 2019

### **RECOMMENDATION**

That the Revote Report for September 2019 be noted for information.

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### **Item 20 Budget Revotes and External and Internal Financial Restrictions as at 30 June 2019**

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Financial Services
<b>Author:</b>	Kim Parker, Acting Director Corporate and Community Services
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF4 Council's governance practice and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

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#### **Summary**

Council's external auditors Prosperity Audit Services have been undertaking the audit of Council's financials as at 30 June 2019.

As part of this process Council is requested to determine the amounts to be Externally and Internally Restricted from the closing cash and investments balance including revotes or carryovers from the 2018/19 Financial Year.

#### **Report**

The Revotes listing includes recognition of approved Grant Programs to be completed, carryover works requested including the Three Rivers Regional Retirement Village and ring fenced of Trust amounts, Water, Sewerage and other restrictions..

#### **Attachments**

1. Note 6(c) of the General Purpose Financial Statements includes the amounts listed as Externally and Internally Restricted (includes revotes and carryovers) as part of the closing cash and investments balance.
2. A Revotes listing of all the various budget amounts required to be provided into the 2019/20 financial year.

#### **RECOMMENDATION**

That Council endorse the Budget Revotes and External and Internal Financial Restrictions as at 30 June 2019.

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### Item 21 Delegations Register

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Corporate Services – Jenni Maundrell
<b>CSP Key Focus Area:</b>	Local Government and Finance
<b>Priority:</b>	GF8 Council undertakes its organisational, workforce and risk management responsibilities with efficiency and effectiveness

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### Reason for Report

To update Council on the status of the delegations register.

### Commentary

The delegations register refers to the records of Council's delegations, sub-delegations and authorisations. The register is kept as an operational file that may be viewed by arrangement with Executive Services staff.

Part 3 of the *Local Government Act 1993* (the Act) allows councils to delegate a number of functions to the general manager or another person or body, excluding another employee of the council. The general manager may sub-delegate one or more of those functions to another person or body, including an employee of the council.

Council's delegations and sub-delegations are managed using a database built and maintained by Local Government Legal. This service is provided by annual subscription. The database supplies a list of all current pieces of legislation under which a council or general manager may either delegate or authorise functions. Local Government Legal advises its subscribers of changes to legislation to ensure that delegations documents can be kept up to date. The database also allows councils to create and store their own administrative delegations, such as those dealing with finance, correspondence, or staff, for example. Once all applicable delegations or authorisations are selected using the database, a corresponding document is generated.

The delegations document generated by the database is signed by the General Manager and the staff member who is the subject of delegations. The staff member's signature provides their acknowledgement of the delegations that are conveyed to them. When a person is acting in a position, the delegations and acknowledgement are conveyed electronically.

Delegations, sub-delegations and authorisations are reviewed every time a position becomes vacant, or when a person acts in a position that carries delegations. Furthermore, delegations to a position will be reviewed if there is a significant change to the position description.

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A complete review of all delegations is required during the first twelve months of each term of Council, under section 380 of the Act. All delegations were accordingly reviewed in October 2016 (Resolution 74/1617). The next complete review of all delegations will take place during the first twelve months following the September 2020 local government elections.

### **Attachments**

Nil

### **RECOMMENDATION**

That Council notes the report on the delegations register.

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### **Item 22 2019/20 Rural Fire Service, State Emergency Service and Fire and Rescue NSW Council Contribution Assessment Notice**

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Financial Services
<b>Author:</b>	A/Director Corporate & Community Services – Kim Parker
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority / Strategy:</b>	GF4: Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan.

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#### **Summary**

Council was presented with a report to the May 2019 Council Meeting that detailed a significant increase in the emergency service contributions for 2019/20 over 2018/19 of \$106,579 (or around 25%).

Council resolved to support the efforts of LGNSW to delay introduction of the higher contribution levels and consult with the Local Government to enable this to occur. These report details initial successes in this matter as per the LGNSW Media Release extract that follows:

*The decision to reverse a shock charge on councils and ratepayers was the clearest indication yet that the NSW Government was genuinely committed to an equal partnership with local government, the sector's peak body said today.*

*The policy reversal - announced today by Acting Premier John Barilaro and Local Government Minister Shelley Hancock – will see the State Government cover an initial increase of almost \$14 million in the Emergency Services Levy paid by councils.*

*Local Government NSW President (LGNSW) Linda Scott said the announcement followed months of intense work by the peak body and NSW local governments across the state.*

#### **Financial Considerations**

The effect of this reduction for the 2019/20 financial year will be included within the 1st Quarterly Budget Review Report.

#### **Attachment**

1. LGNSW Media Release 13 August 2019

#### **RECOMMENDATION**

That Council notes the advice of LGNSW that the NSW State Government will cover the cost of the first year increase in the Emergency Services Levy paid by councils.

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### Item 23 Draft Excessive Water Usage Reduction Allowance for Breakages Policy

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Corporate Services
<b>Authors:</b>	Acting Director Corporate & Community Services – Kim Parker
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF4 Council's governance practice and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

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#### **Reason for Report**

To seek Council endorsement of the Strategic Policy – Excessive Water Usage Reduction Allowance for Breakages Policy to allow staff consideration of a situation of a high water bill or account caused by a undetected customer water piping or appliance breakage.

Historically, over a twelve month period Council may have approximately 10 residential customers impacted by high unexpected water bills caused by customer side undetected water piping or appliance breakages where the customer alone is responsible for the whole bill or account.

#### **Background**

From time to time water users may have a undetected break in their water piping on the customer's side of the water meter that may result in a considerable water account at the next water meter reading and subsequent billing and that Council in no way contributed to.

At present there is no Council Policy for staff to provide some consideration of relief to a water account that the customer was not expecting. Currently, recently there was one residential customer that requested consideration of their water accounts that produced bills in excess of \$1,000 caused by a undetected break and water loss. The break has been subsequently found and repaired.

