



## **Ordinary Council Meeting**

# **Agenda**

**21 November 2019**

**Notice is hereby given in accordance with the provisions of the  
*Local Government Act 1993* that an  
Ordinary Meeting of Warrumbungle Shire Council  
will be held in the Council Chambers, Binnia Street, Coolah  
on Thursday, 21 November 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

# **WARRUMBUNGLE 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**

17 October 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 1 October to 8 November 2019

#### MAYORAL MINUTE - MAYORS ACTIVITY

<u>Date</u>	<u>Type</u>	<u>In/Out</u>	<u>Activity</u>
1-Oct	Event	Attended	Drought Forum Sydney Town Hall
	Meeting	Attended	Spoke to Mark Coulton MP regarding Inland Rail
	Phone call	In	Cr Lewis
2-Oct	Event	Attended	Drought Forum Sydney Town Hall. Saw Roger Bailey present about resilience to drought and fire
3-Oct	Travelled	To	Dubbo to Baradine
	Meeting	Arranged	With Minister Povey and Cr Doolan and I to meet
	Travelled	To	Council Office and spoke to GM
4-Oct	Meeting	Attended	Inland Rail meeting in Baradine
	Meeting	Attended	met with Inland Rail to discuss Baradine silo connection
	Meeting	Attended	met with local contractors in Baradine regarding work with inland rail
	Phone call	In	Ted Miller regarding VRA building in Coolah
5-Oct	Phone call	Out	Jeremy Johnson regarding Inland Rail work
	Phone call	Out	Grant Woodham regarding Inland Rail work
7-Oct	Phone call	Out	Derek Tink regarding project with inland rail for Baradine
	Phone call	Out	Russell Stewart regarding inland rail for Baradine
8-Oct	Letter	In	Skillset - Highlights of Impact Report 2017-18
9-Oct	Letter	In	Ben Shields, Mayor of Dubbo Region, Election Board Members LG Association
	Meeting	Attended	Coonamble Council Meeting to hear what they said about Inland Rail
13-Oct	Travelled	To	Warwick Farm, Sydney for LG Conference
14-Oct	Event	Attended	Politicians breakfast at Warwick Farm with Cr Doolan and GM
15-Oct	Event	Attended	LG Conference and dinner with Cr Doolan, Cr Shinton & GM
	Letter	In	IPWEA - Re Roads Australia
16-Oct	Travelled	To	Baradine from Warwick Farm. LG Conference ended.
17-Oct	Invitation	In	NSW Police Force - Orana Mid-Western Awards Presentation Ceremony on 4 November 2019
	Meeting	Chaired	Coonabarabran Council Meeting
21-Oct	Meeting	Attended	Binnaway Community Consultation meeting. Cr Clancy, Cr Hill, Cr Shinton also attended.
22-Oct	Interview	Attended	with German Newspaper and visit to Timor Dam
	Phone call	To	Rebecca Pickering regarding inland rail about purchasing properties in Baradine area
	Meeting	Attended	Mendooran Community Consultation Meeting. Cr Iannuzzi, Cr Hill, Cr Lewis, Cr Capel also attended
23-Oct	Meeting	Attended	Baradine food panty with German camera crew
	Event	Attended	Warrumbungle Arts and Craft opening
24-Oct	Letter	In	Baradine Swimming Club - request for donation
25-Oct	Invitation	In	Baradine Golf Club Official Opening

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	Letter	In	Wanda Bennett's - columbarium at the Dunedoo Cemetery
28-Oct	Meeting	Attended	Coonabarabran Community Consultation meeting. Cr Doolan, Cr Shinton, Cr Brady, Cr Iannuzzi also attended RMS presented about the bypass and high density trucks
	Meeting	Attended	Teleconference about water with Leeanne Ryan and GM
29-Oct	Meeting	Attended	Dunedoo Community Consultation meeting spoke with Cr Iannuzzi re OLG report spoke to radio 2DU re high density trucks
	Travelled	To	Silo road in Baradine to inspect
	Travelled	To	block in Baradine to measure for workers camp for inland rail
	Travelled	To	Mendooran and Dunedoo with Leeanne Ryan and inspected Mendooran and Dunedoo tips saw Dunedoo TRRRC through the fence
	Invitation	In	St Lawrences Primary School Annual Presentation Evening
31-Oct	Travelled	To	Sydney for Country Mayors meeting
1-Nov	Letter	In	Local Government Remuneration Tribunal 2020 review
4-Nov	Letter	In	IPWEA - Guide to developing council road safety strategic plans
6-Nov	Letter	In	Drug Advisory Council of Australia - DVD - Drug Policy Prevent, Don't Promote, Changing the Narrative

Date of Journey		Purpose of Journey	Odometer		KM Travelled
Start Date	End Date		Start	Finish	
7-Oct	7-Oct	Coonabarabran Office - Business Paper	38845	38977	132
8-Oct	8-Oct	Coonamble Council Meeting	38977	39240	263
10-Oct	10-Oct	Baradine to fuel car	39240	39269	29
13-Oct	13-Oct	Warwick Farm for LG Annual Conference	39269	39743	474
16-Oct	16-Oct	Return to Baradine from LG Annual Conference	39743	40258	515
21-Oct	21-Oct	Binnaway Community Consultation Meeting	40258	40503	245
22-Oct	22-Oct	Mendooran Community Consultation Meeting	40503	40721	218
28-Oct	28-Oct	Coonabarabran Community Consultation Meeting	40721	40828	107
29-Oct	29-Oct	Dunedoo Community Consultation Meeting	40828	40940	112
30-Oct	30-Oct	Dubbo to fly to Sydney for Country Mayors	40940	41048	108
1-Nov	1-Nov	Dubbo to Baradine - home from Country Mayors	41048	41449	401
2-Nov	2-Nov	Baradine Showground Trust Meeting	41449	41471	22
4-Nov	4-Nov	Coolah Community Consultation Meeting	41471	41582	111
6-Nov	6-Nov	Baradine Community Consultation Meeting	41582	41604	22
6-Nov	6-Nov	Kenebri Road to inspect and Kenebri water system	41604	41647	43
8-Nov	8-Nov	Coonabarabran Office	41647	41754	107
<b>Total KM travelled for period 7/10/2019 - 8/11/2019</b>					<b>2,909</b>



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

<u>Date</u>	<u>Transaction Details</u>	<u>Comments</u>	
9-Oct	Flight Centre Countrywide	Flights to Sydney - country Mayors	469.66
16-Oct	Conference	LGNSW Conference Tour	44.44
25-Oct	Flight Centre	Flights to Adelaide - National Road Congress	814.62
25-Oct	Flight Centre	Flights return from Adelaide - National Road Congress	784.45
26-Oct	Travelodge Mascot	Accommodation - National Road Congress	171.18
31-Oct	Harvest Buffet	Meal - Country Mayors Sydney	75.90
31-Oct	Taxi Service Pty Ldd	Travel - Country Mayors Sydney	31.50
31-Oct	ALGA Roads Congress	National Roads Congress Tour	95.00
1-Nov	GM Cabs	Travel - Country Mayors Sydney	43.37
<b>Total expenditure for period 9/10/2019 - 1/11/2019</b>			<b><u>2,530.12</u></b>

### RECOMMENDATION

That Council:

1. Notes the Mayor's Activity and Log of Kilometres Travelled for the period 1 October to 8 November 2019.
2. Notes the Mayor's credit card expenses between 9 October and 7 November 2019 and approves the payment of expenses totalling \$2,530.12.

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### Item 2 Councillors' Monthly Travel Claims – 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 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 October 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	1,087	0.78	847.86
Cr Todd	-	0.78	-
Cr Brady	-	0.78	-
Cr Capel	760	0.78	592.80
Cr Clancy	-	0.73	-
Cr Doolan	890	0.78	694.20
Cr Hill	220	0.68	149.60
Cr Iannuzzi	-	0.68	-
Cr Lewis	378	0.78	294.84
<b>Total:</b>			<b>\$2,579.30</b>

### Financial Considerations

Outlined above.

### Attachments

Nil

### RECOMMENDATION

That the Councillors' monthly travel claims report for October 2019 in the amount of \$2,579.30 is noted.

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### Item 3 Minutes of Orana Joint Organisation Meeting – 30 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 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 present minutes from the Orana Joint Organisation board meeting held at Narromine, on Monday 30 September 2019.

#### **Background**

At the meeting of the Orana Joint Organisation (JO) held 30 September 2019 the following resolutions were made:

- Cr Craig Davies was elected as Chair for a 12 month period and Cr Milton Quigley elected as Deputy Chair for a 12 month period.
- The Orana JO adopted and signed the 2018-19 Financial Statements and the Management Representation Letter to be signed and submitted to the NSWAO.
- A performance review panel be established consisting of the Chair, a voting member appointed by the Board and a voting member appointed by the Executive Officer, to conduct performance reviews, report the findings and recommendations of those reviews, and develop the performance agreement of the Executive Officer.
- That the Orana JO prepares and publishes an Annual Performance Statement for the year 2018 – 2019.
- A budget review will be undertaken and submitted to the Board meeting in December 2019.
- The 2019/2020 Orana Joint Organisation Statement of Revenue Policy be adopted.
- The JO Capacity Building Fund be allocated to the 'Orana Joint Organisation Skills Analysis for vulnerable communities' with a focus on the skills for the provision of water and waste water services in Councils.
- The draft Internal Audit Report Policy be adopted.
- The Orana JO prepare a submission for the internal audit and risk management framework discussion paper based individual member Council submissions.

#### **Options**

Nil

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### **Financial Considerations**

Nil

### **Attachments**

1. Minutes of the Orana Joint Organisation board meeting held on Monday 30 September 2019.

### **RECOMMENDATION**

That Council notes the minutes of Orana Joint Organisation meeting held in Narromine on 30 September 2019.

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### Item 4 Minutes of Country Mayors Meetings – 1 November 2019

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Executive Services
<b>Author:</b>	Mayor – Denis Todd
<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 report to Council on the Country Mayors Association meetings that were held at Parliament House Sydney on Friday, 1 November 2019.

### Background

A Country Mayors Association and Annual General Meeting (AGM) were held on Friday, 1 November 2019 at Parliament House in Sydney which was attended by the General Manager and myself.

At the AGM Cr Katrina Humphries was elected as Chairperson for the 2019/20 year, with Cr Michael Pearce elected as Vice Chairperson and Mr Lester Rodgers appointed as Secretary/Public Officer. In addition the following delegates were elected to the Executive for the 2019/20 year:

- Cr Ken Keith, Parkes Shire Council
- Cr Peter Petty, Tenterfield Shire Council.
- Cr Kathy Sajowitz, Oberon Council
- Cr Catherine Redding, Narrabri Shire Council
- Cr Liz Campbell, Kempsey Shire Council
- Cr John Seymour, Coolamon Shire Council

The fees for the 2019/20 year remain at \$750 for Councils with a population of 10,000 and over, and Councils with a population of less than 10,000 paying 75% \$562.50.

Meeting dates for 2020 are to be 6 March, 29 May, 7 August and 6 November.

A number of people attended the Country Mayors meeting and presented the following:

- Mr Rob Rogers AFSM, Deputy Commissioner, NSW Rural Fire Service, and Mr Cory Shackleton, Director Community Resilience, NSW Rural Fire Service addressed the meeting about the current bushfire season.
- Mr Matt Fuller, Acting Deputy Secretary, Regional and Outer Metropolitan, Transport for NSW and Peter Ryan, Senior Manager, Major Property

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Development and Corporate Real Estate, Corporate Services, Transport for NSW spoke about the long term vision “Future Transport 2056.

- Mr Gary White, Chief Planner, Planning, Industry and Environment addressed the meeting about the planning system in NSW.

The following resolutions were made:

- Country Mayors Association write to the Minister for Lands requesting information on the progress of the Crown Lands Review and the next steps to be taken and requesting that Councils that are impacted by the review be notified immediately.
- Country Mayors write to the Minister for Environment, the Honourable Matt Kean, and the CEO of Essential Energy, asking them to review the hardship provisions in terms of bushfire and other disaster affected properties, to ensure continuity of service to rural communities and easing the related infrastructure-replacement financial burden on residents affected by disaster.

### **Attachments**

1. Minutes, Country Mayors Association AGM Meeting 1 November 2019
2. Minutes, Country Mayors Association Meeting 1 November 2019

### **RECOMMENDATION**

That Council note the Delegate’s Report in relation to the Country Mayors Association meetings held in Sydney on 1 November 2019.

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### Item 5 Minutes of Traffic Advisory Committee Meeting – 24 October 2019

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

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

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

#### **CONFIRMATION OF MINUTES**

**15/1920 RECOMMENDED** that the minutes of the Traffic Advisory Committee meeting held on 26 September 2019 be confirmed.

**Unicomb/Kilsby**

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

The following matters were noted as outstanding:

- Black Stump Way – Council request to NHVR that any road in the Warrumbungle Shire that is a 25 metre B Double Route be converted to a 26 metre B Double Route.
- Warrumbungle Quarry – Council has placed an application on the RMS Safer Roads Portal pursuing approval and funding for the STARS trial. *Council to provide Application No to RMS.*
- Council investigate the feasibility and warrant for a safer option bus stop area at Koala Crescent Coonabarabran. *Currently under investigation.*
- 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.
- 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. *Cross section of rear access ramp under review.*
- A '3km Narrow Winding Road' (W1-201) sign and a (W5-13) 'Steep Climb' (symbolic) sign be installed on Observatory Road. *Signs ordered and awaiting delivery.*
- A 'One Way' lane be implemented on Cox Lane, Coolah with signage and pavement arrows to be installed. *Community consultation to be undertaken. Proposal advertised with submissions to close on 20 November 2019.*
- Intersection Upgrade at Indian Lane and Aerodrome Road – Council to investigate road safety treatments and appropriate signage. Road Safety

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Audit to be undertaken. *Sign plan and cost estimate for shoulder widening under review.*

- Binnaway Dip – installation of blisters and dip warning signs. *Revised plan prepared and approved. Community consultation to be undertaken.*
- Installation of 'No Stopping' zone on Newell Highway adjacent to Coonabarabran Public School Administration building. *Revised plan prepared and approved. Signs ordered and awaiting installation. School notified and provided with sign plan.*
- Installation of 'Dump Point' facility and direction signs on the approaches to Binnaway Town. *Sign plan to be prepared.*

### AGENDA ITEMS

- a) Coonabarabran RSL – Request for Closure of John and Dalgarno Streets for Remembrance Day – 11 November 2019

**16/1920 RECOMMENDED** that approval be granted to the Coonabarabran RSL Sub Branch for part closure of John and Dalgarno Streets, Coonabarabran on Monday, 11 November 2019 between 11.00am and 11.10am to conduct the Annual Remembrance Day Service subject to the Traffic Control Plan being amended to include 'Special Event Ahead' signs and compliance with:

- Receipt of Current Public Liability Insurance
- RMS Guidelines
- Council's Road Closure Guidelines
- RMS Road Occupancy Licence
- RMS Regional Special Events concurrence

**Unicomb/Kilsby**

- b) Coonabarabran LALC – Request for Closure of John Street for the Annual Sorry Day Memorial March – 26 May 2020

**17/1920 RECOMMENDED** that in principle support be granted to Coonabarabran Local Aboriginal Land Council for part closure of John Street, Coonabarabran from the Tennis Club to the Town Hall on Tuesday, 26 May 2020 between 10.30am and 10.45am, subject to the Traffic Control Plan that involves NSW Police implementing a 'rolling road opening' on the southbound lane between the Mary Jane Cain Bridge and the Town Hall, and compliance with:

- Receipt of Current Public Liability Insurance
- RMS Guidelines
- Council's Road Closure Guidelines
- RMS Road Occupancy Licence
- RMS Regional Special Events concurrence

**Barry/Unicomb**

- c) Binnaway Lions Club – Request to Conduct the Annual Doganabuganaram Ride – 19 September 2020

**18/1920 RECOMMENDED** that approval be granted for the Binnaway Lions Club Doganabuganaram Fun Ride to be held on Saturday, 19 September 2020 from 8.30am to 1.30pm subject to compliance with:

- Receipt of Current Public Liability Insurance
- Council's Road Closure Guidelines



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- Transport for NSW Western Region concurrence.

