



## **Ordinary Council Meeting**

# **Agenda**

**17 October 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, John Street,  
Coonabarabran  
on Thursday, 17 October 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**  
19 September 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 10 September to 2019

#### MAYORAL MINUTE - MAYORS ACTIVITY

<u>Date</u>	<u>Type</u>	<u>In/Out</u>	<u>Activity</u>
2-Sep	Phone Call	Out	EA to GM regarding a number of items
3-Sep	Meeting	Attended	Meeting at Mullaley Sportsground
	Phone Call	In	Matthew Grant regarding sawmill in Baradine
	Phone Call	Out	John Clements regarding sawmill at Baradine
4-Sep	Event	Attended	Traffic Safety Afternoon Tea at Yuluwirri kids
5-Sep	Phone Call	Out	John Hunter, Mendooran Races
	Phone Call	In	Cr Lewis
	Phone Call	In	Mrs Craig from Mullaley Sportsground
	Phone Call	Out	GM regarding Baradine Sawmill
	Phone Call	Out	Matthew Grant regarding Baradine Sawmill
	Phone Call	In	Tom Underwood regarding Baradine Sawmill
	Phone Call	In	Nicole Hunter regarding Star Wars Theme Weekend
6-Sep	Phone Call	Out	General Manager
	Phone Call	Out	Cr Brady regarding swimming pools
7-Sep	Event	Attended	Mendooran Races and the opening of new building at the Racecourse with Cr Hill
9-Sep	Phone Call	Out	General Manager
10-Sep	Travel	To	Coonabarabran to meet with GM on a number of items
	Meeting	Attended	Matthew and Richard Grant about Baradine Sawmill. Very successful
10-Sep	Invitation	In	2019 StarFest and Science in the Pub
11-Sep	Phone Call	Out	Cr Lewis regarding a special meeting in Coolah
12-Sep	Meeting	Attended	Nicole Hunter at Freckles in Baradine
	Phone Call	Out	GM regarding Star Wars Theme Weekend
	Phone Call	Out	Nicole Hunter regarding attending Coolah Council Meeting
	Invitation	In	Official Opening of the Inaugural Capture the Cosmos Astrophotography Competition Awards Night
	Invitation	In	Warrumbungle Community Care Expo - 13 November 2019
13-Sep	Travel	To	Coonabarabran to pick up mobile phone and Business Paper
14-Sep	Phone Call	Out	Cr Doolan regarding swimming pool
	Phone Call	Out	Cr Capel regarding Cosmos Presentation
16-Sep	Meeting	Attended	with Cr Lewis
	Phone Call	Out	Cr Doolan regarding playground equipment at Mendooran Sportsground
19-Sep	Meeting	Chaired	Coolah Council Meeting
20-Sep	Phone Call	Out	Andrew Craig regarding Mullaley Sportsground
	Invitation	In	Andrew Craig to attend Mullaley Sports day on 12 October. Cant accept
22-Sep	Phone Call	Out	Cr Doolan on a number of items
24-Sep	Meeting	Attended	RMS meeting regarding bypass in Coonabarabran
26-Sep	Meeting	Attended	Inland Rail Meeting in Baradine. Time to get things moving.
26-Sep	Letter	In	Roads Australia - Introduction to Roads Australia
	Invitation	In	WACI Annual Expo and Exhibition 21 October 2019
	Phone Call	Out	Cr Doolan re meeting with Deputy Premier at LGNSW Conference

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30-Sep Meeting Didn't Attend JO meeting in Narromine. Missed the meeting due to flat car  
 Travel To Sydney for a Drought Conference at Town Hall

Date of Journey		Purpose of Journey	Odometer		KM Travelled
Start Date	End Date		Start	Finish	
3-Sep	3-Sep	Mullaley Sportsground	37038	37286	248
4-Sep	4-Sep	Yuluwirri Kids Road Safety Afternoon Tea	37286	37399	113
7-Sep	7-Sep	Mendooran Races	37399	37650	251
9-Sep	9-Sep	Baradine Progress Association Meeting	37650	37668	18
10-Sep	10-Sep	Baradine Sawmill Meeting	37668	37776	108
13-Sep	13-Sep	Travel to Coonabarabran Office	37776	37887	111
18-Sep	18-Sep	Baradine Showground Trust Meeting	37887	37895	8
19-Sep	19-Sep	Coolah Council Meeting	37895	38190	295
24-Sep	24-Sep	Meeting with RMS - Coonabarabran Bypass	38190	38305	115
26-Sep	26-Sep	Inland Rail Meeting	38305	38339	34
30-Sep	30-Sep	JO Meeting at Narromine Council	38339	38529	190
3-Oct	3-Oct	Dubbo Airport to Baradine	38527	38739	212
3-Oct	3-Oct	Car to Coonabarabran Depot to fix – return to Baradine for Inland Rail Meeting	38739	38845	106
<b>Total KM travelled for period 3/9/2019 - 3/10/2019</b>					<b>1,809</b>

### MAYORAL MINUTE - EXPENSES 7 September 2019 to 9 October 2019

<u>Date</u>	<u>Transaction Details</u>	<u>Comments</u>	
25-Sep	Webjet	Air Fares (Drought Forum)	434.60
1-Oct	Dubbo Tyreright	New Tyre Plant No 10	260.00
2-Oct	SQ Wok N Roll Dubbo	Meals (Drought Forum)	13.40
2-Oct	Travelodge Sydney	Accommodation (Drought Forum)	530.29
3-Oct	GM Cabs Pty Ltd Mascot	Taxi Fares (Drought Forum)	17.85
3-Oct	GM Cabs Pty Ltd Mascot	Taxi Fares (Drought Forum)	16.38
3-Oct	Travelodge Sydney	Meals (Drought Forum)	33.50
4-Oct	KFC Dubbo	Meals (Drought Forum)	11.45
4-Oct	GM Cabs Pty Ltd Mascot	Taxi Fares (Drought Forum)	62.27
4-Oct	GM Cabs Pty Ltd Mascot	Taxi Fares (Drought Forum)	19.11
4-Oct	CI BL Lagoon Dubbo	Accommodation (Drought Forum)	154.53
4-Oct	Travelodge Sydney	Meals (Drought Forum)	39.47
<b>Total expenditure for period 7/9/2019 - 9/10/2019</b>			<b>1,592.85</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 2 September 2019 to 3 October 2019.
2. Notes the report on the Mayor's credit card expenses between 7 September and 9 October 2019 and approves the payment of expenses totalling \$1,592.85



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### Item 2 Councillors' Monthly Travel Claims – 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 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 September 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	181	0.78	141.18
Cr Todd	-	0.78	-
Cr Brady	190	0.78	148.20
Cr Capel	630	0.78	491.40
Cr Clancy	-	0.73	-
Cr Doolan	150	0.78	117.00
Cr Hill	90	0.68	61.20
Cr Iannuzzi	70	0.68	47.60
Cr Lewis	112	0.78	87.36
<b>Total for July:</b>			<b>\$1,093.94</b>

### Financial Considerations

Outlined above.

### Attachments

Nil

### RECOMMENDATION

That the Councillors' monthly travel claims report for September 2019 in the amount of \$1,093.94 is noted.

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### Item 3 Minutes of Traffic Advisory Committee Meeting – 26 September 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) (*via teleconference*), Mr Mal Unicomb (Local State Member Representative) and Senior Constable Kelvin Kilsby (NSW Police).

**IN ATTENDANCE:** Mr Kevin Tighe (Director Technical Services), Mr Mustafa Kowsar (Design Engineer) and Ms Tracy Cain (Minutes).

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED** that the minutes of the Traffic Advisory Committee meeting held on 22 August 2019 be confirmed.

**Unicomb/Kilsby**

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

The following matters were noted as outstanding:

- o 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.
- o Tongy Lane signposting – *RMS concurrence received for quotation of works. Sign to be changed to Tongy Lane.*
- o Warrumbungle Quarry – Council has placed an application on the RMS Safer Roads Portal pursuing approval and funding for the STARS trial.
- o 'No Stopping' zones either side of pedestrian ramp at the intersection of Edwards Street and Cowper Street. Further investigation required.
- o 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.*
- o Council investigate the feasibility and warrant for a safer option bus stop area at Koala Crescent Coonabarabran.
- o 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.
- o Disabled Parking Spaces in Coolah - additional design for 1 disabled car parking space at 42 Binnia Street to be prepared and community consultation to be undertaken on the preference of 1 or 2 disabled car parking spaces.
- o A '3km Narrow Winding Road' (W1-201) sign and a (W5-13) 'Steep Climb' (symbolic) sign be installed on Observatory Road.

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- A 'One Way' lane be implemented on Cox Lane, Coolah with signage and pavement arrows to be installed. Community consultation to be undertaken.
- Intersection Upgrade at Indian Lane and Aerodrome Road – Council to investigate road safety treatments and appropriate signage. Road Safety Audit to be undertaken.
- (W5-243) 'Horse and Rider' warning signs to be placed 50 metres either side of the crossing access on Reservoir Street.

### **AGENDA ITEMS**

a) Options for the Installation of Blisters and Dip Warning Signs in Bullinda Street, Binnaway – Sign Plans

The Committee was presented with two proposed options for the installation of blisters and dip warning signs in Bullinda Street, Binnaway.

Concerns were raised that the installation of blisters too close to the intersection would prevent trucks from turning and that the 'Slow Point' signage was not appropriate. It was suggested that the blisters be installed further back from the intersection as per Option 1 sign plan in a location that doesn't inhibit driveway access or parking.

**RECOMMENDED** that the Option 1 sign plan for the installation of blisters and dip warning signs in Bullinda Street, Binnaway be revised with the following inclusions:

- Installation of a north bound kerb blister with a (W5-9) 'Dip' sign and 50 metre advance warning sign.
- Installation of a south bound kerb blister with a (W5-9) 'Dip' sign and 70 metre advance warning sign.
- Installation of two painted centre medians either side of the intersection (south of the dip and north past the centre tree) in Bullinda Street each with a (W5-9) 'Dip' sign and (W8-2) '25km/h' speed advisory sign.

**Kilsby/Unicomb**

b) Coonabarabran Chamber of Commerce – Request for Closure of John Street for the Easter Bunny Bazaar Event – 11 April 2020

**RECOMMENDED** that approval be granted to the Coonabarabran Chamber of Commerce for the part closure of John Street and Darlgarno Street, Coonabarabran on Saturday, 11 April 2020 between the hours of 7.30am and 2.00pm to conduct the annual Easter 'Bunny Bazaar' event subject to compliance with:

- RMS Guidelines
- Council's Road Closure Guidelines
- RMS Road Occupancy Licence
- RMS Regional Special Events concurrence

**Kilsby/Unicomb**

c) Request for Installation of a 'No Through Road' Sign on Reservoir Street and 'Stop' Sign on Racecourse Road, Coonabarabran

**RECOMMENDED** that there be no change to the 'Give Way' sign on Racecourse Road due to sufficient sight distance and that a (G9-18) 'No Through Road' sign be installed

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on Reservoir Street past the intersection of Racecourse Road as per the approved sign plan.