Council has in place policies for a wide range of subjects to ensure consistency in Council's decision making adherence to legislation, and the efficient running of Council operations.

All Council policies fit into one (1) of two (2) broad categories:

- Strategic Policies – these are policies that set the strategic direction of Council and are endorsed by Council. These include a number of recommended and legislated policies which are required to be approved by the NSW Office of Local Government (OLG).

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- Operational Policies – these policies deal purely with operational matters and do not require Council endorsement. These policies include staff policies that deal with staffing, WHS and other human resources issues, policies which relate to auspiced programs and general operational policies that deal with all other operational matters.

### **Report**

Council staff drafted an 'Excessive Water Usage Reduction Allowance for Breakages Policy'. The need for this Policy has been considered by the Executive Leadership Team (ELT) and is considered appropriate for Council to consider.

The relevant legislation applicable for Council to consider the adoption of this type of Policy is referenced below under the LOCAL GOVERNMENT ACT 1993 - SECT 356:

*356 Can a council financially assist others?*

- (1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.*
- (2) A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.*
- (3) However, public notice is not required if:*
  - (a) the financial assistance is part of a specific program, and*
  - (b) the program's details have been included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and*
  - (c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and*
  - (d) the program applies uniformly to all persons within the council's area or to a significant group of persons within the area.*
- (4) Public notice is also not required if the financial assistance is part of a program of graffiti removal work.*

### **Attachments**

1. Draft Excessive Water Usage Reduction Allowance for Breakages Policy.

### **Financial Considerations**

The attached Policy provides for a maximum amount where the Policy has been deemed to apply and therefore the likely foregone Water Fund income in any one year will only be in the order of \$3,000.



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### **RECOMMENDATION**

That:

1. Council note the report on the Draft Excessive Water Usage Reduction Allowance for Breakages Policy,
2. Council places the Excessive Water Usage Reduction Allowance for Breakages Policy on Public Exhibition for 28 days seeking submissions on the Policy, and
3. Following Public Exhibition that a further report be presented to the next available Council Meeting together with any submission(s) received.

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### Item 24 Completion of Annual Financial as at 30 June 2019

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Financial Services
<b>Author:</b>	Acting Director Corporate and Community Services – Kim Parker
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF4 Council's governance practice and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

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#### **Reason for Report**

Council's external auditors Prosperity Audit Services have been undertaking the audit of Council's financials in conjunction with the NSW Auditor General to allow signoff of Annual Financial Statements for the Warrumbungle Shire Council for 30 June 2019. It is expected that the Financial Statements will be signed off and be presented to the October or November meeting of Council. This will allow a representative of Prosperity Audit Services and the NSW Auditor General's Office to attend that meeting to present their report.

Attached to this report are the draft Income Statement, Balance Sheets and a number of other notes from the accounts and the declarations for signature to allow the Financial Statements to be finalised.

In accordance with legislation and accounting standards, Council is required to sign a declaration, (in each case), stating the following and to pass a resolution confirming the same. The signatories to this declaration are the General Manager, Council's Responsible Accounting Officer, the Mayor and one other Councillor.

#### **Attachments**

1. Draft General Purpose and Special Purpose Financial Report/ Extract notes from the draft pre-audit Annual Financial Statements:

##### Consolidated General Purpose Financial Statements

- Income Statement
- Statement of Financial Position
- Statement of Cash Flows
- Note 3 (b) User Charges & Fees
- Note 3 (e) Grants
- Note 4 (e) Other expenses
- Note 17 (2) (iii) Contingency relating to Three Rivers Regional Retirement Community (TRRRC)

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Special Purpose Financial Statements (Water and Sewerage)

- Income Statement
- Statement of Financial Position

2. General Purpose Financial Report declarations for signature.
3. Special Purpose Financial Report declarations for signature.

### **Report**

#### **Consolidated Result**

The Council's Draft Annual Financial Statements (all funds) shows consolidated income from continuing operations for the 2018/19 financial year was \$43M (\$47M 2017/18) with expenses from continuing operations of \$39M (\$45M 2017/18). This resulted in an operating loss from continuing operations of \$1M (\$4M 2017/18) excluding Capital Grants and Contributions.

Cash & investment balance has increased by \$1M from \$17M in 2017/18 to \$18M.

#### **General Fund Result**

The Council's Draft Annual Financial Statements (General Fund only) shows consolidated income from continuing operations for the 2018/19 financial year was \$37M (\$41M 2017/18) with expenses from continuing operations of \$33M (\$39M 2017/18). This resulted in an operating result from continuing operations of \$4M (\$2M 2017/18).

#### **Internal and External Restrictions and Revotes (Carryovers)**

Within a 2018/19 Revotes Report, also presented to this Council Meeting, are details of the various recommended internal and external restrictions, uncompleted grant funded and council funded revotes included within the draft Annual Financial Statements.

#### **Issues**

##### Three Rivers Regional Retirement Community (TRRRC)

A contingency relating to possible legal claims relating to the Three Rivers Regional Retirement Community (TRRRC) has been disclosed in the financial statements as follows (Note 17 (2) iii.):

*"The construction contract for this work was terminated on 2 August 2018. This action may lead to a future liability which at this stage is unable to be determined."*

##### Rural Fire Services (RFS)

The 2017/18 Financial Statements included accounting for the full RFS allocation as an Operating Cost and Income, as well as Council's Contribution. However, at present no RFS Fleet is included within Council's Asset Register. Discussions have been held in an endeavour to resolve and clarify acceptable Auditor agreement. The auditors are in consultation with the Audit Office to clarify this matter.

