



Ordinary Council Meeting

Agenda

16 April 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, 16 April 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

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Council's Vision
Excellence in Local Government

Mission Statement

We will provide:

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

Values

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

WARRUMBUNGLA SHIRE COUNCIL

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AGENDA

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

Turn Off Mobile Phones

Audio Recording of Council Meetings

Apologies/Leave of Absence

Confirmation of Minutes

19 March 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

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Item 1 Mayoral Minute – Mayors Log of Activity, Kilometres Travelled and Expenses from 16 March 2020 to 7 April 2020

MAYORAL MINUTE - MAYORS ACTIVITY

<u>Date</u>	<u>Type</u>	<u>In/Out</u>	<u>Activity</u>
16-Mar	Meeting	Attended	Coolah Community Consultation Meeting
16-Mar	Letter	In	Essential Energy - building stronger partnerships with local councils
17-Mar	Letter	In	Frankston City Council - Join the call for the Federal Government Royal Commission Reform
17-Mar	Meeting	Attended	Mendooran Community Consultation Meeting
18-Mar	Meeting	Attended	Budget workshop
19-Mar	Meeting	Attended	GM contract meeting
	Meeting	Chaired	Council meeting. Roy Butler MP attended the meeting
20-Mar	Phone Call	Out	Parliament House to discuss coronavirus in racing. They were unavailable.
21-Mar	Phone Call	Out	Parliament House to discuss coronavirus in racing. They were unavailable.
	Phone Call	Out	Cr Doolan
	Phone Call	Out	GM
	Phone Call	Out	Graeme Fleming
23-Mar	Letter	In	The Hon. Sam Faraway - Stronger Country Communities Fund (The Hn. John Barilaro MP)
25-Mar	Phone Call	Out	Graeme Fleming to discuss GM contract
26-Mar	Meeting	Out	Teleconference with solicitors regarding TRRRC
	Meeting	Attended	Teleconference Orana JO meeting
	Meeting	Attended	Budget workshop. Cr Iannuzzi addressed the meeting about coronavirus
27-Mar	Phone Call	Out	Premier office regarding coronavirus. Unable to get in contact.
29-Mar	Phone Call	Out	Cr Iannuzzi regarding GM contract
	Phone Call	Out	Cr Doolan
30-Mar	Phone Call	Out	Roy Butler office regarding shutting the down the Shire
	Phone Call	Out	Mayor of Coonamble Shire regarding coronavirus
	Phone Call	Out	Cr Iannuzzi regarding GM contract
	Phone Call	In	Mabel Mancer regarding shutting the down the Shire
	Phone Call	In	Mary Milsom regarding shutting the down the Shire
	Phone Call	Out	National Parks regarding campers in the park
	Phone Call	Out	Mary Milsom regarding National Parks closure
1-Apr	Letter	In	Senator Deborah O'Neill - COVID-19
3-Apr	Meeting	Attended	Teleconference Orana JO meeting
7-Apr	Meeting	Attended	Teleconference Orana JO meeting

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Date of Journey		Purpose of Journey	Odometer		KM Travelled
Start Date	End Date		Start	Finish	
12-Mar	12-Mar	Baradine Progress Association Meeting	49877	49897	20
16-Mar	16-Mar	Coolah Community Consultation Meeting	49897	50079	182
17-Mar	17-Mar	Mendooran Community Consultation Meeting	50079	50192	113
18-Mar	18-Mar	Budget Meeting - Coonabarabran	50192	50311	119
19-Mar	19-Mar	Council Meeting - Coonabarabran	50311	50418	107
23-Mar	23-Mar	Bypass Meeting - Coonabarabran	50418	50530	112
27-Mar	27-Mar	JO Meeting and Dunedoo	50530	50672	142
1-Apr	1-Apr	Meeting Coonabarabran re: GM's Contract	50672	50867	195
Total KM travelled for period 12/03/2020 - 01/04/2020					990

MAYORAL MINUTE - EXPENSES 10 March 2020 to 9 April 2020

Date **Transaction Details** **Comments**

Nil expenses

RECOMMENDATION

That Council notes the report on the Mayor's Activity and Log of Kilometres Travelled for the period 16 March 2020 to 7 April 2020.

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Item 2 Councillors' Monthly Travel Claims – March 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 March 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	337	0.78	\$262.36
Cr Todd	-	0.78	-
Cr Brady	-	0.78	-
Cr Capel	1,230	0.78	\$959.40
Cr Clancy	258	0.78	\$201.24
Cr Doolan	370	0.78	\$288.60
Cr Hill	848	0.68	\$576.64
Cr Iannuzzi	-	0.78	-
Cr Lewis	660	0.78	\$514.80
Total:			\$2,803.04

Financial Considerations

Outlined above.

Attachments

1. Councillors Monthly Travel Claims

RECOMMENDATION

That the Councillors' monthly travel claims report for March 2020 in the amount of \$2,803.04 is noted.

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Item 3 Minutes of Traffic Advisory Committee Meeting – 26 March 2020

Division:	Technical Services
Management Area:	Technical Services Management
Author:	Personal Assistant to the Director Technical Services – Tracy Cain
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) and Ms Jackie Barry (TfNSW) (via teleconference).

IN ATTENDANCE: Mr Kevin Tighe (Director Technical Services), Mr Kumar Satkumaran (Manager Projects) and Ms Tracy Cain (Minutes).

APOLOGIES: Senior Constable Kelvin Kilsby (NSW Police) and Mr Mal Unicomb (Local State Member Representative).

CONFIRMATION OF MINUTES

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

Barry/Shinton

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.
- Binnaway Dip – installation of dip warning signs, kerb blisters and painted centre medians as per endorsed plan.
- '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.

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- Driver Reviver sign located on the northbound lane of Forest Road, around 1km south of the Castlereagh Highway is blocking an advance intersection warning sign. Council to consider relocation of signage.

- 1) Investigation on the feasibility and warrant for a safer bus stop area at Koala Crescent, Coonabarabran

RECOMMENDED that Council investigate the installation of 'School Bus Stop' and 'School Bus Route' signage on Timor Road with reference to Council's *'Guideline for School Bus Routes and Bus Stops'* for a safer bus stop area at Koala Crescent, Coonabarabran.

Barry/Shinton

- 2) Kerbside extension options to improve pedestrian and mobility access in John Street, Coonabarabran

The Committee determined that the proposed plans for pedestrian and mobility refuge options in John Street, Coonabarabran be revised to include dedicated disability parking and be brought back to the next Traffic Committee meeting.

- 3) Revised sign plan for caravan parking signs in Cassilis Street, Coonabarabran
Traffic Recommendation No 28/1920 of 27 February 2020 to be amended as follows:

28/1920 RECOMMENDED that an additional blue caravan parking sign in compliance with TfNSW Standards be installed in Cassilis Street, Coonabarabran adjacent to the car park (facing east) as per the endorsed sign plan.

Barry/Shinton

AGENDA ITEMS

- a) Haynes Hardware – Installation of 10kph Signs for One Way Traffic in Central Lane, Coolah

Moved to General Business.

- b) Warrumbungle Eventing – Request for Closure of Reservoir Street, Coonabarabran for Cross Country One Day Event – 12 July 2020

RECOMMENDED that approval be granted to Warrumbungle Eventing for the part closure of Reservoir Street, Coonabarabran on Sunday, 12 July 2020 between 9.00am and 3.00pm to conduct the Cross Country One Day Event subject to compliance with Council's Road Closure Guidelines and receipt of current public liability insurance.

Barry/Shinton

- c) Gunnedah Cycling – Sundowner Cycle Race from Coonabarabran to Gunnedah – 13 June 2020

RECOMMENDED that approval be granted to the Gunnedah Cycling & Triathlon Club to conduct the Annual Sundowner Cycle Race from Coonabarabran to Gunnedah on Saturday, 13 June 2020.

Barry/Shinton

GENERAL BUSINESS

Haynes Hardware – Installation of 10kph Signs for One Way Traffic in Central Lane, Coolah

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The Committee determined that Council write to Haynes Hardware requesting further details to warrant a 10kph speed zone in Central Lane, Coolah.

There being no further business the meeting closed at 10.45am.

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Thursday, 23 April 2020 commencing at 10.00am.

Note

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

- 1) Investigation on the feasibility and warrant for a safer bus stop area at Koala Crescent, Coonabarabran
- 3) Revised sign plan for caravan parking signs in Cassilis Street, Coonabarabran

RECOMMENDATION

That:

1. Council accept the Minutes of the Traffic Advisory Committee Meeting held at Coonabarabran on 26 March 2020.
2. Approval be granted to Warrumbungle Eventing for the part closure of Reservoir Street, Coonabarabran on Sunday, 12 July 2020 between 9.00am and 3.00pm to conduct the Cross Country One Day Event subject to compliance with Council's Road Closure Guidelines and receipt of current public liability insurance.
3. Approval be granted to the Gunnedah Cycling & Triathlon Club to conduct the Annual Sundowner Cycle Race from Coonabarabran to Gunnedah on Saturday, 13 June 2020.

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Item 4 Council Resolutions Report April 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, April 2020

RECOMMENDATION

That the Council Resolution Report for April 2020 be noted for information.

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Item 5 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 revoke.

Background

From time to time, Council endorses changes to its adopted annual budget by way of a revoke. A report on those projects that have been subject to a revoke 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 revoke items and their progress in the attached report.

Attachments

1. Revoke Report

RECOMMENDATION

That the Revoke Report be noted for information.

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Item 6 Community Financial Assistance Donations 2019/20 (Round Two)

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

Reason for Report

To present to Council 22 on time applications received in Round Two of the 2019/20 Community Financial Assistance Donations totaling \$10,900 for determination by Council.

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

Background

The budget allocation for this area is \$20,000 each year with \$6,800 expended in Round One 2019/20.

Applying groups and organisations were required to complete and submit the Community Financial Assistance Donations Application Form by the due date of Wednesday 18 March 2020. Applications submitted after the due dates have been referred to the next round of applications.

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

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

The Community Financial Assistance Donations are made in addition to annual donations and contributions outlined in Council's Donations' Policy. Annual Donations are considered in the yearly Operational Plan Budget and associated Delivery Program deliberations.

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Issues

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

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

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

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

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

- Received funding in the 2019/20 Round 1 Community Financial Assistance Donation Program for the same purpose as their 2019/20 Round 2 application, and
- Receives an annual donation from Council as part of Council's Donations Policy.

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

Financial Considerations

The 16 recommended recipients is well within budget at \$7,900 of the \$13,200 available.

Attachments

1. Community Financial Assistance Donations – all on time completed applications.
2. Summary table of applications and assessment comments.

RECOMMENDATION

That Council funds the following applications under Round Two of the 2019/20 Community Financial Assistance Donations at a total amount of \$7,900.

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Ref	Doc ID	Applicants	Amount Requested \$	Project Description
1	112546	Coonabarabran Community Christmas Lunch	500.00	Providing free Christmas lunch to the Coonabarabran Community
3	112417	Riding for the Disabled association NSW Coonabarabran branch	500.00	Riding boots for the disabled
6	112828	Dunedoo Historical Society and Museum	500.00	Dunedoo Swan Road Mural update/renewal
7	112830	Dunedoo Sports Club LTD	500.00	Purchase 4 mobile pull up banners for 'Tunes on the Turf' event
10	112842	Binnaway Progress Association	500.00	Hire of mobile movie theatre for school holiday/youth week activity
11	112864	Binnaway Tennis Club Inc.	400.00	Court lighting maintenance
12	112860	Dunedoo Area Community Group Inc.	500.00	Purchase two perspex boxes for educational purposes
14	112867	Goolhi Reserve Committee	500.00	Repairs to Goolhi Hall
15	112868	Mendooran and District Development Group Inc.	500.00	Contribution towards outdoor seating at Mendooran Mechanics Institute Hall
16	112909	Coolah Central School P&C Association Inc.	500.00	2 recycling bins and 1 family pool season ticket
17	112872	Binnaway Lions Club	500.00	Purchase a new bain marie
18	112968	Coonabarabran & District Chamber of Commerce	500.00	Purchase of sanitizing stations, signage and poster printing
19	112969	Yarn, Support, Connect Suicide prevention Network	500.00	Purchase public liability insurance
20	112992	Leadville Community Association Inc	500.00	Purchase a fridge
21	113155	Coolah & District Historical Society	500.00	Turee Creek Cemetery Memorial
22	113156	Coolah & District Historical Society	500.00	Coolah Railway Centenary
		Total	\$ 7,900.00	

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Item 7 Draft Operational Plan and Delivery Program 2020/21 – 2023/24

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

Reason for Report

In line with Council's Integrated Planning and Reporting Framework, the draft Operational Plan and Delivery Program 2020/21-2023/24 presented to Council for consideration before placement of the draft Operational Plan and Delivery Program 2020/21-2023/24 documentation on public exhibition for return at the next available Council Meeting, expected to be May 2020.