**Kilsby/Unicomb**

### **GENERAL BUSINESS**

- Cr Peter Shinton – Apology for the next Traffic Advisory Committee meeting to be held on 28 November 2019.

There being no further business the meeting closed at 11.15am.

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Thursday, 28 November 2019 commencing 10.00 am.

### **RECOMMENDATION**

That:

1. Council accept the Minutes of the Traffic Advisory Committee Meeting held at Coonabarabran on 24 October 2019.
2. Approval be granted to the Coonabarabran RSL Sub Branch for part closure of John and Dalgarno Streets, Coonabarabran on Monday, 11 November 2019 between 11.00am and 11.10am to conduct the Annual Remembrance Day Service subject to the Traffic Control Plan being amended to include 'Special Event Ahead' signs and compliance with:
  - Receipt of Current Public Liability Insurance
  - RMS Guidelines
  - Council's Road Closure Guidelines
  - RMS Road Occupancy Licence
  - RMS Regional Special Events concurrence
3. In principle support be granted to Coonabarabran Local Aboriginal Land Council for part closure of John Street, Coonabarabran from the Tennis Club to the Town Hall on Tuesday, 26 May 2020 between 10.30am and 10.45am, subject to the Traffic Control Plan that involves NSW Police implementing a 'rolling road opening' on the southbound lane between the Mary Jane Cain Bridge and the Town Hall, and compliance with:
  - Receipt of Current Public Liability Insurance
  - RMS Guidelines
  - Council's Road Closure Guidelines
  - RMS Road Occupancy Licence
  - RMS Regional Special Events concurrence
4. Approval be granted for the Binnaway Lions Club Doganabuganaram Fun Ride to be held on Saturday, 19 September 2020 from 8.30am to 1.30pm subject to compliance with:
  - Receipt of Current Public Liability Insurance
  - Council's Road Closure Guidelines
  - Transport for NSW Western Region concurrence

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### Item 6 Minutes of Plant Advisory Committee Meeting – 8 November 2019

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

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

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

**APOLOGIES:** Mr Roger Bailey (General Manager).

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED** that minutes of the Plant Advisory Committee meeting held on Thursday, 3 October 2019 be accepted.

**Capel/Lewis**

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

- Correction to minutes; Cr Doolan was an apology for the meeting and did phone into the meeting.
- Council continues to work with the supplier of the Low Loader to rectify cracking and suspension issues as well as ramp stability issues. All repair work to date has been done under warranty.
- Dash cam has been installed in the two garbage trucks and soon to be installed into the street sweeper.
- The Committee was advised that due to a calculation error, Plant Item No 145 will cost an additional \$10,600 to fit a crane.

#### **AGENDA ITEMS**

a) Replacement of Plant Item No 83 – Backhoe Loader – Concrete Crew, Coolah  
**RECOMMENDED** that Council purchase one (1) Caterpillar 432F Backhoe Loader with hydraulic side shift from WesTrac Pty Ltd that complies with the tender specifications at a price of \$181,739.77 (ex GST) and that Council sell Plant Item No 83 to WesTrac Pty Ltd.

**Doolan/Capel**

b) Replacement of Plant Item No 92 – Hydraulic Excavator – Roads and Urban Services Crews

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**RECOMMENDED** that Council purchase one (1) Caterpillar 303.5 Hydraulic Excavator with single tyne ripper and tilt hitch from WesTrac Pty Ltd that complies with the tender specifications at a price of \$80,339.77 (ex GST) and that Council sell Plant Item No 92 to WesTrac Pty Ltd.

**Lewis/Doolan**

- c) Replacement of Plant Item No 107 – Articulated Motor Grader – Road Operations, Coolah

**RECOMMENDED** that Council purchase one (1) Caterpillar 140 Articulated Motor Grader with Sitech Trimble CB450 control box from WesTrac Pty Ltd that complies with the tender specifications at a price of \$396,361.36 (ex GST) and that Council sell Plant Item No 107 to WesTrac Pty Ltd.

**Capel/Doolan**

- d) Replacement of Plant Item No 111 – Smooth Drum Roller – Road Operations, Coonabarabran

**RECOMMENDED** that Council purchase one (1) Caterpillar CS68B Smooth Drum Roller with compaction meter from WesTrac Pty Ltd that complies with the tender specifications at a price of \$155,000.00 (ex GST) and that Council sell Plant Item No 111 to WesTrac Pty Ltd.

**Lewis/Capel**

- e) Replacement of Plant Item No 112 – Smooth Drum Roller – Road Operations, Coonabarabran

**RECOMMENDED** that Council purchase one (1) Caterpillar CS68B Smooth Drum Roller with compaction meter from WesTrac Pty Ltd that complies with the tender specifications at a price of \$155,000.00 (ex GST) and that Council sell Plant Item No 112 to WesTrac Pty Ltd.

**Lewis/Capel**

- f) Plant, Truck and Minor Plant Utilisation Report for Period 1 July 2019 to 24 October 2019

The Plant, Truck and Minor Plant Utilisation Report for period 1 July 2019 to 24 October 2019 was received and noted. Items discussed include; truck utilisation and fuel trailers.

### **GENERAL BUSINESS**

The following items were discussed without resolution:

- It was agreed that each item of plant be fitted with a cab care kit to be used by the operator.
- The Committee members are to receive update reports on the condition of the Low Loader.
- The Committee expressed concern that the S430 Report has not accurately reported on the process of replacing the garbage truck (Plant Item No 180). The process of replacing the garbage truck was put on hold pending outcome of ICAC hearings and not because of the tender for collection of skip bins. The garbage truck is needed for pick up of mobile garbage bins (MGBs) and not skip bins as suggested in the S430 Report.

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There being no further business the meeting closed at 9.30am.

The next meeting will be held as required.

### Financial Summary

The following table provides a summary of financial implications of recommendations made by the Committee. The purchase and trade of plant items in total is under budget by \$83,559.10.

Item	Description	Budget Allocation	Purchase Price (excl GST)	Trade Price (excl GST)	Net Price Changeover (excl GST)	Budget Difference
a	Backhoe Loader, Conc Crew, 83	140,000.00	181,739.77	37,000.00	144,739.17	-4,739.77
b	Hydraulic Exc, Rds & Urban, 92	60,000.00	80,339.77	28,000.00	52,339.77	7,660.23
c	Motor Grader, Roads, 107	240,000.00	396,361.36	186,000.00	210,361.36	29,638.64
d	SD Roller, Roads, 111	120,000.00	155,000.00	60,000.00	95,000.00	25,000.00
e	SD Roller, Roads, 112	120,000.00	155,000.00	61,000.00	94,000.00	26,000.00
		<b>680,000.00</b>	<b>968,440.90</b>	<b>372,000.00</b>	<b>596,440.30</b>	<b>83,559.10</b>

### RECOMMENDATION

That:

1. Council accepts the Minutes of the Plant Advisory Committee meeting held at Coonabarabran on 8 November 2019.
2. Council purchase one (1) Caterpillar 432F Backhoe Loader with hydraulic side shift from WesTrac Pty Ltd that complies with the tender specifications at a price of \$199,913.75 (incl GST) and that Council sell Plant Item No 83 to WesTrac Pty Ltd.
3. Council purchase one (1) Caterpillar 303.5 Hydraulic Excavator with single tyne ripper and tilt hitch from WesTrac Pty Ltd that complies with the tender specifications at a price of \$88,373.75 (incl GST) and that Council sell Plant Item No 92 to WesTrac Pty Ltd.
4. Council purchase one (1) Caterpillar 140 Articulated Motor Grader with Sitech Trimble CB450 control box from WesTrac Pty Ltd that complies with the tender specifications at a price of \$435,997.50 (incl GST) and that Council sell Plant Item No 107 to WesTrac Pty Ltd.
5. Council purchase one (1) Caterpillar CS68B Smooth Drum Roller with compaction meter from WesTrac Pty Ltd that complies with the tender

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specifications at a price of \$170,500.00 (incl GST) and that Council sell Plant Item No 111 to WesTrac Pty Ltd.

6. Council purchase one (1) Caterpillar CS68B Smooth Drum Roller with compaction meter from WesTrac Pty Ltd that complies with the tender specifications at a price of \$170,500.00 (incl GST) and that Council sell Plant Item No 112 to WesTrac Pty Ltd.

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### Item 7 Coonabarabran Emergency Water Supply Project – October 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 8 November 2019.

#### **Issues**

##### 1. Timor Dam Level

The water level in Timor Dam is at 19.1%. This is a decrease of 0.1% compared to the last report in October 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. Demand, High Users and Water Saving Advice

The average daily consumption for Coonabarabran in September was 1022 kL/day, which is an increase of 126 kL/day.

Following the August read, in October high water use letters were sent to property owners of:

- Residences with repeat high usage (7 letters); these already did receive a high use letter in April following the February read. Owners were given two weeks to respond prior to a notice being mailed advising when a restriction device will be installed. A cost of \$150 for each installation and removal of a restriction device will be billed to the property owner.
- Businesses with significant increase in usage since the May read (8 letters).
- Residences with an average consumption between May and August of greater than 1000 L/day (49 letters). Target under level 4 restrictions is 200L/day/person.
- Residences that reduced their consumption since the receipt of high use notification letters in April (8 letters).

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Responses have been received back from some recipients advising for instance that the water meter at their property supplies water to a number of units, explaining the high usage.

To actively promote water saving advice, Council will distribute accommodation kits and education samples in mid November, followed by leaflets to all users (one per household) and the opportunity to pick up free shower times from Council's Coonabarabran office (one per household).

### 3. Standpipe Usage

Between 5/10 and 31/10/2019 a total of 428 kL were taken from the Coonabarabran standpipe. This amounts to an average of 15.9 kL/day, representing a decrease of 1,079 L/day compared to the last report in October.

### 4. Supply

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

The River is not in use due to no or very limited flow over the V-notch.

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.

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. In October, the average daily usage per person was 403 L, based on the 2016 Census population of 2,537.

### 6. Hydrogeological Study

A timeline for completion 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 Water Source (Castlereagh River – Timor Dam to Pound Yard Weir Management Zone)	Castlereagh (below Binnaway Unregulated and Alluvial Water Sources)	In-river dam (1,140 ML), Pound Yard Weir	Timor Dam, Castlereagh River

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50	Southern Recharge Groundwater Source	Great Artesian Basin Groundwater Source	Artesian bores	Coonabarabran (all bores)
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In FY19/20 106 ML of groundwater have been extracted as at 7 November.

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 advised in October that task 4a is 80% complete. There has been little progress in percentage, however a workshop was held between by the consultant for NSW Health and DPIE to present the new design, which was well received and is applicable to the systems in our Council.

**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>

### Attachments

Nil



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### **RECOMMENDATION**

That Council notes the October 2019 Update Report on the Coonabarabran Emergency Water Supply Project.

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### Item 8 Baradine Sewerage Scheme Upgrade Funding

<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>	Natural Environment
<b>Priority:</b>	NE5 There is minimal evidence of local environmental degradation of the natural environment.

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### **Reason for Report**

To inform Council that the Baradine Sewerage Scheme Upgrade Scoping Study has obtained approval for funding through of \$75,000 the Safe and Secure Water Program (SSWP), to recommend that the funding be accepted, and to provide a brief overview of scope of works for this project. Council will be required to contribute \$25,000 to the project.

### **Background and Issues**

The Baradine Sewerage System was built in the late 1990's. Meanwhile, the inlet system requires refurbishment/upgrading. Other issues/considerations have been:

- The ongoing issue of connecting Camp Cypress to sewer.
- The possible temporary establishment of an Inland Rail Camp in Baradine.

To address those issues strategically, funding was applied for to:

- Investigate the capacity and condition of the STP
- Perform an options assessment on the addition of screening and automation of the process, including checking WHS issues, overflows and performance against EPA license limits
- Perform a review and options assessment into extending the sewer connections to Camp Cypress

An indicative breakdown of the scope of works is provided for the following key tasks:

#### **Task 1: Objectives and Needs Understanding**

- Inception Meeting
- Background data and information review. Collect and analyse existing data and previous reports documenting challenges and previously identified potential options
- Site Visit. Develop a detailed understanding of the issues and opportunities

#### **Task 2: Load and Process Capacity Confirmation**

- Confirmation of Design Basis - Population and sewage flows; Population estimates and water usage, Hydraulic loadings & Organic loadings

#### **Task 3: Options Assessment**

- Options identification and comparison comparing new inlet works options, capacity upgrade options and sewerage collection system extension options.

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- Assessment of options on a multi-criteria basis considering both financial and non-financial criteria.
- Options development and selection of a preferred option
- Confirmation of key stakeholders
- Workshop to confirm preferred option and pathway forward.

### Timeline history:

An Expression of Interest for funding for this project under SSWP was submitted in November 2018. After invitation in December 2018, a detailed application was submitted in late March 2019.

An email was received from Infrastructure NSW in early October 2019 advising of approval for funding together with a template of the draft funding deed, which is required to be completed by 29 November 2019.

The draft funding deed is under preparation and expected to be completed in mid November.

### **Options**

Council has the option to accept the granted funding.

### **Financial Considerations**

The funding applied for to undertake the Scoping Study amounted to \$75,000, plus a Council contribution of \$25,000; the Council contribution has been budgeted for in FY2019/20.

Another project budgeted for this FY, namely Camp Cypress Sewer Line, amounts to \$200,000. The execution of this project is dependant on the outcome of the Scoping Study dealt with under this report.

### **Attachments**

Nil

### **RECOMMENDATION**

That Council:

1. Notes this report on granted funding for the Baradine Sewerage Scheme Upgrade Scoping Study.
2. Accepts the offered funding of \$75,000 for a total project cost of \$100,000.

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### Item 9 SCADA and Telemetry Network Upgrade Funding

<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, Natural Environment
<b>Priority:</b>	PI7 Communities across the shire are supported by the secure, long term supply of energy and clean water. NE5 There is minimal evidence of local environmental degradation of the natural environment

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#### **Reason for Report**

To inform Council that the SCADA and Telemetry Network Upgrade Design and Construct project has obtained approval for funding of \$750,000 through the Safe and Secure Water Program (SSWP), to recommend that the funding be accepted, and to provide a brief overview of background and scope of works for this project. Council is required to contribute \$250,000 to the project.

#### **Background and Issues**

Telemetry systems are used for the transfer of remote data and are essential for automated operation and alarming in relation to Council's Water and Sewer businesses.

