



Ordinary Council Meeting

Agenda

12 December 2019

**Notice is hereby given in accordance with the provisions of the
Local Government Act 1993 that an
Ordinary Meeting of Warrumbungle Shire Council
will be held in the Council Chambers, John Street,
Coonabarabran
on **Thursday, 12 December 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

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Council's Vision

Excellence in Local Government

Mission Statement

We will provide:

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

Values

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

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

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

21 November 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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

INDEX

Item 1 Mayoral Minute – Mayors Log of Activity, Kilometres Travelled and Expenses from 1 November 2019 to 30 November 2019.....	7
RECOMMENDATION	9
Item 2 Councillors' Monthly Travel Claims – November 2019.....	10
RECOMMENDATION	10
Item 3 Central West Weeds Committee Meeting at Dubbo – 26 November 2019.....	11
RECOMMENDATION	12
Item 4 Hudson Pear Task Force Meeting held 28 November 2019.....	13
RECOMMENDATION	13
Item 5 ALGA National Roads Congress in Hahndorf, Adelaide Hills held 18 – 20 November 2019.....	14
RECOMMENDATION	15
Item 6 Minutes of Coonabarabran Swimming Pool Advisory Committee Meeting – 12 November 2019.....	16
RECOMMENDATION	17
Item 7 Minutes of Warrumbungle Aerodromes Advisory Committee Meeting – 14 November 2019.....	18
RECOMMENDATION	19
Item 8 Minutes of Local Emergency Management Committee Meeting – 18 November 2019.....	20
RECOMMENDATION	22
Item 9 Coonabarabran Emergency Water Supply Project – November 2019 Update	23
RECOMMENDATION	25
Item 10 Mendooran Water Quality Incident Review Report Implementation	26
RECOMMENDATION	32
Item 11 Drinking Water Management System	33
RECOMMENDATION	35
Item 12 Drought Communities Programme – Extension	36
RECOMMENDATION	38
Item 13 Council Committees	39
RECOMMENDATION	41
Item 14 Council Resolutions Report December 2019	42
RECOMMENDATION	42
Item 15 Revotes Report December 2019	43
RECOMMENDATION	43

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 16 Community Consultation Meetings	44
RECOMMENDATION	45
Item 17 Draft Community Engagement Strategy 2020-2024.....	46
RECOMMENDATION	47
Item 18 Draft Excessive Water Usage Reduction Allowance for Breakages Policy.....	48
RECOMMENDATION	48
Item 19 Macquarie Regional Library Committee and Library Services Delivery	49
RECOMMENDATION	51
Item 20 State Government Funding For NSW Public Libraries	53
RECOMMENDATION	54
Item 21 Investments and Term Deposits – month ending 30 November 2019.....	55
RECOMMENDATION	60
Item 22 Road Closure and Opening on Morrisseys Road.....	61
RECOMMENDATION	62
Item 23 Proposal to Name and Gazette a Private Road in Homeleigh Drive Estate.....	64
RECOMMENDATION	65
Item 24 Naming of a Road in a New Subdivision at Mendooran	66
RECOMMENDATION	66
Item 25 Road Classification and Maintenance Targets.....	67
RECOMMENDATION	70
Item 26 Design Drawings for Coonabarabran Bypass	71
RECOMMENDATION	73
Item 27 Proposed Realignment of Hakoni Road at Merrygoen for Rail Line Project	74
RECOMMENDATION	75
Item 28 Inland Rail Update Report, November 2019	76
RECOMMENDATION	78
Item 29 Developer Contributions – Request for Exemption	79
RECOMMENDATION	81
Item 30 Dunedoo/Mendooran Aged Hostel Ltd Request for Reimbursement.....	82
RECOMMENDATION	83
Item 31 Local Strategic Planning Statement Report	84
RECOMMENDATION	86
Item 32 Development Applications	87
RECOMMENDATION	87
Item 33 Notice of Motion – Recording of Council meetings.....	88

WARRUMBUNGL E SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 34 Reports to be Considered in Closed Council	89
Item 34.1 Mayoral Minute – Updated Performance Review – General Manager	89
RECOMMENDATION	89
Item 34.2 Tender for the Provision of Bitumen Sealing Services.....	89
RECOMMENDATION	90

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 1 Mayoral Minute – Mayors Log of Activity, Kilometres Travelled and Expenses from 1 November 2019 to 30 November 2019.

MAYORAL MINUTE - MAYORS ACTIVITY

<u>Date</u>	<u>Type</u>	<u>In/Out</u>	<u>Activity</u>
1-Nov	Meeting	Attended	Country Mayors
2-Nov	Meeting	Attended	Baradine Showground Trust
4-Nov	Meeting	Attended	Coolah Community Consultation Meeting
	Phone Call	Out	Russell Stewart, Infrastructure Australia, regarding Inland Rail
6-Nov	Meeting	Attended	Baradine Community Meeting.
	Phone Call	In	Cr Lewis - Kenebri Road works and new water system at Kenebri
7-Nov	Phone Call	In	Cr Doolan - Drought funding
	Phone Call	Out	GM - Drought funding and GM to go on Annual Leave
8-Nov	Travel	in	Coonabarabran for Business Paper and flight tickets
	Phone Call	Out	Mark Coulton MP re cheaper swimming pool entry
	Phone Call	Out	Cr Fisher, Coonamble Shire Council re inland rail
	Phone Call	Out	John Single re inland rail
8-Nov	Letter	In	The Hon David Littleproud MP - Drought Relief
11-Nov	Travel	To	Forbes - Newell Highway Taskforce Meeting
12-Nov	Meeting	Attended	Newell Highway Taskforce Meeting
	Letter	In	Tony Brain
13-Nov	Letter	In	Small Business Commissioner - Plaque for Small Business Friendly Council
	Event	Attended	Destination Network Country and Outback NSW - Dinner
14-Nov	Meeting	Attended	Destination Network Country and Outback Board Meeting and presentation of Award
	Meeting	Attended	Aerodrome Meeting
	Phone Call	Out	Cr Doolan
17-Nov	Travel	To	Dubbo to fly to Adelaide for National Roads Congress
18-Nov	Meeting	Attended	National Roads Congress at Hahndorf, Adelaide Hills
	Phone Call	Out	Mark Coulton MP re cheaper swimming pool entry
19-Nov	Meeting	Attended	National Roads Congress at Hahndorf, Adelaide Hills
	Phone Call	Out	Cr Doolan regarding Council meeting
20-Nov	Invitation	In	The Mayor's Christmas Party - Narrabri Shire Council
21-Nov	Travel	To	Dubbo to drive to Coolah
	Meeting	Chaired	Coolah Council Meeting
	Invitation	In	Coonabarabran OOSH Christmas Party on 3 December 2019
	Invitation	In	Mayor Cathy Redding, Narrabri Shire Council, Mayor Christmas Party
	Invitation	In	Connect Five at Baradine on 9 December 2019
	Invitation	In	Yuluwirri Kids Christmas Party on 27 November 2019
	Phone Call	In	Mendooran Central School - able to attend 150 Year Celebration
24-Nov	Meeting	Attended	Meeting with the Premier, Deputy Premier and Minister Local Government in Narromine
25-Nov	Phone Call	In	Cr Doolan
	Phone Call	In	Kevin Tighe re NSW Transport Meeting in Dubbo
26-Nov	Meeting	Attended	NSW Transport Meeting in Dubbo

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

27-Nov	Letter	In	Tony Brain
	Meeting	Attended	Meeting in Coonabarabran re Inland infrastructure connection to Baradine silo
	Phone Call	In	Mendooran Central School re attending 150 year celebration
	Phone Call	In	Cr Iannuzzi re Drought Grant funding
28-Nov	Phone Call	In	Cr Doolan - attendance Coonabarabran Public School Presentation night
	Phone Call	Out	Mayor Redding, Narrabri Council - not able to attend dinner
	Phone Call	Out	Coonabarabran St Lawrences - accept invitation to presentation night
	Phone Call	Out	Coonabarabran High School - unable to attend presentation night due to Council Meeting
	Phone Call	Out	Coonabarabran Primary School - Cr Doolan and I are attending presentation night
	Phone Call	Out	Coolah Central School
	Phone Call	Out	Binnaway Central School - unable to attend presentation night
	Phone Call	Out	Dunedoo Central School - unable to attend presentation night
	Phone Call	Out	Baradine Central School - accept invitation to presentation night
29-Nov	Phone Call	Out	Mark Coulton MP re Drought Funding
	Phone Call	Out	John Clement re Roy Butler MP to attend Baradine Sawmill
	Event	Attended	Mendooran Central School 150 years opening
30-Nov	Invitation	In	Chamber of Commerce Dinner

Date of Journey		Purpose of Journey	Odometer		KM Travelled
Start Date	End Date		Start	Finish	
11-Nov	12-Nov	Forbes - Newell Highway Alliance Meeting	41754	42333	579
13-Nov	14-Nov	Coonabarabran - Warrumbungle Community Care Expo	42333	42445	112
14-Nov	14-Nov	Baradine - Inland Rail Meeting	42445	42585	140
18-Nov	21-Nov	Dubbo - (Fly to Roads Congress in Adelaide) - Coolah (Council Meeting) - Baradine (home)	42585	43067	482
23-Nov	23-Nov	Baradine Golf Club Opening	43067	43090	23
24-Nov	24-Nov	Narromine - Premier Visit	43090	43204	114
26-Nov	26-Nov	Travel Coonabarabran - attend NSW Transport Meeting in Dubbo with Kevin Tighe	43204	43311	107
27-Nov	27-Nov	Coonabarabran - Ron Howard's Funeral and Inland Rail Meeting	43311	43421	110
26-Nov	26-Nov	Baradine - Fuel	43421	43444	23
27-Nov	27-Nov	Munns Road	43444	43457	13
27-Nov	27-Nov	Mendooran - 150 Year School Celebrations	43457	43710	253
Total KM travelled for period 11/11/2019 - 27/11/2019					1,956

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

MAYORAL MINUTE - EXPENSES 8 November 2019 to 25 November 2019

<u>Date</u>	<u>Transaction Details</u>	<u>Comments</u>	
8-Nov	Town & Country Motor Inn	Accommodation - Newell Highway Taskforce Meeting	118.77
11-Nov	Town & Country Motor Inn	Meal - Newell Highway Taskforce Meeting	23.90
12-Nov	Travelodge, Sydney Airport	Meal - National Roads Congress	20.24
13-Nov	All Travellers Motor Inn	Accommodation - Cr Capel - Destination Network Country and Outback NSW Dinner	23.50
15-Nov	Travelodge, Sydney Airport	Accommodation - National Roads Congress	125
15-Nov	Acacia Motor Lodge	Accommodation- Destination Network Country and Outback NSW	135
18-Nov	Hahndorf Resort Tourist	Accommodation - National Roads Congress	507
19-Nov	The Hans	Meal - National Roads Congress	89
20-Nov	KFC	Meal - National Roads Congress	16.1
22-Nov	GM Cabs	Transport - National Roads Congress	15.23
22-Nov	Winter Garden	Meal - National Roads Congress	37.70
25-Nov	Travelodge, Sydney Airport	Meal - National Roads Congress	56.67
25-Nov	Black Stump Inn	Meal - Coolah Council Meeting	18
Total expenditure for period 8/11/2019 - 25/11/2019			<u>1,186.11</u>

RECOMMENDATION

That Council:

1. Notes the report on the Mayor's Activity and Log of Kilometres Travelled for the period 1 November 2019 to 30 November 2019.
2. Notes the report on the Mayor's credit card expenses between 8 November and 25 November 2019 and approves the payment of expenses totalling \$1,186.11.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 2 Councillors' Monthly Travel Claims – November 2019

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

Reason for Report

To provide Council with details of travel claims of Councillors for the month of November 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	1,602	0.78	1,249.56
Cr Todd	-	0.78	-
Cr Brady	-	0.78	-
Cr Capel	-	0.78	-
Cr Clancy	-	0.73	-
Cr Doolan	450	0.78	351.00
Cr Hill	808	0.68	549.44
Cr Iannuzzi	360	0.68	244.80
Cr Lewis	290	0.78	226.20
Total:			\$2,621

Financial Considerations

Outlined above.

Attachments

Nil

RECOMMENDATION

That the Councillors' monthly travel claims report for November 2019 in the amount of \$2,621.00 is noted.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 3 Central West Weeds Committee Meeting at Dubbo – 26 November 2019

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

Reason for Report

To report to Council on the Central West Weeds Committee meeting held at Dubbo on Tuesday, 26 November 2019.