The draft Operational Plan and Delivery Program 2020/21-2023/24 presented has not considered in any detail the impact of the Corona Virus Pandemic both on the income and expenditure of Council's services delivery nor the additional Federal and State Government support that has been rolled out in recent weeks and continues to be rolled out on a weekly basis. Such consideration is to be included following the public exhibition period mentioned above.

The current draft consolidated income statement shows:

- Total revenue for 2020/21 is projected to be around \$40.7M. This total includes Capital Grants and Contributions of \$5M and Operational Grants and Contributions of \$14.8M.
- A projected consolidated Result deficit of \$2.55M before Capital Grant & Contributions and a projected net Operating Result surplus of \$2.5M after Capital Grant & Contributions.

A copy of the draft Operational Plan and Delivery Program 2020/21-2023/24 is provided as attachments to this report made up of four parts:

- Part 1 Operational Plan and Delivery Program 2020/21-2023/24 Introduction
- Part 2 Operational Plan and Delivery Program 2020/21-2023/24
- Part 3 Delivery program outcomes by activity, and
- Part 4 The Revenue Policy and Fees & Charges (Appendix 1) incorporating the Annual Donations Policy (Appendix 2) and Rate Maps (Appendix 3)

At this time only a limited number of submissions have been received under Council's Annual Donations Policy (closed 27 March 2020) and similarly under the request for External Budget Submissions (closed 17 January 2020).

A total of 24 external budget submissions were received; summary details are included within the report (copies of the submissions are also attached to this report).

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At this time none of the budget submissions have been included within the draft Operational Plan and Delivery Program 2020/21-2023/24.

Background

The draft 2020/21 Operational Plan and Budget sets out Council's proposed budget for next financial year. The budgets are presented in the form of consolidated statements and schedules, together with a more detailed breakdown at a functional and/or by fund level.

The draft plans have been prepared following a series of Executive Leadership Team (ELT) and Councillor budget workshop meetings and other input from various stakeholders over the past three (3) months.

Councils have also been advised that when considering financial performance and position, they should be focussing on the Net Operating Result before Capital Grants and Contributions. This may be a change in focus for some as previously Council generally focussed on a cash result. However, it is still very important to consider the cash results.

Additionally, while the Fit for the Future process relating to Council mergers has been finalised, there is still the need for Councils to implement the improvements they committed to, or implement alternate performance improvement strategies.

There are also a number of other significant impacts that have affected Council's financial result in this financial year and will impact future financial year results.

These include:

- The Corona Virus Pandemic,
- Ongoing impact of the drought,
- Ongoing cost shifting from other levels of government although improved capital related grants are generally noted,
- Ongoing impact of rate pegging and the ability of an ageing population with limited means to pay,
- The Advance payment of Financial Assistance Grants,
- The progressive success of implementation of the 372/1819 (18 April 2019) Resolution of Council relating to the adopted Financial Planning and Sustainability Policy,
- The Impact of expected change in depreciation due to the current revaluation process being undertaken for roads, bridges, drainage and other related assets,
- The Emergency Services Levies by the NSW State Government were increased in 2019/20 by over \$100,000, however, and although the Government decided to pay the extra amount, it is unclear what the end result that will apply for 2020/21, and
- The Macquarie Regional Library (MRL) indicated that the library services attributed contribution for the Warrumbungle Shire Council area, under the direction of the Dubbo Regional Council (DRC), would need to significantly rise or alternatively be reduced in some areas. A workshop presentation was made to Council in late 2019 and a report is under preparation to further consider options in Library Service Delivery for Council's consideration. The current Corona Virus related issues have impacted on completing this report.

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The Local Government Act, 1993, Section 8B, provides an overview of principles of sound financial management for Councils noting that the following principles of sound financial management apply to Councils:

- (a) Council spending should be responsible and sustainable, aligning general revenue and expenses.
- (b) Councils should invest in responsible and sustainable infrastructure for the benefit of the local community.
- (c) Councils should have effective financial and asset management, including sound policies and processes for the following:
 - (i) performance management and reporting,
 - (ii) asset maintenance and enhancement,
 - (iii) funding decisions,
 - (iv) risk management practices.
- (d) Councils should have regard to achieving intergenerational equity, including ensuring the following:
 - (i) policy decisions are made after considering their financial effects on future generations,
 - (ii) the current generation funds the cost of its services.

The Local Government Act 1993, Section 405, also outlines requirements in relation to Operational Plans, stating that:

- (1) A council must have a plan (its "operational plan") that is adopted before the beginning of each year and details the activities to be engaged in by the council during the year as part of the delivery program covering that year.
- (2) An operational plan must include a statement of the council's revenue policy for the year covered by the operational plan. The statement of revenue policy must include the statements and particulars required by the regulations.
- (3) A council must prepare a draft operational plan and give public notice of the draft indicating that submissions may be made to the council at any time during the period (not less than 28 days) that the draft is to be on public exhibition. The council must publicly exhibit the draft operational plan in accordance with the notice.
- (4) During the period of public exhibition, the council must have for inspection at its office (and at such other places as it may determine) a map that shows those parts of its area to which each category and sub-category of the ordinary rate and each special rate included in the draft operational plan applies.
- (5) In deciding on the final operational plan to be adopted, a council must consider any submissions that have been made concerning the draft plan.
- (6) The council must post a copy of its operational plan on the council's website within 28 days after the plan is adopted.

Following this meeting, it is intended to place the Draft Operational Plan and Delivery Program 2020/21 – 2023/24 documents on public exhibition closing no earlier than 28 days. The notice indicating the plans are on public exhibition will include a request to interested stakeholders that submissions may be made to the Council at any time during the period of public exhibition.

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Report

Draft Operational Plan 2020/21

The main features of the draft Operational Plan for 2020/21 on Public Exhibition are:

- The draft consolidated income statement shows that total revenue for 2020/21 is projected to be around \$40.7M. This total includes Capital Grants and Contributions of \$5M and Operational Grants and Contributions of \$14.8M. A projected consolidated Result deficit of \$2.55M before Capital Grant & Contributions and a projected net Operating Result surplus of \$2.5M after Capital Grant & Contributions.
- A projected General Fund Operating Result deficit of \$2.7M before Capital Grant & Contributions and a projected net Operating Result deficit of \$773,000 after Capital Grant & Contributions (includes Waste).
- Nil budget has been proposed for Warrumbungle Quarry as from 1 July 2020.
- A projected Water Fund Operating Result surplus of \$19,000 before Capital Grant & Contributions and a projected net Operating Result surplus of \$1.17M after Capital Grant & Contributions.
- A projected Sewer Fund Operating Result surplus of \$129,000 before Capital Grant & Contributions and a projected net Operating Result surplus of \$2.1M after Capital Grant & Contributions.

Rates, Annual Charges and Fees & Charges

The rates model proposed as part of the Operational Plan includes a 2.6% rate increase in line with the cap determined by the NSW Independent Pricing and Regulatory Tribunal (IPART) except for water 5% to achieve a small operating surplus. The rate peg will be applied equally across all categories, meaning all ratepayers will see an effective increase of 2.6%. Additionally, maps that shows those parts of Council's area to which each category and sub-category of the ordinary rate and each special rate included in the draft Operational Plan applies is included in the documentation.

Council has recently received the new property valuations used for rating purposes as from 1 July 2020. Though Council applies the rate pegging increase (2.6%) on each rating category variations of valuation changes across the shire area produces differences in the rate amounts ultimately levied from the 2.6% increase. Councillors were made aware of the affect of the rating valuation changes at the last Councillor Budget Workshop held Thursday 2 April 2020, particularly on the Farmland category ratepayers.

Sections 501 and 502 of the Local Government Act, 1993, provide information on what services Council can impose an annual charge and charges for actual use.

Section 501 states, for what services can a Council impose an annual charge?

(1) A council may make an annual charge for any of the following services: provided, or proposed to be provided, on an annual basis by the council:

- water supply services
- sewerage services
- drainage services
- waste management services (other than domestic waste management services)
- any services prescribed by the regulations.

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(2) A council may make a single charge for two or more such services.

(3) An annual charge may be levied on each parcel of rateable land for which the Service is provided or proposed to be provided.

Section 502, in relation to charges for actual use, states that, a council may make a charge for a service referred to in section 496 or 501 according to the actual use of the service.

In line with this, Council has developed its Revenue Policy, including fees and charges for the 2020/21 financial year. Council has proposed a number of increases in fees and charges for the 2020/21 financial year.

Water Fund

In order for the Water Fund to once again become self-sufficient, as is required by the NSW Government, a change in fees and charges has been proposed at 5%. The 2020/21 result has been modelled on achieving a net operating result before capital grants and contributions of a small surplus of \$19,000.

Sewer Fund

In order for the Sewer Fund to once again become self-sufficient, as is required by the NSW Government, a change in fees and charges has been proposed at 2.6% in line with General rate increase. The 2020/21 result has been modelled on achieving a net operating result before capital grants and contributions of a small surplus of \$129,000.

Waste

Section 496 of the Local Government Act, in relation to making and levying of annual charges for domestic waste management services, states that:

- (1) A council must make and levy an annual charge for the provision of domestic
- (2) waste management services for each parcel of rateable land for which the service is available.
- (3) A council may make an annual charge for the provision of a domestic waste
- (4) management service for a parcel of land that is exempt from rating if:
 - a. the service is available for that land, and
 - b. the owner of that land requests or agrees to the provision of the service to
 - c. that land; and
 - d. the amount of the annual charge is limited to recovering the cost of providing
 - e. the service to that land.

Further to this, Section 504 states that, in relation to domestic waste management services,

- (1) A council must not apply income from an ordinary rate towards the cost of
- (2) providing domestic waste management services.
- (3) (1A) Subsection (1) does not prevent income from an ordinary rate from being
 - i. lent (by way of internal loan) for use by the council in meeting the cost of

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- ii. providing domestic waste management services.
- (4) Income to be applied by a council towards the cost of providing domestic waste management services must be obtained from the making and levying of annual
- (6) charges or the imposition of charges for the actual use of the service, or both.
- (7) Income obtained from charges for domestic waste management must be
- (8) calculated so as to not exceed the reasonable cost to the council of providing those services.

In line with these requirements, a change in fees and charges has been proposed. The 2020/21 result has been modelled on achieving a net operating result before capital grants and contributions of a small surplus of \$198,000. Waste is normally included as part of General Fund activities.

External Submissions

A total of 24 submissions were received from members of the public for Council's consideration and are included in the attachments and summarised below.

No.	Doc ID	Where	Organisation	Proposals / Description	Proposed Cost
1	110574	Coolah	Coolah District Development Group	Emergency Bushfire Plan Dissemination	\$4,000
2	110619	Coolah	Coolah District Development Group	seating and signage at Bowen Oval Coolah	\$3,000
3	110618	Coolah	Coolah District Development Group	Disabled parking for Binnia St Coolah	\$2,000
4	110623	Coolah	Coolah District Development Group	increase to EDT budget	\$100,000
5	110624	Coolah	Coolah District Development Group	tree maintenance and replacement	\$16,000
6	110622	Coolah	Coolah District Development Group	roadworks on Coolah/Cassillis Rd	\$10,000
7	110621	Coolah	Coolah District Development Group	Upgrade Vinegaroy Rd - Stibbard's "Cambawarra"	\$80,000
8	110620	Coolah	Coolah District Development Group	Shire Youth Development Officer	\$90,000
9	110573	Coolah	Coolah District Development Group	Bowen Oval multi-User Storage Shed	\$60,000
10	110783	Coolah	Coolah District Development Group	Grants officer	\$120,000
11	110784	Coolah	Coolah District Development	Maintenance Coolah Library Gallery	\$5,000

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No.	Doc ID	Where	Organisation	Proposals / Description	Proposed Cost
			Group		
12	110785	Coolah	Coolah District Development Group	Permanent structure instead of bollards on Binnia St Coolah	\$3,000
13	110786	Coolah	Coolah District Development Group	Concrete wheel blockers to protect posts	\$3,500
14	110789	Coolah	Coolah District Development Group	Australia Day Pole & Decorative Banners2000	\$2,000
15	110790	Coolah	Coolah District Development Group	Coolah Swimming Pool upgrade toilets	\$30,000
16	110791	Coolah	Coolah District Development Group	Reflectors on main st blisters Binnia St Coolah	\$1,000
17	110792	Coolah	Coolah Volunteer Rescue Association	Acquisition of solar power and storage for new shed	\$20,000
18	110793	Coolah	Coolah & District Historical Society	Historical society premises	not stated
19	110996	Coolah	Coolah Landcare Group	Coolah shared path development stage 2	\$40,000
20	110998	Coolah	Coolah History Art Tourism Sub-Committee	Gallery Improvements	\$7,000
21	110999	Coolah	Moorfield Rd User Group	Moorfield Road Extension `	\$250,000
22	111002	Coolah	Jump the Stump Park	Skate park and learn to ride track	\$200,000
23	111014	Coolah	Three Rivers Little Athletics	Long Jump Pit and Runway	\$8,500
24	111770	Coonabarabran	Coonabarabran Chamber of Commerce	Shop locally Cards	\$5,000
				Total (excluding item 18)	\$1,060,000

Annual Donations Policy applications

Thirteen applications were received by the closing date of 27 March 2020 and these are currently being assessed and in some cases additional information is being collected. Currently 7 applications are recommended for inclusion at this time and additional information is to be tabled to Council at the meeting when the assessment has been completed.

