



Ordinary Council Meeting

Agenda

19 March 2020

**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, 19 March 2020 commencing at 5:00 pm.**

Mayor: Cr Denis Todd

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

Please note:

Meetings of Warrumbungle Shire Council (Council) are audio recorded, and the recording is posted to Council's website. Council accepts no liability for any defamatory, discriminatory, or offensive remarks made during the meeting. Opinions expressed or statements made by participants are the opinions or statements of those individuals and do not imply any form of endorsement by the Council. In accordance with Council's Code of Meeting Practice, participants who engage in disorderly behaviour may be expelled from the meeting. Closed Council meetings are not broadcast.

The audio recording is protected by copyright and owned by Council. Council may be required to disclose recordings if compelled to do so by court order, warrant, or subpoena, or under any legislation. Only the official minutes constitute an official record of the meeting.

Council's Vision Excellence in Local Government

Mission Statement

We will provide:

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

Values

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

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

20 February 2020

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 – 19 March 2020

INDEX

Item 1 Mayoral Minute – Mayors Log of Activity, Kilometres Travelled and Expenses from 7 February 2020 to 5 March 2020	7
RECOMMENDATION	8
Item 2 Councillors' Monthly Travel Claims – February 2020	9
RECOMMENDATION	9
Item 3 Delegate's Report – Central West Regional Weeds Meeting held Tuesday 18 February in Dubbo.....	10
RECOMMENDATION	10
Item 4 Delegate's Report – Mining and Energy Related Council Meeting held in Sydney on 5 March 2020.	11
RECOMMENDATION	12
Item 5 Delegate's Report – Country Mayors' Association Meeting held in Sydney on 6 March 2020	13
RECOMMENDATION	14
Item 6 Minutes of Traffic Advisory Committee Meeting – 27 February 2020	15
RECOMMENDATION	18
Item 7 Minutes of Warrumbungle Aerodromes Advisory Committee Meeting – 13 February 2020.....	19
RECOMMENDATION	20
Item 8 Minutes of Local Emergency Management Committee Meeting – 17 February 2020.....	21
RECOMMENDATION	23
Item 9 Minutes of Robertson Oval Advisory Committee Meeting – 26 February 2020 ...	24
RECOMMENDATION	25
Item 10 Minutes of Coonabarabran Town Beautification Advisory Committee Meeting – 27 February 2020.....	26
RECOMMENDATION	28
Item 11 Minutes of Internal Audit Committee Meeting – 19 December 2019	29
RECOMMENDATION	29
Item 12 2020 ALGA National General Assembly of Local Government	30
RECOMMENDATION	31
Item 13 Drought Communities Programme – Extension	32
RECOMMENDATION	34
Item 14 2020 Local Government Elections	36
RECOMMENDATION	40

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 15 Citizenship Ceremony Dress Code Policy	41
RECOMMENDATION	42
Item 16 Employee Benefits and On-Costs.....	43
RECOMMENDATION	50
Item 17 Delegations of Authority to the General Manager	51
RECOMMENDATION	53
Item 18 Council Resolutions Report March 2020.....	54
RECOMMENDATION	54
Item 19 Revotes Report	55
RECOMMENDATION	55
Item 20 Draft Community Engagement Strategy	56
RECOMMENDATION	57
Item 21 Community Liaison and Communication Policy	58
RECOMMENDATION	59
Item 22 Investments and Term Deposits – month ending 29 February 2020	60
RECOMMENDATION	64
Item 23 Home for Coolah Historical Society and Coolah Men’s Shed.....	65
RECOMMENDATION	66
Item 24 Coonabarabran Bypass – Update on Designs	67
RECOMMENDATION	69
Item 25 McMasters Park Toilets	70
RECOMMENDATION	71
Item 26 Coonabarabran Emergency Water Supply Project – February 2020 Update	72
RECOMMENDATION	75
Item 27 Water Restrictions across the Local Government Area.....	76
RECOMMENDATION	78
Item 28 Condition Assessment of Existing Groundwater Bores Project	79
RECOMMENDATION	80
Item 29 Dunedoo Sewer – Not Charged Connected and Not Connected Properties	81
RECOMMENDATION	83
Item 30 Inland Rail Update Report, March 2020.....	85
RECOMMENDATION	87
Item 31 Land Use Planning Changes to Assist Communities Recover from NSW Bushfires	88
RECOMMENDATION	89

WARRUMBUNGL E SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 32 Notice of Motion – Management of Trees along Council roads	90
Item 33 Notice of Motion – Water Tanks and Plumbing at Coonabarabran Fringe RFS. 91	
Item 34 Notice of Motion – Coonabarabran History Group Tenancy at Coonabarabran VIC	92
Item 35 Notice of Motion – Coonabarabran Golf Club refund of Non-Complaint Discharge Fees	93
Item 36 Reports to be Considered in Closed Council	95
Item 36.1 Organisational Development Monthly Report – March 2020	95
RECOMMENDATION	95
Item 36.2 Mayoral Minute – General Manager’s Interim Performance Review	95
RECOMMENDATION	96

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 1 Mayoral Minute – Mayors Log of Activity, Kilometres Travelled and Expenses from 7 February 2020 to 5 March 2020

MAYORAL MINUTE - MAYORS ACTIVITY

<u>Date</u>	<u>Type</u>	<u>In/Out</u>	<u>Activity</u>
11-Feb	Letter	In	Coonabarabran Seniors Association- Opening Ceremony Seniors Week 2020
12-Feb	Annual Report	In	Samaritans Annual Report
17-Feb	Letter	In	The Hon. Scott Buchholz MP - Australian Government's Road of Strategic Importance (ROSI) initiative
21-Feb	Phone Call	In	Mick Estens regarding flooding
		Out	Mick Estens - call was unanswered
22-Feb	Phone Call	Out	Mick Estens - call was unanswered
23-Feb	Phone Call	Out	GM
	Phone Call	Out	Mick Estens - call was unanswered
24-Feb	Phone Call	Out	Mick Estens - call was unanswered
	Phone Call	Out	GM
25-Feb	Phone Call	Out	GM
	Phone Call	In	Mick Estens returned call regarding flooding
28-Feb	Meeting	Attended	Inland Rail in Narrabri with Director Dev. and Environ. Services
29-Feb	Event	Attended	Binnaway Show
2-Mar	Phone Call	To	GM
	Meeting	Attended	LLS in Coonabarabran with GM
	Meeting	Attended	Andrew Harvey, CEO Rural Remote Medical Services with GM
	Phone Call	In	Graeme Fleming
3-Mar	Meeting	Attended	GM Review
4-Apr	Travel	To	Dubbo to catch plane to Sydney for Country Mayors meeting
5-Apr	Meeting	Attended	Mining & Energy Related Council Meeting in Sydney
	Meeting	Attended	GM and I met with Minister Toole. Items discussed were the Coonabarabran to Mungindi Road and Baradine silo connection
	Letter	Out	Minister Toole thanking him for the lights at Baradine Oval
	Visit	To	Roy Butlers office to discuss many things
6-Mar	Meeting	Attended	Country Mayors in Sydney
	Meeting	Attended	GM and I met with Minister Marshall Senior Policy Advisory, Alexandra Hall about Coonabarabran to Mungindi Road and Baradine silo connection
	Meeting	Attended	RSPCA about matters
9-Mar	Event	Attended	NRMA Electric car charger opening at VIC
	Meeting	Attended	Goolhi Community Consultation Meeting
	Visit	To	Timor Dam with Prime TV to discuss the dam
10-Mar	Phone Call	In	GM
	Meeting	Attended	Baradine Community Consultation Meeting
11-Mar	Meeting	Attended	Binnaway Community Consultation Meeting
	Phone Call	Out	GM
	Phone Call	In	Coonabarabran resident about a private road
12-Mar	Phone Call	Out	Director Technical Services about water on the road

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Date of Journey		Purpose of Journey	Odometer		KM Travelled
Start Date	End Date		Start	Finish	
10-Feb	11-Feb	Parkes - Newell Highway Taskforce Meeting	47284	47961	677
12-Feb	12-Feb	Baradine - Aerodrome Committee Meeting	47961	47991	30
14-Feb	14-Feb	Dunedoo Show	47991	48251	260
15-Feb	15-Feb	Coonabarabran Seniors Week Opening	48251	48357	106
17-Feb	17-Feb	Coonabarabran Office	48357	48472	115
17-Feb	17-Feb	Gilgandra - Orana JO Meeting	48472	48588	116
19-Feb	19-Feb	Coolah Council Meeting	48588	48754	166
26-Feb	26-Feb	Inland Rail	48754	48861	107
2-Mar	2-Mar	Coonabarabran - meeting with LLS	48861	48968	107
3-Mar	3-Mar	Coonabarabran - GM Review	48968	49076	108
4-Mar	7-Mar	Dubbo - travel to Sydney - Baradine	49076	49316	240
9-Mar	9-Mar	Coonabarabran Car Charger Opening and Goolhi Community Consultation Meeting	49316	49557	241
10-Mar	10-Mar	Baradine Community Consultation Meeting	49557	49749	192
11-Mar	11-Mar	Binnaway Community Consultation Meeting	49749	49857	108
Total KM travelled for period 10/02/2020 - 10/03/2020					2,573

MAYORAL MINUTE - EXPENSES 8 February 2020 to 9 March 2020

<u>Date</u>	<u>Transaction Details</u>	<u>Comments</u>	
8-Feb	Black Stump Motor Inn	Accommodation - CDDG Rural Aid Top 10 Makeover	112.00
10-Feb	Narrandera	Accommodation - Newell Highway Taskforce Meeting	115.00
11-Feb	Narrandera Bakery	Meal - Newell Highway Taskforce Meeting	14.00
	Murrells Hospitality West		
11-Feb	Wylong	Meal - Newell Highway Taskforce Meeting	8.00
26-Feb	Cattlemans Motor Inn	Accommodation - MERC Committee Meeting	130.00
26-Feb	Flight Centre	Flights - MERC and Country Mayors Meeting	201.00
5-Mar	Continental Delicatess	Meal - MERC Committee Meeting	18.00
5-Mar	Harvest Buffet	Meal - Country Mayors	57.00
5-Mar	Cattlemans Motor Inn	Meal - MERC Committee Meeting	33.50
5-Mar	GM Cabs	Travel - Country Mayors	36.75
5-Mar	GM Cabs	Travel - Country Mayors	12.81
5-Mar	Travelodge Sydney	Accommodation - Country Mayors	302.59
Total expenditure for period 8/02/2020 - 09/03/2020			\$ 1,040.65

RECOMMENDATION

That Council:

- Notes the report on the Mayor's Activity and Log of Kilometres Travelled for the period 7 February 2020 to 5 March 2020.
- Notes the report on the Mayor's credit card expenses between 8 February 2020 and 9 March 2020 and approves the payment of expenses totalling \$1,040.65.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 2 Councillors' Monthly Travel Claims – February 2020

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 February 2020.

Background

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	404	0.78	\$315.12
Cr Todd	-	0.78	-
Cr Brady	-	0.78	-
Cr Capel	-	0.78	-
Cr Clancy	-	0.73	-
Cr Doolan	-	0.78	-
Cr Hill	310	0.68	\$210.80
Cr Iannuzzi	170	0.78	\$132.60
Cr Lewis	-	0.78	-
Total:			\$658.52

Financial Considerations

Outlined above.

Attachments

1. Councillors Monthly Travel Claims

RECOMMENDATION

That the Councillors' monthly travel claims report for February 2020 in the amount of \$658.52 is noted.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 3 Delegate's Report – Central West Regional Weeds Meeting held Tuesday 18 February in Dubbo

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 Regional Weeds Meeting held in Dubbo on Tuesday 18 February 2020.

Commentary

I attended the Central West Regional Weeds Committee meeting in Dubbo on Tuesday 18th February 2020.

The primary issue discussed was the announcement of the WAP 3 Year 5 funding where the CWLLS received a total of over \$975,000 which is being co-funded by another \$994,000 from the local control authorities.

Our share through Castlereagh Macquarie County Council (CMCC) is around \$198,000 with co-funding of over \$178,000 being contributed by CMCC.

The official opening of the poly house in Lightning Ridge for breeding and rearing Cactoblastis species was cancelled but the production of infected cladodes is in full swing.

A Weeds Action Plan Operational Group has been formed to update the Weeds Action Plan and conduct Weed Risk Assessments on new weeds now appearing after the recent rains.

Mexican Feather Grass an invasive species is appearing in the area and was being sold and promoted by plant nurseries as an extremely hardy tall grass species.

We also had a guest speaker Dr. Bradley Opdyke at the meeting who gave a very interesting talk on Climate Change based on rainfall records from Dubbo and the falling water table across the region.

RECOMMENDATION

That Council notes the Delegate's Report in relation to the Central West Regional Weeds Meeting held in Dubbo on Tuesday 18 February 2020.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 4 Delegate’s Report – Mining and Energy Related Council Meeting held in Sydney on 5 March 2020.

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 Mining and Energy Related Council Meeting held in Sydney on 5 March 2020.

Commentary

Mayor Todd and I attended the Mining and Energy Related Councils (MERC) meeting held in Sydney on 5 March 2020.

At this meeting delegates discussed the Strategic Plan review with a number volunteering to help progress this task over the next couple of months.

Another discussion point was the LGNSW Conference to be held in Cessnock in November 2020. Delegates determined that they wanted a display at this conference to help boost memberships and to foster a greater understanding of the renewable energy sector.

A report was also given on the Resources for Regions review. MERC had meetings with DPIE and the Deputy Premiers advisors in late 2019 and we will receive a list of eligible councils and a progress report from the DPIE Programs Manager, Suzanne Gillham at our next meeting.

We had two guest speakers at the meeting. The first speaker Andrew Bray is the Executive Officer, Australian Wind Alliance. He spoke about renewable energy zones across Australia and was embarrassed that the Coolah Windfarm, purported to be the biggest in the southern hemisphere was not in the Dubbo zone and he suggested that perhaps the maps need to be redrawn.

He also spoke about towns identifying with the renewable energy that they are producing such as Moyne Shire in Victoria identifying as the “Wind Capital of Victoria” and he complemented MERC for helping to develop the tools for calculating VPA’s.

Our second speaker was Mike Young Executive Director, Energy and Resources Assessments, DPIE who updated us on the staff changes within the DPIE. He also

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

explained how the Independent Planning Commission will work and how it is no longer associated with DPIE.

He also updated us on the VPA negotiations with the Minerals Council suggesting that the document will be signed by both parties and then released to Council's throughout NSW in the near future.

RECOMMENDATION

That Council notes the Delegate's Report in relation to the Mining and Energy Related Council Meeting held in Sydney on 5 March 2020.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 5 Delegate's Report – Country Mayors' Association Meeting held in Sydney on 6 March 2020

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 Country Mayors Association meeting held at Parliament House, Sydney on Friday 6 March 2020.

Commentary

The General Manager and I attended a Country Mayors Association meeting held on Friday 6 March 2020 at Parliament House, Sydney.