**Unicomb/Kilsby**

- d) EDTC – Request for Installation of Signage in Coonabarabran CBD to Unhitch Caravans Before Travelling on Observatory Road

It was determined that an investigation be undertaken on the existing sign arrangement and unhitching area for caravans on Timor Road and that a report be brought back to the Committee.

A suggestion was also made that the Tourist and Siding Spring Observatory websites publish a notice to advise tourists that the Observatory Road was not suitable for caravans.

- e) Coonabarabran Public School – Request for Installation of an Emergency Parking Bay on the Newell Highway

A sign plan for a designated emergency parking bay on the Newell Highway adjacent to the Coonabarabran Primary School administration building was presented to the Committee. Concerns were raised that the proposed 'Emergency Vehicles Only' signage was not to RMS standard and that there was currently a 'No Parking' area already in place that could be utilised by emergency vehicles.

The Committee determined that the Ambulance Service be consulted on a preferred location for the installation of a 'No Parking' bay 8 metres in length on the Newell Highway to access the school administration building.

- f) Binnaway Progress Association – Erection of Dump Point Facility Signage on Approaches to Binnaway Town

**RECOMMENDED** that 'Dump Point' facility and direction signs be installed on the approaches to Binnaway town.

**Unicomb/Kilsby**

### **LATE AGENDA ITEM**

- g) Installation of 'Give Way' Signs on Beni Crossing Road at the Intersections of Castlereagh Highway and Mendooran Road (MR334)

**RECOMMENDED** that gateway 'Give Way' signs be installed on Beni Crossing Road at the intersections of Castlereagh Highway and Mendooran Road (MR334) as per the approved sign plan.

**Unicomb/Kilsby**

### **GENERAL BUSINESS**

The following items were discussed without resolution:

- Removal of the bollards located at the northern end centre median of Binnia Street, Coolah and the installation of a permanent structure is to be advertised.
- Speed Trailer on Neilrex Road – the speed trailer is currently under repair. Traffic counters are to be located at each intersection on the approaches to town.
- Road Safety Officer position to be advertised.

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There being no further business the meeting closed at 10.55 am.

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Thursday, 24 October 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) Options for the Installation of Blisters and Dip Warning Signs in Bullinda Street, Binnaway – Sign Plans
- c) Request for Installation of a ‘No Through Road’ Sign on Reservoir Street and ‘Stop’ Sign on Racecourse Road, Coonabarabran
- f) Binnaway Progress Association – Erection of Dump Point Facility Signage on Approaches to Binnaway Town
- g) Installation of ‘Give Way’ Signs on Beni Crossing Road at the Intersections of Castlereagh Highway and Mendooran Road (MR334)

### **RECOMMENDATION**

That:

1. Council accept the Minutes of the Traffic Advisory Committee Meeting held at Coonabarabran on 26 September 2019.
2. Approval be granted to the Coonabarabran Chamber of Commerce for the part closure of John Street and Dargarno Street, Coonabarabran on Saturday, 11 April 2020 between the hours of 7.30am and 2.00pm to conduct the annual Easter ‘Bunny Bazaar’ event subject to compliance with:
  - RMS Guidelines
  - Council’s Road Closure Guidelines
  - RMS Road Occupancy Licence
  - RMS Regional Special Events concurrence

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### **Item 4 Minutes of Internal Audit Committee Meeting – 17 September 2019**

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Executive Services
<b>Author:</b>	General Manager – Roger Bailey
<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:** Grahame Marchant (Chair), Paul Nankivill, Cr Ambrose Doolan

**IN ATTENDANCE:** General Manager, Director Development and Environment Services, Director Technical Services, Acting Director Corporate and Community Services and Chief Financial Officer.

#### **AGENDA ITEMS**

**1.0 Introduction:** Chair formally welcomed those present.

**1.3 Safety directions:** Noted

**1.4 Apologies:** Nil

**1.5 Declarations of Interest:** Nil

#### **2.0 Committee Matters**

**2.1 Confirmation of previous Minutes:** Nil

**2.2 Actions tracking:** Nil

**2.3 Committee Charter:** Circulated and noted.

#### **3.0 Audit Matters**

##### **3.1 2018-19 Financial Statements**

A summary of the 2018-19 Financial Statements was provided by the Acting Director Corporate and Community Services.

##### **3.2 External Audit update**

Auditor, Mr Alex Hardy, joined meeting by telephone. Mr Hardy advised that:

- As the external auditor he is supportive of the creation of this Internal Audit Committee.
- Has attended Council for the conduct of the Interim Audit.
- Spoke of two important documents:
  - Annual Engagement Plan (18 March 2019) presented to Council
  - Interim Management Letter (issued July 2019)

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- Year End Work:
  - Management has been very supportive of the process.
  - Focus of audit has been on infrastructure, property plant and equipment – Management is to prepare a positive paper on fair value. Management is to prepare a position paper on other assets e.g. footpaths.
  - Focus on audit and RFS assets – Audit Office view is that councils control RFS assets. Warrumbungle Shire Council had not previously recognised these assets. This may be a multi million dollar adjustment.

Presentation of audit report to be completed by 25 October 2019.

### **RESOLVED:**

That:

1. The presentation of the draft Financial Statements be noted.
2. The final Financial Statements and Audit Report be provided to Committee Members when available with Committee Members to provide any comments thought necessary for consideration by Council prior to final adoption.
3. Management give consideration to a mechanism for the Committee to give consideration to a Pro Forma set of Financial Statements which will detail the basis of preparation of the Statements with regard to Accounting Standards and policies
4. Actions tracking in relation to Management Letters be provided to the Internal Audit Committee to enable monitoring of the progress in addressing matters that have been raised by the external auditor.

### **3.3 Internal Audit update: Nil**

**RESOLVED:** That a report be provided by Management on how an internal audit function would be created within Council and who will be responsible for the internal audit process.

## **4.0 Management Presentations**

### **4.1 General Manager's Update**

General Manager presented staff information.

## **5.0 Risk Matters**

### **5.1 WHS Update**

The importance of the Internal Audit Committee receiving reports on WHS was outlined for the purposes of:

- Compliance around procedures.
- Providing a snapshot to the Committee on trends and how these are being managed.

### **5.2 Enterprise Risk Management Update**

- Information Technology relies on linking Enterprise Risk or functions.
- ERM is in the early days.

### **RESOLVED:**

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That at future meetings the Committee be provided with a report on what risk management framework will be put in place and timeline (prepare a policy and framework).

### **5.3 Project Risk Update**

#### **RESOLVED:**

1. The Committee recommends that a project management framework be developed comprising at least a Policy and Procedure to be implemented by the organisation.
2. That at future meetings the Committee be provide with a snapshot report detailing the organisations performance in delivering project programs (on-time, on-budget, quality).

### **5.4 Fraud and Corruption Control Update**

Committee noted the current policy and note that the policy is being reviewed and updated.

The revised Policy to be provided to the Committee for consideration at a future meeting.

### **5.5 Emerging Risks & Probity Risks: Nil**

### **5.6 Delegations**

The committee noted the report and the Delegations register.

### **6.0 Compliance Matters**

**RESOLVED:** That management is to provide a report to the Internal audit Committee on compliance register and framework.

### **6.1 Declaration on any known breaches: Nil**

### **6.2 Compliance Management Update**

### **6.3 Section 430 Investigation**

The Committee was provided with an update on the progress with the investigation.

### **7.0 Governance, Performance & Improvement Update**

#### **7.1 Governance Update**

The information was noted.

#### **7.2 Corporate Plan & Community Strategic Plan Progress Update**

The information was noted.

#### **7.3 Performance improvement initiatives update**

The Committee was advised that reviews were being undertaken in relation to some service areas (waste). The Committee suggested that management give consideration to formalising a Service Review program aimed at improving service delivery.

### **8.0 Other Business**

#### **8.1 Office of Local Government Circular 19-20**

The circular was noted and the members of the Committee are to provide comments on the proposal to General Manger so that if a submission from council on any particular



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matters is considered necessary the Draft Submission can be considered by the Committee at its next meeting.

General consideration of Council financial positions.

**9.0 Next Meeting:** December 2019 (preferably Tuesdays)

**Meeting closed:** 12.03pm

### **RECOMMENDATION**

That Council notes the Minutes of the Internal Audit Committee meeting held at Coonabarabran on 17 September 2019.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 17 October 2019**

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### **Item 5 Minutes of Robertson Oval Advisory Committee Meeting – 2 October 2019**

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Ovals
<b>Author:</b>	Director Technical Services – Kevin Tighe
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF2.1 – Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

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**PRESENT:** Cr Anne-Louise Capel (Chairperson), Cr Wendy Hill, Mr Chris Sullivan and Mr Matthew Guan.

**IN ATTENDANCE:** Mr Kevin Tighe (Director Technical Services).

**APOLOGIES:** Mrs Monica Foran and Mr Shane Weatherall (Manager Urban Services).

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED** that minutes of the Robertson Oval Advisory Committee meeting held on Wednesday, 3 July 2019 be confirmed

**Sullivan/Hill**

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

- Electronic scoreboard to be included in future strategy for Robertson Oval.
- No scope in place yet for upgrading or rebuilding of toilets. Budget allocation of \$110,000. May be able to attract matching funding from a grant program. Options to be considered by Committee.

#### **AGENDA ITEMS**

a) Revised Concept Plan and Cost Estimate for the Development of a New Amenities Building at Robertson Oval

The Committee expressed disappointment with the revised concept plan and cost estimate. There is relatively little difference between the original plan and the revised plan.

The following items are to be considered in the next revision of the concept plan:

- Delete one set of change rooms.
- Delete undercover area from building.
- Consider different types of building materials.
- Consider alternate construction types including prefabricated modular units.

#### **GENERAL BUSINESS**

Nil.

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 17 October 2019**

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There being no further business the meeting closed at 6.20 pm.

The next meeting will be held in the Robertson Oval Amenities Building, Dunedoo on Wednesday, 27 November 2019 commencing at 5.00 pm.

.....  
CHAIRPERSON

### **RECOMMENDATION**

That Council notes the Minutes of the Robertson Oval Advisory Committee meeting held at Dunedoo on Wednesday, 2 October 2019.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 17 October 2019**

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### **Item 6 Minutes of Plant Advisory Committee Meeting – 3 October 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) and Cr Anne-Louise Capel.