Conclusion

This Councillor Budget Workshop reports have been updated to reflect the changes indicated and submitted in this report for Council's consideration for Public Exhibition.

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Attachments

1. Part 1 Operational Plan and Delivery Program 2020/21-2023/24 Introduction
2. Part 2 Operational Plan and Delivery Program 2020/21-2023/24
3. Part 3 Delivery program outcomes by activity
4. Part 4 The Revenue Policy and Fees & Charges (Appendix 1) incorporating the Annual Donations Policy (Appendix 2) and Rate Maps (Appendix 3)
5. External budget submissions received to date

RECOMMENDATION

That Council:

1. Receive the report on the Draft Operational Plan and Delivery Program 2020/21 – 2023/24;
2. Endorse the Draft Operational Plan 2020/21, including the Revenue Policy, to go on public exhibition for at least a period of 28 days commencing Friday 17 April 2020; and
3. Be presented with a further report following the exhibition period including any submissions made on the Draft Operational Plan and Delivery Program 2020/21 – 2023/24.

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Item 8 Investments and Term Deposits – month ending 31 March 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, \$2,000,000.00 worth of term deposits matured, earning Council a total of \$16,021.92 in Interest.

In March, the following placements were made in to term deposits:

\$1,000,000.00 with NAB at a rate of 1.33%

\$1,000,000.00 with NAB at a rate of 1.40%

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\$1,000,000.00 with AMP at a rate of 1.85%

The balance of the term deposits at the end of the month was \$11,500,000.00.

At Call

At call accounts are used to hold funds for shorter periods and generally are adjusted on a weekly basis to meet cash flow requirements. During the month, \$2,122.56 interest was charged on the balances in the accounts and net transfers of \$658,086.46 were made from these accounts resulting in a month end balance of \$3,300,780.93.

Income Return

The average rate of return on Investments for the month was 1.34% which exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 0.37% % by 258 points or 0.96%.

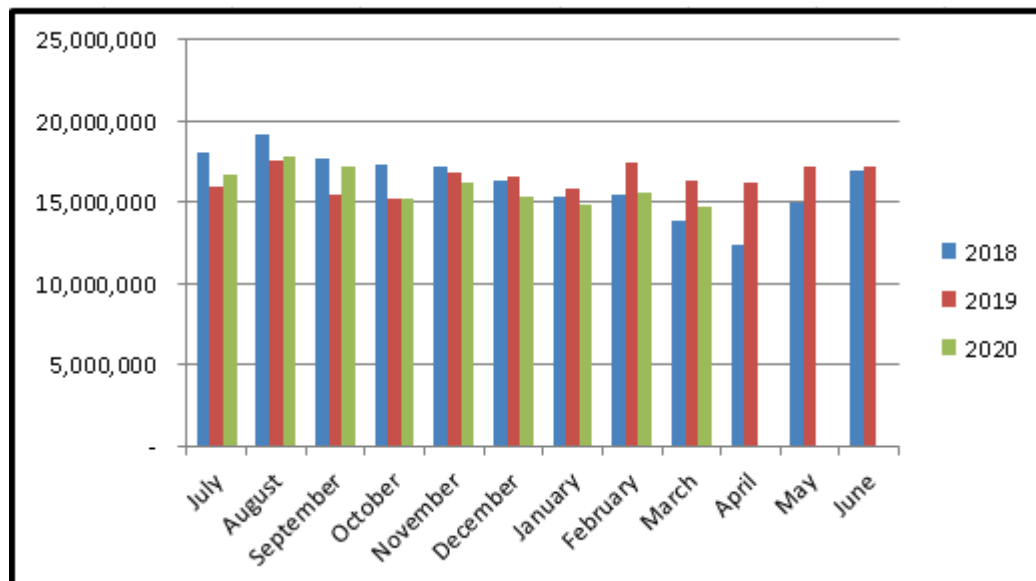
Council's full year budget for 2019/2020 for interest is \$301,529.00. At the end of March the amount of interest received and accrued should be around 75.00% of the total year budget, ie, \$226,146.75. On a year to date basis, interest received and accrued totals \$198,229.50 which is 65.74% of the 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 31 March 2020, Council had a cash at bank balance of -\$62,403.44 for one day. This deficit amount was due to misreading of actual bank balance, which included overdraft facility of \$500,000 when forecasting cash flows. This was corrected on 1st April 2020 by transferring funds from CBA At Call account.

Graph by Month Investments



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Table 1: Investment Balances – 31 March 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%	95,049.19
ANZ		At Call	at call	ADI	ADI	0.75%	8,959.34
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	0.92%	1,668,077.78
CBA At Call		At Call	at call	ADI	ADI	0.70%	1,526,794.14
Sub-Total							3,300,780.93
Term Deposits							
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
NAB	10-Mar-20	09-Jun-20	91	ADI	ADI	1.40%	1,000,000
NAB	30-Mar-20	27-Aug-20	150	ADI	ADI	1.33%	1,000,000
AMP	30-Mar-20	28-Sep-20	182	LMG	LMG	1.85%	1,000,000
Sub-Total							11,500,000
Total							14,800,780.93

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Credit Rating Legend

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

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Table 2: At Call and Term Deposits – Monthly Movements

Bank	Opening Balance	Interest Added to Investment	Net Placements/ Withdrawals	Closing Balance
NAB	354.52			354.52
NAB B pay At Call	439,059.98		(344,010.79)	95,049.19
ANZ	6,861.00	1.09	2,097.25	8,959.34
Regional Australia	1,545.96			1,545.96
T Corp IM Cash Fund	1,670,201.43	(2,123.65)		1,668,077.78
CBA At Call	526,794.14		1,000,000	1,526,794.14
Total at call	2,644,817.03	(2,122.56)	658,086.46	3,300,780.93
NAB	1,000,000.00	7,684.93	(1,007,684.93)	
NAB	1,000,000.00	8,336.99	(1,008,336.99)	
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
NAB			1,000,000.00	1,000,000.00
NAB			1,000,000.00	1,000,000.00
AMP			1,000,000.00	1,000,000.00
Total Term deposits	10,500,000.00	16,021.92	983,978.08	11,500,000.00
Total	13,144,817.03	13,899.36	1,642,064.54	14,800,780.93

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	1,668,077.78	11.27%	33.30%	Compliant
	Total Prime	1,668,077.78	11.27%	100.00%	Compliant
ANZ	ADI	3,008,959.34	20.33%	33.30%	Compliant
CBA	ADI	3,726,794.14	25.18%	33.30%	Compliant
NAB	ADI	3,895,403.71	26.32%	33.30%	Compliant
	Total ADI	10,631,157.19	71.83%	100.00%	Compliant
MAQ	UMG	1,500,000.00	10.13%	33.30%	Compliant
	Total UMG	1,500,000.00	10.13%	100.00%	Compliant
RAB	LMG	1,545.96	0.01%	10.00%	Compliant
AMP	LMG	1,000,000.00	6.76%	10.00%	Compliant
	Total LMG	1,001,545.96	6.77%	10.00%	Compliant
	Grand Total	14,800,780.93	100.00%		

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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 31 March 2020 including a total balance of \$14,738,377.49 being:

- \$3,300,780.93 in at call accounts.
- \$11,500,000.00 in term deposits.
- -\$62,403.44 cash at bank.

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Item 9 Occupation of the Mezzanine Level of the Coonabarabran Sport and Recreation Building

Division:	Technical Services
Management Area:	Technical Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Recreation and Open Space
Priority:	R03 The benefits of sporting and recreational activities in contributing to community health and wellbeing are well promoted throughout the Shire.

Reason for Report

The purpose of this report is to report on income and expenditure at the Coonabarabran Sport and Recreation Building and make a resolution in relation to activities currently being undertaken at the mezzanine level.

Background

The following resolution was made by Council on the 18 April 2019.

'362/1819 RESOLVED that

3. *Council be provided with a report in relation to ongoing issues at the complex plus advice on revenue raised at the centre.'*

There are a number of 'ongoing issues' at the Coonabarabran Sport and Recreation Building (the Building), but principal amongst them is occupation of the mezzanine level by the Coonabarabran Boxing Association. Other issues include; management of activities generally in the Building and validity of the RSL licence agreement.

The Building is a large building with a number of rooms or areas including; two squash courts, basketball court, large meeting / utility room, kitchen, change rooms, toilets and a mezzanine floor. At one end of the basketball court is a stage area that may be used for musical or theatrical performances. Currently there are some regular activities occurring in the Building including; drop in centre run by various charities, and gym, boxing and karate activities on the mezzanine level.

The Boxing Association has occupied the mezzanine level since 2004. Public access to the mezzanine level is via an external staircase and door. There is an internal door and stair case, however the door opens out from inside the mezzanine level.

There is a room in the Building occupied by the Coonabarabran RSL, who signed an agreement in 1976. The period of the agreement is 99 years.

Issues

The Coonabarabran Boxing Association hosts fitness and well being activities and programs on the mezzanine level of the Building. The Association says their programs are aimed at people with a range of needs from simply keeping fit to

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participating in competitive boxing and martial arts tournaments. Information provided by the Association is provided in Attachment 1. For a local sporting club there appears to be no doubt that many people in the community benefit from the programs hosted by the Association. However, there may be concern that the Association is not contributing to operating costs of the building and that some people are excluded from using fitness equipment in the mezzanine level.

The Building is on land that is classified as Community Land. The land is included in a Plan of Management (PoM) adopted by Council in 2017. The activities of the Boxing Association comply with approved uses of the land prescribed in the PoM. However the Association does not have a valid licence agreement to occupy the mezzanine level within the Building. The Local Government Act, and the PoM, prescribe that any proposed licence agreement must be prepared and advertised in accordance with Sections 46, 46A, 47 and 47A – D of the Act.

The Boxing Association has expressed a desire to utilise the main hall for particular fitness exercises. Currently the main hall is used by the Association for 30 minutes on Wednesday afternoons. It is proposed that management of activities in the main hall by the Association is outside any licence agreement for occupation of the mezzanine level.

Options

In relation to occupation of the mezzanine level of the Building, the following options appear to be available to Council:

1. Enter into a licence agreement with the Coonabarabran Amateur Boxing Association to occupy the mezzanine level of the Coonabarabran Sport & Recreation Building. An agreement period will need to be determined along with a commencement date, transition period and rental amount.
2. Publicly invite expressions of interest in occupying the mezzanine level of the Building. Under this process other community groups will have the opportunity to express an interest in occupying the mezzanine level. Criteria will need to be established to enable evaluation of the each submission, which may include pricing. From the groups expressing an interest, Council will need to determine which one is granted a licence agreement.
3. Council may demand payment of the daily access rate from the Boxing Association.

Council may also wish to explore the option of establishing some form of management committee for the Building. A management committee may be in the form of an incorporated community group or it may be a Council advisory committee.

Financial Considerations

The details of annual operating expenditure and income for the Building each year over the last four years is provided in Attachment 2. The operating cost associated with the mezzanine level only cannot be determined. The income received for the Building is mostly derived from hire of the drop in centre and main hall. No income has been derived from the mezzanine level.

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A copy of the current fees and charges is reproduced in Attachment 3. The daily cost of hiring the mezzanine level is \$32/day (incl GST).

Given that the Coonabarabran Boxing Association operates each day at the mezzanine level a weekly rental of \$224, or \$11,648 per year, does not appear to be appropriate for a community club. It may be more appropriate to consider recovery of some part of the costs associated with cleaning services and electricity supply. Historic costs for these items are provided in Table 1.

Table 1 – Coonabarabran Sport & Recreation Building – Costs associated with cleaning and electricity.

	2017	2018	2019	2020*
Cleaning and Electricity Costs Only	16,760	11,834	27,255	6,445

**Year to date*

Possible options for recovering the cost of cleaning services and electricity supply are shown in Table 2.