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

- The Hon. Melinda Pavey MP, Minister for Water, Property and Housing
The Minister spoke about effects of the drought on water supply in catchment and the Murray Darling Basin Plan.
The General Manager had a chance to talk with Minister Pavey in relation to the Coonabarabran water supply.
- Ms Teresa Corbin, Chief Executive Officer, Australian Communications Consumer Action Network
Mrs Corbin addressed the meeting about the communication concerns across Australia, especially after the recent fires.
- Mr Rob Rogers, AFSM, Deputy Commissioner, NSW Rural Fire Service and Rebel Talbert, Assistant Commissioner, NSW Rural Fire Service
Mr Rogers and Ms Talbert spoke about recent bushfires across the state and the challenges the RFS faced.
I was able to speak to Mr Rogers about tanks for firefighting at Baradine RFS.
- The Hon Jennifer Gardiner, Chairperson, NSW Local Government Grants Commission
The Minister addressed the meeting about financial assistance grants to rural and regional councils.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

- Dr Lindsay White, Director, Northern Basin, Commonwealth Environmental Water Holder and Mr Hilary Johnson, Director, Southern Basin, Commonwealth Environmental Water Holder
Dr White and Mr Johnson spoke about the water management across the state.
- Ms Susan Madden, Board Member, Murray Darling Basin Authority
Ms Madden spoke about issues that the Murray Darling Basin are currently facing.
- Mr David Harris, CEO Water NSW
Mr Harris spoke about what Water NSW role is with the states water system and a few of their current projects.

The following resolutions were made at the meeting:

- That Hay Shire Council be admitted as a member of the country Mayors Association.
- That the Country Mayors Association lobby with the Hon John Barilaro MP, Deputy Premier and the Hon Michael McCormack MP, Deputy Prime Minister to ensure grade separation to all State Highway crossings intersecting with the Inland Rail is achieved, and a working party be developed with representatives from impacted Councils, in conjunction with Transport NSW Staff, to progress a standardised approach on all rail crossings on private property, local, regional and state roads for Inland Rail route.
- That member councils of the Country Mayor Association respond to GP Synergy and nominate a suitable staff member to liaise with them about attracting rural doctors.
- The Country Mayors Association acknowledges the financial impact that the 2019/20 bush fires had on a number of councils and writes to both the Federal and State Governments to ask them to immediately review financial assistance grants criteria for the benefit of regional and rural councils.
- That Country Mayors Association write to the Chief Executive and the Board Chair of Local Government Superannuation and seek that two year moratorium be placed on these “additional contributions” for the defined benefit plan totalling \$40 million to allow NSW Councils to focus on the devastating natural disasters that need to be managed and funded.

Attachments

1. Minutes of the Country Mayors' Association meeting held in Sydney on Friday, 6 March 2020.

RECOMMENDATION

That Council notes the Delegate's Report in relation to the Country Mayors Association meeting held at Parliament House, Sydney on Friday 6 March 2020.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 6 Minutes of Traffic Advisory Committee Meeting – 27 February 2020

Division:	Technical Services
Management Area:	Technical Services Management
Author:	Team Leader Administration – Angela Fairman
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	P13 – Road networks throughout the shire need to be safe, well maintained, and adequately funded.

PRESENT: Mayor Peter Shinton (Chairperson), Senior Constable Kelvin Kilsby (NSW Police) and Ms Jackie Barry (TfNSW).

IN ATTENDANCE: Mr Kumar Satkumaran (Manager Projects) and Mrs Angela Fairman (Minutes).

APOLOGIES: Mr Kevin Tighe (Director Technical Services) and Mr Mal Unicomb (Local State Member Representative).

CONFIRMATION OF MINUTES

RECOMMENDED that the minutes of the Traffic Advisory Committee meeting held on 12 December 2019 be confirmed.

Shinton/Barry

BUSINESS ARISING FROM THE MINUTES

The following matters were noted as outstanding:

- Black Stump Way – Council request to NHVR that any road in the Warrumbungle Shire that is a 25 metre B Double Route be converted to a 26 metre B Double Route.
- Warrumbungle Quarry – Council's application pursuing approval and funding for the STARS trial is to be resubmitted on the Centre for Road Safety's Safer Roads portal.
- Council investigate the feasibility and warrant for a safer option bus stop area at Koala Crescent Coonabarabran.
- Bollards be erected in front of the shop front posts at 62-64 Binnia Street in Coolah and that Council monitor the impact of these bollards for potential further use in other areas of the Shire.
- Disabled Parking Spaces in Coolah - additional design for 1 disabled car parking space at 42 Binnia Street to be prepared and community consultation to be undertaken on the preference of 1 or 2 disabled car parking spaces.
- Intersection Upgrade at Indian Lane and Aerodrome Road – Council to investigate road safety treatments and appropriate signage. Road Safety Audit to be undertaken.
- Binnaway Dip – installation of dip warning signs, kerb blisters and painted centre medians as per endorsed plan.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

- 'No Parking' Signs in the Coonabarabran CBD – audit of 'No Parking' signs to be undertaken and a plan prepared. Council to liaise with the Coonabarabran Chamber of Commerce regarding timed parking.

AGENDA ITEMS

a) Better Pedestrian and Mobility Access Across John Street, Coonabarabran

RECOMMENDED that Council investigate appropriate kerbside extension options to improve pedestrian and mobility access in John Street, Coonabarabran.

Barry/Kilsby

b) Request for Speed Zone Review – Warrumbungle Way South of Binnaway

Moved to General Business.

c) Request for Speed Zone Review and Signage at Merrygoen

Moved to General Business.

d) Caravan Parking Signs in Cassilis Street, Coonabarabran

RECOMMENDED that:

- Signage be added to the left hand side of Cassilis Street, Coonabarabran to indicate caravan parking.
- Council check the 'No Stopping' and 'Loading Zone' signage is closed out on the left hand side of Cassilis Street, Coonabarabran.
- Blue caravan signage be upsized to ensure visibility.

Barry/Kilsby

e) Coonabarabran Pony Club – Request for Closure of Reservoir Street, Coonabarabran for One Day Event – 19 April 2020

RECOMMENDED that approval be granted to Coonabarabran Pony Club for the part closure of Reservoir Street, Coonabarabran on Sunday, 9 April 2020 to conduct the Cross Country One Day Event subject to compliance with Council's Road Closure Guidelines.

Barry/Kilsby

f) Coonabarabran RSL – Anzac Day Dawn Service – 25 April 2020

RECOMMENDED that approval be granted to Coonabarabran RSL Sub Branch for the part closure of John Street, Coonabarabran at the intersection of Dalgarno Street and John Street on Saturday, 25 April 2020 between 5.57am and 6.15am for the ANZAC Day Dawn Service subject to compliance with:

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

Barry/Kilsby

g) Coonabarabran Mother's Day Classic Fun Run Event – 10 May 2020

RECOMMENDED that approval be granted to the Women in Super Coonabarabran Mother's Day Classic Committee for the part closure of Horsley Street, Coonabarabran between Drummond Street and Newell Highway on Sunday, 10 May 2020 between 9.00am and 11.00am to conduct the Coonabarabran Mother's Day

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Classic Fun Run Event subject to compliance with Council's Road Closure Guidelines.

Barry/Kilsby

- h) Rotary Club – Tour de Warrumbungles Bike Ride Event in Coonabarabran – 4 October 2020

RECOMMENDED that in principal support be granted to the Coonabarabran Rotary Club to conduct the Tour de Warrumbungles Bike Ride Event in Coonabarabran on Sunday, 4 October 2020 subject to compliance with Council's Road Closure Guidelines and the following conditions:

- Clarification as to whether or not the bike ride is a timed event
- The tail vehicle cannot act as the support vehicle
- Authorisation of the Traffic Control Plan
- Traffic controllers to be qualified

Barry/Kilsby

- i) Upgrade of Newell Highway and Borambitty Road Intersection
Moved to General Business.

GENERAL BUSINESS

Request for Speed Zone Review – Warrumbungle Way South of Binnaway

Council to refer the request for a speed zone review for the reduction of 100kph to 70kph on Warrumbungle Way, south of Binnaway to TfNSW for determination.

Request for Speed Zone Review and Signage at Merrygoen

Council to refer the request for a speed zone review for the reduction of 100kph to 80kph on the Binnaway / Merrygoen Road from the approaches and through the town of Merrygoen to TfNSW for determination.

Upgrade of Newell Highway and Borambitty Road Intersection

TfNSW advised the Committee that the proposal to upgrade the Newell Highway and Borambitty Road intersection had been previously identified in the TfNSW Corridor Strategy, however was unsure of where the project sat in relation to priority. Council to refer the matter to TfNSW for further consideration.

Castlereagh Highway – Forest Road, Mendooran

TfNSW advised the Committee that a Driver Reviver sign located on the northbound lane of Forest Road, around 1km south of the Castlereagh Highway was blocking the view of an advance intersection warning sign. Council to consider the relocation of signage.

There being no further business the meeting closed at 11.05am.

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Thursday, 26 March 2020 commencing at 10.00am.

Note

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

- a) Better Pedestrian and Mobility Access Across John Street, Coonabarabran
- d) Caravan Parking Signs in Cassilis Street, Coonabarabran

RECOMMENDATION

That:

1. Council accept the Minutes of the Traffic Advisory Committee Meeting held at Coonabarabran on 27 February 2020.
2. Approval be granted to Coonabarabran Pony Club for the part closure of Reservoir Street, Coonabarabran on Sunday, 9 April 2020 to conduct the Cross Country One Day Event subject to compliance with Council's Road Closure Guidelines.
3. Approval be granted to Coonabarabran RSL Sub Branch for the part closure of John Street, Coonabarabran at the intersection of Dalgarno Street and John Street on Saturday, 25 April 2020 between 5.57am and 6.15am for the ANZAC Day Dawn Service subject to compliance with:
 - TfNSW Guidelines
 - Council's Road Closure Guidelines
 - TfNSW Road Occupancy Licence
 - TfNSW Regional Special Events concurrence.
4. Approval be granted to the Women in Super Coonabarabran Mother's Day Classic Committee for the part closure of Horsley Street, Coonabarabran between Drummond Street and Newell Highway on Sunday, 10 May 2020 between 9.00am and 11.00am to conduct the Coonabarabran Mother's Day Classic Fun Run Event subject to compliance with Council's Road Closure Guidelines.
5. In principal support be granted to the Coonabarabran Rotary Club to conduct the Tour de Warrumbungles Bike Ride Event in Coonabarabran on Sunday, 4 October 2020 subject to compliance with Council's Road Closure Guidelines and the following conditions:
 - Clarification as to whether or not the bike ride is a timed event
 - The tail vehicle cannot act as the support vehicle
 - Authorisation of the Traffic Control Plan
 - Traffic controllers to be qualified.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 7 Minutes of Warrumbungle Aerodromes Advisory Committee Meeting – 13 February 2020

Division:	Technical Services
Management Area:	Technical Services Management
Author:	Manager Urban Services – Shane Weatherall
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), Mr Corey Philip (RFS District Manager), Mr Colin Tink, Mr Ian Munns, Mr David Sturtridge and Mr Phil Hensby.

IN ATTENDANCE: Mr Shane Weatherall (Manager Urban Services).

APOLOGIES: Cr Ambrose Doolan, Mr Kevin Tighe (Director Technical Services), Mr John Farrell and Mr Grant Piper.

CONFIRMATION OF MINUTES

RECOMMENDED that the Minutes of the Warrumbungle Aerodromes Advisory Committee meeting held on Thursday, 14 November 2019 be confirmed.

Tink/Sturtridge

BUSINESS ARISING FROM THE MINUTES

The following matters were discussed or noted as outstanding:

- No kangaroos on Baradine air strip recently.
- No kangaroos on Coonabarabran air strip however, they are still jumping the grid.
- Funding for Test Bore – Council is required to be the applicant. Application due by March 2020. Stages include – Phase 1 Test Drilling, Phase 2 Sink Bore.

AGENDA ITEMS

a) Coonabarabran Airport Bitumen Reseal

Mr David Sturtridge briefed the Committee on the Coonabarabran Airport Bitumen Reseal Project.

The following items of interest were discussed:

- Project completed on budget - \$340,000.
- Resurfacing included spraying of polymer bitumen and 10mm aggregate.
- Airport paint used for line marking.
- Spring at western end – not presenting any issues at this stage. Displaced threshold an option if spring gets worse.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

GENERAL BUSINESS

The following matters were discussed without resolution:

- Baradine Aerodrome:
 - Effective length of runway since resurfacing is 1570m.
 - Stick picking ongoing.
 - New turning bay working.

- Coonabarabran Aerodrome:
 - Issue of moving RFS pump from container to taxiway. RFS will solve internally.
 - Discussion on whether Council are considering installation of a refuelling station. Issues with type of fuel and shelf life of fuel.

There being no further business the meeting closed at 10.27am.

The next meeting will be held at the Coonabarabran Aero Club on Thursday, 14 May 2020 commencing at 9.30 am.

RECOMMENDATION

That Council accept the Minutes of the Warrumbungle Aerodromes Advisory Committee meeting held at Baradine on 13 February 2020.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 8 Minutes of Local Emergency Management Committee Meeting – 17 February 2020

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), Russell McArthur (Alt LEOCON), Tom Cooper (NSWF&R Tamworth), Dave Hunter (NSW Ambulance) and Kel Wise (REMO Dubbo).

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

APOLOGIES: Rod Coombes (VRA Coonabarabran), Stuart Green (VRA Coonabarabran), Dave Smith (SES Dunedoo), Nik Stafford (SES Baradine), Corey Philip (RFS), Chris Duce (HSM Coonabarabran), Steve Gilbert (VRA Coolah) and Rob Williams (VRA Coolah).

Note: Due to extensive heavy rain and road closures throughout the Shire many agencies were unable to attend.

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 18 November 2019 accepted.

Minutes Accepted – Maher/Southwell

BUSINES ARISING

1. Letter of appreciation for Baradine Emergency Information Hub – outstanding.
2. 'Starship Enterprise' (see *Agenda Item*).
3. Consequence Management Guide (CMG) on Motor Vehicle Accidents (MVA) Involving Animals – endorsed by REMC.
4. Baradine Creek Bushfire Hazard (see *General Business*).

AGENDA ITEMS

1. Contact Lists – updates to be distributed via email.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

2. REMO Report – Kel Wise provided a written report (attached).

3. Events – summary of events within the Shire.

a) Binnaway Show	29/02/20
b) Coolah Lions Club Drought Relief Concert (at Sport Club)	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	10- 12/04/20
i) Dark Skies Awakening Coonabarabran	08- 10/05/20
j) Coolah Valley Campdraft (postponed to August)	08/20

4. Rural Addressing

- (i) The incorporation of the localities (suburbs) of Wattle Spring, Tannabar, Box Ridge, Napier Lane and part of Dandry into Coonabarabran locality will occur in the next few months. The Geographical Names Board (GNB) will advertise these changes. Residents will be notified once these changes are made.

