



Ordinary Council Meeting

Agenda

15 July 2021

**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, 15 July 2021 commencing at 5:00 pm.**

Mayor: Cr Ambrose Doolan

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

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

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AGENDA

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

Turn Off Mobile Phones

Audio Recording of Council Meetings

Apologies/Leave of Absence

Confirmation of Minutes

17 June 2021

Disclosure of Interest

Pecuniary Interest

Non Pecuniary Conflict of Interest

Mayoral Minute/s

Delegate Report/s

Reports of Committees

Reports to Council

Notices of Motion/Questions with Notice/Rescission Motions

Reports to be considered in Closed Council

Conclusion

.....
ROGER BAILEY
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

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Item 1 Mayoral Minute – Mayors Log of Activity, Kilometres Travelled and Expenses from 8 June 2021 to 8 July 2021

MAYORAL MINUTE - MAYORS ACTIVITY

<u>Date</u>	<u>Type</u>	<u>In/Out</u>	<u>Activity</u>
8-Jun	Meeting	Attended	Siding Spring Observatory
	Event	Attended	NW Equestrian Expo
10-Jun	Meeting	Attended	GM and CEO CCSO - Monkey Room
	Meeting	Attended	Concerned parents re Monkey Room
16-Jun	Letter	In	The Hon Michael McCormack
17-Jun	Meeting	Attended	GM and Deputy Mayor
	Meeting	Attended	Inspector Russell McArthur and councillors
	Meeting	Chaired	Council Meeting
19-Jun	Email	In	GM - scholarship funding
	Event	Attended	Rotary Changeover Dinner
20-Jun	Email	In	Deputy Mayor - health submission
20-Jun	Event	Attended	ALGA General Assembly - Canberra
	Event	Attended	ALGA General Assembly - Canberra
	Email	In	GM - Monkey Room
	Email	In	GM - Boulus TRRRC
	Email	In	Cr Capel - Coolah Netball
	Email	In	Cr Shinton - the old chook farm
	Email	In	Deputy Mayor - health submission
22-Jun	Event	Attended	ALGA General Assembly - Canberra
	Email	In	GM EA - Citizenship Ceremony
	Email	In	Flo Cloud - fluoridation
	Email	In	GM - COVID
23-Jun	Event	Attended	ALGA General Assembly - Canberra
	Email	In	GM EA - Prefects Luncheon
24-Jun	Phone Call	Out	John Clements - letter of support
	Email	In	Principal St Lawrences - oval trees
	Email	In	Coonabarabran Golf Club - letter of support
	Email	Out	Coonabarabran Golf Club - letter of support
	Email	In	GM EA - pecuniary interest document
26-Jun	Email	In	Craig Davies, Narromine Mayor, JO
28-Jun	Email	In	GM - position paper re mediation
	Meeting	Attended	GM and Vincent Young
29-Jun	Email	In	GM - Merrygoen Creek Mendooran
	Email	In	Deputy Mayor - fluoridation
	Email	In	LGNSW - request for letter of support
	Email	In	Tanya Scadamaglia - DOCTO MEDICARE
	Email	Out	Deputy Mayor - DOCTO MEDICARE
	Email	In	Deputy Mayor - DOCTO MEDICARE
1-Jul	Email	In	Roy Butler - Leadville water
	Email	In	Councillors - community financial assistance
	Email	In	GM - letter to Michael McCormack

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	Meeting	Attended	John Clements and GM
2-Jul	Email	In	Cr Capel - Alliance of Western Councils
5-Jul	Email	In	Ratepayer - rates
	Email	In	GM - concept Dunedoo Pool plan
	Email	Out	Director Tech Serv - Mendooran Racecourse
	Email	In	John Clements - Leadville water
	Meeting	Attended	Leadville Hall

Date of Journey		Purpose of Journey	Odometer		KM Travelled
Start Date	End Date		Start	Finish	
8-Jun	8-Jun	Siding Spring	7939	8034	95
8-Jun	8-Jun	NW Equestrian Expo	8034	8064	30
10-Jun	10-Jun	Office - Yuluwirri Kids	8064	8094	30
10-Jun	10-Jun	Office - Monkey Room Parents	8094	8124	30
17-Jun	17-Jun	Meeting GM and Deputy Mayor	8124	8154	30
17-Jun	17-Jun	Council Meeting	8154	8184	30
19-Jun	19-Jun	Rotary Changeover Dinner	8154	8249	65
20-Jun	20-Jun	ALGA Conference - travel to Canberra	8249	8809	560
23-Jun	23-Jun	ALGA Conference - return	8809	9344	535
25-Jun	25-Jun	Council Chambers	9344	9374	30
1-Jul	1-Jul	Council Chambers Meeting John Clements	9374	9404	30
5-Jul	5-Jul	Leadville Hall Meeting	9404	9616	212
Total KM travelled for period 08/06/2021 - 05/07/2021					1,677

MAYORAL MINUTE - EXPENSES 11 June 2021 to 8 July 2021

<u>Date</u>	<u>Transaction Details</u>	<u>Comments</u>	
21-Jun	Coles Express	Fuel - ALGA Conference	\$75.01
22-Jun	McDonalds	Meal - ALGA Conference	\$16.50
22-Jun	Gus' Place Canberra	Meal - ALGA Conference	\$20.00
22-Jun	Gus' Place Canberra	Meal - ALGA Conference	\$22.00
22-Jun	Nesuto Apartment Hotel	Accommodation - ALGA Conference	\$690.00
22-Jun	Nesuto Apartment Hotel	Meal - ALGA Conference	\$45.00
23-Jun	Tasuke	Meal - ALGA Conference	\$38.00
24-Jun	Flight Centre	Flights - Mediation (cancelled)	\$409.75
24-Jun	Hungry Jacks	Meal - ALGA Conference	\$15.05
Total expenditure for period 11/06/2021 - 08/07/2021			<u>\$1,331.71</u>

RECOMMENDATION

That Council:

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1. Notes the report on the Mayor's Activity and Log of Kilometres Travelled for the period 8 June 2021 to 5 July 2021.
2. Notes the report on the Mayor's credit card expenses between 11 June 2021 to 8 July 2021 and approves the payment of expenses totalling \$1,331.71.

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Item 2 Councillors' Monthly Travel Claims

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

Reason for Report

To provide Council with details of travel claims of councillors for the month of June 2021.

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	32	0.78	\$24.96
Cr Todd	230	0.78	\$179.40
Cr Brady	-	0.78	-
Cr Capel	1,254	0.78	\$965.12
Cr Clancy	-	0.68	-
Cr Doolan	-	0.78	-
Cr Hill	-	0.68	-
Cr Iannuzzi	-	0.78	-
Cr Lewis	252	0.78	\$196.56
Total:			\$1,366.04

Issues

Nil.

Options

Nil.

Financial Considerations

Outlined above.

Community Engagement

To inform the community.

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Attachments

1. Councillors Monthly Travel Claims

RECOMMENDATION

That the Councillors' monthly travel claims report for June 2021 in the amount of \$1,366.04 is noted.

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Item 3 Delegate's Report – Central West Weed Committee Meeting – Tuesday 22 June 2021

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

Reason for Report

To report to Council on the Central West Weed Committee Meeting held Tuesday 22 June 2021 in Wellington.

Commentary

At this meeting the main items discussed included the Red Guidepost Campaign which has been suggested by some of our members to be once again adopted State wide. The Red Guideposts along roadsides indicate that problem weeds that can be spread and carried by slashers occurs between the indicator posts and should not be slashed. In Warrumbungle Shire along the Mendooran Road the CMCC weeds officers have erected signs warning that Coolatai Grass occurs between signs. Whoever does the slashing on our roadsides pays no heed to the signs and slash straight through, hence aiding the spread of this grass.

Another item discussed was the Parthenium Weed delimitation survey near Parkes which involved various land managers and has helped to promote identification of this emerging weed problem. A single Parthenium Weed plant was discovered on the Black Stump Way south of Bomera towards Coolah and has been destroyed.

The Blue Heliotrope campaign was also discussed noting the widespread coverage through newspaper and television advertising.

The Committee also received a rundown on the new weed officers training courses that will be made available through the Tocal Agricultural College in the near future.

The Committee also farewelled Phil Blackmore from the DPI who is their invasive weeds specialist. Phil joined our committee when it was first formed and helped with the weed risk assessments that guided the problem weeds list for our region through the new Biosecurity Act.

The last item discussed involved the suggestion that Saffron Thistle and Galvanised Burr should be included in our priority weeds list; the overwhelming view is that only new and emerging weeds should be on the list not widespread weeds and that Galvanised Burr in an Australian native species.

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RECOMMENDATION

That Council notes the Delegate's Report on the Central West Weed Committee Meeting held Tuesday 22 June 2021 in Wellington.

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Item 4 Minutes of Coonabarabran Town Beautification Advisory Committee Meeting – 16 June 2021

Division:	Technical Services
Management Area:	Urban Services & Facilities
Author:	Director Technical Services
CSP Key Focus Area:	Rural & Urban Development
Priority:	RU4 Our towns and villages are characterised by their attractiveness, appearance, safety and amenity

Reason for Report

The purpose of this report is to present minutes from the meeting of the Coonabarabran Town Beautification Advisory Committee held at Coonabarabran on the 16 June 2021.

Background

The purpose of the Committee is to make recommendations on specific projects and or development of strategies for the beautification of Coonabarabran.

Core responsibilities and duties of the Committee are to:

- Input into the development of a beautification Master Plan with a strategic focus on improving the appearance of street landscapes.
- Assistance with determining current issues with town landscapes, including identification of issues that need to be rectified.
- Investigation into, and assistance in obtaining, external sources of funding.
- Making of recommendations to Council on matters relating to specific town beautification projects or strategies.