Since amalgamation of Coolah and Coonabarabran Shire Councils in 2004 the Water and Sewer systems have run on different telemetry systems in the North and the South.

The systems have limited accessibility and functionality, do not cover the whole water and sewer network and are partially outdated. The system in the North for example has difficulties to obtain spare parts and the supporting Microsoft operating system expected to no longer be supported from 2020. Radio units and control cabinets are also in need of upgrading.

The above outlined issues and shortfalls represent risks to:

- Water and therefore public safety
- Water quality
- Water supply reliability
- Public health (e.g. in relation to sewerage pumping station control/overflows)

The following work in relation to this project has already been completed:

- Onsite inspections
- Review of the two existing networks and development of a concept design

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- Detailed desktop radio survey to confirm the current and proposed radio paths
- Development of “Design and construct” contract documents and schedules

The scope for the upgrade includes:

- 1) Detailed design of the new Telemetry Radio network
- 2) Detailed design of the new Remote Terminal Control (RTU) logic and Supervisory Control and Data Acquisition (SCADA) screens
- 3) Detailed electrical design of the new RTU control panels
- 4) Supply (hardware & software), configuration and commissioning of a dual redundant SCADA Master comprising of two servers established in a ‘Hot-Standby’ mode
- 5) Planning, design, supply, testing and implementation of a Digital Radio Communications Network to support the Water and Waste Water Network SCADA
- 6) Supply, configuration, testing and Installation of replacement RTUs which are compliant with the industry standard Distributed Network Protocol 3 (DNP3) protocol.

### Timeline history:

An Expression of Interest for funding for this project under SSWP was submitted in January 2018. After invitation in February 2018, a detailed application was submitted in February 2019.

An email was received from Infrastructure NSW in early October 2019 advising of approval for funding together with a template of the draft funding deed, which is required to be completed by 29 November 2019.

The draft funding deed is under preparation and expected to be completed in mid November.

### **Options**

Council has the option to accept the granted funding.

### **Financial Considerations**

The funding applied for to undertake the Design and Construct Phase amounted to \$750,000, plus a Council contribution of \$250,000; half of the Council contribution has been budgeted for in FY2019/20 the remaining; half in FY2020/21.

### **Attachments**

Nil

### **RECOMMENDATION**

That Council:

3. Notes this report on granted funding for the SCADA and Telemetry Network Upgrade Design and Construct project.
4. Accepts the offered funding of \$750,000 for a total project cost of \$1,000,000.

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### Item 10 Office of Local Government S430 Report

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	General Manager – Roger Bailey
<b>CSP Key Focus Area:</b>	Local Government and Finance
<b>Priority:</b>	GF8.1 Council undertakes periodic performance reviews to ensure the effective and efficient management of its assets, finances and workforce and modifies its actions to deliver better outcomes for the community.

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### Reason for Report

To present to Council the final report of the Section 430 investigation into the Warrumbungle Shire Council

### Background

On 5 February 2018 the Chief Executive of the Office of Local Government determined that an investigation under section 430 of the *Local Government Act 1993* be undertaken into Council. The investigation was to centre around:

- The Council's consideration of its 2017 waste services tender for the supply and installation of skip bins
- Strategic, operational and management aspects of its water resources function
- Whether the conduct of councillors, senior Council officers and Council staff, has hindered the provision of efficient, effective and appropriate standards of governance

Council received the draft report on 24 April 2019. Council was given 28 days from the date of the letter to submit a response. Council's response was submitted on 23 May 2019.

The final report was provided to the Minister for Local Government, the Hon. Shelley Hancock MP who has tabled in Parliament the report and a copy of the report has been provided to Council. An emailed copy of the report was received by Council on Friday 25 October 2019.

During the investigation councillors, current staff and former staff were interviewed.

The 59 page Report goes into detail of the issues above and has provided a number of findings as well as and making 10 recommendations. The more significant of these recommendations include:

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- The Minister considers issuing a Performance Improvement Order (PIO) to improve performance in planning for and managing its water, waste water and other assets, and also for procurement and tendering processes
- Appointing a Temporary Adviser to Council

### **Issues**

The Report must be presented at the next meeting of the council after the report is received. Then, within 28 days after presentation to it of the Report Council is to give written notice to the Minister of the things done or proposed to be done to give effect to any recommendations contained in the report.

### **Options**

Following Council's submission the Minister may:

- (a) after receiving the council's notice, or*
  - (b) after the 28-day period,*
- whichever is the earlier, order the council to do such things or to refrain from doing such things arising from the recommendations contained in the report as are specified in the order.*

Under Section 434 a council must comply with the Minister's order. Further to that an order under this section may state that a failure to comply with the order may lead to legal proceedings being taken to enforce compliance.

### **Conclusion**

The past few years have been a difficult and challenging period for the Council and it will be very beneficial for Council to be moving forward. Council has already undertaken a number of improvements and the effects of these have been positive for the organisation and community.

There is a need for the improvement to continue.

Obviously there are a number of factors that the Council remains disappointed with about the report.

It is to be proposed that Council hold a workshop of councillors and relevant staff to make a submission to the Minister.

### **Financial Considerations**

Nil at this stage.

### **Attachments**

1. Section 433 of the Local Government Act 1993
2. Terms of Reference for the Section 430 Investigation, 5 February 2018

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### **RECOMMENDATION**

That Council:

1. Notes the Section 430 Investigation Report and acknowledge the tabling of the Report;
2. Authorises the Mayor to provide a response to the Report in accordance with Section 434 of the Act; and
3. Holds a workshop with councillors and appropriate staff to provide the Mayor with advice to assist in the preparation of a submission.



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### Item 11 Consideration of Tenders

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

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### Reason for Report

To propose to Council a variation to the manner in which tenders are considered

### Background

Council currently deals with tenders wholly in Closed Council. Section 10A of the NSW Local Government Act 1993 permits the Council to consider items in Closed Council for a range of reasons, in the case of tendering this includes:

- (2) *The matters and information are the following:*
- ...
- (c) *information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,*
- (d) *commercial information of a confidential nature that would, if disclosed :*
- (i) *prejudice the commercial position of the person who supplied it, or*
  - (ii) *confer a commercial advantage on a competitor of the council, or*
  - (iii) *reveal a trade secret,*

Council should also be aware of the provisions of Section 10B of the Local Government Act which provides:

- (1) *A meeting is not to remain closed during the discussion of anything referred to in [section 10A\(2\)](#):*
- (a) *except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and*
  - (b) *if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret--unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.*

While the consideration of tenders in Closed Council is permitted under the Act it is not a compulsory requirement. It is possible however for tenders to be dealt with in Open Council and it is becoming more commonplace for this to happen.

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The consideration of tenders in Open Council may be done in a range of ways, for example that all information, including pricing, about a tender be considered in Open Council while another is that certain information, e.g. tender prices, be withheld from Open Council and provided to councillors only and on a confidential basis.

Should Council wish to consider tenders in Open Council there is the responsibility of participants in the meeting to be careful with their language.

For transparency reasons it would be good for tenders to be considered in Open Council.

### **Options**

The provisions of the Local Government Act provide that Council “may” close this Council meeting hence it is up to Council to decide whether a matter is to be discussed during the closed part of a meeting (s.10A(2) of the Act). In deciding this, Council would be guided by whether the item is in a confidential business paper. However, even if the item is in a confidential business paper, Council could disagree with this assessment and discuss the matter in an open part of the meeting.

Should a matter be considered in Open Council then councillors and staff would need to take great care in how they debate the tenders and also ensure that they are not compromised by any possible approaches by tenderers.

### **Financial Considerations**

Nil at this stage.

### **RECOMMENDATION**

That Council commence a practice of considering tenders in Open Council with tender prices being provided in a table format in Open Council without identifying the tenderer and full tender pricing being provided as ‘confidential’ information for councillors only.

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### Item 12 Council Resolutions Report November 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, November 2019

### **RECOMMENDATION**

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

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### Item 13 Revotes Report November 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, November 2019

### **RECOMMENDATION**

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

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### Item 14 2018/19 Annual Report

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Corporate and Community Services – Jenni Maundrell
<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

The reason for this report is to present Council with the 2018/19 Annual Report.

### Commentary

The 2018/19 Annual Report has been prepared as required by sections 428 and 428A of the *Local Government Act 1993* (NSW) and clause 217 of the *Local Government (General) Regulation 2005* (NSW) and is attached to this report for information of the Council and community.

The Annual Report highlights Council's achievements and progress against each of the *2017-2032 Community Strategic Plan* seven key themes:

1. Natural Environment.  
Goal: the good health of our natural environment and biodiversity is preserved and enhanced.  
*"We value our pristine, healthy, natural environment with clean water resources and diverse flora and fauna. We enjoy the close proximity to National Parks and large areas of forest and bushland. We love that we are surrounded by wide open spaces and spectacular mountain landscapes. We enjoy the peace and quiet, our temperate climate with four distinct season, the fresh, unpolluted air and clear night skies."*
2. Local Economy.  
Goal: our economy is strong and sustainable, providing our communities with localised employment opportunities and ease of access to markets, goods and services.  
*"Our solid local tourism industry is based on local attractions including three National Parks, Siding Spring Observatory and a range of tailored facilities and amenities. The contribution of our diverse agricultural industry is highly valued, made possible by good climate and rainfall, productive soils, clean water supplies and ready access to markets."*

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*We benefit from good transport links within the shire and to external markets and customers and from an abundance of natural resources which provide our shire with opportunities for local economic growth. We have diverse local employment and business opportunities and we have access to a wide range of trades, services and businesses that are locally owned and operated, providing personalised customer service.”*

3. Community and Culture.

Goal: the communities of our shire are safe, harmonious and supportive and are bound by vibrant social and cultural interaction and a strong local identity.

*“Our communities are strong, resilient and inclusive and provide support and assistance to those in need. Local volunteers contribute greatly to our community wellbeing and we enjoy the freedoms that are afforded through our safe, friendly and caring community. Our shire is a great place to raise a family and we value the contributions and participation of our younger people who are provided opportunities to support their development. Relationships between our indigenous and non-indigenous communities are harmonious and respectful and our diverse community is reflected through a wide range of arts and cultural activities, festivals and events.”*

4. Rural and Urban Development.

Goal: our shire is characterised by its peaceful rural landscape, its thriving towns and villages and diverse agricultural activities.

*“Our shire is centrally located in NSW, within close proximity to regional centres and cities and we offer a range of affordable housing options. We enjoy a relaxed pace of life with low traffic volumes, no overcrowding and our urban centres are enhanced by the surrounding rural landscape and atmosphere. Our local history and heritage is visible in our towns and villages which are clean, tidy and well-presented.”*

5. Recreation and Open Space.

Goal: the communities of our shire have abundant opportunities to participate in sporting and recreational interests of their choice.

*“People within the shire have opportunities to participate in a diverse range of locally based sports catering for people of all ages, activity levels and interests. Our rural setting provides children with opportunities to play in and explore their natural environment and our communities have easy access to a wide range of active and passive recreational pursuits through close proximity to National Parks and other open spaces. Organised sporting and recreational activities within the shire are coordinated by an array of active clubs and volunteer organisations and Council provides communities across the shire with well-maintained sporting facilities, parks and gardens.”*

6. Public Infrastructure and Services.

Goal: our communities are provided with safe, functional, and well-maintained infrastructure and a comprehensive range of services.

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*“We have a range of essential local services and facilities supporting the health, medical and aged care needs of our communities and we benefit from the local presence of State and Federal agencies and non-government organisations that provide a range of essential services. Local children and young people benefit from provision of high quality educational services and facilities. We have an array of public infrastructure, such as parks, libraries, community halls, swimming pools, sporting facilities and tourism amenities that are important for the prosperity and well-being of our communities.*

*Our towns benefit from the secure supply of potable water and our villages and rural areas have access to water from rainfall, rivers and artesian systems. Our shire accommodates major road transport links that are of national importance for the movement of people and freight and Council maintains three aerodromes and an extensive network of roads and bridges that provide connections within the shire and to other regional centres. We are also supported by volunteer emergency services that are critical in providing immediate accident and disaster response.”*

### 7. Local Governance and Finance.

Goal: Warrumbungle Shire Council is recognised for its strong community leadership, sound financial and asset management, and ethical, accountable and responsive local government.

*“Our councillors represent the communities of the shire well and work effectively together, taking their responsibilities as elected officials seriously. Council provides an appropriate range of services and facilities that are responsive to community needs and Council bases its activities and decision-making on principles of openness, transparency and accountability. Council maintains a visible presence across the shire through decentralised offices, services and depot facilities.*

*Council is the major employer within the shire, providing a wide range of local training and employment opportunities and Council’s staff members are friendly and approachable and are an integral part of the communities of the shire. Council is proactive in providing financial, staff and other resources to develop programs and services that support the well-being of its communities.”*

The Annual Report documentation comprises the following:

- 2018/19 Annual Report which highlights Council’s achievements and progress towards the *Community Strategic Plan* and other statutory information as prescribed by the Local Government Act and Regulations; and
- Audited Financial Statements 2018/19.

Copies of these documents will be uploaded to Council’s website and, as prescribed, will be made available to the Minister for Local Government.

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The audited Financial Statements 2018/19 detail the income and expenditure and financial position of Council over this period as well as specific schedules and the Special Purpose Financial Reports.

### **Options**

Not applicable

### **Financial Considerations**

Nil

### **Attachments**

1. 2018/19 Annual Report

### **RECOMMENDATION**

That Council adopts the 2018/19 Annual Report and makes it available to the public on Council's website and notifies the Minister for Local Government of its availability.



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### Item 15 Community Financial Assistance Donations 2019/20 (Round One)

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	PA to Director Corporate Services – Kira Alexander
<b>CSP Key Focus Area:</b>	Community and Culture
<b>Priority:</b>	CC4 There is a high degree of public involvement in community activities including volunteerism.

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#### **Reason for Report**

To present to Council 27 on time applications received in Round One of the 2019/20 Community Financial Assistance Donations totaling \$13,500 for determination by Council.

The application forms were well completed by most organisations thereby making assessment for recommendation to Council a more streamlined process.

#### **Background**

The budget allocation for this area is \$20,000 each year.

Applying groups and organisations were required to complete and submit the Community Financial Assistance Donations Application Form by the due date of Wednesday 18 September 2019. Applications submitted after the due dates have been referred to the next round of applications.

Each year Warrumbungle Shire Council offers two (2) rounds of Community Financial Assistance Donations to provide some limited support local community groups and organisations in Warrumbungle Shire. The maximum amount of financial assistance provided is \$500.

Through the provision of Community Financial Assistance Donations, Warrumbungle Shire Council provides support for community based projects and activities in Warrumbungle Shire. Community Groups and organisations are encouraged to apply for funding to support projects which promote and support people living in the towns and villages in Warrumbungle Shire.

The Community Financial Assistance Donations are made in addition to annual donations and contributions outlined in Council's Donations' Policy when the 2019/20 Operational Plan Budget and associated Delivery Program were adopted.

#### **Issues**

The Council's Community Financial Assistance Donations Guidelines state that, applications are assessed against the following criteria:

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- contribution to addressing gaps in service provision or community development programs and activities,
- activities which promote community development in a multicultural context and seek to address issues of access and equity,
- involvement from volunteers and self help initiatives which build upon Council's contribution,
- consumer / user participation in management of services / activities,
- innovative and creative approaches to identified needs, and
- activities which use Council funding to attract further resources and funding.