**IN ATTENDANCE:** Mr Kevin Tighe (Director Technical Services) and Mr Chris Staniforth (Manager Fleet Services).

**APOLOGIES:** Mr Roger Bailey (General Manager) and Mr Kim Parker (Director Corporate Services).

#### **CONFIRMATION OF MINUTES**

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

**Lewis/Capel**

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

- Availability of load restraint training for contractors.

#### **AGENDA ITEMS**

- a) Replacement of Plant Item No 128 – Four to Five Tonne Tipping Truck – Urban Services Coolah

**RECOMMENDED** that Council purchase one (1) Mitsubishi Fuso Canter FEB71GR4SFAC Tipping Truck with Obieco body, alloy bull bar and wind over cover from JT Fossey (Sales) Pty Ltd at a price of \$71,053.00 (ex GST) and that Council trade in Plant Item No 128 to JT Fossey (Sales) Pty Ltd.

**Capel/Lewis**

- b) Replacement of Plant Item No 140 – Diesel Powered 2WD Truck Fitted with Tipping Body and Drop Sides – Concrete Crew Coonabarabran

**RECOMMENDED** that Council purchase one (1) Isuzu FRR107-210 LWB Tipping Truck with DND body, Hiab crane and wind over cover from Tracserv Pty Ltd at a price of \$147,704.00 (ex GST) and that Council trade in Plant Item No 140 to Tracserv Pty Ltd.

**Capel/Lewis**

- c) Replacement of Plant Item No 145 - Diesel Powered 2WD Truck Fitted with Tipping Body and Drop Sides – Water & Sewer Dunedoo

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 17 October 2019

**RECOMMENDED** that Council purchase one (1) Isuzu FRR107-210 LWB Tipping Truck with DND body, crane and wind over cover from Tracserv Pty Ltd at a price of \$127,904.00 (ex GST) and that Council trade in Plant Item No 145 to Tracserv Pty Ltd.

**Lewis/Capel**

d) Replacement of Plant Item No 147 – Diesel Powered 2WD Truck Fitted with Tipping Body and Drop Sides – Concrete Crew Dunedoo

**RECOMMENDED** that Council purchase one (1) Isuzu FRR107-210 LWB Tipping Truck with DND body, Hiab crane and wind over cover from Tracserv Pty Ltd at a price of \$149,704.00 (ex GST) and that Council trade in Plant Item No 147 to Tracserv Pty Ltd.

**Lewis/Capel**

e) Plant Item No 160 – Low Loader Issues

The Committee received advice on the condition of the Low Loader. The manufacturer has made modifications to the Low Loader including welding additional web plates, changed airbag tanks capacity, tyre pressure plate. Council's operator 'road tested' the modified Low Loader at Parkes. Manufacturers warranty available for another two years.

Report to next Committee meeting on operator's experience on modified Low Loader.

### **GENERAL BUSINESS**

The following item was discussed without resolution:

- Dash cam – trial use of dash cams in garbage truck and street sweeper.

There being no further business the meeting closed at 10.15am.

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Friday, 8 November 2019 commencing 8.30am.

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CHAIRPERSON

### **Financial Summary**

Item	Description	Budget Allocation	Purchase Price (excl GST)	Trade Price (excl GST)	Net Price Changeover (excl GST)	Budget Difference
a	5t tipping truck, Urban services	60,000.00	71,053.00	26,364.00	44,689.00	15,311.00
b	Truck, Conc Crew, 140	95,000.00	147,704.00	49,545.00	98,159.00	-3,159.00
c	Truck, Water Crew, 145	95,000.00	127,904.00	47,727.00	80,177.00	14,823.00
d	Truck, Conc Crew 147	95,000.00	149,704.00	47,727.00	101,977.00	-6,977.00
		<b>345,000.00</b>	<b>496,365.00</b>	<b>171,363.00</b>	<b>325,002.00</b>	<b>19,998.00</b>

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 17 October 2019**

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### **RECOMMENDATION**

That:

1. Council notes the Minutes of the Plant Advisory Committee meeting held at Coonabarabran on 3 October 2019.
2. Council purchase one (1) Mitsubishi Fuso Canter FEB71GR4SFAC Tipping Truck with Obieco body, alloy bull bar and wind over cover from JT Fossey (Sales) Pty Ltd at a price of \$71,053.00 (ex GST) and that Council trade in Plant Item No 128 to JT Fossey (Sales) Pty Ltd.
3. Council purchase one (1) Isuzu FRR107-210 LWB Tipping Truck with DND body, Hiab crane and wind over cover from Tracserv Pty Ltd at a price of \$147,704.00 (ex GST) and that Council trade in Plant Item No 140 to Tracserv Pty Ltd.
4. Council purchase one (1) Isuzu FRR107-210 LWB Tipping Truck with DND body, crane and wind over cover from Tracserv Pty Ltd at a price of \$127,904.00 (ex GST) and that Council trade in Plant Item No 145 to Tracserv Pty Ltd.
5. Council purchase one (1) Isuzu FRR107-210 LWB Tipping Truck with DND body, Hiab crane and wind over cover from Tracserv Pty Ltd at a price of \$149,704.00 (ex GST) and that Council trade in Plant Item No 147 to Tracserv Pty Ltd.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 October 2019**

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### **Item 7 Coonabarabran Emergency Water Supply Project – September 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 4 October 2019.

#### **Issues**

##### **1. Timor Dam Level**

The water level in Timor Dam is at 19.2%. This is a decrease of 0.5% compared to the last report in September 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 and High Users**

The average daily consumption for Coonabarabran in September was 896 kL/day.

After the February Coonabarabran water meter read, high users were identified and 17 property owners written to, including 2 businesses. High residential users were deemed high when they had a consumption of greater than 1,200 L/day per connection. High business users were assessed on an individual basis, depending on the type of business.

The May read identified 17 users with consumptions above 1,200 L/day/connection, 9 of which have previously been written to, 3 of those have increased their consumption since the February read.

The August read has not yet been available at the time of writing this report – from it high residential users will be identified as high if their consumption exceeds 1,000 L/day. For the May read 27 users met this criterion. High business users will be assessed on an individual basis dependant on the type of business.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 October 2019

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For high users, Council can enforce the abidance by water restrictions by installing flow restriction devices at the water meters of repeat offenders, should these be unable to provide a reasonable explanation for their high usage.

The installation (and removal) of water restriction devices comes at a cost to Council. The cost in the fees and charges for this was costed at \$113.55 in 2018-19; this year the cost will need to be determined through a Private Works agreement.

To actively promote water saving advice, Council can distribute leaflets to all users (one per connection), accommodation kits and education packs.

### 3. Standpipe Usage

Between 7/09 and 4/10/2019 a total of 491 kL were taken from the Coonabarabran standpipe. This amounts to an average of 16.9 kL/day, representing an increase of 8,264 L/day compared to the last report in September.

### 4. Supply

Council has been drawing its town water supply from the eleven (11) bores mainly.

The River has not been used as a source since 20 July due to structural issues with the filter at the WTP causing bypass. These have now been resolved and Poundyard Weir is back online, however there is very little flow over the V-notch.

Two bores (No. 10 – Homeleigh Drive and No. 4 – Namoi Street, old) started to have reduced water levels with the pumps running. Flow rates for these bores have been reduced, resulting in slightly increased WTP run hours.

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).

### 5. Water Restriction Levels

The restriction level remains at 4 as introduced on 1 March 2019. Watering hours will be changed from 6 October with the start of daylight savings.

Level 4 permits the use of microsystems, drip systems and soaker hoses for two hours on Wednesday and Sunday for watering of gardens. The target daily consumption under level 4 restrictions is 200 L/person for domestic users.

### 6. Hydrogeological Study

A timeline for completing this is yet to be determined by the hydrogeologist.

### 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	Castlereagh (below Binnaway	In-river dam (1,140 ML), Pound Yard	Timor Dam, Castlereagh River



# WARRUMBUNGLA SHIRE COUNCIL

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	Water Source (Castlereagh River – Timor Dam to Pound Yard Weir Management Zone)	Unregulated and Alluvial Water Sources)	Weir	
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. In FY19/20 71 ML have been as at 26 September.

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 80% complete. Delays occurred due to the development of a new design for the fluoridation plants, which received DPIE approval however is still subject of negotiation with NSW Health and manufacturers.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 17 October 2019

**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 Saving Advice for Residents, Accommodations and Schools

An Orana Water Utilities Alliance project looks at the production of low resolution water saving videos for website/social media through Smart Approved Water Mark.

Indicative costs were received from Smart Approved Water Mark for the production/supply of:

- A4 2 page water saving leaflets (for all users, mainly aimed at households)
- Shower timers for residents
- Accommodation kits, including door hangers, table cards, stickers, shower hangers, shower timers
- Education packs, including colouring sheets, factsheets, booklets and possibly cartoon dominoes
- Water audits for high use businesses can also be performed

The indicative cost for active water saving advice is:

- \$9,450 for leaflets excluding postage to households/businesses (one per connection)
- \$4,923 for shower timers (to be picked up at Council office free of charge as required – allowed one per connection only)
- \$6,791 for accommodation kits (covers all Coonabarabran hotels, motels, caravan parks)
- \$290 for 2 education packs, excluding cartoon dominoes (no prices available from those yet); pdf files can be made available to Council free of charge for reprinting
- \$3,000 per water audit for businesses (excludes travel by consultant)

Excluding water audits this amounts to a total of \$21,454; removing free shower timers for residents this will reduce to \$16,531.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 17 October 2019**

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In comparison, the re-use at the WTP of flushed water from the reticulation costs approx. \$3,000/month for the hire of the water carting truck.

The hire of one Variable Message Signs Board (used when on level 6 restrictions) cost approx. \$2,200/month – two were used across town at the time.

### **Financial Implications**

As outlined in the report.

### **Attachments**

Nil

### **RECOMMENDATION**

That Council:

1. Notes the September 2019 Update Report on the Coonabarabran Emergency Water Supply Project.
2. Authorises staff to install restriction devices at water meters of identified and repeat high users after giving notice and the opportunity to respond before taking action, and bills the property owner for the cost of the installation (and removal) of the restriction device.
3. Removes installed restriction devices if the property owner can demonstrate that measures have been taken to reduce consumption (such as fixing internal leaks) and after having received payment for the installation and removal of the device.
4. Engages Smart Approved Water Mark to provide leaflets and shower timers to Council for distribution to/pick up by residents, to provide accommodation kits and to provide education packs for a total cost of approximately \$21,500.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 October 2019

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### Item 8 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
- Camera inspections of the gravity feed main, June 2016

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 17 October 2019

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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.

#### Environmental/riparian releases – Current requirements and increased future requirements 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**).