##### Quarry

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In the past year the Quarry Operations has been included within the Special Purpose Financial Statements as a Category 2 Business. Discussions have been held in an endeavour to resolve whether this is required as Section 610 of the Local Government Act does not mention Quarries. The auditors are in consultation with the Audit Office to clarify this matter.

### **RECOMMENDATION**

That:

1. The report on progress of completion of the Annual Financial Statements for the Warrumbungle Shire Council as at 30 June 2019 be noted; and
2. Council authorise the signing of the declaration as follows:-
  - i. The General Purpose Financial Report has been prepared in accordance with:
    - The Local Government Act 1993 (as amended) and the Regulations made thereunder,
    - The Australian Accounting Standards and professional pronouncements, and
    - The Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, this Report:

- Presents fairly the Council's operating result and financial position for the year, and
- Accords with Council's accounting and other records.

- ii. The Special Purpose Financial Reports have been prepared in accordance with:

- The NSW Government Policy Statement "Application of National Competition Policy to Local Government".
- The Office of Local Government Guidelines "Pricing and Costing for Council Businesses - A Guide to Competitive Neutrality".
- The Local Government Code of Accounting Practice and Financial Reporting.
- The NSW Office of Water Best-Practice Management of Water and Sewerage Guidelines.

To the best of our knowledge and belief, these Reports:

- Present fairly the Operating Result and Financial Position for each of
- Council's declared business
- Activities for the year, and
- Accord with Council's accounting and other records.

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### Item 25 Investments and Term Deposits – month ending 31 August 2019

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Financial Services
<b>Author:</b>	Acting Assistant to the Senior Accountant – Rachael Carlyle
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF4 Council's governance practice and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

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#### **Reason for Report**

As required by clause 212 of the *Local Government (General) Regulation 2005*, the details of all monies invested by Council under section 625 of the *Local Government Act 1993* must be reported to Council at each Ordinary Meeting.

#### **Background**

Council is authorised by s 625 of the *Local Government Act 1993* (the Act) to invest its surplus funds in the forms of investment notified in an Order of the Minister dated 12 January 2011.

Clause 212 of the *Local Government (General) Regulation 2005* (the Regulation) requires a Council to provide a written report to the Ordinary Meeting of Council giving details of all monies invested and a certificate as to whether or not the investments have been made in accordance with the Act, Regulations and Council's Investment Policy.

#### **Issues**

##### **Comments on Performance**

##### Marketable Securities, Term Deposits and At Call Investment Accounts

In accordance with regulatory requirements and Council's Investment Policy, the majority of Council's current investment portfolio continues to be invested in term deposits and at call accounts.

##### Marketable Securities

Council currently holds no Marketable Securities.

##### Term Deposits

During the month, \$2,000,000.00 of term deposits matured, earning Council a total of \$25,337.26 in Interest.

In August, the following placement was made to term deposits:

- \$1,000,000 with AMP at a rate of 2.00%

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During the month of August AMP was downgraded from Upper Medium Grade (UMG) to Lower Medium Grade (LMG). When this investment becomes due, it will be moved to another approved financial institution.

The balance of the term deposits at the end of the month was \$11,000,000.00.

### At Call

At Call accounts are used to hold funds for shorter periods and generally are adjusted on a weekly basis to meet cash flow requirements. During the month \$1,916.23 interest was received on the balances in the accounts and net transfers of \$2,369,140.14 were made from these accounts resulting in a month end balance of \$5,185,529.72.

### Income Return

The average rate of return on Investments for the month was 1.97% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 0.97% by 102 points.

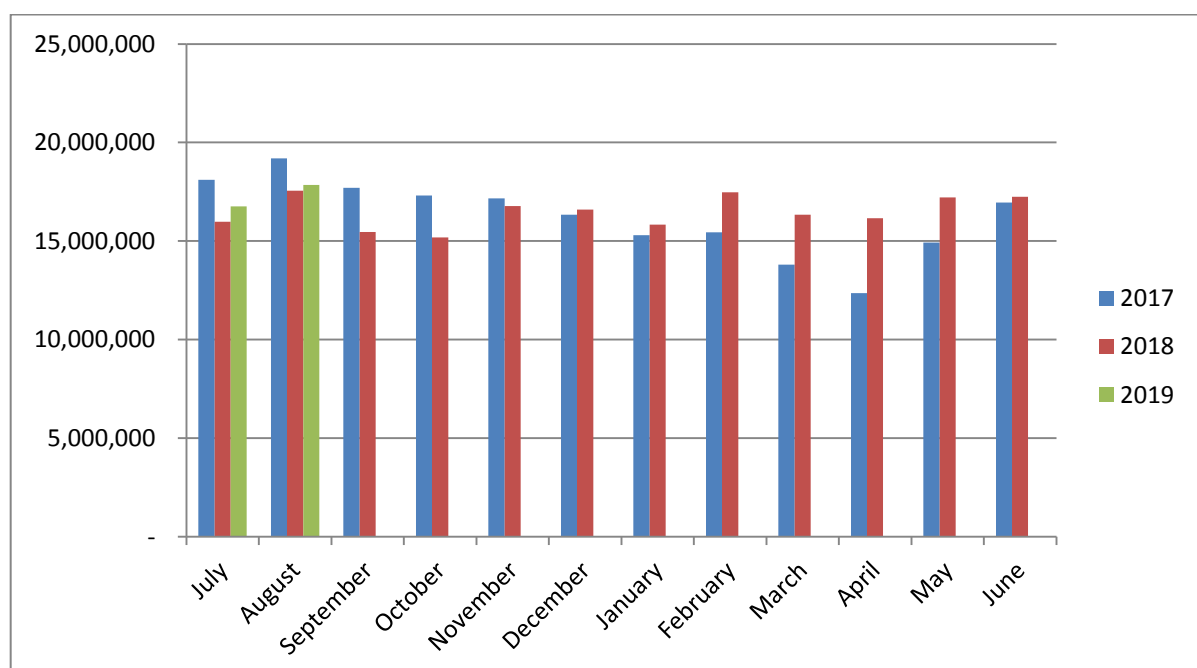
Council's full year projected budget for 2019/20 for interest is \$339,220.00. At the end of August the amount of interest received and accrued should approximate 18% of the total year budget, ie. \$61,093.33. On a year to date basis, interest received and accrued totals \$50,656.01 which is only 14.93% of the projected annual budget.