Issues

The focus of discussions was the Little Timor Street Plaza project and in particular the features of the project including; number of seats, trees, planter box numbers and designs. The condition of the trees in the centre of John Street was also discussed.

Options

Council may wish to adopt the recommendations from the Committee meeting.

Financial Considerations

A grant of \$233,358 has been received by Council for The Little Timor Street Plaza project under a program by Department of Primary Industries and Environment called the Streets as Shared Spaces program. Quotations have been received and the implementation of Council's design will be undertaken by Dubbo Landscaping. The amendments to the design proposed by the Committee are all within the quoted price.

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Community Engagement

The level of engagement for this report is to inform.

Attachments

1. Minutes of Coonabarabran Town Beautification Advisory Committee Meeting – 16 June 2021.

RECOMMENDATION

That Council notes the minutes of the Coonabarabran Town Beautification Advisory Committee meeting held at Coonabarabran on the 16 June 2021

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Item 5 Minutes of Traffic Advisory Committee Meeting – 24 June 2021

Division:	Technical Services
Management Area:	Projects
Author:	Director Technical Services
CSP Key Focus Area:	Rural & Urban Development
Priority:	RU4 Our towns and villages are characterised by their attractiveness, appearance, safety and amenity

Reason for Report

The purpose of this report is to present minutes from the meeting of the Traffic Advisory Committee held at Coonabarabran on the 24 June 2021.

Background

Authority has been delegated to Council from Transport for NSW (TfNSW) in relation to prescribed traffic control devices and traffic control facilities. Council may only exercise its delegated function in accordance with the Delegation. The Delegation requires Council to seek advice of the NSW Police and TfNSW and this is usually done via the Local Traffic Advisory Committee. The Local Traffic Advisory Committee has no decision-making powers and is primarily a technical review committee. The Committee has four formal members; NSW Police, TfNSW, Council Representative and the local State Member of Parliament or their nominee.

Issues

The following matters were considered by the Committee:

- Warning signs on Black Stump Way at the intersection of Werribee Road
- Location of 50kph speed zone on northern approach to Coolah
- Request for a Give Way sign on Hotchkiss Road
- Request to close John Street for the annual Pony Club Parade
- Closure of Darling Street in Baradine for school sports day
- Improved delineation of TrainLink bus zone in Dunedoo
- Investigation of the need and desirability of 40kph speed zones in the Coonabarabran CBD and Dunedoo CBD.

Options

Council may wish to adopt the recommendations from the Committee meeting. The following matters are being managed under delegated authority:

- Duplication of 50kph speed zone signs on the northern approach, as well as the eastern and southern approaches, to Coolah.
- Installation of a Give Way sign on Hotchkiss Road.
- Delineation of the TrainLink bus zone in Dunedoo.
- Closure of Darling Street in Baradine for an interschool sports day event.

In relation to the proposal by TfNSW to investigate the warrant for 40kph speed zones in the centre of Coonabarabran and Dunedoo, Council may want to initiate a

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public consultation process by advertising the proposal. It should be noted here that TfNSW will only proceed with investigation of implementation of 40kph zones on advice from Council.

Financial Considerations

The cost of recommendations from the meeting on the 24 June 2021 can be accommodated within existing budget allocations.

Community Engagement

The level of engagement for this report is to inform.

Attachments

1. Minutes of the Traffic Advisory Committee Meeting – 24 June 2021.

RECOMMENDATION

That:

1. Minutes from the Traffic Advisory Committee Meeting held on the 24 June 2021 are noted as information.
2. That approval be granted to Coonabarabran Pony Club for part closure of John Street, Coonabarabran between Edwards Street and Cassilis Street from 3.00pm to 3.30pm on Friday, 24 September 2021 to conduct the Annual Street Parade subject to compliance with the following:
 - TfNSW Guidelines
 - Council's Road Closure Guidelines
 - TfNSW Road Occupancy Licence
 - TfNSW Regional Special Events concurrence
 - Receipt of current Public Liability Insurance.
3. Feedback is sought through an advertising process on a proposal by TfNSW to investigate implementation of 40kph speed zones in both the Coonabarabran CBD and the Dunedoo CBD.

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Item 6 Disclosure of Interests under clause 4.21 of the *Model Code of Conduct for Local Councils in NSW*

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

Reason for 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 2020 to 30 June 2021.

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 2020 to 30 June 2021.

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:

- 1. The general manager*
- 2. Other senior staff of the council for the purposes of section 332 of the LGA*
- 3. 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 a designated*

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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

4. *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 Planning and Regulation
- 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 2021.

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 2020 to 30 June 2021.
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 Planning and Regulation
 - 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 2021.

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Item 7 Exercise of Council Functions During Caretaker Period

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

Reason for report

To remind Council of the provisions of the requirements under the Caretaker period in the lead up to the Local Government Elections.

Background

Clause 393B of the Local Government (General) Regulation 2005 provides that:

- (1) *The following functions of a council must not be exercised by the council, or the general manager or any other delegate of the council (other than a Joint Regional Planning Panel or the Central Sydney Planning Committee), during a caretaker period--*
 - (a) *entering a contract or undertaking involving the expenditure or receipt by the council of an amount equal to or greater than \$150,000 or 1% of the council's revenue from rates in the preceding financial year (whichever is the larger),*
 - (b) *determining a controversial development application, except where—*
 - (i) *a failure to make such a determination would give rise to a deemed refusal under section 82 of the Environmental Planning and Assessment Act 1979, or*
 - (ii) *such a deemed refusal arose before the commencement of the caretaker period,*
 - (c) *the appointment or reappointment of a person as the council's general manager (or the removal of a person from that position), other than—*
 - (i) *an appointment of a person to act as general manager under section 336(1) of the Act, or*
 - (ii) *a temporary appointment of a person as general manager under section 351(1) of the Act.*
- (2) *Despite subclause (1), such a function may be exercised in a particular case with the consent of the Minister.*
- (3) *In this clause--*

"caretaker period" *means the period of 4 weeks preceding the date of an ordinary election.*

"controversial development application" *means a development application under the Environmental Planning and Assessment Act*

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1979 for which at least 25 persons have made submissions under section 79(5) of that Act by way of objection.

Community Engagement

To inform the community by placing the information on Council's website through the Business Paper.

Attachments

1. OLG Circular 21-17 Council decision-making prior to the September 2021 Local Government Elections

RECOMMENDATION

That Council note the provisions of Clause 393B of the NSW Local Government (General) Regulation in relation to the exercising of Council functions during the caretaker period commencing from Friday 6 August 2021 (inclusive).

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Item 8 Council Resolutions Report

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

Reason for Report

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

Background

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

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

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

Issues

This feedback is provided to Council for information purposes.

Options

Nil

Financial Consideration

Nil

Community Engagement

Level of Engagement - Inform

Attachments

1. Council Resolution Report

RECOMMENDATION

That the Council Resolution Report be noted for information.

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Item 9 Revotes and High Value Projects Report

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

Reason for Report

To provide Council with updated information on the progress of projects that Council has funded by revote and projects that are considered to be high value and potentially high risk.

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.

Issues

Nil

Options

Nil

Financial Considerations

As set out in the report.

Community Engagement

To inform the community by placing the information on Council's website through the Business Paper.

Attachments

1. Revote Report
2. High Value High Risk Revotes

RECOMMENDATION

That the Revote and High Value Projects Report be noted for information.

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Item 10 CCTV Protocol Policy

Division:	Corporate and Community Services
Management Area:	Governance
Author:	Manager Corporate Services – Jenni Maundrell
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF4.1 Ensure that Council's governance practices, policies and procedures are continuously assessed and revised in reference to the long-term goals of the CSP

Reason for Report

The reason for this report is to seek Council endorsement of the draft *CCTV Protocol Policy*.

Background

The draft CCTV Protocol Policy (the draft policy) was developed to ensure that the CCTV systems in place in the Warrumbungle local government area are used appropriately and that the privacy of residents, workers and visitors is protected.

Issues

Council has a commitment to provide a safe and secure environment in the local government area as a priority of the Community Strategic Plan. CCTV can be used as a cost-effective tool to assist in the maintenance of this environment. Currently, CCTV cameras are in operation in the CBD areas of Coonabarabran and Coolah; these cameras are managed remotely and requests for access to footage must be made by NSW Police.

The draft policy aims to:

- Promote community safety and crime prevention.
- Protect Council employees, residents and visitors.
- Protect Council assets.
- Protect the environment.

Options

To endorse the draft policy either as presented or with amendments; or to not endorse the draft policy.

Financial Considerations

Nil

Community Engagement

The level of community engagement is Inform. The community is informed through the Council business paper, website, social media, print media and customer service centres.

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Attachments

1. Draft *CCTV Protocol Policy*

RECOMMENDATION

That Council adopts the draft *CCTV Protocol Policy*.

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Item 11 Review of Guidelines for Financial Assistance Donations

Division:	Corporate and Community Services
Management Area:	Governance
Author:	Manager Corporate Services – Jenni Maundrell
CSP Key Focus Area:	Community and Culture
Priority:	CC4 There is a high degree of public involvement in community activities including volunteerism

Reason for Report

The reason for this report is to seek Council endorsement of the reviewed guidelines for Financial Assistance Donations.

Background

In April 2021 Council resolved to conduct a review of the guidelines for Financial Assistance Donations before the next round of donations (Resolution 298/2021). The next round of donations is scheduled to open in August 2021.

Issues

The guidelines for financial assistance provided by Council, including Financial Assistance Donations, are contained within the Donations Policy, found at Appendix 2 of Council's Revenue Policy Fees and Charges 2021/22 (adopted by Council 17 May 2021, Resolution 333/2021). The Donations Policy is provided as an attachment to this report.