5. Exercise Starship Enterprise

The recommendations from the exercise were listed at the last meeting.

The revision of the Emergency Management (EM) Plan (*Recommendation 2*) was circulated to the Committee prior to the meeting. A revised Draft EM Plan will be sent out to the Committee for further comments and corrections. Please check the evacuation centres for your town or areas and check contact details of clubs and schools as these change regularly.

GENERAL BUSINESS

1. A report to the Committee concerning the fire season where two fires in the Warrumbungle Shire initiated a response from the LEOCON and the LEMO to attend the EOC in preparation for possible evacuations. David Maher, (LEOCON), Kevin Tighe, (LEMO), Phil Southwell, David Hunter (Ambulance) and Rod Coombes (VRA) attended at various stages during these incidents. The two incidents were:

- (i) Yearinan Station Fire
VRA Coonabarabran were activated to door knock residents north of the Oxley Highway on 10 January 2020.
- (ii) Mirrie Road Fire (Goonoo Forest)
SES Dunedoo were activated to door knock residents along Boomley Road Cobbora on the evening of 23 January 2020.

Both fires were brought under control in a few days. The EOC was not formally activated but the REMO was notified and kept informed.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

2. Baradine Creek Bushfire Hazard

Kevin Tighe asked the committee what could be done to address this problem. It was verified that the land is Crown Land and that an email had been sent to Crown Lands after the last meeting in November. Council has received no reply to date. It was also confirmed that the Baradine Creek is a riparian area and thus cannot be burnt.

A mechanical Hazard Reduction is possible, but would still require a Hazard Reduction Certificate (HRC) from the land owners / managers.

The Committee suggested a second email to Crown Lands and that the issue be raised at the next BFMC meeting in March 2020.

Note:

- (i) Email sent to John Nolan, Crown Lands on 20/11/19 from ESC.*
- (ii) A further email sent to John Nolan on 19/02/20, a confirmation of the email has been received.*

CORRESPONDENCE

- o Emails – Crown Lands – Baradine Creek Bushfire Hazard
- o REMO Report

DATE OF NEXT MEETING

The next meeting will be held on Monday, 18 May 2020 at the Coolah RFS Building.

MEETING CONCLUDED

As there was no further business the formal part of the meeting concluded at 8.10pm.

RECOMMENDATION

That Council notes the minutes from the Local Emergency Management Committee held on 17 February 2020 at Coonabarabran.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 9 Minutes of Robertson Oval Advisory Committee Meeting – 26 February 2020

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

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

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

APOLOGIES: Nil.

CONFIRMATION OF MINUTES

RECOMMENDED that minutes of the Robertson Oval Advisory Committee meeting held on Wednesday, 2 October 2019 be confirmed.

Sullivan/Hill

BUSINESS ARISING FROM THE MINUTES

Nil.

AGENDA ITEMS

a) Revised Concept Plans for Robertson Oval Sports Building

The following points were discussed by the Committee:

- Access to canteen area.
- Cost estimate for storage building is lower than previous estimates due to change in cladding material.
- Elevation of proposed building.
- Salvaging of materials from existing building.
- Price estimate from Quantity Surveyor is \$1,110,050. A funding application under the Australian Government's Building Better Regions Fund was made for a \$1.4m project.
- Existing budget allocation of \$110,000 for improvements to existing toilets was discussed and whether or not to upgrade the toilets or use the funds as contribution towards a new building.

RECOMMENDED that Council consider a 2019/20 budget allocation of \$110,000 for upgrading existing toilets in Robertson Oval is set aside in restricted assets and used

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

as a contribution towards future construction of a new Robertson Oval Sports Building.

Sullivan/Foran

RECOMMENDED that concept plans for the Robertson Oval Sports Building, drawing number 26732, Rev H, be accepted subject to the floor level being 1.0m above the floor level in the verandah area of the existing building.

Foran/Sullivan

RECOMMENDED that a Development Application be submitted for the Robertson Oval Sports Building based on the concept plans presented to the Robertson Oval Advisory Committee on the 26 February 2020.

Foran/Sullivan

GENERAL BUSINESS

The following items were discussed without resolution:

- Media release particularly for Dunedoo Diary on the concept plans for the Robertson Oval Sports Building.

There being no further business the meeting closed around 6.26pm.

The next meeting is to be held on Wednesday, 29 April 2020 commencing at 5.00pm.

Note

The following Recommendation from the minutes of the Robertson Oval Advisory Committee will be undertaken under delegated authority:

‘That concept plans for the Robertson Oval Sports Building, drawing number 26732, Rev H, be accepted subject to the floor level being 1.0m above the floor level in the verandah area of the existing building.’

RECOMMENDATION

That:

1. Council accept the Minutes of the Robertson Oval Advisory Committee Meeting held at Dunedoo on 26 February 2020.
2. Council consider a 2019/20 budget allocation of \$110,000 for upgrading existing toilets in Robertson Oval is set aside in restricted assets and used as a contribution towards future construction of a new Robertson Oval Sports Building.
3. A Development Application be submitted for the Robertson Oval Sports Building based on the concept plans presented to the Robertson Oval Advisory Committee on the 26 February 2020.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 10 Minutes of Coonabarabran Town Beautification Advisory Committee Meeting – 27 February 2020

Division:	Technical Services
Management Area:	Urban Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Recreation and Open Space
Priority:	R01 The planning and provision of local sports and recreation facilities and parklands reflect community needs and anticipated demographic changes.

PRESENT: Cr Ambrose Doolan, Mrs Trish Watson, Mrs Margaret Bennell, Ms Kay Fredericks, Mrs Judy Clancy, Mr Terry Tighe, Mrs Aileen Bell, Mrs Sandy Spackman, Mrs Christine Evans, Mr Sam Bragg, Ms Georgia Hunt and Ms Pamela Stein.

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

APOLOGIES: Cr Kody Brady, Mrs Rhonda Jewiss and Mr Shane Weatherall (Manager Urban Services).

CONFIRMATION OF MINUTES

RECOMMENDED that minutes of the Coonabarabran Town Beautification Advisory Committee meeting held on Thursday, 19 December 2019 be confirmed.

Clancy/Evans

BUSINESS ARISING FROM THE MINUTES

- Clarification sought on streets that are included in any plan, does it include Robertson Street and Charles Street.
- There are a number of dead trees around Coonabarabran. The Chair advised that Council staff are preparing a report for Council on this matter.

AGENDA ITEMS

a) John Street Landscape

The Committee focused their attention on the centre garden in John Street between King Street and Essex Street. There were many suggestions discussed particularly on vegetation species that should be planted. Members of the Committee were divided on whether or not the vegetation theme should be based on a native Australian species or on European or exotic species. There was consensus that the garden bed should be a prominent feature in John Street with a strong green alignment of shrubs down the centre of the street.

RECOMMENDED that the garden bed in the centre of John Street between King Street and Essex Street be developed as a continuous prominent green feature along the street.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Fredericks/Clancy

The condition of the existing 'pear' trees (pyrus chanticleer) in the centre of the street was discussed including the possibility of replacing them.

RECOMMENDED that a maintenance strategy be prepared for the existing trees in the centre of John Street, which includes removing 30% of the tree canopy and replacing dead trees with young trees of the same species.

Bragg/Watson

Committee members volunteered to work on two garden bed options for the centre of John Street. The options would then be considered by the Committee at the next meeting.

- Native species garden bed strategy – Sam Bragg, Terry Tighe and Aileen Bell.
- European or exotic species garden bed strategy – Judy Clancy, Trish Watson and Margaret Bennell.

The following points of discussion took place in relation to other features of John Street:

- No change to garden bed around the clock tower.
- Installation of mobile planter boxes on footpath areas of John Street. Kay Fredericks agreed to prepare a concept plan for the planter boxes.
- Essential Energy should remove the orange coloured plastic that is currently wrapped around a power pole in front of the Bakery.
- Painting of shop facades – the Chair indicated that this issue is outside the terms of reference for the Committee.

GENERAL BUSINESS

The following matters were discussed without resolution:

- Installation of replica diprotodon on the lawn in front of the Visitor Information Centre. Pamela Stein volunteered to prepare a concept plan.
- Landscaping the area of river bank between the bridge and tennis courts.
- A more prominent display of the history of Mary Jane Cain.
- Including the grounds around the hospital, schools and Coinda in beautification plans for the town.
- No objection from the Committee to removal of poplar trees north of the bridge along Chappell Avenue.
- Consideration be given to removing all Chinese Tallow trees.
- Dead and dying eucalypt trees opposite the High School.
- Removal of privet trees near the Tennis Club.
- Better signs for the town entrances.
- Removal of burrs from footpaths – Khaki Weed and Catheads.
- Improvements to the area upstream of the bridge, including installation of shelters near gym equipment.
- Condition of the river, in particular the proliferation of exotic and invasive weeds, shrubs and trees.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

There being no further business the meeting closed at 6.35pm.

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Wednesday, 22 April 2020 commencing at 5.00pm.

Note

The following Recommendation from the minutes of the Coonabarabran Town Beautification Advisory Committee will be undertaken under delegated authority:

‘That the garden bed in the centre of John Street between King Street and Essex Street be developed as a continuous prominent green feature along the street.’

RECOMMENDATION

That

1. Council accept the Minutes of the Coonabarabran Town Beautification Advisory Committee Meeting held at Coonabarabran on 27 February 2020.
2. That a maintenance strategy be prepared for the existing trees in the centre of John Street, which includes removing 30% of the tree canopy and replacing dead trees with young trees of the same species.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 11 Minutes of Internal Audit Committee Meeting – 19 December 2019

Division:	Corporate and Community Services
Management Area:	Corporate Services
Author:	Manager Corporate Services – Jenni Maundrell
CSP Key Focus Area:	Local Government and Finance
Priority:	GF7 Council provides strong civic and regional leadership, and undertakes its governance and service delivery tasks with integrity

Reason for Report

To present minutes adopted by the Internal Audit Committee of its meeting held at Coonabarabran on Thursday 19 December 2019 and the draft Minutes of the Internal Audit Committee meeting held at Coonabarabran on Tuesday 25 February 2020.

Background

At the Internal Audit Committee meeting of 19 December 2019, the Committee discussed:

- Financial Statements;
- Actions arising from the previous meeting;
- Risk management framework; and
- Compliance.

The Minutes of this meeting were adopted by the Internal Audit Committee on 25 February 2020 and are provided as Attachment 1 to this report.

The draft Minutes of the Internal Audit Committee meeting held on 25 February 2020 are provided for Council's information as Attachment 2 to this report.

Options

Nil

Financial Considerations

Nil

Attachments

1. Minutes of the Internal Audit Committee meeting held at Coonabarabran on 19 December 2019.
2. Draft Minutes of the Internal Audit Committee meeting held at Coonabarabran on 25 February 2020.

RECOMMENDATION

That Council notes the minutes of the Internal Audit Committee meeting held on 19 December 2019.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 12 2020 ALGA National General Assembly of Local Government

Division:	Executive Services
Management Area:	Governance
Author:	Executive Services Administration Assistant – Joanne Hadfield
CSP Key Focus Area:	Local Government and Finance
Priority:	GF7 Council provides strong civic and regional leadership, and undertakes its governance and service delivery tasks with integrity.

Reason for Report

To nominate representatives to attend the Australian Local Government Association (ALGA) 2020 National General Assembly of Local Government (NGA) in Canberra from 14 June 2020 to 17 June 2020.

Background

Council has received notification from ALGA that the 2020 National General Assembly of Local Government is to be held in June 2020. This event brings together Local Government representatives from across Australia. The NGA theme this year is ‘Working Together for Our Communities.’ This assembly will consider what councils can do today to get ready for the challenges, opportunities and changes that lie ahead. The *Call for Motions Discussions Paper* is provided at Attachment 1. Motions to the NGA may be submitted until Friday, 27 March 2020.

The Prime Minister, Opposition Leader, and the Minister for Regional Health, Regional Communities & Local Government will join leading public figures presenting keynote addresses which will help to focus discussions at the NGA.

The following seminars, conferences and meetings are endorsed for attendance by council representatives:

- Annual conference of Local Government NSW (three (3) Councillors and General Manager)
- Roads Congress (two (2) Councillors and General Manager)
- Orana Joint Organisation Meetings
- Country Mayor’s Association meetings (Mayor and General Manager)
- Mining and Energy Related Councils (one Councillor and General Manager)
- ALGA National General Assembly Local Government (Canberra) (Mayor and General Manager).

After returning from conferences, councillor/s or a member of council staff accompanying the councillor/s should provide a written report to Council on the aspects of the conference relevant to council business and/ or the local community.

Issues

Nil

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Options

The General Manager is not proposing to attend the 2020 NGA. A councillor may be nominated to attend in his place.

Financial Considerations

Registration fees for the conference are:

1. Early bird until 8 May 2020 - \$989.00 per delegate
2. Standard registration from 9 May 2020 to 5 June 2020 - \$1,099
3. Late Registration after 5 June 2020 - \$1,199

Costs for accommodation, meals, transport and transfers are provided as per the Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors. A budget allocation exists for payment of expenses associated with attendance at Council endorsed events.

Attachments

1. Call for Motions Discussion Paper.
2. 2020 ALGA National General Assembly of Local Government Program.

RECOMMENDATION

That Council nominates one councillor to attend the 2020 Australian Local Government Association National General Assembly with the Mayor in Canberra from 14-17 June 2020.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 13 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 approval of Council's Drought Communities Programme – Extension application and seek approval to vary the projects.

Background

Following the announcement on 7 November 2019 that the Australian Government was making available a further extension to the Drought Communities Program a workshop with councillors was held and projects were identified. Council has now been advised that the application was successful.

The extension of the Drought Communities Programme – Extension is to provide funding to eligible councils to deliver immediate economic stimulus and other benefits to targeted drought-affected regions of Australia. The program is to 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 is targeting 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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

- Increase productivity in regions.
- Enable better retention of businesses and services and facilities.

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.

Through the councillor workshop the following priority list of projects was identified.

Priority	Project	Amount of Grant
1	Mendooran Sportsground fence	\$95,000
2	Digital signage at the VIC	\$30,000
3	Purlewaugh Mechanics Institute	\$100,000
4	Binnaway Jockey Club amenities	\$59,000
5	Show Society events – five shows at \$5,000 each plus \$2,500 Coolah Campdraft and \$2,500 for Coolah Rodeo	\$30,000
6	2020 Expo	\$50,000

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

7	Paint Baradine Hall exterior	\$70,000
8	Ramp Coolah office	\$72,587
9	Free Drinking Water for residents not on town supplies	\$100,000
10	Binnaway Bowling Club – community infrastructure	\$18,000
11	Coolah Community Hall	\$114,000
12	Rural Small Centre Workshops	\$50,000
13	Building Local Pathways (all ages)	\$150,000
14	Shade structure Binnaway skatepark	\$35,000
15	Dark Sky Awakening Festival	\$25,000
16	Refurbish old basketball courts, Coonabarabran	\$127,000
17	Coolah landcare shared pathway	\$35,500
18	Bowen Oval storage shed	\$40,000
19	Cycle Cultural Way Coolah	\$116,000
20	Pool Maintenance (LGA)	\$200,000

Priorities 1 to 15 were submitted while priorities 16 to 20 exceeded the available allocation. Hence priorities 1 to 15 have now been approved.