Commentary

- Weeds Action Plan (WAP) Funding for 2019-20 is still with the Minister for signing.
- The guidelines for 20-25 WAP are out.
- Weed audits are being distributed by the DPI to examine what management are doing in every LCA; we are covered by Castlereagh Macquarie County Council (CMCC)
- Biosecurity Warning Signs do not apply to entitled officers (inspectors)
- Biosecurity Plans regarding livestock disease issues must be complied with by all entitled officers (eg. Vehicle washdown, footwear disinfection)
- Weed inspectors are looking for Priority Weeds or any new weed incursions not common to the area, wanting to destroy them before they become established.
- Clause 44 A, Sub Clause 2 of the Biosecurity regulation refers to entry of entitled officers
- WAP 3 has limited funds; if someone gets more then someone else gets less
- Report on the Mass Rearing Facility constructed by CMCC; should be stocked with fresh Cladodes and the Cactoblastus species that targets the Hudson Pear in early December 2019.
- The Hudson Pear outbreak in the Pilliga covers around 220 ha with nearly 600 plants being eradicated. Work being carried out by NPWS.
- Presentation by Inland Rail Representatives
- They have made no contact with local weeds officers
- Have only met with Councils senior staff and directors
- They are not familiar with nor have they consulted the CW Weed Plan
- The Biosecurity Information System (BIS) captures data collected through the biosecurity strategy, NSW Invasive Species Plan and the WAP 1520 Regional sub program and is used by LCA's
- NPWS and Crown Lands have their own systems
- All systems can link into BIOMAPS
- BIS is monitored to determine new weed incursions
- BIS is used to set weeds budgets and justify the money handed out
- The WAP algorithm has been unchanged for over 25 years
- The algorithm is flawed

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

- Complaint about CMCC systems; send a formal letter regarding weed infestations but don't include a map.
- The nominated weed for review was Mimosa bush and was led by Andy Fletcher, CMCC
- Spread throughout the Narrabri/Moree area
- Officers can inspect for it, mark it on a plan, cannot issue a notice, it is a feral native plant
- It is in Weedwise, it can't be a weed because it is a native plant
- Plant Net; the herbarium record noted that Mimosa came from South America; is a cosmopolitan species; is declared a native because it was in Australia when the first fleet raised the flag; it is a clear anomaly
- The CW Weeds Committee moved a motion that mimosa bush be declared a Priority weed in the CW and NW LLS areas. Mimosa Bush should also be subject to the Weed risk assessment.

RECOMMENDATION

That Council notes the Delegate's Report in relation to the Central West Weeds Committee meeting held at Dubbo on 26 November 2019.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 4 Hudson Pear Task Force Meeting held 28 November 2019

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

Reason for Report

To report to Council on the Hudson Pear Task Force Meeting held at the Five Ways and Coonamble Bowling Club on Thursday, 28 November 2019.

Commentary

I chaired the second meeting of the Hudson Pear Task Force in Coonamble on Thursday, 28 November 2019.

Site visit of the Five Ways area showed many dead Hudson Pear plants in the heavily infected Crown Land Reserve but also many live plants of varying sizes that had been completely missed by the spray contractors.

The private lands and roadways have been inspected, sprayed and a second spray by Castlereagh Macquarie County Council within 5 days. No new plants were detected in these areas.

Cladodes infested with Hudson Pear Cochineal insect were placed on the unsprayed plants and the area cordoned off to determine whether the concentration of Hudson pear is dense enough to support the spread of the cochineal bugs.

The meeting determined that good progress had been made on the Management Plan and determined that we need a Weed Risk Assessment to determine whether we contain and suppress or whether we go to full eradication.

A full report will go to the next Central West Regional Weeds Committee meeting to help attract more funding from the Local Land Services Board.

RECOMMENDATION

That Council notes the Delegate's Report in relation to the Hudson Pear Task Force Meeting held at the Five Ways and Coonamble Bowling Club on 28 November 2019.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 5 ALGA National Roads Congress in Hahndorf, Adelaide Hills held 18 – 20 November 2019

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

Reason for Report

To report to Council on the Australian Local Government Association (ALGA) National Roads Congress held in Hahndorf, Adelaide Hills, South Australia on 18 – 20 November 2019.

Commentary

The ALGA National Roads Congress was held on 18 – 20 November 2019 in Hahndorf, Adelaide Hills, South Australia and was attended by Cr Shinton and myself.

This years' theme was 'Breaking through for Modern Transport'. Delegates from councils across Australia were present at the Congress.

Day One started with the Growth Areas Technical Tour which I attended. On the tour they showed us what challenges and opportunities there were for development in the Adelaide Hills area.

On returning from the tour the conference began with Ian Copley doing Welcome to Country. The opening address was conducted by David O'Loughlin, President of the Australian Local Government Association.

The Executive Leader from National Transport Commission, Paul Davies, spoke about the heavy vehicle national regulatory review. Our local member for Parkes, the Hon Mark Coulton MP, represented the Prime Minister and conducted the Government Address.

The Welcome Reception and Exhibition opening was held in the evening and the Mayor from Mount Barker District Council, Ann Ferguson welcomed everyone to the conference.

On Day Two, presentations on the Future of Transport – How Local Government Can Benefit, Turning the Technology, Big Wheels were made and they also highlighted what drones could do for Local Government. We also heard about the latest news on funding and were told what to ask for.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

In the evening we attended the conference dinner which was held in the Adelaide Town Hall. The hall was built in the 1800's and is magnificent.

The final day of the conference saw presentations on Road Safety Research and Best Practice by Jeremy Wooley, Associate Professor, UniSA and A National View on Road Safety.

The Hon Catherine King MP, Shadow Minister for Infrastructure, Transport and Regional Development read the Opposition Address and the day finished with a closing address for Australian Local Government Association President, David O'Loughlin.

RECOMMENDATION

That Council notes the Delegate's Report in relation to the Australian Local Government Association (ALGA) National Roads Congress held in Hahndorf, Adelaide Hills, South Australia on 18 – 20 November 2019.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 6 Minutes of Coonabarabran Swimming Pool Advisory Committee Meeting – 12 November 2019

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

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

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

APOLOGIES: Ms Sharmaine Kennedy (Supervisor Pools).

CONFIRMATION OF MINUTES

RECOMMENDED that the minutes of the Coonabarabran Swimming Pool Advisory Committee meeting held on Wednesday, 14 August 2019 be confirmed.

Holmesby/Tighe

BUSINESS ARISING FROM THE MINUTES

- The Member for Barwon, Hon Roy Butler will be attending the next meeting to be held on 3 December 2019. Handout to be prepared.
- Quotations for design – Consultants so far are wanting payment of a fee just to prepare a quotation for design and investigation.

AGENDA ITEMS

a) Pool Shade Options and Tree Removal

The following items were discussed without resolution:

- Proposal to remove two Poplar trees on the western side of the pool.
- The type of shade structure to replace trees was discussed. Colour – blue poles and yellow sail.

GENERAL BUSINESS

Nil.

There being no further business the meeting closed at 6.00pm.

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Tuesday, 3 December 2019 commencing 5.00 pm.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

RECOMMENDATION

That Council accepts the Minutes of the Coonabarabran Swimming Pool Advisory Committee Meeting held at Coonabarabran on 12 November 2019.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 7 Minutes of Warrumbungle Aerodromes Advisory Committee Meeting – 14 November 2019

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

PRESENT: Cr Denis Todd (Chairperson), Cr Ambrose Doolan, Mr Colin Tink, Mr John Farrell and Mr David Sturtridge.

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

APOLOGIES: Mr Ian Munns, Mr Grant Piper, Mr Phil Hensby and Mr Corey Philip (RFS District Manager).

CONFIRMATION OF MINUTES

RECOMMENDED that the Minutes of the Warrumbungle Aerodromes Advisory Committee meeting held on Thursday, 15 August 2019 be confirmed.

Farrell/Tink

BUSINESS ARISING FROM THE MINUTES

The following matters were discussed or noted as outstanding:

- Fence at Coonabarabran Aerodrome – reports of kangaroo intrusion.
- Baradine Aerodrome – when frightened the kangaroos jump the fence. There is no evidence of entry point.
- Test drilling bore at Coonabarabran Aerodrome.

AGENDA ITEMS

- a) Federal Government Funding for Remote Airstrip Upgrade Program
Cost of Sealing Baradine Aerodrome without a Feasibility Study

The following matters were discussed without resolution:

- Baradine Aerodrome – discussion on design and construction, also funding options.

- b) Water Tanks at Baradine Aerodrome for Fire Fighting and Aerial Agriculture

The following matters were discussed without resolution:

- Discussion on merits of installing water tanks for fire fighting purposes.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

GENERAL BUSINESS

The following matters were discussed without resolution:

- Coonabarabran Aerodrome – the process of changing the classification of land from community to operational is ongoing.
- Coolah Aerodrome – report of up to 18 lights missing and wiring on wind socks has perished.

There being no further business the meeting closed at 10.02am.

The next meeting will be held at the Baradine Rural Fire Service building on Thursday, 13 February 2020 commencing at 9.00 am.

RECOMMENDATION

That Council accepts the Minutes of the Warrumbungle Aerodromes Advisory Committee meeting held at Coonabarabran on 14 November 2019.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 8 Minutes of Local Emergency Management Committee Meeting – 18 November 2019

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

PRESENT: Kevin Tighe (Chairperson) (LEMO), David Maher (LEOCON), Rod Coombes (VRA Coonabarabran), Stuart Green (VRA Coonabarabran), David Cook (VRA Mendooran), Ted Miller (VRA Coolah), Noel Gilbert (VRA Coolah), Luke Milsom (LLS), Lisa Obst (Ambulance Dunedoo), Shane Smallcombe (RFS), Adrian Rushton (NSWF&R) and Kel Wise (REMO).

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

APOLOGIES: Russell McArthur (Alt LEOCON), David Smith (SES Dunedoo), Tom Cooper (NSWF&R), Corey Philip (RFS), Chris Duce (HSM Coonabarabran), Nikela Stafford (SES Baradine), Steve Gilbert (VRA Coolah), Rob Williams (VRA Coolah), Brad Size (NSWF&R) and Nigel Boyce (LLS).

MINUTES OF PREVIOUS MEETING

The minutes for the previous meeting were available prior to the meeting and also at the meeting for all committee members. Minutes of 19 August 2019 accepted.

Minutes Accepted – Milsom/Maher

BUSINES ARISING

1. Letter of appreciation from LEMC to Baradine Emergency Information Hub. Item still outstanding. Committee decided that the certificates that were previously printed to be posted out with a letter from LEOCON and RFS Zone Manager.
2. 'Starship Enterprise' (see *Agenda Item*).

AGENDA ITEMS

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

a) Dunedoo Show	14 - 15/02/20
b) Binnaway Show	29/02/20
c) Bush Poetry Festival Dunedoo	01/03/20
d) Coonabarabran Show Rodeo	06/03/20
e) Coonabarabran Show	13 - 14/03/20
f) Baradine Show	21/03/20
g) Mendooran Show	28//03/20
h) Hartwood Music Coolah	30/03/20

4. Rural Addressing

- (i) Old Common Road, Coonabarabran – larger 2ha blocks of land numbered using rural address system of distance (*map sent out previously*).
- (ii) Three Hills Road, Coonabarabran – renumbered using Three Hills Road not Baradine Road (*map sent out previously*).
- (iii) Ropers Road Locality – will be incorporated into Binnaway locality in the next few weeks. To be gazetted 29/11/19.

Late Inclusion

Information from Dubbo Regional Council is that Cobbora Road Elong Elong has been re-gazetted as Saxa Road, thus eliminating the duplication of Cobbora Road in the village of Cobbora.

5. Exercise Starship Enterprise

The recommendations from the Exercise were listed in an action plan with items to be addressed for discussion at each meeting.

The list of items was presented to the meeting and a rough priority created to be actioned (*attached list of recommendations and tasks – refer to Attachment 1*).

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

GENERAL BUSINESS

1. Kel Wise informed the meeting that DPI had rejected a number of Consequence Management Guide's (CMG) for 'Motor Vehicle Accidents (MVA) Involving Animals' at the last Regional Emergency Management Committee (REMC) meeting. The updated CMG was presented to the meeting and the changed items discussed.

The meeting agreed to endorse the CMG subject to it being distributed to the committee and if no objections are received within 14 days that the CMG be resubmitted to the REMC for endorsement on the 17 December 2019.

2. Kel Wise informed the meeting that he had received an email from Nikela Stafford, Baradine SES that the community were concerned about the level of vegetation that had accumulated in Baradine Creek and that it was considered a bushfire risk.

Kevin Tighe also indicated that at the Baradine Community Meeting the same issue had been raised. Investigation of the land found that the tenure is Crown Land and that, as it had been previously burnt some years ago and as it was

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

under the prescribed time limit for burning, it would not be possible to burn so soon.

After discussion, the suggested solution was for mechanical hazard reduction using local SES and perhaps the RFS Mitigation Team. The mechanical hazard reduction would still require a Hazard Reduction Certificate (HRC) from the land owner / manager.

An email to the Bush Fire Management Committee's (BFMC) Crown Land representative will be sent asking if a HRC is possible for this land.

This item will also be raised at the next BFMC meeting next year, as it is their role rather than the LEMC to handle such complaints.

(Note: an email sent to J Nolan, Crown Lands on 20/11/19 from ESC.)

CORRESPONDENCE

- Letter to Bob Cosgrove, SES Baradine.
- Submission to REMC – CMG, MVA Involving Animals
- NSWFR Rescue Status Form from Tamworth
- DPI email on CMG for MVA Involving Animals
- REMO Report

DATE OF NEXT MEETING

The next meeting will be held on Monday, 17 February 2020 at the Coonabarabran RFS Building.

MEETING CONCLUDED

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

Attachments

1. Exercise Starship Enterprise – List of Recommendations and Tasks

RECOMMENDATION

That Council notes the minutes from the Local Emergency Management Committee held on 18 November 2019 at Coolah.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 9 Coonabarabran Emergency Water Supply Project – November 2019 Update

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

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 28 November 2019.