### **Financial Implications**

Based on the current investment market and Council's current investment holdings and maturity dates, the average rate of return on Council's investment portfolio has exceeded the BBSW benchmark rate overall.

In addition to the 'at call accounts and term deposits' held as at 31 August 2019, Council had a 'cash at bank balance' of \$1,660,956.08.

### **Graph by Month Investments**



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**Table 1: Investment Balances – 31 August 2019**

Financial Institution	Lodgement Date	Maturity Date	Total Days	Original Rating	Current Rating	Yield (%)	Investment Amount (Redemption Value)
<b>At Call Accounts</b>							
NAB		At Call	at call	ADI	ADI	1.09%	354.52
NAB		Bpay	at call	ADI	ADI	0.00%	504,177.57
ANZ		At Call	at call	ADI	ADI	0.75%	6,993.15
Regional Australia Bank		At Call	at call	LMG	LMG	0.60%	1,545.37
T Corp IM Cash Fund		At Call	at call	P	P	1.56%	4,158,006.58
CBA At Call		At Call	at call	ADI	ADI	1.20%	514,452.33
<b>Sub-Total</b>							<b>5,185,529.72</b>
<b>Term Deposits</b>							
Bank of Queensland	05-Mar-19	13-Sep-19	192	LMG	LMG	2.65%	1,000,000.00
NAB	19-Mar-19	27-Sep-19	192	ADI	ADI	2.50%	1,000,000.00
NAB	02-Apr-19	15-Oct-19	196	ADI	ADI	2.48%	1,000,000.00
CBA	30-Apr-19	29-Oct-19	182	ADI	ADI	2.12%	1,000,000.00
AMP	22-May-19	15-Nov-19	177	UMG	LMG	2.55%	1,000,000.00
CBA	27-May-19	28-Nov-19	185	ADI	ADI	2.08%	1,000,000.00
CBA	27-May-19	16-Dec-19	203	ADI	ADI	2.08%	1,000,000.00
CBA	31-May-19	15-Oct-19	137	ADI	ADI	2.09%	1,000,000.00
NAB	26-Jun-19	03-Jan-20	191	ADI	ADI	1.98%	1,000,000.00
AMP	24-Jul-19	19-Jan-20	179	UMG	LMG	2.20%	1,000,000.00
AMP	27-Aug-19	18-Feb-20	175	UMG	LMG	2.00%	1,000,000.00
<b>Sub-Total</b>							<b>11,000,000.00</b>
<b>Total</b>							<b>16,185,529.72</b>

# WARRUMBUNGLA SHIRE COUNCIL

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### Credit Rating Legend

<b>P</b>	Prime
<b>ADI</b>	Big Four – ANZ, CBA, NAB, WBC
<b>HG</b>	High Grade
<b>UMG</b>	Upper Medium Grade
<b>LMG</b>	Below Upper medium grade



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Table 2: At Call and Term Deposits – Monthly Movements

Bank	Opening Balance	Interest Added to Investment	Net Placements/ Withdrawals	Closing Balance
NAB	354.52	-	-	354.52
NAB B pay At Call	135,022.43	-	369,155.14	504,177.57
ANZ	7,007.46	0.69	-15.00	6,993.15
Regional Australia	1,545.37	0.2	-	1,545.57
T Corp IM Cash	2,156,091.24	1,915.34	2,000,000.00	4,158,006.58
CBA At Call	514,452.33	-	-	514,452.33
<b>Total at call</b>	<b>2,814,473.35</b>	<b>1,916.23</b>	<b>2,369,140.14</b>	<b>5,185,529.72</b>
WBC	1,000,000.00	11,529.04	-1,011,529.04	-
AMP	1,000,000.00	13,808.22	-1,013,808.22	-
Bank of	1,000,000.00	-	-	1,000,000.00
NAB	1,000,000.00	-	-	1,000,000.00
NAB	1,000,000.00	-	-	1,000,000.00
CBA	1,000,000.00	-	-	1,000,000.00
AMP	1,000,000.00	-	-	1,000,000.00
CBA	1,000,000.00	-	-	1,000,000.00
CBA	1,000,000.00	-	-	1,000,000.00
CBA	1,000,000.00	-	-	1,000,000.00
NAB	1,000,000.00	-	-	1,000,000.00
AMP	1,000,000.00	-	-	1,000,000.00
AMP		-	1,000,000.00	1,000,000.00
<b>Total Term Deposits</b>		<b>25,337.26</b>	<b>-1,025,337.26</b>	<b>11,000,000.00</b>
<b>Total</b>	<b>14,814,473.35</b>	<b>27,253.49</b>	<b>1,343,802.88</b>	<b>16,185,529.72</b>

### Certification of Responsible Accounting Officer

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

\_\_\_\_\_  
Responsible Accounting Officer

### RECOMMENDATION

That Council note and accept the Investments and Term Deposits Report for the month ending 31 August 2019 including a total balance of \$17,846,485.80 being:

- \$5,185,529.72 in at call accounts
- \$11,000,000.00 in term deposits
- \$1,660,956.08 cash at bank

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### Item 26 Coonabarabran Town Beautification Advisory Committee – Terms of Reference

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Urban Services
<b>Author:</b>	Acting Director Technical Services – Shane Weatherall
<b>CSP Key Focus Area:</b>	Recreation and Open Space
<b>Priority:</b>	R01 The planning and provision of local sports and recreation facilities and parklands reflect community needs and anticipated demographic changes.