The original intent of the workshop was that if high priority projects were rejected then the next priority is to be elevated to an application.

Circumstances in the local government area have changed since the councillor workshop and the need for Free Drinking Water has declined and the opportunity exists for Council to amend its application.

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.

Attachments

1. Letter from The Hon. David Littleproud MP, Minister for Agriculture, Drought and Emergency Management received 6 March 2020

RECOMMENDATION

That Council:

1. Notes the successful application for funding under the Drought Communities Program Extension.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

2. Approves the amendment of the application by removing the Free Drinking Water project component and seek approval for the refurbishment of the Coonabarabran Basketball Courts project.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 14 2020 Local Government Elections

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

Reason for Report

To provide advice on the upcoming Local Government Elections for NSW councils.

Background

Every four years elections for New South Wales councils are held. The next election is to be held on Saturday 12 September 2020. The election will be for 126 of the 128 general purpose councils across the State. Elections will not be held for Balranald and Central Darling councils who are under administration due to their dismissals.

In accordance with Council resolution 90/1920 the NSW Electoral Commission is to administer the election of the Council. Of the 126 councils going to election all but two (Fairfield and Penrith City councils) are using the NSW Electoral Commission.

For the 2016 election of the Warrumbungle Shire Council as at 1 August 2016 there were 7,125 electors enrolled of the approximate 10,000 residents plus others who may have been eligible voters. At the 2016 election held on Saturday 10 September 2016, 17 candidates stood for election and there was a turnout of 5,767 electors, 80.94%. Of these 307 votes were deemed to be informal. A quota of 547 votes was calculated for the election of successful candidates. Council shared the Returning Officer with Gilgandra Council who was based at Gilgandra.

The following locations were used as polling places for the 2016 election:

Venue	Voters
Baradine Central School	459
Binnaway Central School	350
Coolah Central School	518
Coonabarabran Town Hall	1,207
Dunedoo Jubilee Memorial Hall	653
Leadville Memorial Community Hall	77
Mendooran Central School	322
Mullaley Central School	62
Purlewaugh Mechanics Institute Hall	81
Sydney Town Hall	7

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Coolah Pre-poll	240
Coonabarabran Pre-poll	1,221
Gilgandra Region Returning Office	15
Sydney Town Hall Pre-poll	4
Declared Institution	127
Postal	424
Total	5,767

The following dates apply to the 2020 NSW Local Government elections.

Pre-election activities	Date
Candidate, group and third-party campaigner funding registrations	Registrations opened the day after the last general election for the council area
Capped expenditure period commences	Wednesday, 1 July 2020
Political donation disclosures due for the period 1 January to 30 June 2020 (applicable to parties, current elected members and associated entities as well as all candidates, groups and third-party campaigners registered prior to 1 July 2020)	Tuesday, 28 July 2020
Major political donor disclosures due for the 2019/20 financial year (applicable to all donors who made a political donation of \$1,000 or more in the financial year)	Tuesday, 28 July 2020
Lodgement of postal vote applications commences	Monday, 3 August 2020
Nominations period	
Nominations online management system available on the website to commence completing nomination forms	Monday, 6 July 2020
Lodgement of nominations commences	Monday, 3 August 2020
Roll closes for confirming candidates and nominators and also authorised roll printing	6.00pm Monday, 3 August 2020
Close of nominations of candidates	12.00pm Wednesday, 12 August 2020
Close of funding registration of candidates and groups	12.00pm Wednesday, 12 August 2020
Ballot paper draw(s) conducted at the office of the returning officer for each area	10am Thursday, 13 August 2020
Close of funding registration for third-party campaigners	Friday, 4 September 2020
Registration of electoral material period	
Registration of electoral material (how-to-vote cards) for distribution on election day	Wednesday, 12 August 2020

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

commences	
Close of registration of electoral material (how-to-vote cards)	5pm Friday, 4 September 2020
Registered electoral material appears on the website	8am to 6pm Saturday, 12 September 2020
Pre-poll period	
Pre-poll voting period commences	Monday, 31 August 2020 Note: days and times of operation will vary for each location
Close of postal vote applications	5pm Monday, 7 September 2020
Declared institution visits	During the week of Monday, 7 September 2020 to Friday, 11 September 2020
Close of pre-poll voting period	Friday, 11 September 2020
Election day	
Election day	Saturday, 12 September 2020 Polling places open from 8am to 6pm
End of capped expenditure period	Saturday, 12 September 2020
Post election activities	
Close of receipt of returned postal vote certificate envelopes	6pm Monday, 14 September 2020
All elections declared	By Friday, 25 September 2020
Electoral expenditure disclosures due for the 2019/20 financial year (applicable to parties and associated entities, all candidates, groups and third-party campaigners registered prior to 1 July 2020 and all who were elected members in the financial year)	Tuesday, 22 September 2020
Political donation disclosures due for the period 1 July to 31 December 2020 (applicable to all parties, associated entities, candidates, groups, third-party campaigners, new elected members and elected members who were not re-elected)	Thursday, 28 January 2021
Political donation disclosures due for the period 1 January to 30 June 2021 (applicable to all parties, associated entities, candidates, groups, third-party campaigners, new elected members and elected members who were not re-elected)	Wednesday, 28 July 2021
Major political donor disclosures due for the 2020/21 financial year (applicable to all donors who made a political donation of \$1,000 or more in the financial year)	Wednesday, 28 July 2021
Electoral expenditure disclosures due for the 2020/21 financial year (applicable to all parties, associated entities, candidates,	Wednesday, 22 September 2021

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

groups, third-party campaigners, new elected members and elected members who were not re-elected)	
---------------------------------------------------------------------------------------------------	--

The NSW Electoral Commission has indicated that in order to minimise costs that Warrumbungle Shire will share a Returning Officer with Gunnedah and Liverpool Plains Councils and they will be based out of Gunnedah.

Candidate Donations and Expenditure

Electoral participants must ensure that they comply with electoral funding laws in relation to making or receiving political donations and incurring electoral expenditure, including:

- Political donations
- Caps on political donations
- Electoral expenditure
- Caps on electoral expenditure
- Campaign accounts

The *Electoral Funding Act 2018* will apply to the 2020 Local Government elections. Important recent changes to electoral funding laws include:

- It is unlawful for a person to make or accept political donations in the form of cash over \$100. Political donations over \$100 must be made electronically or by cheque. This rule came into effect on 1 January 2020. Information is available on the NSW Electoral Commission website about this and other types of [unlawful political donations](#), such as a donation by a Member of Parliament who is endorsed by a political party to an independent candidate for a Local Government election.
- Electoral expenditure incurred for a local government election is now capped. The capped expenditure period for the 2020 NSW Local Government elections starts 1 July and ends on Election Day, Saturday 12 September 2020. The caps are based on the number of enrolled electors in an area or ward and apply to parties, candidates, groups and third-party campaigners.
- Candidates and groups no longer have an official agent to manage and disclose political donations and electoral expenditure. Candidates (including candidates in a group) are responsible for managing and disclosing their political donations and electoral expenditure. The lead candidate of a group is responsible for the management and disclosure of political donations made to the group and any electoral expenditure incurred by the group that is separate to expenditure incurred by individual group members.
- A corporation or other entity that operates solely for the benefit of one or more registered parties or elected members is an associated entity, must be registered with the NSW Electoral Commission and must comply with electoral funding laws.
- In addition to corporations, the meaning of property developer now includes individuals who have certain business activities related to the development of land. Close associates of property developers now include a spouse of, or any person in a joint venture or partnership with, an individual who is a property developer. Property developers, like tobacco business entities, and liquor or gambling industry business entities, are prohibited donors and penalties apply for making and receiving unlawful political donations.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

- Political donations must be disclosed every six months. Electoral expenditure is still required to be disclosed annually.

For clarification on these matters prospective candidates should consult with the NSW Electoral Commission.

Financial Considerations

The current cost estimate for the 2020 provided by the NSW Electoral Commission is over \$116,000.

RECOMMENDATION

That Council:

1. Note the report on the 2020 Local Government Elections.
2. Authorise the General Manager to undertake media to promote the election.
3. Hold a Candidate Briefing Workshop.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 15 Citizenship Ceremony Dress Code Policy

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

Reason for Report

To seek Council endorsement for the adoption of the Citizenship Ceremony Dress Code Policy for ceremonies held in the Warrumbungle Shire.

Background

Australian Citizenship Ceremonies are public, ceremonial occasions, which fulfil legal requirements by the *Australian Citizenship Act 2007* and *Australian Citizenship Regulation 2016*. Warrumbungle Shire Council conducts two citizenship ceremonies per year.

The Australian Citizenship Ceremonies Code (the Code) follows the *Australian Citizenship Act 2007* and sets out the legal requirements for conducting citizenship ceremonies. In September 2019 a new version of the Code was released and came into effect. Key changes that were introduced include:

- Local Government Council's must hold a Citizenship Ceremony on Australia Day, 26 January, each year,
- Federal Members of Parliament, if attending a ceremony, should read the Minister's message, and
- Individual councils are required to establish their own Dress Code for ceremonies, and provide a copy of the Dress Code to the Department of Home Affairs.

Councils that conferred citizenship on less than 20 people in the previous year are exempt from the first requirement of holding a ceremony on Australia day. Last year Warrumbungle Shire Council welcomed a total of five new citizens.

Ceremonies should be a formal and meaningful occasion conducted with dignity and respect. Previously, the Code had no mention of a Dress Code and attendees were able to wear what they liked. Councils determining their own Dress Code will help reflect the importance the ceremony deserves.

A Dress Code Policy has been created to set out councils requirement for attendees attire on the day of a ceremony, taking into effect the change in the Code.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Options

Nil

Financial Considerations

Nil

Attachments

1. Draft Citizenship Ceremony Dress Code Policy.

RECOMMENDATION

That Council adopt the Citizenship Ceremony Dress Code Policy and provide a copy of the Code to the Australian Government Department of Home Affairs.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 16 Employee Benefits and On-Costs

Division:	Executive Services
Management Area:	Governance
Author:	General Manager – Roger Bailey
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

This report is provided in response to a Notice of Motion adopted by Council at the February 2020 Council meeting.

Background

At the February 2020 Council meeting the following motion was adopted by Council:

296/1920 RESOLVED:

- 1. That Council be provided with a report on the implementation of the organisational structure approved by Council following its appointment in 2016.*
- 2. That Council be provided with a report on how Council expenditure on staffing compares to other Councils.*
- 3. When was the last time Council conducted a review of the salary structure?*
- 4. Does Council have an allocation/restriction for employee entitlements?*
- 5. Can Council be provided with information regarding how much this liability is and how the liability is managed.*

Historically Council's employee costs include:

Year	Employees FTE	Note 4a Total Employee Costs	Capitalised	Expensed
2013	196	14,190	(1,196)	12,994
2014	185	14,726	(1,064)	13,662
2015	183	15,768	(1,050)	14,718
2016	196	17,074	(1,770)	15,304
2017	192	16,314	(1,289)	15,025
2018	175	17,514	(1,571)	15,943*
2019	177	16,327	(1,843)	14,484*

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Note: * no longer includes training (code change requires to be shown in 4.e Other Expenses) being \$166k 2019 and \$137k 2018 and is affected by the amount calculated as Capitalised Costs.

Care should also be taken with these numbers to make a proper comparison as there will be other internal variations to the above. Such variations include the use of casual employees and payment of overtime.

Here included in the financial statements are the following:

Year	Overtime \$	Casual \$
2013	904,698	1,768,926
2014	811,467	1,617,266
2015	876,891	728,606
2016	863,572	819,882
2017	941,159	1,329,836
2018	874,243	2,032,581
2019	850,205	1,285,491
2020 YTD	486,950	629,909
2020 Estimated Annualised	806,511	1,043,286

It should be noted that Council's Net Operating Result for the Year Before Grants and Contributions results for the same period were:

2013	(\$1.935M)
2014	(\$7.069M)
2015	(\$3.962M)
2016	(\$0.557M)
2017	\$0.265M #
2018	(\$4.770M)
2019	(\$4.984M)

Note: 2017 saw an advance payment of \$2.6M in Financial Assistance Grants.

In 2019 Council resolved that steps need to be taken to introduce measures to reduce and manage operating expenditure and in doing so adopted a Financial Planning and Sustainability Policy. In order to reduce and manage operating expenditure there has been a focus on staffing levels, hence the reduction in the expenditure in the salaries outlined above.

Organisation Structure

On 21 May 2015 Council adopted the following organisation structure:

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

GENERAL MANAGER

CORPORATE SERVICES	TECHNICAL SERVICES	DEVELOPMENT SERVICES
---------------------------	---------------------------	-----------------------------

MANAGERS	MANAGERS	MANAGERS	MANAGERS #
<ul style="list-style-type: none"> • Chief Financial Officer • Manager Human Resources • Manager Administration and Customer Service • Manager Community and Children's Services • Manager Communications and IT 	<ul style="list-style-type: none"> • Manager Road Operations • Manager Urban Services • Manager Fleet Services • Manager Asset and Design • Manager Warrumbungle Water 	<ul style="list-style-type: none"> • Manager Regulatory Services • Manager Property and Risk • Manager Tourism and Economic Development 	<ul style="list-style-type: none"> • Manager Projects

This manager report directly to the General Manager (Manager Projects).