The guidelines, including assessment criteria and annual budget for Financial Assistance Donations, provide the framework to ensure that financial assistance and donations meet the aims of the Donations Policy, which are set out at clause B2.1:

The expected outcomes of this policy are as follows:

- *Identification and support for community groups, organisations and individuals that contribute to the social, economic and/or environmental fabric of Warrumbungle Shire.*
- *Transparent process of application, assessment and determination of financial assistance.*
- *That financial assistance provided by Council complies with requirements of section 356 of the (Local Government Act 1993).*

Section 356 of the *Local Government Act 1993* states:

356 CAN A COUNCIL FINANCIALLY ASSIST OTHERS?

(1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

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

The Donations Policy, within the Council Revenue Policy, sets out the different types of financial assistance or donations that Council provides to community groups and individuals. Financial Assistance Grants are dealt with at clause B2.6 of the policy:

Financial assistance requested in the form of a monetary grant must be made on Council's application form. There will be a cap of \$500 for Financial Assistance Grants. Where the monetary grant exceeds \$200 in one year the recipient of the financial assistance is required to provide a report to Council in a format prescribed by Council.

All requests for financial assistance, including Financial Assistance Donations, are evaluated using the assessment criteria set out at clause B2.7 of the policy:

Council will use the following general criteria when considering requests for financial assistance:

- *Activities which address gaps in service or community development;*
- *Activities which promote community development in a multicultural context and seek to address issues of access and equity;*
- *Involvement from volunteers and self-help initiatives which build upon Council's contribution;*
- *Consumer/user participation in management of services/activities;*
- *Innovative and creative approaches to identified needs; and*
- *Activities which use Council funding to attract further resources.*

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Council will give low priority to the following types of requests for financial assistance:

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

Council offers two (2) rounds of Financial Assistance Donations annually, with a combined total budget allocation of \$20,000. Details of donations made since 2015/16 Round 1 are contained in the table attached.

In reviewing the guidelines input was sought from councillors, and records of Financial Assistance Donations over the last five years were revised. No issues were identified with the current guidelines, which appear to support the aims of the Donations Policy. On that basis, there are no recommended changes to the guidelines.

However, the review process highlighted that recent changes to applications and processing of Financial Assistance Donations may be regarded as confusing and burdensome, particularly for small community groups. It also highlighted issues around the timing of the payments to the groups.

Applications for Financial Assistance Donations are made on the form provided by Council, and are assessed against the criteria set out in the Donations Policy. The decision on awarding a donation is made by Council.

In previous years, upon the resolution of Council applicants were notified of whether they had been successful with payments made directly into bank accounts using supplier records for information. Recipients who had not previously received financial assistance donations or otherwise were not already set up as a supplier with Council were provided with a Supplier Details Form, which records name and address details, ABN (if applicable), and bank account details for the donation to be paid into. All recipients were provided with an acquittal form, which was used to satisfy the requirement of the policy for the recipient to provide a report to Council, in the prescribed format, where the monetary grant exceeds \$200 in one year. Further, records of the acquittal process are used under the assessment criteria, which gives low priority to organisations which have not observed accountability requirements for past council assistance.

Earlier application forms for Financial Assistance Donation requested minimal information. This was updated with the aim of having applicants more closely addressing the assessment criteria.

Following feedback from the public that this application form was onerous for small organisations requesting relatively small donations, a new application form and corresponding online form were developed that reduced the level of information being

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requested while maintaining the focus on addressing assessment criteria. Since August 2020 applicants have been asked to provide:

- Project name;
- Completion date;
- Funds requested;
- Type of organisation;
- Details of project and target group, and description of how the project will address matters of access, equity and cater to community diversity;
- Details of how Council's funds will be expended;
- List of any donations given to the organisation by Council over the last two years;
- What other financial support the organisation receives;
- How the donation will benefit Warrumbungle Shire residents and meet the outcomes of the Council's Community Strategic Plan and/or Delivery Program and address gaps in service provision;
- Agreement to complete a project acquittal and provide evidence of expenditure to Council following completion of the project;
- Additional comments; and
- Acceptance that the application has read the guidelines and agrees to abide by Council's requirements, confirming that all information entered is correct and true.

Further to the changes made in the application form, letters to recipients of recent rounds of donations have stated that Council's auditing process requires the provision of acquittal forms and evidence of expenditure by way of receipts and invoices before payment is made; however, it is understood that in some circumstances organisations cannot complete their activity until funds are received. Recipients have been asked to advise Council if that applies to their organisation.

While this more rigid stance on acquittal reports may be considered to be in line with good practice around probity and transparency, it is not reflective of the Donations Policy requirement for the recipient to provide a report to Council, in the prescribed format, where the monetary grant exceeds \$200 in one year, or the assessment criteria giving low priority to organisations which have not observed accountability requirements for past council assistance.

The use of online forms for donation applications has received positive feedback from the community and Council staff alike, and it is recommended that this practice continue with a revised application form. A draft hard copy application form and guidelines for financial assistance is provided as an attachment to this report. An online form will be drafted using the hard copy as the basis.

Options

The options for Council regarding the review of guidelines for Financial Assistance Donations are to:

- Continue using the existing guidelines contained in Appendix 2 of the Revenue Policy and Fees and Charges 2021/2022.
- Amend the existing guidelines, which would require Council to alter Resolution 333/2021.

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Financial Considerations

The review of guidelines for Financial Assistance Donations has nil effect on Council's budget. The adopted budget for Financial Assistance Donations is \$20,000 per year.

Community Engagement

The level of community engagement is Inform.

The community is informed through the Council business paper, website, social media, print media and customer service centres.

Attachments

1. Donations Policy, contained within the Revenue Policy Fees and Charges 2021/2022 as Appendix 2.
2. Table of recipients of Financial Assistance Donations, 2015/16 – present.
3. Draft application form, including guidelines, for Financial Assistance Donations 2021/22 Round 1.

RECOMMENDATION

That Council:

1. Notes the current guidelines for Financial Assistance Donations, as were contained within the Revenue Policy and Fees and Charges 2021/2022.
2. Endorses the draft application form, including guidelines, to be used for Financial Assistance Donations commencing with Round 1 2021/22.
3. Pays the Financial Assistance Donations to organisations immediately upon resolution of Council.

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Item 12 Warrumbungle Local Drug Action Team (LDAT) Endorsement of Funding

Division:	Corporate and Community Services
Management Area:	Community Services
Author:	Manager Community Services – Dr Margaret Anderson Community Services Connection Officer – Mrs Mandy Sulter
CSP Key Focus Area:	Community and Culture
Priority:	CC2 Issues arising from social isolation in communities across the shire are identified and the causes effectively addressed

Reason for Report

To update Council and seek endorsement for the Local Drug Action Team (LDAT) funding of \$10,000 from the Alcohol and Drug Foundation (ADF) to develop a Community Action Plan (CAP) for Warrumbungle Shire community on educational and harm minimisation strategies particularly for young people, parents and carers.

Background

The Warrumbungle Shire Interagency is an initiative funded by NSW Department of Community and Justice (DCJ) under the Targeted Earlier Intervention (TEI) Community Connections Program – Community Sector Planning Activity (formerly Community Builders). WSC Manager of Community Services is the chair with administrative support provided by WSC Community Services Connections Officer. The current Interagency has been in operation since 2015 and provides the opportunity for local government and non-government services and organisations to meet monthly to share information, introduce new programs and services and facilitate joint action and provides the opportunity to work collaboratively in partnerships to address local and emerging needs and issues. Relevant and current information is also shared to members via email as requested by members and/or on a needs basis.

In 2017 members of the Warrumbungle Interagency were asked to be involved in the formation of a LDAT with a view to apply for ADF LDAT funding, unfortunately due to the lack of administrative support this group was only operating for a short period and did not secure any funding.

In 2020, when negotiating the TEI Community Connections Program which is administered by the WSC Community Services Connections Officer the funding body DCJ in response to NSW government local priorities identified in the TEI Program Western NSW Local Priorities report which identified;

In the Western NSW district, the most common drug offences were cannabis possession or use. Warrumbungle Shire had the highest rate of cannabis-related offences at 804.1 per 100,000 of the population.....

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followed closely by Walgett with a rate of 775.4 per 100,000 of the population.

Due to the identification of this issue within Warrumbungle Shire, DCJ negotiated the TEI funding Schedule and Milestones (Clause 1.1 and %1 (a)(v)) to include provisions for WSC Community Services Connections Officer to undertake planning with relevant service providers around local priorities including drug and alcohol issues identified whilst reviewing evidence-informed data to determine the specific needs of the Shire.

In order to achieve TEI contracted scheduled milestones a request was made by the WSC Community Services Connections Officer through the Warrumbungle Interagency for organisations and community members interested in collaboratively facilitating a joint action group to address these emerging issues with the view to apply for future Local Drug Action Team (LDAT) funding to develop a Community Action Plan (CAP). To enable appropriate TEI data reporting through the Data Exchange Reporting system (DEX), the WSC TEI funded position became the reporting/lead organisation. In addition, the WSC TEI position is funded to provide the necessary collaboration, co-ordination and administrative support as identified in the TEI schedule milestones.

In June 2020 an informal drug action team group met for the first time to discuss local Alcohol and other Drug (AOD) issues and how these could be address. In February 2021 ADF announced a new round of LDAT funding of which the group applied for with WSC identified as the lead organisation as the administration and co-ordination was to be provided by the TEI funded Community Services Connections Officer position.

Noting, this initiative not only addresses WSC Community Strategic Plan key focus areas and priorities CC2, CC2.1, CC4, CC4.1, CC6, CC6.1, CC6.2, PI2, PI2.1 and PI2.2, it also ensures the TEI Community Connections Program meets its contracted requirements with DCJ.