---

#### **Purpose**

The purpose of this report is to establish terms of reference for the proposed Coonabarabran Town Beautification Advisory Committee.

#### **Background**

At Council's Ordinary meeting of 15 August 2019 the following was resolved:

**'54/1920 RESOLVED that Council:**

- 1. Proceed to establish the Coonabarabran Town Beautification Advisory Committee to receive recommendations on specific projects and or development of strategies for Coonabarabran.*
- 2. Establish terms of reference for the Advisory Committee.'*

#### **Issues**

A draft terms of reference document for the Coonabarabran Town Beautification Advisory Committee is provided in Attachment 1. The document outlines the responsibilities and duties of the proposed committee and it also outlines membership of the committee. It is proposed that membership include two (2) Councillors and six (6) community representatives.

Acceptance of community representatives onto the advisory committee may formally be undertaken by Council after a period of public call for nominations. Council may be able to confirm representatives at the October Council meeting following a two week advertising process.

#### **Options**

Council has discretion in relation to this matter and may reduce or increase the number of community representatives. Council may also wish to nominate particular groups that may wish to have a representative on the committee.

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### **Financial Considerations**

The establishment of the Coonabarabran Town Beautification Advisory Committee is not expected to have any budgetary impacts however, staff resources will be required to administer the committee.

### **Attachments**

1. Coonabarabran Town Beautification Advisory Committee – Terms of Reference

### **RECOMMENDATION**

That a Coonabarabran Town Beautification Advisory Committee be established in accordance with the terms of reference provided in Attachment 1 and that nominations are sought for six community representatives.

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 27 Yarning Circle at Neilson Park, Coonabarabran

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Urban Services
<b>Author:</b>	Acting Manager Urban Services – Cheyenne O'Brien
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	RO1 – The planning and provision of local sports and recreation facilities and parklands should reflect community needs and future demographic changes.

---

### **Reason for Report**

The purpose of this report is for Council to consider and make a resolution on the Yarning Circle at Neilson Park, Coonabarabran.

### **Background**

The following resolution was made on the 16 May 2019:

*'396/1819 RESOLVED that Council undertake community consultation on a proposal to permit the construction of a Yarning Circle in Neilson Park, Coonabarabran.'*

Community consultation was undertaken through a letter box drop to residents who live on Essex Street as well as through advertisement in the Coonabarabran Times and on Council's Facebook page.

No submissions were received by the public on the Yarning Circle at Neilson Park, Coonabarabran.

### **Issues**

There is no current facility available for a safe place to talk that supports the culture of local Aboriginal and Torres Strait Islander people. This at times may impact poorly on the mental health and wellbeing of Aboriginal and Torres Strait Islander people that live within Council's local government area.

### **Options**

Council has the option of building a Yarning Circle in Neilson Park, Coonabarabran or abandon the proposal.

### **Financial Considerations**

There is currently \$1,500.00 of the savings made by not increasing the Councillor Annual Fee by 2.5% as recommended by determination of the Local Government Remuneration Tribunal to be redirected to Council contribution to the Yarning Circle.

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The remainder of the costs will be funded by the Seed Funding grant received by the not-for-profit organisation Wesley LifeForce.

The estimated cost for the construction of the Yarning Circle is \$6,000, therefore the estimated contribution by Council is \$1,500 and \$4,500 by Wesley LifeForce.

### **RECOMMENDATION**

That a Yarning Circle be constructed in Neilson Park, Coonabarabran subject to a contribution of \$4,500 from Wesley LifeForce towards the overall cost of \$6,000 for the project.

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### Item 28 Lease Agreement for Grazing Purposes

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Property
<b>Author:</b>	Acting Property Officer – Carol Nasmith
<b>CSP Key Focus Area:</b>	Rural and Urban Development
<b>Priority:</b>	RU1 – Land use planning across the shire needs to ensure the retention of the rural character of the area whilst encouraging ecologically sustainable development.

---

### Reason for Report

To seek resolution from Council to advertise expressions of interest for the purpose of grazing livestock on land under Council's control. Past agreements were formalised in 2015 and have now expired.

### Background

Historically Council has entered into agreements for grazing purposes for the parcels of land described below. Current agreements have now expired. Council traditionally invites expressions for new or further interest, by media advertisement, to renew or commence an agreement.

Submissions are to include a proposed payment, together with a management plan for the nominated parcel describing intended use, pest and weed control, boundary fencing and soil erosion control plans. Confirmation of public liability insurance must also be provided to Council, to the value of \$20 million, indemnifying Council for any loss or damage.

Council's Plan of Management for Community Land permits agreement for a lease or licence over the community parcels tabled below. Council currently has no Plan of Management for Crown Land; however grazing is permitted on the Crown parcels below. The closed road and road reserves have historically been leased for grazing.

Property	Land Description
Pt Botheroo Street Coolah	Closed Road
Pt Queensborough Park Coolah	Lots 7028 DP1061329, Crown R11
Swanston Park Coolah	Lot 1 DP112026, Council Community Land
Newell Hwy Coonabarabran	Lots 1 and 2 DP847880, Council Operational Land
Fraser Place Coonabarabran	Lots 5, 6, 7 DP255639, Council Community Land
Riverside Reserve Dunedoo	Pt Lot 7011 DP93332, Crown R89588
Sports Ground Kenebri	Lots 2 and 47 DP750294, Council Community Land
Sir Ivan Dougherty Drive Leadville	Lot 1 DP883570, Council Operational Land
River Street Mendooran Nth of Lots 61-64	Road Reserve
River Street Mendooran Nth of Lot 60	Road Reserve

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Brambil Street Mendooran	Lot 7020 DP1109623, Crown R1592
Denman Street Merrygoen	Lot 7300 DP1146397, Crown R78473

Submissions will be assessed using the following criteria:

- Substance of the management plan submitted for the land described
- Proof of public liability to the value of \$20 million indemnifying Council
- History of any previous agreement
- Monetary offer

### Issues

Nil.