Section 333 of the Local Government Act requires that Council re-determine the organisation within 12 months of an ordinary election. In accordance with this section Council adopted the following organisation structure on 17 August 2017 as:

GENERAL MANAGER

CORPORATE AND COMMUNITY	TECHNICAL SERVICES	DEVELOPMENT SERVICES
--------------------------------	---------------------------	-----------------------------

MANAGERS	MANAGERS	MANAGERS	MANAGERS #
<ul style="list-style-type: none"> • Chief Financial Officer • Manager Human Resources • Manager Administration • Manager Community and Children's Services 	<ul style="list-style-type: none"> • Manager Roads • Manager Urban Services • Manager Fleet Services • Manager Asset and Design • Manager Warrumbungle Water 	<ul style="list-style-type: none"> • Manager Regulatory Services • Manager Property and Risk • Manager Tourism and Economic Development 	<ul style="list-style-type: none"> • Manager Executive Services • Manager Projects

WARRUMBUNGLE SHIRE COUNCIL

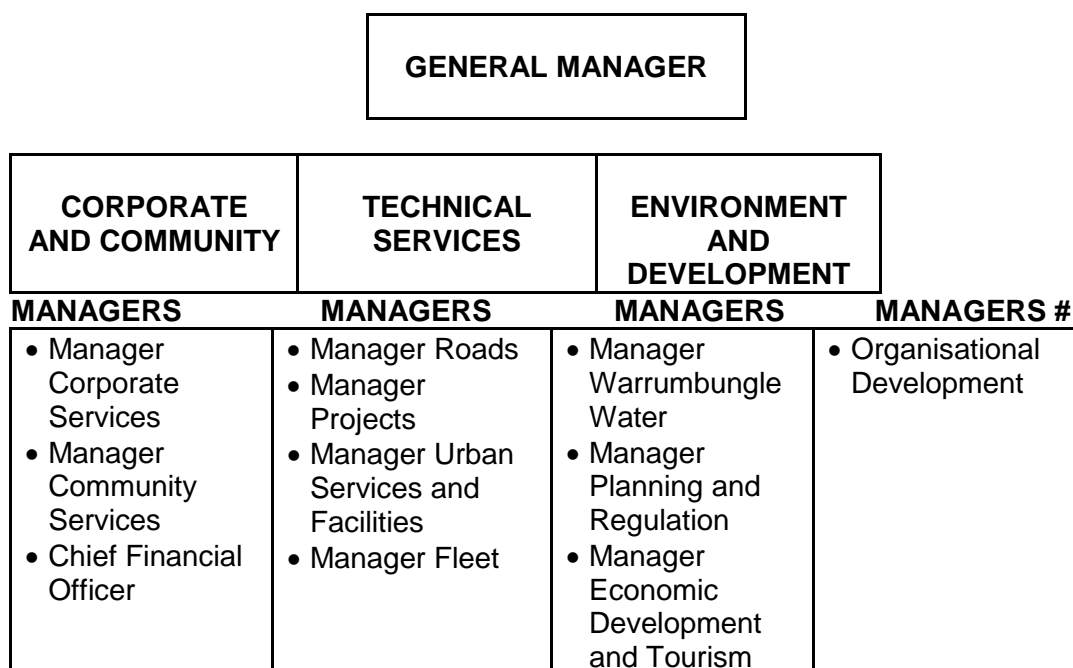
Ordinary Meeting – 19 March 2020

These managers report directly to the General Manager (Manager Executive Services and Manager Projects).

When this structure proposed in August 2017 a number of additions/deletions were proposed to the structure, resulting in a net increase of some 18 positions to the organisation.

Based upon Council's financial position this structure would have been unsustainable and hence was not implemented.

Following a report by Blackadder Associates Council considered a change to the organisation structure and at the 18 October 2018 Council meeting the following structure was adopted:



the Manager Organisational Development reports directly to the General Manager.

To give a broad indication of the responsibilities of these manager positions:

- **Manager Corporate Services;** Integrated Planning and Reporting; Annual Reporting; Customer Service; Records; Cemeteries (admin); Service NSW; Insurance and Risk; Communications; Community Engagement; Information Technology; and Buildings Administration and Management
- **Chief Financial Officer;** Finance; Rating; Procurement; Asset management; and GIS
- **Manager Community Services;** Children's Services; Community Services; Libraries; and Community Development Coordinators
- **Manager Urban Services and Facilities;** Sporting fields; Public spaces and amenities; Aerodromes; Storm water; Pools; Street cleaning; Landscaping; Depots (Baradine, Binnaway, Dunedoo and Mendooran); Land; Buildings; and Crown Land
- **Manager Fleet;** Fleet; Workshop; Depots (Coonabarabran and Coolah); and Stores

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

- **Manager Roads;** Roads and bridges; Quarries and gravel pits; and Trades
- **Manager Projects;** Projects and project management; Survey; Design; and Road Safety
- **Manager Planning and Regulation;** Statutory planning; Land use planning; Development assessment; Building certification; Animal control; Landfill; Recycling; Transfer stations; EPL monitoring; Environmental health; Septic tanks; Environmental sustainability; and Weeds
- **Manager Economic Development and Tourism;** Economic Development; and Tourism
- **Manager Warrumbungle Water;** Water supply/reticulation; and Sewer

Since the adoption of the new structure there have been further internal changes to the structure and positions being removed or changed when the opportunities arise.

In the Council's Financial Statements it was reported that the number of positions in the organisation structure were:

2013	211
2014	208
2015	208
2016	205
2017	216
2018	204
2019	213

Unfortunately the accuracy of the 2018 appears to be questionable as the reported figure as at 30 June 2017 was 216 positions and another 18 positions (net) were added on 17 August 2017.

As at the day of writing this report the number of positions within the organisation structure was 216 and a Full Time Equivalent (FTE) of 209.76 excluding apprentices and trainees and pool lifeguards (casuals). Currently there is 1 apprentice, 2 trainees and 5 school based trainees. The apprentice and trainees are equivalent full time positions while the school based trainees account as an FTE of 1.05 in total.

In accordance with the Council resolution that steps need to be taken to introduce measures to reduce and manage operating expenditure several more positions will shortly be removed from the structure.

Comparison of Staffing Expenditure

The NSW Government has website to showcase the State's 128 local councils. The website - www.yourcouncil.nsw.gov.au - allows ratepayers to access statistics on the operations of their local council and the profile of their local community including:

- Council expenditure in a range of areas including roads, bridges, footpaths, libraries, recreation and culture, community services, and the environment
- Community facilities including the number of swimming pools, public halls, and libraries as well as the length of roads and amount of open space

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

- Key operational information including council staffing levels and average rates and charges
- Demographic information about the local population and councillors as well as economic statistics including the unemployment rate, average income, and number of businesses.

Warrumbungle Shire Council is classified as a Group 10 council, which is identified as 'Agricultural Large Rural' having a population of 5,001 – 10,000 persons. While this is the classification of the Council its revenue and expenditure is far greater than the other councils in that group and the organisation would be better compared to Group 11 councils, 'Agricultural Very Large Rural' having populations 10,001 – 20,000 persons.

To compare some financial data between Warrumbungle Shire and the average for the Groups:

Council	Warrumbungle	Group 10 Avg.	Group 11 Avg.
Councillors (No.)	9	9	9
Population Per Councillor (No.)	1,050	828	1,518
Equivalent Full Time Staff (EFT) (No.)	175	110	165
2017/18 Revenue (\$'000)	40,276	25,472	39,783
2017/18 Expenses (\$'000)	43,538	24,649	37,245
Residential Pensioner Rebates (%)	30.4	25.1	22.7
Population Density (Residents Per Km ²)	1	2	4

Note: the current data on the website is for the 2017-18 period and amongst the data the percentage expenditure on various components is provided, including employee costs.

Council financial data on the site shows that the percentage breakdowns of its expenditure for 2017-18 is:

Employee Costs	37%
Materials and Contracts	17%
Borrowing Costs	1%
Depreciation, Amortisation, Impairment	26%
Other Expenses	20%

The average employee costs for Group 10 councils is 34.9% (with a range of 28% to 49%) while for Group 11 councils it is also 34.9% (with a range of 28% to 41%).

According to the website the Group 10 and 11 councils and their employees costs include:

Group 10 – Walgett (26%), Gwydir (35%), Tenterfield (34%), Kyogle (35%), Glen Innes Severn (35%), Uralla (49%), Liverpool Plains (31%),

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Dungog (28%), Narromine (34%), Cobar (41%), Lachlan (31%), Forbes (21%), Bland (28%), Narrandera (41%), Temora (37%), Junee (34%), Blayney (38%), Oberon (36%), Upper Lachlan (38%), Edward River (35%), Berrigan (42%) and Wentworth (37%)

Group 11 – Moree Plains (33%), Inverell (38%), Narrabri (35%), Gunnedah (38%), Bellengin (31%), Nambucca (28%), Upper Hunter (39%), Muswellbrook (33%), Cabonne (34%), Parkes (34%), Cowra (39%), Hilltops (NA), Cootamundra-Gundagai (32%), Yass Valley (41%), Snowy Valleys (35%), Greater Hume (33%), Federation (29%), Leeton (39%), Murray River (38%)

For the 2018-19 period employee costs dropped to 34.0% of Expenses from Continuing Operations.

These are very raw comparisons and are percentages only variations in percentages may be as a result of higher/lower percentages in areas other than Employee Costs.

In addition there will be difficulties in making comparisons between different organisations, for example Warrumbungle Shire runs a preschool/long day care centre which can be labour intensive, it has six public swimming pools, five waste transfer stations along with a recycling centre, it also runs its garbage collection by Council labour. Whereas other councils may not have a preschool/long day care centre, maintain fewer public pools, have fewer (if any) waste transfer stations, do not have a recycling centre and use contractors for the collection of waste plus contractors for the running of pools and tips/landfills. Undoubtedly there will be other examples of variations between councils.

Salary Structure

Council's Salary System Foundation Rules were developed and implemented following the amalgamation initially in late 2004-early 2005, and were last reviewed and endorsed by the Consultative Committee in 2012.

The Salary System Foundations Rules set out job grading, labour market premiums and progression rules for staff below director level within the salary system, as well as higher duties and annual competency assessment rules.

Employee Entitlements

As at 30 June 2019 Council Employee Benefits Liability was calculated at \$4.446M, as per note 12 of the Financial Statements. This is made up of:

Annual Leave	\$1.430M
Long Service Leave	\$2.619M
Other Leave	\$0.071M
ELE On-costs	\$0.326M

Of this liability Council has a Restriction ELE (cash backed) of \$1.401mil as per Note 6(c) or 31.5% of liability. The liability is calculated in accordance with the Australian Accounting Standards utilising tool and from LGSolutions (and Audited) and each year Annual Financial Statements are adjusted to reflect this.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Management of Council's Leave Liabilities

The Executive Leadership Team (ELT) monitors, on a monthly basis, sick leave and carer's leave taken. An additional review of sick leave taken by staff is conducted by Organisation Development at least twice per year, with any potential misuse or non-compliance being reported to and actioned by ELT. Individual instances which are raised separately to this process are investigated and resolved at the time they are identified.

Excess annual leave, RDOs and Time-in-Lieu are reported monthly to ELT and each member of ELT is accountable for ensuring that staff within their reporting areas bring their excess leave back into compliance within an agreed timeframe, a target of three months is used.

Financial Considerations

Nil

Attachments

Nil

RECOMMENDATION

That Council note the report on Employee Benefits and On-costs.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 17 Delegations of Authority to the General Manager

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

Reason for Report

To update the existing delegations to the General Manager issued on the 15 February 2017, Resolution 282/1718 reflecting the changes in legislation since that date.

Background

In pursuance of Section 335 of the Local Government Act, 1993, the General Manager is generally responsible for the efficient and effective operation of the Council's organisation and for ensuring the implementation, without undue delay, of decisions of the Council.

Issues

Council maintains a subscription to the Delegations Database with Local Government Legal that advises Council of changes to Acts and Regulations to ensure compliance and staff delegations.

Functions of the General Manager (extract from Local Government Act 1993 No 30

Chapter 11 Part 2 Section 335)

335 Functions of general manager

The general manager of a council has the following functions:

- (a) to conduct the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council,*
- (b) to implement, without undue delay, lawful decisions of the council,*
- (c) to advise the mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the council,*
- (d) to advise the mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the council and other matters related to the council,*
- (e) to prepare, in consultation with the mayor and the governing body, the council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report,*

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

- (f) *to ensure that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions,*
- (g) *to exercise any of the functions of the council that are delegated by the council to the general manager,*
- (h) *to appoint staff in accordance with the organisation structure determined under this Chapter and the resources approved by the council,*
- (i) *to direct and dismiss staff,*
- (j) *to implement the council's workforce management strategy,*
- (k) *any other functions that are conferred or imposed on the general manager by or under this or any other Act.*

Local Government Legal has advised the following changes to that delegable functions under the following Acts and Regulations since the 15 February 2018. The following Acts and Regulations have been added to the Delegations Database:

- Aged Care Act 1977
- Building Products (Safety) Act 2017
- Companion Animals Regulation 2018
- Crown Land Management Act 2016
- Crown Land Management Regulation 2018
- Dams Safety Act 2015
- Dams Safety Regulation 2019
- Fire and Emergency Services Levy Act 2017
- Library Regulation 2018
- Passenger Transport (General) Regulation 2017
- Protection of the Environment Operations (Waste) Regulation 2014
- Public Works and Procurement Act 1912
- Residential (Land Lease) Communities Act 2013
- State Emergency Act 1989
- Swimming Pools Regulation 2018
- Water Management (General) Regulation 2018

The following Acts and Regulations have been removed from the data base, some have been replaced by the Acts and Regulations listed above.

- Companion Animals Regulation 2008
- Crown Lands Act 1989
- Crown Lands Regulation 2006
- Crown Lands (General Reserves By Laws)2006
- Dams Safety Act 1978
- Fire Brigades Act 1989
- Library Regulation 2010
- Protection of the Environment Operations (Waste) Regulation 2010
- Public Works Act 1912 (renamed as detailed above)
- Strata Schemes Management Regulation 2016
- Swimming Pools Regulation 2008
- Water Management (General) Regulation 2011

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

On the 10 July 2019, Office of Local Government issued Circular 19-14 / A652389 (Attachment 1) which advised Council and Councillors of recent amendments to the Local Government Act 1993.

An extract from *Division 1 Tendering of the Local Government Act 1993 No 30* is provided below:

55 Requirements for tendering ...

(3)...

(n) a contract involving an estimated expenditure or receipt of an amount of –

(i) Less that \$250,000 or another amount as may be prescribed by the regulations, or

(ii) Less that \$150,000 or another amount as may be prescribed by the regulations for a contract involving the provision of services where those services are, at the time of entering the contract, being provided by employees of the council,

Currently the General Managers Requisition Authority Limit is \$150,000. In line with the changes in the Local Government Act the new amount recommended is as detailed below

Schedule 3: Policy Authorities **Policy Authority – Administrative**

Requisition Authority Limit to \$250,000.

No further amendments have been made to the Instrument of Delegation to the General Manager (Attachment 2).

Options

Council may choose to review and amend any or part of the Delegations within the provisions of the Act and Regulations and Policy Authorities.

Financial Considerations

High exposure to liability and doubtful success in court proceedings.

Attachment

1. Office of Local Government Circular No 19-14/10 July 2019/A652389 – Recent amendments to the Local Government Act 1993.
2. Instrument of Delegation to the General Manager.

RECOMMENDATION

That:

1. Council delegate to the functions of the General Manager the Acts and Regulations as prescribed in the Delegation to the General Manager dated 19 March 2020 (Attachment 1) as listed to Mr Roger William Bailey from 19 March 2020, and
2. Any amendments to Acts and Legislation is automatically bestowed to the General Manager however, any new Legislation is to be endorsed by Council.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 18 Council Resolutions Report March 2020

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, March 2020

RECOMMENDATION

That the Council Resolution Report for March be noted for information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 19 Revotes Report

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.

Background

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

RECOMMENDATION

That the Revote Report be noted for information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 20 Draft Community Engagement Strategy

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 Community Engagement Strategy to guide staff and the community in how and when Council will engage with the community.

Background

Council received the draft Community Engagement Strategy (the draft strategy) at the Ordinary Council meeting of 12 December 2019, and resolved to place the draft strategy on public exhibition (Resolution 234/1920).