In late May 2021 the CSCO was informally advised that WSC was successful in their application which was within a highly competitive funding round being one of only two successful applicants in the Federal Parkes Electorate.

On 4 June, 2021 The Hon Mark Coulton MP officially welcomed the formation of the Warrumbungle LDAT formed by WSC indicating he was ‘...delighted that Warrumbungle Shire Council will deliver locally-based solutions to prevent drug and alcohol misuse and harms... and looks forward to seeing the Community Action Plan developed and the positive impact it will have...’

Issues

A formal endorsement of the Warrumbungle LDAT and acceptance of the ADF funding of \$10,000 for the development of a Community Action Plan (CAP) to be administered by the Community Service Connections Officer in collaboration with local service providers, police, allied health, sporting groups, local school representatives and community members. All administrative costs and costs associated with the development of the LDAT CAP will be covered by the DCJ TEI Community Connections Program and the ADF funding. There will be no additional costs to Council.

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RECOMMENDATION

That Council note the formation of the Warrumbungle Local Drug Action Team (LDAT) and endorse the acceptance of the \$10,000 in funding from ADF to develop a Community Action Plan (CAP) for Warrumbungle Shire.

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Item 13 Investments and Term Deposits – month ending 30th June 2021

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

Reason for Report

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

Background

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

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

Issues

Comments on Performance

Marketable Securities, Term Deposits and At Call Investment Accounts

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

Marketable Securities

Council currently holds no Marketable Securities.

Term Deposits

During the month, \$2,000,000.00 worth of term deposits matured, earning Council a total of \$6,533.42 in Interest.

In June, the following placements were made in to term deposits;

- \$1,000,000.00 with MAQ at a rate of 0.35%
- \$1,000,000.00 with NAB at a rate of 0.30%
- \$1,000,000.00 with NAB at a rate of 0.25%

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- \$1,000,000.00 with ME at a rate of 0.40%
- \$1,000,000.00 with WBC at a rate of 0.30%
- \$500,000.00 with MAQ at a rate of 0.40%

The balance of the term deposits at the end of the month was \$17,500,000.00.

At Call

At call accounts are used to hold funds for shorter periods and generally are adjusted on a weekly basis to meet cash flow requirements. During the month, \$391.33 interest was earned on the balances in the accounts and net transfers of (\$253,288.22) were made from these accounts resulting in a month end balance of \$2,419,249.58

Cash at bank balance

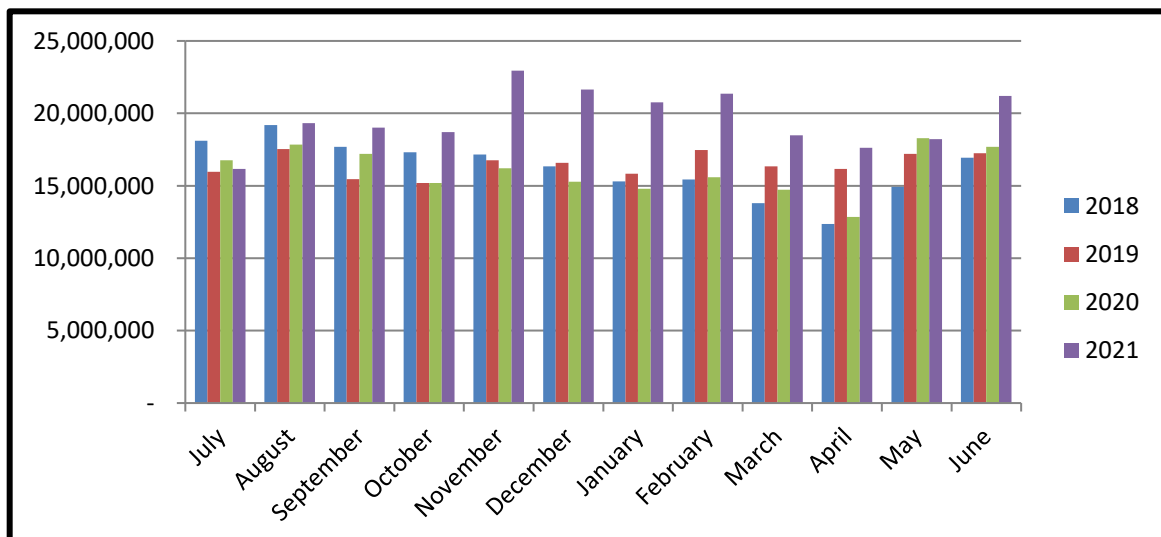
In addition to the at call accounts and term deposits, as at 30th June 2021, Council had a cash at bank balance of \$1,282,334.11

Income Return

The average rate of return on Investments for June 2021, of 0.3987% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 0.0303% by 1216 points or 0.3684%.

Council's revised budget for year 2020/21 for interest on investments is \$83,291.00. At the end of June 2021, the amount of interest received and accrued should be around 100% of the total year budget, i.e. \$83,291. On a year to date basis, interest received and accrued totals \$92,078.36, which is 110% of the revised annual budget.

Graph by Month Investments



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Table 1: Investment Balances – 30th June 2021

Financial Institution	Lodgement Date	Maturity Date	Total Days	Original Rating	Current Rating	Yield (%)	Investment Amount (Redemption Value)
At Call Accounts							
NAB	1-Nov-18	At Call	at call	ADI	ADI	0.05%	702,665.32
ANZ	3-Nov-18	At Call	at call	ADI	ADI	0.05%	6,623.17
T Corp IM Cash Fund	5-Nov-18	At Call	at call	P	P	0.27%	999,957.67
CBA At Call	6-Nov-18	At Call	at call	ADI	ADI	0.01%	710,003.42
							2,419,249.58
Term Deposits							
NAB	15-Oct-20	06-Aug-21	295	ADI	ADI	0.64%	1,000,000.00
CBA	29-Oct-20	25-Oct-21	361	ADI	ADI	0.57%	1,000,000.00
CBA	25-Nov-20	22-Nov-21	362	ADI	ADI	0.55%	1,000,000.00
WBC	27-Nov-20	27-Sep-21	304	ADI	ADI	0.44%	1,000,000.00
MAQ	27-Nov-20	28-Sep-21	305	UMG	UMG	0.50%	1,000,000.00
AMP	27-Nov-20	24-Nov-21	362	LMG	LMG	0.70%	1,000,000.00
WBC	30-Nov-20	26-Oct-21	330	ADI	ADI	0.45%	1,000,000.00
CBA	30-Nov-20	25-Oct-21	329	ADI	ADI	0.50%	1,500,000.00
CBA	08-Jan-21	06-Dec-21	332	ADI	ADI	0.41%	1,500,000.00
WBC	23-Apr-21	23-Apr-22	365	ADI	ADI	0.36%	1,000,000.00
NAB	14-May-21	14-Aug-21	92	ADI	ADI	0.25%	1,000,000.00
MAQ	09-Jun-21	15-Feb-22	251	UMG	UMG	0.35%	1,000,000.00
NAB	09-Jun-21	23-May-22	348	ADI	ADI	0.30%	1,000,000.00
NAB	09-Jun-21	19-Jan-22	224	ADI	ADI	0.25%	1,000,000.00
ME	10-Jun-21	15-Dec-21	188	LMG	LMG	0.40%	1,000,000.00
WBC	10-Jun-21	23-Mar-22	286	ADI	ADI	0.30%	1,000,000.00
MAQ	18-Jun-21	15-Jun-22	362	UMG	UMG	0.40%	500,000.00
Sub-Total							17,500,000.00
Total							19,919,249.58

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Credit Rating Legend

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

Table 2: At Call and Term Deposits – Monthly Movements

Bank	Opening Balance	Interest Added to Investment	Net Placements/ Withdrawals	Closing Balance
NAB	702,261.28	404.04		702,665.32
NAB pay	74,458.84		(74,458.84)	
ANZ	6,637.80	0.37	(15.00)	6,623.17
Regional Aust	1,535.96		(1,535.96)	
T Corp IM	1,277,251.75	(13.08)	(277,281.00)	999,957.67
CBA At Call	610,000.84		100,002.58	710,003.42
Total at call	2,672,146.47	391.33	(253,288.22)	2,419,249.58
WBC	1,000,000.00	5,066.30	(1,005,066.30)	
NAB	1,000,000.00			1,000,000.00
CBA	1,000,000.00			1,000,000.00
CBA	1,000,000.00			1,000,000.00
WBC	1,000,000.00			1,000,000.00
MAQ	1,000,000.00			1,000,000.00
AMP	1,000,000.00			1,000,000.00
WBC	1,000,000.00			1,000,000.00
CBA	1,500,000.00			1,500,000.00
CBA	1,500,000.00			1,500,000.00
MAQ	1,000,000.00	1,467.12	(1,001,467.12)	
WBC	1,000,000.00			1,000,000.00
NAB	1,000,000.00			1,000,000.00
MAQ	0.00		1,000,000.00	1,000,000.00
NAB	0.00		1,000,000.00	1,000,000.00
NAB	0.00		1,000,000.00	1,000,000.00
ME	0.00		1,000,000.00	1,000,000.00
WBC	0.00		1,000,000.00	1,000,000.00
MAQ	0.00		500,000.00	500,000.00
Total Term deposits	14,000,000.00	6,533.42	3,493,466.58	17,500,000.00
Total	16,672,146.47	6,924.75	3,240,178.36	19,919,249.58

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Compliance with Council's Investment Policy

Council's Investment portfolio is not compliant. Total funds held in LMG exceed policy by 0.04%.