### Options

Council may wish to enter into an agreement with interested parties for grazing purposes as mentioned.

Alternatively, Council may reconsider previous grazing leases and choose not to proceed with any further leases for these parcels of land.

### Financial Considerations

Each agreement will achieve an income for Council and ensure that responsibility of land management belongs to the Lessee for the term of the agreement. The cost to maintain these parcels of land will be absorbed by Council if no agreement is entered into. These costs may include maintenance matters such as overgrown vegetation, vermin and weed control, boundary fencing and soil erosion control measures.

### Attachments

1. Grazing Licence Agreement
2. Expression of Interest Grazing Agreement

### RECOMMENDATION

That:

1. Council advertise the parcels of land outlined below, for the purpose of grazing livestock for the term 1 January 2020 to 31 December 2020.
2. The General Manager be authorised to make an agreement for leasing of land parcels.

Property	Land Description
Pt Botheroo Street Coolah	Closed Road
Pt Queensborough Park Coolah	Lots 7028 DP1061329, Crown R11
Swanston Park Coolah	Lot 1 DP112026, Council Community Land
Newell Hwy Coonabarabran	Lots 1 and 2 DP847880, Council Operational Land
Fraser Place Coonabarabran	Lots 5, 6, 7 DP255639, Council Community Land
Riverside Reserve Dunedoo	Pt Lot 7011 DP93332, Crown R89588
Sports Ground Kenebri	Lots 2 and 47 DP750294, Council Community Land
Sir Ivan Dougherty Drive Leadville	Lot 1 DP883570, Council Operational Land

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River Street Mendooran Nth of Lots 61-64	Road Reserve
River Street Mendooran Nth of Lot 60	Road Reserve
Brambil Street Mendooran	Lot 7020 DP1109623, Crown R1592
Denman Street Merrygoen	Lot 7300 DP1146397, Crown R78473



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### Item 29 Coonabarabran Administration Building Roof Replacement

<b>Division:</b>	Environment and Development Services
<b>Management Area:</b>	Development Services
<b>Author:</b>	Acting Manager Projects – Darren Devenish
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	P15 Completion of the Urban Services capital program

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#### **Reason for Report**

To provide Council with information on the tender process undertaken for the Coonabarabran Administration Building Roof Replacement project, and to seek a direction forward from Council.

#### **Background**

For an extended period of time, the roof on the older section of the Coonabarabran Administration Centre has required rectification due to consistently leaking during heavy rain events. Considerable water damage has occurred and part of the upstairs office is closed off and is unable to be utilised by staff.

With the new section of the building being completed in 2012, the roof and guttering on the older section of the building requires upgrades to assist drain additional runoff from the new roof. The box gutter between the two roofs is ineffective and allows water to enter the ceiling cavity and penetrate offices both upstairs and downstairs including in the new Council Chamber, causing carpet damage, electrical issues and damaged equipment.

The existing roof framing, including the ceiling, of the older section of the building is to be removed, with existing wall plates and brickwork made good for new work to be carried out.

Council has called for tenders on three occasions for the project. The first tender was advertised April 2019 and closed in May 2019; with no tenders were received. After consideration by Council it was resolved that the project be re-tendered.

On 21 May 2019, Council re-tendered the project on the Warrumbungle Shire tender link and advertised the tender in newspapers, on social media and on Councils website. The tender generated 1,977 tender alerts with 18 building contractors downloading the tender documents. The building contractors that had downloaded the tender documents were from Dubbo, Tamworth, Armidale, Sydney and local builders to the Shire. At the tender closing time on 18 June 2019, there were no tenders received for the project.

The project was re-tendered for the third time on 30 July 2019 on Warrumbungle Shire Tender link and closed on 27 August 2019 with no tenders submitted. The

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tender generated 1921 tender alerts with 38 views on line. The tender was also advertised in newspapers, on social media and the council web site.

With no tenders submitted from the second tender, contact was made with a number of building contractors who had downloaded the documents and their reasons sought as to why they did not proceed with lodging a tender for the works. Their reasons are noted as follows;

1. Builders were faced with an overload of tendered works to be costed.
2. Builders had construction projects requiring completion towards the end of the financial year.
3. The project is a roofing project and there were more suitable whole construction projects that suited builders that were on offer at the time of tendering.
4. Builders were under pressure to fulfil prior building commitments and were not tendering on further projects at the time of tendering.
5. The first 8 weeks of 2019 were seen as quiet on the building front, but soon escalated to an abundance of work with demands for projects to be completed by end of the financial year.
6. Distance would make some building companies feel that their tender would not be competitive.

The tender has been advertised extensively through various local media outlets, in the Sydney Morning Herald and tendered on Warrumbungle Website via Tender Link for a 28 day period.

### **Issues**

The Coonabarabran Administration Building Roof project is required to be undertaken as soon as possible; tenders were called and no tenders were received.

Council has been unable to attract any firms to tender for the project through undertaking the tender process.

It is possible from the comments noted above that no tenders were received due to timing and the project coinciding with Drought Communities funding and other government funding streams provided for infrastructure.

A number of builders advised they would be interested in quoting under a select tender process. The feedback in particular from one of the major building companies advised that select tendering is the only new work that they are tendering, due to the volume of projects that are presently out in the construction market.

### **Options**

To move the project forward, Council has the following options available;

Option 1 – Readvertise the project to the open market for tender and seek to attract tenders through the tender process. Given two previous rounds of tendering have failed to attract any tenders for the works; it is likely a further round of advertising will produce the same result.