The draft strategy was on public exhibition from 6 January 2020 until 3 February 2020. Submissions closed on 17 February 2020. Two submissions were received and are provided within the table below.

From	Date	Details
Paul San Miguel	13 Jan 2020	<ul style="list-style-type: none">• Add sentence to the 'How we Engage' section linking to tables at the end of the document that detail methods and techniques for engagement.• Warrumbungle could send out emails for those that it has email addresses for. Emails are about more than just news. They are about letting people know when submissions are being sought for planning documents or new community developments or festivals and events being held in the council area.
Sal Edwards	3 Feb 2020	<ul style="list-style-type: none">• Could Council investigate the possibility of utilising an online feedback/form function? This may be a proactive move forward not just for these public feedback documents, but could also be utilised for other forms – eg external budget submissions, drought communities submissions, financial assistance donations etc.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Conclusion

Following the public exhibition and submission period, one amendment is proposed to the draft strategy under the section headed 'How we Engage' to clarify that methods and techniques for engagement are included in tables at the end of the document.

Council is investigating incorporating online forms into its 'Have Your Say' function on the website.

The draft strategy is provided as an attachment to this report and the amendment is highlighted.

Financial Considerations

Nil

Attachments

1. Revised Draft Community Engagement Strategy 2020-2024

RECOMMENDATION

That Council adopts the revised Community Engagement Strategy 2020-2024.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 21 Community Liaison and Communication 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 'Community Liaison and Communication' to guide staff in how and when Council will engage with the community.

Background

Council received the draft Community Liaison and Communication Policy (the draft policy) at the Ordinary Council meeting of 12 December 2019, and resolved to place the draft policy on public exhibition (Resolution 234/1920).

The draft policy was on public exhibition from 6 January 2020 until 3 February 2020. Submissions closed on 17 February 2020. One submission was received and is provided in the table below.

From	Date	Details
Carol Richard	10 February 2020	<ul style="list-style-type: none">• 'Principles', Item 6, page 2 – comment: 'In my opinion these principles were not adhered to in relation to the Coolah community's submission for Council to take ownership of the Coolah Youth & Community Centre for it to be retained as a community asset.'• Item 7, 'When Council Should Engage'; Item 10, 'Level of Engagement' – comment: 'My immense disappointment regarding the Drought Funding allocations, two rounds of \$1million, has been expressed to Council many times.'

Following the public exhibition and submission period, no amendments are proposed to the draft policy. The draft policy is provided as an attachment to this report.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Financial Considerations

Nil

Attachments

1. Draft Community Liaison and Communication Policy

RECOMMENDATION

That Council adopts the Community Liaison and Communication Policy.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 22 Investments and Term Deposits – month ending 29 February 2020

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, \$1,000,000.00 worth of term deposits matured, earning Council a total of \$5,205.89 in interest.

The balance of the term deposits at the end of the month was \$10,500,000.00.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

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, \$1,420.72 interest was received on the balances in the accounts and net transfers of \$316,931.10 were made from these accounts resulting in a month end balance of \$2,644,817.03.

Income Return

The average rate of return on Investments for the month was 1.40% which exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 0.57% % by 146 points or 0.83%.

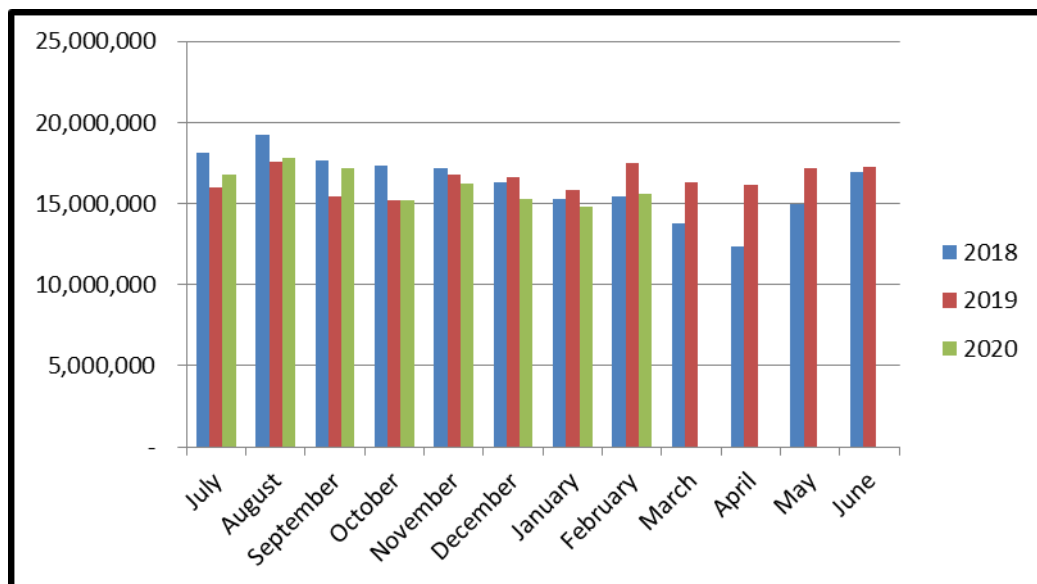
Council's full year budget for 2019/2020 for interest is \$301,529.00. At the end of February the amount of interest received and accrued should be around 66.67% of the total year budget, ie, \$201,019.33. On a year to date basis, interest received and accrued totals \$185,379.84 which is 61.48% of the 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, as at 29 February 2020, Council had a cash at bank balance of \$2,452,979.50.

Graph by Month Investments



WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Table 1: Investment Balances - 29 February 2020

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%	439,059.98
ANZ		At Call	at call	ADI	ADI	0.75%	6,861.00
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	1.23%	1,670,201.43
CBA At Call		At Call	at call	ADI	ADI	0.70%	526,794.14
Sub-Total							2,644,817.03
Term Deposits							
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
MAQ	30-Jan-20	17-Jul-20	169	UMG	UMG	1.45%	1,500,000
Sub-Total							10,500,000
Total							13,144,817.03

Credit Rating Legend

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

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

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	122,113.88	-	316,946.10	439,059.98
ANZ	6,875.47	0.53	(15.00)	6,861.00
Regional Australia	1,545.96	-	-	1,545.96
T Corp IM Cash	1,668,781.24	1,420.19	-	1,670,201.43
CBA At Call	526,794.14	-	-	526,794.14
Total at call	2,326,465.21	1,420.72	316,931.10	2,644,817.03
AMP	1,000,000.00	5,205.89	(1,005,205.89)	-
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
MAQ	1,500,000.00	-	-	1,500,000.00
Total Term Deposits	11,500,000.00	5,205.89	-1,005,205.89	10,500,000.00
Total	13,826,465.21	6,626.61	-688,274.79	13,144,817.03

Compliance with Council's Investment Policy

Council's Investment portfolio is 100% compliant.

The table below provides compliance status against the Investment Policy:

Institution	Credit Rating	Investment \$	Actual Exposure	Max. Limit per Policy	Compliance status
Tcorp	Prime	1,670,201.43	12.71%	33.30%	Compliant
	Total Prime	1,670,201.43	12.71%	100.00%	Compliant
ANZ	ADI	3,006,861.00	22.87%	33.30%	Compliant
CBA	ADI	2,726,794.14	20.74%	33.30%	Compliant
NAB	ADI	4,239,414.50	32.25%	33.30%	Compliant
	Total ADI	9,973,069.64	75.87%	100.00%	Compliant
MAQ	UMG	1,500,000.00	11.41%	33.30%	Compliant
	Total UMG	1,500,000.00	11.41%	100.00%	Compliant
RAB	LMG	1,545.96	0.01%	10.00%	Compliant
	Total LMG	1,545.96	0.01%	10.00%	Compliant
	Grant Total	13,144,817.03	100.00%		

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

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 accept the Investments Report for the month ending 29 February 2020 including a total balance of \$15,597,796.53 being:

- \$2,644,817.03 in at call accounts.
- \$10,500,000.00 in term deposits.
- \$2,452,979.50 cash at bank.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 23 Home for Coolah Historical Society and Coolah Men's Shed

Division:	Technical Services
Management Area:	Technical Services Management
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI5 Council manages its assets and infrastructure to meet the agreed service levels

Reason for Report

Two volunteer groups in Coolah want to occupy a Council owned shed after it is vacated by Coolah VRA. The reason for this report is to provide advice to Council on licence agreement options.

Background

The requests from the Coolah Historical Society and the Coolah Men's Shed to occupy the old VRA shed in Campbell Street was reported to Council on the 20 February 2020. The following resolution was made by Council:

'283/1920 RESOLVED that Item 23 – Home for Coolah Historical Society and Coolah Men's Shed be deferred for clarification of lease documentation.'

A copy of the report is included in the attachments.

Issues

There is a licence agreement in place between Council and the Coolah Men's Shed to occupy a section of the Coolah Works Depot. This licence agreement is renewed annually. Legal advice has been received that this licence agreement may be used as a template for creating another licence agreement for occupation of the old VRA shed and there is minimal cost associated with creating the agreement.

The recommendations in the report to Council on the 20 February referred to a lease agreement rather than the more correct term of licence agreement. This caused confusion as it may be appropriate in some situations to register a lease agreement. Also, a lease period of five (5) years triggers a requirement to register the agreement on title deeds. It may be more appropriate to have in place a 2 year licence agreement with an option to renew for another 2 years.

Options

As reported on the 20 February 2020, Council has a number of options including:

- Offer an occupation licence agreement to either Coolah Historical Society or the Coolah Men's Shed for the old VRA building in Campbell Street Coolah.
- Not entering into agreement with either group and then calling expressions of interest from community groups in general.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

- Not entering into a licence agreement with any community group for use of the old VRA building.

Financial Considerations

There are no immediate impacts on Council's budget in relation to granting a licence agreement for either the Historical Society or the Men's Shed to occupy the old VRA shed in Campbell Street, Coolah. However, should the Historical Society occupy the site there is likely to be ongoing demand to make improvements to the building.

Attachments

1. February 2020 Council Business Paper Report – VRA Shed

RECOMMENDATION

That:

1. The Coolah Men's Shed is given access to the old VRA shed in Campbell Street, Coolah subject to the following conditions:
 - a. Written confirmation from the Coolah Men's Shed that the site is suitable for their needs.
 - b. A change of use Development Application is submitted and paid for by the Coolah Men's Shed.
 - c. A licence agreement is in place before the site is occupied by the Coolah Men's Shed. Occupation of the site will not take place until the VRA has vacated the site.
 - d. The Coolah Men's Shed is responsible for legal costs associated with preparing the licence agreement. The rental fee is \$1.00 per year.
 - e. The Coolah Men's Shed as tenant is responsible for all utility charges, maintenance expenses and building improvements associated with the old VRA building in Campbell Street, Coolah.
 - f. The period of the licence agreement is two (2) years renewable for a further two (2) years upon application to Council.
2. The Coolah & District Historical Society is required to vacate the old VRA building in Campbell Street, Coolah within six months.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 24 Coonabarabran Bypass – Update on Designs

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

This report is a summary of geometric road design considerations for the Coonabarabran bypass project.

Background

Council will be aware that Transport for NSW (TfNSW) is currently in the planning stage of a highway bypass of Coonabarabran. A report to Council on the 12 December 2019 outlined the alignment of the bypass and the layout of each of the four road intersections on the bypass. Council expressed concern about the proposed layout of the Purlewaugh Road intersection and the Oxley Highway intersection. The response from Council to TfNSW coincided with a number of design and planning workshops involving Consultants and TfNSW. Council has been represented at two of the workshops. Some changes in layout design has occurred particularly the layout of the intersection of Oxley Highway and the proposed bypass.

At the meeting on the 12 December 2019, Council also resolved to form an advisory working group consisting of Councillor Doolan, Councillor Shinton and '2 – 3 community members'. The concept of an advisory group has been accepted by TfNSW and the first meeting between the group and TfNSW is scheduled for the 23 March 2020.

TfNSW will provide an update on design plans for the bypass at the Coonabarabran Community Consultation meeting on the 23 March 2020.

For reference, a copy of the bypass alignment is provided in the attachment.

Issues

The proposed bypass alignment gives priority to traffic travelling on the Newell Highway. The alignment and intersections are being designed for 110kph speed environment. A summary of the features of each intersection, as currently proposed, is provided in the following dot points. It should be kept in mind that the design is not yet finalised, in fact TfNSW advise that it has not yet reached the 80% design milestone.

Southern end intersection

- Right and left turn from existing Newell Highway onto bypass road will be permitted.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

- No right turn from bypass onto existing Newell Highway and into Coonabarabran.

Northern end (Oxley Highway)

- The two roads will be separated by a bridge (grade separation), whereby bypass road traffic will travel under Oxley Highway traffic.
- Access onto and off the bypass road will be permitted via on / off looping ramp road.

Purlewaugh Road

- Access onto and off the bypass road via a staggered 'T' intersection layout.
- Travel across the bypass will be permitted under the staggered 'T' layout.
- Consideration is being given to preventing restricted access vehicles (RAV), that is, B Doubles and Road Trains, travelling Purlewaugh Road between the bypass and Coonabarabran. Should RAV be prevented from travelling this section of Purlewaugh Road, they will be required to access the Oxley Highway intersection if they are travelling from Baradine Road to Purlewaugh Road and vice versa.
- The creek known as 'Chinamans Gully' intersects the bypass the same location as the intersection of Purlewaugh Road and is presenting a number of design challenges, which means that the intersection layout may change before the design is finalised.

River Road

- Staggered 'T' intersection will allow vehicles to exit the bypass onto River Road. The intersection will allow River Road traffic to access the bypass and to travel across the bypass.
- River Road is not accessible for RAVs. River Road is accessible for general access heavy vehicles, that is, articulated vehicles up to 19.5 metres in length (semi trailer) and under current design proposals these vehicles will be permitted to access the bypass and cross the bypass.

Even though the alignment of the bypass appears to be fixed, TfNSW advise that they cannot provide final details of the corridor until environmental assessments, including a Review of Environmental Factors, are completed. Council is therefore not in a position to include the corridor in the current review of the Local Environmental Plan.

Options

Council may wish to comment on proposed intersection layout designs for the bypass road.

Financial Considerations

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

Attachments

1. Geometric layout design of Newell Highway bypass of Coonabarabran.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

RECOMMENDATION

That the report on the Coonabarabran Bypass update be noted including geometric design proposals for intersections.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 25 McMasters Park Toilets

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

Reason for Report

The purpose of this report is to consider demolishing the brick toilet block in McMasters Park, Coolah.

Background

McMasters Park is located on the corner of Binnia Street and Booyamurra Street. The park area is similar in size to four (4) typical sized residential lots.

The Coolah Lions Club constructed a toilet block in McMasters Park and Council will be aware that it was opened in July 2019. The toilet block is a prefabricated construction and includes two (2) unisex cubicles, both allow for disability access. It is centrally located in the park and is connected to the street by a new concrete path.