The table below provides compliance status against the Investment Policy:

Institution	Credit Rating	Investment \$	Actual Exposure	Max. Limit per Policy	Compliance status
Tcorp	Prime	999,957.67	5.02%	33.30%	Compliant
	Total Prime	999,957.67	5.02%	100.00%	
ANZ	ADI	6,623.17	0.03%	33.30%	Compliant
CBA	ADI	5,710,003.42	28.67%	33.30%	Compliant
WBC	ADI	4,000,000.00	20.08%	33.30%	Compliant
NAB	ADI	4,702,665.32	23.61%	33.30%	Compliant
	Total ADI	14,419,291.91	72.39%	100.00%	
MAQ	UMG	2,500,000.00	12.55%	20.00%	Compliant
	Total UMG	2,500,000.00	12.55%	100.00%	
ME	LMG	1,000,000.00	5.02%	10.00%	Compliant
AMP	LMG	1,000,000.00	5.02%	10.00%	Compliant
	Total LMG	2,000,000.00	10.04%	10.00%	Non-Compliant
	Grand Total	19,919,249.58	100.00%		

Certification of Responsible Accounting Officer

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

Responsible Accounting Officer

RECOMMENDATION

That Council accept the Investments Report for the month ending 30th June 2021 including a total balance of \$21,201,583.69 being:

- \$2,419,249.58 in at call accounts.
- \$17,500,000.00 in term deposits.
- \$1,282,334.11 cash at bank.

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Item 14 Billy Kings Creek Bridge Project Post Completion Report

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

Reason for Report

The construction of bridges over Billy Kings Creek on Purlewaugh was completed in October 2020 and the purpose of this report is to review the project both in terms of budget outcomes and completed scope of works.

Background

Billy Kings Creek crosses Purlewaugh Road in two locations, which are 750m apart and approximately 9km east of Coonabarabran. Prior to construction of the McEvoy Bridges, the road crossings were low level concrete causeways and during times of minor to moderate rainfall flooding of these causeways occurred, which prevented the movement of heavy vehicles between Coonabarabran and Premer and severely disrupted travel arrangements for people who worked in Coonabarabran.

Funding was received by Council under the State Government's Fixing Country Roads (FCR) Program to construct bridges over the two Billy Kings Creek Crossings. Following a tender process and resolution by Council, Saunders Civilbuild Pty Ltd was engaged to design and construct the two bridges. The road approaches to the bridges were constructed by Council's day labour workforce. Separating the project into these two portions was a deliberate decision as it enables specialist bridge builders to focus on bridge construction without taking on risk associated with roadworks construction.

The bridge on the second crossing (now known Jim McEvoy Bridge) was constructed on a new road alignment and the bridge on the first crossing (now known as the May McEvoy Bridge) was constructed on the same road alignment, which meant that construction of a sidetrack was required. The construction of the sidetrack was also undertaken by Council's day labour workforce. Following removal of the concrete causeway at the first crossing and when traffic was diverted to the sidetrack, a series of minor to moderate rainfall events occurred (drought breaking rains), which had the impact of washing out the sidetrack on three occasions.

A timeline of events is summarised as follows;

- | | |
|--|------------------|
| • FCR application submitted | 15 October 2018 |
| • Funding deed signed | 28 February 2019 |
| • Tenders for Bridge Construction Advertised | 3 July 2019 |
| • Tenders close | 29 August 2019 |
| • Council resolution to award Contract | 17 October 2019 |

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- | | |
|---|------------------|
| • Commencement of bridge construction | 17 February 2020 |
| • Completion of bridge construction | 15 July 2020 |
| • Completion of roadworks incl. sidetrack removal | 16 October 2020 |

Issues

A Project Manager was employed on a casual hire basis to assist with development of the tender documentation, as well as management of the bridge contract and management of roadworks. The Project Manager also completed the required monthly reports to Infrastructure NSW.

The length of Jim McEvoy bridge is 24 m and it is approximately 2.5m above creek bed level. The adjoining property owner expressed concern about the configuration of the bridge and potential impact on his property and the waterhole just upstream of the bridge site. The bridge height and length were set to optimise the balance between waterway capacity and available funding. The waterway capacity of the bridge matches the top bank capacity of the channel. The bridge was constructed without encroachment onto the adjoining property.

The length of May McEvoy bridge is 12m and it is approximately 2.5m above creek bed level. There have been no community concerns expressed about the configuration of this bridge.

Separation of the overall bridge project into two portions mitigated the risk and therefore overall cost that might have occurred if one Contractor was engaged for the whole project. However, the interface between bridge construction and construction of road approaches required careful management and this was particularly the case with construction of the bridge approach slab. The concrete bridge approach slab could not be constructed by the bridge Contractor until Council staff constructed the road to the underside of the slab. These works were completed on both bridges without causing unexpected delay to the bridge Contractor.

Once the concrete approach slab was completed by the bridge Contractor, Council's roadworks crews had full access to the site and could commence construction of the road approaches. The road approaches on the Jim McEvoy Bridge were constructed on a new road alignment, which meant that there was no pre-existing road foundation and road construction commenced on a heavy clay subgrade in wet conditions and these wet conditions delayed completion of the roadworks. Council staff installed the road guard fence on the road approaches to both bridges and the surface of the road approaches were sealed by a spray seal Contractor.

Options

This report provides a summary of the completed project to build bridges over Billy Kings Creek on Purlewaugh and Council may wish to note the contents of the report.

Community Engagement

The community scale and impact of this report is low and low respectively and the level of engagement is to inform.

Financial Considerations

The project budget and details of funding contributions for the project are outlined in Table 1.0

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Table 1.0 – Project Budget and Final Actual Cost.

Total project budget	\$1,850,000
NSW Restart grant	\$1,650,000
Council contributions*	\$200,000
Actual final cost	\$1,882,032

*Council contribution funded from Block Grant

The budget for bridgeworks and roadworks and other major items along with actual expenditure for each item is outlined in Table 2.0

Table 2.0 – Budget for Major Project Items and Actual Expenditure

Project Item	Budget Estimate (\$)	Actual Expenditure (\$)	Difference (\$)
Design & tender documentation	30,000	34,000	4,000
Project management	26,000	82,500	56,500
Bridge construction	1,040,000	1,015,380	24,620
Road construction	620,000	735,652	115,652
Causeway demolition	41,500	14,500	27,000
Contingency	92,500	-	92,500
totals	1,850,000	1,882,032	32,032

The value of the contract awarded by Council to Saunders Civilbuild Pty Ltd, was \$1,004,782 (excl GST). The bridge Contractor did experience some unexpected delays, which resulted in variations being submitted. Unfortunately, the rainfall, after a long period of drought, meant that the abutments and wingwall on Jim McEvoy bridge were constructed in water rather than a dry creek bed that was observed when tenders closed. The total value of the variations granted was \$10,597 (excl GST), which resulted in a final actual contract expenditure of \$1,015,380. Details of individual variations are provided as follows;

1. VO1 – Rejected. (Extend span of bridge 1.)
2. VO2 – Rejected. (Claim for additional concrete for footings at bridge 1)
3. VO3 – Approved (Extra rock due to scour at B2 from flood. \$2,600 excl GST)
4. VO4 – Approved (Day works to repair side track after rain. \$1,260 excl GST)
5. VO2 – Reviewed and agreed at \$6,737.05 excl GST (50% of original claim)

Extensions of time totalling 33 days were granted during the contract and were related to wet weather and the effects of the Covid 19 on the supply of materials. No costs were associated with the extensions of time.

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RECOMMENDATION

That the contents of the post completion report on the project to construct bridges over Billy Kings Creek on Purlewaugh Road is noted as information.

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Item 15 Local Roads & Community Infrastructure Program – Phase 3

Division:	Technical Services
Management Area:	Technical Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure and Services Recreation and Open Space
Priority:	P13 Road networks throughout the Shire need to be safe, well maintained and adequately funded RO3.1 Encourage the development of local sports and recreation programs and activities that are inclusive of diverse ages, abilities and interests.

Reason for Report

The purpose of this report is to nominate projects that may be funded under Phase 3 of the Australian Government's Local Roads and Community Infrastructure (LRCI) Program.

Background

The purpose of the LRCI Program is to support local councils to create jobs by delivering priority local road and community infrastructure projects. The funding becomes available from 1 January 2022 and must be expended by 30 June 2023.

Council nominated 16 projects under Phase 1 (\$1,553,366) of the Program and 13 projects under Phase 2 (\$1,279,467). A copy of Council's resolutions in respect of projects nominated under Phase 1 and Phase 2 are provided in the attachments.

Issues

Project eligibility rules are expected to be similar to those under Phase 1 and Phase 2 *'Eligible Local Road Projects are projects that involve the construction or maintenance of roads managed by local governments.... Eligible Community Infrastructure Projects are projects that involve the construction, maintenance and/or improvements to council owned assets (including natural assets) that are generally accessible to the public'* (Phase 2 p8 Program Guidelines).

Under the Program, Council will be required to demonstrate that it is maintaining capital expenditure levels from own source revenue on roads and community infrastructure at or above 2020-21 capital expenditure levels.

Options

A list of possible projects is included in the attachments. The projects focus on renewing or upgrading existing infrastructure and not so much on creating new assets. Council may add potential projects to the list, subject to eligibility criteria being met.

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The guidelines for Phase 3 have not yet been released but it is understood that they will be similar to previous rounds.

Council may want to nominate a list of projects and confirm that list once funding guidelines for Phase 3 are released by the Australian Government. Council currently has several funding applications before the NSW Government for several projects. The recommendation below is being made on the basis that these may/may not be successful.

Financial Considerations

Council is eligible to receive \$3,106,732 under Phase 3 of the LRCI Program. This funding has not been included in the 2021/22 or the 2022/23 budget considerations.

Community Engagement

The scale of this project is assessed as being moderate and impact as being low, which indicates the minimum level of community engagement is to inform and consult.

