



## **Ordinary Council Meeting**

# **Agenda**

**18 June 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, 18 June 2020** commencing at **5:00 pm**.**

**Mayor:** Cr Denis Todd

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

### **Please note:**

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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**

16 April 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**

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### Item 1 Mayoral Minute – Mayors Log of Activity, Kilometres Travelled and Expenses from 8 May 2020 to 10 June 2020

#### MAYORAL MINUTE - MAYORS ACTIVITY

<u>Date</u>	<u>Type</u>	<u>In/Out</u>	<u>Activity</u>
12-May	Phone call	Out	GM
	phone call	Out	Cl Iannuzzi Re GM's Contract
13-May	phone call	In	Ronald Bowman re Merotherie Road Dunedoo
	phone call	Out	GM re Doctor at Coolah
	phone call	Out	CL Lewis re Business paper
	phone call	Out	Mike Silver re Inland Rails
	phone call	Out	Cl Clancy re GM's contract
	phone call	Out	Constable Mills re crime in Baradine
14-May	phone call	Out	GM
	phone call	Out	Liz Cutts re Baradine Showground
	phone call	Out	Bruce Evans re Showground Grant
	phone call	Out	Leeanne Ryan re Baradine Showground and Inland Rail
	phone call	Out	Cl Iannuzzi
15-May	phone call	Out	GM
	phone call	Out	GM re Business Paper
16-May	phone call	Out	GM re Business Paper
	phone call	Out	Cl Doolan re visit to Dunedoo
	phone call	Out	Cl Hill re visit to Dunedoo
17-May	phone call	Out	Coonamble Times re Inland Rail
18-May	phone call	Out	Cl Fisher (Coonamble) re Baradine Silo Line
	phone call	Out	GM re skate park in Baradine
	phone call	Out	Coonamble Times re Inland Rail
	phone call	Out	CL Lewis re Business paper
	Teleconference	Out	Leader and Deputy Leader of the Opposition re COVID 19
19-May	phone call	Out	GM re Business Paper
	phone call	Out	Cl Doolan re Business Paper
	phone call	Out	Jo Houghton re Baradine Silo Line
	phone call	In	GM re Business Paper
	phone call	Out	Re Dangerous dogs in Baradine
	phone call	Out	Ted Hayman Re Baradine Hall roof
20-May	phone call	Out	Cl Iannuzzi re Grant money
	phone call	Out	GM re Grant Money
	phone call	Out	Ted Hayman - Baradine Roof
	phone call	Out	GM's PA re Cl Shinton using the Mayor's Office
	Meeting	Out	Meeting with Ted Hayman about Baradine Hall Roof in Baradine
21-May	phone call	Out	GM - re Business Paper
	Council Meeting	Out	Coonabarabran Administration Building
	photos	Out	photo taken in Neilson Park for media release - parks reopening
	phone call	Out	Melinda Pavey re WSC water

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	inspection	Out	Billy Kings Bridge at Purlawaugh
	Meeting	Out	James Stratton re Baradine Showground Grant
23-May	phone call	in	Phil West re dog attack
	phone call	Out	re Dog attacks in Baradine
	phone call	In	Leeanne Ryan re dog attacks in Baradine
24-May	phone call	In	Mark Coulton re grant money
	phone call	Out	Cl Doolan re grant money
	phone call	In	Mark Coulton's PA re grant money
	phone call	Out	GM re Grant Money
25-May	phone call	In	Cl Iannuzzi
	phone call	Out	GM
	phone call	Out	GM's PA re media release
	Letter	In	The Hon. Scott Buchholz - Roads of Strategiv Importance (ROSI) Initiative
26-May	phone call	Out	GM re video links
	phone call	in	Gary Andrews re Binnaway Sewerage
27-May	phone call	Out	GM re dogs
	phone call	Out	Cl Doolan re retirement village in Dunedoo
	phone call	Out	Cl Hill re visit to Dunedoo
28-May	phone call	Out	GM re OJO meeting on 28.05.20
	phone call	Out	Jo Houghton re Inland Rail
	phone call	in	GM's PA re Media release
	phone call	Out	GM's PA re authorisation of media release
29-May	Teleconference	Out	OJO Meeting
	phone call	in	Cl Iannuzzi
31-May	phone call	Out	CL Doolan - visit to Dunedoo cancelled
	phone call	Out	CL Hill - visit to Dunedoo cancelled
1-Jun	Visit to Dunedoo	Out	inspection of 3 sites with Cl Doolan and Cl Hill
	phone call	Out	Cl Iannuzzi re trip to Dunedoo
	inspection	Out	with Cl Lewis - Lewis Lane, Dunedoo
2-Jun	phone call	In	Cl Fisher (Coonamble) re Baradine Silo Line
	phone call	In	GM
4-Jun	Teleconference	Out	Coonabarabran with Government officials
	Teleconference	Out	North West Loads Meeting
	phone call	In	Mark Coulton's PA re Robertson Oval Grant
5-Jun	Teleconference	Out	Baradine Silo Connection
6-Jun	phone call	Out	Cl Fisher (Coonamble) re Inland Rail
	phone call	In	Cl Lewis re June Council meeting
7-Jun	phone call	In	Mayor Tenterfield - general discussion
9-Jun	phone call	Out	GM
	phone call	In	Colin Catt re Green Road, Kenebri
	phone call	In	Mrs Gray re housing in Coonabarabran
10-Jun	Meeting	In	Meeting with GM and Mr & Mrs Colin Catt about closed road in Kenebri
	phone call	Out	Cl Doolan various matters

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Date of Journey		Purpose of Journey	Odometer		KM Travelled
Start Date	End Date		Start	Finish	
11-May	11-May	OLG Teleconference - Coonabarabran	51912	52025	113
12-May	12-May	Newell Highway Teleconference - Coonabarabran	52025	52137	112
13-May	13-May	Doctor Meeting in Coonabarabran	52137	52257	120
21-May	21-May	Council Meeting - Coonabarabran	52257	52404	147
24-May	24-May	Dog Attack - Baradine	52404	52424	20
24-May	24-May	Video Link	52424	52531	107
29-May	29-May	OJO teleconference and inspection Guinema Rd Bugaldie	52531	52649	118
30-May	30-May	Baradine Hall - Roof inspection	52649	52670	21
31-May	31-May	Inspection - Dunedoo with Cr Doolan & Cr Hill	52670	53047	377
6-Jun	6-Jun	Teleconference Coonabarabran - North West Weight of Loads	53047	53156	109
7-Jun	7-Jun	Baradine Silo plus video link	53156	53269	113
8-Jun	8-Jun	Inspection - Guinema and Munns Road	53269	53334	65
<b>Total KM travelled for period 11/05/2020 - 08/06/2020</b>					<b>1,422</b>

### MAYORAL MINUTE - EXPENSES 8 May 2020 to 8 June 2020

<u>Date</u>	<u>Transaction Details</u>	<u>Comments</u>	
1-Jun	White Rose Café Dunedoo	Meal - Inspection of 3 sites with Cr Doolan and Cr Hill	24.00
<b>Total expenditure for period 8/05/2020 - 08/06/2020</b>			<b><u>\$24.00</u></b>

### RECOMMENDATION

That Council:

1. Notes the report on the Mayor's Activity and Log of Kilometres Travelled for the period 8 May 2020 to 10 June 2020.
2. Notes the report on the Mayor's credit card expenses between 8 May 2020 and 8 June 2020 and approves the payment of expenses totalling \$24.00.



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### Item 2 Councillors' Monthly Travel Claims – May 2020

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

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#### Reason for Report

To provide Council with details of travel claims of councillors for the month of May 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	96	0.78	\$74.88
Cr Todd	-	0.78	-
Cr Brady	-	0.78	-
Cr Capel	-	0.78	-
Cr Clancy	70	0.68	\$47.60
Cr Doolan	-	0.78	-
Cr Hill	-	0.68	-
Cr Iannuzzi	-	0.78	-
Cr Lewis	178	0.78	\$138.84
<b>Total:</b>			<b>\$261.32</b>

#### Financial Considerations

Outlined above.

#### Attachments

1. Councillors Monthly Travel Claims

#### RECOMMENDATION

That the Councillors' monthly travel claims report for May 2020 in the amount of \$261.32 is noted.

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### **Item 3 Minutes of Local Emergency Management Committee Meeting – 18 May 2020**

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

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**PRESENT:** Kevin Tighe (Chairperson) (LEMO), David Maher (LEOCON), Chris Duce (HSM Coonabarabran), \*Corey Philip (RFS Coonabarabran), \*Tom Cooper (F&R NSW Tamworth), \*Anthony Hojel (F&R NSW Dubbo), Dave Hunter (NSW Ambulance), \*Kel Wise (REMO Dubbo), Rod Coombes (VRA Coonabarabran), Stuart Green (VRA Coonabarabran) and \*Leanne Williams (VRA Coolah).

*\* Attendance by teleconference.*

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

**APOLOGIES:** Dave Smith (SES Dunedoo), Des White (RFS), Steve Gilbert (VRA Coolah) and Rod Williams (VRA Coolah).

#### **MINUTES OF PREVIOUS MEETING**

The minutes for the previous meeting were available prior to the meeting and also at the meeting for all committee members. Minutes of 17 February 2020 accepted.

**Minutes Accepted – Hunter/Maher**

#### **BUSINESS ARISING**

1. Baradine Creek Bushfire Hazard (*item referred to RFS BFMC meeting*).
2. Letter of appreciation for Baradine Emergency Information Hub.

#### **AGENDA ITEMS**

1. Contact Lists – *updates to be distributed via email for corrections.*
2. REMO Report – *Kel Wise provided a written report (attached).*
3. Events – *summary of events within the Shire.*
  - No major events due to CV-19.

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### 4. Rural Addressing

- (i) The incorporation of the localities (suburbs) of Wattle Spring, Tannabar, Box Ridge, Napier Lane and part of Dandry into Coonabarabran locality will occur in the next few months with the Geographical Names Board (GNB) advertising these changes locally on 21 May 2020 with a submission period of 30 days.

Suggested that the GNB map be circulated to the LEMC.

### 5. Exercise Starship Enterprise

The recommendations from the exercise were listed at an earlier meeting.

The revision of the Emergency Management (EM) Plan (*Recommendation 2*) has started and circulated to the Committee prior to the meeting. A revised Draft EM Plan has been sent out to the Committee for comments and corrections.

### 6. Evacuation Centres in Part 1 of EM Plan

As the initial Evacuation Centres audit is now six (6) years old it was suggested that a further check be conducted to update information such as contact lists. Inspector David Maher suggested that as the Police had initially completed this, that they could follow up on this request.

A further request from Kel Wise was that committees should have a list of motel accommodation. This information could be required if people require isolation. This task will be added to the EM Plan task for Council's Emergency Services Coordinator.

## **GENERAL BUSINESS**

1. Kel Wise asked if the Committee would consider the pre-planning of a drive-through CV-19 Testing Clinic and consider planning a suitable location for future needs.

Chris Duce indicated that in rural areas, a large percentage of 4x4 vehicles meant that the ability of nursing staff to reach people seated in such vehicles and perform a delicate task was not easy or satisfactory.

The Committee discussed this and other options, item will be added to the CV-19 Agenda for 1 June 2020.

2. David Hunter indicated to the Committee that Lisa Obst (Dunedoo Ambulance) had difficulties with an address in Cobbora Village. Phil Southwell indicated that only recently a complaint from 8 Martintown Road, Cobbora (*previously Yarrow Street*) had showed that all residents in all three streets that had their street name changed, were not showing up on Spatial Services web based SixMaps and thus not on the National Addressing database. This had been reported (13/05/20) to Spatial Services to rectify.

The three new streets named as Martintown Road, Schoolhouse Road and Cemetery Road were changed after community consultation as Yarrow and River Streets conflicted with the same named streets in Dunedoo and Mendooran. These changes were gazetted June 2019.

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Other discussion by the Committee reported a duplication in the name of Cobbora Road, Cobbora.

Dunedoo has a Cobborah Street and Elong Elong had a Cobbora Road. As the two Cobbora Roads were 20 kms apart, the GNB suggested to Warrumbungle Shire Council to approach Dubbo Regional Council to rename their Cobbora Road. This was completed by Dubbo Regional Council and is now called Saxa Road, gazetted in October 2019.

The two remaining similar sounding names Cobborah and Cobbora have a different spelling, are of a different type (ie street and road) and are now in a different locality, Dunedoo and Cobbora (*previously all Dunedoo locality*).

3. David Hunter mentioned also that Rural Addressing numbers in the Shire were not always clear or easily seen when travelling around. He indicated that Emergency Services totally rely on being able to spot and read these numbers.

He suggested that Council could provide a brochure (flyer) to be sent out to landholders, indicating the importance of these numbers and for owners to maintain and check their numbers and their visibility from the road. Council to look at the options available for a media release with this information.

Chris Duce indicated recently that some businesses were still using property names and that the rural numbers were not used. Indicated that perhaps this issue could be raised at a REMC meeting for action at a State level. The reason for this is that the business was a large statewide organisation.

### **CORRESPONDENCE**

- REMO Report and various emails on CV-19.

### **TASKS**

1. Evacuation Centres – check details and contacts (LEOCON)
2. Motels – create a contact list (WSC)
3. Baradine Presentation (LEMC)

### **DATE OF NEXT MEETING**

The next meeting will be held on Monday, 17 August 2020 at the Coonabarabran Council Chambers via BlueJeans teleconference – Meeting ID 223 875 892.

### **MEETING CONCLUDED**

As there was no further business the formal part of the meeting concluded at 8.05pm.

### **RECOMMENDATION**

That Council notes the minutes from the Local Emergency Management Committee held on 18 May 2020 at Coonabarabran.

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## **Ordinary Meeting – 18 June 2020**

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### **Item 4 Minutes of Traffic Advisory Committee Meeting – 28 May 2020**

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

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

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

**APOLOGIES:** Mr Kumar Satkumaran (Manager Projects).

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED** that the minutes of the Traffic Advisory Committee meeting held on 23 April 2020 be confirmed.