Table 2 – Options for recovering annual costs associated with cleaning and electricity

	Option 1	Option 2	Option 3
Cleaning and electricity costs whole building \$/yr	16,000	16,000	16,000
Costs attributable to mezzanine level %	15%	20%	25%
Costs attributable to mezzanine level \$/yr	2,400	3,200	4,000

Attachments

1. Licence Agreement information provided by the Coonabarabran Boxing Association Inc. (Confidential)
2. Annual operating income and expenditure for the Coonabarabran Sport and Recreation Building
3. 2019/2020 Fees and Charges for the Coonabarabran Sport and Recreation Building.

RECOMMENDATION

That the Coonabarabran Amateur Boxing Association Incorporated is given access to the mezzanine level at the Coonabarabran Sport and Recreation Building subject to the following conditions:

1. A licence agreement is in place to occupy the mezzanine level of the Coonabarabran Sport and Recreation Building.
2. The Coonabarabran Amateur Boxing Association Inc. is responsible for legal costs associated with preparing the licence agreement.
3. The period of the licence agreement is two (2) years renewable for a further two (2) years upon application to Council.

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4. The annual rental fee is \$2,400.
5. Daily use fee in accordance with Council's fees and charges will apply if after 28 days after the licence agreement document has not been returned by the Association.

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Item 10 Management of Hall Hire

Division:	Technical Services
Management Area:	Technical Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Community and Culture
Priority:	CC3 Our Shire is home to vibrant arts and cultural life of the Shire is promoted and supported as an essential aspect of community well-being.

Reason for Report

The purpose of this report is to consider current arrangements for hall hire throughout the Shire.

Background

Council made the following resolution on the 19 September 2019:

'106/1920 RESOLVED that a report be prepared by staff that lists the halls that are owned by Council and detailing the hiring costs of those halls, who manages the income and expenses, what equipment is available for hiring and overall hiring arrangements (including hire fees and bonds).'

A general description of current booking arrangements and facilities in each hall is provided in Table 1.

Table 1 – Hall facilities and current hire arrangements

Hall	General Hire Arrangements (see note)
Baradine Memorial Hall	<ul style="list-style-type: none">Fully equipped kitchenTables and chairs for 240Progress Association manages bookings, keys and cleaning
Mendooran Mechanics Institute	<ul style="list-style-type: none">KitchenetteTables and chairs for 150Key pick up and return to Post Office or Council SupervisorCleaned by Contractor
Coonabarabran Town Hall	<ul style="list-style-type: none">Fully equipped bar and kitchenSeats 300 plusCleaned by ContractorKey pick up and return to Council Office
Dunedoo Jubilee Hall	<ul style="list-style-type: none">Fully equipped kitchenBar area, no glassesCleaned by Contractor on request

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Hall	General Hire Arrangements (see note)
	<ul style="list-style-type: none">• Council Officer opens and closes the building
Goolhi Hall	<ul style="list-style-type: none">• No hire fee or procedures in place• Key pick up from local farmer
Binnaway Hall	<ul style="list-style-type: none">• Fully equipped kitchen• Tables and chairs for 100-150• Key pick up at Rural Supplies or from Council Officer• Cleaned by Contractor on request
Coonabarabran Sport and Recreation Building	<ul style="list-style-type: none">• Multiple rooms catering for sport and fitness activities.• Cleaned by Contractor• Key pick up from Administration Office
Coolah Pandora Gallery	<ul style="list-style-type: none">• Key access and events coordinated by Coolah District Development Group
Purlewaugh Hall	<ul style="list-style-type: none">• Two separate buildings, kitchen in supper room• Tables and chairs for 100• Access generally coordinated by local CWA• Cleaned by CWA• All items owned by CWA

Note: Booking form and fee schedule available for downloading from Council website. The form lists all halls except Goolhi Hall. Assessment for return of bond security done by Council's Property Officer for all halls except Baradine Hall, Goolhi Hall and Coolah Pandora Gallery.

Issues

The booking form, along with Council's fees and charges policy, appears to provide sufficient information to those people and groups wanting to hire any of the halls except for Coolah Pandora Gallery and Goolhi Hall. The venue booking form will need to be updated to reflect the booking arrangements at Goolhi and Pandora Gallery as well as confirming current arrangements in Binnaway and Baradine. A copy of the booking form is provided in Attachment 1.

Town halls are an important community facility and are often the only place in a community where public and private events may be held, however utilisation of the halls is sporadic and events at some halls are very infrequent. Details of users and frequency of use are provided in Attachment 2.

Fees collected from hall hire don't necessarily reflect actual usage as many hire events are undertaken by not for profit groups. Not for profit groups are entitled to request a waiver of the hall fee and the General Manager has delegation to approve or reject these requests. There is no policy or procedure that provides guidance for the General Manager on what defines a 'not for profit' group in relation to hall waiver. For example, for a group to demonstrate they are a charity should they have Deductible Gift Recipient (DGR) status? What about a group claiming they are not for profit but they are working as an agent for the National Disability Insurance Scheme (NDIS). Also, should schools, community groups not charging an entry fee be entitled to fee waiver? Developing a hire fee waiver policy or guideline will need to consider a

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complex array of events and users and in the end may not yield better utilisation or income for the halls.

Options

There does not appear to be any options in relation to management of bookings for any of the Halls, other than Council staff taking a more direct role for halls in Goolhi, Binnaway, Coolah and Baradine.

Financial Issues

The actual operating income and expenditure for each Hall over the last four years is shown in Table 2. The income received does not necessarily reflect hall usage as hall fees are often waived for not for profit groups using the hall. A copy of the relevant section of Council's fees and charges on hall hire is provided in Attachment 3.

Table 2 – Actual Operating Income and Expenditure

Hall	2020*		2019		2018		2017	
	Inc \$	Exp \$	Inc \$	Exp \$	Inc \$	Exp \$	Inc \$	Exp \$
Baradine Memorial Hall	0	24,461	0	9,543	0	9,304	0	14,438
Mendooran Mechanics Inst	4,467	10,879	1,802	12,634	2,058	16,027	1,874	11,503
Coonabarabran Town Hall	8,214	27,145	8,108	52,739	9,928	66,938	9,781	56,414
Dunedoo Jubilee Hall	473	17,517	2,415	19,174	2,210	17,621	927	19,733
Goolhi Hall	0	3,907	0	1,888	0	2,146	0	2,092
Binnaway Hall	0	21,775	1,135	68,090	158	16,288	274	36,908
Coonabarabran Sport and Recreation Building	2,084	23,712	863	57,990	186	50,585	707	61,036
Coolah Pandora Gallery	8,214	17,081	8,108	26,867	9,928	28,973	9,781	32,279
Purlewaugh Hall	47	5,757	195	16,364	0	5,545	182	23,091
TOTAL	23,499	152,234	22,626	265,289	24,468	213,427	23,526	257,494

Attachments

1. 2019/20 Council Venue Booking Form.
2. Hall Utilisation Information.
3. 2019/20 Council Fees & Charges for Hall Hire.

RECOMMENDATION

That this report on current arrangements for hiring Council owned halls be noted as information.

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Item 11 Drinking Water Management System Improvement Plan Implementation – March 2020 Update

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 present an update on the implementation of action items on Council's Drinking Water Management System (DWMS) Improvement Plan.

Background

Under the *NSW Public Health Act 2010* Council is required to maintain a Drinking Water Management System consistent with the Framework for Management of Drinking Water Quality as documented in the Australian Drinking Water Guidelines (ADWG).

Council developed its DWMS in late 2014; part of this DWMS forms a risk based – and therefore priority based – Improvement Plan containing action items. Both documents, the DWMS and the Improvement Plan, were presented to Council in Item 11 of the December 2019 Business Paper report.

Resolution 228/1920 item 3 requires the preparation of regular reports – at four monthly intervals – on the progress of implementing the Improvement Plan action items.

Issues

At the time of the December 2019 report, 160 out of the 340 Improvement Plan action items were completed, closed or implemented.

Since then, two further DWMS Improvement Plan workshops were held in mid December 2019 and late February 2020.

Meanwhile, 224 items have been closed, completed or implemented with 121 outstanding out of the new total of 345 items; a summary table is presented below. Both, the current Improvement Plan and a Progress Summary are included as Attachments 1 and 2.

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Priority	Status							To do Percent out of total
	Closed*	Complete	Complete, follow up required	Imple- mented	In progress	Not started	Total	
Very High	10	17	1		8		36	22%
High	43	49		17	42	6	157	31%
Medium	35	26		19	33	18	131	39%
Low	6	1		1	8	5	21	62%
Sum	94	93	1	37	91	29	345	

*Closed items were closed as they were covered by a new action or another action or actions.

The next DWMS Improvement Plan workshop is scheduled for late April 2020.

Options

This report is presented for Council's information only.

Financial Considerations

Engagement of a consultant to conduct the April 2020 workshop is costed at \$2,000 ex GST.

Attachments

1. DWMS Improvement Plan, February 2020
2. Improvement Plan Summary and Progress, February 2020

RECOMMENDATION

That Council notes the report on the Drinking Water Management System Improvement Plan Implementation – March 2020 Update.

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Item 12 Mendooran Water Quality Incident Review Report Implementation

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 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 progress in implementing recommendations from the Water Quality Incident Review Report on the Mendooran boil water alert, as per Council Resolutions 196/1718 and 227/1920.

Background

Following the Mendooran boil water alert in June 2017, a Water Quality Incident Review Report was prepared, which was presented in Item 25 of the November 2017 Business Paper. The final report contained 31 recommendations. Previous reports on the implementation progress were given in Item 39 of the February 2018 Business Paper, as well as in Item 20 of the May 2018, Item 21 in the August 2018, Item 15 of the December 2018, Item 13 of the March 2019, Item 9 of the June 2019, Item 15 of the September 2019 and Item 10 of the December 2019 Business Papers.

Issues

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

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

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

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	meeting agendas for operators and senior management
Complete (C)	The recommendation has been completed. Management plans have been updated. Operators and senior management reviewing treatment processes on a regular basis.
Shaded	Marked as completed since the previous report

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

Table 2: Recommendations

Mendooran Incident Debrief Recommendations, Implementation Status and Comments
<p><u>Recommendation 1:</u> <i>That online turbidity and chlorine residual monitoring is installed at Mendooran WTP.</i></p> <p>Status (R1): Implementation</p> <p>An application for Safe and Secure Water Program (SSWP) funding was submitted successfully for a ‘Mendooran Water Supply Modification Upgrade Concept Design’. The proposed upgrade includes the installation of further online instrumentation with appropriate feedback control to Programmable Logical Controller (PLC) /Supervisory Control And Data Acquisition (SCADA)</p> <p>In relation to this, two further applications for SSWP funding were successfully submitted for an ‘Automation and Process Instrumentation Audit, Scoping Study’ as well as for a ‘SCADA and Telemetry Network Upgrade, Design and Construct’.</p> <p>Change/progress since last report: No change in Status Label.</p> <p>A consultant was engaged in October 2019 to prepare the Concept Design; the design bases and site constraint reports have meanwhile been received. A consultant has been engaged to perform the Automation Audit, with site visits completed in December 2019; the draft report is 60% complete. The SCADA Upgrade funding deed was finalised and a consultant engaged to update the 2014 Concept Design.</p>
<p><u>Recommendation 4:</u> <i>That WSC investigates the installation of an inline booster pumping station on the outlet of the Standpipe reservoir to provide sufficient water pressure for a regular water main flushing program to be implemented, to improve the water supply system’s firefighting capacity and reduce overall water age by only storing water volumes sufficient to meet peak day demands.</i></p> <p>Status (R4): Implementation.</p> <p>The proposed upgrade referred to in <i>Status (R1)</i> includes the installation of an inline booster pump downstream of the standpipe reservoir.</p> <p>Change/progress since last report: No change in Status Label.</p> <p>A consultant was engaged in October 2019 to prepare the Concept Design; the design bases and site constraint reports have meanwhile been received.</p>
<p><u>Recommendation 5:</u> <i>That WSC investigates options to reduce water age in the Coolabah rural residential estate water supply zone. This could include isolation of</i></p>

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Mendooran Incident Debrief Recommendations, Implementation Status and Comments

individual reservoirs i.e. Reservoirs No. 1, No. 2 and/or No. 3, on a seasonal basis to only store water volumes sufficient to meet peak day demands.

Status (R5): Implementation.

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

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

A consultant was engaged in October 2019 to prepare the Concept Design; the design bases and site constraint reports have meanwhile been received.

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

Status (R6): Implementation.

In collaboration with Council's GIS officer.

Change/progress since last report: None.

Council has not had a dedicated GIS officer for an extended amount of time.

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

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

Status (R7): Implementation.

Eight positions of the new structure from July 2018 had been filled (Supervisors North and South, Team Leaders North, Treatment Plant Operator and Trainee Coonabarabran, Project Engineer and Treatment Plant Operator Baradine), one position has temporarily been filled on a higher duties basis (Team Leader South), one position remained vacant, two traditionally Urban Services positions remained to be transferred/filled. The Project Engineer position became vacant again in November 2019, the Supervisor South position in December 2019.