Approval for the Lions Club toilet block project was provided by Council in October 2015. At the time no consideration was given to the future of the existing toilet block. The existing toilet block is a brick construction, with one cubicle in the male section and two cubicles in the female section. The size of each section is small and does not meet disabled access specifications. The existing building is structurally sound and the condition of the interior is reasonably good. The building is located to one side and to the rear of McMasters Park.

The existing toilet block is no longer in use and the doors to each section are locked to public access. The existing brick construction toilet block is no longer required and a strategy for its future use or demolition should be determined.

Photographs of each building are provided in the attachments.

Issues

There were some operational issues with the Lions Club toilet block after it was opened in July 2019. In particular, the toilet block was closed for a number of days so that pipes could be repaired after they burst during periods of frost. The simple construction of the toilet raises concern about expected life of the building when compared with the robust construction of the existing brick building.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Cleaning the new toilet block is relatively simpler and therefore less time consuming than the existing brick toilet. The external and internal cladding is made from corrugated steel and cleaning of the walls is time consuming.

Options

The following options are apparent in relation to the existing brick toilet building in McMasters Park:

1. **Demolition of the existing brick toilet in McMasters Park and returning the area to grass.** There is residual value in the building materials and fixtures and there may be a cost advantage to Council if demolition is undertaken by a Contractor with rights to the materials. There is no evidence of asbestos in the building.
2. **Retain the building.** There may be some advantage to retaining the existing building and opening it up on days of high demand, however the park is not booked so it will be difficult to manage the high demand days. There is obviously additional maintenance expense and renewal costs for McMasters Park toilets as a whole if the building is retained.
3. **Re purpose the existing building.** There is no need for a storage area for Council equipment and there is no apparent other purpose, however consultation with the community may generate ideas for the building.

Financial Considerations

The demolition of the existing brick toilet block in McMasters Park is estimated to cost \$15,000. This cost may be offset by a return on salvaged materials. There is no budget allocation and Council may include an allocation in the 2020/21 financial year for demolition of the building.

The annual maintenance cost of toilets in McMasters Park over the last five years is shown in the following table:

Year	2016	2017	2018	2019	2020 (ytd)
Toilet Maintenance (\$)	14,700	17,207	19,519	18,074	8,293

In terms of financially accounting for the asset, the existing brick toilet block has a written down value of \$20,038 and an annual depreciation expense of just \$398, which means that demolition will not significantly reduce Council's liability. The projected insurance value of the brick toilet building is \$40,250. The new toilet block will need to be included as an asset next time valuation of Council's buildings is undertaken.

Attachment

1. Photographs of new and old toilet blocks in McMasters Park.

RECOMMENDATION

That the old toilet facility in McMasters Park be demolished.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 26 Coonabarabran Emergency Water Supply Project – February 2020 Update

Division:	Environment and Development 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 10 March 2020.

Issues

1. Timor Dam Level

The water level in Timor Dam is at 93.3% following rain events last and this month. This is an increase of 77.7% compared to the last report in January 2020.

Gravity draw down is now again possible.

2. Supply

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

Water from Poundyard Weir in Castlereagh River has again being sourced following good river flows after the February rain. The dam has been taken online again on 9 March with all emergency bores being switched off.

Siding Springs Observatory and non-potable water users along Timor Road will then again be supplied with water from Timor Dam. Letters have been sent to advise users of this and the expected change in water quality.

3. Demand, High Users and Water Saving Advice

The average daily consumption for Coonabarabran in February was 729 kL/day, which is a significant reduction of 527 kL/day compared to January.

Following the November 2019 water meter read, 31 high use letter were issued to residential property owners and 2 repeat high-use letters; 22 thank you letters were

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

issued to property owners at whose properties consumption reduced over the last quarter after having received a high-use letter following the August read; 6 business property owners were issued with high-use letters.

The installation of water restriction devices has not yet become necessary as the 2 property owners in question did significantly reduce their consumption after previously being issued with a repeat high-use letter.

Other than on Facebook, water saving advice is no longer actively promoted. Council's website has a section on Smart Water Advice. In January and February 3 water saving tips were posted on Council's Facebook page as well as 5 updates/information in relation to water restrictions and 2 updates on the level in Timor Dam.

4. Standpipe Usage

Between 5 February and 20 February 2020 no water was taken from the Coonabarabran standpipe.

5. Water Restriction Levels

The restriction level has remained at 4 as introduced on 1 March 2019, however is being eased to Level 1 following further dam inflows in early March.

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 the months of February, the average daily usage per person in Coonabarabran was 209 L, based on the 2016 Census population of 2,537, the total filtered water produced at the Water Treatment Plant and a correction factor of 0.727.

In order to ease to Level 3 restrictions, the dam level needs to reach a level of 53% according to Council's Drought Management Plan. On 27 February, the dam level was at 44.9%. On 5 March the level had reached 79.6%, which allows an easing of restrictions to Level 1.

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)	Castlereagh (below Binnaway Unregulated and Alluvial Water Sources)	In-river dam (1,140 ML), Pound Yard Weir	Timor Dam, Castlereagh River

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

	Management Zone)			
50	Southern Recharge Groundwater Source	Great Artesian Basin Groundwater Source	Artesian bores	Coonabarabran (all bores)

In FY19/20 220 ML of groundwater has been extracted as at 20 February 2020.

7. Hydrogeological Study for Groundwater Bores

The Groundwater Management Plan expected to be received late last year is still outstanding due to unavailability of the hydrogeologist.

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 January that task 4a was still at 80% complete. Reason for this lack in progress since October was that priority was put on two other projects that were added to the Health support project upon Council request: the Baradine WTP Filter Inspection and the Baradine WTP Capacity and Capability Assessment.

Status upgrade on the fluoridation focussed part of the project: the consultant is in contact with suppliers of fluoridation units to develop the new dual tank system. This includes the development of process and instrumentation diagrams (P&IDs), site layout, dosing room general arrangement and control philosophy.

Next steps: a consultancy internal workshop was held in late February to work developed outputs into a design; a workshop between Health, Council and the consultant in intended for mid March to present/discuss the new design.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

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.

Financial Considerations

Nil

Attachments

Nil

RECOMMENDATION

That Council:

1. Notes the January 2020 Update Report on the Coonabarabran Emergency Water Supply Project.
2. Receives these reports on a bi-monthly basis as an Emergency situation no longer prevails.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 27 Water Restrictions across the Local Government Area

Division:	Environment and Development 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 Council of the water supply situation across the six Shire towns, including the recent easing of water restrictions to Level 1 across the LGA – except for Coonabarabran; and to gain Council's approval for the introduction of permanent Level 1 restrictions across all Shire towns as a minimum restriction level, even if the water source situation would allow unrestricted use.

Background

The recent severe, prolonged and possibly still ongoing drought has seen a variety of restrictions in place across Council's six towns over the last years.

Recent rain has – for the first time since 2016 – put a significant amount of water back into Timor Dam, which now is at 93.3%; Castlereagh River is flowing in Coonabarabran, Binnaway and Mendooran; river well and bore levels have recharged; surface soil is saturated; the area has greened up and demand has generally reduced, especially with cooler and shorter days.

Issues

Following the February and March rainfalls, the easing of water restrictions in all towns has now been indicated.

The water supply situation has been as follows:

Baradine

The bore supply is good; however restrictions were required to be introduced when demand approached the clarifier capacity of 1 ML/day at which point dirty water can be expected in the reticulation due to iron and manganese oxide precipitations.

Binnaway

The recent drought saw the river at point of intake with no flow and reduced flow in the river well. The current water access licence stipulates that water shall not be sourced from the river well if river flow ceases at the point of intake. The newly established back-up bore provided additional supply to supplement the river water; however was now found to be high in fluoride (around 2 mg/L) and recent radiation measurements exceeded health guideline values, therefore the bore supply cannot

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

be used until further sampling and testing has been performed and evaluated. Following last month's rain events, the river is flowing again and the river well is overflowing.

Coolah

The well level has been stable, recharging well and there do not appear to be impacts from local irrigators.

Coonabarabran

Following recent rain the dam level has increased to 93.3%, there is flow over the V-notch at Poundyard Weir and the bore supplies are going well. A separate report on the Coonabarabran Emergency Supply Project is presented under a different item within this Business Paper; a longer-term graph of the level in Timor Dam is presented in Attachment 1.

Dunedoo

There is an annual fluctuation of the well level with decreased levels in summer, often necessitating the introduction of water restrictions. Since 2012 years the well has consistently decreased on average. Recent rain saw a recharge of 5 meters; a long-term graph of the well level in Dunedoo as well as a shorter-term one with imposed water restrictions are presented in Attachment 2.

Mendooran

The recent drought saw both river and bore levels depleting, with suspected impact of local irrigators. An additional problem was the appearance of algae blooms in the Water Treatment Plant sedimentation lagoons when using the bore water in the summer months, jeopardising the treated water supply. A transportable diesel turnover pump has now been purchased from left-over funds from the new bore installation; it has proven to be effective in treating the algae outbreaks. Following last months rain events the river is flowing again with recharged levels in the river well and bore. A graph of the river and bore levels in Mendooran is presented in Attachment 3.

To responsibly and sustainably manage Council's water sources, it is recommended to introduce a minimum of Level 1 water restrictions permanently across all towns. Under circumstances/in towns where unrestricted use would normally be permitted, it is recommended that a modified Level 1 is introduced with the following exceptions:

1. Watering of gardens is permitted outside the designated water hours during the establishment of new garden beds/plants.
2. Washing of cars is permitted in the driveway when using high pressure water cleaner.
3. Cleaning of paved surfaces/walls is permitted as required when using high pressure water cleaner.

A copy of a current level 1 restriction notice is provided in Attachment 4.

Options

Council has the option to

- a) adopt modified Level 1 water restrictions permanently as a minimum,
- b) adopt current Level 1 water restrictions as a minimum, or

WARRUMBUNGL E SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

- c) permit unrestricted use of water across its six towns of Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran.

Option (a) is recommended.

Financial Considerations

The restriction of water use has the potential to reduce usage based revenue; however, from past experience, the biggest factor driving demand has shown to be climate.

Attachments

1. Longer-term graph of Timor Dam level.
2. Long-term graph of Dunedoo well level and shorter-term graph with imposed water restriction levels.
3. Mendooran River well and bore level graphs.
4. Current Level 1 water restriction notice.

RECOMMENDATION

That Council:

1. Notes this report on water restrictions across the Local Government Area.
2. Adopts the introduction of modified level 1 water restrictions as a minimum permanently across its six towns of Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran with the exceptions/modifications being:
 - i. Watering of gardens is permitted outside the designated water hours during the establishment of new garden beds/plants.
 - ii. Washing of cars is permitted in the driveway when using a high pressure water cleaner.
 - iii. Cleaning of paved surfaces/walls is permitted as required when using a high pressure water cleaner

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 28 Condition Assessment of Existing Groundwater Bores Project

Division:	Environment and Development 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 inform Council of the Orana Water Utilities Alliance (OWUA) Condition Assessment of Existing Groundwater Bores project and to seek Council's approval to include the required amount into this Financial Year's budget via supplementary vote.

Background

The 2016 Lower Macquarie Water Utilities Alliance (LMWUA) Water and Drought Security Study (Attachment 1) produced six key regional recommendations one of which was to carry out a condition survey of bores that aims to address water security, water quality and infrastructure renewals. Except from newly installed bores, the state of existing bores is largely unknown.

The 2018 formed OWUA, succeeding the LMWUA, applied for funding through the Safe and Secure Water Program (SSWP) for a Condition Assessment of Existing Groundwater Bores Scoping Study in March 2019 (Attachment 2). Council agreed to be part of this project, and was advised in October 2019 that the funding had been granted.

The project includes the assessment of a total of 31 bores within 17 towns/villages in 5 of the 11 OWUA councils; 12 of these bores are located within 5 towns and 2 villages in the Warrumbungle Shire Council area as per table below.

Town/Village	Number of bores to be assessed
Coonabarabran	4
Coolah	2
Baradine	2
Dunedoo	1
Mendooran	1
Bugaldie	1
Kenebri	1

The outcomes of the scoping study projects will allow Council to:

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

- Plan future infrastructure upgrades and renewals of bores to ensure a safe and secure water supply and improve ground water supply productivity and efficiency
- Ensure long term sustainability of water supply by providing bore configuration data and hydrological characteristics
- Provide information that will allow potable bore water supplies to be accurately categorised in respect to Microbial Health Based Targets (MBT).

The condition assessment will also address the current Australia Drinking Water Guidelines (2011) recommendation to regularly monitor bores, including bore construction. Regular assessments intend to confirm that preventative measures implemented to control hazards are functioning properly and effectively, and therefore, not putting the health and safety of the public at risk.

Issues

The project is being coordinated by Mid-Western Regional Council on behalf of OWUA. The tender submissions for the project are currently being assessed, and a contractor is now expected to be awarded the tender and begin works within weeks.

Financial Considerations

Council's share of the project is estimated to cost \$272,903 with a 25% contribution of \$68,226.

This amount has been considered for inclusion in 2020-21 capital budget; however Mid-Western Regional Council on behalf of OWUA expects the project to be completed within this Financial Year. A supplementary vote to the next Quarterly Budget Review will be lodged for Council's consideration to fund this amount.

This funding covers the condition assessment of the bores and preparation of a rehabilitation measures report. Any rehabilitation measures identified as being necessary are currently unfunded but may be subject to future funding requests.

Attachments

1. Condition Assessment of Existing Groundwater Bores Scoping Study – Detailed SSWP Application.
2. LMWUA Water and Drought Security Report 2016.

RECOMMENDATION

That Council:

1. Notes the report on the Condition Assessment of Existing Ground Water Bores Project.
2. Authorises the additional expenditure estimated to be \$68,226 with the next Quarterly Budget Review.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 29 Dunedoo Sewer – Not Charged Connected and Not Connected Properties

Division:	Environment and Development Services
Management Area:	Warrumbungle Water
Author:	Manager Warrumbungle Water – Cornelia Wiebels
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF6 That Council is financially sustainable over the long term

Reason for Report

The main purpose of this report is to initiate the process for charging sewer connected and not connected fees for 14 identified properties in Dunedoo that currently are connected to sewer or are within 75 metres of a sewer main but have not paid the appropriate sewer related fees.

The secondary purpose is to point out and address other identified issues resulting from smoke testing performed in late 2017.

Background

Smoke testing was performed Shire wide in Council's towns with gravity sewer collection systems (Coolah, Dunedoo, Coonabarabran) in late 2017. The purpose was to identify properties with illegal connections (stormwater plumbed into sewer) and infiltration from inappropriate/failed installations with the aim to eventually reduce inflow to the STPs during rain events.