The Guidelines also state that Council will give low priority to following types of requests:

- activities/services which do not attempt to become self-supporting where the potential exists through fees or other feasible income-producing activities,
- activities of a purely social nature, which do not address the needs of disadvantaged groups,
- activities which are eligible for support from state-wide or regional parent bodies, and
- organisations which have not observed accountability requirements for past Council assistance.

The list of applications includes information on whether or not the applicant:

- Received funding in the 2018/19 Community Financial Assistance Donation Program for the same purpose as their 2019/20 application, and
- Receives an annual donation from Council as part of Council's Donations Policy.

Where an amount was not included in the application an amount of \$500 has been included.

Is provided with other support.

### **Financial Considerations**

The 15 recommended successful applicants and amounts recommended is well within budget at \$6,800 of the \$20,000.

### **Conclusion**

As recommended.

### **Attachments**

1. Community Financial Assistance Donations – All on time completed applications.
2. Community Financial Assistance Donations – Summary listing including reasons for recommendation.

### **RECOMMENDATION**

That Council funds the following applicants under Round One of the 2019/20 Community Financial Assistance Donations at a total amount of \$6,800.

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<b>Ref.</b>	<b>Organisation</b>	<b>Doc. Id.</b>	<b>\$Amt</b>
R1.1	Mendooran Youth Group	105012	\$500
R1.3	Dunedoo & District Historical Society & Museum Inc	105203	\$500
R1.4	Coonabarabran Rescue Squad	105524	\$500
R1.5	Creatives Collective ARI Inc	105552	\$500
R1.6	Binnaway Amateur Boxing Gym	105983	\$300
R1.8	Coonabarabran Military Civilian Rifle Club	106048	\$500
R1.12	Uniting, Family Options, Dubbo	106005	\$500
R1.14	Warrumbungle Domestic Violence Committee	106047	\$500
R1.15	Baradine Central School	106045	\$200
R1.17	Mendooran Bowling Club	106069	\$500
R1.18	Dunedoo Amateur Swimming Club	106070	\$500
R1.20	Dunedoo & District Development Group	106070	\$500
R1.23	Dunedoo Preschool & Kindergarten Inc	106070	\$500
R1.25	Coonabarabran Soccer Club	106079	\$300
R1.27	Mendooran Merrygoen Amateur Swimming Club	106098	\$500

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### Item 16 Presentation of 2017/2018 External Audited Annual Financial Statements as at 30 June 2019

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

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#### **Reason for Report**

This report allows for tabling of the reports on the audit of Council's Audited Annual Financial Statements for the year ended 30 June 2019. The Annual Financial Statements were completed and lodged to the Office of Local Government (OLG) by the statutory deadline.

Copies of the financial statements will be on Council's Website and available at Council's Offices in Coolah and Coonabarabran. Additionally, Council Libraries provide access for the public to Council's Website.

A representative of the Audit Office of NSW has advised that they will be in attendance at the Council Meeting to present the Audited Annual Financial Statements for the year ended 30 June 2019.

A number of significant issues impacted the final Annual Financial Statements; two of these were the impairment of the Three Rivers Regional Retirement Community (TRRRC) Project Work in Progress costs and the Rural Fire Services (RFS) adjustments relating to Fleet Assets in line with the Audit Office of NSW approach that Rural Fire Services are under Council's control. Further details on these two issues are as follows:

#### **Rural Fire Services (RFS) – Fleet Assets**

Audit Office of NSW advised that Fleet Assets value is above their materiality threshold level for 2018/19 and, therefore, Council needed to recognise these assets. This was in line with the Audit Office view that RFS Fleet Assets are vested in the Council and as such are controlled by Council.

The impact of recognising the RFS assets resulted in an increase of \$3.6 million to Infrastructure, Property, Plant and Equipment (IPPE) assets within the Statement of Financial Position as at 30 June 2018 (correction of opening balance).

In accordance with Australian Accounting Standards, the error identified above has been corrected by restating the balances at the beginning of the earliest period

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presented (1 July 2017) and taking the adjustment through accumulated surplus at that date. This is the reason Statement of Financial Position includes restated balance sheets for prior periods (30 June 2018 and 01 July 2017).

Recognition of Fleet Assets reduced the net operating result by \$399k due to additional depreciation expense on these assets for the year 2018/19.

### **TRRRC**

Within the Annual Financial Statements a more detailed below disclosure was included

*“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 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.”*

Additionally, a write-down of the Work in Progress amount of \$4.17million by \$3.5million to \$700,000 was made as required by the Audit Office in recognition of the matters to date. This write down was based on the report prepared by Preston Rowe Paterson, International Property Consultants and Valuers, who valued the project at \$700,000 on “as if complete” basis.

The above write down of \$3.5million reduced the net operating result for the year 2018/19 from \$4.4M to \$902,.

A summary of the Consolidated 2018/19 Audited Annual Financial Statements is provided below:

	<b>2018/19</b>	<b>2017/18</b>
	<b>\$ '000</b>	<b>\$ '000</b>
<b>INCOME STATEMENT</b>		
Total income from continuing operations	43,515	47,557
Total expenses from continuing operations	42,613	45,087
<b>Net operating result for the year</b>	<b>902</b>	<b>2,470</b>
<b>Net operating result before grants and contributions provided for capital purposes (deficit)</b>	<b>(4,984)</b>	<b>(4,770)</b>
<b>STATEMENT OF FINANCIAL POSITION</b>		
Total current assets	22,086	24,155
Total current liabilities	(7,279)	(7,624)
Total non-current assets	488,875	485,547
Total non-current liabilities	(7,045)	(7,168)
<b>TOTAL EQUITY</b>	<b>496,637</b>	<b>494,910</b>

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<b>Other financial information</b>		
Unrestricted current ratio (times)	4.37	4.05
Operating performance ratio (%)	(16.38)%	(8.96)%
Debt service cover ratio (times)	5.05	7.30
Rates and annual charges outstanding ratio (%)	10.22%	8.69%
Infrastructure renewals ratio (%)	54.98%	106.99%
Own source operating revenue ratio (%)	47.00%	46.45%
Cash expense cover ratio (months)	6.97	5.76

Submissions on the 2018/19 Audited Annual Financial Statements close one week after the meeting is held at 4:30pm on 28 November 2019.

### **Attachments**

1. Copies of the Consolidated General Purpose, Special Purpose Annual Financial Statements and Special Schedule on Permissible Income for General Rates for the year ended 30 June 2019 inclusive of the Audit Certificates and copy of the unaudited Special Schedule, Report on Infrastructure Assets as at the 30 June 2019.

### **RECOMMENDATION**

That Council note the report on completion and presentation of the Audited Annual Financial Statements for the Warrumbungle Shire Council as at 30 June 2019.

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### Item 17 Quarterly Budget Review Statement for the 1<sup>st</sup> Quarter Ending 30 September 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 governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

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#### **Reason for Report**

To present a summary of Council's financial position as at 30 September 2019 including information regarding the supplementary vote requests.

#### **Summary**

The 1<sup>st</sup> Quarterly Budget Review Statement report (refer attachments) is to inform Council on major variations and recommend changes to the budget. Explanations for major variations are reported within the 1<sup>st</sup> Quarterly Budget Review Statement. Also included is a list of supplementary votes for approval. The net impact on the original budget is an increase or positive impact of \$329,912.

#### **Background**

Section 203 of the *Local Government (General) Regulation 2005* regarding budget review statements and revision of estimates states that:

- (1) *Not later than 2 months after the end of each quarter (except the June quarter), the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the statement of the council's revenue policy included in the operational plan for the relevant year, a revised estimate of the income and expenditure for that year.*
- (2) *A budget review statement must include or be accompanied by:*
  - (a) *a report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimate of income and expenditure, and*
  - (b) *if that position is unsatisfactory, recommendations for remedial action.*

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(3) *A budget review statement must also include any information required by the Code to be included in such a statement.*

The minimum requirements for the Quarterly Budget Review Statement are included in the Code of Accounting Practice and Financial Reporting.

The QBRS is composed of, but not limited to, the following budget review (BR) components:

- A statement by the responsible accounting officer on Council's financial position at the end of the year based on the information in the Quarterly Business Review Statement (Part 2)
- Budget Review – Income and Expenses Statement in one of the following formats (Parts 3, 5 & 6):
  - consolidated;
  - by fund (eg. General Fund; Water Fund; Sewer Fund); or
  - by function, activity, program etc. to align with the management plan / operational plan.
- Budget Review – Capital Budget (Parts 7 and 8)
- Budget Review – Cash and Investments Position (Part 10)
- Budget Review – Key Performance Indicators (Part 12)
- Budget Review – Contracts and Other Expenses (Part 13)

The following important financial information has also been provided in addition to the information required as part of the Quarterly Budget Review Statement reporting framework:

- Balance Sheet as at 30 September 2019 (Part 9)
- A Loan Movement Schedule (Part 11)
- Status of relevant budget related outstanding Council Resolutions (Part 14)

### **Report**

The 1st Quarterly Budget Review Statement shows that Council's consolidated revised income budget for the 2019/20 financial year is \$43,353,763. Expenses from continuing operations are projected to be \$41,841,658. This results in a projected consolidated operating result from continuing operations of \$1,512,105.

Council's 30 September 2019 year to date (YTD) accrual result is an accrual of \$6,909,195 surplus including Capital Grants and Contributions and an increase in cash of \$21,062 from \$17,737,721 to \$17,758,783.

The corresponding General Fund 1st Quarterly Budget Review Statement figures are a revised income budget for the 2018/19 financial year of \$37,078,582. Expenses from continuing operations are projected to be \$36,055,530. This results in a projected consolidated operating surplus result from continuing operations of \$1,023,052.

Council's General Fund (excluding Water & Sewer Fund) 30 September 2019 year to date (YTD) accrual result is an accrual of \$5,178,313 surplus including Capital grants and Contributions of \$393,160 (General Fund budgeted Capital Expenditure is \$17,328,130).



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Council's projected unrestricted cash and investments balance is \$2,315,783 as at 30 September 2019.

Significant items to note from the QBRS include:

- User charges and fees are \$1.6m (18%) under the budget. The major areas are:
  - RMS Charges (\$1,523k or 49% higher than budgeted) - mostly timing issues;These positive results are offset by:
  - Quarry Revenues at 10% of the annual budget;
  - Water Supply Services User Charge - no income received in the first quarter as the billing is raised in 2nd quarter;
  - Private Works - Section 67 (\$64k unfavourable) - due to low demand.
- Operational Grants and Contributions are lower than budgeted (by \$922k or 6%). Primarily due to:
  - Roads to recovery funding - less than pro-rata \$100k;
  - RMCC/State Roads funding - no income received pro rata \$881k
- Capital grant income is currently 16% less than the pro rata budget due to the following items - timing issue:
  - Local Roads - Capital Grant (\$188k);
  - Regional Roads - Capital Grant (\$266k);
  - Water Infrastructure - Capital Grant (\$30k);
  - Sewer Infrastructure - Capital Grant (\$92k);
- Building and Infrastructure Renewals Ratio – the year to date (YTD) ratio is 56.47%. A ratio of less than 100% is unsatisfactory; however, based on the 2019/20 renewal capital works program, it is envisaged that ratio will improve by year end.
- In accord with Council Resolution 441/1819 *ie “The General Manager identify further savings and report them to Council at the first quarterly review (due in October / November 2019)”* the General Manager and Directors have identified a number of vacant employment positions (\$307,000) and other savings that have been taken from the budget and included as 1st Quarterly Budget adjustments. These include a labourer position in Technical Services, the Tourism South Position in the Environment and Development Services and a number of positions not to be filled in Corporate and Community Services being; Deputy CFO, Finance Officer and a Corporate Services Officer position.

Further information is provided in the 1st Quarterly Budget Review Statement (*Attachment 1*).

### Supplementary Vote Requests

Supplementary Vote requests have been received for the items outlined in Table 1.

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The total supplementary vote requests is a reduction of expenditure of \$2,027,149 and a reduction of revenue is \$1,697,237 with the net impact on the budget being an increase or positive impact of \$329,912.

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**Table 1: Supplementary Vote Request Variations**

Description	Revenue	Operational Expenditure	Capital Expenditure	Net Impact on Budget	Comments
<b>General Fund</b>					
<b>General Revenue</b>					
General Grants	282,633	-	-	282,633	Increase in FAG Grant (General comp \$253k; Roads comp. \$30k)
<b>Total General Revenue</b>	<b>282,633</b>	<b>-</b>	<b>-</b>	<b>282,633</b>	Positive Impact
<b>Technical Services</b>					
Technical Services Management	-	10,000	-	10,000	Savings in casual wages
<b>Total Technical Services Management</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>	Positive Impact
<b>Road Operations</b>					
Regional Roads M&R	-	35,000	(35,000)	-	Amount reallocated from operating to capital expenditures for following works: - Coonabarabran Mungindi Road Upgrade Project (WO 2180), \$15k (Council Resolution 198/1819) - Blisters and warning signs - Bullinda Street, Binnaway (WO 2181), \$20k (Council Resolution 219/1819)
Local Roads M&R	-	104,592	-	104,592	Savings in Plant Hire (\$35k), Salaries and Wages (\$45k) and Contracted Works (\$25k)
Aerodromes	-	-	(14,765)	(14,765)	This relates to Drought Communities Fund - Extension in respect of following: - Aerodrome Fences - Baradine (WO 2013), \$14.4K - Coonabarabran Aerodrome Fence Replacement (WO 2014), \$0.4K
<b>Total Road Operations</b>	<b>-</b>	<b>139,592</b>	<b>(49,765)</b>	<b>89,827</b>	Positive Impact
<b>Urban Services</b>					
Horticulture	-	21,000	-	21,000	Savings in Plant Hire (\$4k), Salaries and Wages (\$15k) and Materials Purchase (\$2k)
Street Cleaning	-	12,000	-	12,000	Savings in Plant Hire (\$3k), Salaries and Wages (\$7k) and Overtime (\$2k)
Ovals	4,500	20,566	(13,350)	11,716	<u>Revenue:</u> - Capital contribution from Wesley Life Force in respect of Neilson Park Yarning Circle (WO 2064), (Council Resolution 101/1920) <u>Operating Expenditure:</u> - Savings in Plant Hire (\$7k) and Salaries and Wages (\$13.5k) <u>Capital Expenditure:</u> - Retention money relating to Robertson Oval - Amenities refurbishment (Canteen & Toilets) (WO 1308), \$7k - Neilson Park Well (Drought Communities Fund) (WO 2018 ), \$325 - Neilson Park Yarning Circle (WO 2064), \$6k (Council Resolution 101/1920)
Town Streets	-	29,000	-	29,000	Savings in Plant Hire (\$12k), Salaries and Wages (\$7k) and Contracted Works (\$10k)