Issues

1. Timor Dam Level

The water level in Timor Dam is at 19.7%. This is an increase of 0.6% compared to the last report in November 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. Supply

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

The River is not in use due to no 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).

3. Demand, High Users and Water Saving Advice

The average daily consumption for Coonabarabran in November was 1004 kL/day, which is a decrease of 18 kL/day.

In October, repeat high water use letters were sent to seven (7) property owners including five (5) letters to the Department of Housing. Only one property owner has replied back. Notices are being prepared to advise the owner that a restriction device is going to be installed, giving a timeframe as to when this will occur.

Prior to issuing the notices, consumption since the August read will be checked and the Regional Manager of the Department of Housing liaised with.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

The current read will identify repeat high users from the last read; 49 owners received letters then, some of which could justify the high use. The current read will also identify reduction in use of previously identified high users – where indicated these will be issued with a thank you letter.

To actively promote water saving advice, Council distributed accommodation kits and education samples in November, which was well received. Leaflets to all households are yet to be distributed advertising the opportunity to pick up free shower times from Council's Coonabarabran office (one per household).

4. Standpipe Usage

Between 1/11 and 28/11/2019 a total of 268 kL were taken from the Coonabarabran standpipe. This amounts to an average of 9.6 kL/day, representing a decrease of 6,280 L/day compared to the last report in November.

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 November, the average daily usage per person in Coonabarabran was 396 L, based on the 2016 Census population of 2,537 and the total filtered water produced at the Water Treatment Plant. This simplified calculation of a per-person use cannot account for higher uses by businesses, including town pool filling or water losses.

6. Water Licensing

Current available entitlements are listed in *Table 1*.

Table 1: Source Water Entitlements Coonabarabran Town Water Supply

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

In FY19/20 121 ML of groundwater has been extracted as at 21 November 2019.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

7. Hydrogeological Study for Groundwater Bores

The hydrogeologist advised towards the end of November that he expects the Groundwater Management Plan to be completed by mid December.

The development of this Plan has considered: pumping durations, discharge rates, production volumes, drawdown data, any bore interferences, raw water quality data. It will include/result in: review of field operational data and any environmental issues, refinement of pumping rates, determination of trigger levels for each bore and action plans for any operational issues.

Its finalisation will enable Council to apply for a Specific Purpose Access Licence of increased allocation (compared to current entitlement) with NRAR – the application will be assessed by DPIE against the relevant 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 November that task 4a was still at 80% complete. One reason for this lack in progress was a filter inspection and WTP trouble-shooting at Baradine that was added to the NSW Health support project as a priority, pushing progress with the fluoridation project back.

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">• Review available fluoridation information• Undertake WTP site visits• Prepare the scope of works to successfully upgrade the softener, fluoridation system, waste tank and telemetry systems at each WTP site• Prepare O&M schedules for each WTP site• Prepare contract and technical documents for the renewal of the fluoridation systems• Manage tendering, tender assessment and make recommendations for award of Contractors engaged to undertake the works• 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.• Respond to technical queries and, where reasonable, commercial questions regarding the fluoridation upgrades and the E&IC contracts
Task 4b	<ul style="list-style-type: none">• Provide site surveillance during the delivery phase and defects liability period in conjunction with WSC• Provide resources to undertake surveillance, commissioning visits• Liaise with the WSC project manager on a weekly basis to discuss progress, quality and any issues.

Attachments

Nil

RECOMMENDATION

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 10 Mendooran Water Quality Incident Review Report Implementation

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

Reason for Report

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

Background

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

Issues

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

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

Status	Description
Not yet started (NS)	Recommendation has been reviewed and prioritised. Some initial investigation may have occurred however no substantial progress.
Development (D)	Investigation and design work underway. May involve consultation with Government Agencies and other division within Council. May also involve preparation of contract documents for engagement of contractors.
Awaiting funding (F)	Submission for funding has been made. Recommendation able to be implemented until funding is available
Implementation (I)	Currently being implemented. May involve updating and finalisation of management plans. May involve updating of meeting agendas for operators and senior management
Complete (C)	The recommendation has been completed. Management

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

	plans have been updated. Operators and senior management reviewing treatment processes on a regular basis.
Shaded	Marked as completed since the previous report

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

Table 2: Recommendations

Mendooran Incident Debrief Recommendations, Implementation Status and Comments
<p><u>Recommendation 1:</u> <i>That online turbidity and chlorine residual monitoring is installed at Mendooran WTP.</i></p> <p>Status (R1): Implementation</p> <p>An application for Safe and Secure Water Program (SSWP) funding was submitted successfully for a 'Mendooran Water Supply Modification Upgrade Concept Design'. The proposed upgrade includes the installation of further online instrumentation with appropriate feedback control to PLC/SCADA.</p> <p>In relation to this, two further applications for SSWP funding were successfully submitted for an 'Automation and Process Instrumentation Audit, Scoping Study' as well as for a 'SCADA and Telemetry Network Upgrade, Design and Construct'.</p> <p>Change/progress since last report: No change in Status Label. A consultant was engaged in October to prepare the Concept Design; a consultant has been engaged to perform the Automation Audit (site visits scheduled in December); the SCADA Upgrade funding deed is being finalised.</p>
<p><u>Recommendation 4:</u> <i>That WSC investigates the installation of an inline booster pumping station on the outlet of the Standpipe reservoir to provide sufficient water pressure for a regular water main flushing program to be implemented, to improve the water supply system's firefighting capacity and reduce overall water age by only storing water volumes sufficient to meet peak day demands.</i></p> <p>Status (R4): Implementation.</p> <p>The proposed upgrade referred to in <i>Status (R1)</i> includes the installation of an inline booster pump downstream of the standpipe reservoir.</p> <p>Change/progress since last report: No change in Status Label. A consultant was engaged in October to prepare the Concept Design.</p>
<p><u>Recommendation 5:</u> <i>That WSC investigates options to reduce water age in the Coolabah rural residential estate water supply zone. This could include isolation of individual reservoirs i.e. Reservoirs No. 1, No. 2 and/or No. 3, on a seasonal basis to only store water volumes sufficient to meet peak day demands.</i></p> <p>Status (R5): Implementation.</p> <p>The proposed upgrade referred to in <i>Status (R1)</i> includes a re-design of the chlorine dosing system at the Coolabah reservoir site to implement a recirculation system with a set chlorine concentration.</p>

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Mendooran Incident Debrief Recommendations, Implementation Status and Comments

Change/progress since last report: No change in Status Label. A consultant was engaged in October to prepare the Concept Design.

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

Status (R6): Implementation.

In collaboration with Council's GIS officer.

Change/progress since last report: None. Council has not had a dedicated GIS officer for an extended amount of time.

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

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

Status (R7): Implementation.

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

Change/progress since last report: None.

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

Status (R12): Implementation.

CCP and ADWG exceedances are reported on a monthly basis to the General Manager. Regular quarterly DWMS review meetings had been implemented, however since June 2019 these have been substituted by monthly DWMS Improvement Plan meetings.

Change/progress since last report: No change in Status Label. The Annual Review Report has now been prepared and provided to NSW Health and DPIE Water together with the current Improvement Plan; both are presented to Council within in this Business Paper report.

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

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Mendooran Incident Debrief Recommendations, Implementation Status and Comments

Status (R16): Implementation.

Ten (10) of the 15 recommendations have been completed and five (5) are in progress. Table 3 (Attachment 2) summarises the recommendations from the 2014 LMWUA WTP Audit report, which have been added to the DWMS Improvement Plan (refer R12).

Change/progress since last report: None.

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

Status (R17): Implementation.

Integrity issues of 12 reservoirs were rectified in May 2019.

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

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

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

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

Status (R18): Implementation.

Related to Recommendations 11 and 12.

Change/progress since last report: No change in status label. The consultant has completed consolidating and updating the Plan in early September 2019 (including the 31 recommendations from this report), it is presented to Council within this Business Paper. The DWMS has been reviewed; the report is presented to Council within this Business Paper. A proposal to update the DWMS has been received and funding requested through NSW Health.

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

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

Status (R19): Implementation.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Mendooran Incident Debrief Recommendations, Implementation Status and Comments

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

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

Change/progress since last report: None.

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

Status (R20): Development.

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

Change/progress since last report: None in Status Label. A quote has been received from a consultant to develop the DWQ Monitoring Plan and NSW Health approached for the funding of it.

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

Status (R29): Implementation

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

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

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

Status (R30): Development

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

Change since last report: None in Status Label.

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

Status (R31): Implementation.

The NSW Health support project (Table 5) includes the development of O&M

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Mendooran Incident Debrief Recommendations, Implementation Status and Comments

schedules for each WTP.

Change/progress since last report: None.

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

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

Options

This report is presented mainly for Council's information.

Financial Considerations

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

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

In FY18/19

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

In FY19/20

- Shire wide reservoir inspections and cleans for the remaining reservoirs are budgeted at \$20,000.
- Reservoir upgrades are budgeted at \$145,000.
- Engagement of a consultant to assist with the DWMS Improvement Plan cost \$8,273.
- Engagement of a consultant to prepare the DWMS Annual Review Report cost \$7,286.
- The received quote to develop a DWQ Monitoring Plan amounts to \$17,114.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

- A received quote to update the DWMS amounts to \$21,436.

Prices given are ex GST.

Attachments

1. Full 31 Recommendations from 2017 Mendooran Incident Review Report
2. Table 3, Progress of implementation of the 2014 audit recommendations
3. Table 5, Scope of the NSW Health Support project

RECOMMENDATION

That Council:

1. Receives and notes the quarterly report on the implementation progress of the recommendations within the Mendooran Water Quality Incident Review Report.
2. Receives regular reports at increased intervals of four (4) months.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 11 Drinking Water Management System

Division:	Executive Services
Management Area:	Warrumbungle Water
Author:	Manager Warrumbungle Water – Cornelia Wiebels
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI7 appropriate planning is needed to ensure the ongoing security of energy and clean water supplies to communities within the shire

Reason for Report

To inform Councillors of Council's Drinking Water Management System (DWMS), its components – such as Critical Control Points (CCPs) and the Improvement Plan – and associated reports; to present the recent DWMS Annual Review Report and current DWMS Improvement Plan to Council; to gain Council's endorsement of the DWMS.

Background

Under the *NSW Public Health Act 2010* Council is required to maintain – and annually review – a Drinking Water Management System consistent with the Framework for Management of Drinking Water Quality as documented in the Australian Drinking Water Guidelines (ADWG). In 2014, NSW Health provided funding for the development of such a DWMS through the consultancy of AECOM. AECOM's final version was provided to Council in October 2014 (Attachment 1). The DWMS should be updated every five (5) years.

One core element of the DWMS consists of the so called CCPs. These are based on the multi-barrier approach that Local Water Utilities should abide by to protect their water supply. This approach refers to the multiple layers of protection/ barriers of the supplied water from/against pathogens. These barriers mainly consist of filtration, disinfection and reticulation system integrity (reservoir integrity). The CCPs are built around those barriers to ensure the critical points for water safety are regularly observed and within the required limits. Council has a set of CCPs for each of its water supply systems (current version contained within Attachment 8).

The development of the DWMS also resulted in a DWMS Improvement Plan. It was created based on a Risk Assessment (risk to the safety of the supplied water) and identified shortfalls of all aspects of Council's eight potable water supply systems, from catchment to distribution. The initial Improvement Plan contained 189 items.

In relation to the DWMS, a Drinking Water Quality Policy has been adopted in March 2019 (Attachment 2).

Issues

Since the development of the DWMS in 2014, NSW Health has provided further funding and engaged the consultancies of City Water Technologies (CWT) in May 2015 and Bligh Tanner in January 2016. CWT performed audits of the Mendooran and

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Coonabarabran Water Treatment Plants (Attachments 3 and 4); Bligh Tanner (Attachment 5) assisted in the review of CCPs, the development of a Draft Emergency Response Protocol (ERP) and provided a detailed DWMS Implementation Report with prioritised recommendations for all of Council's eight (8) water supply schemes.

The recommendations from the above reports as well as recommendations from other sources (DPIE inspection reports, Hunter H2O 2014 WTP Audits, 2017 Mendooran Incident Review Report, DWMS review meetings) have been included in the Improvement Plan, resulting now in a total of 340 action items (Attachment 6). A total of 160 items have meanwhile been completed, implemented or closed (Attachment 7).

Council introduced regular internal DWMS review meetings in September 2016; review meetings were since held in December 2016, March 2017, July 2017, October 2017, March 2018, July 2018, September 2018, January 2019 and March 2019. These meetings were accompanied by agendas based on the annual review report template; most of them were minuted. Various operational staff, representatives of NSW Health and the Department of Planning, Infrastructure and Environment (DPIE) - Water and on one occasion (March 2018) Councillors were invited to those meetings. The first full DWMS Annual Review Report was prepared in September 2019 by a consultant and finalised in December 2019 (Attachment 8)

Since the last review meeting in March 2019, emphasis was put on the implementation of items from the Improvement Plan. To deal with the items, meetings were held in June, July, August and September 2019; a further one is scheduled for December 2019.

The DWMS meanwhile requires an update. A proposal has been received from the consultancy of ATOM; NSW Health has been approached with a request to fund this work.

Options

Council has the option to adopt the 2014 DWMS, together with current CCPs.

Financial Considerations

To implement all items from the Improvement Plan, a significant budget is required. A number of items are already addressed through current projects/programs and form part of Council's LTFP.