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Option 2 – Project management the roof replacement in-house and not engage a building firm to oversee and complete the entire project. This would require Council's Project Manager to oversee the works and engage tradespersons as required.

Option 3 – Not continue on with the tender process, to seek quotes from selected building firms and appoint a suitably qualified building contractor to undertake the Coonabarabran Administration Building Roof Project. Due to extenuating circumstances relating to the unavailability of building firms to tender for the project. Under s55(3)(i) Local Government Act 1993, an exemption to the tendering requirement is noted as follows;

### **55 Requirements for tendering**

*(3) This section does not apply to the following contracts:*

*(i) a contract where, because of extenuating circumstances, remoteness of locality or by unavailability of competitive or reliable tenderers, a council decides by resolution (which states the reasons for the decision) that a satisfactory result would not be achieved by inviting tenders.*

### **Financial Considerations**

Funds to undertake the project are included as capital works under the current budget.

### **RECOMMENDATION**

That Council:

1. Notes that no tenders have been received for the Coonabarabran Administration Building Roof Project.
2. Due to extenuating circumstances as per section 55(3)(i) of the Local Government Act 1993 due to the unavailability of competitive or reliable tenderers to tender for the project.
3. Delegates authority to the General Manager to seek quotes from selected building firms and appoint a suitably qualified building contractor to undertake the Coonabarabran Administration Building Roof Project.

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### Item 30 Dunedoo Visitor Information Centre

<b>Management Area:</b>	Development Services
<b>Division:</b>	Visitor Information Centre
<b>Author:</b>	Acting Manager Economic Development and Tourism – Jo Houghton
<b>CSP Key Focus Area:</b>	Local Economy
<b>Priority / Strategy:</b>	LE 4.1 Work with local business and industry to foster local, economic development, innovation and expansion.

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### Reason for Report

To investigate the feasibility for a visitor information centre (VIC) to be located in the Old Bank Building, Dunedoo front counter area.

### Background

The request for establishment of a VIC at Dunedoo has been raised on a number of occasions at Council's regular community consultation sessions by the Dunedoo and District Development Group (DDDG) to promote visitation to the Dunedoo and to the Warrumbungle Shire.

The Old Bank Building located in Bolaro Street, Dunedoo is Council owned and currently the front counter space in the building is not being utilised to its full potential.

The Dunedoo VIC will be an invaluable resource by providing knowledge on local facilities/amenities, information promoting local tourist attractions and events, and encouraging travellers to stay overnight within the Shire.

The DDDG, assisted with volunteers have indicated a willingness to staff the VIC utilising volunteer labour. Opening days and hours will be determined pending volunteer interest to work at the VIC.

### Issues

On Friday 2 August 2019, Council's Acting Manager Economic Development and Tourism met with DDDG representatives to inspect the front count space at the Old Bank Building.

It was noted with minimal outlay the proposed area can be effectively utilised as a visitor information centre. Small outlays include brochure stands, chairs in the foyer and signage promoting the Dunedoo VIC. The Coonabarabran VIC will assist by supplying brochures and flyers and used brochure stands to the Dunedoo VIC. Furniture may need to be donated by the community.

Currently, once a fortnight Warrumbungle Community Care use the front counter and the separate manager's office next to the front counter. It is forecasted

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Warrumbungle Community Care will soon start to use these areas once a week. After consultation with Community Care it is believed both parties can use the area without impacting each other.

Presently, the White Rose Café carries visitor information in the form of brochures and handouts. If successful in securing the Old Bank Building front counter for VIC purposes, the Dunedoo VIC will consult and work together with the White Rose Café to ensure a positive outcome for both organisations.

A number of other matters requiring consideration in order for Dunedoo VIC to go ahead;

- DDDG to register as Warrumbungle Shire Council VIC volunteers, and undergo Induction and WHS training.
- DDDG would need to supply public liability insurance coverage.
- A formal agreement or Memorandum of Understanding (MOU) would need to be drafted for use of the premises and for DDDG to pay for MOU.
- DDDG would need to have a successful application to waiver the building usage fees in order for this venture to be viable.
- DDDG to seek expressions of interest from the local community and volunteers who are willing to work at the VIC.
- Council offer the room for two (2) years with an option to extend for a further two (2) year period at nominal rent set to cover the cost of electricity and water usage (estimated at \$500.00 pa) as described in an agreement/MOU.

### **Financial Considerations**

Outline as above.

### **RECOMMENDATION**

That Council:

1. Provide Dunedoo and District Development Group with front counter office space at the Old Bank Building as of 19 September 2019.
2. Authorise the General Manager to negotiate and enter into a formal agreement/Memorandum of Understanding outlining conditions of the agreement for use of office space at the Dunedoo Old Bank Building between Dunedoo and District Development Group and Council for a period of two (2) years with an option to extend for a further two (2) year period.

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### Item 31 Development Applications

<b>Division:</b>	Development Services
<b>Management Area:</b>	Regulatory Services
<b>Author:</b>	Administration Assistant Environment and Development Services – Jenni Tighe
<b>CSP Key Focus Area:</b>	Rural and Urban Development
<b>Priority / Strategy:</b>	RU 4 The attractiveness appearance and amenity of our towns and villages need to be improved

### Development Applications

#### (i) Approved – August 2019

Development Application / Complying Development	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type Of Development	Stop the Clock Referral Days
DA38/2019	10/05/2019	19/08/2019	Cameron Waldon	66 Bandulla Street	Mendooran	Alterations and Additions – Change of Use	25
DA46/2019	11/06/2019	20/08/2019	Caine Thompson	50 Major Mitchell Road	Coonabarabran	Installation of Manufactured Home	40
DA52/2019	23/07/2019	27/08/2019	Taylor Made Buildings	^Coolabah Estate 56 Lawnside Drive	Mendooran	Installation of Manufactured Home	14
DA53/2019	24/07/2019	27/08/2019	Mark Willis	Springbrook 2142 Timor Road	Coonabarabran	New Swimming Pool and Child Restraint Barrier	0

\*Development from the January 2013 Wambelong Bushfires

^ Development from the February 2017 Sir Ivan Bushfires

### RECOMMENDATION

That Council notes the Applications and Certificates approved during August 2019, under Delegated Authority.