Issues

The smoke testing reports resulted in three (3) main issues, of which only one (item 3 below) is considered in detail within this report –

- 1) The difficulty to transfer the knowledge gained from the smoke testing inspections into beneficial action. This is currently addressed by the Department of Environment and Development Services and will be subject of future reports.
- 2) The indeterminateness of the so called 'boundary shaft'. Traditionally, Council used to maintain these inspection outlets located within the property, however this is resource wise (staff and financially) not feasible and other councils have policies extending their responsibility as far as the sewer junction only (= point of connection). A separate report will be presented on this matter in future.
- 3) For Dunedoo an unusually high number of properties remained uninspected. Usually, uninspected properties were vacant land or resulted from the inability to access. In comparison, for Coolah and Coonabarabran this number was low.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Further investigations by Council staff on item 3) found that 14 of the uninspected properties were not being levied the appropriate sewer connected or not-connected fee through Council's rates system; 10 of those were found to be connected to sewer, 4 were found to be within 75 m of the sewer main with the possibility to connect. The split up is as follows:

- 4 properties being within 75 m of the sewer main with the possibility to connect, however no access charge levied
- 9 properties connected, however only access charge levied
- 1 property connected, no charge levied

For the majority of those 14 properties, it is unclear when they were connected or when a sewer main was installed next to the property or why they did not get levied at the time of sewer main installation/connection.

One main was found that appears to have been installed/extended in 2003, however did not show on current maps at the time of smoke testing. Along this extension, 2 properties are connected but not paying the appropriate fee.

The remainder of the not adequately levied properties is distributed across the township with an accumulation of 8 properties in 7 blocks East of Caigan Street and West of Merrygoen Street between Tucklan and Adelyne Streets.

Other issues identified as part of the smoke testing exercise are as follows:

- 4) Inaccuracy of sewer mains/manhole location in Council's GIS system (poor GPS accuracy during previous survey resulting in misalignment with cadastre)
- 5) Incomplete and outdated information on existing sewer mains in Council's GIS system (existing mains/manholes not recorded)
- 6) Previous insufficient communication between Warrumbungle Water and Rates with regards to newly installed sewer connections, resulting in unlevied properties
- 7) Infiltration from manholes could not be considered during the smoke testing as the tests required to have the manholes open

Note: There are currently a total of 689 manholes recorded in Coonabarabran, 233 in Coolah and 175 in Dunedoo.

Options

To address item 3 above, the following can be undertaken:

- After giving notice to the relevant rate payers, raise connected charges for the 10 connected properties for the current FY and request back charges for the last three (3) FYs unless evidence can be produced that the connection occurred at a later stage or that the property has been owned for a lesser amount of time.
- Advertise the existence of the sewer mains in the Gazette and then start charging not connected charges for the 4 properties that are within 75 m of an existing sewer main. According to the Local Government Act, Section 553 (b) a charge cannot be raised until

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

“... 60 days after notice is given by the council in the Gazette of the extension of the sewer or until the date on which the land is connected to the sewer, whichever is the earlier”.

To address items 4) to 7) above the following is being undertaken:

- Manhole asset condition assessment by operational staff, including accurate recording of GPS location (addresses items 4, 5 and 7)
- Complete notification form to Rates when new sewer connection is installed, addresses item 6
- complete record form for mains extensions/replacements/relining, addresses item 5

Financial Considerations

Revenue losses and potential gain from the 14 properties currently not being adequately charged:

The fees for residential sewer connected and not connected is currently \$667 and \$427; this equates to a loss of revenue of \$4,535 for this FY.

Charging the 10 connected properties back for FY18/19 (\$580), 17/18 (\$505) and 16/17 (\$498) would result in revenue of \$6,695. Charging them additionally this FY would yield another \$2,827.

Charging the 4 not-connected properties would result in additional revenue of \$1,708 if charged this FY.

A summary of revenue losses and potential gains from the 14 properties is given in the table below.

	Charges (\$)		Loss of Revenue (\$)			Potential Revenue Gain (\$)		
	Connected	Not Connected	Connected	Not Connected	Sum	Connected	Not Connected	Sum
FY16/17	498	319	2,109	1,276	3,385	2,109	-	2,109
FY17/18	505	324	2,134	1,296	3,430	2,134	-	2,134
FY18/19	580	372	2,452	1,488	3,940	2,452	-	2,452
FY19/20	667	427	2,872	1,708	4,535	2,872	1,708	4,535
Sum			9,522	5,768	15,290	9,522		11,230

Attachments

Nil

RECOMMENDATION

That Council:

1. Notes the report on Dunedoo Sewer – Not Charged Connected and Not Connected Properties.
2. After giving notice to relevant rate payers, commences charging the ten (10) connected properties for this Financial Year and request back pay for the last three (3) Financial Years.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

3. Advertises the existing sewer mains in the Gazette and then starts charging the four (4) not connected properties.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 30 Inland Rail Update Report, March 2020

Division:	Development Services
Management Area:	Development Services
Author:	Manager Economic Development and Tourism – Jo Houghton
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 – 19 March 2020

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:

- General Manager and Acting Economic Development and Tourism Manager attended Inland Rail expression of interest public information evening at Baradine Bowling Club Thursday 14 November 2020. Guest speaker Russell Stewart, Chair of Regional Development Australia (Northern Inland NSW), held of community discussion about prioritising infrastructure projects for Inland Rail.
- Community Consultative Committee meeting – Council's Mayor and Director attended the N2NCCC Narrabri Sub-committee meeting held on Wednesday 26 February 2020. Minutes of the meeting are not yet available, however minutes from previous meetings are available at www.inlandrail.com.au
- Department of Infrastructure informed Council the commencement of the feasibility analysis for Interface Improvement Program - Baradine Silos, has been further delayed. This is due to business consultants to conduct the feasibility analysis are yet to be finalised from the procurement process. Council will be notified once consultants are confirmed to organise introductions with the working group.
- Council met ARTC and Department of Infrastructure, Transport, Regional Development Representatives to identify key industries, opportunities, and local businesses within the region that could potentially make use of the upcoming ARTC rail routes.
- Landowners within 100 kilometres of the proposed Inland Rail route in NSW are invited to contact Inland Rail about protecting native vegetation on their property through a Biodiversity Stewardship Site. Inland Rail are looking to purchase biodiversity credits to offset the impacts from construction of the Inland Rail projects in NSW. Benefits to landholders entering a Biodiversity Stewardship Site and selling credits to Inland Rail include:
 - guaranteed, regular payments to manage the site
 - reimbursement of opportunity costs for the site
 - Inland Rail support with ecological investigations and registering the site
 - Incorporating conservation into long-term management and control of your land.Inland Rail are seeking properties that contain grassy woodlands or grasslands or semi-arid woodland vegetation communities. More information: <https://inlandrail.artc.com.au/biodiversity-offsets-eoi>
- There are 2 Inland Rail websites, the site managed by the Federal Government will release its' first e-newsletter March 2020. To subscribe to the e-newsletter go to: www.inlandrail.gov.au/inlandrailssubscribe

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

- Narromine to Narrabri Community Drop-In Sessions - Inland Rail will share the current focused area of investigation with local communities. Sessions are being held along the alignment. The community is encouraged to attend, discuss, meet the team and hear the latest updates on the project. Inland Rail contingents from Canberra are expected to attend this session too. The community session will be held Tuesday 10 March 2020, 11am–3pm at Baradine Bowling Club, 51 Narren Street Baradine NSW.

Options

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

Financial Considerations

Nil

RECOMMENDATION

That Council notes the Inland Rail Update Report.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 31 Land Use Planning Changes to Assist Communities Recover from NSW Bushfires

Division:	Development Services
Management Area:	Development Services
Author:	Manager Planning and Regulation – Ken Stratton
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

To inform Council of land use planning changes to assist communities recovering from NSW bushfires.

Background

The State Government has introduced changes to planning legislation to assist in the recovery from the recent bushfires within NSW. Due to the number of homes and properties damaged and destroyed, it is intended that the changes will make it easier for people to recover and rebuild.

Issues

The key changes to legislation are via amendments to the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 Codes SEPP) which allow a range of low impact works to be carried out as exempt development. The amendments came into effect on 31 January 2020 and include:

- Allowing temporary and non-structural permanent repairs to be carried out within a two year window period of the event.
- Being able to put a shipping container on private land in the fire effected area for storage purposes for up to two years.
- Buildings will be able to be demolished that have been substantially damaged or partially demolished them to make safe.

Amendments have also been made to the Local Government (Manufactured Homes Estates, Caravan Parks, Camping Grounds and Movable Dwellings) Regulation 2005 which came into effect on 5 February 2020 and include:

- People who have been affected by bushfires will be able to live in movable home in a caravan park or camp ground for a period of up to two years if they are unable to return to their homes without the need for Council approval.
- People effected by the bushfires and whose homes have been substantially damaged may install a caravan on the land and live in it for a two years without Council approval.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Further to legislation changes, support from Department of Planning currently on offer includes:

- Affected property owners can contact the Department and arrange for a BASIX Certificate to be issued free of charge.

The legislation has been developed to assist the residents recently affected by bushfires in NSW. However, as the legislation applies to the state of NSW, it is applicable within Warrumbungle Shire for future bushfires that may occur within our LGA. This legislation change does not apply to the residents affected by the Wambelong and Sir Ivan Fires however it will apply to any future bushfires that occur within the Warrumbungle Shire Council area.

Financial Considerations

Nil

Attachment

1. NSW Office of Local Government Circular 20-04/21 February 2020 / A692152 – Land use planning changes to Assist communities recover from NSW Bushfires.

RECOMMENDATION

That Council notes the content of the report on the Land Use Planning Changes to Assist Communities Recover from NSW Bushfires.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 32 Notice of Motion – Management of Trees along Council roads

Notice of Motion – Management of Trees along Council roads

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

That Council:

1. Be provided with a report from staff that outlines Council's current policy/practice for the management of trees overhanging roadways; the management of growth of timber along road edges; and the removal of fallen timber on road reserves.
2. Consider in the budget preparations an allocation of \$100,000 for an annual program to remove tree branches overhanging roads and ensuring that no new growth be allowed within 6 meters of edge of road pavement.

**RAY LEWIS
COUNCILLOR**

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 33 Notice of Motion – Water Tanks and Plumbing at Coonabarabran Fringe RFS

Notice of Motion – Water Tanks and Plumbing at Coonabarabran Fringe RFS

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

That Council seeks funding for water tanks and plumbing at the Coonabarabran Fringe Rural Fire Brigade Station to help drought proof that facility.

The Brigade needs water for:

- Cleaning trucks and equipment especially hoses.
- Wash down after incidents.
- Shed cleanliness.

**PETER SHINTON
COUNCILLOR**

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 34 Notice of Motion – Coonabarabran History Group Tenancy at Coonabarabran VIC

Notice of Motion – Coonabarabran History Group Tenancy at Coonabarabran VIC

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

That the Coonabarabran History Group be charged a pepper corn rent of \$1 per annum to occupy their agreed area of the Coonabarabran Visitor Information Centre and that a standard lease be designed to reflect the agreed requirements of both parties.

**PETER SHINTON
COUNCILLOR**

General Manger's Comment

In the report to Council to provide office accommodation to the Coonabarabran Local History Group Historical the following conditions were considered appropriate:

- Council offer the room for two (2) years with an option to extend for a further two (2) year period at nominal rent set to cover the cost of electricity and water usage (estimated at \$500.00 pa) as described in an agreement/Memorandum of Understanding (MOU).
- DPS to pay for the cost of the move and MOU.
- DPS staff to volunteer their time to assist working at the VIC counter to cover lunch breaks and other peak times.
- The gas heating for the room is at the cost of DPS. This is able to be separated as the gas outlet runs off a separate gas bottle.
- DPS not to enter the building outside VIC operational hours without consent of Council's Manager EDT and/or VIC Coordinator.

Council resolved, Minute No. 377/1819, that Council:

1. Provide Coonabarabran DPS Local and Family History Group Inc with office space at the Coonabarabran Visitors Information Centre as of 19 April 2019.
2. Authorise the General Manager to negotiate and enter into a formal agreement/Memorandum of Understanding outlining conditions of the agreement for use of office space at the Coonabarabran Visitors Information Centre between Coonabarabran DPS Local and Family History Group Inc for a period of two (2) years with an option to extend for a further two (2) year period.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 35 Notice of Motion – Coonabarabran Golf Club refund of Non-Complaint Discharge Fees

Notice of Motion – Coonabarabran Golf Club refund of Non-Complaint Discharge Fees

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

That the non-complaint discharger fees be refunded to the Coonabarabran Golf Club due the financial hardship of the Club and the difficulties endured through the recent long devastating drought.

**KODI BRADY
COUNCILLOR**

General Manager's Comment

Businesses like the Coonabarabran Golf Club are charged for the disposal of liquid trade waste into the sewerage system. Until the Coonabarabran Golf Club became complaint with requirements it has been charged the higher fee for Liquid Trade Waste.

Liquid trade waste is discharged into the Council's sewage system as well as the normal domestic sewage. This includes liquid waste from cafes, restaurants, bakeries, hotels and motels, service stations, industrial businesses, supermarkets, schools and hospitals. Sewerage systems are generally designed for waste from domestic sources that are of predictable strength and quality. Untreated liquid trade waste can put much greater demands on Council's sewerage system than domestic sources, and can impact on the public, workers, the environment, and Council's sewerage system if not managed properly. For example, grease, oil, and solids can build up causing blockages and sewer overflows; strong wastes can cause corrosion of the sewerage system or produce offensive odours.

All businesses are charged the LTW charge however higher charges (non-compliant), as in this instance, are levied on those businesses not compliant with requirements.

The difference in fees is \$2,948.14.

	Charged (Non-compliant charge)	Compliant Charge	Difference
October 2019 Charge	\$1,889.08	\$252.84	\$1,636.24
January 2020 Charge	\$1,499.33	\$187.43	\$1,311.90
Total	\$3,388.41	\$440.27	\$2,948.14

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Council can waive (donate) funds to organisations however this is regulated by the Local Government Act. Section 356 provides:

356 CAN A COUNCIL FINANCIALLY ASSIST OTHERS?

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

Council does not operate a program of providing donations to the extent requested by the Coonabarabran Golf Club, hence advertising in accordance with Section 356 (2) is required.

Council's Code of Meeting Practice Provides:

3.12 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:

- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
- (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

With Council's financial position of regularly running deficits Council should be showing discipline when it comes to providing donations.

In accordance with clause 3.12(a) of the Code of Meeting Practice if Council was to approve the making of a donation to the Coonabarabran Golf Club then this be made from Council's Financial Assistance Program. Should the funding come from this source then of course it will mean that Council will be unable to allocate the funds to other organisations.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

Item 36 Reports to be Considered in Closed Council

Item 36.1 Organisational Development Monthly Report – March 2020
Division Executive Services
Author Manager Organisation Development – Chris Kennedy

Summary

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

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

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

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

RECOMMENDATION

That the Organisational Development Monthly Report – March 2020 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 36.2 Mayoral Minute – General Manager's Interim Performance Review
Division Executive Services
Author Mayor – Councillor Denis Todd

Summary

The purpose of the Mayoral Minute – Interim General Manager's Performance Review is to report on the review that was carried out on 3 March 2020.

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)

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 March 2020

RECOMMENDATION

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

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).