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

A trial of further change has been made to the Warrumbungle Water (WW) structure. The trial is for a period of six months following the resignation of the Supervisor South. The trial structure separates WW into 'Reticulation' and 'Treatment' vs into 'North' and 'South'. In the trial structure the two Urban Services positions report directly to WW. Vacant positions with the trial structure include the Project Engineer, the Apprentice Plumber South, and a Treatment Plant Operator North.

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

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Mendooran Incident Debrief Recommendations, Implementation Status and Comments

Status (R12): Complete.

The DWMS Annual Review Report was presented to Council in December 2019 together with the DWMS Improvement Plan. Resolution 228/1920 requires four-monthly reports to Council on the progress of implementing the Improvement Plan action items as well as Annual Review Reports of its Drinking Water Management System.

Related to Recommendation 18.

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

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

Status (R16): Implementation.

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

Change/progress since last report: None.

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

Status (R17): Implementation.

Integrity issues of 12 reservoirs were rectified in May 2019.

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

Purchase orders were issued in December 2019 and September 2019 to a contractor to re-establish the integrity of a further 6 reservoirs as well as for the creation of reservoir specific inspection checklists and an audit regarding access upgrade requirements. The replacement of the Dunedoo Rhodes St reservoirs has been budgeted for this and next FY; the replacement of Martin St reservoir is budgeted for FY2023/24.

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

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

(Noting that actions from many of the other Recommendations in this report would

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need to be included in this DWMS Improvement Plan).

Status (R18): Implementation.

Related to Recommendation 12.

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

- The DWMS Improvement Plan is up-to-date and four-monthly reports on implementation of the action items are presented to Council.
- The DWMS has been reviewed and annual review reports will be presented to Council.
- The updating of the risk assessments for each water supply system as part of the overall DWMS update is included in the NSW Health support project (Table 5).
- The updating of the DWMS is outstanding and it is recommended and intended to be done after the risk assessment updates. As NSW Health has advised that they will not provide funding to update the DWMS, this has to be paid for out of Council's operational budget.

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

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

Status (R19): Implementation.

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

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

Change/progress since last report: None.

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

Status (R20): Development.

Regulatory Services has a DWQ Monitoring Program that requires updating/finalisation. NSW Health has advised that they will not provide funding for an all-including DWQ Monitoring Plan.

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

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

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<p><i>involved with water quality sampling, testing and monitoring, undergo training and are involved in developing procedures for their work tasks.</i></p> <p>Status (R29): Implementation</p> <p>A Training Warrumbungle Water Program has been developed. DOI Water courses only run once to twice a year.</p> <p>Change/progress since last report: No change in Status Label.</p>
<p>Recommendation 30: <i>That WSC investigate and implements a process of its WTP operators to be certified under the National Certification Framework (NCF).</i></p> <p>Status (R30): Development</p> <p>A training plan/schedule is being developed to get WTP Operators certified under the NCF.</p> <p>Change since last report: None in Status Label.</p>
<p>Recommendation 31: <i>That WSC investigate and implement a formalised preventative maintenance program for all the WTP, reticulation and reservoir assets.</i></p> <p>Status (R31): Implementation.</p> <p>The NSW Health support project (<i>Table 5</i>) includes the development of O&M schedules for each WTP.</p> <p>Change/progress since last report: None.</p>

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

Status Label	Feb-18	May-18	Aug-18	Dec-18	Mar-19	Jun-19	Sept-19	Dec-19	Mar-20
Not yet started	15	12	1	0	0	0	0	0	0
Development	11	12	14	7	3	2	2	2	2
Awaiting funding	0	0	0	0	0	0	0	0	0
Implementation	5	4	8	12	15	15	12	12	11
Complete	0	3	8	12	13	14	17	17	18
Total No of Recomm's	31	31	31	31	31	31	31	31	31

Options

This report is presented for Council's information.

Financial Considerations

In relation to the DWMS implementation, NSW Health continues to provide financial support to help Council meet drinking water quality expectations and standards. One example is the NSW Health support project (*Table 5 in Attachment 3*), which stands in relation to Recommendations R16, R18, R19 and R31. An update report on the

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DWMS Improvement Plan implementation is given under a separate item within this Business Paper.

The funding for the Mendooran Water Supply Modification Upgrade Concept Design under the Safe and Secure Water Program (SSWP) – relating to Recommendations R1, R4, R5 and R16 – amounts to \$126,500, including a Council contribution of \$31,625.

The SSWP funding for the shire wide water and sewer SCADA/Telemetry System Upgrade – relating to Recommendation R1 – amounts to \$1M including a Council contribution of \$250,000.

The SSWP funding for the 8 Water Supply Systems Automation Upgrade Scoping Study – relating to Recommendations R1 and R16 – amounts to \$55,000 including a Council contribution of \$13,750.

DWMS related expenditure and commitments – relating to Recommendations R12, R17, R18 and R20 – include

In FY19/20:

- Engagement of a consultant to prepare the DWMS Annual Review Report: \$7,286.
- Engagement of a consultant to assist with the DWMS Improvement Plan: \$11,303.
- Engagement of contractor to re-establish reservoir integrity of further five reservoirs, and to provide site specific reservoir inspection checklists and WHS access audit: \$66,764; the total budget this FY for reservoir upgrades with regard to WHS, fencing and Circular 18 (*Attachment 4*) is \$85,000.
- Shire wide reservoir inspections and cleans for reservoirs that did not get done in FY2018/19 are budgeted at \$20,000.
- Dunedoo reservoir roof replacements Rhodes Street is budgeted at \$60,000.

In FY20/21:

- Dunedoo reservoir roof replacements Rhodes Street \$110,000
- Reservoir upgrades – WHS, Circular 18, fencing \$85,000
- Reservoir upgrades – internal structures \$70,000

In FY21/22:

- Reservoir cleans \$20,000
- Reservoir upgrades – internal structures \$70,000

In FY22/23:

- 4 yearly reservoir inspections and cleans \$45,000

In FY23/24:

- Coolah reservoir replacement Martin Street \$800,000.
- The received quote to develop a DWQ Monitoring Plan amounts to \$17,114.
- The received quote to update the DWMS amounts to \$21,436.

Prices given are ex GST.

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Attachments

1. Full 31 Recommendations from 2017 Mendooran Incident Review Report
2. Table 3, Progress of implementation of the 2014 audit recommendations
3. Table 5, Scope of works for NSW Health Support Project
4. Circular 18 – Assuring the safety of drinking water supplies

RECOMMENDATION

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

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Item 13 Review of Warrumbungle Waste

Division:	Development Services
Management Area:	Regulatory Services
Author:	Director Development Services – Leeanne Ryan
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI8 Local communities have access to effective waste and recycling services

Reason for Report

This report provides information on a business improvement review undertaken internally on Warrumbungle Waste. Key areas examined under the review include transfer station arrangements, green waste management, scrap metal, commercial recycling collections and CDS (Container Deposit Scheme) arrangements.

Background

Warrumbungle Waste is a business arm of Council that is responsible for managing Council's waste services across the Shire. Prior resolutions of Council resolved that all waste collections and transfers be undertaken in-house; apart from recent changes to putrescible waste transfers from transfer stations at Baradine, Binnaway, Ulamambri, Mendooran, Coolah and Dunedoo to the landfill in Coonabarabran, all being carried out by the local contractors Coona Waste Disposals under the Skip Bin Contract.

The waste services provided by Council have altered significantly over the previous years with changes introduced to the delivery of waste services across the Shire in line with industry standards. These changes include swapping blue recycling crates with yellow lidded bins, co-mingled recycling being sorted via a material handling facility (MHF), and extraction of the container deposit scheme (CDS) items under the Return and Earn state government initiative.

Issues

As part of the review a number of key areas were considered; and are discussed individually in further detail as part of this report – these being:

1. Transfers stations – a review of current opening hours, supervision, and costs.
2. Green waste – a review of future management.
3. Scrap Metal – a review of future management.
4. Commercial recycling collections – a review of future management.
5. CDS – a review of future management

1. Transfer Stations

Opening hours

Council's transfer stations have designated opening hours and are supervised by waste services staff. The opening times for each transfer station vary and are as outlined in the following Table 1.

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Table 1: Opening Days and Times for Council's Transfer Stations

Transfer Station	Days and Opening Times	Hours per week	Hours per year
Baradine	Tuesday 9.00 – 12.00 Thursday 9.00 – 12.00 Saturday 8.30 – 4.30*	13.5	702
Binnaway	Tuesday 2.00 – 5.00 Thursday 2.00 – 5.00 Sunday 8.30 – 4.30*	13.5	702
Coonabarabran Landfill and Recycling Centre	Monday 8.00 – 4.30 Tuesday 8.00 – 4.30 Wednesday 8.00 – 4.30 Thursday 8.00 – 4.30 Friday 8.00 – 4.30 Saturday 8.00 – 5.00^ Sunday 8.00 – 5.00^	84	4,368
Coolah	Monday 9.00 – 12.00 Wednesday 8.30 – 4.30* Saturday 8.30 – 4.30*	18	936
Dunedoo	Monday 2.30 – 4.30 Tuesday 2.30 – 4.30 Wednesday 2.30 – 4.30 Thursday 2.30 – 4.30 Friday 2.30 – 4.30 Sunday 8.30 – 4.30*	17.5	910
Mendooran	Monday 2.00 – 5.00 Tuesday 2.00 – 5.00 Sunday 8.30 – 4.30*	13.5	702
Ulamambri	Wednesday 8.00 – 12.00 Saturday 12.00 – 4.00	8	416

Note: *closed for lunch between 12.00 – 12.30

^closed for lunch between 12.00 – 1.00

In 2012 Council resolved to supervise transfer stations and restrict opening hours at Baradine, Binnaway, Coolah, Dunedoo and Mendooran. At the time of closure, visitation patterns were studied for each site to determine appropriate opening hours for each communities needs. As a result the opening hours for each site were adopted and still exist today as demonstrated in Table 1 above.

The lunch break closing times differ, with Coonabarabran Landfill and Recycling Centre closing for an hour for lunch, whereas the other sites close for half an hour.

Coonabarabran is open earlier and closes later than the other sites, and experiences higher utilisation rates particularly more so now with the over the counter collection point relating to CDS. With one staff member supervising the centre over the weekend, it provides sufficient break-time for the staff member to eat lunch and take toilet breaks as no relief staff member is available on weekends.

During 2017, statistics were recorded for the number of patrons utilising each transfer station, unfortunately the times of the visits were not recorded. Table 2 provides the

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number of visits per year at each transfer station during 2017/18 and the average number of visits per hour.

Table 2: Transfer station visits during 2017/18

Transfer Station	2017/18 (# of visits per year)	Average visits per hour
Baradine	2,950	4.2
Binnaway	2,766	3.9
Coolah	3,460	3.6
Dunedoo	4,016	4.4
Mendooran	2,234	3.1
Ulamambri	766	1.8

Operation of the transfer stations during specific opening hours incurs costs to the waste business such as wages, plant hire, utility costs and infrastructure maintenance. A breakdown of the costs incurred by each transfer station for 2018/19, 2017/18 and 2016/17 financial years is provided in Table 3.