**Barry/Unicomb**

#### **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.
- 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.
- Installation of 10kph signs for 'One Way' traffic in Central Lane, Coolah. Further information required from Haynes Hardware.
- School bus route advance warning signs to be installed on Timor Road, 80m either side of the Koala Crescent intersection. Council guideline to be forwarded to relevant bus operators.

#### **AGENDA ITEMS**

- a) Baradine Central School – Relocation of School Bus Zone

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Baradine Central School requested the relocation of existing school bus zone in Queen Street to develop a joint delivery bay. The Committee raised concerns of a potential conflict with school students / parents and delivery vehicles using the new entrance. It was determined that Council contact the school regarding this matter.

**RECOMMENDED** that the Baradine Central School bus zone in Queen Street be relocated 30 metres to the east.

**Barry/Unicomb**

b) Coolah Central School – ‘No Stopping’ and School Bus Zones in Binnia Street, Coolah

**RECOMMENDED** that the southern ‘No Stopping’ sign located in Binnia Street adjacent to the Coolah Central School carpark be relocated 10m from the driveway access.

**Barry/Kilsby**

### **GENERAL BUSINESS**

The following items were discussed without resolution:

- Concept of closing off Little Timor Street to create a pedestrian shared space. The Committee determined that a resolution was not required unless signage is to be removed and/or installed.
- IGA Carpark – concern that traffic movements around IGA carpark are confusing. Council to correspond with IGA regarding this matter.
- Warrumbungle Quarry Access – TfNSW STARS trial is in abeyance.

There being no further business the meeting closed at 11.10am.

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Thursday, 25 June 2020 commencing at 10.00am.

### **Note**

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

- a) Baradine Central School – Relocation of School Bus Zone
- b) Coolah Central School – ‘No Stopping’ and School Bus Zones in Binnia Street, Coolah

### **RECOMMENDATION**

That Council accept the Minutes of the Traffic Advisory Committee Meeting held at Coonabarabran on 28 May 2020.

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### **Item 5 Minutes of Orana Joint Organisation Meeting – 29 May 2020**

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

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#### **Reason for Report**

To present minutes from the Orana Joint Organisation board meeting held via teleconference on Friday 29 May 2020.

#### **Background**

At the meeting of the Orana Joint Organisation (JO) held 29 May 2020 the following resolutions were made:

- The Orana JO appointed the General Manager of Mid Western Council as the Interim Executive Officer of Orana JO to commence 14 June 2020 until recruitment for the Executive Officer is finalised.
- No payment will be made by the Orana JO to the General Manager, or their member Council, to undertake the additional role of Interim Executive Officer.
- The draft 2020/2021 expenditure budget was adopted and will be placed on public exhibition for 28 days prior to the final document being adopted at the June meeting.
- The draft 2020/2021 statement of revenue policy was adopted and will be placed on public exhibition for 28 days prior to the final document being adopted at the June meeting.
- Information that was provided to the meeting will be forwarded to the Roads of Strategic Importance Initiative for further consideration.
- A General Manager from a member Council write to the Digital Connectivity Team to request that the Orana JO be considered and included in further community consultation in respect to the Gig State Pilot Project.

#### **Options**

Nil

#### **Financial Considerations**

Nil

#### **Attachments**

1. Minutes of the Orana Joint Organisation board meeting held on Friday 29 May 2020.

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### **RECOMMENDATION**

That Council notes the minutes of Orana Joint Organisation meeting held via teleconference on 29 May 2020.



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### **Item 6 Supplementary Report to Item 7 Community Annual Donations Budget 2020/21**

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

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#### **Reason for Report**

Council has received 29 Annual Donation applications, (totaling around \$33,236), as at 29 May 2020 under Council's Community Financial Assistance Donations Policy for consideration in Council's 2020/21 Operational Plan and Budget. Of these, 24 had been received and listed within the report to Council 16 April 2020, Item 7.

Around half of the applications were generally well completed by most organisations thereby making assessment against the Policy Guidelines easier and provide a considered recommendation to Council.

The assessment process undertaken is at times challenging and understanding that Council has finite financial resources to allocate and already Council subsidises many of the service areas such as sports grounds, ovals, halls and community activities makes any final recommendations difficult.

Following the assessment process Council has been presented with 29 applications that have been recommended to be accepted, (whether in full or part), to be granted assistance to a total amount of \$13,742, (of \$33,236), and 11 not recommended totaling \$16,149.

#### **Background**

The Community Financial Assistance Donations Policy forms part of Council's Operational Plan, which enables Council under section 356 of the Local Government Act 1993, to provide financial support to local community groups and organisations who contribute to the achievement of the aims and objectives of Councils' Community Strategic Plan.

Annual Donations are provided across six (6) categories:

1. 50% of the annual General Rate, Water Access Charge and Sewerage Access Charge
2. 50% of the annual Water Access Charge and Sewerage Access Charge
3. 100% of the annual Waste Collection Charge and Waste Management Charge

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4. Monetary grant
5. Operator and / or Plant Hire
6. Hall and / or Facility and / or Equipment Hire

The Community Financial Assistance Annual Donations are made in addition to the Community Financial Assistance Donations Rounds One and Two outlined in Council's Donations' Policy.

### **Issues**

Council's total donations budget amount for 2020/21 is \$66,889 and covers all Council Donations made through the year including R1 and R2 Financial Assistance and Annual Donations as part of the Community Financial Assistance Donations Policy.

The Council's Annual 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:

- A. activities/services which do not attempt to become self-supporting where the potential exists through fees or other feasible income-producing activities,
- B. activities of a purely social nature, which do not address the needs of disadvantaged groups,
- C. activities which are eligible for support from state-wide or regional parent bodies, and
- D. 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 Community Financial Assistance R1 or R2 Donation Program for the same or similar purpose as their Annual Donation application.
- Submitted financial Information to assess against the Council guidelines where Council gives low priority.
- Whether the applicant has received assistance in the past.

A summary of those recommended for inclusion in the draft 2020/21 Budget is as follows:

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<b>Ref</b>	<b>Category No.</b>	<b>Applicants - Doc Id</b>	<b>Project Description</b>	<b>Recommended \$ or maximum</b>
3	4	Goolhi Reserve Committee - Doc Id 112833	Upgrade to the hall	\$500
4	6	Coonabarabran Amateur Boxing Gym Inc. - Doc Id 112956	50% cost of licence fees for the Mezzanine Level of the Sport and Rec Centre	\$1,000
5	2	Coolah Presbyterian Church - Doc Id 112983	Reduce burden to elderly volunteers in maintaining the facility for the playgroup and other community events	\$627
6	2	Coolah Presbyterian Church Manse building - Doc Id 112983	Support for church community members	\$627
8	1	Country Women's Association of NSW Coonabarabran branch - Doc Id 113001	Donation will allow further contribution to community welfare	\$1,467
10	2	Dunedoo Presbyterian Church - Doc Id 113070	Church support	\$504
12	6	Coolah Historical, Art & Tourism Subcommittee's - Doc Id 113153	Facility hire - Pandora Gallery	\$578
13	4	Binnaway Showground Management Committee - Doc Id 112903	Pay for water access charge fee	\$285
14	1	Baradine Rusty Club Inc. - Doc Id 113602	Money saved will go toward meeting needs of disabled member	\$936
16	1	Baradine CWA - Doc Id 114126	Reduce annual operation costs to keep venue operating as a public venue	\$888
18	4	Dunedoo Lions Club/Art Unlimited - Doc Id 114459	Enhance the presentation of Art Unlimited	\$1,000
19	4	Warrumbungle Art & Craft Inc. - Doc Id 114527	Acquisitive art prize	\$1,000

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Ref	Category No.	Applicants - Doc Id	Project Description	Recommended \$ or maximum
22	2	Coonabarabran Uniting Church - Doc Id 114639	Organisational support to continue to provide community services	\$627
24	4	Coolah Mens Shed Inc. - Doc Id 114664	Assist with purchase of shipping container storage	\$1,000
26	4	Dunedoo Polocrosse Club - Doc Id 114712	Replace and repair boundary fence lines at Polocrosse grounds damaged in recent floods	\$1,000
27	4	Warrumbungle Eventing Inc. - Doc Id 114714	Repairs to cross country course damaged in recent floods	\$1,000
28	1	Warrumbungle Wildlife Shelter - Doc Id 115000	Savings used to purchase food for animals in care	\$418
29	1	Dunedoo Area Community Group - Doc Id 115451	Funds support ongoing use DACGI and user groups of the railway gang shed	\$285

### Financial Considerations

The 18 recommended recipients are well within budget allocation within the draft 2020/21 Budget provided and allows some flexibility for Council to consider unexpected Donation Assistance when an unexpected need arises outside the scheduled yearly approval process.

### Attachments

1. Annual Donations – Redacted applications.
2. Summary table of applications and assessment comments.

### RECOMMENDATION

That the following be included in the Annual Donations section of the Annual Donations category of the 2020/21 budget at a total estimated amount of \$13,742.

Applicants – Doc Id	Max. \$ Amount/ Approximate
Goolhi Reserve Committee - Doc Id 112833	\$500
Coonabarabran Amateur Boxing Gym Inc. - Doc Id 112956	\$1,000
Coolah Presbyterian Church - Doc Id 112983	\$627
Coolah Presbyterian Church Manse building - Doc Id 112983	\$627
Country Women's Association of NSW Coonabarabran - Doc Id 113001	\$1,467
Dunedoo Presbyterian Church - Doc Id 113070	\$504
Coolah Historical, Art & Tourism Subcommittee's - Doc Id 113153	\$578

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<b>Applicants – Doc Id</b>	<b>Max. \$ Amount/ Approximate</b>
Binnaway Showground Management Committee - Doc Id 112903	\$285
Baradine Rusty Club Inc. - Doc Id 113602	\$936
Baradine CWA - Doc Id 114126	\$888
Dunedoo Lions Club/Art Unlimited - Doc Id 114459	\$1,000
Warrumbungle Art & Craft Inc. - Doc Id 114527	\$1,000
Coonabarabran Uniting Church - Doc Id 114639	\$627
Coolah Mens Shed Inc. - Doc Id 114664	\$1,000
Dunedoo Polocrosse Club - Doc Id 114712	\$1,000
Warrumbungle Eventing Inc. - Doc Id 114714	\$1,000
Warrumbungle Wildlife Shelter - Doc Id 115000	\$418
Dunedoo Area Community Group - Doc Id 115451	\$285

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### **Item 7 Draft Operational Plan 2020/21**

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

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### **Reason for Report**

Following consultation and public exhibition, and in line with Council's Integrated Planning and Reporting Framework, the draft 2020/21 Operational Plan and Budget are presented to Council for consideration and endorsement.

The draft Operational Plan on Public Exhibition shows that operating revenue for 2020/21 is projected to be around \$40.745M and the operating expenditure is projected as \$38.256M. This total includes Capital Grants and Contributions of \$5.040M and Operational Grants and Contributions of \$14.802M.

Therefore, the expected projected consolidated Result is a deficit of \$2.551M before Capital Grant & Contributions and a projected net Operating Result surplus of \$2.489M after Capital Grant & Contributions.

A projected General Fund Operating Result deficit of \$2.699M before Capital Grant & Contributions and a projected net Operating Result deficit of \$0.773M after Capital Grant & Contributions (includes Waste).

A copy of the draft Operational Plan 2020/21 is provided as an attachment to this report. The draft also includes projected capital expenditure of \$14.101M.

A number of comments, submissions and recommendations (31) were received for Council's consideration and are included in the attachments.

Additionally, an Office of Local Government (OLG) Circular 30-19 / 26 May 2020 / A702258 for Information about Ratings 2020-21 is summarised within this report for Council's consideration.

One main item that has come forward since the April Council Meeting during the Public Exhibition period is a significant increase in emergency services contributions proposed by the NSW State Government of over \$210,000, however, at the same time the Office of Local Government announced a reimbursement of the 2020/21 increase, but not the over \$100,000 increase from 2018/19 to 2019/20.

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### Background

The draft 2020/21 Operational Plan and Budget sets out Council's proposed budget for next financial year. The budget is 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 budget meetings and workshops with managers, executive, and councillors over the past 4 months.

Workshops were held with councillors on:

- Wednesday, 18 March 2020
- Thursday, 2 April 2020

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 that were 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:

- Advance payment of Financial Assistance Grants,
- Impact of ongoing Asset Revaluation and the subsequent variation in depreciation,
- Unfreezing of the Financial Assistance Grants previously is much appreciated, however, the shortfalls from the time they were frozen will not be recouped
- Emergency services contributions,
- 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 ultimate success of implementation of the 372/1819 (18 April 2019) Resolution of Council relating to the adopted Financial Planning and Sustainability Policy,
- The continuation of lower rates of investment interest, and
- The impact of the drought and the unknown effects of the Covid-19 pandemic going forward.

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.*

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- (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 the April Council meeting, Council placed the draft Operational Plan 2020/21, including Revenue Policy and the subsequently updated Delivery Program 2020/21 to 2023/24 on public exhibition closing on Thursday 28 May 2020.

The notice indicating the plans are on public exhibition indicated that submissions may be made to the Council at any time during the period of public exhibition.

### **Issues**

#### Operational Plan 2020/21

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

- The draft consolidated income statement shows that total revenue for 2020/21 is projected to be around \$40.745M. This total includes Capital Grants and Contributions of \$5.040M and Operational Grants and Contributions of \$14.802M. A projected consolidated Result deficit of \$2.551M before Capital Grant & Contributions and a projected net Operating Result surplus of \$2.489M after Capital Grant & Contributions.



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- A projected General Fund Operating Result deficit of \$2.699M 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 \$1.174M 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 \$2.088M 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 where a 5% increase was proposed 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.*

*(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.