To update the DWMS has been costed at \$21,436 ex GST.

Attachments

1. DWMS 2014
2. DWMS Policy
3. CWT Audit Report Coonabarabran 2015
4. CWT Audit Report Mendooran 2015
5. Bligh Tanner DWMS Implementation Report 2016
6. DWMS Improvement Plan, September 2019
7. Improvement Plan Summary and Progress, September 2019
8. DWMS Annual Review Report, August 2018 – July 2019, including updated CCPs

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

RECOMMENDATION

That Council:

1. Notes the Drinking Water Management System Report, including the current Improvement Plan, and associated documents.
2. Adopts Councils 2014 Drinking Water Management System together with the recent Critical Control Points contained within the Annual Review Report.
3. Receives regular reports on the progress of implementing the Improvement Plan items at four (4) monthly intervals.
4. Receives annual review reports of its Drinking Water Management System.
5. Progresses towards updating of the current Drinking Water Management System.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 12 Drought Communities Programme – Extension

Division:	Executive Services
Management Area:	Executive Services
Author:	General Manager – Roger Bailey
CSP Key Focus Area:	Governance and Finance
Priority:	GF2 The demographic makeup of the community is well-represented in local activities, service delivery and decision-making.

Reason for Report

To inform Council about the announcement from the Australian Government on the Drought Communities Programme – Extension.

Background

On 7 November 2019, the Australian Government announced a further extension to the Drought Communities Program.

The extension of the Drought Communities Programme (the program) will provide funding to eligible councils to deliver immediate economic stimulus and other benefits to targeted drought-affected regions of Australia. The program will support local community infrastructure and other drought relief projects for communities who have been impacted by drought.

The objectives of the program are to deliver support to targeted drought-affected regions of Australia by funding:

- Local community and infrastructure.
- Other drought relief projects.

Funding will target infrastructure and other projects that:

- Provide employment for people whose work opportunities have been impacted by drought,
- Stimulate local community spending,
- Use local resources, businesses and suppliers,
- Provide a long-lasting benefit to communities and the agriculture industries on which they depend.

The intended outcomes of the program are to:

- Increase employment in regions by providing work for locals and/or farmers and farm labourers/staff/contractors whose employment opportunities have been affected by drought.
- Improve level of economic activity in regions.
- Increase productivity in regions.
- Enable better retention of businesses and services and facilities.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Issues

To be eligible organisations must:

- have an Australian Business Number (ABN),
- be an eligible council, and
- be invited to apply by the Minister.

To be eligible the project must:

- be located in an eligible Council area (based on the need and economic impact of drought in the region),
- meet project requirements,
- include eligible activities and eligible expenditure,
- have at least \$25,000 per application in eligible expenditure, and
- be undertaken in the project period and completed by 31 December 2020.

Eligible activities must directly relate to the project and can include:

- repairs, maintenance, upgrading or building new community facilities
- repairs, maintenance, upgrades, construction and fit-out of community spaces
- employing local contractors to undertake repairs and maintenance
- holding events
- undertaking other drought relief activities (including water carting for human consumption) that benefit the community
- development of an Adverse Event Plan

Examples of ineligible expenditure include:

- payment of salaries for existing staff or contractors, although projects may be carried out by existing workforces,
- computer software or hardware that is not an integral part of the funded capital project,
- a council's core or business-as-usual operations, which council rates and other government funding usually funds,
- purchases of land, buildings, vehicles or mobile capital equipment (e.g. trucks and earthmoving equipment),
- expenditure incurred prior
- undertaking studies or investigations, or
- the development of private or commercial ventures, including licensed areas or registered clubs.

Financial Considerations

Each eligible Council can receive funding for projects up to \$1 million.

The grant amount will be up to 100 per cent of eligible project costs.

- The minimum grant amount per application is \$25,000.
- Applications can include multiple unrelated activities up to the total funding amount of \$1 million per eligible council.

Co-funding from eligible councils is not mandatory, but you may access other funding for the project.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Attachments

Nil

RECOMMENDATION

That Council:

1. Hold a workshop of Councillors to identify projects to be funded under the Drought Communities Programme - Extension.
2. Authorise the General Manager to make an application for funding based upon the outcomes of the workshop.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 13 Council Committees

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

Reason for report

To inform Council of the functions and representation of each external and internal committee of Council as resolved by Council in Resolution 196/1920 on 21 November 2019 as follows;

- *outlining committees and subcommittees each Councillor has been nominated to by Warrumbungle Shire Council (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.*

Background

At the commencement of the new Council term in September 2016, the committees and representatives from the elected Council were reviewed. Councillors were nominated to be members of certain committees as a representative of Warrumbungle Shire Council, for the full four (4) year Council term. A copy of the nominees are listed in Attachment 1 – Minutes of Resolution 54/1617 from 26 September 2016.

At the June 2019 Council meeting Resolution 437/1819 Council resolved the following;

1. *Notes the information contained in the Council Committees report.*
2. *Delete the following committees and delegates that are no longer relevant including;*
 - *Central Ranges Natural Gas and Telecommunications*
 - *Orana Regional Organisation of Councils*
 - *Geopark Steering committee*

A list of Council's current external and internal committees, with a brief description and the current nominated Councillor/s is provided in Attachment 2. This list includes new

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

committees which have been formed since September 2016 council meeting and details the Resolutions of Council in relation to the committees.

A small number of committees require technical or specialist expertise, in which case the responsible Director who is delegated as Council representative is also noted for Councillors information.

Issues

Under the new *Warrumbungle Shire Council Code of Meeting Practice* adopted in March 2019 Part 1:

- 1.1 *The Warrumbungle Shire Council Code of Meeting Practice (the Meeting Code) is made under section 360 of the Local Government Act (the Act) and the Local Government (General) Regulation 2005 (The Regulation).*
- 1.2 *This code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.*
- 1.3 *A council and a committee of the council of which all members are councillors must conduct its meetings in accordance with the Meeting Code.*

Council may, by resolution, establish such committees as it considers necessary which consist of the Mayor and/or Councillors as appointed by the Council. Each committee, be that external or internal, has a specific function, delegated responsibilities by the Council or legislative framework from which to operate.

Options

There are a number of external organisations and regional committees that have voting places in the Charter or Constitution for member Councils. These committees are part of this Council's wider involvement in the region and the majority of these committees have legislative powers creating them or formal agreements between Warrumbungle Shire and other Councils.

Councillors who are representatives to external committees are expected to provide a delegates report in writing to the General Manager for presentation to the following Council meeting.

Financial Considerations

The Castlereagh Macquarie County Council committee members each receive a meeting allowance of \$283.33 per meeting and are entitled to claim a travel allowance of 65 cents per kilometre from Castlereagh Macquarie County Council.

Council receives no remuneration for Councillors participating in external committees and receives no reimbursement of any costs associated with Councillors attending committee meetings from the external committees.

Council representation on Council committees; either external or internal, is classified as Council approved business. Where a Councillor incurs expenses in the course of discharging their civic office responsibilities, such expenses will be reimbursed as per Council policy – *Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors*; as provided in Attachment 3.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Councillor travel reimbursements are budgeted for in the 2019/2020 Operational Plan under Councillor expenses. Where there is a staff member involved, all efforts are made to ensure the Councillor representative can travel with the staff member.

Committee or Organisation membership/subscription or financial contributions where required have been allocated to the respective management area and budgeted for in the 2019-2020 Operational Plan.

Attachments

1. Minutes of Resolution 54/1617 from 26 September 2016
2. List of External and Internal Committees
3. Council policy – *Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors.*

RECOMMENDATION

That Council:

1. Notes the information contained in the December 2019 Report on the Council Committees.
2. Deletes the following committees and delegates that are no longer relevant including:
 - Orana Arts Incorporated
 - Warrumbungle Shire Mayors Bushfire Appeal Advisory Committee (established for the Wambelong Fire).

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 14 Council Resolutions Report December 2019

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

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, December 2019

RECOMMENDATION

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

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 15 Revotes Report December 2019

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

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, December 2019

RECOMMENDATION

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 16 Community Consultation Meetings

Division:	Corporate and Community Services
Management Area:	Children's and Community Services
Author:	Personal Assistant to Director Corporate and Community Services – Kira Alexander
CSP Key Focus Area:	Governance and Finance
Priority:	GF2 The demographic makeup of the community is well-represented in local activities, service delivery and decision-making.

Reason for Report

To present draft minutes from the Community Consultation Meetings held in October and November 2019 to Council.

Background

In October and November 2019, Council conducted a series of Community Consultation Meetings across the Shire.

Meetings were held in:

- Monday, 21 October 2019 Memorial Hall, Binnaway
- Tuesday, 22 October 2019 Memorial Club, Mendooran
- Monday, 28 October 2019 Council Chambers, Coonabarabran
- Tuesday, 29 October 2019 Jubilee Hall, Dunedoo
- Monday, 4 November 2019 Council Chambers, Coolah
- Wednesday, 6 November 2019 Memorial Hall, Baradine

Issues

As per the *Terms of Reference for Community Consultation Meetings*, as endorsed by Council at the May 2019 Council Meeting, Minutes of Community Consultation Meetings will be recorded and submitted to the Council Meeting for endorsement before being circulated.

Once Meeting Minutes have been endorsed by Council they will be circulated to meeting attendees no later than two (2) weeks following the Council Meeting.

Minutes will also be uploaded to the Warrumbungle Shire Council website, following endorsement by Council. Minutes will therefore be available to all members of local communities.

Minutes endorsed and circulated will be draft Minutes only. Minutes will not be confirmed until the next round of Community Consultation Meetings which are expected to be held in March 2020.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Attachments

1. Baradine Community Consultation Meeting – Minutes
2. Binnaway Community Consultation Meeting – Minutes
3. Coolah Community Consultation Meeting – Minutes
4. Coonabarabran Community Consultation Meeting – Minutes
5. Dunedoo Community Consultation Meeting – Minutes
6. Mendooran Community Consultation Meeting – Minutes

RECOMMENDATION

That Council:

1. Note the draft Minutes from the Community Consultation Meetings held in October and November 2019.
2. Note that Minutes from the Community Consultation Meetings held in October and November 2019 will now be released to meeting attendees and placed on Council's website.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 17 Draft Community Engagement Strategy 2020-2024

Division:	Corporate and Community Services
Management Area:	Corporate Services
Authors:	Manager Corporate Services – Jenni Maundrell
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF2 The demographic make up of the community is well-represented in local activities, service delivery and decision-making

Reason for Report

To seek Council endorsement of the draft *Community Engagement Strategy 2020-2024*.

Background

Council is currently required by s402(4) of the *Local Government Act 1993* to have a strategy that is based on social justice principles for engagement with the local community when developing the Community Strategic Plan following the next round of Local Council elections.

Council's draft Community Engagement Policy is provided at Attachment 1.

Issues

An amendment has passed NSW Parliament, although not yet commenced, that will require councils to have a strategy for engagement with the local community when developing its plans, policies and programs, and for the purpose of determining its activities, (other than routine administrative matters).

This amendment significantly broadens the scope of community engagement strategies. Councils will need to adopt a comprehensive document that provides guidance on when, how and why they will engage with the community. The draft *Community Engagement Strategy 2020-2024* Attachment 2 meets the new requirement.

Significant elements of the draft *Community Engagement Strategy 2020-2024* include:

- Emphasis on a whole-of-Council commitment to community engagement;
- Alignment with the International Association of Public Participation core values for community engagement, recognising five stages of engagement – inform, consult, involve, collaborate and empower;
- Information for Council, staff, and the community about engagement – why, when, how we engage;
- Tables to determine minimum level of engagement based on community scale and impact; and
- Methods that may be utilised for each of the five stages of engagement.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Should the draft *Community Engagement Strategy 2020-2024* be adopted, it is recommended that consideration of community engagement requirements be included in future reports to Council.

Options

Council review the draft Community Engagement Policy and Strategy 2020-2024 as presented in attachments to this item and endorse the draft Community Engagement Policy and Strategy 2020-2024 for Public Exhibition.

Financial Considerations

Nil

Attachments

1. Draft Community Engagement Policy
2. Draft Community Engagement Strategy 2020-2024

RECOMMENDATION

That Council:

1. Endorses the draft Community Engagement Policy and Strategy 2020-2024;
2. Places the draft Community Engagement Policy and Community Engagement Strategy 2020-2024 on public exhibition for a minimum of 28 days and invites public submissions for a minimum of 42 days; and
3. Considers the public comments prior to formal adoption of the draft Community Engagement Policy and Community Engagement Strategy 2020-2024.

WARRUMBUNGL E SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 18 Draft Excessive Water Usage Reduction Allowance for Breakages Policy

Division:	Corporate and Community Services
Management Area:	Corporate Services
Authors:	Manager Corporate Services – Jenni Maundrell
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF4 Council's governance practice and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

Reason for Report

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

Background

Council received the draft *Excessive Water Usage Reduction Allowance for Breakages Policy* at the Ordinary Council meeting of 19 September 2019, and resolved to place the draft policy on public exhibition (Resolution 97/1920).

The draft policy was on public exhibition from 5 October 2019 until 7 November 2019. Submissions closed on 21 November 2019. No submissions were received.

Issues

Following the public exhibition and submission period, no amendments are proposed to the draft policy.