Attachments

1. LRCI Program Phase 1 – Council Resolution 448/1920 of 18 June 2020
2. LRCI Program Phase 2 – Council Resolution 302/2021 of 15 April 2021
3. Potential Projects List

RECOMMENDATION

That Council:

1. Subject to the success of other funding applications, apply for the following projects in order of priority, under Phase 3 of the Australian Government's Local Roads and Community Infrastructure Program:

1	Coonabarabran Oval Change Rooms and Storage Shed	\$545,000
2	Bowen Oval, Coolah – renovation of netball courts	\$288,000
3	Binnaway Tennis Courts – renovation & upgrade	\$260,000
4	Local Rural Roads – concrete causeway replacement	\$556,732
5	Dunedoo Pool – new amenities block	\$900,000
6	Piambra Road – curve	\$200,000
7	Piambra Road – near Gamble Creek Road intersection	\$250,000
8	Castlereagh River, Coonabarabran Riverbank Revitalisation	\$75,000
9	Mendooran Tennis Court resurfacing	\$130,000
10	Lachlan Street, Baradine – shared pathway	\$200,000
11	Yarrow St (Warragundy St to Wallaroo St, Dunedoo) – K&G	\$80,000
12	Gravel Resheeting	\$100,000
13	Bowen Oval, Coolah – equipment Shed	\$170,000
14	Len Guy Park Toilets, Binnaway – renovations	\$60,000
15	Gravel Resheeting	\$100,000
16	Coolah Pool – renovate amenities block	\$60,000

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17	Cnr Binnia Street & Martin Street, Coolah – kerb renewal & Blister	\$80,000
18	Cnr Binnia Street & Booyamurra Street, Coolah – new K&G	\$80,000
19	Napier Street Mendooran – shared pathway	\$100,000
20	Gravel Resheeting	\$100,000

2. Authorise the General Manager to make adjustments, should the need arise, to priorities and/or budgets based on available funding and success of other funding applications.

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Item 16 Fluoridation of Potable Water

Division:	Environment and Development Services
Management Area:	Warrumbungle Water
Author:	Warrumbungle Water Project Engineer – John Boyle
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	P15.1 Asset Management Plans for all of Councils assets include levels of service with forecasts identified for operations, maintenance renewals/upgrades and depreciation

Reason for report

The reason for this report is to provide Council with the latest status on the fluoridation project to re-establish the dosing of fluoride at water treatment plants within the LGA.

Background

Council discontinued the fluoridation dosing program at its water treatment plants in Baradine and Binnaway in January 2017 and Coonabarabran in December 2015; continuing problems were occurring to the fluoride dosing system due to design issues. At Coolah and Mendooran fluoridation dosing systems were in-situ, however have never been in operation due to earlier issues experienced at Council's other sites.

NSW Health is supporting Council to bring the fluoridation systems back online, by engaging a consultant to review the fluoridation operations and maintenance upgrades required to the fluoride infrastructure. It has also been requested that a cost estimate be provided for the works to be carried out; the cost estimate is in the vicinity of \$2.67M ($\pm 30\%$).

Issues

Council has not been dosing fluoride for a considerable time due to problems with the fluoridation infrastructure and faulty designs at each water treatment plant. To address the matter, NSW Health have been working with Council and engaged consultants to design suitable, reliable infrastructure capable of delivering fluoride to Council's water supplies via our water treatment plants.

The general public and local dental practitioners have raised concerns due to the lack of fluoridation of Council's water supplies with the matter being questioned at a number of forums across the LGA over the past few years.

As requested by NSW Health, the consultants have developed a cost estimate to an accuracy of around $\pm \$500k$. The overall package of works to be \$2.67M ($\pm 30\%$). The estimate includes the costs for the three complete packages of work, project management services and training from HH2O (or similar) along with a 30% contingency applied (due to the high-level nature of the cost estimate).

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At this stage, Council has not received a written commitment from NSW Health confirming the expenditure. Whilst full funding from NSW Health has been approved in principal Council is seeking for this to be provided in writing.

It has also been raised by the consultants that due to the amount of construction work being undertaken in regional NSW and in the wider water industry in general much higher tender prices come back in than expected. This has been addressed by being more conservative pricing within the estimate, but this still remains a risk.

At this stage a timeline has not been created however the equipment supply is usually a 18-20-week lead time. With preliminaries, design, integration and commissioning, at a minimum it would take 12 months in total, bearing in mind there are five (5) separate sites for the contractors to work across.

It is also noted that there may be a global shortage of some key materials such as PVC pipes - increasing the lead times on some equipment packages.

Options

Council has previously resolved to fluoridate potable water supplies within Coonabarabran, Coolah, Baradine, Binnaway and Mendooran. Due to infrastructure and design failures, fluoride dosing in these localities ceased a number of years ago. Council should proceed with reinstating fluoride as per earlier resolution/s.

To rectify the plants and return fluoride to the water supplies extensive works valued in the vicinity of \$2.67M (\pm 30%) are required across the five (5) sites. Council is unable to fund the works, and would require a commitment from NSW Health for the funding to be available. At this stage, no written confirmation from NSW Health on the commitment of the funds has been forthcoming.

Financial Considerations

The cost estimates to undertake the necessary upgrades consist of the following:

Item	Indicative Cost	Comment
Package 1: Fluoridation system upgrades (5 sites)	\$1.39M	Removal of existing equipment, new dosing systems, training, commissioning and operational/maintenance support for a period of 2 years
Package 2: Minor works (5 sites)	240K	Waste holding tank etc., access stairs and WHS upgrades and safety showers
Package 3: Telemetry interface (5 sites)	200K	Connection of the fluoride system PLC digital outputs to the existing WTP telemetry system for rudimentary monitoring and alarming
Training	35K	Specific operator training
Project Management	\$190K	Assumed 10%
Contingency (30%)	615K	Assumed 30%
TOTAL	\$2.67M ($\pm$30%)	

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After the upgrades are undertaken, the day to day operating costs will need to be absorbed by Council and funded from Council's operating budget for Warrumbungle Water as per previous arrangements (before Council discontinued fluoride dosing).

Presently, Council does not have the funding to undertake the necessary upgrades and is waiting for NSW Health to confirm that a 100% subsidy is available for the project.

Community Engagement

The level of community engagement is 'Inform and consult' as per Council's *Community Engagement Strategy 2020-2024*.

Attachments

Nil

RECOMMENDATION

That Council receive and note the report on Fluoridation of Potable Water.

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Item 17 Companion Animals Fees & Charges 2021/22

Division:	Environment and Development Services
Management Area:	Regulatory Services
Author:	Compliance Officer – Demi Knight
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

Reason for report

To advise of the new registration fees and charges for Companion Animals for 2021/22 as released by Office of Local Government (OLG).

Background

On 30 June 2021 OLG released Circular 21-55 to Councils (copy attached) advising of the new fees and charges for Companion Animals for the new financial year (2021/22). Updates include free lifetime registration for rescued pets and increases to companion animal fees. The fees have slightly increase from the 2020/21 FY as outlined in the following table:

Dogs	2021/22	2020/21
Desexed (by relevant age)	66.00	60.00
Non Desexed	224.00	216.00
Recognised Breeder	66.00	60.00
Working Dog	no charge	-
Annual Permit – Dangerous & Restricted Dogs	197.00	195.00
Cats	2021/22	2020/21
Desexed or Not Desexed	56.00	50.00
Annual Permit – Cat not desexed by 4 months of age	81.00	80.00
Recognised Breeder	51.00	50.00
Misc	2021/22	2020/21
Animal desexed & sold by pound/shelter	no charge	Cat 25.00 Dog 30.00
Desexed Companion Animal – Pensioner Rate	27.00	26.00
Assistance Animal	no charge	-
Registration & Annual Permit late fee	18.00	-

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Issues

The new fees and charges have not been included in Council's adopted Revenue Policy Fees and Charges for 2021/2022. This is due to notification being received from OLG after Council's budgeting process has been undertaken.

Options

The new fees and charges are supported through companion animal legislation. Council is required to the changes as set by OLG.

Financial Considerations

Nil

Community Engagement

The level of community engagement is 'Inform' as per Council's *Community Engagement Strategy 2020-2024*

Attachments

1. Office of Local Government Circular to Councils 21-15

RECOMMENDATION

That Council:

1. Notes the information contained in the Companion Animals Fees & Charges 2021/2022 Report
2. Adopts the 2021/2022 fees and charges for companion animals as provided by Office of Local Government and amends the Revenue Policy Fees and Charges 2021/2022 to include the new fees and charges.

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Item 18 Draft Warrumbungle Section 7.12 Contributions Plan

Division:	Environment and Development Services
Management Area:	Planning and Regulation
Author:	Director Environment and Development – Leeanne Ryan
CSP Key Focus Area:	Rural and Urban Development
Priority:	RU1.1 – Council conducts periodic reviews of its planning instruments to ensure that land use planning support the long term sustainability of our local communities and our economy

Reason for report

The purpose of this report is to seek Council resolution to exhibit the draft *Warrumbungle Section 7.12 Contributions Plan* for public comment. This Plan will supersede the existing *2010 Section 94A Contributions Plan*, which is out of date.

Background

Section 7.11 and 7.12 of the *Environmental Planning and Assessment Act 1979* (the Act) allow Councils to include a condition in a development consent that requires a developer to contribute toward the cost of new/additional infrastructure that meets demand arising from development.

For example, if a residential development generates a demand for additional open space, Sections 7.11 or 7.12 could be used to require a contribution toward the cost of land for open space and for the provision of recreational facilities on that open space.

Local infrastructure contributions (more commonly called development contributions) can only be levied if a Council has an adopted plan (contributions plan) that describes the nature of the contribution, the justification for the contribution, and the purpose to which it will be put.