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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 increase 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 waste management services for each parcel of rateable land for which the service is available.*
- (2) *A council may make an annual charge for the provision of a domestic waste 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 that land; and*
  - c. *the amount of the annual charge is limited to recovering the cost of providing 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 providing domestic waste management services.*
  - (1A) *Subsection (1) does not prevent income from an ordinary rate from being lent (by way of internal loan) for use by the council in meeting the cost of providing domestic waste management services.*
- (2) *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 charges or the imposition of charges for the actual use of the service, or both.*
- (3) *Income obtained from charges for domestic waste management must be 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

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capital grants and contributions of a small surplus of \$198,000. Waste is normally included as part of General Fund activities.

### Public Exhibition Net Operating Results before Capital Grants and Contributions

The draft 2020/21 Operational Plan budget, as it currently stands, results in a consolidated Operating Result deficit of \$2.551M.

**Table 1 – Net Operating Result before Capital Grants and Contributions (\$'000)**

Fund	2020/21	Operating Result
General Fund (Including Waste)	(2,699)	Deficit
Warrumbungle Water	19	Surplus
Warrumbungle Sewer	129	Surplus

### OLG Circular 30-19 / 26 May 2020 / A702258 for Information about Ratings 2020-21

The Circular prescribes following four changes in the Ratings 2020-21, out of which only the second one would impact the Council:

- The maximum boarding house tariffs for 2020-21 have been determined. This is not applicable to the Council.
- The maximum interest rate payable on overdue rates and charges for 2020-21 has been determined. This is further elaborated below.
- The section 603 certificate fee for 2020-21 has been determined.
- The statutory limit on the maximum amount of minimum interest rates for 2020-21 has been determined for commencement on 1 July 2020.

In regards to interest rates payable, the Circular states that pursuant to section 566(3) of the Local Government Act it has been determined that the maximum rate of interest payable on overdue rates and charges for the period 1 July 2020 to 31 December 2020 (inclusive) will be **0.0% per annum** and that the maximum rate of interest payable on overdue rates and charges for the period 1 January 2021 to 30 June 2021 (inclusive) will be **7.0% per annum**.

The interest rate proposed in the Revenue Policy was 7.5% which will be amended to reflect above changes. A further analysis of activities and possible impact on the budget of this and Covid-19 pandemic effects is also attached to this report.

### Depreciation Expense

Revaluation of waste remediation and transport infrastructure assets are not yet finalised. Council received a draft revaluation report from AssetVal, independent valuer, which is under review. The impact of revaluation on depreciation will be incorporated in QBRs1 of 2020/21.

### 31 Submissions

In all 29 comments, submissions and recommendations were received from members of the public and 2 internal submissions for Council's consideration as summarised in table 2 below:

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**Table 2 - Summary of the submissions and recommendations**

<b>No.</b>	<b>Where</b>	<b>Proposal Name/ Description</b>	<b>Proposed \$ Amount</b>	<b>Comment from Director</b>	<b>Recommendation</b>
1	Coolah	Emergency Bushfire Plan Dissemination	4,000	Emergency Plan Information is provided on Councils website.	Considered part of existing operating budget.
2	Coolah	Seating and signage at Bowen Oval Coolah	3,000	No details. Any proposals should first be considered by Bowen Oval Committee.	For Council's consideration.
3	Coolah	Disabled parking for Binnia St Coolah	2,000	Concept proposal currently on display. Funding required is \$4000	For Council's consideration.
4	Coolah	Increase to EDT budget	100,000	Not currently considered within capacity of Council's existing budget.	For Council's consideration.
5	Coolah	Tree maintenance and replacement	16,000	Tree maintenance included in operating budget	Considered part of existing operating budget.
6	Coolah	Roadworks on Coolah/Cassillis Rd	10,000	Maintenance works	Considered part of existing operating budget.
7	Coolah	Upgrade Vinegaroy Rd - Stibbard's "Cambawarra"	80,000	This project included forward program 2022/23. Funded through Block Grant	For Council's consideration.
8	Coolah	Shire Youth Development Officer	90,000	Council previously considered and not funded separately at this time.	For Council's consideration.
9	Coolah	Bowen Oval multi-User Storage Shed	60,000	Project funding may be available through a Grant Program	For Council's consideration.
10	Coolah	Grants officer	120,000	Not currently considered within capacity of Council's existing budget.	For Council's consideration.
11	Coolah	Maintenance Coolah Library Gallery	5,000	Maintenance/ Minor items	Considered part of existing operating budget.
12	Coolah	Permanent structure instead of bollards on Binnia St Coolah	3,000	Work completed	

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No.	Where	Proposal Name/ Description	Proposed \$ Amount	Comment from Director	Recommendation
13	Coolah	Concrete wheel blockers to protect posts	3,500	Concrete wheel blockers are a trip hazard. Bollards have now been installed in front of some verandah posts in Binnia Street	For Council's consideration.
14	Coolah	Australia Day Pole & Decorative Banners	2,000	Minor items	Considered part of existing operating budget.
15	Coolah	Coolah Swimming Pool upgrade toilets	30,000	Upgrading toilets at Coolah Pool is not a priority, given the fact that renewal of pool infrastructure is required.	For Council's consideration.
16	Coolah	Reflectors on main street blisters Binnia St Coolah	1,000	Considered part of existing operating budget.	Considered part of existing operating budget.
17	Coolah	Acquisition of solar power and storage for new shed	20,000	Grant funding is available for back up power sources	For Council's consideration.
18	Coolah	Request for access to separate premises for Historical Society purposes	not stated	Refer Council Resolution 337/1920. Also note Council has no suitable building available at this time.	
19	Coolah	Coolah shared path development stage 2	40,000	Detailed plans and costing not available	For Council's consideration.
20	Coolah	Gallery Improvements	1,000	Maintenance/ Minor items	Considered part of existing operating budget.
21	Coolah	Moorfield Road Extension	250,000	There is no continuous legal road connecting Moorefield Road to Uarbry.	
22	Coolah	Skate park and learn to ride track	200,000	Project funded through SCCF 3	
23	Coolah	Long Jump Pit and Runway	8,500	Location of long jump pit should be considered by Bowen Oval Committee. Funding through Grant programs may be available.	For Council's consideration.
24	Coonabarabran	Shop locally Cards	5,000	Not currently considered within capacity of Council's existing budget.	April Council Meeting deferred until December 2020.
25	Neilrex	Coolah to Neilrex Rd	not stated	Funding to upgrade Neilrex Road is included Fixing Local Road funding applications	

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No.	Where	Proposal Name/ Description	Proposed \$ Amount	Comment from Director	Recommendation
26	Neilrex	Dips Neilrex to Merrygoen Rd	not stated	No scope of work provided. Maintenance works subject to available funding	For Council's consideration.
27	Coolah	Lighting at Coolah aerodrome	not stated	\$35,000 included in Council's 2020/21 from Council funds not grants (pg 29 attachment 1 part2).	
28	Coolah	Coolah toddler pool to be upgraded to feature some water play structures and a sloped entry if Bowen Oval equipment storage project is under budget	not stated	Funding not available for water play features at Coolah Pool.	
29	Coolah	Build long jump pit if under budget on new acid tank and toddler pool crack repair.	not stated	New acid tank and repair of cracks included in forward program of renewal works for the pool.	
30		Add to fees and charges cost of one or more additional electronic key cards for access to any of Council's pools - \$20 per card.	Cost recovery	As per submission	To be incorporated into the adopted fees and charges.
31		1. That the Commercial (Non-Domestic Recycling Charge be increased from \$241 to \$424 (an increase of \$183), 2. That additional woolpacks provided as part of the Commercial (Non-Domestic) Recycling Service be charged, 3. That additional recycling collections from Domestic Waste Users incur a further charge per recycle bin	Cost recovery	As per submission	For Council's consideration.
		<b>Total</b>	1,054,000		

### Annual Donations

A separate Report was presented to this Council Meeting with recommendations for inclusion in the 2020/21 Operational Plan and Budget of a number of Annual Donations that forms part of the adopted 2020/21 Operational Plan and Budget.

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### **Conclusion**

This report recommends the adoption by Council of the public exhibited draft 2020/21 Operational Plan and budget as attached to this report which includes the emergency services additional budget and offsetting reimbursement.

### **Attachments**

1. Draft 2020/21 Operational Plan and Budget and associated documents (Part 1 to 4) placed on Public Exhibition,
  - 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.
  - Part 4 The Revenue Policy and Fees & Charges (Appendix 1) incorporating the Annual Donations Policy (Appendix 2) and Rate Maps (Appendix 3).
2. Submissions received at the time of compiling this report, and
3. A summary of an analysis of the likely effects of the uncertainties concerning the Covid-19 pandemic on the draft 2020/21 Operational Plan and Budget.

### **RECOMMENDATION**

That:

1. Council receive the report on the Draft Operational Plan and Budget 2020/21;
2. Council notes the concerns and comments received in the Public Submissions;
3. Council write to those that have made submissions advising them of the outcome from the consideration of the Draft Operational Plan 2020/21 and subsequent Council Resolution; and
4. Council endorse the draft 2020/21 Operational Plan and Budget including the Revenue Policy incorporating the Fees and Charges, as placed on Public Exhibition, with the following changes:
  - i) Amendment in Revenue Policy due to change in interest rates pursuant to Office of Local Government Circular dated 26 May 2020,
  - ii) The increase in expenditure from the Emergency Services Levy of \$210,000 over the 2019/20 amounts and the subsequent reimbursement (income) of this increase,
  - iii) That the additional \$20 fee for Electronic Swap Card of for swimming pools be added to Council's Revenue Policy incorporating the Fees and Charges.

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### Item 8 Meeting Schedule

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	General Manager – Roger Bailey
<b>CSP Key Focus Area:</b>	Local Government and Finance
<b>Priority:</b>	GF7 Council provides strong civic and regional leadership, and undertakes its governance and service delivery tasks with integrity

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### Reason for Report

To fix Council's meeting schedule to include an Ordinary meeting in for September 2020.

### Background

At the October 2019 Council meeting the Council resolved to set its meeting schedule for the 2020 year. At that stage Council resolved that due to the Council elections being held in September 2020 there would not be an ordinary Council meeting but instead hold an extra-ordinary meeting to deal with the election of Mayor and Deputy Mayor and other related issues.

Due to the COVID-19 crisis and to provide certainty to councils, communities and potential candidates, the NSW Government made the decision to postpone the September local government elections. It follows Parliament passing amendments to the Local Government Act to provide the Minister with the power to postpone the elections for 12 months with a possible further extension to 31 December 2021 should the need arise.

The Government deferred the council elections until September 2021.

Mayoral elections will now therefore need to be held for mayors elected by councillors in September 2018 when their two-year terms expire this year. Warrumbungle Shire Council falls into this category.

### Issues

The *Local Government Act 1993* (NSW) s 365 stipulates that Council is required to meet at least ten (10) times each year, each time in a different month. For 2020 Council previously resolved that ordinary Council meeting would be held in:

February	Thursday 20
March	Thursday 19
April	Thursday 16
May	Thursday 21
June	Thursday 18
July	Thursday 16
August	Thursday 20



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October	Thursday 15
November	Thursday 19
December	Thursday 10

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

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

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

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

While Council meets the requirement to hold a minimum of ten Council meetings a year a meeting it will still be necessary to hold a meeting in September for the purpose of the election of Mayor.

It had also been determined that the Ordinary Council meetings would, during the COVID-19 crisis, be chaired from the Coonabarabran chambers.

### **Financial Considerations**

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

### **Attachments**

1. OLG Circular 20-10 Postponement of the September 2020 Local Government Elections

### **RECOMMENDATION**

That Council holds an ordinary meeting of Council on Thursday 17 September 2020 at 5.00pm and that the election of Mayor be held at this meeting.

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### Item 9 Disclosure of Interests under clause 4.21 of the *Model Code of Conduct for Local Councils in NSW*

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	General Manager – Roger Bailey
<b>CSP Key Focus Area:</b>	Local Government and Finance
<b>Priority:</b>	GF7 Council provides strong civic and regional leadership, and undertakes its governance and service delivery tasks with integrity

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#### **Reason for the Report**

To advise Council of the returns required to be lodged with the General Manager under clause 4.21 of the *Model Code of Conduct for Local Councils in NSW* (“the Model Code of Conduct”) for Councillors & Designated Person for the period 1 July 2019 to 30 June 2020.

#### **Background**

Clause 4.21 of the Model Code of Conduct requires Councillors and designated persons to lodge returns under section 449 for the period 1 July 2019 to 30 June 2020.

##### *Clause 4.21:*

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

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

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

Clause 4.8 classifies a designated person as:

##### *Designated persons include:*

- (a) The general manager*
- (b) Other senior staff of the council for the purposes of section 332 of the LGA*
- (c) A person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of*

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

In addition to the General Manager it would be appropriate that Council identify the following as designated persons:

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

The Returns have now been issued to all persons (councillors and designated persons) and are due to be returned by no later than 30 September 2020.

### **Financial Implications**

Nil

### **Attachments**

Nil

### **RECOMMENDATION**

That Council:

1. Note the report on Disclosure of Interests under clause 4.21 of the *Model Code of Conduct for Local Councils in NSW* for the period 1 July 2019 to 30 June 2020.
2. Identify the following positions as designated staff:
  - Director Development Services
  - Director Technical Services
  - Director Corporate and Community Services
  - Manager Projects
  - Manager Road Operations
  - Manager Regulatory Services
  - Building Certifier
  - Town Planner

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3. Note the relevant forms have been issued to all councillors and designated staff.
4. Note that the Returns are to be provided to the General Manager by no later than 30 September 2020.

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### Item 10 Office of Local Government S430 Report

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

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### Reason for Report

To inform Council and the community of the determination by the Minister for Local Government in relation to the Section 430 investigation into the Warrumbungle Shire Council.

### Background

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

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

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

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

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

The 59 page Report detailed the issues above and provided a number of findings as well as and making 10 recommendations. The more significant of these recommendations included:

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

Council was required to present the Report to the next meeting of the Council after the report was received. That meeting being the meeting on 21 November 2019. Then, within 28 days after presentation to it of the Report Council was to give written notice to the Minister of the things done or proposed to be done to give effect to any recommendations contained in the report.