Releases have not been made in the past and are not made at present. This constitutes a non-compliance with the approval conditions as part of the water access licence and is due to multiple factors such as non-automated release valve operation, WHS issues with accessing the valve, lack of inflow weir/inflow measurement. The current water access licence requires to release of at least 15 L/s at all times or alternatively the amount of the inflow into the dam should the inflow be less than 15 L/s. Another licence condition stipulates that

*"If and when called upon by the Department of Sustainable Natural Resources to do so, the licensee shall construct to the satisfaction of the said Department in respect of location, form, type and construction, a measuring weir or weirs upstream of the water stored by the dam and shall continuously maintain such weir or weirs in good condition for the measurement of the flows referred to in conditions (3) and (4)."*

The future release conditions assumed in the yield study were based on rules suggested by the Department of Planning, Industry and Environment (DPIE) – Water at the time of yield modelling. Representatives of DPIE Water have advised Council that raising a dam wall would attract conditions that would nowadays apply to building a new dam, which would be stricter compared to conditions that applied to a dam built in the 1960s.

#### 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.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 October 2019**

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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 addresses (**Attachment 6**); four (4) of these item 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.

### **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 estimated 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*), potentially bringing the total cost up to approx. \$15M.

The cost for the fish passage is indicative; a more confident cost estimate can be determined by commencing negotiations with DPIE Fisheries in relation to the raising the dam wall, should Council decide to proceed with this.

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*).

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 October 2019**

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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**

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.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 17 October 2019

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### Item 9 Australia Day 2020

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Executive Services
<b>Author:</b>	Executive Assistant to the General Manager – Erin Player
<b>CSP Key Focus Area:</b>	Community and Culture
<b>Priority:</b>	CC3 Our shire is home to a vibrant arts and cultural life which is promoted and supported as an essential aspect of community well-being.

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### Reason for Report

To provide Council with an overview of plans for Australia Day 2020 and seek support for programs and activities to be implemented as part of annual Australia Day celebrations.

### Background

In previous years Council has supported and participated in local Australia Day events in the following ways:

- participation in the *Australia Day Ambassador Program*
- facilitation of the *NSW Local Citizen of the Year Awards*
- provision of funding to support local events
- providing free entry to public swimming pools across the Shire.

### Issues

#### Australia Day Ambassador Program

Council has registered for the Australia Day Ambassador program.

#### NSW Local Citizen of the Year Awards

The *NSW Local Citizen of the Year Awards* for Australia Day 2020 are awarded in the following categories:

- Citizen of the Year
- Young Citizen of the Year
- Sportsperson of the Year
- Environmental Citizen of the Year
- Australia Day Award.

The Environment Citizen of the Year Award is presented in partnership with Return and Earn NSW. The Award recognises individuals and organisations for work in the community that achieves litter reduction and recycling outcomes, preserving the environment and using the Return and Earn scheme for a meaningful cause. This will be the second year it will be run through the Australia Day Council of NSW and our local winner can go in the running for the overall state winner.



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 October 2019**

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The *Warrumbungle Shire Council Australia Day Awards* are administered by Warrumbungle Shire Council. In 2020 it is proposed that the awards are awarded in the following categories:

- Citizen of the Year
- Young Citizen of the Year
- Sportsperson of the Year
- Environmental Citizen of the Year
- Australia Day Award – Senior Citizen of the Year
- Australia Day Award – Cultural Achievement Award
- Australia Day Award – Community Event of the Year

*Guidelines & Criteria and Nomination Forms* for these categories are attached. Nominations open on Thursday 24 October 2019 and close on Friday 13 December 2019 at 4.30pm.

Further local awards are awarded by local Organising Committees.

### **Selecting Recipients of Awards**

In late 2018 Council formed a s355 Committee to select the recipients of Australia Day Awards under delegated authority for Australia Day in 2019. The Committee is comprised of all councillors and the Director Corporate and Community Services, with a meeting scheduled on 18 December 2019 to select the recipients of the 2020 awards.

The committee continues and will dissolve at the Council Election in September 2020. Council may by resolution dissolve the committee at any time. The Committee Terms of Reference is attached (Attachment 3).

### **Funding Support – Local Events**

For a number of years Council has supported the conduct of Australia Day events in each town through the provision of a small contribution of funding. This funding is provided to assist with costs such as printing, promotion, local awards and catering. It is proposed that this funding be allocated again in 2020 as follows:

- \$600 each for Baradine, Binnaway, Coolah, Dunedoo and Mendooran; and
- \$750 for Coonabarabran.

Funding is provided directly to the local organising committees.

### **Free Entry to Public Swimming Pools**

The provision of free entry to swimming pools in each town has been well-received for a number of years. It is proposed to again offer free entry to pools for Australia Day 2020.

### **Options**

Council is requested to consider ongoing support and participation in local Australia Day events across the Shire including:

- facilitation of the *NSW Local Citizen of the Year Awards*
- provision of funding to local event organisers
- providing free access to public swimming pools in each town

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 October 2019

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Council has the option to participate or not participate in any or all of the programs and activities from previous years.

### **Financial Considerations**

Council has funding allocated in the Executive Services budget to support Australia Day programs and activities. The total budget allocation for Australia Day 2020 is \$7,200. This covers the cost of advertising, awards, certificates and frames, contributions to each community and hosting two (2) Australia Day Ambassadors. It also allows for donations of \$600 for each of the five towns in the LGA and \$750 for Coonabarabran.

Lost revenue associated with the free access to public swimming pools is estimated to be around \$1,600 for the whole Shire.

### **Attachments**

1. Australia Day Award Guidelines and Criteria
2. Australia Day Award Nomination Forms
3. S355 Committee Terms of Reference

### **RECOMMENDATION**

That Council:

1. Notes that the Australia Day Award Committee has been delegated the authority to select the Australia Day Award recipients.
2. Participates in the 2020 **NSW Local Citizen of the Year Awards** by administering and presenting the *Warrumbungle Shire Council Australia Day Awards* in the following categories:
  - Citizen of the Year
  - Young Citizen of the Year
  - Sportsperson of the Year
  - Environmental Citizen of the Year
  - Australia Day Award – Senior Citizen of the Year
  - Australia Day Award – Cultural Achievement Award
  - Australia Day Award – Community Event of the Year
3. Open public swimming pools in Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran free of charge on Australia Day 2020.
4. Authorise the Mayor to determine a date and time for the Committee to meet to determine award recipients.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 October 2019

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### Item 10 Council Offices Christmas Closure

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	General Manager – Roger Bailey
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF4 Council's governance practices and organisational structure reflects the vision, direction and priorities outlined in the Community Strategic Plan

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### Reason for Report

To notify Council of the 2019 Christmas closure period for the Council offices.

### Background

In 2009 Council entered into the Indoor Staff Working Hours Agreement (the Agreement) with various Unions. Under the Agreement, indoor staff accrue seventeen (17) rostered days off (RDO) in each calendar year; of those, three (3) RDOs are to be taken between Christmas Day and New Year's Day, with another one (1) RDO to be taken in either December or January. Consequently, the Council offices in Coonabarabran and Coolah close down over the Christmas/New Year period.

There is a separate Agreement between Council and various Unions for Outdoor Staff Working Hours, whereby outdoor staff work a 9-day fortnight. Essential outdoor operations only continue over the Christmas/New Year period.

With Christmas being on a Wednesday this year it is proposed that the closure period commence from 3.00pm on Tuesday 24 December 2019.

Services that close between Christmas and New Year are:

- Coonabarabran and Coolah administration offices
- Service NSW

Services that remain open between Christmas and New Year are:

- Coonabarabran Visitor's Information Centre
- Transfer Stations
- Waste services
- Urban Services with limited services
- Road Operations with limited services
- Warrumbungle Community Care, with limited service

Children's Services close down for three weeks on 20 December 2019.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 October 2019**

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### **Financial Considerations**

Nil

### **RECOMMENDATION**

That Council note the closure of Coonabarabran and Coolah administration offices, including Service NSW, from 3.00pm on Tuesday 24 December 2019, reopening on Thursday 2 January 2020.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 17 October 2019

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### Item 11 Meeting Schedule

<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>	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 fix Council's meeting schedule from February 2020 to December 2020.

### Background

The *Local Government Act 1993* (NSW) s 365 stipulates that Council is required to meet at least ten (10) times each year, each time in a different month.

Traditionally, Council has agreed on a 12 month program of proposed meeting dates and venues for Ordinary Council meetings. In Council's Code of Meeting Practice, section 3.1 it states:

*Ordinary meetings of the Council will be held on the third Thursday of each month, commencing at 5.00pm and shall be alternated between:*

- *Council Chambers Binnia Street Coolah; and*
- *Council Chambers John Street Coonabarabran*

*Council may change the time and/or date of any particular meeting by resolution.*

### Issues

The schedule does not include Community Consultation meetings, typically held in November and March each year, nor the various committee meetings, extra ordinary Council meetings, training, civic functions and other commitments of councillors.

### Options

Local Government Elections are to be held on Saturday, 12 September 2020 and this will affect the meeting schedule. It is to be recommended that Council not hold an Ordinary Council meeting during the month of September 2020. It will be further recommended that Council authorise the General Manager to call an Extra Ordinary Council meeting to be held within five days of the declaration of the election and the purpose of this meeting is to hold the election of the Mayor and the Deputy Mayor, appoint Councillors to Committees and as delegates along with any other matters deemed necessary at this time.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 17 October 2019**

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The meetings will commence at 5.00pm. Council may, by resolution, amend the date and time of its Ordinary meetings.

2020

February	Thursday 20	Coolah
March	Thursday 19	Coonabarabran
April	Thursday 16	Coolah
May	Thursday 21	Coonabarabran
June	Thursday 18	Coolah
July	Thursday 16	Coonabarabran
August	Thursday 20	Coolah
September	TBA *	Coonabarabran
October	Thursday 15	Coolah
November	Thursday 19	Coonabarabran
December	Thursday 10#	Coolah

\*Extra Ordinary Meeting

#Meeting held on the second Thursday in December

### **Financial Considerations**

Council meetings are a normal part of the operation of the organisation, and budgeted for in the 2019/20 Operational Plan. This includes travel reimbursement costs of councillors and catering for meals.

### **Attachments**

Nil.