A Section 7.11 Plan (formerly Section 94) has contributions directly linked (nexus) to the demand for infrastructure to be provided in response to increased demand arising from the development. The amount of a contribution is determined by the cost of the infrastructure required, and the financial contribution stated in the Plan.

A Section 7.12 Plan (formerly Section 94A) has contributions based on a fixed percentage of the cost of a development. While there should be a general relationship between the infrastructure to be funded by the contribution and development, a direct link between a specific development and a specific item of infrastructure does not need to exist for a Section 7.12 contribution, unlike a Section 7.11 contribution.

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Section 7.12 Plans are particularly suited to localities where development rates are variable, or the nature of development is difficult to determine, such as infill residential development, in some commercial and industrial areas, or in regional and rural areas. Section 7.11 plans tend to be more suited to areas with high and relatively predictable growth levels and/or a spatially focused area of growth, such as a fast-growing large urban release area.

Council's existing Section 94A Plan (Section 7.12 replaced Section 94A) is now dated. Many of the projects listed in the Plan's work schedule in the Plan are now complete, and in some cases, no longer relevant. The Section 94 Plan that applied to the former village zone of Coonabarabran and the rural zone of the previous Coonabarabran Shire Council was not formally repealed when the 2010 Section 94A Plan was adopted, although it does not appear to have been used since. As a formal housekeeping measure, is proposed to repeal this Section 94 Plan when the new Section 7.12 Plan is adopted.

The draft Section 7.12 Plan provides an updated work schedule that provides a range of infrastructure within the Shire's towns and villages. The work schedule has been developed to only include projects that meet legislative requirements under the Act. The work schedule is prioritised in broad 3-year periods to provide flexibility.

Importantly, it is not proposed to change the existing contributions rate.

Issues

In order for Council to levy development contributions, it is necessary to have a contributions plan. This plan must meet legislative and State Government policy requirements. A draft Plan must be exhibited to the public for comment prior to Council adoption. Further, Council must administer the funds received as contributions consistent with State Government requirements, and have certain information on monies received and spent available for continuous disclosure to the public. In addition, contributions plans must be reviewed regularly.

The work schedule has been developed by Council officers based on priorities expressed during the integrated strategic planning process, community consultations and Council discussions. The work schedule reflects Council's priorities, and development contributions provide a way of resourcing these priorities.

It is not proposed to change the current long-standing rate of contribution (which is a percentage of development cost). Most Councils set their contributions at this level. Increasing the rate would require State Government approval.

The rate is:

Proposed cost of the development	Maximum percentage of the levy
Up to \$100,000	Nil
\$100,001 – \$200,000	0.5 percent
More than \$200,000	1.0 percent

Options

Council could resolve to do one or more of the following:

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1. Adopt the draft Section 7.12 Plan, as attached, for the purpose of public exhibition
2. Amend the works schedule
3. Propose a changed contribution level
4. Propose to investigate a Section 7.11 Plan
5. Resolve to not charge development contributions

It is recommended that Council adopt the draft Section 7.12 Plan for public exhibition to gauge community views. A Section 7.12 Plan best meets Council's needs and circumstances, and has considerably more flexibility and less administrative burden than a Section 7.12 Plan.

Financial Considerations

Development contributions provide a useful source of revenue for Council to meet the needs of the community arising from development. It should be noted that these funds are only for capital works and must be used for the items shown in the work schedule. They complement Council's other revenue sources.

It should be noted that other funds available to Council, such as grants, could be used in concert with contributions to accelerate the implementation of the work schedule. Alternatively, contributions funds could be used to supplement grants or community fund raising for these infrastructure items.

While there is a "compliance cost" of administering development contributions, the benefits outweigh this cost, and the requirements reflect good administrative practice in any case.

Community Engagement

The level of community engagement is Inform + Consult.

The community is informed through the Council business paper, website, social media, print media and customer service centres.

The community is consulted through the Have Your Say function, whereby community members are invited to make written submissions on the draft policy.

Attachments

1. Draft Warrumbungle Shire Section 7.12 Contributions Plan

RECOMMENDATION

That:

1. Council adopts the draft *Warrumbungle Section 7.12 Contributions Plan* for the purposes of public exhibition for a minimum of 28 days, pursuant to the *Environmental Planning and Assessment Act, 1979*.
2. A further report be presented to Council on the draft Plan after the public exhibition period is completed.

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Item 19 Coonabarabran Industrial Land

Division:	Environment and Development Services
Management Area:	Economic Development and Tourism
Author:	Manager Economic Development and Tourism – Jo Houghton
CSP Key Focus Area:	Local Economy
Priority / Strategy:	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.

Reason for Report

To provide Council with a report on proposal to seek funding and subdivide Council owned land within the Coonabarabran Industrial Area.

Background

Council owns land being Lot 443 DP753378 located at 8 -18 Ulan Street, Coonabarabran. The land is vacant, classified as operational land and zoned IN1 – General Industrial. Council has attempted to attract funding to subdivide and develop the land to produce nine (9) allotments to be sold for industrial development. Unfortunately, Council has been unsuccessful in its bid to secure funding through government to subdivide the land and prepare the allotments for sale for potential developers.

This matter has been before Council on a number of occasions. In November 2017 Council considered a report seeking to commence planning works to investigate a proposal to subdivide and prepare Lot 443 DP753378 for development and sale.

A further report was presented to Council in May 2018, where it was advised the funding application under Growing Local Economies had been lodged. This report also provided the proposed subdivision plan and allotment sizes.

In April 2019 an update report was provided to Council as the former resolution was approaching 12 months and no result from the funding application had been received.

In a report presented to Council in June 2020, it was advised that Council's funding application had been unsuccessful under the Growing Local Economies Fund and recommended the proposal to subdivide and develop the land should be closed and listed as a long-term project under Council's Community Strategic Plan. It was resolved at the time that a further report be presented into developing the site and further contact be made regarding funding opportunities.

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In response, Council received the last report on the matter in September 2020 where it was further resolved that funding opportunities through Regional NSW be advised to Council when known.

Issues

There is still interested businesses seeking land for industrial purposes. Interest is from existing and new businesses wanting to invest and set up business in Coonabarabran.

In December 2020 and January 2021, Council staff met with Regional NSW to identify funding opportunities for subdivision. To date there are no funding opportunities for subdivision and Regional NSW confirmed it is not a priority for the NSW Government.

Council does not have the funds to undertake the subdivision; however, it would be expected that the sale of the land after subdivision may assist to offsets costs associated with the initial development of services and connections. Costings and estimates for the necessary infrastructure are provided in the financial section of this report.

With large, upcoming projects proposed for the Warrumbungle Shire, such as Newell Highway Bypass, Inland Rail (Narromine to Narrabri), and large renewable energy projects, there is potential for demand for industrial land.

Options

Council has the option to continue lobbying and applying for further funding to undertake the project.

Council may consider sale of the land in totality (without subdivision and connection of services) to a potential developer or interested party. Consent for the subdivision will need to be obtained and relevant development control processes will apply under Council's Development Control Plan. The sale would need to be conducted through an open market process for transparency.

Council could investigate a smaller proposal and release less land; meaning subdivision of one (1) allotment only, not nine (9). Funding could be investigated for a smaller proposal.

Alternatively, the proposal could be closed and listed for consideration as a long-term project under Council's Community Strategic Plan.

Financial Considerations

Over the past two months, Council has had numerous discussions with Regional NSW about best ways to move forward in terms of upcoming funding trends and opportunities, and is waiting to receive information on the best way to move forward.

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

The following table provides estimates to develop the proposed subdivision (that being 9 separate allotments) in readiness for sale:

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Item	Amount (\$)	Technical advice 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
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	
Contingency – 20%	224,000	Extra costs may arise such as: <ul style="list-style-type: none">• Drainage issues including land purchase for easement• Extra costs with earthworks• Connection to water and sewer difficulties
TOTAL GRANT REQUEST	1,456,000	

Community Engagement

The level of community engagement is 'Inform' as per Council's *Community Engagement Strategy 2020-2024*.

Information to the community would be available by way of the Community e-Newsletter; social, digital, and print media (incorporating the Council website, Have Your Say and printed publications in each town throughout the Shire); and through interaction with Customer Service Officers.

Attachments

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

RECOMMENDATION

That:

1. Council notes the information contained in the Coonabarabran Industrial Land report.
2. Due to lack of funding opportunities for the subdivision and development of Lot 443 DP753378 that this matter be closed and listed for consideration as a long-term project under Councils Community Strategic Plan.

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Item 20 Inland Rail Update Report – July 2021

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

Reason for Report

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

Background

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

The following broad points relate to the Inland Rail project:

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

Within Warrumbungle Shire Council, the Inland Rail will traverse part of our Shire to the west of Baradine. This section of the line sits in the Narromine to Narrabri section of the project, known as N2N. Approximately 42 kms of rail line relating to Inland Rail will be located within our local government area.