The Final Report of the Section 430 investigation into the Warrumbungle Shire Council was presented to Council at its 21 November 2019 meeting. Subsequently Council made a submission to the Office of Local Government on the report. Council emailed its submission to the Office of Local Government on 18 December 2019.

The Minister wrote to Council on 26 May 2020 acknowledging that:

- Council is working with DPIE-Water and NSW Health to address water issues
- Council is working to address cultural issues within staff

The Minister also points out that there were short comings in Council's submission including:

- Not recognising the importance of the issues raised within the Report, both in regard to Council's water function and in relation to the performance of councillors
- Councillors not understanding their role when dealing with a tender or tenderer

The Minister's determination was to:

- Defer consideration of a Performance Improvement Order and also of the appointment of a Temporary Adviser in relation to provide assistance to Council in regard to water and waste water functions
- Require Council to implement the Improvement Plan (water and waste water) and report its progress to the Deputy Secretary, Local Government, Planning and Policy on a three monthly basis. The first report would be due six weeks following the date of the letter, hence due by 7 July 2020
- Require Council to report its progress in addressing the findings in the Report, in particular, staff cultural and conduct issues and that this report be submitted to the Deputy Secretary. The first report should be provided within six weeks from the date of the Minister's letter

### **Financial Considerations**

Nil

### **Attachments**

1. Minister's letter dated 26 May 2020.

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### **RECOMMENDATION**

That Council notes the determination of the Minister for Local Government, the Hon. Shelley Hancock, in relation to the Section 430 Investigation Report into Warrumbungle Shire Council in her letter dated 26 May 2020.

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### Item 11 Local Road and Community Infrastructure Program

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	General Manager – Roger Bailey
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	P13 Road networks throughout the Shire need to be safe, well maintained and adequately funded

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#### **Reason for Report**

To determine how to apply the funding from the recent announcement of \$1,553,366 under the Local Roads and Community Infrastructure Program from the Federal Government.

#### **Background**

As part of the COVID-19 stimulus program the Australian Government has committed \$500 million to the Local Road and Community Infrastructure Program (LRCI Program) to support jobs, businesses and the resilience of local economies. From 1 July 2020, councils will be able to access funding to support delivery of priority local road and community infrastructure projects.

All local councils will be eligible for funding under the LRCI Program. A council's share of funding has been calculated in a similar way to how the Roads to Recovery Program and the road component of the Financial Assistance Grants works. This formula takes into consideration road length and population and is based on recommendations of Local Government Grants Commissions.

Councils will be able to select the projects to be funded in their community according to priorities at the local level. Similar to the Roads to Recovery Program, councils will need to submit a Work Schedule that outlines the project(s) they plan to undertake. As long as these projects are eligible local road or community infrastructure projects, they will receive funding.

Funding is available for local road and community infrastructure projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public. Projects will need to deliver benefits to the community, such as improved accessibility, visual amenity and safety benefits.

Eligible local road projects could include works involving any of the following associated with a road:

- traffic signs;
- traffic control equipment;
- street lighting equipment;
- a bridge or tunnel;



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- a facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);
- facilities off the road that support the visitor economy; and
- road and sidewalk maintenance, where additional to normal capital works schedules.

Eligible community infrastructure projects could include works involving:

- Closed Circuit TV (CCTV);
- bicycle and walking paths;
- painting or improvements to community facilities;
- repairing and replacing fencing;
- improved accessibility of community facilities and areas;
- landscaping improvements, such as tree planting and beautification of roundabouts;
- picnic shelters or barbeque facilities at community parks;
- playgrounds and skateparks (including all ability playgrounds);
- noise and vibration mitigation measures; and
- off-road car parks (such as those at sporting grounds or parks).

Funding will be available from 1 July 2020. Councils will need to complete all project works by 30 June 2021 to receive their full nominal share of funding. Councils will also need to demonstrate that projects are additional to their pre-COVID-19 work program for 2020-21. If a project has been brought forward from a future work program it will be eligible for funding.

Additional conditions, such as signage requirements, will be outlined in program guidelines, which are currently being finalised.

With the number of projects that Council is currently undertaking and additional projects that are in the pipeline, e.g. Robertson Oval, Dunedoo sports amenities there is no longer capacity for staff in that area to undertake any additional projects, hence it is to be recommended that the funding be applied to road based infrastructure.

It should also be noted that a number of other road projects are currently subject to funding applications under separate funding programs that are expected to be announced soon, e.g. Neilrex Road has been identified as the No.1 priority under the Fixing Local Roads Program.

### **Options**

Council is to identify projects that are to be applied for under the program. A list of possible projects is attached for consideration. Projects not included on this list may also be included.

### **Financial Considerations**

The funding is a grant of \$1,553,366 to council that is to be spent by 30 June 2021. It is not a competitive application process.

### **Attachments**

1. Media Release – New program delivers \$21m for Parkes electorate councils, Mark Coulton MP

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2. Possible projects that may be applied for under the LRCIP.

### **RECOMMENDATION**

That Council:

1. Thanks the Federal Government for the funding under the Local Roads and Community Infrastructure Program;
2. Authorise the General Manager to apply for the following projects in order of priority up to the eligible funding limit including making variations to the estimates:
  - i. Moorefield Road. Installation of pipe culverts, waterway areas and drop structure - \$220,000
  - ii. Native vegetation parkland upstream of Mary Jane Cain Bridge. Extension of concrete path to Robertson Street, length 250 metres - \$125,000
  - iii. Dunedoo. Laneway between Bolaro & Digilah off Wargundy & Wallaroo. Length 250m - \$45,000
  - iv. Ironbark Street, Binnaway. Bitumen sealing surface. Length 150m - \$30,000
  - v. Dalgarno Street Coonabarabran between John Street and entrance to Woolworths. Renewal K&G both sides total length 150m, increase width of footpath by 1.5m both sides - \$160,000
  - vi. Footpath Access Ramps Coonabarabran - \$50,000
  - vii. Footpath Access Ramps Coolah - \$40,000
  - viii. Footpath Access Ramps Baradine and footpath extension to the Baradine Health Service (approx. 30 metres) - \$50,000
  - ix. Footpath Access Ramps Dunedoo - \$25,000
  - x. Footpath Access Ramps Binnaway - \$15,000
  - xi. Footpath Access Ramps Mendooran - \$15,000
  - xii. Booloola Road. 1km pavement rehabilitation - \$200,000
  - xiii. Piambra Road. 1km pavement rehabilitation - \$200,000
  - xiv. Tongy Lane. 1km pavement rehabilitation - \$200,000
  - xv. Munns Road. Concrete causeway over Milchomi Creek. 100m - \$220,000
  - xvi. Tucklan Road. 1km pavement rehabilitation - \$200,000

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### **Item 12 Council Resolutions Report June 2020**

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

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### **Reason for Report**

To provide Council with updated information on the progress of Council resolutions.

### **Background**

The General Manager is responsible for overseeing the progression of information from relevant staff to Council via the Business Paper and monthly Council meetings.

Furthermore, the General Manager is responsible for ensuring appropriate information regarding Council resolutions and deliberations are provided to Directors and relevant staff. Each Council resolution is allocated to a directorate for action. Directors and Managers provide feedback to the General Manager on the progress of resolutions each month by way of the attached Council Resolution Report. Once an item is noted by Council as being complete it is removed from the Report.

Resolutions that remain 'In Progress' for a 12 month period will be reported to Council as a separate agenda item with a new Recommendation. This will provide Council staff the opportunity to detail the history and issues of outstanding items before Council reconsiders the matter.

### **Issues**

This feedback is provided to Council for information purposes.

### **Attachments**

1. Council Resolution Report, June 2020

### **RECOMMENDATION**

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

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### Item 13 Revotes Report

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

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### Reason for Report

To provide Council with updated information on the progress of projects that Council has funded by revote.

### Background

From time to time, Council endorses changes to its adopted annual budget by way of a revote. A report on those projects that have been subject to a revote is compiled, with updates provided on progress.

The General Manager is responsible for overseeing the progression of information from relevant staff to Council via the Business Paper and monthly Council meetings.

Council is provided with information on revote items and their progress in the attached report.

### Attachments

1. Revote Report

### RECOMMENDATION

That the Revote Report be noted for information.

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### Item 14 Adoption 2019 Agency Information Guide

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

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### Reason for Report

To seek endorsement from Council for the 2020 Agency Information Guide.

### Background

The Agency Information Guide is drafted according to the requirements of the *Government Information (Public Access) Act 2009* ('GIPA Act'). The object of the GIPA Act is to open government information to the public to maintain and advance a system of responsible and representative democratic government.

The GIPA Act places various obligations on agencies within NSW in respect of their publication and release of the information that they create and hold. The GIPA Act also provides rights for persons to apply for access to government information.

Council has an obligation to create and update a Publication Guide in accordance with part 3 division 2 of the GIPA Act.

Part 3 division 2 of the GIPA Act states that:

*Division 2      Agency Information Guides  
20 Agencies must have agency information guide*

- (1) *An agency (other than a Minister) must have a guide (its "agency information guide") that:*
- (a) *describes the structure and functions of the agency, and*
  - (b) *describes the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public, and*
  - (c) *specifies any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the exercise of the agency's functions, and*

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- (d) *identifies the various kinds of government information held by the agency, and*
  - (e) *identifies the kinds of government information held by the agency that the agency makes (or will make) publicly available, and*
  - (f) *specifies the manner in which the agency makes (or will make) government information publicly available, and*
  - (g) *identifies the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.*
- (2) *An agency must make government information publicly available as provided by its agency information guide.*
- (3) *The Director-General of the Department of Local Government may, in consultation with the Information Commissioner, adopt mandatory provisions for inclusion in the agency information guide of local authorities. The agency information guide of a local authority must include any such mandatory provision unless the Director-General otherwise approves in a particular case.*

### *21 Adoption and review of agency information guide*

*An agency must adopt its first agency information guide within six months after the commencement of this section and must review its agency information guide and adopt a new agency information guide at intervals of not more than 12 months. An agency may update and amend its agency information guide at any time.*

### *22 Role of Information Commissioner*

- (1) *An agency must notify the Information Commissioner before adopting or amending an agency information guide and must, if requested to do so by the Information Commissioner, consult with the Information Commissioner on the proposed agency information guide or amendment.*
- (2) *The Information Commissioner can issue guidelines and model agency information guides for the assistance of agencies in connection with agency information guides.*

### **Issues**

Under the GIPA Act Council is required to have an Agency Information Guide (AIG). The AIG is to be submitted to the Information Commissioner, and Council must review its AIG and adopt a new guide at intervals of not more than 12 months.

The draft Agency Information Guide for 2020 is accordingly submitted for Council's endorsement and adoption. Updates and changes have been made. These include

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changes in personnel, changes in function areas, and updates to the organisational structure.

Once endorsed, a copy of the updated Agency Information Guide will be submitted to the Information Commissioner and placed on Council's website.

A copy of the draft Agency Information Guide is provided as an attachment.

### **Options**

Council can either:

1. Accept the Agency Information Guide; or
2. Adjust the Agency Information Guide prior to it being endorsed.

### **Financial Considerations**

Nil

### **Attachments**

1. Draft 2020 Agency Information Guide

### **RECOMMENDATION**

That Council:

1. Endorses and adopts the 2020 Agency Information Guide.
2. Submits the 2020 Agency Information Guide to the Information Commissioner.

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### **Item 15 Orana Arts Incorporated**

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Community Services
<b>Author:</b>	Manager Community Services – Dr Margaret Anderson
<b>CSP Key Focus Area:</b>	Arts and Culture
<b>Priority / Strategy:</b>	P12.1 Ensure the long-term provision and retention of high quality services for our community

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### **Reason for the Report**

To review membership to Orana Arts.

### **Background**

Orana Arts (OA) considers itself the Regional Arts Board and peak arts and cultural organisation for the Orana region. Originally, it comprised 16 local government members. It now comprises three Council's (Dubbo, Mid Western and Warrumbungle). Some former members cited a lack of value for their investment and withdrew. Developments in Tourism NSW ensured free reports being offered directly to all councils, therefore the \$5,000 contribution sought by OA for the Dark Skies Project became unnecessary; and, a contribution of \$4,000 for Museum and Heritage advice parse, noting Council engages Heritage Advisor, Mr Peter Duggan, for these matters.

Orana Arts strives to support and advocate for arts and culture in communities through programs and projects that help cultural participation in the arts and provide opportunities for artists. In recent times, the following activities have been successfully delivered with assistance from Orana Arts:

- Country Arts Support Program: up to \$18,000 of arts & cultural funding. OA will visit the region to help support community groups to apply. (Last year WSC had 4 applications);
- WSC staff can access to OA staff for arts & cultural support. (Questions on funding, community outreach);
- Access to partner with OA on key initiatives;
- Access to online arts platform & resources (created for artists & cultural institution and volunteer run museums).

### **Issues**

Orana Arts is now a skill-based committee not one by council appointment.

### **Options**

Nil organisations are currently known to provide a similar role.

### **Financial Considerations**

The budget contribution required of Council per annum is a \$2,000 membership fee.



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### **Summary**

Membership to a cultural organisation provides expertise in arts policy and practice, and supports our local creative collectives in identifying relevant opportunities in a timely way. Less membership to the Orana Arts provides Warrumbungle Shire Council with greater access to arts funding.

### **RECOMMENDATION**

That Council's maintain membership of Orana Arts Incorporated.

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### **Item 16 Review of Procurement Policy**

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

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### **Reason for Report**

Council's existing strategic Procurement Policy (including Local Support Policy) is due for review and revision. Additionally, the Office of Local Government, Section 430 Final Investigation Report has expressed concerns that should be addressed around Council's Procurement processes.

### **Background**

Council has in place policies for a wide range of subjects to ensure consistency in Council's decision-making adherence to legislation, and the efficient running of Council operations.