Financial Considerations

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

Attachments

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

RECOMMENDATION

That Council adopts the *Excessive Water Usage Reduction Allowances for Breakages Policy*.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 19 Macquarie Regional Library Committee and Library Services Delivery

Division:	Corporate and Community Services
Management Area:	Community Services
Author:	Director Corporate and Community Services Kim Parker
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI2 The long-term wellbeing of our communities is supported by ongoing provision of high quality health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management.

Reason for Report

Macquarie Regional Library and Dubbo Regional Council have reassessed the split of Council Contributions between the three current members under the current Macquarie Regional Library Agreement. Their analysis indicates a greater amount would be required from Warrumbungle Shire Council, going forward from 2020/21 in the order of \$108,995 and for Narromine Council of around \$24,896.

In their analysis they have identified a number of areas for consideration for review, which if adopted by Warrumbungle Shire Council, would mean this increase may be avoided.

In letters received (see attachments), Warrumbungle Shire Council has been requested to consider the abolishment of the Macquarie Regional Library Committee, (and subsequently agree to modify the current Library Service Agreement to reflect this change).

Background

Warrumbungle Shire Council currently has allocated a net budget of \$632,051 in 2019/20, (refer Table 1 below), on all Library Services on behalf of Warrumbungle Shire Council for 4,848 registered borrowers, (of which 1,100 to 1,200 are active in any one year). Part of this net cost is for the coverage of the Warrumbungle Shire Council contribution to the Macquarie Regional Library Regional Office component costs in the order of \$1,250,000.

Table 1: 2019/20 Adopted Summary Budget

Expenditure/ Income	Details	2019/20 Budget
Expenditure	Contracted Works	\$6,754
Expenditure	Materials Purchased	\$15,310
Expenditure	Inventory Issued from Store	\$186
Expenditure	Rent	\$62,136

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Expenditure/ Income	Details	2019/20 Budget
Expenditure	Donation, Contributions and Assistance (less Regional Office Contribution)	\$415,157
Expenditure	Regional Office (MRL) Contribution	\$177,871
Expenditure	Electricity and Heating	\$10,729
Expenditure	Internal Rent	\$21,279
Subtotal	(does not include depreciation on buildings utilised or all buildings maintenance costs)	\$709,422
Income	Library Grants Received	-\$77,371
Totals	Net Cost	\$632,051

The current Library Agreement section 10 (1 July 2018 to 30 June 2022) signed 22 June 2018 provides details in support of the charging of contributions across the member Councils.

Issues

Indicative figures of this year's cost structures and service delivery provided via the Macquarie Regional Library are likely to require a further \$108,995 from Warrumbungle Shire Council and for Narromine Shire Council of \$24,896 and a subsequent reduced burden on Dubbo City Council of \$133,891.

A table 2 showing these figures follows:

Member Council	Current Calculation Split of Regional Office Operating Expenditure	Current % LGA Contribution * (a)	Revised Estimated Contribution Split %	Revised Estimated Contribution \$ Split ** (b)	Estimated Contribution \$ Inequity
Dubbo LGA	\$944,598	75.73%	65%	\$810,707	\$133,891
Warrumbungle LGA	\$177,871	14.26%	23%	\$286,866	-\$108,995
Narromine LGA	\$124,773	10%	12%	\$149,669	-\$24,896
Totals	\$1,247,242	100%	100%	\$1,247,242	\$0

Table 2: Current % split of contributions *(a) and revised % split ** (b).

A number of suggestions for cost reduction for the Macquarie Regional Library have been suggested as a means of curtailing this significant increase:

- Eliminate the current Macquarie Regional Library (MRL) Committee Meeting structure and operate on a much leaner needs basis of a staff based management committee, (estimated savings of \$8,000 per Council). Council

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

staff would be expected to continue the joint running of the MRL on behalf of Council.

- Modifications to the services delivered at various locations within the Warrumbungle Shire area.

In the light of the proposed service changes and the subsequent cost reductions the Macquarie Regional Library proposes to extend online services and a number of outreach options within their current budget constraints.

Discussion of the proposal to dissolve the Macquarie Regional Library Committee

The justification or advantages of the proposal to dissolve the Macquarie Regional Library Committee are detailed as follows:

- Cost savings in preparing business papers by the Macquarie Regional Library Committee
- Cost savings in that Member Councillors to the Macquarie Regional Library (MRL) Committee no longer attend the Macquarie Regional Library Committee, Library Conferences relating to the MRL and Central West Zone or other Zone Meetings. Council staff would be expected to continue the joint running of the MRL on behalf of Council.

A disadvantage to the proposal to dissolve the Macquarie Regional Library Committee is detailed as follows:

- There may be a reduced opportunity to advocate for NSW public library services and funding.

Discussion of modifications to the services in Warrumbungle Shire Council

- Options to be considered and would be subject to a further report to Council.

Options

It is suggested to Council that a decision to dissolve the Macquarie Regional Library Committee may be made separate to the issues surrounding the possible modification of library services within the Warrumbungle Shire Council area.

Attachments

1. Dubbo Regional Council letter dated 12 July 2019.
2. Macquarie Regional Library letter dated 2 October 2019.
3. Macquarie Regional Library Service Agreement.
4. Warrumbungle Shire Council Branch Borrowers by branch of registration and branches accessed.
5. Warrumbungle Shire Council Branch Registered Borrowers and Active Borrowers by branch of registration.
6. Macquarie Regional Library Quarterly Report 2019/2020 Operational Plan, Delivery Plans and Budget – July 2019 to September 2019 (part of the MRL Library Committee Papers - 12 November 2019).

RECOMMENDATION

That Council:

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

1. Notes the report on the request to consider cost reductions to Library Services delivered to Warrumbungle Shire Council locations from 1 July 2020 and a proposal to dissolve Macquarie Regional Library Committee.
2. Agrees to the dissolution of the Macquarie Regional Library Committee to be effected as soon as practicable and a new Macquarie Regional Library Agreement signed to be affected.
3. Requests a further report on the Library Services delivered within Warrumbungle Shire Council area.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 20 State Government Funding For NSW Public Libraries

Division:	Corporate and Community Services
Management Area:	Community Services
Author:	Director Corporate and Community Services – Kim Parker
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI2 The long-term wellbeing of our communities is supported by ongoing provision of high quality health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management.

Reason for Report

The NSW Public Libraries Association has requested the support of NSW councils in its advocacy to State Government to develop a sustainable funding model for NSW libraries.

Background

The NSW Public Libraries Association's 2018-19 Renew Our Libraries campaign was a success, delivering an increase of \$60m in state funding for NSW public libraries over the quadrennial period 2019-20 to 2022-23. This is the largest single increase in state funding since the NSW Library Act was introduced in 1939.

This outcome was achieved as a result of the remarkable support of councils, libraries and communities across the state. Over 80% of NSW councils formally endorsed Renew Our Libraries through council resolutions.

Renew Our Libraries Phase Two has recently been launched

<https://renewourlibraries.com.au/> and the media and advocacy company Essential Media has been engaged to administer the campaign, the objectives of which are to:

- Index the total increased state funding contribution to the Consumer Price Index (CPI) in perpetuity. Without indexation the actual value of state funding for NSW libraries will decline over time, leaving NSW councils to either meet the shortfall or reduce services.
- Protect the new funding commitment by including all elements of the new state funding model in legislation through the Library Act and/or the Library Regulation. Currently, only the per-capita component of the funding model (increasing from \$1.85 per capita to \$2.85 per capita over the 4-year period 2019-20 to 2022-23) is included in library legislation, leaving 46% of the total funding for NSW libraries at risk.

Issues

The 'Index the Funding' and 'Protect the Funding' measures will ensure that NSW councils continue to receive a significantly increased state government contribution to

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

the operation of public libraries across the state, which will be protected by legislation and will not be subject to cost of living attrition over time.

This will also mean that the NSW Public Libraries Association, its member councils and libraries across the state can direct their funds and efforts to the ongoing support and development of high quality library services for NSW communities, rather than engaging in expensive and time consuming future funding campaigns.

This is our opportunity to lock in the 2019 state funding increase for NSW libraries, thereby ensuring the future prosperity of the NSW public library network.

Option

It is recommended that Council supports the NSW Public Libraries Association by formally endorsing Phase Two of the Renew Our Libraries Campaign to secure a sustainable funding model for NSW public libraries in perpetuity.

RECOMMENDATION

That Council:

1. Note the report on the State Government Funding For NSW Public Libraries.
2. Make representation to the local State Member(s), Mr Roy Butler, in relation to the need for a sustainable state funding model for the ongoing provision of public library services.
3. Write to the Hon. Don Harwin, Minister for the Arts and the Hon. Walt Secord, Shadow Minister for the Arts, calling for bi-partisan support for Consumer Price Index (CPI) indexation of state funding for NSW public libraries, as well as legislation of all elements of the 2019-20 to 2022-23 NSW state funding model.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 21 Investments and Term Deposits – month ending 30 November 2019

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

Reason for Report

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

Background

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

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

Issues

Comments on Performance

Marketable Securities, Term Deposits and At Call Investment Accounts

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

Marketable Securities

Council currently holds no Marketable Securities.

Term Deposits

During the month, \$2,000,000.00 of term deposits matured, earning Council a total of \$22,908.22 in Interest.

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

- \$1,000,000 with ANZ at a rate of 1.43%
- \$1,000,000 with ANZ at a rate of 1.41%

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

- \$1,000,000 with ANZ at a rate of 1.40%

The balance of the term deposits at the end of the month was \$13,000,000.00.

At Call

At Call accounts are used to hold funds for shorter periods and generally are adjusted on a weekly basis to meet cash flow requirements. During the month \$1,291.54 interest was received on the balances in the accounts and net transfers of -\$327,197.62 were made from these accounts resulting in a month end balance of \$2,483,936.60.

Income Return

The average rate of return on Investments for the month was 1.61% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 0.89% by 82 points.

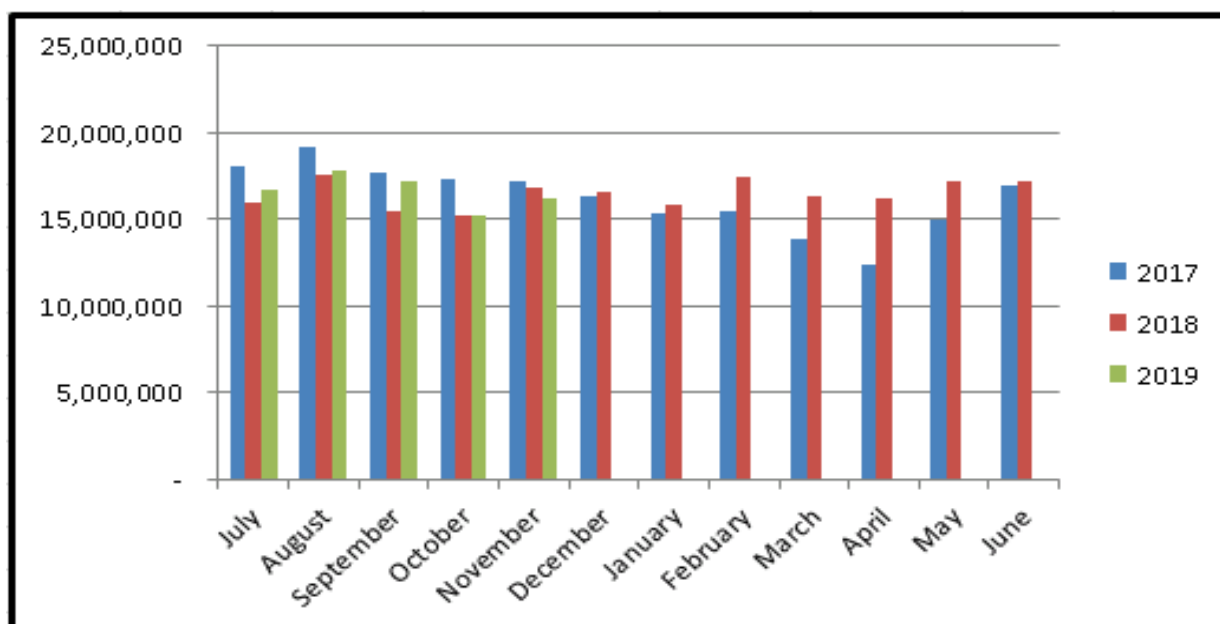
Council's full year projected budget for 2019/20 for interest is \$339,220.00. At the end of November the amount of interest received and accrued should approximate 45.02% of the total year budget, ie. \$152,733.33. On a year to date basis, interest received and accrued totals \$139,837.97 which is 41.22% of the projected annual budget.

Financial Implications

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

In addition to the 'at call accounts and term deposits' held as at 30 November 2019, Council had a 'cash at bank balance' of \$603,157.76.