### **RECOMMENDATION**

That Council:

1. Adopts the following Meeting Schedule:

2020

February	Thursday 20	Coolah
March	Thursday 19	Coonabarabran
April	Thursday 16	Coolah
May	Thursday 21	Coonabarabran
June	Thursday 18	Coolah
July	Thursday 16	Coonabarabran
August	Thursday 20	Coolah
September	TBA	Coonabarabran
October	Thursday 15	Coolah
November	Thursday 19	Coonabarabran
December	Thursday 10	Coolah

2. That the purpose of the meeting to be held in September 2020 be an Extra Ordinary meeting to elect a Mayor and Deputy Mayor along with the appointment of Councillors as delegates and to Committees, along with other matters deemed appropriate by the General Manager.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 17 October 2019**

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3. Authorise the General Manager to call the September 2020 Council meeting but the meeting is to be held no later than five days after the declaration of the election.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 17 October 2019

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### Item 12 Returns Under s4.21 of the Model Code of Conduct – Disclosing of Interests of Councillors and Designated Persons

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Executive Services
<b>Author:</b>	General Manager – Roger Bailey
<b>CSP Key Focus Area:</b>	Local Government and 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 advise Council of returns lodged with the General Manager under section 4.21 of the Model Code of Conduct for Local Council's in NSW for Councillors & Designated Persons for the period 1 July 2018 to 30 June 2019.

#### **Background**

Section 4.21 of the Model Code of Conduct for Local Council's in NSW requires councillors or designated persons to lodge returns to the General Manager for the period 1 July 2018 to 30 June 2019. The due date for returns is 30 September 2019.

Section 4.21 States:

*A councillor or designated person must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the councillor's or designated person's interests as specified in schedule 1 to this code within 3 months after:*

- a) becoming a councillor or designated person, and*
- b) 30 June of each year, and*
- c) the councillor or designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs a) or b).*

Councillors and designated persons have responded and completed their returns prior to the due date.

Section 4.8 classifies a designated person as

*Designated persons include:*

- (a) the general manager*
- (b) other senior staff of the council for the purposes of section 332 of the LGA*
- (c) a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions*



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 October 2019**

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- (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest*
- (d) a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council's functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.*

The General Manager and the following positions have been classified as designated persons:

- Director Environment and Development
- Director Technical Services
- Director Corporate and Community Services
- Manager Projects
- Manager Road Operations
- Manager Planning and Regulatory Services
- Building Certifier
- Town Planner

Under Section 4.25 returns are required to be lodged with the General Manager and tabled at the first meeting of Council after the last day the return is required to be lodged.

The Information and Privacy Commission (IPC) has recently issued *Guideline 1: For local councils on the disclosure of information contained in the returns disclosing the interests of councillors and designated persons developed under the Government Information (Public Access) Act 2009 (NSW)*. This Guideline states that all disclosure of interest forms for Councillors and designated persons must be made publicly available on councils website. If Council agrees the disclosure has an overriding public interest against it then personal information can be extracted from the document that is placed on the website, in accordance to Section 6(4) of the GIPA Act:

*(4) An agency must facilitate public access to open access information contained in a record by deleting matter from a copy of the record to be made publicly available if inclusion of the matter would otherwise result in there being an overriding public interest against disclosure of the record and it is practicable to delete the matter.*

### **Financial Implications**

Nil

### **Attachments**

1. Register of Disclosures by Councillors and Designated Persons Section 449 Local Government Act 1993 as at 30 June 2019 (to be tabled at the meeting).
2. Information and Privacy Commission (IPC) – Guideline 1: For local councils on the disclosure of information contained in the returns disclosing the interests of

# **WARRUMBUNGLA SHIRE COUNCIL**

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councillors and designated persons developed under the Government Information (Public Access) Act 2009 (NSW).

### **RECOMMENDATION**

That Council:

1. Acknowledge the tabling of the disclosures received under Section 4.21 of the Model Code of Conduct for Local Councils in NSW for Councillors and Designated Persons for the period 1 July 2018 to 30 June 2019.
2. Acknowledge that the disclosure of interest forms for councillors and designated persons are to be placed onto Council's website.

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### **Item 13 2019 National Local Roads and Transport Congress**

<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>	GF5.1 Council builds strategic relationships with other levels of government to ensure that the shire receives an equitable allocation of resources.

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### **Reason for Report**

To nominate representatives to attend the Australian Local Government Association (ALGA) 2019 National Local Roads and Transport Congress in Hahndorf, South Australia from 18 – 20 November 2019.

### **Background**

Council has received notification from ALGA that the 2019 National Local Roads and Transport Congress is to be held in November. Council's attendance is encouraged to show support for the work that ALGA is doing to secure better funding for local government roads and infrastructure. The theme of the 2019 Congress is 'Breaking Through for Modern Transport'. Topics to be covered include the future of transport and how local government can benefit, and an update on the state of the country's infrastructure by Infrastructure Australia CEO, Romily Madew.

Council's Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors provides for two (2) councillors and the General Manager to attend the ALGA 2019 National Local Roads and Transport Congress.

### **Issues**

Nil

### **Options**

Council may nominate two councillors to attend the conference.

Information has previously been provided to councillors and interest has been shown by three councillors in attending.

Note: the General Manager will not be attending the Congress.

### **Financial Considerations**

The cost of early registration before 18 October 2019 is \$895 per person. After that date the cost of registration increases to \$990 per person. This registration fee includes a Welcome Reception on Monday, 18 November and the Congress Dinner on Tuesday, 19 November. The current estimated cost of flights and accommodation is

# **WARRUMBUNGL SHIRE COUNCIL**

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approximately \$2,220 per person. Airport transfers and meals that aren't included, including breakfast, would be approximately \$535.00 per person. These prices are subject to change and are likely to increase closer to the time of the conference.

### **RECOMMENDATION**

That Council appoints two councillors to attend the Australian Local Government Association 2019 National Local Roads and Transport Congress to be held in Hahndorf, South Australia from 18-20 November 2019.

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### **Item 14 Council Resolutions Report October 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, October 2019

### **RECOMMENDATION**

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

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### **Item 15 Revotes Report October 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.

### **Attachments**

1. Revote Report, October 2019

### **RECOMMENDATION**

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

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## **Ordinary Meeting – 17 October 2019**

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### **Item 16 Delivery Program Progress Report – 30 June 2019**

<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>	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 present the six (6) monthly Delivery Program Progress Report for the period 1 January 2019 to 30 June 2019 to Council for their consideration and endorsement.

### **Commentary**

It is a requirement of section 404(5) of the *Local Government Act 1993* (NSW) and the Integrated Planning and Reporting Framework that regular progress reports are provided to Council with respect to the principal activities detailed in its Delivery Program. Progress reports must be provided at least every six months.

The attached report details Council's progress as at 30 June 2019 in carrying out and/or completing activities identified in the Operational Plan and Delivery Program 2018/19 adopted by Council at its Ordinary meeting of 17 May 2018 (Resolution 413/1718). The report highlights areas where progress is behind schedule and/or more action is required.

### **Options**

Council can choose to:

1. Accept the Delivery Program Progress Report for the period 1 January 2019 to 30 June 2019 as presented; or
2. Accept the Delivery Program Progress Report for the period 1 January 2019 to 30 June 2019 with changes; or
3. Not accept the Delivery Program Progress Report for the period 1 January 2019 to 30 June 2019.

### **Attachment**

1. Delivery Program Progress Report – 30 June 2019

### **RECOMMENDATION**

That Council accepts the Delivery Program Progress Report for the period 1 January 2019 to 30 June 2019.

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **Item 17 Completion of Annual Financial Statements as at 30 June 2019**

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Financial Services
<b>Author:</b>	Chief Financial Officer – Khurram Javed
<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**

In the last Council meeting held on 19 September 2019, Council authorised the signing the declarations for 2018/19 General Purpose Financial Statements (GPFS) and Special Purpose Financial Statements (SPFS) based on the drafts statements submitted to external auditors, Prosperity Audit Services, in early September 2019.

Based on review of the auditors/audit office NSW and subsequent discussions during the course of audit, the 2<sup>nd</sup> draft GPFS and SPFS have been updated and submitted to auditors in the first week of October 2019.

It is possible that there will be review feedback on the 2<sup>nd</sup> drafts of GPFS and SPFS from Prosperity and audit office NSW, based on which these may need to be further updated. Progress on review feedback will be advised nearer or during the meeting.

Auditors have advised that the date of signature will be 17 October 2019 and they will seek to issue the audit report on that date or shortly thereafter. It is expected that a representative of Prosperity Audit Services and the NSW Auditor General's Office will attend Council meeting to present their report. This is expected to now occur at Council's November Council Meeting following public advertising of at least seven days before that meeting,

Attached to this report are the 2<sup>nd</sup> draft Income Statement, Balance Sheet, Cash Flow Statement and a number of other notes from the GPFS and SPFS and the Statements for signature.

Due to amendments in the first draft GPFS and SPFS, this item is included again in the Council business papers to seek approval for signing of Statements by the Mayor, a Councillor, the General Manager and the Responsible Accounting Officer in accordance with the legislation and accounting standards and lodgement of financial statements to the Office of Local Government.

#### **Attachments**

1. Extract notes from the 2<sup>nd</sup> Draft GPFS and SPFS as follows:



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### GPFS

- Income Statement
- Statement of Financial Position
- Statement of Cash Flows
- Note 1(a) relating to assessment of new AASB 16 *Lease*, AASB 15 *Revenue from Contracts with Customers* and AASB 1058 *Income of Not-for-profit entities* applicable from 1 July 2019
  
- Note 4(c) and 4(e) – Materials and contracts; and Other expenses
- Note 6(a) and 6(b) - Cash and cash equivalents, investments and accounting policy under AASB 9 *Financial Instruments*
- Note 7 - Accounting policy under AASB 9 *Financial Instruments* for Receivables
- Note 13(b) – Changes in accounting policies due to adoption of new accounting standards
- Note 17, Contingencies – more detailed disclosure relating to TRRRC

### SPFS (Water, Sewerage and Quarry)

- Income Statement
- Statement of Financial Position

2. GPFS – Statement for signature

3. SPFS – Statement for signature

### **Report**

#### **Impact of amendments on the Financial Statements**

The changes are mainly relating to disclosures and assessment under the new accounting standards (AASB 9, 15, 16 and 1058), reclassification of amounts for consistency with the last year comparative amounts and accounting code (mainly note 4 and note 6), inclusion of Quarry Special Purpose financial statements and more detailed disclosure on Three Rivers Regional Retirement Community (TRRRC).