All Council policies fit into one (1) of two (2) broad categories:

- Strategic Policies – these are policies that set the strategic direction of Council and are endorsed by Council. These include a number of recommended and legislated policies which are required to be approved by the NSW Office of Local Government (OLG).
- Operational Policies – these policies deal purely with operational matters and do not require Council endorsement. These policies include staff policies that deal with staffing, WHS and other human resources issues, auspiced policies which relate to auspiced programs and general operational policies that deal with all other operational matters.

To ensure that Council's Strategic Policies remain fit for purpose, Council reviews all its Strategic Policies within 12 months of each Local Government election.

### **Issues**

Following are extracted notes taken from the Office of Local Government (OLG) S430 Final Investigation Report on Warrumbungle Shire Council in relation to Procurement, specifically from pages 6, 12, 14, 15, 22, 51 and 59 and suggested actions:

Page 6: from Executive Summary

*“Procurement processes must be open, transparent and able to withstand scrutiny. While no adverse findings have been made regarding the waste*

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*services contract, given Council's response to the draft report, it is vitally important that councillors fully understand their role in dealing with procurement issues. For that reason, the report recommends that training be provided to the councillors, that Council reviews its procurement processes to strengthen its probity processes and to provide greater transparency, particularly in relation to contracts that are subject to tendering."*

Suggestion 1: The attached reviewed Procurement Policy draft incorporates strengthened responsibilities for training of staff.

Suggestion 2: The attached reviewed Procurement Policy draft incorporates strengthened responsibilities for training of Councillors ie. *"(at least two yearly and/or within a year of taking up a role of Councilor ..."*

In regard to *"procurement processes to strengthen its probity processes"* refer suggestion 3.

Suggestion 3: Reports on tenders, as much as possible, are to be presented to open part of Council Meetings with clear and extensive recommendations and as little as possible referred to closed meetings (refer Procurement Policy Clause 6.1.3 Consideration of Tender Information in Closed Council) and the incorporation of clear definitions of Probity and the responsibility of Tender Evaluation Committee Chair to ensure Probity considerations and "... the demonstration of strong moral principles and ethical behaviour in all the dealings with suppliers."

Page 12: from 2.1 Waste services tender section

*"28. Some councillors failed to fully understand their role when dealing with the waste services contract. Those failures extended to both the procurement process and the resolution of the issues that arose following the awarding of the contract."*

Suggestion 4: See Suggestion 2 above:

Page 14 and 15: from 3 Recommendations section

*"3.8 Council undertake a further review of its procurement processes to strengthen its probity processes and to provide greater transparency, particularly in relation to contracts that are subject to tendering. In doing so, the limited role of councillors should be clearly defined.*

*3.9 Council amends the form of its tenders to ensure that the terms are clear and precise.*

*3.10 Further training be provided to councillors and relevant staff in how to undertake their respective roles in the revised procurement process"*

Suggestion 5: Refer to above mentioned suggestions 1-4 and in the case of 3.9 above Table 2a (Minimum List of Performance Criteria for Assessment of Tenders and Relevant Quotations), the attached reviewed Procurement Policy draft has been modified to make the form of the tender and tender documents clear and precise and link to the sections of the Tender under 6.1.1. Additionally, a 'Purchase Orders –

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Standard Terms and Conditions' has been compiled to ensure clarity around Council's day to day Procurement.

Page 22: from 4.1.8 Conclusions

*"94. Ultimately, the evidence supports the view that some councillors failed to fully understand their role when dealing with the waste services contract. Those failures extended to both the procurement process and the resolution of the issues that arose following the award of the contract.*

*95. Review of the RFT raises concerns that some clauses were equivocal in their nature (including clauses 4.4, 4.52 and 6.2). Council should consider reviewing the form of its tenders to ensure that the terms are clear and precise."*

Suggestion 6: Refer to above mentioned suggestions 1-5.

Page 51: from 4.4.2 Record-keeping

*"296. Council was unable to provide all of the information that was sought. In particular, Council was unable to provide information relating to some procurement processes, including matters relating to certain tenders called by Council and building work supervised by Council. These are matters where thorough records should have been made and retained."*

Suggestion 7: Refer to above mentioned suggestions 1 and 2 and, in particular, ensuring the record's keeping parts of the attached reviewed Procurement Policy draft, Guidelines and Procedures are strong and are closely followed by staff to ensure correct and timely capture of all Tender and Quotation documentation, as the case may be.

Page 59: from 5.5 Provisions relating to procurement

*"Councils' procurement and disposal activities are governed by strict considerations of probity, transparency and accountability, as they involve expenditure of public funds for public purposes.*

*Section 55 of the Act relevantly stipulates that councils must invite tenders before entering into certain types of contracts including "a contract for the provision of services to the council".*

*The tender process is further prescribed by the provisions of Part 7 of the Regulation which sets out the procedures to be adopted.*

*Councils are also required, pursuant to section 23A of the Act, to have regard to the OLG's Tendering Guidelines prior to undertaking tendering."*

Suggestion 8: Agreed in full. The attached reviewed Procurement Policy draft has a focus on achieving 'value for money' on behalf of Council for the supply of products and services whether by tenders or quotations. Local suppliers are supported, as per Table 2, with the addition of local support criterion detailed in the policy, ie. the emphasis within the Procurement Policy has been moved to one of 'Local Support' rather than a focus on 'Local Preference'.

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This move away from Local Preference is supported by comments within the Tendering Guidelines for NSW Local Government as follows “... *the use of local preference in the evaluation of tenders and awarding of contracts possesses inherent risks in terms of anti-competitiveness and the maintenance of defensibility, accountability and probity.*”

### **Financial Considerations**

The structure of the Procurement Policy will directly influence the achievement of ‘value for money’ on behalf of Council and the community and therefore the Procurement Policy and associated processes, procedures and guidelines should align to the achievement of this aim.

### **Attachments**

1. Council’s existing Procurement Policy (including Local Preference Policy)
2. Reviewed Procurement Policy draft (including Local Support Policy)
3. Draft Purchase Orders – Standard Terms and Conditions

### **RECOMMENDATION**

That Council:

1. Endorses the reviewed Procurement Policy draft (including Local Support Policy),
2. Places the reviewed Procurement Policy draft (including Local Support Policy) on public exhibition for a minimum of 28 days and invites public submissions; and
3. Considers any submissions received prior to formal adoption of the reviewed Procurement Policy draft (including Local Support Policy).

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 17 Draft Debt Recovery and Financial Hardship Policy for Council's Consideration and Council's Rates and Charges Recovery

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Financial Services
<b>Author:</b>	Chief Financial Officer – Khurram Javed
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

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### Reason for Report

To provide:

- an update to Council regarding Resolution 343/1819 following the 12 month trial,
- a draft Council's Debt Recovery and Financial Hardship Policy,
- to seek Council endorsement of proposed recovery of unpaid rates during the prescribed period under section 747AB COVID-19 Pandemic as explained below.

### Background

#### Council Resolution 343/1819

Resolution 343/1819 states that Council:

1. *'Engage the existing debt recovery agency to implement the Unpaid Rates and Charges – Debt Recovery Process as presented, including making two additional phone calls to debtors prior to any legal action commencing, for a trial period of 12 months; and*
2. *Conduct a review of debt recovery processes following the 12 month trial period, including a review of the amount and percentage of outstanding rates and charges during the trial period.'*

The Office of Local Government (OLG) recommends, via their accepted benchmark, a ratio of less than 5% for Urban and Coastal Councils and less than 10% for Rural Councils. Council's outstanding ratio as at 30 June 2019 was 10.22% which is slightly above the recommended Rural Council benchmark.

However, within the 3rd Quarter Business Review Statement previously reported the outstanding balances of Rates and Charges indicated an increase in the outstanding rates and annual charges ratio as at 31 March 2020 as 14.98%. This is higher than the 10% benchmark recommended by the Office of Local Government but is expected to be improved by year end.

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### Draft Debt Recovery and Hardship Policy

At present, Council does not have formalised Debt Recovery and Hardship Policy that assists staff in the recovery of rates and charges. The attached policy has been drafted after consultation with relevant staff and Debt Collection Agency, (SRLaw).

Council has in place policies for a wide range of subjects to ensure consistency in Council's decision making adherence to legislation, and the efficient running of Council operations.

All Council policies fit into one (1) of two (2) broad categories:

- Strategic Policies – these are policies that set the strategic direction of Council and are endorsed by Council. These include a number of recommended and legislated policies which are required to be approved by the NSW Office of Local Government (OLG).
- Operational Policies – these policies deal purely with operational matters and do not require Council endorsement. These policies include staff policies that deal with staffing, WHS and other human resources issues, auspiced policies which relate to auspiced programs and general operational policies that deal with all other operational matters.

To ensure that Council's Strategic Policies remain fit for purpose, Council reviews all its Strategic Policies within 12 months of each Local Government election.

### COVID-19 pandemic

Due to COVID-19 pandemic, the following amendment has been made to the Local Government Act 1993 (the Act) relating to recovery of unpaid rates. Accordingly, relevant parts of draft Debt Recovery and Financial Hardship Policy will not be applicable which contradicts with following amendments.

#### ***“747AB COVID-19 pandemic--recovery of unpaid rates***

*During the prescribed period, proceedings for the recovery of a rate or charge may not be commenced against a person by or on behalf of a council under section 712 unless the council has considered each of the following--*

- (a) whether the payment of the rate or charge could be made in instalments or by way of some other financial arrangement,*
- (b) whether the person should be referred to a financial counsellor,*
- (c) whether mediation or alternative dispute resolution should be attempted first,*
- (d) whether interest on the unpaid amount should be deferred or waived.”*

The prescribed period as referred in above section has been defined under section 747AA of the Act as follows:

*“prescribed period” means the period--*

- (a) starting on 25 March 2020, and*
- (b) ending on--*
  - (i) 26 September 2020, or*
  - (ii) the later day, not later than 26 March 2021, prescribed by the regulations.”*

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In regards to interest on unpaid rates, Office of Local Government has issued a Circular dated 26 May 2020 which provides that pursuant to section 566(3) of the Local Government Act it has been determined that the maximum rate of interest payable on overdue rates and charges for the period 1 July 2020 to 31 December 2020 (inclusive) will be **0.0% per annum** and that the maximum rate of interest payable on overdue rates and charges for the period 1 January 2021 to 30 June 2021 (inclusive) will be **7.0% per annum**.

### **Issues**

The ability of Council Staff to make a significant increased impact on the recovery of Council's Outstanding Rates and Charges to date has been impeded due to consideration of the ongoing drought conditions and more recently the COVID-19 pandemic.

Pursuant to section 747AB, Council can compassionately determine hardship, make payment plans, refer to counselling and mediate to put following into action:

- Payment could be made in instalments or by some other arrangement
- The person should be referred to a financial counsellor
- Mediation or alternative dispute resolution should be attempted

In this regard, the revised following actions are proposed to be commenced through Council's current Debt Collection Agency (SRLaw) whereby they will, after sending both a soft and normal demand letter (the second one tailored to the COVID Regulations), request defaulting ratepayers to contact Council via compassionate SMS, phone call or email on behalf of Council.

Ratepayers who take advantage of this request will allow council to facilitate an appointment with council to enable council staff to understand their situation and assist to make a plan and assess lockdown impact, make plans and fill forms in order to refer to financial counselling and consider mediation.

Currently Council staff in negotiating payment arrangements may allow ratepayers facing hardship to repay outstanding rates and charges, instalments as they fall due and interest within a twelve month or before the next financial year commences as the case may be. However during the Covid-19 pandemic 'prescribed period' dependant on each ratepayer's situation the special arrangement period could extend to 30 June 2022.

A review report is proposed to be submitted to Council during the 2<sup>nd</sup> quarter of 2020/21 in respect of above.

### **Options**

Council can either:

- accept the proposals discussed above and the policy as is; or
- accept the proposals discussed above and the policy with modifications.

### **Financial Considerations**

The structure of the Debt Recovery and Financial Hardship Policy will directly influence the level of Rates & Charges and Sundry Debtors outstanding and subsequently the level of Council's invested funds and the resulting interest on investments received. Within the report to this meeting on the adoption of the 2020/21



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Operating Plan and Budget an estimate of the effects of the Covid-19 pandemic on Council's budget has been provided.

### **Attachments**

1. Draft Debt Recovery and Financial Hardship Policy
2. Debt Recovery and Financial Hardship Policy Guidelines

### **RECOMMENDATION**

That Council:

1. Endorses the proposals discussed in the report and draft Debt Recovery and Financial Hardship Policy;
2. Places the draft Debt Recovery and Financial Hardship Policy on public exhibition for a minimum of 28 days and invites public submissions; and
3. Considers any submissions received prior to formal adoption of the draft Debt Recovery and Financial Hardship Policy.

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### **Item 18 Investments and Term Deposits – month ending 31 May 2020**

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

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#### **Reason for Report**

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

#### **Background**

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

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

#### **Issues**

##### **Comments on Performance**

##### Marketable Securities, Term Deposits and At Call Investment Accounts

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

##### Marketable Securities

Council currently holds no Marketable Securities.

##### Term Deposits

During the month, \$3,000,000 worth of term deposits matured, earning Council a total of \$24,732.05 in Interest.

In May the following placements were made in to term deposits maturing on different dates ranging from 15 October 2020 to 19 February 2021:

- \$1,000,000 with NAB at a rate of 1.05%
- \$1,000,000 with ANZ at a rate of 0.71%

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- \$2,000,000 with ANZ at a rate of 0.80%
- \$1,500,000 with NAB at a rate of 0.97%
- \$1,500,000 with CBA at a rate of 0.75%
- \$2,000,000 with CBA at a rate of 0.75%
- \$1,000,000 with ANZ at a rate of 0.80%

The balance of the term deposits at the end of the month was \$15,500,000.