Table 3: Transfer station costs for the past 3 years

2018/19 Transfer Station Costs (for the financial year)						
Transfer Station	Wages (includes O/T and casuals)	Plant Hire	Utilities	Infrast. Main.	Contracts	TOTAL
Baradine	\$52,446	\$27,363	\$1,781	\$2,095	\$21,564	\$105,249
Binnaway	\$67,501	\$24,730	\$0	\$5,258	\$18,180	\$115,669
Coolah	\$57,143	\$19,893	\$1,954	\$215	\$34,643	\$113,848
Dunedoo	\$45,398	\$8,132	\$4,557	\$110	\$34,552	\$92,749
Mendooran	\$47,018	\$8,945	\$1,278	\$2,703	\$30,704	\$90,648
Ulamambri	\$20,206	\$3,937	\$0	\$0	\$12,120	\$36,263
TOTAL	\$289,712	\$93,000	\$9,570	\$10,381	\$151,763	\$554,426

2017/18 Transfer Station Costs (for the financial year)						
Transfer Station	Wages (includes O/T and casuals)	Plant Hire	Utilities	Infrast. Main.	Contracts	TOTAL
Baradine	\$52,509	\$17,479	\$184	\$0	\$0	\$70,172
Binnaway	\$67,038	\$27,735	\$0	\$268	\$373	\$95,414
Coolah	\$58,777	\$19,804	\$416	\$3,110	\$1,598	\$83,705
Dunedoo	\$71,476	\$18,071	\$5,111	\$992	\$0	\$95,650
Mendooran	\$48,289	\$14,678	\$132	\$0	\$0	\$63,099
Ulamambri	\$24,185	\$1,998	\$0	\$0	\$0	\$26,183
TOTAL	\$322,274	\$99,765	\$5,843	\$4,370	\$1,971	\$434,223

2016/17 Transfer Station Costs (for the financial year)						
Transfer Station	Wages (includes O/T and casuals)	Plant Hire	Utilities	Infrast. Main.	Contracts	TOTAL
Baradine	\$48,410	\$10,183	\$188	\$0	\$0	\$58,781
Binnaway	\$64,016	\$20,576	\$0	\$0	\$909	\$85,501
Coolah	\$57,836	\$14,186	\$942	\$0	\$1,894	\$74,858

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Dunedoo	\$60,634	\$14,744	\$6,273	\$105	\$1,864	\$83,620
Mendooran	\$46,040	\$11,231	\$136	\$0	\$1,591	\$58,998
Ulamambri	\$29,630	\$5,746	\$0	\$0	\$0	\$35,376
TOTAL	\$306,566	\$76,666	\$7,539	\$105	\$6,258	\$397,134

Table 4: Average cost per hour to run transfer stations per town during the past 3 years

Average cost per hour to run transfers stations during 2018/19			
Transfer Station	Cost per year	Hours open per year	Cost per hour
Baradine	\$105,249	702	\$149.92
Binnaway	\$115,669	702	\$164.77
Coolah	\$113,848	936	\$121.63
Dunedoo	\$92,749	910	\$101.92
Mendooran	\$90,648	702	\$129.13
Ulamambri	\$36,263	416	\$87.17

Average cost per hour to run transfer stations during 2017/18					
Transfer Station	Cost per year	Hours open per year	Cost per hour	# of visits for the year (as per Table 2)	Cost per visit
Baradine	\$70,172	702	\$99.96	2,950	\$23.78
Binnaway	\$95,414	702	\$135.91	2,766	\$34.49
Coolah	\$83,705	936	\$89.42	3,460	\$24.19
Dunedoo	\$95,650	910	\$105.10	4,016	\$23.81
Mendooran	\$63,099	702	\$89.88	2,234	\$28.24
Ulamambri	\$26,183	416	\$62.93	766	\$34.18

Average cost per hour to run transfers stations during 2016/17			
Transfer Station	Cost per year	Hours open per year	Cost per hour
Baradine	\$58,781	702	\$83.73
Binnaway	\$85,501	702	\$121.79
Coolah	\$74,858	936	\$79.97
Dunedoo	\$83,620	910	\$91.89
Mendooran	\$58,998	702	\$84.04
Ulamambri	\$35,376	416	\$85.03

From the above Table 1 it can be viewed that Coolah Transfer Station opens the most hours out of the transfer stations at 18 hours per week and Dunedoo is very similar at 17.5 hours per week.

Ulamambri has the lowest opening hours at 8 hours per week.

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Table 2 demonstrates that visitation at Dunedoo is the highest with 4,016 patrons for the year during 2017/18, and Coolah at 3,460 is well utilised by the community.

On the other hand, Ulamambri is the least utilised with 766 visits for the year.

Table 3 and Table 4 provide costs of running the transfer stations for the past three years. Higher costs are identified during 2018/19 and can be attributed to the contract for use of skip bins at the transfer stations. During 2016/17 and 2017/18 skips bins were not utilised and were reintroduced as of May 2018.

Fluctuations in costs across the transfer stations during the three (3) year period can be attributed to additional plant and staff required during times of fire outbreaks in green waste piles, installation of firebreaks and tidying up onsite as required.

The initial requirement for Dunedoo to be open on more days than the other transfer stations was due to the site being utilised as a recycling centre. As recycling and sorting were relocated to the MHF in Coonabarabran during 2017, specific sorting and baling of recycling no longer occurs at Dunedoo. The opening times at Dunedoo should be reviewed and are able to be consolidated.

In place of recycling, Dunedoo's recycling centre now supports a CDS collection point that is accessed regularly by the community in the southern end of the Shire and surrounds. Since inception of the CDS approximately 50,000 containers per month have been collected at Dunedoo. Dunedoo currently opens for 6 days a week. Providing the facility is open for 8 hours on the weekend and 10 hours during the week to meet the requirements of our CDS arrangement with Tomra Cleanaway, Council is able to modify the opening hours to limit the days, but retain the same amount of hours. It is noted the site closes for ½ hr lunch on Sunday at present giving 7.5hrs public access instead of 8. This was initially not factored into the CDS arrangements and needs to be rectified. Consolidation of the hours will assist with staffing of the facility and will provide similar service and opening days to the other transfers stations within the Shire.

Ulamambri transfer station is located 16 kms from Coonabarabran. Given the low visitation rates and the cost to keep it manned and open, closure of the Ulamambri Transfer Station should be considered by Council. Discussions with the skip bin contractor will need to be undertaken as the Ulamambri Transfer Station is included in the Skip Bin Contract. Users of the Ulamambri Transfer Station will be able to access the Coonabarabran Landfill and Recycling Centre to dispose of their wastes and recycling.

Opening hours of the other sites (apart from Ulamambri and Dunedoo) should remain the same due to patronage levels.

Proposal

1. Closure of Ulamambri Transfer Station to be undertaken during the 2020/2021 financial year.
2. Opening hours for Dunedoo to be modified to less days, but opening for 18 hours per week instead of 17.5 hours as follows;
 - Sunday: 8.00 – 4.30 closed ½hr for lunch (8hrs)
 - Tuesday: 9.00 – 11.00 (2hrs)
 - Thursday: 8.00 – 4.30 closed ½hr for lunch (8hrs)

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3. Opening hours for the Transfer Stations at Baradine, Binnaway, Coolah and Mendooran to remain the same as current.

Supervision of transfer stations

As part of the review for waste services, consideration was given as to whether each transfer station should continue to be supervised or not. To gauge industry standard, contact was made with a number of Council's across the region, and Table 5 below provides information from the Councils contacted and the configuration of their waste facilities.

Table 5: Other Council Waste Facilities – supervised or not and problems noted

Council	Facility Name	Type of facility	Opening Times	Supervision
Mid Western	Mudgee	Transfer station Landfill MRF	Mon – Fri (8.00am – 5.30pm) Sat – Sun (8.00am – 5.00pm)	Yes – supervised
	Gulgong	Transfer Station	Mon – Fri (8.00am – 4.30pm) Sat – Sun (8.00am – 5.00pm)	Yes – supervised
	Kandos	Transfer Station	Mon – Fri (8.00am – 4.30pm) Sat – Sun (8.00am – 5.00pm)	Yes - supervised
	Birriwa	Transfer Station	7 days week 24 hours/day, with key access available from Gulgong.	Not supervised, constant problems with mess and asbestos
	Goolma	Transfer Station	7 days week 24 hours/day	Not supervised, constant problems with mess and asbestos
	Ulan	Transfer Station	7 days week 24 hours/day	Not supervised, constant problems with mess and asbestos
	Home Rule	Transfer Station	7 days week 24 hours/day	Not supervised, constant problems with mess and asbestos
	Wollar	Transfer Station	7 days week 24 hours/day	Not supervised, constant problems with mess and asbestos
	Bylong	Transfer Station	7 days week 24 hours/day, with key access available from Kandos.	Not supervised, constant problems with mess and asbestos

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	Cooyal	Transfer Station	7 days week 24 hours/day	Not supervised, constant problems with mess and asbestos
	Queens Pinch	Transfer Station	7 days week 24 hours/day	Not supervised, constant problems with mess and asbestos
	Lue	Transfer Station	7 days week 24 hours/day	Not supervised, constant problems with mess and asbestos
	Hargraves	Transfer Station	7 days week 24 hours/day	Not supervised, constant problems with mess and asbestos
	Windeyer	Transfer Station	7 days week 24 hours/day	Not supervised, constant problems with mess and asbestos
	Ilford	Transfer Station	7 days week 24 hours/day	Not supervised, constant problems with mess and asbestos
Gilgandra	Gilgandra	Waste Facility	Mon-Fri (9.00am to 5.00pm) Sat, Sun (10.00am to 4.00pm)	Yes – supervised
Parkes	Parkes	Waste Disposal Facility	Mon-Fri (9.00am to 5.00pm) Sat, Sun (10.00am to 4.00pm)	Yes – supervised
	Peak Hill	Transfer Station	Mon-Fri (9.00am to 5.00pm) Sat, Sun (10.00am to 4.00pm)	Yes - supervised
	Alectown	Landfill	7 days week 24 hours/day	Not supervised, but identified in strategy for change over to supervised transfer station
	Bogan Gate	Landfill	7 days week 24 hours/day	Not supervised, but identified in strategy for change over to supervised transfer station
	Gunningbland	Landfill	7 days week 24 hours/day	Not supervised, but identified in strategy for change over to supervised transfer station
	Yarrabandai	Landfill	7 days week 24 hours/day	Not supervised, but identified in strategy for change over to supervised transfer station
	Trundle	Landfill	7 days week 24 hours/day	Not supervised, but identified in strategy for change over to supervised transfer station

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Problems faced by Council's with unsupervised sites include;

- Fires – leading to issues with EPA
- Dumping of hazardous materials (mainly asbestos) on a regular basis.
- Wastes dumped well in front of the tipping area and not in designated areas.
- Wastes not separated and recyclables co-mingled with putrescible materials.
- Sites are open to abuse and dumping of incorrect material types is rife.
- Scavengers climb in bins and throw stuff out.
- Planning is underway for several sites to be supervised in the near future.

One particular Council has a full-time clean-up crew travelling around their Shire dealing with the untidy state of their unsupervised transfer stations.

Changes to asbestos legislation in the near future with the draft NSW Asbestos Waste Strategy 2018-22 will introduce more stringent controls for asbestos waste material such as larger fines and jail time for illegal dumpers, if caught. The draft strategy seeks greater involvement from Council's to assist management of asbestos through various means such as creating more practical options for safe and lawful asbestos waste disposal, seeking cheaper ways to lawfully dispose of asbestos waste, raise awareness, increase education and change behaviour of asbestos waste generators, and closing loopholes on operators who do the wrong thing.

Unsupervised transfer stations may provide an avenue for illegally dumped asbestos waste to be passed onto Council, in essence making Council responsible for the product once it is on our land.

Council has had a number of occurrences of illegally dumped asbestos at our transfer stations since the introduction of the after hours access for facility users via the "holes in walls" structures.

Overall, the supervision of Council's transfer stations is operating satisfactorily and should continue if Council is prepared to continue accept the costs to the waste business as outlined in Tables 3 and 4.

Proposal

For supervision to continue at Council's transfer stations.

2. Green Waste

Increasing green waste piles at transfer stations and the landfill are problematic due to risk of fires in the summer months. In the 2018/19 Budget Council provided an allowance for green waste management. For the first time, Council registered an interest with Netwaste for inclusion in bulk tendering for chipping services. The tender was granted in November 2018, and Council placed a service request for chipping of Council's green waste stockpiles. As of mid January 2020 all green waste piles had been chipped at all Council's waste facilities.

The introduction of green bins for green waste collection at kerbside is an area that requires considering in the future. The inclusion of a green waste pick up service via 240l wheelie bins could be costed for future budget considerations.

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Proposal

A greenwaste pick up service via 240lt wheelie bins be investigated and costed across the LGA.

3. Scrap Metal

Scrap metal piles at Council's transfer stations and landfill contain considerable amounts of scrap metal. Due to very low prices for scrap metal over the past years Council has opted to stockpile reserves and not to cash in scrap metal until prices increased.

At present, the price for scrap metal is increasing. During low times, the price can plummet to \$20/tonne, and during high times is known to reach in the vicinity of \$120/tonne.

With the price currently increasing, it is timely for Council to consider sale of the stockpiles. This in turn will raise waste income, and assist to tidy the waste sites in each community.

Proposal

That Council authorise the General Manager to negotiate sale of scrap metal reserves from Council's waste sites, with income going back to Warrumbungle Waste.

4. Commercial Recycling

Collection of commercial recycling is undertaken by Council's waste staff. The general procedure for collection is labour intensive and requires staff to collect woolpacks full of recyclable materials from commercial businesses and relocate to the MHF in Coonabarabran. Woolpacks are dragged or lifted onto a hydraulic tailgate lifter attached to a small truck, and stacked for transport. The manual collection service is offered to all towns within the Shire and requires waste staff to pick up from business premises. The runs are as follows;

Southern

Coolah – Monday, Wednesday

Dunedoo – Tuesday, Thursday

Northern

Binnaway – Monday

Coonabarabran – Monday, Tuesday, Wednesday, Thursday, Friday

Baradine – Monday, Wednesday, Friday

The commercial recycling runs are undertaken separately in the south and north. One waste officer utilising a small truck is allocated to the northern run, and one operator and truck in the south.