Graph by Month Investments



WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Table 1: Investment Balances – 30 November 2019

Financial Institution	Lodgement Date	Maturity Date	Total Days	Original Rating	Current Rating	Yield (%)	Investment Amount (Redemption Value)
At Call Accounts							
NAB		At Call	at call	ADI	ADI	1.09%	354.52
NAB		Bpay	at call	ADI	ADI	0.00%	283,664.15
ANZ		At Call	at call	ADI	ADI	0.75%	6,904.11
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	1.30%	1,665,602.92
CBA At Call		At Call	at call	ADI	ADI	1.20%	525,864.94
Sub-Total							2,483,936.60
Term Deposits							
CBA	27-May-19	16-Dec-19	203	ADI	ADI	2.08%	1,000,000
NAB	26-Jun-19	03-Jan-20	191	ADI	ADI	1.98%	1,000,000
AMP	24-Jul-19	16-Jan-20	176	UMG	LMG	2.20%	1,000,000
AMP	26-Aug-19	18-Feb-20	176	UMG	LMG	2.00%	1,000,000
NAB	27-Sep-19	10-Mar-20	165	ADI	ADI	1.70%	1,000,000
NAB	27-Sep-19	24-Mar-20	179	ADI	ADI	1.70%	1,000,000
NAB	27-Sep-19	01-Apr-20	187	ADI	ADI	1.70%	1,000,000
CBA	15-Oct-19	14-Apr-20	182	ADI	ADI	1.45%	1,200,000
NAB	15-Oct-19	23-Apr-20	191	ADI	ADI	1.60%	800,000
CBA	29-Oct-19	07-May-20	191	ADI	ADI	1.42%	1,000,000
ANZ	19-Nov-19	25-May-20	188	ADI	ADI	1.43%	1,000,000
ANZ	28-Nov-19	28-May-20	182	ADI	ADI	1.41%	1,000,000
ANZ	29-Nov-19	09-Jun-20	193	ADI	ADI	1.40%	1,000,000
Sub-Total							13,000,000.00
Total							15,483,936.60

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Credit Rating Legend

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Table 2: At Call and Term Deposits – Monthly Movements

Bank	Opening Balance	Interest Added to Investment	Net Placements/ Withdrawals	Closing Balance
NAB	354.52	-	-	354.52
NAB B pay At Call	110,846.77	-	172,817.38	283,664.15
ANZ	6,918.57	0.54	(15.00)	6,904.11
Regional Australia	1,545.96	-	-	1,545.96
T Corp IM Cash	2,164,311.92	1,291.00	(500,000)	1,665,602.92
CBA At Call	525,864.94	-	-	525,864.94
Total at call	2,809,842.68	1,291.54	(327,197.62)	2,483,936.60
AMP	1,000,000.00	12,365.75	(1,012,365.7	-
CBA	1,000,000.00	10,542.47	(1,010,542.4	-
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
ANZ			1,000,000.00	1,000,000.00
ANZ			1,000,000.00	1,000,000.00
ANZ			1,000,000.00	1,000,000.00
Total Term Deposits	12,000,000.00	22,908.22	977,091.78	13,000,000.00
Total	14,809,842.68	24,199.76	649,894.16	15,483,936.60

Compliance with Council's Investment Policy

Reported to the September Council meeting were details concerning the downgrade of the AMP investments from Upper Medium Grade (UMG) to Lower Medium Grade (LMG) in August 2019.

During November, one AMP term deposit amounting to \$1M was matured and placed in ANZ. In accordance with Council's Investment Policy, as the remaining AMP investments become due, they will be moved to another approved financial institution.

The table 3 below provides compliance status against the Investment Policy:

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Table 3: Maximum Thresholds – portfolio Percentage Limits

Institution	Credit Rating	Investment \$	Actual Exposure	Max. Limit per Policy	Compliance status
Tcorp	Prime	1,665,602.92	10.76%	33.30%	Compliant
	Total Prime	1,665,602.92	10.76%	100.00%	Compliant
ANZ	ADI	3,006,904.11	19.42%	33.30%	Compliant
CBA	ADI	3,725,864.94	24.06%	33.30%	Compliant
NAB	ADI	5,084,018.67	32.83%	33.30%	Compliant
WBC	ADI	-	0.00%	33.30%	Compliant
	Total ADI	11,816,787.72	76.32%	100.00%	Compliant
AMP	LMG	2,000,000.00	12.92%	10.00%	Non-compliant, see above
BOQ	LMG	-	0.00%	10.00%	Compliant
RAB	LMG	1,545.96	0.01%	10.00%	Compliant
	Total LMG	2,001,545.96	12.93%	10.00%	Non-compliant, see above
	Grant Total	15,483,936.60	100.00%		

Certification of Responsible Accounting Officer

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

Responsible Accounting Officer

RECOMMENDATION

That Council note and accept the Investments and Term Deposits Report for the month ending 30 November 2019 including a total balance of \$16,087,094.36 being:

- \$2,483,936.60 in at call accounts
- \$13,000,000.00 in term deposits
- \$603,157.76 cash at bank

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 22 Road Closure and Opening on Morrisseys Road

Division:	Technical Services
Management Area:	Technical Services Management
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure & Services
Priority:	P13. Roads throughout the Shire are safe, well-maintained and appropriately funded.

Reason for Report

The purpose of this report is to modify previous resolutions made by Council as a result of a change in administrative arrangements for closing an unformed road on a section of Morrisseys Road.

Background

The original alignment of Morrisseys Road (shown as proposed Lots 2, 3 and 4 on the attached draft Plan of Subdivision) has never been constructed or used as a road. This “paper” road is not reasonably required in Council’s road system now or in the future. Accordingly, it is proposed to close the unconstructed public road by following the notification and gazettal process provided for in Part 4 Division 3 of *Roads Act 1993*.

The current alignment of Morrisseys Road also includes a small portion which has been constructed on private land (Lot 1 DP 531365). While it has been physically constructed, it has not been opened as a public road. This land is identified as proposed Lot 1 on the attached Plan. The area of Lot 1 is 1132m² (0.11ha).

To rectify this irregularity it is necessary for Council to acquire the land comprised in proposed Lot 1 and to open and dedicate the land as a public road by registering a plan. Preliminary negotiations indicate the landowner is willing to sell proposed Lot 1 to the Council, without Council needing to compulsorily acquire the land.

Issues

Council considered the circumstances and administrative arrangements around opening and closing roads on Morrisseys Road on the 16 May 2019 (reference Resolution No 416/1819). The report that supported this resolution stated *“Once closed, the land comprising the former public road will vest in the Crown which adjoining landowners can then negotiate with the Crown to purchase.”*

Advice has subsequently been received from Crown Lands that they will allow the closed road, in this instance, to be vested in Council. This is a significant concession by Crown Lands as it will be less expensive for adjoining property owners to acquire the former public road. To enable transfer of land to the adjoining property owner, the land comprising the old public road, upon vesting in Council, must be classified as operational land.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

To avoid confusion over the process, it is proposed to rescind Council's previous Resolution 416/1819 and establish a new resolution around the process of closing the unformed road and opening a new road.

Options

Council has limited discretion in this matter as Morrisseys Road has been physically constructed and is in use over private land. The ownership and status of proposed Lot 1 needs to be regularised, either by negotiate purchase of the land or by compulsory acquisition. Delegation of authority to the General Manager is required to finalise tasks associated with land purchase, road opening and road closing. If the process is not finalised and there is no change to current status, there may be disadvantage to property owners and the legal status of a section of Morrisseys Road may be compromised.

Financial Considerations

The costs associated with preparing a survey plan, advertising, plan registration and legal fees is estimated to total \$9,000. These expenses may be funded from the budget allocation for road maintenance.

Attachments

1. Business Paper Report – 16 May 2019
2. Draft Plan of Subdivision

RECOMMENDATION

That Council:

1. Rescind Resolution 416/1819 of 16 May 2019.
2. Authorise the General Manager to negotiate with the landowner for the purchase of a portion of Lot 1 DP531365 (identified as proposed Lot 1 on the draft Plan of Subdivision attached to the Report to Council).
3. Authorise the purchase of a portion of Lot 1 DP531365 (identified as proposed Lot 1 on the attached draft Plan of Subdivision) on terms negotiated by the General Manager.
4. Authorise the General Manager to sign all documents associated with the conveyancing transaction (including a Client Authorisation Form to effect the transaction).
5. Pay the landowners' legal and other costs associated with the transfer.
6. Close the unconstructed public road adjoining Lot 22 DP 805612, Lot 23 DP 805612 and Lot 1 DP 531365 in accordance with Part 4 Division 3 of the Roads Act 1993.
7. Advertise the proposed road closure stating that the land will vest in Council and delegate authority to the General Manager to consider any submissions and make decision on the proposal under s38D Roads Act.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

8. Upon vesting in Council the land comprising the old public road is classified as operational land.
9. Transfer land comprising former public road to adjoining landowners and delegate authority to the General Manager to negotiate and execute any document associated with the transfer.
10. Authorise the affixing of the Council seal to any documentation so requiring it for the items above.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 23 Proposal to Name and Gazette a Private Road in Homeleigh Drive Estate

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

Purpose

The purpose of this report is to consider a further objection to the naming of the private road that extends to the north within Homeleigh Drive Estate.

Background

Council resolved at its meeting of 17 October 2019 the following:

‘144/1920 RESOLVED that

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

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

Submissions on the proposed road names closed on the 22 November 2019. No objections have been received with regard to Echidna Close, the road that extends to the east off Homeleigh Drive. Council staff are proceeding with the gazettal, signage and numbering of this road.

Previously Council has over the last twelve months undertaken the following process:

- Resolution No 240/1819 of 13 December 2018 – to name and gazette the private roads in Homeleigh Drive Estate and notify residents.
- Received six proposed names for the two private roads including Shawns Creek Road, Echidna Close and Biruu Gaba Road.
- Resolution 345/1819 of 21 March 2019 – to name:
 - (i) Northern extending road as Shawns Creek Road

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

- (ii) Eastern extending road as Biruu Gaba Road and notify residents.
- o Received two objections, one objection for each road.
- o Resolution 20/1920 of 18 July 2019 – that the two roads be renamed:
 - (i) Northern extending road as Biruu Gaba Road
 - (ii) Eastern extending road as Echidna Close and notify all residents.
- o Received three written objections and one verbal complaint for the road extending north, all objecting to Birruu Gaba.
- o Resolution 144/1920 of 17 October 2019 – that the two roads be renamed:
 - (i) Northern extending road as Gaba Road
 - (ii) Eastern extending road remain as Echidna Close.
- o Received five written objections to Gaba Road all requesting Shawns Creek Road.
- o Echidna Road gazettal, signage and numbering is underway.

Issues

Five written submissions have recently been received objecting to the naming of the road extending north as Gaba Road with the preference being Shawns Creek Road. Copies of the submissions are provided in Attachment 1.

Options

Council may wish to accept the latest name proposal for the private road that extends north from Homeleigh Drive.

Financial Considerations

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

Attachments

1. Objections to the Road Name Proposal of Gaba Road.

RECOMMENDATION

That the private road that extends north from Homeleigh Drive be named Shawns Creek Road and a notification provided to property owners along the road.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 24 Naming of a Road in a New Subdivision at Mendooran

Division:	Technical Services
Management Area:	Asset and Design Services
Author:	Emergency Services Coordinator – Phil Southwell
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI3 Roads throughout the Shire are safe, well-maintained and appropriately funded.

Reason for Report

The purpose of this report is to seek Council's endorsement on the naming of an access road in a new subdivision at Mendooran.

Background

Council has received an application to finalise the subdivision of Lot 68, DP720303, Mendooran situated along the Castlereagh Highway approximately 11km west from Forest Road intersection.

The owner has created six (6) blocks that have access from this road. The road is presently private, but will become a public road upon registration of the subdivision. The developer in the Development Application process can choose the road name but, the Geographical Names Board (GNB) will have to concur with the proposed road name and Council will have to advertise the name prior to the road being gazetted.

Proposal

The owner has requested that Council gazette the road and create the rural addressing numbers for these blocks. The proposed name for this road is 'Bilamurra Road', an Aboriginal word from the Wiradjuri language meaning '*River Path*'. GNB will check the meaning for the Aboriginal language of this area

Financial Considerations

The installation and cost of new road signs including finger signs is estimated to be approximately \$450.00.

Attachments

1. Locality Map
2. Letter from Property Owner on Proposed Road Name of Bilamurra Road

RECOMMENDATION

That the road extending north from Castlereagh Highway to the subdivision of Lot 68, DP720303, Mendooran be named 'Bilamurra Road' subject to:

1. Advertising the proposed road name in accordance with the Roads Regulation.
2. The new road be classified as a 'Local Access' road.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 25 Road Classification and Maintenance Targets

Division:	Technical Services
Management Area:	Technical Services Management
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure & Services
Priority:	P13. Roads throughout the Shire are safe, well-maintained and appropriately funded.

Purpose of Report

The purpose of this report is twofold, to align Council's classification of road hierarchy with industry best practice, and to establish roadwork maintenance targets in Council's delivery program that aligns with Council's Asset Management Plan for Roads.

Background

This report focuses on Item 1 in Council's Resolution, which was made on the 15 August 2019.

'56/1920 RESOLVED that the Asset Management Plan Roads shown is adopted by Council and the following actions be undertaken:

1. Report to Council on the road classification system. Include in the same report service level targets for planned maintenance activities and intervention levels for unplanned maintenance activities.
2. Review and update condition rating scales and include in a revised version of AMP Roads.
3. Report on unit rate data for the following roadwork activities; bitumen reseals, pavement rehabilitation and gravel resheeting. Include updated information in revised version of AMP Roads.
4. Consult with the community on acceptable levels of road condition and on expected levels of road maintenance.
5. When completed, publicise a map identifying the location of projects in the four (4) year works program for roadworks associated with pavement renewal and pavement upgrades.'