### At Call

At call accounts are used to hold funds for shorter periods and generally are adjusted on a weekly basis to meet cash flow requirements. During the month, \$1,650.34 interest was earned on the balances in the accounts and net transfers of \$772,463.93 were made from these accounts resulting in a month end balance of \$2,056,171.37.

### Income Return

The average rate of return on Investments for the month was 1.05% which exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 0.095% by 1000 points or 0.95%.

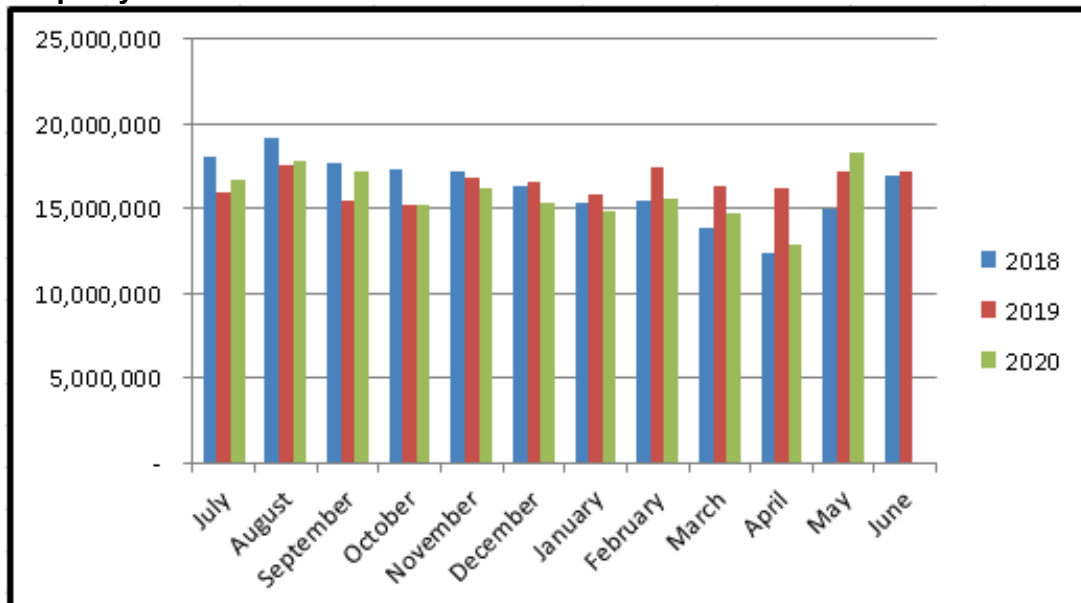
Council's full year budget for 2019/2020 for interest is \$249,477. At the end of May the amount of interest received and accrued should be around 91.67% of the total year budget, i.e. \$228,687.25. On a year to date basis, interest received and accrued totals \$246,645.15 which is 98.86% of the annual **revised 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 May 2020, Council had a cash at bank balance of \$748,411.36.

### **Graph by Month Investments**



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**Table 1: Investment Balances – 31 May 2020**

Financial Institution	Lodgement Date	Maturity Date	Total Days	Original Rating	Current Rating	Yield (%)	Investment Amount (Redemption Value)
<b>At Call Accounts</b>							
NAB		At Call	at call	ADI	ADI	1.09%	354.52
NAB		Bpay	at call	ADI	ADI	0.00%	342,915.25
ANZ		At Call	at call	ADI	ADI	0.75%	8,930.86
Regional Australia Bank		At Call	at call	LMG	LMG	0.60%	1,545.96
T Corp IM Cash Fund		At Call	at call	P	P	1.14%	1,674,108.05
CBA At Call		At Call	at call	ADI	ADI	0.20%	28,316.73
<b>Sub-Total</b>							<b>2,056,171.37</b>
<b>Term Deposits</b>							
ANZ	29-Nov-19	09-Jun-20	193	ADI	ADI	1.40%	1,000,000.00
MAQ	30-Jan-20	17-Jul-20	169	UMG	UMG	1.45%	1,500,000.00
NAB	10-Mar-20	09-Jun-20	91	ADI	ADI	1.40%	1,000,000.00
NAB	30-Mar-20	27-Aug-20	150	ADI	ADI	1.33%	1,000,000.00
AMP	30-Mar-20	28-Sep-20	182	LMG	LMG	1.85%	1,000,000.00
NAB	08-May-20	15-Oct-20	160	ADI	ADI	1.05%	1,000,000.00
ANZ	25-May-20	05-Nov-20	164	ADI	ADI	0.71%	1,000,000.00
ANZ	28-May-20	27-Nov-20	183	ADI	ADI	0.80%	2,000,000.00
NAB	28-May-20	18-Dec-20	204	ADI	ADI	0.97%	1,500,000.00
CBA	28-May-20	08-Jan-21	225	ADI	ADI	0.75%	1,500,000.00
CBA	28-May-20	29-Jan-21	246	ADI	ADI	0.75%	2,000,000.00
ANZ	28-May-20	19-Feb-21	267	ADI	ADI	0.80%	1,000,000.00
<b>Sub-Total</b>							<b>15,500,000.00</b>
<b>Total</b>							<b>17,556,171.37</b>

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### Credit Rating Legend

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

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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	115,364.18		227,551.07	342,915.25
ANZ	8,945.15	0.71	(15.00)	8,930.86
Regional Australia	1,545.96			1,545.96
T Corp IM Cash	1,672,307.61	1,800.44*		1,674,108.05
CBA At Call	1,028,316.73		(1,000,000)	28,316.73
<b>Total at call</b>	<b>2,826,834.15</b>	<b>1,801.15</b>	<b>(772,463.93)</b>	<b>2,056,171.37</b>
CBA	1,000,000.00	10,570.96	(1,010,570.96)	
ANZ	1,000,000.00	7,130.41	(1,007,130.41)	
ANZ	1,000,000.00	7,030.68	(1,007,030.68)	
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
NAB			1,000,000.00	1,000,000.00
ANZ			1,000,000.00	1,000,000.00
ANZ			2,000,000.00	2,000,000.00
NAB			1,500,000.00	1,500,000.00
CBA			1,500,000.00	1,500,000.00
CBA			2,000,000.00	2,000,000.00
ANZ			1,000,000.00	1,000,000.00
<b>Total Term</b>	<b>8,500,000.00</b>	<b>24,732.05</b>	<b>6,975,267.95</b>	<b>15,500,000.0</b>
<b>Total</b>	<b>11,326,834.1</b>	<b>26,533.20</b>	<b>6,202,804.02</b>	<b>17,556,171.3</b>

\*Includes additional \$150.81 for April per advice received from TCorp after the April Council report submitted

### 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	1,674,108.05	9.54%	33.30%	Compliant
	Total Prime	1,674,108.05	9.54%	100.00%	Compliant
ANZ	ADI	5,008,930.86	28.53%	33.30%	Compliant
CBA	ADI	3,528,316.73	20.10%	33.30%	Compliant
NAB	ADI	4,843,269.77	27.59%	33.30%	Compliant
	Total ADI	13,380,571.38	76.22%	100.00%	Compliant

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MAQ	UMG	1,500,000.00	8.54%	33.30%	Compliant
	Total UMG	1,500,000.00	8.54%	100.00%	Compliant
RAB	LMG	1,545.96	0.01%	10.00%	Compliant
AMP	LMG	1,000,000.00	5.70%	10.00%	Compliant
	Total LMG	1,001,545.96	5.70%	10.00%	Compliant
<b>Grant Total</b>		<b>17,556,171.37</b>	<b>100.00%</b>		

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

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

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**Responsible Accounting Officer**

### **RECOMMENDATION**

That Council accept the Investments Report for the month ending 30 April 2020 including a total balance of \$18,304,582.73 being:

- \$2,056,171.37 in at call accounts.
- \$15,500,000.00 in term deposits.
- \$748,411.36 cash at bank.

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### Item 19 Baradine Water Treatment Plant Upgrade Update Report

<b>Division:</b>	Environment & Development Services
<b>Management Area:</b>	Warrumbungle Water
<b>Author:</b>	Manager Warrumbungle Water – Cornelia Wiebels
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	PI7 Appropriate planning is needed to ensure the ongoing security of energy and clean water supplies to communities within the shire.

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#### **Reason for report**

To provide Council with an update on the Baradine Water Treatment Plant Upgrade as Resolution 398/1819 remains outstanding for a period greater than 12 months.

#### **Background**

The Baradine Water Treatment Plant (WTP) clarifier was found in need of replacement in 2014.

Following an unsuccessful funding application through the National Stronger Regions Fund (NSRF) in 2016, funding was offered under the Safe and Secure Water Program (SSWP) in March 2019.

A report was presented to Council in Item 7 of the May 2019 Business Paper, resulting in Resolution 398/1819, including that Council:

- 2. Notes the funding offer of \$750,000 for a total project cost of \$1,000,000.*
- 3. Makes further representations for total funding of \$994,000 for total project cost of \$1,326,000.*

#### **Issues**

Since May 2019, Council has made representation to the Department of Planning, Industry and Environment (DPIE)/SSWP seeking total funding of \$994,000 for the project valued at \$1.326M; to date these representations have been unsuccessful. Instead, DPIE suggested that Council could make representation to the Water Minister for additional funding to upgrade the Baradine WTP.

The Section 60 approval process has also not further progressed, with DPIE persisting on a lagoon sedimentation system replacing the current clarifier as opposed to a new clarifier.

Recent and previous inspections and reports have identified further issues with the current WTP:



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- The sand bed filter is damaged and bypassing unfiltered water – its replacement has been included in the draft budgets for FY 2020/21 and FY 2021/22.
- The clear water tank does not allow for sufficient chlorine contact time prior to water reaching the first connection, which compromises disinfection, and is also not located high enough above the flood level.
- The electrical switchboard has exceeded its design life of 25 years, being now more than 30 years old; the programmable logical controller (PLC) or 'brain' of the WTP, forming part of the switchboard requires replacement to prevent its failure which would result in manual plant operation.
- The plant is not equipped with automation, such as online turbidity meters and chlorine analysers coupled with plant control feed-back, necessary to ensure a consistently safe water supply.
- The current WTP building is constructed out of asbestos sheeting that will require replacement prior to becoming friable; its replacement had been budgeted for partially in this FY and partially in FY 2021/22.

Both components, the filter and the clear water tank are located downstream of the clarifier; all three units are hydraulically connected. Replacing or modifying any one of those units cannot occur independently of the others due to their interdependency.

The WTP building houses access to the current clarifier; replacement of the current clarifier will provide WTP building external access. This means that re-sheeting and re-roofing the current building also depends on the clarifier replacement as without having to house the said access the building could be considerably less elevated.

Some of the investigations/reports outlining above listed issues with the Baradine WTP are:

- The SSWP funded Automation Scoping Study for Council's eight (8) potable water supply systems; the consultant's working draft *WTP Automation and Process Instrumentation Audit* report has recently been received following site visits in December 2019.
- The NSW Health funded *Baradine WTP Filter Inspection* report; the consultant's draft report has recently been received following the site visit in November 2019.
- The NSW Health funded *Baradine WTP Capacity and Capability Review* report; key outcomes from the consultant's working draft report have recently been received following the site visit in November 2019.

### Options

The DPIE advocated lagoon sedimentation system was not considered in the 2015 Baradine WTP Clarification Options Assessment report seeking clarifier replacements as it has been considered an unacceptable solution by the consultant due its inherent water safety issues. The preferred option, that received the SSWP

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funding offer, is to replace the current clarifier with a new clarifier. However, not the full funding amount has been made available for this project due to the Expression of Interest being considered by the funding body vs the Detailed Application.

To overcome the hold-up in regards to Section 60 approval and to prevent any serious WTP failures, it is recommended to progress from the Concept Design – that was prepared in 2016 for the preferred option – and tender for the design and construction phases of this project. The filter replacement should be included as part of this tender as well as consideration of the downstream clear water tank in the design.

It is not anticipated that Section 60 approval will be withheld, despite no explicit endorsement having been received for the final Concept Design. It is noted that it may be necessary to update the concept design and specification documents previously prepared.

To be able to have sufficient funds to realise this project, it is further recommended to accept the offered SSWP funding. Representation should also be made to DPIE to fund the upgrade of the entire plant – including addressing of all above listed issues. Given that it would take some time to construct a new plant there would need to be provision made for ongoing functioning of the existing clarifier, filter and PLC until the new plant became operational to ensure the provision of an ongoing and reliable water supply to Baradine.

### **Financial Considerations**

The funding offered under SSWP is \$1M, including a Council contribution of \$250,000; the funding sought was \$1.326M, including a Council contribution of \$332,000. This represents a funding shortfall of \$244,000.

The replacement of the sand bed filter has been estimated to cost \$200,000. The total WTP building re-sheeting – including removal of asbestos – has been estimated to cost \$160,000.

The upgrading of the underground clear water tank has not yet been costed.

The installation of a new control room with new switchboard and electrical re-wiring of the WTP has been estimated to cost \$1M; a further cost of \$800,000 including contingencies is estimated for automation and process instrumentation upgrades.

As part of annually budgeted WTP renewals, the upgrading of the chlorine room has been scheduled for this FY, costing approximately \$30,000. The WTP PLC has been scheduled to be replaced next FY, costing approximately \$30,000.

DPIE/SSWP assessed the area of Baradine – Water Quality – Water Treatment as having a risk impact factor of 4 on a scale of 1 to 5; only systems with a high (5) risk impact factor are potentially eligible for remaining funds under SSWP. It is believed that the risk rating has occurred incorrectly and should in fact be 5.