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### **Item 32 Notice of Motion – Council Owned Halls**

#### **Notice of Motion – Council Owned Halls**

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I hereby advise that I propose to move the following Notice of Motion at the Council meeting:

That a report be prepared by staff that lists the halls that are owned by Council and detailing the hiring costs of those halls, who manages the income and expenses, what equipment is available for hiring and overall hiring arrangements (including hire fees and bonds).

**PETER SHINTON  
COUNCILLOR**

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### **Item 33 Notice of Motion – Extra hours at Council Pools**

#### **Notice of Motion – Extra hours at Council Pools**

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I hereby advise that I propose to move the following Notice of Motion at the Council meeting:

#### **Summary**

Two schools have called and spoken to me about their concerns that Council will not be providing lifeguards during school sports and their policies as teaching staff are not trained lifeguards. If Council does not supply a lifeguard for the swimming lessons during school sport then the schools are unable to attend the pool. If Council goes ahead with this the way it currently stands then most, if not all, schools in the Shire will be the same and it will be a devastating blow to our young people.

#### **RECOMMENDATION:**

That for the 2019-20 pool season Council:

1. Provide lifeguards at the Council pools during school sports and carnivals
2. Use the funding from the abandoned town beautification project for trees in Cowper and Charles Street in Coonabarabran to fund the extra staff at Council pools for school use.

**KODI BRADY  
COUNCILLOR**



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### Item 34 Reports to be Considered in Closed Council

#### Item 34.1 Organisational Development Monthly Report – September 2019

**Division** Executive Services

**Author** Manager Organisation Development – Chris Kennedy

#### Summary

The purpose of this report is to update Council in relation to activities undertaken by Organisational Development including Staffing and Recruitment, Training and Workplace Health and Safety (WHS).

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

The item relates to personnel matters concerning particular individuals (other than councillors) and is classified **CONFIDENTIAL** under section 10A(2)(a) of the Act, which permits the meeting to be closed to the public for business relating to the following:

- (a) personnel matters concerning particular individuals (other than councillors)

#### RECOMMENDATION

That the Organisational Development Monthly Report – September 2019 be referred to Closed Council pursuant to section 10A(2)(a) of the *Local Government Act 1993* (NSW) on the grounds that the matter deals with personnel matters concerning particular individuals (other than councillors).

#### Item 34.2 Mayoral Minute – General Manager's Annual Performance Review

**Division** Executive Services

**Author** Mayor Denis Todd

#### Summary

The purpose of this Mayoral Minute is to advise Councillors of the regulatory requirements under the *Local Government Act 1993* (the Act), invite comments from Councillors, arrange the composition of the Performance Review Panel and authorise the Mayor to complete the review process.

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

The item relates to personnel matters concerning particular individuals (other than councillors) and is classified **CONFIDENTIAL** under section 10A(2)(a) of the Act, which permits the meeting to be closed to the public for business relating to the following:

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- (a) personnel matters concerning particular individuals (other than councillors)

### **RECOMMENDATION**

That the Mayoral Minute – General Manager’s Annual Performance Review be referred to Closed Council pursuant to section 10A(2)(a) of the *Local Government Act 1993* (NSW) on the grounds that the matter deals with personnel matters concerning particular individuals (other than councillors).

**Item 34.3 Tender for the Design and Construction of Billy Kings Creek Bridges**  
**Division Technical Services**  
**Author Project Engineer – David Sturtridge**

### **Summary**

The purpose of the Tender for the Design and Construction of Billy Kings Creek Bridges report is to provide Council with relevant information for the design and construction of two bridges on Purlewaugh Road at the Billy Kings Creek crossings.

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

The item relates to personnel matters concerning particular individuals (other than councillors) and is classified **CONFIDENTIAL** under section 10A(2)(a) of the Act, which permits the meeting to be closed to the public for business relating to the following:

- (d) commercial information of a confidential nature that would, if disclosed:
- (i) prejudice the commercial position of the person who supplied it

### **RECOMMENDATION**

That the Tender for the Design and Construction of Billy Kings Creek be referred to Closed Council pursuant to section 10A(2)(d) (i) of the *Local Government Act 1993* (NSW) on the grounds that the matter deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

**Item 34.4 Mendooran Water Supply System Upgrade Concept Design**  
**Division Executive Services**  
**Author Manager Warrumbungle Water – Cornelia Wiebels**

### **Summary**

The purpose of the Mendooran Water Supply System Upgrade Concept Design is to provide Council with relevant information for preparation of a Concept Design for the Mendooran Water Supply Upgrade project.

In accordance with the *Local Government Act 1993* (NSW) (*‘the Act’*) and the *Local Government (General) Regulation 2005* (NSW), in the opinion of the General

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Manager, the following business is of a kind as referred to in section 10A(2) of the Act, and should be dealt with in a part of the meeting closed to the media and public.

The item relates to personnel matters concerning particular individuals (other than councillors) and is classified **CONFIDENTIAL** under section 10A(2)(a) of the Act, which permits the meeting to be closed to the public for business relating to the following:

- (d) commercial information of a confidential nature that would, if disclosed:
- (i) prejudice the commercial position of the person who supplied it

### **RECOMMENDATION**

That the Mendooran Water Supply System Upgrade Concept Design be referred to Closed Council pursuant to section 10A(2)(d) (i) of the *Local Government Act 1993* (NSW) on the grounds that the matter deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

### **FURTHER that Council resolve that:**

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