As a result of amendments, there is no impact on the financial results as presented in the 1<sup>st</sup> draft of GPFS and SPFS. The 2<sup>nd</sup> draft annual consolidated financial statements are showing the similar results as follows:

- Income from continuing operations excluding capital grants and contributions: \$38M (\$41M 2017/18).
- Expenses from continuing operations: \$39M (\$45M 2017/18).
- Net operating result: \$4M (\$2M 2017/18)

### **Update on Issues**

#### **TRRRC**

More detailed disclosure, based on discussion with the auditors, has been included as follows under Note 17(2)(iii):

*“Council received funding from State and Federal governments to construct the Three Rivers Regional Retirement Community (TRRRC). After tendering the project, Council engaged a contractor to undertake the construction of the facility. The contract with the contractor was terminated on 2 August 2018 due to default of contract. The contractor has listed the*

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 October 2019**

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*matter for consideration through the Supreme Court, which is being defended by Council. This action may lead to a future liability which at this stage is unable to be determined. Council has resolved to prefer an option to demolish all partially completed units, and seek permission from the two funding bodies to utilise remaining funding for site infrastructure and civil works relating to the project in possible readiness for construction of a smaller number of units if future funding is forthcoming.”*

### **Rural Fire Services (RFS)**

As advised by the auditors, information relating to RFS fleet assets has been provided to them. They are in consultation with the audit office NSW to clarify this matter.

### **Quarry**

Quarry Special Purpose financial statements (SPFS) were not included in the 1<sup>st</sup> draft SPFS as Section 610 of the Local Government Act does not mention Quarries. Audit office subsequently clarified that the Council can choose to add or remove declared business activities through Council resolution; however, given the timing, this may be only effective for 2019/20 onwards. Accordingly, Quarry Special Purpose financial statements have been included within the SPFS as a Category 2 Business.

### **RECOMMENDATION**

That:

1. The report on amendments of Annual Financial Statements for the Warrumbungle Shire Council as at 30 June 2019 be noted; and
2. Council authorise the signing of the Statement subject to processing of feedback from audit as follows:-

The General Purpose Financial Statements have been prepared in accordance with:

- The Local Government Act 1993 (as amended) and the Regulations made thereunder,
- The Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board, and
- The Local Government Code of Accounting Practice and Financial Reporting.

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

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

The Special Purpose Financial Statements have been prepared in accordance with:

- The NSW Government Policy Statement “Application of National Competition Policy to Local Government”.
- The Division of Local Government Guidelines “Pricing & Costing for Council Businesses - A Guide to Competitive Neutrality”.

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- 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 Statements:

- 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.
  - Present overhead reallocation charges to the businesses as fair and reasonable.
3. Council authorise the lodgement of the Audited financial statements to the Office of Local Government on their finalisation.

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### Item 18 Investments and Term Deposits – month ending 30 September 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 \$27,090.42 in Interest.

In September, the following placements were made to term deposits:

- \$1,000,000 with NAB at a rate of 1.70%
- \$1,000,000 with NAB at a rate of 1.70%

# WARRUMBUNGLE SHIRE COUNCIL

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- \$1,000,000 with NAB at a rate of 1.70%

The balance of the term deposits at the end of the month was \$12,000,000.00.

### 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 \$3,431.81 interest was received on the balances in the accounts and net transfers of -\$396,739.09 were made from these accounts resulting in a month end balance of \$4,792,222.44.

### Income Return

The average rate of return on Investments for the month was 1.85% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 0.86% by 115 points.

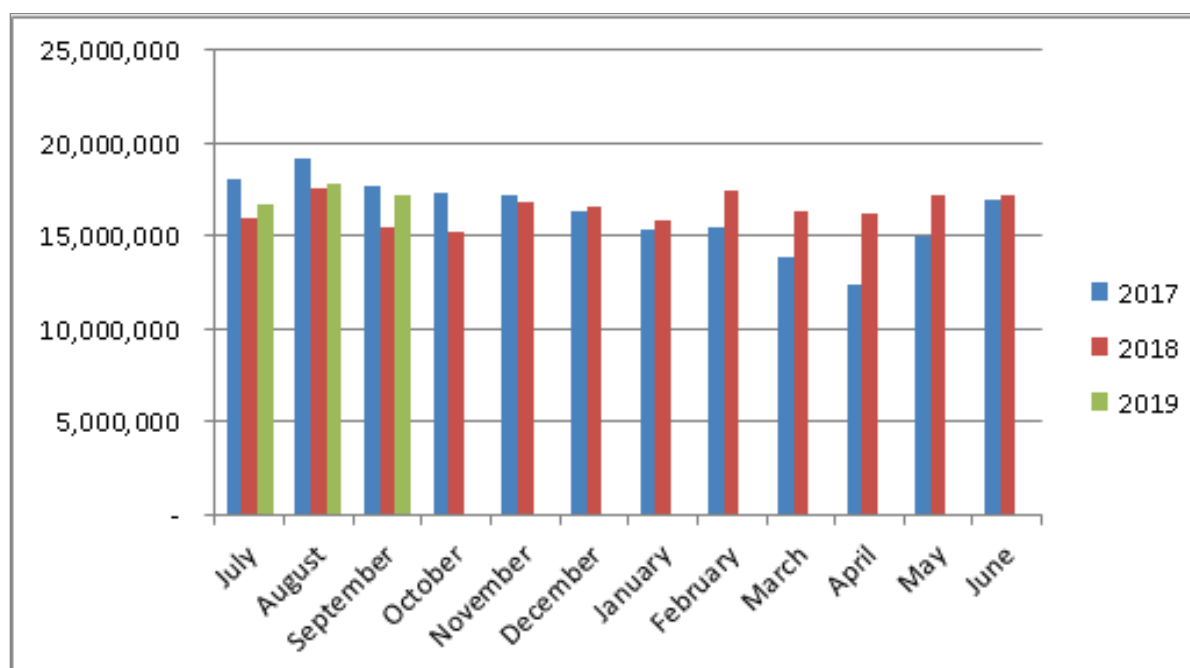
Council's full year projected budget for 2019/20 for interest is \$339,220.00. At the end of September the amount of interest received and accrued should approximate 27.01% of the total year budget, ie. \$91,640.00. On a year to date basis, interest received and accrued totals \$69,121.19 which is only 20.38% 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 30 September 2019, Council had a 'cash at bank balance' of \$408,740.06.

### **Graph by Month Investments**



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**Table 1: Investment Balances – 30 September 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%	106,661.83
ANZ		At Call	at call	ADI	ADI	0.75%	6,928.92
Regional Australia Bank		At Call	at call	LMG	LMG	0.60%	1,545.76
T Corp IM Cash Fund		At Call	at call	P	P	1.36%	4,161,437.43
CBA At Call		At Call	at call	ADI	ADI	1.20%	514,293.98
<b>Sub-Total</b>							<b>4,792,222.44</b>
<b>Term Deposits</b>							
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	16-Jan-20	176	UMG	LMG	2.20%	1,000,000.00
AMP	27-Aug-19	18-Feb-20	175	UMG	LMG	2.00%	1,000,000.00
NAB	27-Sep-19	10-Mar-20	165	ADI	ADI	1.70%	1,000,000.00
NAB	27-Sep-19	24-Mar-20	179	ADI	ADI	1.70%	1,000,000.00
NAB	27-Sep-19	01-Apr-20	187	ADI	ADI	1.70%	1,000,000.00
<b>Sub-Total</b>							<b>12,000,000.00</b>
<b>Total</b>							<b>16,792,222.44</b>

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 17 October 2019

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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

# WARRUMBUNGLE SHIRE COUNCIL

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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	504,177.57	-	-397,515.74	106,661.83
ANZ	6,993.15	0.77	-65.00	6,928.92
Regional Australia	1,545.57	0.19	-	1,545.76
T Corp IM Cash	4,158,006.58	3,430.85	-	4,161,437.43
CBA At Call	514,452.33	-	841.65	515,293.98
<b>Total at call</b>	<b>5,185,529.72</b>	<b>3,431.81</b>	<b>-396,739.09</b>	<b>4,792,222.44</b>
Bank of Queensland	1,000,000.00	13,939.73	-1,013,939.73	-
NAB	1,000,000.00	13,150.69	-1,013,150.69	-
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
NAB	-	-	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
<b>Total Term</b>	<b>11,000,000.00</b>	<b>27,090.42</b>	<b>972,909.58</b>	<b>12,000,000.00</b>
<b>Total</b>	<b>16,185,529.72</b>	<b>30,522.23</b>	<b>576,170.49</b>	<b>16,792,222.44</b>

### Compliance with Council's Investment Policy

Reported to the September Council meeting were details concerning the downgrade of the AMP investments from Upper Medium Grade (UMG) to Lower Medium Grade (LMG) in August 2019. In accord with Council's Investment Policy when these AMP investments become due, they will be moved to another approved financial institution.

### 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 Investment's Policy.

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



# **WARRUMBUNGLA SHIRE COUNCIL**

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### **RECOMMENDATION**

That Council note and accept the Investments and Term Deposits Report for the month ending 30 September 2019 including a total balance of \$17,200,962.50 being:

- \$4,792,222.44 in at call accounts
- \$12,000,000.00 in term deposits
- \$408,740.06 cash at bank

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 17 October 2019

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### Item 19 Proposal to Name and Gazette Two Private Roads in Homeleigh Drive Estate, Coonabarabran

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Asset and Design
<b>Author:</b>	Emergency Services Coordinator – Phil Southwell
<b>CSP Key Focus Area:</b>	Rural & Urban Development
<b>Priority:</b>	RU4 – Our towns and villages are characterised by their attractiveness, appearance, safety and amenity

---

#### **Purpose**

The purpose of this report is to consider new objections to the naming of the two private roads within Homeleigh Drive Estate, Coonabarabran.

#### **Background**

Council at its meeting of 18 July 2019 resolved the following:

***‘20/1920 RESOLVED** that Council undertakes the process of officially naming the following two private roads that intersect with Homeleigh Drive:*

- 1. Biruu Gaba Road (that extends north from Homeleigh Drive approximately 100 metres north of Castlereagh River).*
- 2. Echidna Close (road that extends in an easterly direction approximately 1.4km north of Castlereagh River).’*

The proposal was advertised in accordance with Regulation 7 of the Roads Regulation 2008, with a 21 day period for objections advertised in the local media and on Council’s website.

#### **Issues**

Submissions on the proposed road names closed on 30 August 2019. Objections were received from the one address which included three letters and a meeting with a Council Officer.

The three letters and the verbal complaints all objected to the name of Biruu Gaba Road for the reason that the road name was difficult to say, difficult to spell and had more than one syllable.

The third letter suggested that the spelling of Biruu was difficult when spelt verbally as the double ‘U’ sounded like the letter ‘W’. The letter (*correspondence*) argued that this would confuse emergency services when conveying addresses over the phone.

A second resident, (*on the northerly road*) also attended the office, after the submission period closed on 30 September 2019, meeting with a Council Officer to object to the

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 17 October 2019

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present name of Biruu Gaba Road and indicating that Shawns Creek Road should remain.

The road name of Echidna Close has received no objections.