The cost of a new WTP with 1.5ML/day capacity is between \$3M and \$6M. If the review of the risk rating confirms that the Baradine WTP risk impact factor is a 5 and it becomes eligible for funding, the 25% contribution required from Council would be between \$750,000 and \$1,500,000. This compares with the cost of the works

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identified above, totalling \$996,000 and intended to be undertaken over the next 2 years. The table below provides a summarised overview:

### Cost summary of currently planned WTP upgrades compared to WTP renewal

	Forecast cost (\$)	SSWP funding (\$)	Council contribution (\$)
Clarifier replacement	1,326,000	750,000	332,000
			244,000
Filter replacement	200,000		200,000
Clear water tank replacement	TBD		
PLC replacement	30,000		30,000
Chlorine room upgrade	30,000		30,000
Asbestos removal and re-sheeting	160,000		160,000
<b>Total</b>	<b>1,746,000</b>	<b>750,000</b>	<b>996,000</b>
<i>New control room, switchboard, rewiring and automation upgrades (from Automation Audit report; currently unfunded; included in below)</i>	<i>1,800,000</i>	<i>1,350,000</i>	<i>450,000</i>
<b>New WTP (including new switchboard/ PLC, automation upgrades, clear water tank, clarifier, filter and building)</b>	<b>3,000,000 to 6,000,000</b>	<b>2,250,000 to 4,500,000 (if provided)</b>	<b>750,000 to 1,500,000 (if funding provided)</b>

### Attachments

Nil

### RECOMMENDATION

That Council:

1. Notes the information contained in the Baradine Water Treatment Plant Upgrade Update Report.
2. Accepts the funding of \$750,000 offered under the Safe and Secure Water Program for the Baradine Water Treatment Plant Upgrade.
3. Authorise the affixing of the Council Seal to the funding deed and documentation.
4. Proceeds with tendering for the design and construction of a replacement clarifier at the Baradine Water Treatment Plant, including replacement of the downstream filter and the programmable logical controller.
5. Requests from the Department of Planning, Industry and Environment and the Safe and Secure Water Program that the risk impact factor for Baradine – Water Quality – Water Treatment be updated and upgraded from 4 to 5.
6. Makes urgent representation to the Department of Planning, Industry and Environment to provide funding of upgrading the entire Baradine Water Treatment Plant to address the identified shortfalls adequately, including provision of contingency options to ensure adequate ongoing functioning of the existing clarifier, filter and programmable logical controller until a new plant can become operational.

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### Item 20 Sewage Treatment Plant Upgrades Coolah, Coonabarabran and Dunedoo Update Report

<b>Division:</b>	Environment & Development Services
<b>Management Area:</b>	Warrumbungle Sewer
<b>Author:</b>	Manager Warrumbungle Water – Cornelia Wiebels
<b>CSP Key Focus Area:</b>	Natural Environment
<b>Priority:</b>	NE4 Local natural water resources including waterway aquifers to remain unpolluted

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#### **Reason for report**

This report is presented to Council to provide updates on the Upgrades to Coolah, Coonabarabran and Dunedoo Sewage Treatment Plants as Resolution 25/1819 and Resolution 277/1819 remains outstanding for a period greater than 12 months.

#### **Background**

The three Sewage Treatment Plants (STPs) in Coolah, Coonabarabran and Dunedoo have received funding under the Regional Water and Wastewater Backlog Program (RWWWB).

Subsequently, Preliminary Options Assessments were completed for all three plants. These identified the need for additional funding for the Coolah and Dunedoo STPs, which was applied for and granted under the Safe and Secure Water Program (SSWP).

In Item 19 of the July 2018 Business Paper a report was brought to Council on the three STP upgrades, resulting in Resolution 25/1819, which included that Council:

*2. Adopt the preferred options set out in this report as follows:*

- *Coonabarabran STP – Option 2 – Refurbish – Capital Cost \$2,430,000*
- *Coolah STP – Option 4 – New IDEAT – Capital Cost \$3,940,000*
- *Dunedoo STP – Option 2 – Refurbish – Capital Cost \$1,700,000;*

*3. Proceed to undertake the upgrade of the Coolah STP as first priority followed by Coonabarabran and then Dunedoo but jointly seek tenders for all inlet works for all three sewerage treatment plants.*

*4. Seek section 60 of the Local Government Act 1993 (NSW) approvals for all three sewerage treatment plants for undertaking the modification and improvements*

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*5. Apply for Expressions of Interest for additional funding under the Safe and Secure Program for the Coolah and Dunedoo Sewerage Treatment Plant upgrades.*

For the Coonabarabran and Dunedoo STPs, a consultant was engaged to undertake the concept designs for the preferred options; refer to Resolution 208/1920. The works have progressed to date with preparation of site constraint and design basis reports, which have been discussed with the Department of Planning, Industry and Environment (DPIE) – Water as part of the Section 60 approval process. The next step will be discussions with the Environmental Protection Agency (EPA) in early June to agree on future EPA licence limits for the refurbished plants.

For Coolah STP, the preferred option could not be pursued as both agencies the EPA and DPIE had concerns with maintaining the plant at the current site. The concerns were around the site being flood prone and too close to residents. A report on this matter was presented in Item 10 of the February 2019 Business Paper, resulting in Resolution 277/1819, including that Council:

*Performs a more detailed assessment of an alternative site location for the Coolah Sewage Treatment Plant to comply with NSW Environment Protection Authority and Department of Industry requirements, before proceeding with the preparation of tender documents for the plant upgrade.*

Following this, an EOI was prepared and advertised twice to seek responses from Coolah landholders interested in selling their land to either build a new STP on or discharge effluent to or both. No responses were received in time. One late response was received expressing interest in re-using effluent, however the relevant site is quite distant to the current STP with no pipework in place for effluent transport and the nature of reuse would require a higher quality effluent.

### **Issues**

#### **Preferred Options**

Following discussions with the consultant preparing the Options Studies and subsequently the Concept Designs, DPIE and EPA, for Coonabarabran and Dunedoo the following upgrade Options were agreed on:

#### ***Coonabarabran***

The scope of Option 2 was expanded to include a septage receival facility as the current arrangement is not sustainable – additional cost for this inclusion will need to be confirmed during the concept design phase. The refurbishment of the trickling filter arms was removed from the concept design scope as these works have already been performed by Council as early urgent upgrade works, as well as the desludging of Maturation Pond 1.

In scope of the current concept design engagement are additional inspections of the digesters to assess the current condition and a cost/benefit analysis to determine whether it is financially viable to rehabilitate the digesters; this activity represents a significant financial and project risk, should the assessment find the digesters in need of replacement.

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### *Dunedoo*

The scope of Option 2 was expanded to include the implementation of UV treatment on the Catch Pond and Maturation Pond. The additional funding secured under SSWP is intended to be used for the preferred option with expanded scope. A project change request will need to be submitted to DPIE/Infrastructure NSW (INSW).

### *Coolah*

The flood study on the current site is underway to estimate additional cost in relation to flood proofing it, which has not been considered when the Options Assessment was prepared. Following finalisation and findings from the flood study, discussions with DPIE and the EPA will need to restart.

### Priorities and Package Style Inlet Works

The EPA licence non-compliances have been most significant at the Coolah STP, followed by Coonabarabran and Dunedoo. Hence this was the determined priority according to which STP upgrades/refurbishments were to be dealt with. However, due to delays for the Coolah STP as outlined above, this project is now expected to be delivered last.

Current forecast completion dates are: mid 2022 for Coonabarabran and Dunedoo and early 2023 for Coolah.

Inlet works – if possible, these will be purchased jointly to minimise cost. However due to the projects being at different stages of implementation this may not be possible. As outlined below, Section 60 approval is required prior to progressing to construction and new inlet works form part of this. Purchase of construction equipment prior to receiving Section 60 approval is not recommended.

### Section 60 Approval

Consultation with DPIE in relation to the Section 60 approval process was followed as per Attachment 1. Approval will only be issued by DPIE if an amended detailed design report has been issued to DPIE's satisfaction. Only then can progression to the Construction phase occur.

For a Design and Construct (D&C) project, in short, the DPIE involvement is as follows:

<b>Phase</b>	<b>Required DPIE action</b>
Initial Consultation	Provide advice on options study for proposed works
Options Study	Review draft/provide comment; Endorse final report
Concept Design	Review draft/provide comment; Endorse final report
Specification	Review draft/provide comment; Endorse final specification
Tender	Endorse preferred tender
Detailed Design	Assess design/provide comment
Section 60 Approval	Review amended detailed design; <b>Issue Section 60 approval</b>

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### Options

The draft design basis report for *Coonabarabran* outlines the following scope of works:

- Provide a new package style inlet works to facilitate screenings and grit removal
- Construct roadworks to allow screenings and grit collection to occur
- Refurbishment of existing primary sedimentation tanks including:
  - Inspect and repair concrete and joint seals
  - Reseat weirs
  - Replace sludge pumps
- Refurbishment of existing humus tank including:
  - Inspect and repair concrete and joint seals
  - Reseat weirs
  - Replace humus pump(s)
- Desludge existing maturation pond 2
- Installation of baffles within the existing maturation ponds to increase baffle factor and detention time
- Refurbish existing tertiary wetland
- Construction of new site office, amenities and laboratory. Existing building to be retained as switchroom/store
- Allowance for electrical works for new infrastructure.
- Install a septage receival facility

The draft design basis report for *Dunedoo* outlines the following scope of works:

- Provide a new sewage lift pump station and package style inlet works including screenings and grit removal.
- Install new flow meter to measure plant inflow
- Construct roadworks to allow screenings and grit collection to occur.
- Construct new site office, amenities and area for process testing.
- Install chemical dosing system for chemical phosphorus removal:
  - Roofed and bunded IBC storage area,
  - Chemical dosing pipework and pump,
  - Safety placards, safety shower and emergency eyewash.
- Refurbish Pasveer Channel internals and improvements in process control and safety, including:
  - Drain, inspect and repair concrete, seals and fixed mechanical equipment,
  - Replacement of pipework at the end of its service life,
  - Replacement of sludge pump,
  - Aerator support refurbishment,
  - Decanter refurbishment.
- Install bypass pipelines around the catch and maturation pond.
- Install UV disinfection unit on bypass pipeline.
- Install new flow meter after UV disinfection unit to measure plant discharge.
- Establish flow balancing structure ahead of UV disinfection unit with overflow to maturation pond. There are two options for the balancing structure:
  - Refurbished catch pond repurposed as balance tank
  - Installation of new balance tank (possibly with new effluent pump station).

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- Desludge maturation pond and repurpose as wet weather bypass pond.
- Install wet weather bypass pipelines.
- Construct new return pump station to return untreated/partially treated wet weather flows.
- Condition and suitability assessment of existing sludge lagoons.
- Construct supernatant return pump station.
- Install handrails around the perimeter of process units.
- Install emergency eye-wash and safety shower.
- Install local control stations on all mechanical equipment.
- Install guarding upon pumps and aerators.

For *Coolah*, the EPA's preferred option was to find an alternative site for a low tech plant that achieves almost 100% reuse of low quality effluent; such an arrangement cannot be realised at the current site due to proximity to residents (odour issue with low tech plant) and unsustainable and already overused reuse areas. An alternative would be a high tech plant (low odour) at the current site producing high quality effluent primarily for river discharge.

### **Financial Considerations**

The total funding made available under the RWWWB program for Coolah, Coonabarabran and Dunedoo STPs amounts to \$6M, including a \$3M Council contribution; the SSWP funding for Coolah and Dunedoo STPs amounts to \$3.99M with no Council contribution.

The expected additional cost of flood-proofing a new plant at the current STP site in *Coolah* is not covered by current available RWWWB or SSWP funding and it is unclear how this funding can be secured. The risk prioritisation advice from DPIE (Attachment 2) assessed Coolah – Environment – Sewage Treatment as 3 on a scale of 1 to 5, where only 5 (high) is potentially eligible for further SSWP funding.

Possibly, excess funding from the *Dunedoo* STP upgrade project could be used for the Coolah STP project. Dunedoo – Environment – Sewage Treatment was assessed by DPIE to have a risk impact factor of 2 (low).

Potential additional cost for the *Coonabarabran* STP upgrade could be covered under the SSWP as its risk impact factor was assessed to be high (5).

### **Attachments**

1. Section 60 approval application process for design and construct projects
2. SSWP Risk Prioritisation Advice

### **RECOMMENDATION**

That Council:

1. Notes the information contained in the Sewage Treatment Plant Upgrades Coolah, Coonabarabran and Dunedoo Update Report.
2. Receives an update report on one or more of the Coolah, Coonabarabran and Dunedoo Sewage Treatment Plant Upgrade projects once considerable progress has been made.



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### Item 21 Coonabarabran History Group Licence Agreement

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

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### Reason for Report

To provide Council with an update on the Coonabarabran Historical Group relocating to the Coonabarabran Visitor Information Centre as Resolution 377/1819 remains outstanding for a period greater than 12 months.

### Background

At the March 2019 Ordinary Council meeting, Coonabarabran Historic Group Incorporated (CHG) representative Mrs Nancy Wiese addressed council regarding assistance to relocate the organisation to another location. It was requested that Council consider hosting the CHG at the Coonabarabran Visitor Information Centre (VIC).

At the April 2019 Ordinary Council meeting Council resolved:

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

The CHG are a not for profit organisation offering a research service for family history. Their records include valuable material that has been collected and collated from 1966 by the Coonabarabran Historical Society who then gave the custody of this resource to the Coonabarabran DPS Local & Family History Group Inc in 2003. Since then the collection has been added to extensively. In 2019, the group changed their organisation's name to Coonabarabran History Group (CHG).

CHG were required to vacate their current office site in John Street, Coonabarabran by 19 April, 2019 and approached Council requesting relocation to the VIC.

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The VIC has an office which was previously used by the Road Safety Officer.

On 1 April 2019, Council received correspondence from CHG advising they would like to utilise the available room at the VIC.

Further to this, the following conditions were considered appropriate;

- Council offer the room at a peppercorn rate, meeting electricity costs for DPS.
- CHG staff to volunteer their time to assist working at the VIC counter to cover lunch breaks and other peak times.
- CHG to cover cost of gas heating for their office area.
- CHG not to enter the building outside VIC operational hours without consent of Council's Manager EDT and/or VIC Coordinator.

A number of other matters required consideration are as follows;

- CHG staff to register as Warrumbungle Shire Council VIC volunteers, and undergo Induction and WHS training
- Consideration of Public Liability coverage
- The need to enter a formal agreement or MOU for use of the premises.