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Description	Revenue	Operational Expenditure	Capital Expenditure	Net Impact on Budget	Comments
Public Swimming Pools	-	(26,150)	(15,000)	(41,150)	<u>Operating Expenditure:</u> Net impact of - Savings in Plant Hire (\$2k) and Materials Purchased (\$2k) - Provision for casual wages for extra hours at Council pools, \$30k (Council Resolution 107/1920) <u>Capital Expenditure:</u> - Electronic Key Access for Town Pool Gates (WO 2182), \$15K (Council Resolution 52/1920)
<b>Total Urban Services</b>	<b>4,500</b>	<b>56,416</b>	<b>(28,350)</b>	<b>32,566</b>	Positive Impact
<b>Total Tech Services (Excluding Water/Sewer)</b>	<b>4,500</b>	<b>206,008</b>	<b>(78,115)</b>	<b>132,393</b>	Positive Impact
<b>Development Services</b>					
<b>Development Services Management</b>					
Development Services Management	6,116	(6,116)	-	-	Local Heritage Places Grant - Impact to original budget worked out to \$6.1k in both revenue and operating expenditure, which has been included in Q1 Supp Votes (Council Resolution 150/1920)
<b>Total Development Services Management</b>	<b>6,116</b>	<b>(6,116)</b>	<b>-</b>	<b>-</b>	No Impact
<b>Development And Tourism</b>					
Tourism And Development Services	-	56,802	(305,475)	(248,673)	<u>Operating Expenditure:</u> - Savings in Salaries and Casual Wages (\$57k) <u>Capital Expenditure:</u> 1) Drought Communities Fund - Extension: - Banner Pole Installation - Binnaway (WO 2026), \$16.4k - Banner Pole Installation - Coolah (WO 2027), \$16.8k - Banner Pole Installation - Mendooran (WO 2028), \$17.2k 2) Acquisition of Coonabarabran Visitor Information Centre Car Park - Lot 589 DP 721790 (WO 2183), \$255k
<b>Total Development And Tourism</b>	<b>-</b>	<b>56,802</b>	<b>(305,475)</b>	<b>(248,673)</b>	Negative Impact
<b>Total Development Services</b>	<b>6,116</b>	<b>50,686</b>	<b>(305,475)</b>	<b>(248,673)</b>	Negative Impact
<b>Corporate And Community Services</b>					
<b>Corporate Services</b>					
Corporate Services Management	-	69,530	-	69,530	Savings in Salaries and Wages
Finance	-	77,830	-	77,830	Net impact of: - Savings in Salaries and Wages (\$128k) - Additional fringe tax benefits in line with last year actual cost (\$ 50k)
Communications And IT	94,000	-	(107,800)	(13,800)	CCTV for Coonabarabran and Coolah (WO 2177)
<b>Total Corporate Services</b>	<b>94,000</b>	<b>147,360</b>	<b>(107,800)</b>	<b>133,560</b>	Positive Impact
<b>Corporate and Comm Services Other</b>					

# WARRUMBUNGLE SHIRE COUNCIL

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Description	Revenue	Operational Expenditure	Capital Expenditure	Net Impact on Budget	Comments
Bushfire And Emergency Services	(2,084,486)	3,025,929	(851,444)	89,999	<p><u>Revenue:</u> In line with accounting treatment discussed with auditors in 2018/19, revenue budget has been revised downward from \$3.7M to \$1.6M (decrease by \$2.1M). Revised budget includes (a) grant relating to operating expenditures (\$405k); and (b) capital grants in respect of infrastructure capital works and fleet assets (\$1.2M)</p> <p><u>Operating Expenditure:</u> - Reduced from \$3.8M to \$804k (decrease by \$3M), which includes (a) expenses relating to operating grant (\$405k); and Council's contribution (\$400k)</p> <p><u>Capital Expenditure:</u> Below are the details of Q1 Supp votes based on RFS allocation for 2018/19 (except for work order 859, additional budget is required for all work orders):</p> <ul style="list-style-type: none"> <li>- RFS Vehicles (WO 592), \$377k</li> <li>- RFS - Station Improvements (WO 859), reduction of \$26k</li> <li>- RFS - Weetaliba Station (WO 1315), \$320k</li> <li>- RFS Yearinan Station (WO 1753), \$30k</li> <li>- Gowang (Toilet) (WO 2171), \$30k</li> <li>- Purlewaugh Station (WO 2172), \$50k</li> <li>- Hot Fire Training Pad (WO 2173), \$70k</li> </ul>
<b>Total Corporate and Comm Services Other</b>	<b>(2,084,486)</b>	<b>3,025,929</b>	<b>(851,444)</b>	<b>89,999</b>	Positive Impact
<b>Total Corporate And Comm Services</b>	<b>(1,990,486)</b>	<b>3,173,289</b>	<b>(959,244)</b>	<b>223,559</b>	Positive Impact
<b>Total General Fund</b>	<b>(1,697,237)</b>	<b>3,429,983</b>	<b>(1,342,834)</b>	<b>389,912</b>	<b>Positive Impact</b>
<b>Water Fund</b>					
<b>Warrumbungle Water</b>	-	-	(60,000)	(60,000)	<ul style="list-style-type: none"> <li>- Water Coonabarabran, Re-locate services-Renshaw st (WO 1686), \$20k</li> <li>- Water Dunedoo, Mains replacement - Hwy/caravan park underbore (WO 2114), \$40k</li> </ul>
<b>Total Water Fund</b>	-	-	<b>(60,000)</b>	<b>(60,000)</b>	<b>Negative Impact</b>
<b>Total Warrumbungle Shire Council</b>	<b>(1,697,237)</b>	<b>3,429,983</b>	<b>(1,402,834)</b>	<b>329,912</b>	<b>Positive Impact</b>

### Financial Considerations

The total amount of expenditure supplementary vote requests variations are:

- A net reduction of \$2,027,149 in expenditure (net impact of reduction in operating expenditure of \$3,429,983 and increase in capital expenditure of \$1,402,834);
- A reduction of revenue is \$1,697,237;
- Therefore, the net impact on the original budget is an increase or positive impact of \$329,912.

### Options

Council can choose to:

1. Accept the Quarterly Budget Review Statement (QBRs) and:

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 21 November 2019**

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- (a) approve all supplementary votes requested; or
  - (b) select projects from the supplementary votes and approve a lower amount; or
  - (c) approve the supplementary votes requested and postpone selected current year projects to reduce the capital works program for 2019/20; or
2. Accept the Quarterly Budget Review Statement (QBRs) subject to changes and:
- (a) approve all supplementary votes requested; or
  - (b) select projects from the supplementary votes and approve a lower amount; or
  - (c) approve the supplementary votes requested and postpone selected current year projects to reduce the capital works program for 2019/20; or
3. Not accept the Quarterly Budget Review Statement (QBRs) and:
- (a) reject the whole amount requested; or
  - (b) select projects from the requested supplementary votes and approve a lower supplementary vote amount; or
  - (c) approve the supplementary votes requested and postpone selected current year projects to reduce the capital works program for 2019/20.

### **Statement by Responsible Accounting Officer**

The following statement is made in accordance with clause 203(2) of the *Local Government (General) Regulation 2005*.

It is my opinion that the Quarterly Budget Review Statement for Warrumbungle Shire Council for the quarter indicates that Council's financial position as at 30 September 2019 is satisfactory having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

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**Responsible Accounting Officer**

### **Attachments**

1. 1st Quarterly Budget Review Statement

### **RECOMMENDATION**

That Council:

1. Accept the 1st Quarterly Budget Review Statement for the 2019/20 financial year, as presented; and
2. Approve the net positive variations totalling \$329,912 as described in Table 1.

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### Item 18 Investments and Term Deposits – month ending 31 October 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, \$3,000,000.00 of term deposits matured, earning Council a total of \$31,732.89 in Interest.

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

- \$1,200,000 with CBA at a rate of 1.45%
- \$800,000 with NAB at a rate of 1.60%

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- \$1,000,000 with CBA at a rate of 1.42%

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 \$2,635.47 interest was received on the balances in the accounts and net transfers of -\$1,985,259.10 were made from these accounts resulting in a month end balance of \$2,809,844.67.

### Income Return

The average rate of return on Investments for the month was 1.75% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 1.03% by 72 points.

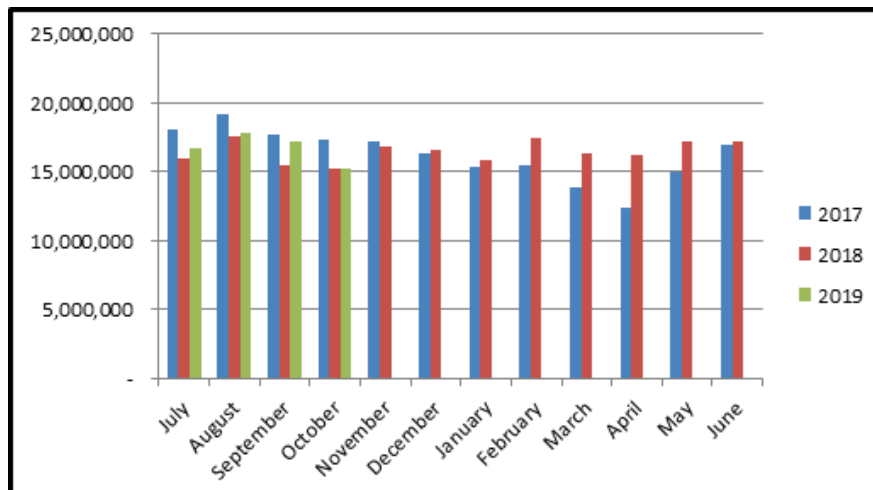
Council's full year projected budget for 2019/20 for interest is \$339,220.00. At the end of October the amount of interest received and accrued should approximate 36.02% of the total year budget, ie. \$122,186.67. On a year to date basis, interest received and accrued totals \$117,195.80 which is only 34.55% of the projected annual budget.

### **Financial Implications**

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

In addition to the 'at call accounts and term deposits' held as at 31 October 2019, Council had a 'cash at bank balance' of \$405,607.67.

### **Graph by Month Investments**





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**Table 1: Investment Balances – 31 October 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%	110,846.77
ANZ		At Call	at call	ADI	ADI	0.75%	6,918.57
Regional Australia Bank		At Call	at call	LMG	LMG	0.60%	1,545.96
T Corp IM Cash Fund		At Call	at call	P	P	1.32%	2,164,313.91
CBA At Call		At Call	at call	ADI	ADI	0.70%	525,864.94
<b>Sub-Total</b>							<b>2,809,844.67</b>
<b>Term Deposits</b>							
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
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	26-Aug-19	18-Feb-20	176	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
CBA	15-Oct-19	14-Apr-20	182	ADI	ADI	1.45%	1,200,000.00
NAB	15-Oct-19	23-Apr-20	191	ADI	ADI	1.60%	800,000.00
CBA	29-Oct-19	07-May-20	191	ADI	ADI	1.42%	1,000,000.00
<b>Sub-Total</b>							<b>12,000,000.00</b>
<b>Total</b>							<b>14,809,844.67</b>

**Credit Rating Legend**

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

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**Table 2: At Call and Term Deposits – Monthly Movements**

<b>Bank</b>	<b>Opening Balance</b>	<b>Interest Added to Investment</b>	<b>Net Placements/ Withdrawals</b>	<b>Closing Balance</b>
NAB	354.52	-	-	354.52
NAB B pay At Call	106,661.83	-	4,184.94	110,846.77
ANZ	6,928.92	4.65	-15.00	6,918.57
Regional Australia	1,545.76	0.20	-	1,545.96
T Corp IM Cash	4,161,683.29	2,630.62	-2,000,000.00	2,164,313.91
CBA At Call	515,293.98	-	10,570.96	525,864.94
<b>Total at call</b>	<b>4,792,468.30</b>	<b>2,635.47</b>	<b>-1,985,259.10</b>	<b>2,809,844.67</b>
NAB	1,000,000.00	13,317.27	-1,013,317.27	-
CBA	1,000,000.00	10,570.96	-1,010,570.96	-
CBA	1,000,000.00	7,844.66	-1,007,844.66	-
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
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
CBA	-	-	1,200,000.00	1,200,000.00
NAB	-	-	800,000.00	800,000.00
CBA	-	-	1,000,000.00	1,000,000.00
<b>Total Term Deposits</b>	<b>12,000,000.00</b>	<b>31,732.89</b>	<b>-31,732.89</b>	<b>12,000,000.00</b>
<b>Total</b>	<b>16,792,468.30</b>	<b>34,368.36</b>	<b>-2,016,991.99</b>	<b>14,809,844.67</b>

### **Compliance with Council's Investment Policy**

Council was previously advised that the investments in AMP were downgraded from Upper Medium Grade (UMG) to Lower Medium Grade (LMG) in August 2019. These investments will be moved to an approved financial institution in accordance with Council's Investment Policy when they become due.

### **Certification of Responsible Accounting Officer**

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

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## **Ordinary Meeting – 21 November 2019**

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**Responsible Accounting Officer**

### **RECOMMENDATION**

That Council note and accept the Investments and Term Deposits Report for the month ending 31 October 2019 including a total balance of \$15,215,452.34 being:

- \$2,809,844.67 in at call accounts
- \$12,000,000.00 in term deposits
- \$405,607.67 cash at bank

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### Item 19 Funding Opportunity – Fixing Local Roads Program

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Technical Services
<b>Author:</b>	Director Technical Services – Kevin Tighe
<b>CSP Key Focus Area:</b>	Public Infrastructure & Services
<b>Priority:</b>	P13 Road networks throughout the Shire need to be safe, well maintained and adequately funded

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### Reason for Report

The purpose of this report is to determine projects and project priority for funding under the NSW Government's Fixing Local Roads Program.

### Background

The NSW Government introduced the Fixing Local Roads Funding Program on 1 November 2019. From the Guidelines for the program *'Councils will be able to apply for grants to repair priority local roads. Eligible projects should meet the following criteria. The project must be:*

- *Located on a local road managed by Council*
- *Identifiable as a priority or important local road for the local government area or region*
- *Deliverable within 24 months of notification from Transport for NSW*
- *Maintenance driven such as repairing, patching, maintaining or sealing existing roads.*

*'Examples of eligible projects are:*

- *Repairing pot holes on a key local road*
- *Sealing an unsealed road that will improve safety or improve access to services or industry*
- *Patching or repairing cracking on a key local road' (Guidelines)*

Projects on State or Regional Roads are not eligible.

### Issues

Round 1 Applications close 2 December 2019. *'Additional rounds may be open if funding is available after the 1<sup>st</sup> round'*. Each project submitted will be assessed in accordance with the following criteria; local road function, local road condition, local road safety and co contribution. Further details of the assessment criteria and weightings are provided in Attachment 1.

### Options

The list of projects in Table 1 has been developed from 'wish list' projects in the Asset Management Plan and from current programs.

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Council will recognise that using funds to construct new assets will increase Council's commitment to funding asset renewal in the longer term. Council will also recognise that there is a backlog of road maintenance renewal works and that it is prudent to use additional funding to reduce this backlog.