### Options

The following road names were previously submitted as suggestions:

- Bagaay Gali Drive (*Aboriginal – Bagaay meaning ‘creek or river’ and Gali meaning ‘water’*)
- Burruba Min Drive (*Aboriginal – meaning ‘many stars’*)
- Warawara Yurum (*Aboriginal – meaning ‘crooked track’*)
- Sandy Ridge Road
- Lizard Lane
- Echidna Close (*used for eastern Road off Homeleigh Drive*)
- Shawns Creek Road (*previous objection from Resident*)

Council needs to decide of whether a new name is chosen from the original list or Biruu Gaba remains.

The Aboriginal names in the list all have two words with each word having its own meaning. If it is possible to use words on their own, any of the following suggestions in the above list could be used separately.

Therefore:

- *Bagaay Drive* would have the meaning ‘creek or river’
- *Warawarra Road* would have the meaning ‘crooked’
- *Gali Road* would have the meaning ‘water’
- *Gaba Road* would have the meaning ‘mountain’.

The above changes have been endorsed by a local Aboriginal Elder through the Coonabarabran Local Aboriginal Land Council.

### Financial Considerations

The funds that are required for advertising the proposed road names and erection of a sign are available within current budget allocations.

### Attachments

1. 3 x Written Submissions - Objections

### RECOMMENDATION

That:

1. The unnamed road previously endorsed for Homeleigh Drive that extends to the east remains as Echidna Close.
2. The private road that extends north from Homeleigh Drive be named Gaba Road.
3. Formal consultation be undertaken with residents on the road north from Homeleigh Road in relation to the proposed road name, Gaba Road.

# WARRUMBUNGLA SHIRE COUNCIL

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### Item 20 Name Change Proposal for the Locality of Napier Lane

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Urban Services
<b>Author:</b>	Emergency Services Coordinator – Phil Southwell
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	PI2.2 Ensure that local emergency services are equipped trained and prepared to manage natural disasters and critical incidents.

---

### **Purpose**

The purpose of this report is to consider the results of a survey conducted by Council regarding boundary changes to the Napier Lane locality.

### **Background**

Council has previously passed resolutions to both modify boundaries and also consolidate existing localities within the shire with the view of making localities more closely match the present towns and villages within the Shire.

Council at its meeting of 18 July 2019 resolved the following:

***'19/1920 RESOLVED** that the locality of Napier Lane be abolished and affected properties are incorporated into either Purlewaugh, Ulamambri or Coonabarabran subject to:*

- 1. Concurrence from Geographical Names Board.*
- 2. Consultation with property owners on new locality boundaries.*
- 3. Report back to Council on final boundaries for revised localities of Purlewaugh, Ulamambri and Coonabarabran.'*

### **Issues**

Concurrence with the Geographical Names Board has been gained verbally however, all boundary changes are reviewed by their Board once they have conducted a final submission / objection period.

Consultation with property owners in the Napier Lane locality has been conducted both with a written survey and also by contacting residents by phone. A total of eleven residents replied to the survey with a further eight people contacted via phone or a visit.

Properties on the southern side of the Oxley Highway that are presently in Napier Lane were contacted by phone previously with all unanimously agreeing that they should be in the Coonabarabran locality.

A map showing the new boundaries is shown in Attachment 1.

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### **Financial Considerations**

There are no financial implications.

### **Attachments**

1. Locality Map of Existing Napier Lane

### **RECOMMENDATION**

That the locality (suburb) of Napier Lane be incorporated into either Purlewaugh, Ulamambri or Coonabarabran locality in accordance with the map provided in Attachment 1 and subject to agreement and gazettal by the Geographical Names Board.

# **WARRUMBUNGLA SHIRE COUNCIL**

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### **Item 21 Public Swimming Pools Policy**

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Urban Services
<b>Author:</b>	Manager Urban Services – Shane Weatherall
<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**

The aim of this report is to review and update Council's Public Swimming Pools Policy.

### **Background**

Council's policy on public swimming pools broadly outlines the purpose of operating a public pool and makes reference to various guidelines and legislation regarding pool operations. The policy also refers to a management plan that has been developed by Council.

A new timetable for pool opening hours was endorsed by Council on the 15 August 2019. The new timetable includes an increase in the number of hours the pool is open without a Lifeguard in attendance.

Council's policy on public swimming pools was last revised in 2013.

### **Issues**

The proposed policy has been updated to include reference to pool operations when the pool is open without a Lifeguard in attendance. The management plan has been updated in relation to procedures for access and use without a Lifeguard. The pool season is also described in the management plan, which is formalised for all pools in the Shire as being the period between the first Saturday in October and the last Sunday in March.

### **Options**

The policy states Council's intentions in relation to managing use and managing operations of public pools within the Shire. Council may wish to amend the policy, however if no policy is adopted Council may not be able to demonstrate due diligence in public swimming pool management.

### **Financial Considerations**

Nil.

### **Attachments**

1. Public Swimming Pools Policy

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### **RECOMMENDATION**

That the revised Public Swimming Pool Policy as provided in Attachment 1 be adopted.

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### **Item 22 Provision of Bitumen Sealing Services for 2019/20**

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Road Operations
<b>Author:</b>	Director Technical Services – Kevin Tighe
<b>CSP Key Focus Area:</b>	Public Infrastructure & Services
<b>Priority:</b>	Roads throughout the Shire are safe, well maintained and appropriately funded.

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### **Reason for Report**

The reason for this report is to provide authority to the General Manager to engage the services of bitumen spray sealing contractors up to the value of \$250,000.

### **Background**

Council has received prices for supply of bitumen spray sealing. Bitumen spray sealing services from a Contractor are required for completion of Council's annual program of resurfacing bitumen roads.

The prices received from suppliers are in the form of unit rates. When combined with the expected volume of bitumen spray sealing throughout the year, the total price will exceed the threshold amount for tendering requirements under the Local Government Act if the contract is awarded to one supplier.

Traditionally Council has relied on the services of a third party to undertake the tendering process and provide Council with a recommendation. The company Regional Procurement provides Council with a range of supplier options for a range of services including bitumen spray sealing.

Unfortunately Warrumbungle Shire Council was not listed as a participant for provision of bitumen spray sealing services for the period 1<sup>st</sup> July 2019 to 30<sup>th</sup> June 2022 when tenders were publicly invited in March 2019. There were nine(9) councils in the Orana region that participated in the tender.

Regional Procurement has since sought quotations on behalf of Warrumbungle from each of the suppliers who submitted a tender for councils in the regional group.

### **Issues**

The actions taken by Regional Procurement to provide Council with prices for supply of bitumen spray sealing services do not satisfy tendering requirements set out in the Local Government Act. The actions will however meet the requirements of Council's procurement policy.

The tendering threshold, below which Councils do not have to undertake a competitive tendering process, increased to \$250,000 through an amendment to the Local Government Act on the 25 June 2019. However, Council's delegation to the General Manager to authorise expenditure on a single supplier or service provider is limited to



# **WARRUMBUNGLA SHIRE COUNCIL**

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\$150,000. It is preferable and generally more productive to have one supplier for a run of bitumen sealing works.

The bitumen resurfacing project on some of Council's rural roads is scheduled to commence on the 28<sup>th</sup> October 2019.

### **Options**

Council has the option of seeking prices for bitumen spray sealing by public tender. This process however will delay commencement of the 2019/20 program and could jeopardise the annual program as bitumen resurfacing should be completed before the cooler months of May and June.

### **Financial Considerations**

The total allocation for bitumen resurfacing project within the Shire in 2019/20 is \$1.25m. The value of bitumen spray sealing component of this project is expected to be around \$650,000.

### **RECOMMENDATION**

1. That delegation is provided to the General Manager to authorise expenditure up to \$250,000 for engagement of contractors to supply bitumen spray sealing services for 2019/20.
2. That public tenders are invited for supply of bitumen spray sealing services for the period 2020/21 & 2021/22.

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 23 Waiving of Fees for Access to Standpipe pursuant to Section 68 Local Government Act

<b>Division:</b>	Development Services
<b>Management Area:</b>	Regulatory Services
<b>Author:</b>	PA to Director Environment and Development Services – Kelly Dewar
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	P17 Communities across the shire are supported by secure, long term supply of energy and clean water

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#### **Reason for Report**

To assist drought affected residents of Warrumbungle Shire to access water from the Council's water supply and standpipes through waiving applicable fees.

#### **Background**

At the Ordinary Council Meeting held 20 September 2018 Council resolved:

*126/1819 Resolved that Council waive the S68 approval fee under the 2018/19 Operational Plan and Delivery Program for all users extracting water from Council owned and operated standpipes for a six (6) month period expiring in March 2019.*

It is noted the above timeframe has expired. During the period up until March 2019 two (2) water carters sought s68 approvals under the waived fee arrangement. No other water carters have sought approvals for water carting since March 2019.

Due to the ongoing drought conditions, Council is continuing to allow access to the treated water supply from the Coonabarabran standpipe (located at the Council works depot) to residents not connected to the reticulated supply. The water remains available for household purposes only, not for livestock, any construction work or business use other than that of a certified potable water carter.

Section 68 (s68) of the Local Government Act 1993 (LGA) requires that *a person may draw water from a Council water supply or a standpipe or sell water so drawn only with the prior approval of the Council.*

#### **Issues**

Under s68, a local approval is required before water can be extracted from a Council owned standpipe. No exemptions are applicable in this instance for the general public. In the event Council had a Local Approvals Policy an exemption could be noted if it is included in the policy; however no such policy exists.

Further to this, fees are applicable under Council's Operational Plan and Delivery Program 2019/20 relating to s68 approvals and accessing water from the standpipe. The fees applies to all users, whether commercial water carters or private water carters.

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### **Options**

No exemption from the requirement for s68 approval under the LGA is provided at this stage to extract water from council's standpipe, and an application form needs to be lodged, assessed and approval issued.

Council can waive the fees associated with issuing a local approval. Consideration needs to be given as to whether this benefit is applicable to commercial water carters or only private water carters,

Council can also waive the fees for the sale of the water from the standpipe, though this matter needs further consideration to explore whether it is applicable to commercial water carters or private water carters. It also needs to be considered that residents may not have the vehicles/trailers/trucks required to cart water and would rely upon the services of a commercial water to assist them.

### **Financial Considerations**

Council received two applications for waiving of fees from local water carters last financial year which was a cost to Council of \$480 for the waiving of the s68 fees.

Councils Operational Plan and Delivery Program 2019/20 states the fee applicable for s68 approval for use of Councils standpipe is \$195, plus an administration fee of \$52 per approval. Council cannot calculate the amount of applications we will receive for this fee waiving.

The plan also references the cost of water from the standpipe to be \$8.00 access fee plus \$4.10 per kilolitre, though indicatively over the past months commercial water carters have extracted up to 15 loads of water per month, with each load of water consisting of up to 13,000 litres.