A functional classification of roads provides the community, property owners and road managers with an understanding of the relative importance of each road. The road function or relative importance is primarily dependent upon traffic volume, but other factors such as public transport, school bus route and freight routes may also define relative importance of a road. There is no Australian Standard for classifying roads, in NSW though, there is growing acceptance of a classification developed by the NSW Division of the Institute of Public Works Engineering Australia (IPWEA). This road

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

hierarchy classification was referenced in the Fixing Local Roads funding program recently released by the NSW Government. The functional road classification developed by IPWEA is provided in Attachment 1.

Issues

Road Hierarchy Classification

The Asset Management Plan (AMP) for Roads, that was presented to Council in August 2019, included a five (5) level road hierarchy; Regional, Arterial, Distributor, Collector and Access. Council's website includes road hierarchy maps, however the roads in these maps are based on a four (4) level road hierarchy; Regional, Category 1, Category 2 and Category 3. It is proposed to align Council's classification of road hierarchy with that presented by NSW IPWEA which is; Arterial (Regional), Primary Collector, Local Collector, Local Access. The alignment process is simply a matter of transferring roads from Council's existing hierarchy to the IPWEA classification hierarchy as shown in Table 1.

A listing of roads under the proposed road hierarchy classification is provided in Attachment 2 and a map of the roads is provided in Attachment 3.

Table 1 – Roads classified in column 1 directly transferred to classification in column 3. Roads in column 2 transferred as shown by arrows.

Column 1 Existing Road Hierarchy Categories as shown on Council website	Column 2 Existing Road Hierarchy Categories as shown in AMP	Column 3 Proposed Road Hierarchies (IPWEA – classification)
Regional Roads	Regional Roads →	Arterial (Regional Roads)
Category 1	Arterial (2) →	Primary Collector
Category 2	Distributor (3) →	Local Collector
Category 3	Collector (4) →	Local Access
	Access (5)	

Roadwork Maintenance Targets

There are a range of planned road maintenance tasks including; grading of unsealed roads, shoulder grading, roadside grass slashing, street sweeping, and line marking. Maintenance of roads also includes a range of unplanned tasks such as; pothole patching, bitumen edge repair, replacement of guideposts and signs, and repairs to drainage structures. Outcome targets for each maintenance task, whether planned or unplanned, may be developed, for example the length of grading on unsealed roads or response time to patch a pothole.

It is standard practice to develop road maintenance targets for each road type in the hierarchy classification, that is, different road maintenance targets for different road types within the hierarchy. The differing maintenance targets are both a recognition of the relative importance of each road and a recognition that available funding should be allocated on relative importance of each road.

Council reports to the community on road maintenance targets through the Delivery Program (DP) and a copy of service level targets for road maintenance from the current DP is provided in Attachment 4. Some of the maintenance targets within the current DP are based on road hierarchy, however there are some targets that do not reference

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

road hierarchy. Council's AMP for Roads provides details on maintenance targets for each road type within the road hierarchy. The section of the AMP that deals with maintenance targets has been modified to reflect the revised road hierarchy classification and a copy of this modified version is provided in Attachment 5.

It is proposed to replace existing DP targets for road maintenance with targets that align with AMP and shown below in Table 2.

Table 2.0 – Proposed targets for rural road maintenance to be reported through the Delivery Program

Activity	Service Level Indicator	Benchmark	Performance
Maintenance Grading			
o Primary Collector Roads	Frequency – once every 15 months	439km	
o Local Collector Roads	Frequency – once every 3 years	179km	
o Local Access Roads	Frequency – once every 5 years	85km	
Roadside Slashing			
o Regional Roads	Frequency – once every 6 months	752km	
o Primary Collector Roads	Frequency – once every 12 months	200km	
o Local Collector Roads	Frequency – once every 12 months	208km	
o Local Access Roads	Frequency – once every 12 months	71km	
Linemarking			
o Regional Roads	10% per annum	38km	
Bitumen Pothole Patching			
o Regional Roads	>30mm depth &/or 150mm dia, days to fix	<7 days	
o Primary Collector Roads	>30mm depth &/or 150mm dia, days to fix	<14 days	
o Local Collector Roads	>30mm depth &/or 150mm dia, days to fix	<28 days	
o Local Access Roads	>30mm depth &/or 150mm dia, days to fix	<60 days	
Edge Break / Drop Off (Bitumen)			
o Regional Roads	>50mm, encroaching, days to fix	<21 days	
o Primary Collector Roads	>50mm, encroaching, days to fix	<60 days	
o Local Collector Roads	>50mm, encroaching, days to fix	<60 days	
o Local Access Roads	>50mm, encroaching, days to fix	<60 days	
Guideposts & Signs			
o Regional Roads	Replace or repair, months	<1 month	
o Primary Collector Roads	Replace or repair, months	<2 month	
o Local Collector Roads	Replace or repair, months	<3 month	
o Local Access Roads	Replace or repair, months	<3 month	

Options

Council has the option of remaining with the existing road hierarchy classification, however there is inconsistency between the hierarchy on Council's website and the AMP Roads. This inconsistency will be overcome by adopting a classification used by IPWEA and the NSW Government. With a change, or even without a change in the road hierarchy classification, Council has the option of reviewing road maintenance targets and aligning them with road hierarchy classification.

Financial Considerations

The proposal to realign road hierarchy classification and to change descriptions around road maintenance targets will not have an impact on Council's budget.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Attachments

1. IPWEA Local Government Functional Road Classification
2. Rural Roads Listing under the Proposed Road Hierarchy Classification
3. Road Classification Maps – Northern and Southern Sections
4. Delivery Program Service Level Targets for Road Maintenance
5. Road Maintenance Levels of Service, Funding and Expenditure

RECOMMENDATION

That:

1. Council roads are classified in accordance with the following hierarchy; Arterial (Regional), Primary Collector, Local Collector and Local Access as shown in Attachment 1 and Attachment 2.
2. That road maintenance targets shown in Table 2 are included in development of the 2020/21 Delivery Program.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 26 Design Drawings for Coonabarabran Bypass

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

Reason for Report

The reason for this report is to respond to an invitation from Transport for NSW to comment on the proposed 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, and other matters. 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 Purlewaugh 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'*

Council's comments on the Coonabarabran Bypass need to be lodged with Transport for NSW by 17 December 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 enter Coonabarabran will be required to slow down to exit the highway, and that

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

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 one that 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.

As well as discussing the geometric design layout, Council will be including in its submission to Transport for NSW installation of bridges, roundabouts, additional accesses onto the bypass route for new developments and installation of signage to encourage traffic into Coonabarabran.

Options

Council has discretion in this matter and may wish to make comments on the proposed Coonabarabran Bypass. Council may wish to comment on the intersection proposed for both Oxley Highway and for Purlewaugh Road, as well as other matters relating to the development.

Financial Considerations

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

Attachments

1. Geometric layout design of Newell Highway bypass of Coonabarabran

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

RECOMMENDATION

That a submission is made in response to matters relating to the Coonabarabran Bypass, in particular the geometric design layout of the bypass proposed by Transport for NSW, based on the following; that Council does not support intersection treatments proposed for Purlewaugh Road and the Oxley Highway and that a traffic study is undertaken before designs for these treatments are finalised.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 27 Proposed Realignment of Hakoni Road at Merrygoen for Rail Line Project

Division:	Technical Services
Management Area:	Technical Services Management
Author:	Design Engineer – Mustafa Kowsar
CSP Key Focus Area:	Public Infrastructure & Services
Priority:	P13. Roads throughout the Shire are safe, well-maintained and appropriately funded.

Purpose of Report

The purpose of this report is to provide Australian Rail Track Corporation (ARTC) with in principle agreement to create a new level crossing and construct a new public road.

Background

Fixing Country Rail is a NSW Government program providing targeted infrastructure funding from Restart NSW for regional freight projects. Fixing Country Rail aims to relieve bottlenecks by upgrading parts of the regional rail network constraining efficient freight movement. As part of the Fixing Country Rail Program, ARTC is completing a project to extend the existing 650m long railway crossing loop at Merrygoen to facilitate the operation of wheat / freight trains up to 1500m long.

With reference to the site plan provided in Attachment 1, Hakoni Road crosses the existing railway line approximately 300m east of the existing Merrygoen Crossing Loop. To facilitate the extension of the crossing loop, and to ensure the community is not disrupted by rail operations within the yard, ARTC propose to relocate the Hakoni Road Level Crossing approximately 650m to the east and divert the Hakoni Road to suit. The existing crossing will be removed.

The project is planned to commence in late February 2020 with a planned completion in July 2020. There will be increase of 400m in length of Hakoni Road as a result of this proposed realignment.

Issues

Road Reserve Width

The proposed realigned road reserve width is 30m which is same as the existing road reserve width.

Land Acquisition for Road Realignment Purpose

ARTC has commenced property negotiations with the landowner to acquire approximately 3.5ha for the Hakoni Road realignment that will be dedicated as road reserve in due course.

Existing Road Reserve

Existing road reserve will remain as it is now although the existing road will be closed near the existing level crossing.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Drainage Issues

Drainage issues raised as a result of road realignment have been addressed in the proposed design. Class 4 reinforced pipe culverts were proposed to address drainage issues resulting from surface water flow. A sealed floodway has also been proposed to address issues in case of excessive surface water flowing over the newly aligned road.

Design and Construction Standards

ARTC have nominated minimum design and construction standards for the new road, however final agreement has not been reached.

Property Access

The proposed new road and closure of part existing road does not appear to disadvantage any property owner in respect of access or travel distance. However, Council to date is relying on advice from ARTC that they are consulting with all affected property owners.

Options

Council may wish to provide in principle agreement to the creation of a new road on Hakoni Road, subject to conditions regarding opening and closing a new road and conditions in relation to standards of design and construction. Council may also want to confirm that affected landholders on Hakoni Road have been consulted by ARTC.

Financial Considerations

ARTC will fully cover the cost of the property acquisition and associated road construction.

Attachments

1. Site Plan of the Proposed ARTC Hakoni Road Realignment and Loop Extension Project at Merrygoen.

RECOMMENDATION

That:

1. In principle support be provided by Council to a proposal by Australian Rail Track Corporation to close a section of Hakoni Road and open a new section subject to conditions on design and construction and that there is no cost to Council.
2. Council write to property owners on Hakoni Road regarding consultation on the proposal by Australian Rail Track Corporation.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 28 Inland Rail Update Report, November 2019

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

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.

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.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Inland Rail has begun visiting landowners to inform them of these developments, and it is understood meetings with residents identified in the focus area should conclude this week.

Issues

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

- On 21 November 2019, Council staff met with ARTC consultants, GHD. GHD are in the process of preparing a Social Impact Assessment as part of the environmental investigations. The discussions focused around potential social and economic impacts of the project to inform the study.
- Industry briefings are being hosted by ARTC on the Narrabri to North Star (N2NS) section of the project. As the project progresses towards construction, ARTC are seeking to advise local communities of opportunities for local and Indigenous participation on the project. These briefings aim to assist regional suppliers to learn more about the N2NS project, timeframes and potential supply opportunities.
- Council continues to provide input into the draft Inland Rail Development Agreement between Council and ARTC.
- Council staff will meet with Inland Rail design engineers on 13 December 2019 to discuss road treatments and realignments that may be considered in the design for the rail project.
- 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. A further workshop was held on 4 December 2019 focusing on retail ideas and rejuvenation.
- The fast-track project under the Interface Improvement Program is programmed to commence in January 2020. This project relates to a feasibility and/or strategic business case review of the connectivity of local grain infrastructure to Inland Rail at Baradine. The focus of the study will be on how existing silos and loading facilities could best conceivably benefit from Inland Rail.
On 27 November 2019, Council staff met with representatives from the Department of Infrastructure, Regional Development and Cities to gain an update on the status of the project. At this point, the government are working through the procurement process to engage a suitable consultant to undertake the studies on Council's behalf. It is understood a consultant will be assigned to our project in the next 6-8 weeks.
It is recommended that Council consider the formation of a working group to provide input and information on the industries in and around Baradine that may benefit from connectivity to Inland Rail, such as grain and timber.
Representatives on the committee would likely be Council staff, interested Councillors and industry representatives.

Options

The Inland Rail project will continue to show its presence within Warrumbungle Shire.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Council needs to form a working group to assist capture information from industries to feed into the fast track project.

Financial Considerations

Nil

RECOMMENDATION

That Council delegate the Mayor authority to nominate persons to the working group to provide information to the consultants engaged to undertake the Inland Rail Interface Fast-track Project investigations at Baradine.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 29 Developer Contributions – Request for Exemption

Division:	Development Services
Management Area:	Development Services
Author:	Manager Planning & Regulation – Ken Stratton
CSP Key Focus Area:	Rural and Urban Development
Priority:	RU2 The availability of a range of housing options across the shire, including aged and affordable housing, needs to be expanded.

Reason for Report

Council has received a written request from Cooinda Coonabarabran Ltd seeking an exemption from s94A developer contributions levy for recent developments at the Cooinda facility located in Coonabarabran.

Background

Cooinda Coonabarabran Ltd has lodged a two (2) development applications in recent times that have triggered payment of the developer contributions levy. The most recent being DA55/2019, for extensions to the Cooinda hostel and upgrades to the staff accommodation.

As part of the development application process, on both occasions, the cost of the development triggered a developer contribution levy to be paid under the *Warrumbungle Shire Council Section 94A Levy (Indirect Community Infrastructure Contributions) Plan 2009*. As is common practice, the requirement to pay the levy is placed on the approval as a condition for consent, required to be paid before a Construction Certificate is issued.