Commercial recycling costs for the last three years are provided below in Table 6.

Table 6: Commercial recycling costs for 2018/19, 2017/18 and 2016/17

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Commercial Recycling Costs 2018/19			
Location	Wages (includes O/T and casuals)	Plant Hire	TOTAL
Baradine	\$14,934	\$8,046	\$22,980
Binnaway	\$5,431	\$2,682	\$8,113
Coonabarabran	\$32,585	\$21,457	\$54,042
Coolah	\$14,968	\$11,460	\$26,428
Dunedoo	\$13,202	\$4,806	\$18,008
Mendooran	\$4,060	\$3,203	\$7,263
TOTAL	\$85,180	\$51,654	\$136,834

Commercial Recycling Costs 2017/18			
Location	Wages (includes O/T and casuals)	Plant Hire	TOTAL
Baradine	\$5,854	\$4,010	\$9,864
Binnaway	\$2,102	\$1,006	\$3,108
Coonabarabran	\$25,962	\$17,964	\$43,926
Coolah	\$18,476	\$12,560	\$31,036
Dunedoo	\$11,827	\$7,095	\$18,922
Mendooran	\$6,259	\$3,097	\$9,356
TOTAL	\$70,480	\$45,732	\$116,212

Commercial Recycling Costs 2016/17			
Location	Wages (includes O/T and casuals)	Plant Hire	TOTAL
Baradine	\$4,653	\$2,729	\$7,382
Binnaway	\$1,619	\$759	\$2,378
Coonabarabran	\$26,771	\$17,690	\$44,461
Coolah	\$22,445	\$14,126	\$36,571
Dunedoo	\$9,423	\$6,440	\$15,863
Mendooran	\$7,115	\$5,001	\$12,116
TOTAL	\$72,026	\$46,745	\$118,771

Commercial recycling costs over the past three years cost on average \$123,939 per year, with the 18/19 financial year costing \$136,834.

As per Council's 2018/19 Operational Plan and Delivery Program, commercial recycling collection incurs a charge of \$223 per year, with the residential recycling collection charge being included in the residential putrescible waste collection fee. According to the plan the commercial recycling charge is incurred by 329 users. Those users of the commercial service incur one commercial charge with unlimited amounts of recyclable materials being placed out for collection by Council staff.

In accordance with 2018/19 Budget Council incurred charges valued at \$73,367 for commercial recycling, and expended \$85,180 in wages to provide the collection service. Plant costs have been omitted from commercial recycling charges in previous years leading to an additional \$51,654 being incurred during the last

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financial year. This has led to a shortfall in income to cover the cost of the service for at least the past three years.

On this basis, for Council to continue providing commercial recycling in its current format, the annual charge would need to be increased to meet the costs to provide the service. Meaning the service is likely to require increasing upwards to at least \$416 to cover costs; an estimated increase of \$193 per user (based on the 2018/19 financial year and does not include increases relating to CPI and award increases as expected in the following years.

The commercial recycling service utilising woolpacks is very labour intensive and carries considerable WHS risks associated with manual handling. Staff are required to lift and swap full woolpacks for empty woolpacks increasing risk of work related injury due to lifting heavy articles. Council is seeking to reduce WHS risks from the waste business and limit workers compensation claims. Fortunately, minimal contamination is present amongst the commercial recycled products.

In some instances, businesses have requested yellow lidded mobile garbage bins (MGB) as their recycling collection container. The number of businesses with this arrangement is very minimal (less than 10). For these businesses, their recycling is collected via Council's compactor truck and limits manual handling being a more satisfactory arrangement for Council. The yellow lidded MGB's are emptied from kerbside similar to putrescible waste collection.

If Council provides yellow lidded MGB's instead of woolpacks, the costs could be reduced for local businesses. This would mean that the recycling charge could be similar to that incurred by residential customers whereby the recycling charge is included in their putrescible waste charge. If this was the case, there would be no additional recycling charge for non domestic users or businesses, providing they pay for a putrescible waste charge.

It is proposed that businesses be offered commercial recycling through use of a yellow lidded MGB's; these could be up to 360l in size. The bins could be emptied by Council's compactor truck on a set day for each community in line with residential collections. For some businesses it maybe impractical to use a yellow lidded MGB, and alternatively, businesses could make their own arrangements to transport commercial recycling to transfer stations.

Transport of commercial recycling from the transfer stations will need to be considered by Council if we opt out of the woolpack service to each business. The increase in commercial recycling at our transfer stations will increase if businesses deliver their own cardboard and recyclables to transfer stations. Many of the large cardboard products will not fit into a yellow lidded MGB, therefore being unable to be collected and transported via compactor truck. Larger recycling items such as cardboard are placed into 1,100l portable skip bins at Council's transfer stations. Staffing levels for collection of commercial recycling will need to be reviewed if the woolpack recycling service is ceased.

Proposal

That Council ceases the supply and collection of woolpacks for commercial recycling during the 20/21 financial year, and commercial businesses be offered yellow-lidded

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recycling bins that will be collected fortnightly by Council similar to residential recycling arrangements.

5. CDS (Container Deposit Scheme)

Council introduced the CDS into its operations during 2017. The scheme was implemented through collecting eligible items from sorting recycling on the MRF, as well as providing over the counter collection points (one at Dunedoo and the other at Coonabarabran) as part of the daily gate duties undertaken by staff whilst manning the gate at these facilities.

To date the scheme has been very strongly supported and utilised by local residents, as well as attracting usage from residents in surrounding LGA's and across the region.

Aside from undertaking over the counter collections whereby Council receives 3.9c per container, Council also receives income of 10c per item collected from the MRF. CDS income and expenditure for the past two financial years is provided as per the following Table 7.

Table 7: CDS Income and Expenditure for 17/18 and 18/19 Financial Years

Financial Year	Income	Expenditure	Net Result
18/19	\$309,674	\$247,004	\$62,670 Profit
17/18	\$131,884	\$78,572	\$53,312 Profit

Table 7 demonstrates the CDS has generated profits for the last two years in the vicinity of \$50,000 - \$60,000 annually. It is expected that this trend will continue with over the counter sales increasing as acceptance of the scheme is further embraced by the local communities across the LGA and within the region.

At this stage, expenses (as per Table7) reflect the cost to Council for the reimbursement of funds to customers for containers received. The staff member manning the gate at each facility has absorbed the CDS into their daily activities, meaning salaries and wages have remained costed to gate duties and not separated for CDS activities.

It is recommended that Council continue to operate the CDS at the Coonabarabran and Dunedoo Transfer Station.

Proposal

That Council continue to operate the CDS at the Coonabarabran and Dunedoo Transfer Stations.

Financial Considerations

Current Costs and Prior Years

Warrumbungle Waste continues to develop and realign with industry standards, with a number of changes being undertaken over the past years. Some significant changes include the introduction of yellow lidded bins and phasing out of blue recycling crates, introduction of the MRF for sorting co-mingled recyclables and the introduction of the CDS. Budget and expenditure allocations require further coding to precisely reflect operating areas.

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Generally, the business over the past four (4) years has trended positively, with losses incurred during 2016 and 2018.

RECOMMENDATION

That Council:

1. Endorses the closure of the Ulamambri Transfer Station during the 2020/2021 financial year, with the proposed changes being notified to the community via a public consultation phase for 28 days, and a further report be provided to Council on submissions received after the consultation phase has ended.
2. Endorses the modification of the Dunedoo Transfer Station opening times to three (3) days per week; being eighteen (18) hours in total instead of 17.5 hours as follows;
Sunday: 8.00 – 4.30 closed ½hr for lunch (8hrs)
Tuesday: 9.00 – 11.00 (2hrs)
Thursday: 8.00 – 4.30 closed ½hr for lunch (8hrs)

with the proposed changes being notified to the community via a public consultation phase for 28 days, and a further report be provided to Council on submissions received after the consultation phase has ended.

3. Supports the opening hours for the Transfer Stations at Baradine, Binnaway, Coolah and Mendooran to remain the same as current.
4. Continues to provide supervision at transfer stations during opening hours.
5. Costs and investigates the provision of a green waste pick up service via 240lt wheelie bins within the townships across the LGA.
6. Authorises the General Manager to negotiate sale of scrap metal reserves from Council's waste sites, with income going back to Warrumbungle Waste.
7. Endorses the cessation of the service to supply and collect woolpacks for commercial recycling during the 2020/2021 financial year, with commercial businesses be offered yellow-lidded recycling bins that will be collected fortnightly by Council similar to residential recycling arrangements, with the proposed changes being notified to the community via a public consultation phase for 28 days, and a further report be provided to Council on submissions received after the consultation phase has ended.
8. Continues to operate the CDS (Container Deposit Scheme) at the Coonabarabran Waste and Recycling Centre and Dunedoo Transfer Station.

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Item 14 Shop Local Community Gift Cards

Division:	Development Services
Management Area:	Economic Development
Author:	Manager Economic Development and Tourism – Jo Houghton
CSP Key Focus Area:	Local Economy
Priority:	LE 4.1 Work with local business and industry to foster local, economic development, innovation and expansion.

Reason for Report

To provide Council with a report regarding the concept of introducing Shop Local Community Gift cards across Warrumbungle Shire Council, named 'Why Leave Town' (WLT) program.

Background

At the Ordinary Council meeting of the Warrumbungle Shire Council on 20 February 2020 Council resolved under Business of Great Urgency:

1. *That a report be prepared for Council regarding the concept of introducing shop local cards across the Local Government Area including the following information:*
 - *Options for administering the cards*
 - *Costs to set up the shop local cards*
 - *Level of council involvement, including budgetary and resourcing considerations*

WLT has been operating since 2007 and aims to keep money within communities by encouraging people to shop locally. Over 30 towns or councils have joined the WLT program including Gunnedah, Narrabri, Dubbo, Mudgee, Upper Hunter, and to date over \$7 million dollars has been loaded on to shop local cards across the entire program.

Attachment A shows a breakdown of the different towns with town populations, and total money to date uploaded to cards which can only be spent locally.

The Why Leave Town (WLT) gift card is an EFTPOS based gift card. When a customer purchases a card they decide how much money to load onto the card and this money then can be used by the card holder to purchase goods in any participating stores within a particular region or Local Government Area (LGA). The cards cannot be redeemed outside of the participating store network. The WLT program encourages shopping locally, increases business's opportunity to make sales, and help promote businesses via a wider network.

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The basic WLT package allows for ten (10) load-up stores (a place to purchase cards and load money on the card), and fifty (50) redemption stores. Customers can load cards from \$10 to \$1,000 which is achieved via EFTPOS only. The cards can then be redeemed for goods and/or services at any of the participating businesses within Warrumbungle Shire Council, via EFTPOS only.

The program works via an interested group or organisation wanting to become involved in the concept. This group, called the administering organisation, undertakes the setting up of the program and undertakes the day to day running of the cards.

In addition, WLT program is beneficial for receiving donations and disaster funding. The donated money can then be loaded on cards and given to allocated residents. WLT also keeps money handling impartial, and the donated money loaded on the cards is only spent locally within the LGA.

The overarching body that facilitates the program across the region is known as the commissioning organisation, being WLT (Ashley Watts).

The steps involved to set up the WLT program on a local level are as follows:

- The administering organisation sets up a trust account for the program.
- Businesses are sourced to be part of the program by the administering organisation.
- Locations are identified where the gift cards can be loaded with money in each town, such as the post office, general store, hardware store etc. by the administering organisation.
- The administering organisation promotes the program to residents, travellers and businesses.
- Monthly reports are issued by the commissioning organisation to the administering organisation to provide an analysis of the throughput of funds and activities of the program.

Discussions with various Councils including Upper Hunter and Bathurst Council, and Ashley Watt Operations and Innovations Manager from WLT have indicated the following resources and tasks:

- To ensure the success of the WLT program a large campaign for the launch, then ongoing quarterly promotions such as print and social media is recommended. In additional promotional items selection, brand design and card design can take initial 30 hours, followed by with 1-5 hours per month.
- Setting up the program through contacting local businesses to sign up can take 20-35 hours depending how many businesses are in the region and how many sign up to the program.
- Once WLT program is established the program is designed to be self sustaining where only small time allocations are required for new businesses signing up sporadically, and terminal issues and upgrades.
- Sourcing corporate sponsorship will be timely and may take 20-40 hours pending negotiations.

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The original urgency to establish Why Leave Town (WLT) program was to have the program and cards fully operational to distribute drought funding when it became available.

Issues

Currently a similar program is operating in Coolah and is administered by Coolah Chamber of Commerce, working closely with Coolah Lions Club. The Coolah program specifically relates to Coolah's local businesses.