### **Issues**

The original draft agreement stated \$500 per year for rent to be charged to the CHG. At the March 2020 Ordinary Council meeting, a Notice of Motion (NOM) was presented by Councillor Shinton, and as a result the NOM was adopted by Council as follows:

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

Since that time, the corona virus pandemic led to the VIC closing to the public, and the VIC being utilised as office space for Council staff in aid of social distancing. Before the VIC closed to the public the CHG stopped operating from the VIC due to COVID-19.

Due to personal circumstances, CHG are experiencing delays finalising the agreement, however it is anticipated to be settled in the near future.

Storage continues to be an issue for both CHG and VIC. Currently the CHG are utilising additional space to store records and files.

The CHG have advised their book sales have decreased since moving out of the John Street office. The John Street office was located on the main street with continual local passing trade. The VIC does not have the same local passing trade.

### **Options**

Council has an outstanding resolution to enter into an agreement with CHG and staff are working through this process.

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### **Financial Considerations**

To date CHG has not paid rent for the office space at the VIC. The amended agreement indicates the licence fee to be a peppercorn rent of \$1 per year. The licence term is two (2) years with the option for a further two (2) years. The commencement date of the term was 23 April 2019.

### **RECOMMENDATION**

That Council notes the information contained in the Coonabarabran History Group Licence Agreement Report.

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### Item 22 Coonabarabran Industrial Land – June 2020 Update

<b>Division:</b>	Environment and Development Services
<b>Management Area:</b>	Economic Development and Tourism
<b>Author:</b>	Manager Economic Development and Tourism – Jo Houghton
<b>CSP Key Focus Area:</b>	Local Economy
<b>Priority:</b>	RE3.1 Ensure that council maintains an approach to land use planning that will support the growth of light industrial activity in appropriate locations within the shire

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#### **Reason for Report**

To provide Council with information as per Resolution 417/1920 Coonabarabran Industrial Land Update.

#### **Background**

At the Ordinary Council Meeting held on 21 May 2020 an update was provided to Council on the Industrial Land as it was outstanding longer than 12 months. At this meeting Council resolved:

*417/1920 RESOLVED that item 27 Coonabarabran Industrial Land – May 2019 Update be deferred to the June Council meeting.*

The land subject to the subdivision and development proposal is Council owned and classified as operational land. The subdivision proposes to produce eight (8) blocks of land that will be ready for sale for industrial uses and development. Previously to this, in 2017 Council resolved:

- 1. That Council considers the proposal to subdivide and seek the land in Ulan Street as Industrial blocks*
- 2. That Council allocates \$20,000 for preliminary plans, survey works and valuation of the Industrial land blocks in Ulan Street*
- 3. That Council investigate further costs involved with preparation of the Industrial blocks for selling, such as provision of services, road and drainage etc*
- 4. A further report to be presented to Council (detailing proposed plans when the costs for development are known)*

In September 2018 a successful EOI was lodged with the Office of Regional Economic Development, NSW Government Premier and Cabinet (DPC), whereby Council was invited to prepare a full funding application.

In early April 2019, DPC requested further information on the type of businesses proposing to invest in the Industrial Estate including evidence of demand, and the value to local community, businesses and employees.

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In December 2019 Council was notified the application was unsuccessful for the Growing Local Economies Fund. Application feedback indicated the interested businesses were not key industries that contributed to the State Economy (for this particular funding application), and NBN connection costing for the Coonabarabran Industrial area pushed out the cost benefit analysis especially without a co-contribution from Council.

### **Issues**

Due to outdated financial systems, information on the initial cost of land to Council, or the amount Council has already spent on development on the proposed land is very limited.

In 2002 Council was required to pay the amount of \$26,327 to the Department of Land and Water Conservation to complete the land acquisition process for Lot 1 and 2 DP 1033599 on Ulan and Gardener Streets, Coonabarabran. In 2009 Council expended a further \$25,816 on the land for subdivision and preparation for land re-sale.

From 2009, Council sold all available allotments from the above subdivision. This left available land in the centre of the industrial area (formerly known as the old cricket pitch), and undeveloped and uncleared land to the north and west of the current industrial area.

Over the next decade there are several significant projects proposed for the north west corner of Warrumbungle Shire: the Newell Highway by-pass of Coonabarabran CBD, Santos Gas project in the Pilliga Forest and the construction of the Inland Rail (Narromine to Narrabri section), with Coonabarabran being one of the closest towns to these projects.

The Shire is also seeing development in the renewable energy sector (with the recent approval of the Liverpool Range Wind Farm and planning underway for several solar farms) and in the aged care sector with a major expansion of the aged care, Coinda complex proposed.

To meet demand for industrial land, Council is proposing to subdivide the land within the centre of the industrial area into 8 lots. As part of the project, Council is also seeking to extend the NBN to the Industrial Estate and surrounding area (which includes the 2 adjacent motels).

The proposed development site is owned by Council and zoned for industrial development. The project involves earth works to prepare the site, construction of access ways and extending the utility infrastructure into, and reticulating it around the site. Once the subdivision is developed, the lots will be sold off.

As it is over one (1) year since the EOI was lodged, there was a concern business owners may have lost interest in purchasing land or found alternative arrangements to expand their business, therefore reducing demand for the industrial subdivision. However in April 2019, research indicated six (6) out of the eight (8) lots had interested buyers.

NBN connection is essential for any business to thrive and grow, and should remain a priority to connect the industrial precinct and surrounding businesses, whether affiliated to the industrial estate funding application, or separately. After discussions

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with NBN Co in early April 2020 it would be worthwhile for Council to consider in-kind civil works donation towards an NBN connection. This entails Council donating equipment hire and labour to install NBN fixtures. Without than civil works in-kind donation NBN Co quoted the NBN connection will be over one million dollars.

Provision of serviced industrial land will meet demand from local businesses wanting to relocate to the industrial estate and/or expand, and from new businesses looking to establish in Coonabarabran. The new subdivision could accommodate a minimum of 8 businesses depending on how the individual sites are developed by the landowner. It should be noted that the subletting of portion of the lot/s for the establishment of other small businesses and factory units is contingent on the landowner complying with Council's Development Control Plan and may see up to four (4) businesses on some of the lots.

The subdivision will provide employment opportunities, including opportunities for apprenticeships. Depending on the type of development, the subdivision will generate a minimum of sixteen (16) FTEs. If all sites were developed for small factory units (32 units) employment could be considerably higher.

### Options

1. To continue to pursue external funding to develop industrial estate subdivision for re-sale, that also includes NBN connection to the industrial land and surrounding businesses.
2. To continue to pursue funding to develop the subdivision, and to pursue funding for NBN connection in a separate application.
3. To cease further funding applications to develop the subdivision, and sell land as it is.

### Financial Considerations

Due to outdated financial systems, the initial cost of land to Council, or the amount Council has already spent of development on the proposed land and industrial area is very limited.

Cost to develop a subdivision in the industrial area - Lot 1 and 2 DP 1033599 - Ulan and Gardener Street:

Item	Amount
Land acquisition - Lot 1 and 2 DP 1033599	\$26,327
Subdivision and land preparation - Lot 1 and 2 DP 1033599	\$25,816
<b>Total money spent (known thus far)</b>	<b>\$52,143</b>

Cost to develop the proposed subdivision in readiness for sale is as follows:

Item	Amount (\$)	Technical advise and reasoning
DA Fees	29,000	Fee schedule includes indirect community infrastructure contributions levy
Design	20,000	Survey and Design
Drainage	175,000	Warrumbungle Shire Council
Road	350,000	Warrumbungle Shire Council

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Kerb and Guttering	91,000	Warrumbungle Shire Council
Power	200,000	Essential Energy
Water	55,000	Warrumbungle Shire Council
Sewer	95,000	Warrumbungle Shire Council
Street lights	60,000	Essential Energy & Technical Services
Surveyor	15,000	Survey and Design
Legal fees	30,000	Estimate from current legal dealings
Project management – 10%	112,000 (10% of 1,120,000)	
Contingency – 20%	224,000 (20% of 1,120,000)	Extra costs may arise such as: <ul style="list-style-type: none"><li>• Drainage issues including land purchase for easement</li><li>• Extra costs with earthworks</li><li>• Connection to water and sewer difficulties</li></ul>
<b>TOTAL GRANT REQUEST</b>	<b>1,456,000</b>	

### **Attachments**

1. Ulan Street lot plan
2. Ulan Street proposed subdivision plan

### **RECOMMENDATION**

That:

1. Council notes the information contained in the Industrial Land Subdivision report.
2. Due to a lack of funding opportunities for the Coonabarabran Industrial Estate Subdivision that this matter be closed and listed for consideration as a long term project under Councils Community Strategic Plan Review.

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### **Item 23 Development Applications**

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

### **Development Applications (i) Approved – May 2020**

<b>Development Application / Complying Development</b>	<b>Date Lodged</b>	<b>Date Approved</b>	<b>Applicant's Name</b>	<b>Location</b>	<b>Town</b>	<b>Type Of Development</b>	<b>Stop the Clock Referral Days</b>
DA43/2019	30/05/2019	08/05/2020	Warrumbungle Mountain Motel	882 Timor Road	Coonabarabran	Primitive Campground and Installation of Illuminated sign	316
DA16/2020	05/05/2020	25/05/2020	Warrumbungle Steel Buildings	444 Timor Road	Coonabarabran	New Garage/Shed – Rural	0
DA20/2020	12/05/2020	21/05/2020	Scott Jackson	28 Knight Street	Coonabarabran	New Garage/Shed – Residential	0
DA21/2020	13/05/2020	25/05/2020	Warrumbungle Steel Buildings	4202 Baradine Road	Coonabarabran	New Shelter	6
DA18/2020	06/05/2020	29/05/2020	The Crown of NSW – DPIE	Lachlan Street	Baradine	Demolition of Structures and New Bar Shelter	0
DA15/2020	04/05/2020	19/05/2020	Warrumbungle Steel Buildings	6 Cisco Street	Binnaway	New Garage/Shed Residential	0
DA13/2020	14/04/2020	08/05/2020	Kelvin Hornsley	Campbell Street	Coolah	New Garage/Shed – Rural	8
DA12/2020	07/04/2020	11/05/2020	Michael Kearins	1439 Golden Highway	Dunedoo	Alterations and Additions to Existing	15

### **RECOMMENDATION**

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



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### **Item 24 Notice of Motion – Coolah Youth and Community Centre Building**

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

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

That Council revisit Item 22 Coolah Youth and Community Centre Building of the July 2019 Business Paper.

**ANNE-LOUISE CAPEL  
COUNCILLOR**

**DENIS TODD  
MAYOR**

**WENDY HILL  
COUNCILLOR**

#### **General Manager's comment:**

At the February 2019 Ordinary Council meeting, a presentation was made by representatives of the Coolah Youth and Community Centre Incorporated in regards to the transfer of ownership of the Coolah Youth and Community Centre Hall. It was requested that Council consider accepting the transfer of the centre, located at 10-12 Binnia Street, Coolah to Council's control.

At the March 2019 Ordinary Council meeting a report was presented to Council outlining the issues and the financial considerations of Council accepting the transfer of the centre. The recommendation on the report was that Council advise the Coolah Youth and Community Centre Inc that it does not have an interest in accepting the transfer of ownership of the Coolah Youth and Community Centre Hall as Community Land. It was resolved that Council defer a decision for further information to the Ordinary Council meeting of 18 April 2019.

At the July 2019 Ordinary Council Meeting an updated report was brought back to Council which included details about an independent building and pest inspection which was undertaken by a licenced builder on Council's behalf to report on the condition of the building. It also provided details of Councils owned halls and community buildings operating costs for 2018.

The recommendation on the report was that Council advise the Coolah Youth and Community Centre Incorporated that it does not have an interest in accepting the transfer of ownership of the Coolah Youth and Community Centre. It was resolved that the report lie on the table until the November 2019 Council meeting for a decision.

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A Notice of Motion was received for the November 2019 Ordinary Council meeting from Councillor Capel, supported by Mayor Todd and Councillor Wendy Hill, that Council revisit item 22 Coolah Youth and Community Centre Building. It was resolved that Council defer the Notice of Motion until the February 2020 Council meeting.

At the February 2020 Ordinary Council meeting it was resolved that item 34 Notice of Motion – Coolah Youth and Community Centre Building be deferred until the May 2020 Council meeting.

Funding has recently been granted for \$114,000 through the Drought Communities Program for the Coolah Community Hall. The scope of works include:

- Render and paint exterior wall
- Paint iron roof
- Renew bathroom/toilet facilities
- Replace cracked window
- Convert upper room to a multi-purpose stage facility
- Renovate kitchen, new appliances
- Erect new boundary fence

Council has until 31 December 2020 to conclude the project.

### **Attachments**

1. Item 23 Coolah Youth and Community Centre Building – Business Paper Report March 2019.
2. Item 22 Coolah Youth and Community Centre Building – Business Paper Report July 2019.

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### **Item 25 Notice of Motion – Coonabarabran Airport**

#### **Notice of Motion – Coonabarabran Airport**

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

That council consider some type of upgrade to the dirt runway at Coonabarabran airport and some crusher dust or small aggregate around the RFS container.

This runway is very strategic to the whole facility and is very well used.

**RAY LEWIS  
COUNCILLOR**

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### Item 26 Reports to be Considered in Closed Council

#### Item 26.1 Organisational Development Monthly Report – June 2020

**Division** Executive Services

**Author** Manager Organisation Development – Chris Kennedy

#### Summary

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

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

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

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

#### RECOMMENDATION

That the Organisational Development Monthly Report – June 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).

#### FURTHER that Council resolve that:

1. Council go into Closed Council to consider business relating to confidential information.
2. Pursuant to section 10A(1)-(3) of the *Local Government Act 1993* (NSW), the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of Section 10A(2) as outlined above.
3. The correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the *Local Government Act 1993* (NSW).