**Table 1 – Project Options for the Fixing Local Roads Funding Program**

<b>Local Road Project</b>	<b>Project Cost (\$)</b>
Pavement Rehabilitation 3km Piambra Road	600,000
Pavement Rehabilitation 2km Wool Road	400,000
Pavement Rehabilitation 2km Tucklan Road	400,000
Pavement Rehabilitation 1km Indians Lane	200,000
Pavement Rehabilitation 2km Lawson Park Road	400,000
Pavement Rehabilitation 2km Merrygoen Road	400,000
Pavement Rehabilitation 3km Napier Lane	600,000
Pavement Rehabilitation 2km Bugaldie Goorianawa Road	400,000
Pavement Rehabilitation 1km Baradine Goorianawa Road	200,000
Pavement Rehabilitation 2km Goolhi Road	400,000
Pavement Rehabilitation 2km Tongy Lane	400,000
Pavement Rehabilitation 2km Cobborah Road	400,000
Bitumen Sealing 5km Coolah Neilrex Road	1,500,000
Bitumen Sealing 3.5km Tooraweenah Road	1,300,000
Bitumen Sealing 2km Merryula Road	600,000
Bitumen Sealing 2km Mt Nombi Road	600,000
Bitumen Sealing 1km Munns Road	300,000
Bitumen Sealing 2km Cobborah Road	600,000
Bitumen Sealing Bandulla Street, Mendooran (200m)	50,000
Bitumen Sealing Ironbark Street, Binnaway (300m)	75,000
Bitumen Sealing Liverpool Street, Baradine (150m)	35,000

### **Financial Considerations**

The Fixing Local Roads Program is a five year program to which the State Government has allocated \$500m. There are 93 Councils that are eligible to make an application. *'There is a maximum funding limit of \$5 million of State contribution per council per application'* (Guidelines). Council may apply for 100 per cent funding for any project, however co contributions are *'encouraged.... A general rule of thumb is a minimum co contribution of 25 percent'* (Guidelines). There is no limit to the number of applications however projects must be prioritised by Council.

Council is in a position to fund a 25 per cent co contribution from funds received under the Australian Government's Roads to Recovery (R2R) Program. The R2R Program is also a five year program which commenced this year and Council's allocation is \$7,766,828 or annualised at \$1,553,366.

Table 2 below outlines a program of works that may be funded from the NSW Government's Fixing Local Roads Program and the Australian Government's R2R Program.

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**Table 2 – Fixing Local Roads – Draft Program**

Priority	Project	Type	2019/20 (\$)	2020/21 (\$)	2021/22 (\$)	Total (\$)	Funding Source	
							FLR (\$)	Council (\$)
1	Neilrex Road – New Seal	E	200,000	1,500,000		1,700,000	1,275,000	425,000
2	Tooraweenah Road – New Seal	E			1,500,000	1,500,000	1,125,000	375,000
3	Neilrex Road – Pavement Repair (1)	R	200,000			200,000	150,000	50,000
4	Coolah Creek Road – Pavement Repair (1)	R	200,000			200,000	50,000	50,000
5	Wool Road – Pavement Repair	R		400,000		400,000	300,000	100,000
6	Piambra Road – Pavement Repair	R	400,000		200,000	600,000	450,000	150,000
7	Tucklan Road – Pavement Repair	R			400,000	400,000	300,000	100,000
8	Bugaldie Goorianawa Road – Pavement Repair	R		400,000		400,000	300,000	100,000
9	Lawson Park Road – Pavement Repair	R		200,000		200,000	150,000	50,000
10	Merrygoen Road – Pavement Repair	R		400,000		400,000	300,000	100,000
11	Napier Lane – Pavement Repair	R		400,000		400,000	300,000	100,000
12	Indians Lane – Pavement Repair	R			100,000	100,000	75,000	25,000
13	Cobborah Road – Pavement Repair	R			200,000	200,000	150,000	50,000
14	Tongy Lane – Pavement Repair	R			300,000	300,000	225,000	75,000
			<b>1,000,000</b>	<b>3,300,000</b>	<b>2,700,000</b>	<b>7,000,000</b>	<b>5,250,000</b>	<b>1,750,000</b>

*Note 1 – additional funding for projects already included in 2019/20 Program.*

*E – Expansion Project*

*R – Renewal Project*

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### Roads to Recovery Program – Draft Program of Funding Allocation (Note 2)

Project Type	2019/20	2020/21	2021/22	2022/23	2023/24
Bitumen Reseals*	450,000	450,000	250,000	250,000	250,000
Pavement Repair	600,000	450,000	300,000	505,194	505,000
Gravel Resheeting*	850,000	850,000	750,000	850,000	750,000
Wargundy St Drainage*	350,000				
Local Rural Road – New Seal	50,000	375,000	375,000		
Local Urban Road – New Seal		60,000			
<b>Totals</b>	<b>2,300,000</b>	<b>2,185,000</b>	<b>1,675,000</b>	<b>1,605,194</b>	<b>1,505,000</b>

\* Council Resolution required to confirm additional R2R allocation for 2019/20.

Note 2 – includes additional allocation announced 8 November 2019.

#### Attachments

1. Fixing Local Roads Funding Program – Assessment Criteria and Weightings

#### RECOMMENDATION

That Council make application for the following projects under the NSW Government's Fixing Local Roads Program:

Priority	Project	Total (\$)	FLR (\$)	Council (\$)
1	Neilrex Road – New Seal	1700,000	1,275,000	425,000
2	Tooraweenah Road – New Seal	1500,000	1,125,000	375,000
3	Neilrex Road – Pavement Repair (1)	200,000	150,000	50,000
4	Coolah Creek Road – Pavement Repair (1)	200,000	150,000	50,000
5	Wool Road – Pavement Repair	400,000	300,000	100,000
6	Piambra Road – Pavement Repair	600,000	450,000	150,000
7	Tucklan Road – Pavement Repair	400,000	300,000	100,000
8	Bugaldie Goorianawa Road – Pavement Repair	400,000	300,000	100,000
9	Lawson Park Road – Pavement Repair	200,000	150,000	50,000
10	Merrygoen Road – Pavement Repair	400,000	300,000	100,000
11	Napier Lane – Pavement Repair	400,000	300,000	100,000
12	Indians Lane – Pavement Repair	100,000	75,000	25,000
13	Cobborah Road – Pavement Repair	200,000	150,000	50,000
14	Tongy Lane – Pavement Repair	300,000	225,000	75,000
		<b>7,000,000</b>	<b>5,250,000</b>	<b>1,750,000</b>



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### Item 20 Selection of Delegates for the Coonabarabran Town Beautification Advisory Committee

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

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#### **Purpose**

The purpose of this report is to finalise membership of the Coonabarabran Town Beautification Advisory Committee.

#### **Background**

Council at its meeting of 19 September 2019 resolved the following:

*‘100/1920 RESOLVED that a Coonabarabran Town Beautification Advisory Committee be established in accordance with the terms of reference provided in Attachment 1 and that nominations are sought for six community representatives.’*

A copy of the Terms of Reference for the Committee is provided in Attachment 1.

A public call for expressions of interest for membership of the Coonabarabran Town Beautification Advisory Committee was advertised on the 26 September 2019.

In addition, invitations were sent to attendees of the Coonabarabran Town Beautification Public Consultation Meeting which was held on the 13 May 2019.

Nominations for membership closed on Thursday, 17 October 2019.

Membership of the Committee includes two Councillors, Manager Urban Services, Director Technical Services and six (6) community representatives.

The following community members have responded to the call for nominations:

- Judith Clancy
- Mary Milsom
- Merv Starr
- Trish Watson
- Terence Tighe
- Sandra Spackman

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- Rhonda Jewiss
- Kay Fredericks
- Georgia Hunt
- Christine Evans
- Margaret Bennell
- Sam Bragg
- Aileen Bell
- Pamela Stein (*Late Nomination – Received 22 October 2019*).

A copy of the community nominations are provided in Attachment 2.

### **Issues**

Nil.

### **Options**

In accordance with the Terms of Reference, Council is required to select six (6) community representatives to be on the Committee from those who have nominated. Council has discretion in relation to this matter and may reduce or increase the number of community delegates.

### **Financial Considerations**

The establishment of the Advisory Committee is not expected to have any budgetary impacts.

### **Attachments**

1. Terms of Reference for Coonabarabran Town Beautification Advisory Committee
2. Individual Nominations for Membership of the Advisory Committee (*Confidential*)

### **RECOMMENDATION**

That the following nominations be accepted for membership of the Coonabarabran Town Beautification Advisory Committee (*Council to determine Councillor delegates and community delegates*).

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### Item 21 Design Drawings for Coonabarabran Bypass

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Technical Services
<b>Author:</b>	Director Technical Services – Kevin Tighe
<b>CSP Key Focus Area:</b>	Public Infrastructure & Services
<b>Priority:</b>	P13 Road networks throughout the Shire need to be safe, well maintained and adequately funded

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### Reason for Report

The reason for this report is to respond to an invitation from Transport for NSW to comment on the geometric design proposed for the Coonabarabran Bypass.

### Background

Council will be aware that the State Government has selected a preferred route for a Newell Highway Bypass of Coonabarabran. A copy of the alignment is provided in Attachment 1. Council will also be aware that Transport for NSW (*formerly RMS*) intends to develop the project up until construction stage. The development of the project involves multiple investigations, assessments, designs and reports.

Transport for NSW is inviting comment from Council on a geometric design layout of the Bypass. In a letter to Council, Transport for NSW advise *‘the key components of the bypass construction would include:*

- *A new two-lane, two-way road, about eight kilometres long to the east of Coonabarabran, between the Newell Highway and Oxley Highway with a posted speed limit of 110 kilometres per hour;*
- *Changes to the intersection arrangement of the Newell Highway and Oxley Highway;*
- *Intersections and local road adjustments at Purlawaugh Road and River Road;*
- *A bridge crossing of the Castlereagh River;*
- *Property acquisitions and adjustments;*
- *Drainage adjustments and utility relocations;*
- *Temporary ancillary facilities during construction including water quality controls, site offices and stockpile areas’*

Comments on the proposed geometric layout of the Coonabarabran Bypass are sought by the 22 November 2019.

### Issues

The proposed alignment gives priority to traffic travelling on the Newell Highway. Before reaching Coonabarabran, traffic travelling north will be presented with a slight left turn option to travel into Coonabarabran. For traffic travelling south and wanting to enter Coonabarabran, a right turn bay is proposed at the intersection of the Oxley Highway and the Newell Highway. It is assumed that northbound traffic wanting to

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enter Coonabarabran will be required to slow down to exit the highway, and that southbound traffic will be required to either stop or give way to make a right hand turn. The issue here is that there is less incentive for southbound traffic to enter Coonabarabran than there is for northbound traffic.

The design proposal does not provide detail on the sign layout at each of these two intersections and it is difficult to form an opinion on whether or not motorists travelling south will be encouraged to travel into Coonabarabran from the Highway. Without the benefit of a sign layout it is not possible to determine if motorists will be given notice of opportunities to enter Coonabarabran from Purlewaugh Road or from River Road.

The geometric design layout indicates that a 'staggered T' intersection will be constructed at both Purlewaugh Road and at River Road. The Purlewaugh Road intersection will present motorists, particularly trucks and buses, with a manoeuvre that is slow moving and because of that it is potentially hazardous. Also, there is likelihood that frequency of vehicles queuing to cross the highway will increase as the volume of vehicles travelling Purlewaugh Road increases.

Purlewaugh Road is a significant regional route for freight transport travelling in a west east direction through the Shire. The volume of trucks travelling Purlewaugh Road is around 46 per day on average and the rate of increase is estimated to be around 3 percent per year. Traffic count information on the Oxley Highway, east of the Newell Highway, is not known. An intersection treatment that separates the roads at each intersection eliminates the potential for vehicle conflict, however separating the roads may induce adverse impacts on travel movements through and around Coonabarabran, particularly in relation to truck movements.

The intersection treatments proposed for the Oxley Highway intersection and the Purlewaugh Road intersection impacts trucks movements on both of these roads. The extent of the impact in terms of direction of travel for trucks is not addressed in the geometric design. The Baradine Road is the origin of most of the trucks travelling in an easterly direction on Purlewaugh Road, which means that trucks will continue to travel through the Coonabarabran CBD. A traffic impact study would provide information on forecast travel movements, which in turn will assist in determining the best intersection treatment on each of these roads and the proposed Newell Highway bypass road.

### **Options**

Council may wish to make comments on the proposed geometric layout of the Coonabarabran Bypass and also on the intersection proposed for both Oxley Highway and for Purlewaugh Road. Council may also wish to seek an extension of time for making comments to allow for more consultation.

### **Financial Considerations**

There are no budget implications for Council associated with making comments to Transport for NSW on the proposed geometric design of the Coonabarabran Bypass.

### **Attachments**

1. Geometric Layout Design of Newell Highway Bypass of Coonabarabran

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### **RECOMMENDATION**

That Council make a submission in response to the geometric design layout of the Coonabarabran Bypass proposed by Transport for NSW, based on the premise:

That Council does not support intersection treatments proposed for Purlewaugh Road and the Oxley Highway and that a traffic study on truck movements in and around Coonabarabran is undertaken before designs for these treatments are finalised.

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### Item 22 Annual Code of Conduct Complaints Statistics Report for the Period 1 September 2018 to 31 August 2019

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Director Technical Services – Kevin Tighe
<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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#### **Purpose**

Report to Council on code of conduct statistics in accordance with clauses 11.1 and 11.2 of the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW.

#### **Background**

The Office of Local Government (OLG) requires Council's Complaint Coordinator to report to Council and the Office on code of conduct statistics for the period 1 September 2018 to 31 August 2019.

#### **Issues**

The OLG has provided a template for reporting of statistics. The report for the required period is provided in Attachment 1.

The report in Attachment 1 indicates that there were no complaints received or finalised in the period 1 September 2018 to 31 August 2019. By comparison in the five years prior to this period there were 3, 0, 5, 2 and 2 complaints respectively received in each of these years.

#### **Options**

The report is provided for Council information. Council has no discretion in this matter.

#### **Financial Considerations**

There is no budget impact associated with preparation of the statistics report. The report for the period 1 September 2018 to 31 August 2019 indicates that there was no expenditure on dealing with code of conduct complaints. By comparison in the five years prior to this period the expenditure on dealing with code of conduct complaints totalled \$30,516.

#### **Attachments**

1. Code of Conduct Complaints Statistics Report for the Period 1 September 2018 to 31 August 2019

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### **RECOMMENDATION**

That the annual Code of Conduct Complaints Statistics Report for the period 1 September 2018 to 31 August 2019 as shown in Attachment 1 be noted as information.

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### Item 23 Inland Rail Update Report

<b>Division:</b>	Development Services
<b>Management Area:</b>	Development Services
<b>Author:</b>	Director Environment and Development Services – Leeanne Ryan
<b>CSP Key Focus Area:</b>	Local Economy
<b>Priority:</b>	LE5.1 Identify and develop opportunities to realise the shire's potential as a location for the production of renewable energies.

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### Reason for Report

To commence providing Council with regular updates on Inland Rail discussions and matters that relate to Council.

### Background

Inland Rail is a freight rail line that will connect Melbourne to Brisbane through regional Victoria, New South Wales and Queensland. With freight volumes set to almost double in the next 20 years, the Australian Government is building the rail line to address freight needs.

The following broad points relate to the Inland Rail project:

- Inland Rail 1,700km long, from Tottenham in Victoria to Acacia Ridge in Queensland.
- Trains travelling on the Inland Rail track will be able to travel at speeds of up to 115km/h.
- The track will enable the use of double-stacked, 1,800m long trains with a 21 tonne axle load. Each train could carry the equivalent freight volume as 110 B-double trucks.