Issues

The applicant has provided written correspondence to Council seeking s94A developer contributions levy to be waived.

The Council had previously granted the applicant a reduction in contributions for DA22/2018, whereby the levy was valued at \$45,000 and Council resolved to reduce the amount by 50% to \$22,500. This is an option that the Council can exercise under the Environment Planning & Assessment Act 1979.

The Environment Planning & Assessment Act 1979 and the Ministerial Direction that was given on the 14th September 2007 outline the provisions that need to be satisfied before an exemption can be granted to provide relief from s94A developer contributions.

At this stage there are a number of unresolved matters that need to be addressed before Council could decide whether or not DA 55/2019 is eligible for an exemption. The applicant has based their request for an exemption on the following:

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

1. *The DA is exempt because the Applicant is a “social housing provider” under the Seniors SEPP which the Ministerial Direction exempts from being liable for development contributions, and*
2. *Council should waive the development contributions levy because to do so would be of social and economic benefit to the Shire.*

In relation to Statement 1, the question is still whether the Applicant is a “social housing provider” which is defined in clause 3 of the Seniors SEPP to include:

“(h) a not-for-profit organisation that is a direct provider of rental housing to tenants”.

These terms are not defined in the Seniors SEPP. This would clearly encompass a tenant who has entered into a residential tenancy agreement under the *Residential Tenancies Act 2010*.

However, attached to the Applicant’s previous letter dated 13 August 2019 was a Retirement Village Contract under the *Retirement Villages Act 1999*. The website extract from the Dept Human Services provided by the Applicant explains that, subject to assessment of amounts paid when entering a retirement village and a person’s assets, a resident may be able to get “Rent Assistance” from the Government. Section 13 of the *Retirement Villages Act 1999* specifically provides that a resident of a retirement village is not a “tenant” under the *Residential Tenancies Act 2010*.

However whether the nature of the tenure under the Retirement Village Contract is nevertheless *comparable* to a rental tenancy, for the purposes of the Seniors SEPP, is debatable.

Council’s planning legal adviser has indicated that the applicant has not provided sufficient evidence to prove an exemption can be granted.

In relation to Statement 2, the decision to impose a condition requiring payment of development contributions is discretionary. Thus, it is open to the Council to remove the requirement for payment of the levy, even if the Applicant does not qualify as a “social housing provider”.

If a condition under s94A is imposed however, Council only has power to impose it in accordance with *Warrumbungle Shire Council Section 94A Levy (Indirect Community Infrastructure Contributions) Plan 2009*, which does not make any provision for reducing a development contribution liability. In other words, Council can either not impose a condition or impose a condition requiring payment based on the relevant percentage specified in the Contributions Plan.

Options

The Applicant has not provided clear evidence to support the granting of an exemption under the *Warrumbungle Shire Council Section 94A Levy (Indirect Community Infrastructure Contributions) Plan 2009*.

Council can continue to impose the levy as per a condition of consent, requiring payment of \$6,500 based on the *Warrumbungle Shire Council Section 94A Levy (Indirect Community Infrastructure Contributions) Plan 2009*.

Alternatively, Council can resolve the condition be removed.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Financial Considerations

The *Warrumbungle Shire Council Section 94A Levy (Indirect Community Infrastructure Contributions) Plan 2009* states:

The levying of a Section 94A contribution on applicable development will enable Council to provide quality public community facilities to meet the expectations of the existing and any new residents of Warrumbungle Shire.

The Plan states where the funding is to be allocated and the priority in which the project is to be carried out.

The value of the levy relating to DA 55/2019 is \$6,500.

Attachments

1. Letter from Coinda 26 November 2019

RECOMMENDATION

That Council continue to impose the levy as per Condition 13 of the Notice of Determination for the approval of DA 55/2019, requiring payment of \$6,500 based on the *Warrumbungle Shire Council Section 94A Levy (Indirect Community Infrastructure Contributions) Plan 2009*.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 30 Dunedoo/Mendooran Aged Hostel Ltd Request for Reimbursement

Division:	Development Services
Management Area:	Development Services
Author:	Director Environment and Development Services – Leeanne Ryan
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF3 The local resource allocation and service provision reflects the needs of out increasingly ageing population

Reason for Report

To inform Council of the request from the Dunedoo/Mendooran Aged Hostel Ltd Committee for refund of monies paid to Council for construction of the Three Rivers Regional Retirement Community project.

Background

In April 2014, the Dunedoo/Mendooran Aged Hostel Ltd Committee wrote to Council advising they were willing to contribute \$250,000 towards the construction of the Three Rivers Regional Retirement Community (TRRRC) project. Their letter was included in the funding submission lodged on 28 April 2014 with the NSW State Government under the Restart NSW Cobbora Transition Fund for the original TRRRC project.

Council received payment of the above contribution of \$250,000 for the project from the committee on 13 April 2016.

Further to the above, in April 2016, Council received another letter from the Committee outlining their willingness to contribute an additional \$250,000 to assist with the construction of a Community Centre at the TRRRC.

The contributions were highlighted in the funding submission lodged with the Commonwealth Government under the National Stronger Regions Fund to undertake further stages of the project, including construction of a Community Centre.

Unfortunately the project has not progressed as planned and is now subject of legal proceedings.

Further to this, the original \$250,000 paid by the committee has been expended on works to date relating to the project.

Issues

On 29 March 2019 the Dunedoo Mendooran Aged Hostel Ltd wrote to Council informing the committee had decided to withdraw the additional contribution of \$250,000 for the construction of the Community Centre.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

On 16 October 2019 Council received a letter from solicitors acting on behalf of the Dunedoo Mendooran Aged Hostel Ltd Committee seeking a refund of the initial \$250,000 that was paid to Council on 13 April 2016.

The project has stalled and is subject to legal proceedings. Council has a preference for the structures to be demolished due to extensive defects.

Options

Council can either reimburse the funds back to the committee, or not reimburse the funds.

The original \$250,000 was pledged for the project initially, and included in the State Government funding application. Council has utilised the funding for works undertaken to date, unbeknown that the project would experience difficulties.

The second amount of \$250,000 was committed to the Community Centre and included in the Commonwealth Government funding application. This amount has not been forthcoming and has now been withdrawn by the committee.

Financial Considerations

The project has cost Council considerable funds to date for expert determinations and legal costs.

At the commencement of the project, Council did not anticipate the project to incur additional costs for legal expenses as a result of contractual issues.

Council does not have the funds in its current budget to reimburse the Committee \$250,000.

Attachments

Relevant letters from the committee are attached.

RECOMMENDATION

That Council does not reimburse Dunedoo/Mendooran Aged Hostel Ltd for the contribution of \$250,000 towards the Three Rivers Regional Retirement Committee project.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 31 Local Strategic Planning Statement Report

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

Reason for Report

Council's consent is sought to allow the exhibition of Council's draft *Warrumbungle Shire Local Strategic Planning Statement (LSPS)*.

Background

Amendments to the *Environmental Planning and Assessment Act 1979* introduced a requirement that Council prepare a Local Strategic Planning Statement (LSPS) which is a document that will set a framework for Warrumbungle Shire Council's economic, social and environmental land use needs over the next 20 years. It addresses the planning and development issues of strategic significance to the Council through planning priorities and actions, spatial land use direction and guidance. The legislation stipulates that Council must have uploaded its LSPS on the NSW Planning Portal by 1 July 2020.

The *Environmental Planning and Assessment Act 1979* and Section 3.9(2) indicate that an LSPS must include the following:

- (a) *the basis for strategic planning in the area, having regard to economic, social and environmental matters,*
- (b) *the planning priorities for the area that are consistent with any strategic plan applying to the area and (subject to any such strategic plan) any applicable community strategic plan under Section 402 of the Local Government Act 1993,*
- (c) *the actions required for achieving those planning priorities,*
- (d) *the basis on which the council is to monitor and report on the implementation of those actions.*

It is a requirement of Section 3.9(1) that once a LSPS is made that it be reviewed at least every 7 years. Also a LSPS needs to be consistent with the community strategic plan with the LSPS having the broader purpose of demonstrating how Council will, through land use planning, meet the community needs. The planning priorities and actions contained in the LSPS provide the rationale for decisions about how land use will help to achieve the community's broader goals. A LSPS identifies what updates are required to Local Environmental Plans (LEP) and Development Control Plans (DCP).

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

For context, the draft Warrumbungle Shire LSPS (Attachment 1) provides spatial, demographic and economic data and it explains how the LSPS integrates with other strategic planning instruments including the *Central West and Orana Regional Plan*, *Warrumbungle Community Strategic Plan 2017-2032*, the *Warrumbungle Local Environment Plan 2013* and *Warrumbungle Development Control Plan 2015*. The document also outlines how the planning priorities and actions within the LSPS will be monitored, reported upon and funded.

The draft Warrumbungle Shire LSPS contains a planning vision statement for the next 20 years and to achieve that vision nine (9) planning priorities and associated actions have been identified and the planning actions are listed below:

- Build trust between council and community to encourage a working partnership and ensure council is community minded;
- Deliver infrastructure and transport networks;
- Increase connectivity for all residents to telecommunication technology;
- Interconnected settlements;
- Agricultural Lands;
- Economic development;
- Visitor experience;
- Unique heritage, cultural and environmental values; and
- Bushfires, drought and flooding in a changing climate.

To achieve the planning priorities, planning actions have been developed which will require further investigation.

Council was assisted in the preparation of the draft Warrumbungle Shire LSPS by the Department of Planning, Infrastructure and Environment who attended Council on one (1) occasion for a workshop with Councillors and staff, and then assisted with the initial drafting of the document.

Issues

Under Section 3.9(1) and Schedule 1 of the *Environmental Planning and Assessment Act 1979* the draft Warrumbungle Shire LSPS 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 a written submission to the Council about the draft Warrumbungle Shire LSPS.

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

Options

1. That Council exhibit the draft *Warrumbungle Shire Local Strategic Planning Statement* for a minimum period of 28 days in accordance with section 3.9(1) and Schedule 1 of the *Environmental Planning and Assessment Act 1979*.
2. That Council does not exhibit the draft Warrumbungle Shire Local Strategic Planning Statement which will cause significant delays in meeting the legislative requirement of having Councils adopted LSPS uploaded onto the NSW Planning Portal by 1 July 2020.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Financial Considerations

There are no immediate/or adverse financial implications resulting from the development and subsequent implementation of the LSPS.

The LSPS does commit Council to the investigation, creation and delivery of the 'Priorities' via identified actions that are contained within the report. The financing of such actions are proposed to be through funding opportunities.

The plan has broadly been prepared in-house by Council's Town Planner.

Attachments

1. Draft *Warrumbungle Shire Local Strategic Planning Statement*

RECOMMENDATION

That Council:

1. Endorse the draft *Warrumbungle Shire Local Strategic Planning Statement*;
2. Places the draft *Warrumbungle Shire Local Strategic Planning Statement* on public exhibition for a minimum of 28 days in accordance with section 3.9(1) and Schedule 1 of the *Environmental Planning and Assessment Act 1979*; and
3. Considers the public comments prior to formal adoption of the draft *Warrumbungle Shire Local Strategic Planning Statement*.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 32 Development Applications

Division: Development Services

Management Area: Regulatory Services

Author: Environment and Development Services Administration Officer – Jenni Tighe

CSP Key Focus Area: Rural and Urban Development

Priority / Strategy: RU 4 The attractiveness appearance and amenity of our towns and villages need to be improved

Development Applications

(i) Approved – November 2019

Development Application / Complying Development	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type Of Development	Stop the Clock Referral Days
DA 17/2019	22/02/2019	WITHDRAWN 27/11/2019	Grant Piper	Church Street	Uarbry	New Commercial Building	258
DA 65/2019	10/10/2019	01/11/2019	John Wark	646 River Road	Coonabarabran	New Swimming Pool and Child Restraint Barrier	0
DA 66/2019	16/10/2019	14/11/2019	Troy and Fiona Palmer	122-228 Oban Road	Coolah	Change of Use	22
DA 67/2019	17/10/2019	27/11/2019	Mark Marsden	67 Little Timor Street	Coonabarabran	New Single Storey Dwelling	36

RECOMMENDATION

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

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 33 Notice of Motion – Recording of Council meetings

Notice of Motion – Recording of Council meetings

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**

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

Item 34 Reports to be Considered in Closed Council

Item 34.1 Mayoral Minute – Updated Performance Review – General Manager

Division: Executive Services

Author Mayor Denis Todd

Summary

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

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

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

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

RECOMMENDATION

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

Item 34.2 Tender for the Provision of Bitumen Sealing Services

Division: Technical Services

Author: Acting Project Manager – David Sturtridge

Summary

The purpose of the report is to consider tender prices received for the supply of bitumen sealing services.

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 commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it, or confer a commercial advantage on a competitor of the council, or reveal a trade secret and is classified **CONFIDENTIAL** under section 10A(2)(d) of the Act, which permits the meeting to be closed to the public for business relating to the following:

- (d) commercial information of a confidential nature that would, if disclosed:

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 12 December 2019

- (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

RECOMMENDATION

That the Tender for the Provision of Bitumen Sealing Services be referred to Closed Council pursuant to section 10A(2)(d) 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, commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it, or confer a commercial advantage on a competitor of the council, or reveal a trade secret.

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).