If the program was implemented shire-wide, Coolah has the option to continue on with their own program just for Coolah, or be part of a wider program that encompasses all towns within Warrumbungle Shire Council.

Sourcing corporate sponsorship is an option to cover annual ongoing costs, in return for positive community media, and a reputable valued company image in the eyes of the local community. To be involved in corporate sponsorship it would be necessary to approaching large corporations undergoing state projects within Warrumbungle Shire, in return for their logo on the gift card.

If the WLT program was administered by Council, issues include added duties to staff and, an increased budget expenditure which will affect already planned projects.

If the WLT program was run by another organisation there will also be an increase in duties and labour costs depending on the type of organisation there will be a financial burden for the initial set up costs.

More detailed break-down of costs to implement the program are provided below in the financial section of this report.

Given the time to set up and to implement the program, the financial commitment, and the uncertainty how it will be received within the community, a 2 year trial period is recommended for the WLT program within WSC, with the option to cease the program after the initial 2 years if it is unsuccessful. No program exit fees will apply.

Options

1. Council takes 100% ownership of the program including (but not limited to) program start up costs, annual ongoing costs, card administration, trust account, set up and ongoing marketing costs, resourcing of the shop local cards, and the sourcing corporate sponsorship.
2. Council pays for the program's set up costs, and the 2357 Partnership manages the program including (but limited to) sourcing corporate sponsorship, card administration, trust account, set up and ongoing marketing costs for the WLT program across Warrumbungle Shire Council.

Financial Considerations

The below start up costs for setting up a local WLT Program are as follows:

- \$1,975 – fixed start up fee payable to commissioning organisation
- \$3,000 – purchase gift cards at \$3 per card for 1,000 cards

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- \$86.90 – administration fee payable commission organization
- \$16.50 – postage costs for extra courier charges if required
- \$250.00 – delivery of WLT material from commissioning organisation
- \$4,000 – promotional items for business membership to promote the program (stickers in business windows, newspaper advertisements, social media campaigns, signage at registers)

TOTAL: \$9,328.40

A number of other matters requiring consideration in order to evaluate the ongoing costs:

- The cards can only be loaded once with money, then disposed of, meaning once discarded they are no longer useable and can't be reloaded.
- Purchase of the cards is expensive (\$3 each) especially if the program is successful and many cards are purchased.
- The administering organisation needs to decide whether to absorb the cost of the card, or add the cost of the card to the money value loaded onto the card. For example, \$50 loaded to a card will be \$53 to cover card cost.
- If additional load up stores are required to be added after the program is launched in the LGA, it will cost an additional \$100 for each extra load up store included in the program (any extra stores above 10 stores in Warrumbungle Shire). This is charged by the commissioning organisation.
- If additional redemption stores are required to be added after the program is launched in the LGA, it will cost an additional \$5 for each extra redemption store included in the program (any extra stores above 50 stores in Warrumbungle Shire). This is charged by the commissioning organisation.
- Ongoing marketing and promotional items for the program are essential for the program to grow and succeed.
- There are no transaction fees charged to the administering organisation.

If, for example, Council became the administering organisation of the WLT Program across Warrumbungle Shire, the following are ongoing costs per year if the costs of the cards are absorbed by Council:

- \$1,975.00 – annual program fee payable to commissioning organisation
- \$3,000 – card production for 1000 cards at \$3 per card.
- \$4,500 – WLT marketing campaign promoting the program to local businesses and consumers (radio, digital, and print) x 4
- \$500 – promotional items for participating businesses to be displayed in shop fronts and at their cashier (\$1 each x 500)

TOTAL: \$9,975

If the cost of the card (\$3) is added to the money value loaded on the card, this will significantly reduce the ongoing costs per year.

For example, ongoing costs per year excluding the purchase of cards:

- \$1975.00 – annual program fee
- \$4,000 – promotion (radio, digital, and print) x 4
- \$500 – promotional items (\$1 each x 500)

TOTAL: \$6975.00

Further to that, Council would need to provide resources for the program to be administered in-house. This would mean one staff member would need to allow five (5) hours per week. At this stage, the VIC Administration Officer could be tasked with

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the duty of administering the program, however at the present time; this role is under review and remains vacant. With this role remaining vacant, Council would not have capacity to undertake the administration duties required for the program.

The costs to implement the program would need to be sourced from somewhere within Council's Tourism and Economic Development Budget. At this stage, items that would need to be dropped off Council's budget during the 2020/2021 financial year to pay for the program would be:

- Community banners across all towns - \$4,000
- Regional promotional video - \$2,000
- Design for map in tourism brochure - \$4,000

Attachments

1. Information on towns currently participating in the WLT Program

RECOMMENDATION

That Council:

1. Note the Report on Shop Local Cards within the Warrumbungle Shire Local Government Area.
2. Subject to the below, enters into a formal agreement with Why Leave Town program for a trial period of two (2) years with an option to extend.
3. Endorses the expenditure on the Shop Local Card program as follows:

Year 1/Setup Year:	\$9,328.40
Year 2:	\$6,975.00

to be funded out of the Tourism and Economic Development Budget with the funds being obtained from the following programs:
 - Community banners across all towns - \$4,000
 - Regional promotional video - \$2,000
 - Design of map for tourism brochure - \$4,000
4. Engages 2357 Partnership at no charge to be responsible for all aspects of the Shop Local Cards across Warrumbungle Shire Council including, but not limited to:
 - o Setting up and managing the trust account
 - o Administering cards
 - o Sourcing business to load money on cards at each town
 - o Ongoing annual costs or source corporate sponsorship to cover ongoing annual costs
 - o Continual marketing of the program including promotional items
5. Supports the production price for the shop local cards (\$3 per card) being paid for by the individual purchasers of the cards.

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Item 15 Local Strategic Planning Statement Report

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

Reason for Report

To present Councils Warrumbungle Shire Local Strategic Planning Statement (LSPS) for adoption.

Background

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

The Draft LSPS was endorsed by Council and placed on public exhibition from 17 December 2019 until Friday 7 February 2020 seeking public input. The Draft LSPS was advertised on Council's website and social media outlets and was published in all local newspapers in the shire. During the exhibition period 2 public and 1 public authority submissions were received. Council also received 1 late submission from the public which has been included in this report.

Each submission has been summarised and categorised according to a number of key issues. A copy of each submission, including a summary and response to issues raised is attached. A summary of the Public Authority submission and public submissions are included in Attachment 2.

Council also forwarded the Draft LSPS to the Department of Planning, Industry and Environment (DPIE). The DPIE made the following comments for Council's consideration:

Reference	Comment
Section 3.9 of the Environmental Planning and	<i>The Draft LSPS appears to be generally consistent with the legal requirements for LSPS of the Act.</i>

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Assessment Act 1979	
Central West and Orana Regional Plan	<i>Council's draft LSPS does not appear to be inconsistent with the Central West and Orana Regional Plan.</i> <i>The draft LSPS, however, does not reference many of the directions in the Regional Plan. We suggest that you consider whether the current draft LSPS can be revised to indicate the relevant regional plan directions that apply to each planning priority.</i>
Matters of State and Regional Significance	<i>Council's draft LSPS does not appear to be inconsistent with matters of State or regional significance</i>
The Department's LSPS Guideline	<i>The Draft LSPS appears to be generally consistent with the Departments LSPS Guidelines. Mapping component should be provided to assist in a spatial interpretation of the planning priorities. The Department's LSPS Guideline identifies that a map identifying the planning priorities should be included as part of the draft LSPS.</i>

The attached copy of the draft LSPS provides some specific suggestions that can be made. The following general suggestions are also provided to assist you should you want to improve the draft LSPS:

- Pages 23-36 with demographic data could be condensed onto a single page of infographics. The demographic tables could form part of an appendix.*
- Insert a Reporting and Monitoring table at the end of the LSPS that lists all actions, responsibility to deliver action and a timeframe.*
- The actions would benefit from including a timeframe to enable easier monitoring of progress. This could be inserted into a Reporting and Monitoring table at the end of the LSPS.*
- The Planning Priorities rationale should be drafted as a narrative that provides the background to the actions listed in that particular planning priority.*
- Cobbora LUS and its outcomes for that land should be referenced.*

The above suggested changes by the DPIE have now been addressed in the final LSPS which is now being presented for adoption.

Issues

A total of four (4) submissions have been received by Warrumbungle Shire Council in response to the public exhibition of the draft LSPS. These comprised of three (3) submissions from the public with one (1) of these submissions being after the notification period closed and one (1) public authority submission.

The submissions have raised various issues with the draft LSPS which are summarised in a response to submissions table in Attachment 2 to this report.

After considering the issues raised in the submissions, numerous amendments have been made to the draft LSPS. These amendments have included fixing small grammatical and spelling errors and inclusion of unique and significant local information.

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Options

1. Warrumbungle Shire Local Strategic Planning Statement be endorsed by Council and submitted to the Department of Planning, Industry and Environment.
2. Warrumbungle Shire Local Strategic Planning Statement not to be endorsed by Council which will cause significant delays in meeting the legislative requirement of having Councils adopted LSPS uploaded onto the NSW Planning Portal by 1 July 2020.

Financial Considerations

Nil

Attachments

1. Warrumbungle Shire Local Strategic Planning Statement
2. Response to Submissions Table
3. Submissions Received

RECOMMENDATION

That Council adopts the Warrumbungle Shire Local Strategic Planning Statement

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Item 16 Development Applications

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

Development Applications

(i) Approved – February and March 2020

Development Application / Complying Development	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type Of Development	Stop the Clock Referral Days
DA3/2020	21/02/2020	24/03/2020	Picton Bros Improvements	56 Lawnside Drive	Mendooran	New Awning	0
DA6/2020	11/03/2020	23/03/2020	Jill Findlay and John Hams	50 Cobborah Street	Dunedoo	New Garage/Shed	0
DA78/2019	17/12/2019	3/3/2020	Grant Andrew Piper	Church Street	Uarbry	Shade Structure	74
DA72/2019	18/11/2019	19/2/2020	Wendy Mason	333 Charmichaels Lane	Coonabarabran	Single storey dwelling (dual occupancy) and rural shed	92
DA68/2019	25/10/2019	19/02/2020	Melissa & Locke Wright	126 Uphills Lane	Coonabarabran	Single storey dwelling and solar panels	105
CD3/2020	12/03/2020	18/03/2020	Solgen Energy Pty Ltd	31a-35 Dalgarno Street	Coonabarabran	Solar Panels	0
CD1/2020	23/1/2020	12/2/2020	Julie & Trevor Edwards	6 Cameron Place	Coolah	Residential Shed	0

RECOMMENDATION

That Council notes the Applications and Certificates approved during February and March 2020, under Delegated Authority.

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Item 17 Reports to be Considered in Closed Council

Item 17.1 Organisational Development Monthly Report – April 2020

Division Executive Services

Author Acting Manager Organisation Development – Leigh Ernest

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 – April 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 17.2 Three Rivers Regional Retirement Community Information Report

Division Executive Services

Author Director Development Services – Leanne Ryan

Summary

The purpose of this report is to provide Council with an update on the Three Rivers Regional Retirement Community (TRRRC) project.

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

The item relates to advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege and is classified **CONFIDENTIAL** under section 10A(2)(g) of the Act, which permits the meeting to be closed to the public for business relating to the following:

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

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RECOMMENDATION

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

Item 17.3 Warrumbungle Quarry Operations

Division: Technical Services

Author: Director Technical Services – Kevin Tighe

Summary

The purpose of this report is inform Council of the likely remaining life of Council operations at Warrumbungle Quarry and delays with Boral.

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 information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposing to conduct) business and is classified **CONFIDENTIAL** under section 10A(2) (c) of the Act, which permits the meeting to be closed to the public for business relating to the following:

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

RECOMMENDATION

That the Warrumbungle Quarry Operations report be referred to Closed Council pursuant to section 10A(2)(d) of the *Local Government Act 1993* (NSW) on the grounds that the matter deals with information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposing to conduct) business.

Item 17.4 Rescission of Motion 355/1920

Division: Executive Services

Author: Councillor Kodi Brady, Councillor Peter Shinton, Councillor Anne-Louise Capel and Councillor Ray Lewis

Summary

The purpose of this Rescission of Motion 355/1920 report is to re-visit Resolution 355/1920 as presented at the 19 March 2020 Council meeting.

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.

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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 Rescission of Motion 355/1920 report 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 17.5 Mayoral Minute – Contract Renewal – General Manager

Division: Executive Services

Author: Mayor – Councillor Denis Todd

Summary

The purpose of this Mayoral Minute – Contract Renewal – General Manager report is to seek Council's authorisation for the General Manager's Contract to be finalised.

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:

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

RECOMMENDATION

That the Mayoral Minute – Contract Renewal – General Manager report 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.

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3. The correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the *Local Government Act 1993* (NSW).