To deliver the new line by 2025, the 1,700km project has been divided into 13 distinct sections. Each section is working through the project management stages set out by ARTC. The sections are progressing as per the following:

<b>Section of Line</b>	<b>Project Management Stage</b>
Tottenham to Albury	Project Reference stage
Albury to Illabo	Project Reference stage
Illabo to Stockinbingal	Project Reference stage
Stockinbingal to Parkes	Project Reference stage
Parkes to Narromine	Construction stage
Narromine to Narrabri	Project Reference stage
Narrabri to North Star	Project Assessment stage
North Star to NSW/QLD Border	Project Reference stage
NSW/QLD Border to Gowrie	Project Reference stage



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Gowrie to Helidon	Project Reference stage
Helidon to Calvert	Project Reference stage
Calvert to Kagaru	Project Reference stage
Kagaru to Acacia Ridge	Project Reference stage

Within Warrumbungle Shire Council, the Inland Rail will traverse part of our Shire to the west of Baradine. This section of the line sits in the Narromine to Narrabri section of the project, known as N2N. Approximately 40 kms of rail line relating to Inland Rail will be located within our local government area.

In November 2017, the Australian Government confirmed the preferred study area for the N2N section of Inland Rail.

### **Update on N2N Section of the Project**

The N2N section of the line is approximately 300kms in length, with the original study area being 2-5km wide. The study area has now been refined to approximately 150-400m wide, known as the focused area of investigation. It is expected the final width of the rail corridor will be 40-60m wide.

Inland Rail has begun visiting landowners to inform them of these developments. Field studies continue to be carried out by Inland Rail to gain an in-depth understanding of local ground conditions, hydrology and flooding issues and to identify local flora and fauna habitats.

Extensive Information is being collaborated for the Environmental Impact Statement (EIS). The EIS document will outline potential impacts of the project for consideration by the Department of Planning, Industry and Environment (DPI&E).

### **Issues**

Council has been involved in a number of matters pertaining to the project as follows:

- Participation by Mayor Denis Todd and Director Environment and Development Services in N2N Community Consultation Committee (CCC) with alternate meetings in Baradine and Narrabri every two months. The minutes of these meetings, and all other relevant information on Inland Rail is available on the following website [www.inlandrail.gov.au](http://www.inlandrail.gov.au)
- Participation in the recent Opportunities with Inland Rail Information Session at Baradine – whereby Council has now lodged an Expression of Interest under the Interface Improvement Program for a construction workers camp at Baradine.
- Further to this, a fast-track project under the Interface Improvement Program will be investigated in our area focusing on Baradine. This means the Australian Government will undertake a feasibility and/or strategic business case review of the connectivity of local grain infrastructure and Inland Rail. The focus of the study will be on how existing silos and loading facilities could best conceivably benefit from Inland Rail. This means Council will not have to apply for funding for the studies. Council has prepared a brief in readiness for the commencement of the study, focusing on other potential industries that may benefit from the rail line as well as grain.

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- Council has continued to provide input into the Inland Rail Development Agreement between Council and ARTC, with discussions continuing.
- Council's Economic Development and Tourism Division has been hosting regular workshops and knowledgeable speakers to assist local businesses and contractors become business ready to embrace opportunities that may arise from the Inland Rail project. Further workshops are planned for the future.

### **Options**

The Inland Rail project will continue to show its presence within Warrumbungle Shire particularly when the construction phase commences.

Opportunities will become available for the local residents, businesses and contractors as the program rolls out.

### **Financial Considerations**

Nil

### **RECOMMENDATION**

That Council notes the Inland Rail Update Report.

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### Item 24 Western Regional Planning Panel Nominees

<b>Division:</b>	Development Services
<b>Management Area:</b>	Town Planning
<b>Author:</b>	Ashleigh Stewart
<b>CSP Key Focus Area:</b>	Rural and Urban Development
<b>Priority:</b>	RU1 Land use planning across the shire acknowledges the rural character of the area whilst encouraging ecologically sustainable development.

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### Reason for Report

For Council to review and renominate permanent/alternate members to be part of the Western Regional Planning Panel.

### Background

The Joint Regional Planning Panels were introduced in NSW on 1 July 2009 to strengthen decision making on regionally significant development applications (DAs) and certain other planning matters. Additional functions of planning panels include:

- acting as the relevant planning authority (RPA) for the purpose of preparing and processing a planning proposal when directed to do so by the Minister,
- determining Crown DAs that have been referred to the planning panel by the council or the applicant which have not been determined by the council within the time prescribed in the *Environmental Planning and Assessment Regulation 2000* (EP&A Regulation),
- determining applications to modify a consent for regionally significant development under section 4.55(2) of the EP&A Act, and
- providing advice on planning or development matters when requested to do so by the Minister, or Commission, as relevant.

The EP&A Act provides that if a planning panel has not been appointed for a particular part of the State, any function that is conferred on a planning panel is to be undertaken by the Planning Assessment Commission.

Each planning panel consists of five members, with three of the members, including the chair, appointed by the Minister (State members) and two members nominated by the relevant council (council members).

Terms of appointment for Joint Regional Planning Panel member, both State and council, are not to exceed three years. Members are eligible for re-appointment.

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Council currently have the following nominated as permanent/alternate members of the Western Regional Planning Panel:

- Cr Peter Shinton – permanent
- Kevin Tighe – permanent

The appointment terms of these members are now expired. Council now needs to review and renominate permanent/alternate members to be part of the Western Regional Planning Panel.

### **Issues**

The Planning Panels Operational Procedures set out that the Panels have two council members appointed by each council. At least one council member is required to have expertise in one or more of the following areas: planning, architecture, heritage, the environment, urban design, land economics, traffic and transport, law, engineering or tourism.

Council has not had a DA before the panel since the panel was introduced, nor has Council been asked to provide assistance to the panel on any planning matters.

### **Options**

Council could chose to do one of the following

1. Nominate persons to the panel when the need arises.
2. Re-elect the current members of the Western Regional Planning Panel being:
  - Cr Peter Shinton – permanent
  - Kevin Tighe – permanent
3. Appoint two alternate council members who are required to have expertise in one or more of the following areas: planning, architecture, heritage, the environment, urban design, land economics, traffic and transport, law, engineering or tourism.

Given that Council has not had any matters before the panel or been required to assist the panel on any planning matters to date, it would likely be appropriate that Council nominate panel members when the need arises.

### **Financial Considerations**

Nil

### **RECOMMENDATION**

That Council:

1. Notes the Western Regional Planning Panel Nominees report.
2. Nominates persons to the Western Regional Planning Panel on an as needs basis, when the need arises.

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### Item 25 Compulsory Acquisition of Coonabarabran Visitors Information Centre Carpark

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Urban Services – Property
<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>	GF4.1 Ensure that Council's governance practices, policies and procedures are continuously assessed and revised in reference to the long-term goals of the CSP

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#### **Reason for Report**

To inform Council of the amount of Compensation payable as determined by the Valuer-General's Office in relation to the acquisition of Lot 589 DP721790 known as the Coonabarabran Visitors Information Centre Carpark.

#### **Background**

Council first resolved to the compulsory acquisition of land – Coonabarabran Visitors Information Centre Carpark at the October 2012 Ordinary Council Meeting:

**Item 16 Compulsory Acquisition of Land – Visitor Information Centre Car Park 123/1213 RESOLVED** that Council proceed with the acquisition of the Visitor Information Centre Coonabarabran Crown Land Reserve R120017 being Lot 589 DP721790 in Coonabarabran, Coonabarabran Parish, Gowen County by compulsory acquisition under the Land Acquisition (Just Terms Compensation) Act 1991.

#### **FURTHERMORE;**

1. That the General Manager be granted authority for an application to be made for the approval of the Governor to be obtained under Section 19 of the Land Acquisition (Just Terms Compensation) Act 1991 to the gazettal of an acquisition notice.
2. That Council confirm that all minerals are to be excluded from the compulsory acquisition.
3. That the land when acquired be classified as operational land.
4. That the Mayor and General Manager be authorised to use the Warrumbungle Shire Council seal in the process of acquisition of this land.
5. That a further report will be brought back to Council when all costs involved in the compulsory acquisition including purchase price and solicitors' costs are ascertained.

This acquisition was required to rectify an oversight in the building of the Coonabarabran Visitors Information Centre (approved in December 1986) which inadvertently allowed the building to be constructed half on crown land and half on

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Council owned land which also houses the town pool. The canteen used for Driver Reviver is entirely on the reserve.

The construction of the buildings on the reserve area was not in keeping with the gazetted use of the reserve, being for carpark reasons.

On this basis, Council resolved 6 years ago to resolve the matter through undertaking compulsory acquisition of the reserve area.

Changes in department responsibilities and staff have had an impact on the amount of time required to undertake this acquisition, along with a changes in requirements for the application to be approved. This acquisition originally commenced in 2012 within the Corporate Services Department under the Property and Risk Division.

After a protracted process, Council received approval to compulsory acquire Lot 589 DP721790 by His Excellency the Governor on 8 August 2018, the Governor also approved the acquisition notice to be published in the NSW Government Gazette which was release on 12 April 2019 No 34, page 1168.

The Valuer-General has determined the amount of compensation payable to The State of NSW. Council received the final determination from the Valuer-Generals Office dated 22 October 2019, stating the amount of compensation payable to The State of NSW is \$255,000.

### **Issues**

Council received a preliminary valuation report from Taylor Byrne Tamworth in May this year with a preliminary value of \$426,000. Upon receiving this valuation, Council took the opportunity to respond and challenge the valuation.

Council engaged Preston Rowe Paterson (PRP) from Tamworth to undertake a separate valuation with the land parcel being valued at \$148,000.

This valuation report was lodged with the Valuer-General for consideration. As the two separate valuations varied immensely, it was suggested that a peer review of both valuations take place.

Donoghue Property Valuations and Consultancy in Gunnedah was engaged to undertake a peer review of both valuations. Upon reviewing both valuations Donoghue Property Valuations came to the valuation of \$255,000 - which the Valuer-General has now accepted.

### **Options**

Council does not have a choice about whether to pay, or what amount to pay in compensation; the amount of compensation is determined by the Valuer-General upon valuation of the subject property. If the Crown Land Department agree to the amount of compensation as per the Notice of Compensation, Council is required to pay the full amount within 28 days.

### **Financial Considerations**

Council does not currently have a budget for the acquisition of land as the amount of compensation is determined by the Valuer-General once the acquisition is completed and if the Crown agrees to the amount of compensation.

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Council does not have an option as to what amount or when the amount is to be paid as this matter is regulated by the Valuer-Generals Office. Council will be required to pay the compensation amount of \$255,000 to the State of NSW within 28 days of receiving the signed Notice of Compensation.

### **RECOMMENDATION**

That Council:

1. Notes the report on the Compulsory Acquisition of Coonabarabran Visitors Information Centre Carpark – Determination of Compensation.
2. Notes the cost allocation of \$255,000 within the 1<sup>st</sup> QBRS for the payment for the acquisition of Lot 589 DP721790 being the Coonabarabran Visitors Information Centre Carpark.

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### Item 26 Dunedoo Visitor Information Centre Proposal

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

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#### **Reason for Report:**

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

#### **Background:**

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

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

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

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

#### **Issues**

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

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

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



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

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

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

- DDDG to register as Warrumbungle Shire Council VIC volunteers, and undergo Induction and WHS training.
- DDDG would need to supply public liability insurance coverage.
- A formal agreement or Memorandum of Understanding (MOU) would need to be drafted for use of the premises and for DDDG to pay for MOU.
- DDDG would need to have a successful application to waiver the building usage fees in order for this venture to be viable.
- DDDG to seek expressions of interest from the local community and volunteers who are willing to work at the VIC.
- Council offer the use of the counter space for two (2) years with an option to extend for a further two (2) year period at a peppercorn rate (\$1) due to the DDDG providing the service for free to assist benefit the community with tourism and information services.

### **Financial Considerations**

Outlined as above.

### **RECOMMENDATION**

That Council:

1. Notes the report on the Dunedoo Visitor Information Centre Proposal.
2. Provides Dunedoo and District Development Group with front counter office space at the Old Bank Building as of 21 November 2019.
3. Authorises the General Manager to negotiate and enter into a formal agreement/Memorandum of Understanding outlining conditions of the agreement for use of office space at the Dunedoo Old Bank Building between the Dunedoo and District Development Group and Council for a period of two (2) years with an option to extend for a further two (2) year period.

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### Item 27 Assistance for Rainwater Tanks

<b>Division:</b>	Development Services
<b>Management Area:</b>	Development Services
<b>Author:</b>	Director Environment & Development Services – Leeanne Ryan
<b>CSP Key Focus Area:</b>	Public Health and Infrastructure
<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 provide a report to Council in response to a resolution to assist ratepayers in purchasing rainwater tanks to augment Council's water supplies.

### Background

At the August Ordinary Council Meeting held 15 August 2019, the following resolution was moved by Council;

***59/1920 RESOLVED** that a report be brought back to a future Council meeting outlining the practicality, feasibility and the desirability of Council providing assistance to ratepayers to purchase rainwater tanks to augment the water supply.*

Over the past two (2) year period, the region has experienced ongoing drought conditions, with many of our communities experiencing severe water restrictions.

Coonabarabran and Mendooran were both placed on the severest of water restrictions being Level 6; resulting in virtually no external domestic use of the towns reticulated water supply.

At the present time, each of our communities still face water restrictions, with Coonabarabran now on Level 4, Dunedoo on Level 2, and all other communities on Level 1.

Ongoing mitigation and emergency works in each of our communities assisted to keep water supplies available and potable during the drought, through drilling groundwater bores and upgrading infrastructure.

To assist with supply and demand, and to augment Council's reticulated water supply system, it has been requested that Council investigate a proposal whereby rainwater tanks could be made available to ratepayers within the Shire.

Rainwater from roof run-off could be captured and stored and used for garden and lawn watering or laundry and toilet purposes; however would be unsuitable for potable use such as drinking and cooking purposes.

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A similar scheme was provided by the NSW State Government from 1 July 2007 and ended 30 June 2011. The scheme was titled the Home Saver Rebates Program and was a \$170M program under the Climate Change Fund. One in eight NSW households received a rebate for climate-friendly hot water systems, ceiling installations, dual flush toilets, rainwater tanks, water efficient washing machines or hot water circulators. In relation to rainwater tanks this scheme provided the following:

- *A rebate was available for the installation of any new rainwater storage system for a residential property, with a minimum 2000 litre capacity, purchased in full and installed between 1 July 2007 and 30 June 2011. OEH accepted applications until 5:00pm, 30 September 2011. OEH issued a maximum of one (1) rainwater tank rebate per property.*
- *Tank(s) capacity*
  - *2,000-3,999 litres: \$150 rebate, plus \$500 to connect to toilet(s), plus \$500 to connect to washing machine(s) (maximum total \$1,150)*
  - *4,000-6,999 litres: \$400 rebate, plus \$500 to connect to toilet(s), plus \$500 to connect to washing machine(s) (maximum total \$1,400)*
  - *7,000 litres and above: \$500 rebate, plus \$500 to connect to toilet(s), plus \$500 to connect to washing machine(s) (maximum total \$1,500)*
- *Households not connected to the mains supply were eligible for a rebate for the purchase of the tank only.*
- *Rainwater tanks installed to comply with BASIX (the Building Sustainability Index) for new homes, major renovations or a pool installation were not eligible for a rebate.*
- *Rainwater tank connections to the toilet or washing machine were required to be undertaken by a licensed plumber and meet the Code of Practice for Plumbing and Drainage and local council requirements.*
- *Sydney Water managed the Rainwater Tank Rebate Program in its area of operations. Applicants residing in this area were required to apply for a rebate through Sydney Water not OEH."*

The initial scheme outlined above relating to rainwater tanks has not continued in its current form, expiring in 2011, due to the funding not being renewed by government.