### **RECOMMENDATION**

That Council waive the s68 approval fee under the 2019/20 Operational Plan and Delivery Program for all users extracting water for household purposes from Council owned and operated standpipes until 30 June 2020.

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### **Item 24 Draft Charitable Collection of Funds in Warrumbungle Shire Offices Policy**

<b>Division:</b>	Development Services
<b>Management Area:</b>	Development Services
<b>Author:</b>	PA to Director Environment and Development Services – Kelly Dewar
<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 present Council with a draft policy outlining the process for local “not for profit” organisations to utilise Council Shire Offices for placement of charity materials to raise funding for their organisation/s.

#### **Background**

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).
- 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.

In December 2018, in response to a request from a “not for profit” charitable organisation to sell items from Council's Visitor Information Centre in Coonabarabran, Council moved the following resolution;

***That Council develops a policy around the charitable collection of funds at the Visitor Information Centre for direct distribution within the communities of the shire***

#### **Issues**

Council does not currently have a policy that deals with the collection of funds for local “not for profit” organisations.

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The attached draft policy outlines the rules for selling of goods to fundraise in Warrumbungle Shire Council Offices throughout the Shire such as:

- Council buildings – Coonabarabran and Coolah
- Visitor Information Centres
- Yuluwirri Kids
- Warrumbungle Community Care buildings
- Council Libraries
- Castlereagh Family Day Care
- Connect 5 Children's Services

The draft policy outlines the roles and responsibilities of the “not for profit” organisation and Council, noting that it is at the discretion of the Council staff member most impacted by the activity as to whether the placement of goods and posters promoting their purpose are accept or not. The following stipulations will apply:

- Staff will not be selling the goods on behalf of the “not for profit” group
- Neither Warrumbungle Shire Council or staff are held responsible for funds or merchandise (damaged or stolen)
- Funds must be collected by the coordinator of the organisation on a regular basis to ensure security
- Funds raised which will be distributed locally will be given priority over charity organisations that send raised funds to a central account.

### **Options**

Council can adopt the draft strategy and place on public exhibition for 28 days to seek comments from the general public, providing not less than 42 days for submissions to be made to Council.

Any submissions received during the public exhibition period will be reported back to Council, along with a copy of the final policy for adoption.

### **Financial Considerations**

Nil

### **Attachments**

1. Draft Charitable Collection of Funds in Warrumbungle Shire Offices Policy

### **RECOMMENDATION**

That:

1. Council note the report on the Draft Charitable Collection of Funds in Warrumbungle Shire Offices Policy.
2. Council places the Draft Charitable Collection of Funds in Warrumbungle Shire Offices 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 25 Local Heritage Places Grant**

<b>Division:</b>	Development Services
<b>Management Area:</b>	Regulatory Services
<b>Author:</b>	PA to Director Environment and Development Services – Kelly Dewar
<b>CSP Key Focus Area:</b>	Rural and Urban Development
<b>Priority:</b>	Our towns and villages are characterised by their attractiveness, appurtenance, safety and amenity

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### **Reason for Report**

During September 2019 Warrumbungle Shire Council advertised for applications for Council's Local Heritage Places Grant. The grants are to assist with conservation and restoration work on heritage buildings, heritage places and heritage items. It is recommended that the grants be allocated from the fund based on the recommendations provided by Council's Heritage Advisor.

### **Background**

Council received funding from Office of Environment and Heritage (OEH) to run the annual Local Heritage Places Grant to assist owners undertake conservation and maintenance works on heritage buildings, items and places within the Shire.

Warrumbungle Shire Council has an established budget for its Local Heritage Places Grant and Local Heritage Advisor programs. If Council manages the fund in accordance with the requirements of the Heritage Branch - Department of Planning, that agency will reimburse up to \$5,500 (excl. GST) via a grant at the end of the financial year. Funding for the 2019/20 year does not require a co-contribution from Council.

One of the key requirements is that the fund be dispersed with regard for the recommendations of Council's Heritage Advisor.

After advertising four (4) applications for a grant was received for works on the following places:

- Cobbora Courthouse – 14 Dunedoo Street Cobbora
- 42 Binnia Street Coolah
- Coonabarabran Club – 54 Cassilis Street Coonabarabran
- 478 Cassilis Street Coonabarabran

Warrumbungle Shire Council's Heritage Advisor, Mr Peter Duggan, evaluated the applications and has recommended that the grants be dispersed as shown in the Table 1 below.

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Table 1: Recommendations for Local Heritage Places Grant

<b>Property</b>	<b>SHI No.</b>	<b>Applicant</b>	<b>Works</b>	<b>Cost</b>	<b>Request</b>	<b>Rec</b>
14 Dunedoo Street, Cobbora	CC01	Penny Stevens	Roof restoration on Cobbora Courthouse	\$5,685	\$2,842	\$2,842
42 Binnia Street, Coolah	Binn2	Leonie Smith	Awning Assessment	\$2,640	\$2,000	\$1,320
54 Cassilis Street, Coonabarabran	CC04	Coonabarabran Club	Repair and paint western wall of Club	\$2,950	\$1,475	\$1,475
48 Cassilis Street, Coonabarabran	ML01	Jo Redden	Paint external windows, trim, bands, entrance columns and eaves	\$10,000	\$10,000 Applicant contributing cost for labour	\$2,000
				<b>\$21,275</b>	<b>\$16,317</b>	<b>\$7,637</b>

### **Issues**

Council is offering funding up to \$3,000 generally on a dollar for dollar basis. Funding is evaluated by the Heritage Advisor and new applicants with new projects will be provided a larger percentage of the funding to encourage more heritage restoration and preservation across the Shire. Some of our regular applicants received funding in prior years for continuing projects.

Applicants who receive an offer of funding less than requested can either accept the funding or not accept the funding. If the funding is not accepted the money will not be expended and therefore not claimed from OEH at the end of the financial year. The funding from OEH is on a yearly basis and is not carried forward to the next year.

### **Options**

Given that Council has obtained funding it would be unreasonable to not offer the funding to assist with works as per the funding guidelines.

### **Financial Considerations**

Warrumbungle Shire Council has an established annual budget for its Local Heritage Places Grant and Heritage Advisor programs.

### **RECOMMENDATION**

That Council grant a total of \$7,637 from the Warrumbungle Shire Council Local Heritage Places Fund 2019-2020 to undertake restoration works to the following applicants:

1. Cobbora Courthouse – 14 Dunedoo Street Cobbora - \$2,842
2. 42 Binnia Street, Coolah - \$1,320
3. 54 Cassilis Street, Coonabarabran - \$1,475
4. 48 Cassilis Street, Coonabarabran - \$2,000

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### **Item 26 Development Applications**

<b>Division:</b>	Development Services
<b>Management Area:</b>	Regulatory Services
<b>Author:</b>	Environment and Development Services Administration Officer – 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

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### **Development Applications**

#### **(i) Approved – September 2019**

<b>Development Application / Complying Development</b>	<b>Date Lodged</b>	<b>Date Approved</b>	<b>Applicant's Name</b>	<b>Location</b>	<b>Town</b>	<b>Type Of Development</b>	<b>Stop the Clock Referral Days</b>
DA64/2019	12/09/2019	23/09/2019	Warrumbungle Steel Buildings	674 Morrisseys Road	Coonabarabran	New Garage/Shed – Rural	8
DA60/2019	05/09/2019	26/09/2019	James Morrison	59 Booyamurra Street	Coolah	New Garage/Shed – Residential	0
DA58/2019	28/08/2019	19/09/2019	Warrumbungle Steel Buildings	17 Charles Street	Coonabarabran	New Garage/Shed – Residential	0
DA56/2019	23/08/2019	06/09/2019	Andrina Ballard	Sandy Creek Road	Coonabarabran	Installation of a Manufactured Structure	0
DA54/2019	14/08/2019	06/09/2019	Taylor Made Buildings	453 Cainbil Road	Coolah	Installation of Manufactured Home	14

### **RECOMMENDATION**

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



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 October 2019

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### Item 27 Notice of Motion – Star Wars Themed Weekend

#### Notice of Motion – Star Wars Themed Weekend

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

That Warrumbungle Shire Council offers an interest-free loan to the Star Wars Weekend organising committee as follows:

- **Seed Funding** – a cash amount of \$10,000 to cover initial set up costs including:
  - Deposits to secure venues and band
  - Design and publication of promotional material and website
  - Implementation of a marketing strategy
  - Licensing fees for the use of the Star Wars brand
  - Development of “trivia night” materials
  - Deposits associated with the Drone racing
  - Other expenditure required ahead of the commencement of ticket sales and/or the receipt of grant funding
- **Financial Guarantee** – to the value of a further \$15,000 to be provided if required to underwrite the financial viability of the event.
- It is proposed that all funds be made available to, and be managed by WSC.
- All funds advanced by Council will be repayable from the proceeds of ticket sales, and/or any grant funding that might be received.
- The loan is for a period of 3 years and must be repaid in full
- The term of the loan is 1 November 2019 – 31 October 2022

#### **Background**

The planning group for the Star Wars weekend is seeking financial support from the Warrumbungle Shire Council to enable planning for a Star Wars Weekend to proceed for delivery in May 2020. They expect the project to be largely self-funding within the first or second year. However, access to seed funding and a guarantee of further funds if needed is required almost immediately to get the project off the ground.

The planning group are also seeking support from a number of granting bodies but the timing of the availability of funds from these sources will not allow for an event in 2020. Slippage to 2021 would run the risk of this popular idea being taken up in other places, and the initiative would be lost.

**ANIELLO IANNUZZI  
COUNCILLOR**

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 28 Reports to be Considered in Closed Council

#### Item 28.1 Organisational Development Monthly Report – October 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 – October 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 28.2 Billy Kings Creek Bridge Project – Tender Assessment

**Division** Technical Services

**Author** Director Technical Services – Kevin Tighe

#### Summary

The purpose of the Billy Kings Creek Bridge Project – Tender Assessment 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:

# WARRUMBUNGLE SHIRE COUNCIL

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

### **RECOMMENDATION**

That Billy Kings Creek Bridge Project – Tender Assessment 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 28.3 Three Rivers Regional Retirement Community Information Report**

**Division: Environment and Development Services**

**Author: Director Environment and Development Services – Leanne Ryan**

### **Summary**

The purpose of this report is to provide Council with an update on the Three Rivers Regional Retirement Community (TRRRC) 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 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 advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege and is classified **CONFIDENTIAL** under section 10A(2)(g) of the Act, which permits the meeting to be closed to the public for business relating to the following:

- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege

### **RECOMMENDATION**

That the Three Rivers Regional Retirement Community Information Report be referred to Closed Council pursuant to section 10A(2)(g) of the *Local Government Act 1993* (NSW) on the grounds that the matter deals with advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

### **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.

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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).