However, the NSW Government is investing \$1.4 billion through a renewed Climate Change Fund between 2017 and 2022. This fund focuses on delivering energy savings and includes the following;

- \$49.9 million for energy saving upgrades for social housing clients and discounts to replace inefficient fridges and TVs for concession card holders
- \$29.9 million for discounts on high efficiency fixed appliances
- \$22.5 million for discounts for small businesses to upgrade to energy saving equipment
- \$7.8 million for training for small businesses to save energy and money
- \$24.5 million for more efficient homes for low income tenants
- \$35 million for energy savings for energy intensive manufacturers
- \$12.5 million for more efficient street lighting
- \$10.2 million to support new energy efficiency standards for appliances, buildings and infrastructure.
- \$50 million for smart energy for homes and businesses
- \$20 million for smart energy storage for key government buildings

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- \$55 million for an emerging generation fund
- \$30 million for regional community energy projects
- \$15 million for rooftop solar systems for eligible low-income households
- \$56.6 million to support national energy regulation
- \$8.2 million for a demand response trial in partnership with the Australian Renewable Energy Agency (ARENA).

### Issues

A suitable pathway forward is required before the concept of assisting ratepayers to purchase rainwater tanks to augment the water supply is embraced by Council. To assist alleviate the town supplies, the proposal might be suitably pitched at those dwellings connected to Council's reticulated water supplies in each community. This would equate to 3,614 connections.

Notwithstanding, all ratepayers in the Shire are affected by the drought, with many rural households that are not on the Council's reticulated systems experiencing severe water shortages as supplies dry up as well.

According to 2016 Census Quickstats the number of private dwellings in the Council area was 4,747. It is difficult to define from the statistics the location of the dwellings and whether urban or rural based.

Assistance to purchase a rainwater tank would be of benefit to the majority of Council's ratepayers. Plumbed to roof guttering, it could provide an alternate water source for watering gardens and lawns, using in toilets and laundries, and to wash windows, paths, cars etc.

The retention and benefit of greenery around a residence can reduce urban heat by up to 8°C; an important consideration in the face of climate modelling that suggests that this region will face an additional 10 days above 35°C per annum.

Furthermore, the climate modelling for the region suggests that annual rainfall within the region is unlikely to change significantly, however, periods between rainfall events will increase with large, heavy rainfall events becoming the norm leading to increased flows and erosion of urban waterways.

Council's Development Control Plan requires stormwater overflowing from a rainwater tank to be conveyed to Council's stormwater management system or otherwise to a legal point of discharge. This may discourage some persons to install a rainwater tank due to the added cost of connecting to kerb and gutter if required.

Under the Exempt and Complying Development Code 2008, there are some exemptions from the DA process for rainwater tanks, though there are development standards that need to be met before an exemption can be granted.

If the project proceeded and funding was available, there may need to be some parameters to enable the project to roll out. Perhaps the funds could be allocated on a '*first in best dressed*' basis with the following criteria being satisfied:

1. That the incentive is available to dwellings, with one payment per property assessment number of \$250 for purchase and installation of a rainwater tank over 2,000 litres in capacity.

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2. That the rainwater tank is eligible to be considered as exempt development under the Exempt and Complying Development Code 2008.
3. That the payment will only be made after a purchase receipt is produced and inspection of the plumbed tank is undertaken and noted to Councils satisfaction by Council officers.
4. If the funds are depleted no further assistance will be available from Council.

If a program such as the above was instigated Council would encourage local residents to speak with staff to ascertain whether the above criteria can be met before proceeding with purchase of a rainwater tank, and expecting funding assistance.

### **Options**

Council can choose to assist ratepayers to purchase rainwater tanks or not.

The costs to administer the proposal would need to be taken into consideration if Council wished to assist ratepayers to purchase rainwater tanks. Council's current staffing levels would not have capacity to implement and administer a proposal such as this at the present time.

If Council was to assist, smaller tanks range in price from \$1,000 - \$2,000, with larger tanks up to 10,000 litres ranging in price from \$2,000 - \$3,000.

The ability of Council to assist ratepayers with the full cost of a new tank would be costly.

With 4,747 households within the Council area it would cost over \$1.18M to subsidise each household with \$250 only, alternatively, if Council decided to assist only those on reticulated water with a \$250 subsidy, being 3,614 households, it would cost roughly \$903,000.

It is unknown the number of ratepayers that might take up the proposal.

### **Financial Considerations**

Council may wish to seek funding to assist to purchase rainwater tanks. A limit of one financial incentive of \$250 per household could be proposed or a lesser or greater amount on *first in best dressed* basis.

It is also worthy to note that an approval under the Section 68 of the Local Government Act is required to connect stormwater to Councils drainage system (or kerb and gutter). Under Councils current Revenue Policy and Fees and Charges 2019/20, within the fees and charges section, the fee for the relevant approval is \$195 and a further \$52 administration fee.

There are currently no funds allocated in Council's budget to accommodate a proposal like this.

### **RECOMMENDATION**

That Council notes the Assistance for Rainwater Tanks Report, and takes no further action.

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### Item 28 Community Participation Plan

<b>Division:</b>	Development Services
<b>Management Area:</b>	Town Planning
<b>Author:</b>	Ashleigh Stewart
<b>CSP Key Focus Area:</b>	Rural and Urban Development
<b>Priority:</b>	RU1.1 Council conducts periodic reviews of its planning controls to ensure that land use planning supports the long term sustainability of the shires local community and economy.

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### Reason for Report

For adoption of Councils Draft Community Participation Plan 2019 (CPP2019).

### Background

As part of the amendments to the *Environmental Planning and Assessment Act 1979* (EP&A Act) all planning authorities are required to prepare a community participation plan (CPP) as defined under the Act. This is a new requirement. Provisions under the Act specify which authorities and functions are subject to requirements for community participation, the mandatory requirements, the matter to have regard to in the preparation of plans, and other miscellaneous provisions such as publication and review. For a council the following planning functions (under section 2.21(2)) are relevant:

- (b) planning instrument functions under Part 3 of the Act
- (c) development consent functions under Part 4 of the Act
- (d) contribution plan functions under Part 7 of the Act

These planning functions include the following:

- Assessment and determination of development applications including revised plans, modifications and review applications
- Preparation and adoption of draft local strategic planning statements
- Local Environmental Plan (LEP) amendments – draft planning proposals
- Draft Development Control Plans (DCP)
- Draft contribution plans
- Draft Community Participation Plans

Therefore, a CPP needs to address both the development assessment and strategic planning functions of Council. CPP's will outline how and when Council will engage with the community across these planning functions.

The draft plan needs to be exhibited, reported back to Council addressing submissions, adopted by Council, and then the final version published on the NSW Planning Portal.

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### **Issues**

Under Part 1 of Schedule 1 of the EP&A Act the draft CPP 2019 must be publicly exhibited by giving notice in the local newspaper. It must be exhibited for a minimum period of 28 days.

Any person may make written submission to the Council about the draft Community Participation Plan during the submission period.

After considering any submissions about the draft CPP Council may approve the plan as exhibited or approve the plan as Council thinks fit.

### **Options**

Adopt the draft CPP 2019 to enable exhibition for receipt of public comment.

The draft CPP if adopted will be exhibited for 28 days at the Coolah and Coonabarabran Council Offices, Council libraries and on the Council web site.

### **Financial Considerations**

The Draft Community Participation Plan has been prepared by Councils planning staff and will continue to be dealt with by planning staff during the exhibition stage and until adoption or otherwise of the CPP by Council.

### **Attachments**

1. Draft Warrumbungle Community Participation Plan 2019

### **RECOMMENDATION**

That Council adopt the Draft Community Participation Plan 2019 to enable exhibition for a period of 28 days for public comment utilising the following:

- Council's websites
- Local newspapers
- Councils social media networks
- Display in Council's administration buildings in Coonabarabran and Coolah Offices

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### Item 29 Licence to Operate NRMA Car Charging Station at Coonabarabran Visitors Information Centre Carpark

<b>Division:</b>	Development Services
<b>Management Area:</b>	Development Services
<b>Author:</b>	Acting Manager Economic Development and Tourism – Jo Houghton
<b>CSP Key Focus Area:</b>	Local Economy
<b>Priority:</b>	LE5.1 Identify and develop opportunities to realise the shire's potential as a location for the production of renewable energies.

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#### **Reason for Report**

To formalise a Licence Agreement for the proposed National Roads and Motorists Association (NRMA) electric car charging station at Coonabarabran Visitor Information Centre (VIC).

#### **Background**

At numerous EDT Committee Meetings during 2018 and 2019, the matter of locating an electric car charging station at the VIC has been raised.

The concept came about initially through direct contact and correspondence from NRMA, who indicated they wanted to locate a car charging station in Coonabarabran as part of their plans for a connected electric vehicle route along the Newell Highway.

The NRMA has committed \$10M to deliver one of Australia's largest fast charging networks. Their aim is to ensure that the growing electric vehicle motorist market are never more than 150km from a fast charge on major highways across NSW and the ACT. The universal chargers will charge most makes and models of electric vehicle batteries in around 30 minutes. They will be publically accessible and free to use for NRMA members.

As a result of the EDT Committee minutes from October 2018, Council agreed that the VIC carpark was the ideal place to locate the car charging station in Coonabarabran. Since this time, a precise location has been located through inspections carried out by Council staff and NRMA.

#### **Issues**

The NRMA is seeking Council to enter into a licence agreement for the siting of the electric car charging station on Council land. The following arrangements will form part of the agreement:

- NRMA will pay all costs associated with the design, installation, management and usage of the chargers.
- The electricity usage will be separately metered with NRMA paying all electricity usage costs for the charger.
- Each party must pay for its own legal costs.



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- Infrastructure SEPP supports the installation of electric vehicle chargers as exempt development. The charger does not require a DA.
- NRMA are seeking a peppercorn lease - \$1 year for the use of the parking space where the charger is located.
- The terms of the lease to be 5 years plus a 5 year option to extend.

### **Financial Considerations**

Nil

### **RECOMMENDATION**

That Council authorise the General Manager to enter into licence agreement with NRMA for the siting of one (1) car charging station at the Coonabarabran Visitors Information Centre for a period of five (5) years with an option to extend for a further five (5) year period.

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### Item 30 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

### Development Applications

#### (i) Approved – October 2019

Development Application / Complying Development	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type Of Development	Stop the Clock Referral Days
DA55/2019	16/08/2019	18/10/2019	Cooina Coonabarabran C/- Barnson Pty Ltd	10-16 Neate Street	Coonabarabran	Installation of Manufactured Home and Alterations and Additions to Cooina Hostel	30
DA57/2019	28/08/2019	31/10/2019	Bugaldie War Memorial Hall Trust C/-Warrumbungle Steel Buildings	Baradine Road	Bugaldie	New Awning - Commercial	17
DA59/2019	03/09/2019	17/10/2019	Essential Energy C/- RPS Group	76 Talbragar Street	Dunedoo	New Awning - Commercial	12

### RECOMMENDATION

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

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### **Item 31 Notice of Motion – Coolah Youth and Community Centre Building**

#### **Notice of Motion – Coolah Youth and Community Centre Building**

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

That Council revisit Item 22 of the July Business Paper:

**Item 22 Coolah Youth and Community Centre Building**  
**24/1920 RESOLVED** that item 22 the Coolah Youth and Community Centre lie on the table and be placed in the November Council meeting for a decision.

#### **Attachments**

1. Item 22 Coolah Youth and Community Centre Building Business Paper Report

**ANNE-LOUISE CAPEL**  
**COUNCILLOR**

**DENIS TODD**  
**MAYOR**

**WENDY HILL**  
**COUNCILLOR**

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 21 November 2019**

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### **Item 32 Notice of Motion – Section 430 Report**

#### **Notice of Motion – Section 430 Report**

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

That Council seeks legal advice from a local legal firm, in order to assist the Mayor in drafting a response to the Section 430 Report.

**ANIELLO IANNUZZI  
COUNCILLOR**

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### **Item 33 Notice of Motion – Recording of Council meetings**

#### **Notice of Motion – Recording of Council meetings**

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

That Council record all ordinary council meetings in their entirety. The recordings of the parts of the meeting that are held in closed council are only to be made available to Councillors and those present in the closed council.

**ANIELLO IANNUZZI  
COUNCILLOR**

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 21 November 2019**

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### **Item 34 Notice of Motion – Councillors on subcommittees and outside committees**

#### **Notice of Motion – Councillors on subcommittees and outside committees**

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

That for the December Ordinary Council meeting, a report be prepared:

- outlining committees and subcommittees each Councillor has been nominated to by WSC or the Mayor;
- outlining committees and subcommittees each Councillor participates in as a representative of WSC;
- for each of the two points above outline whether the role comes with voting rights;
- for the first two points above outline whether any remuneration is associated with the position, and if so who pays;
- for the first two points above outline whether any reimbursement of costs is associated with the position, and if so who pays;
- outline the term of appointment of the position.

**ANIELLO IANNUZZI  
COUNCILLOR**

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### Item 35 Reports to be Considered in Closed Council

#### Item 35.1 Organisational Development Monthly Report – November 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 – November 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 35.2 Coonabarabran and Dunedoo STP Upgrades Concept Design

**Tenders**

**Division** Executive Services

**Author** Manager Warrumbungle Water – Cornelia Wiebels

#### Summary

The purpose of the Coonabarabran and Dunedoo STP Upgrades Concept Design Tenders report is to provide Council with relevant information to prepare the concept designs for both the Dunedoo and the Coonabarabran Sewerage Treatment Plant (STP) Upgrades

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

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

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

### **RECOMMENDATION**

That the Coonabarabran and Dunedoo STP Upgrades Concept Design Tenders 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 35.3 Proposed Southern Phone Company Limited Sale to AGL**  
**Division: Corporate and Community Services**  
**Author: Director Corporate and Community Services – Kim Parker**

### **Summary**

The purpose Southern Phone Recommendation to Accept Offer from AGL Energy Limited (AGL) to sell Southern Phone Company Limited to AGL Report is to provide Council with information relating to AGL Energy Limited (AGL) offer to Southern Phone Company Limited.

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)(c) of the Act, which permits the meeting to be closed to the public for business relating to the following:

- (c) information that would, if disclosed confer a commercial advantage on a person with whom, the council is conducting (or proposes to conduct) business

### **RECOMMENDATION**

That the Southern Phone Recommendation to Accept Offer from AGL Energy Limited (AGL) to sell Southern Phone Company Limited to AGL Report be referred to Closed Council pursuant to section 10A(2)(c) of the *Local Government Act 1993* (NSW) on the grounds that the matter deals with information that would, if disclosed confer a commercial advantage on a person with whom, the council is conducting (or proposes to conduct) business.

**Item 35.4 Coonabarabran Airport Bitumen Reseal – Tenders**  
**Division: Technical Services**  
**Author: Acting Projects Manager – David Sturtridge**



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### Summary

The purpose of the Coonabarabran Airport Bitumen Reseal – Tenders report is to provide Council with relevant information for the design and construction of a reseal for the Coonabarabran Airport runway, apron and taxiways.

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

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

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

### RECOMMENDATION

That the Coonabarabran Airport Bitumen Reseal – Tenders 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 35.5 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:

- (c) 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*

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*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.
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)*.