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

Update on N2N Section of the Project

The N2N section of the line is approximately 306kms in length, and is Inland Rail's longest section of new track. The study area has now been refined to approximately 150-400m wide, known as the focused area of investigation. It is expected the final width of the rail corridor will be 40-60m wide. A detailed map of the alignment through Warrumbungle Shire can be found at: inlandrail.artc.com.au/where-we-go/#narromine-to-narrabri

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Issues

Over the past month, Council has been involved in a number of matters pertaining to the Inland Rail Project as follows:

- N2N Project is classified as State Significant Infrastructure application (SSI) which is required to go through a comprehensive assessment process. The main steps for this process are early consultation, prepare EIS, exhibit EIS, response to submissions, assess SSI, and determine SSI. N2N is still in the respond to submissions stage.
- The Inland Rail Conference was held in Albury NSW on 25-27 May. The conference had over 400 attendees and focused on the theme 'Connecting Regions and Building Australia', and explored how Inland Rail plays an important part boosting the economy and supply chains. Cr Denis Todd represented Warrumbungle Shire Council.
- Council has expressed interest in retaining groundwater legacy infrastructure that may be installed during construction phases.
- ARTC are finalising designs for road crossings e.g. whether grade separated, or active or passive crossings will be installed.
- Interested parties can subscribe to ARTC Inland Rail e-newsletter on specific projects, such as Narromine to Narrabri project. The subscription to the e-newsletter can be found here: inlandrail.artc.com.au/events/

Options

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

Financial Considerations

Nil

RECOMMENDATION

That Council notes the information in the Inland Rail Update Report.

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Item 21 Warrumbungle Wings N Things

Division:	Environment and Development Services
Management Area:	Economic Development and Tourism
Author:	Manager Economic Development and Tourism – Jo Houghton
CSP Key Focus Area:	Local Economy
Priority:	LE 3 Tourism opportunities and initiatives across the shire are identified, developed and well-coordinated.

Reason for report

To provide Council a report on 'Warrumbungle Wings & Things' event and ascertain how Council will support the event in the future.

Background

The 2019 Red Bull Air Racer 2019 World Champion, Matt Hall, was the Australia Day Ambassador for Dunedoo, Mendooran and Coolah in 2021. Matt was approached by Council to discuss events and joy flight packages to and within Warrumbungle Shire Council.

Due to Matt's availability with the Air Race Championships, the latest weekend available was Saturday 17 April 2021. With prior commitments already in play, this gave a short seven (7) week lead in time to plan and promote the event. The event was held at Coonabarabran Aerodrome, public land owned by Council.

The goal was set to have 500 people in attendance, to explore community organisations as well as promote recreational flying, flight simulator, and offer aerial display and joy flights by Matt Hall.

The main community groups working on the event were Coonabarabran Aero Club, Coonabarabran Volunteer rescue Association (VRA), Coonabarabran Automobile Restoration Society, and Rotary. Funds raised from entry fees were donated to VRA. All community group volunteers were outstanding in the planning, and on the day of the event.

Despite the bad weather beginning of the day the event proved to be much more successful than predicted with over 1,500 attendees. There was great interest from community groups to be involved in the event, and positive reviews from residents and event attendees.

The Coonabarabran Aero Club are now looking to develop the event to maximise tourism benefits to the town and region such as a ticketed dinner with guest speaker, accommodation packages, and offering a more extensive program for event day.

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Issues

There were two businesses that were very late in expressing an interest to be part of the event. Whilst they were not noted on s68 approval issued by Council, their Public Liability insurance was provided and sufficient.

There was also a reluctance from organisations to list Warrumbungle Shire Council on their certificate of currency as an interested party due to perceived added cost to do so. To address this matter going forward, Council resolved in May 2021 as per the Business Use of Footpaths Policy that community groups and not-for-profit organisations are now able to be exempt from listing Council as an interested party but Public Liability Insurance to the value of \$20M is still required. This means that commercial stallholders are required to have Public Liability Insurance with a minimum value of \$20M, with Council to be listed as an interested party.

With the short lead in time for the event it proved to be time consuming for all parties. With longer preparation time and clearer roles for the parties involved, this can be overcome.

To ensure the event attracts interest and visitors each year, it's important to develop and build on this year's event. Matt Hall Racing can organize additional planes and pilots to allow for more aerial displays and more affordable scenic flights, as well as the aerobatic flights. External funding will need to be sourced to cover these added costs. Strategies also need to be put in place to ensure event sustainability instead of relying on external funding each year.

Options

Council staff recently met with the Coonabarabran Aero Club where the club sought a firm commitment from Council to provide assistance for next year's event and into the future to ensure the longevity of the attraction.

Whilst there are different levels of support that could be offered it is acknowledged that ownership of the event rests with the Coonabarabran Aero Club, and the running of the event is to be driven by the club, not Council.

Council supported the event this year with assistance through our Tourism and Economic Development Division. Council can continue to support the event through the following means:

- Assist to increase stallholders and work with local businesses across the LGA to become involved in the event.
- Undertake grounds maintenance in preparation for the event.
- Implement traffic management (preparation of TCP) for the event.
- Investigating funding to grow the event – (who applies for grant will depend on the criteria and funding body).
- Undertake event marketing and promotions through Council networks.
- Provide a visitor information stall on the day to promote tourism attractions within the region to increase overnight stays.
- Investigate more family activities and encourage operators to coincide with the event.

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This means that other aspects to running the event would default to the Coonabarabran Aero Club such as the following:

- Ensuring correct insurance paperwork is submitted for interested aviation parties to be part of the event.
- CASA applications and regulation compliance.
- Air traffic control and apron site plan preparation and enforcement
- COVID safe event planning and management
- Risk management and site plan for aircrafts.
- Application for relevant funding where community organisations are only eligible to apply.
- Develop or build more “Things” (in the Wings and Things).
- Be listed as the responsible body for the event on CASA approvals etc. Taking ownership of the event and risk associated with the weekend’s activities.

Alternatively, Council has the option not to provide support to the event at all.

Financial Considerations

If Council seeks to provide support to the event the associated costs would be as follows:

Item	2021
Outdoor staff wages and plant hire	\$800.00
EDT staff wages	\$2,000.00
Promotional + advertising	\$1,000.00
Total	\$3,800.00

The above costs would need to be covered through funding for the event, and will be incorporated into funding applications.

Community Engagement

The level of community engagement is ‘Inform’ as per Council’s *Community Engagement Strategy 2020-2024*.

Information to the community would be available by way of the Community e-Newsletter; social, digital, and print media (incorporating the Council website, Have Your Say and printed publications in each town throughout the Shire); and through interaction with Customer Service Officers.

RECOMMENDATION

That Council:

1. Note the report on Warrumbungle Wings N Things.
2. Note that the Coonabarabran Aero Club proposes to hold a Wings and Things event in 2022.
3. Provide support to the Coonabarabran Aero Club for future Warrumbungle Wings and Things event, if funded, as follows:

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- Assist to increase stallholders and work with local businesses across the LGA to become involved in the event.
- Undertake grounds maintenance in preparation for the event.
- Implement traffic management (preparation of TCP) for the event.
- Investigating funding to grow the event – (who applies for grant will depend on the criteria and funding body).
- Undertake event marketing and promotions through Council networks.
- Provide a visitor information stall on the day to promote tourism attractions within the region to increase overnight stays.
- Investigate more family activities and encourage operators to coincide with the event.

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Item 22 Shop Local Cards

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

Reason for report

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

Background

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

That a report be prepared for Council regarding the concept of introducing shop local cards across the Local Government Area including the following information:

- *Options for administering the cards*
- *Costs to set up the shop local cards*
- *Level of council involvement, including budgetary and resourcing considerations*

The original urgency to establish Why Leave Town (WLT) program was to have the program and cards fully operational to distribute drought funding impartially. At the Ordinary Council meeting on 18 February 2021 Council resolved Resolution 243/2020:

- *that Item 26 Shop Local Community Gift Cards be deferred until the March Council Meeting to allow staff to consult with community groups on managing the program.*

Furthermore, at the Ordinary Council meeting on 20 May 2021, Council resolved Resolution 344/2021:

- *that Item 25 Shop Local Cards be deferred to the June Council Meeting.*

The report was deferred to allow time for Council to investigate potential funding options to pay for the first year of the WLT program, to no avail.

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The WLT program encourages shopping locally, increasing opportunity for businesses to make sales, and help promote businesses via a wider network through WLT program.

The Why Leave Town (WLT) gift card is an EFTPOS based gift card that can be used by the card holder to purchase goods in any participating stores within a particular region or Local Government Area (LGA). The cards cannot be redeemed outside of the participating store network.

The WLT program could be beneficial when receiving donations and disaster funding. The donated money could be loaded on to cards and given to allocated residents whilst money handling kept impartial, and the donated money is only spent locally.

Issues

For the program to be successful the following time allocation would be required:

- 25-30 hours to set up program which entails contacting businesses to sign up to the program
- 30 hours for large campaign launch, followed by 10 hours per month for ongoing quarterly promotions such as promotional items, print and social media
- 20-40 hours to source sponsorship to cover program costs.

If the WLT program was administered by Council, issues include added duties to staff and, an increased budget expenditure which will affect already planned projects. If the WLT program was run by another organisation there would also be an increase in duties, labour costs, and depending on the type of organisation there will be a financial burden for the initial set up costs.

In accordance with resolution 243/2021, consultations with numerous community organisations regarding program ownership took place. Community organisations that were approached included 2357 Partnership, Coonabarabran Chamber of Commerce and Rural Support Network (comprised of numerous community and aid organisations).

No community groups were willing to accept responsibility for the administration and running of the WLT program due to the following:

- There are concerns about the financial risk to source sponsorship, and if unsuccessful resulting to the organisation becoming financially responsible to cover costs.
- Another concern is the time required to administer the program. Community organisations are mostly run by volunteers, and are already time poor.
- While the WLT program is beneficial, the added duties to administer and run the program could become a burden.

In addition to no community groups willing to take on WLT program, Council was unable to source funding for the program.

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Options

With the lack of a community organisation to run the WLT program, and no available funding, the options for Council are as follows:

1. Council takes 100% ownership of the program including (but not limited to) program start-up costs, annual ongoing costs, card administration, trust account, set up and ongoing marketing costs, resourcing of the shop local cards, and the sourcing corporate sponsorship.
2. Not to continue with the WLT program.

Financial Considerations

The table below shows the overall cost per year to run the WLT program with economies of scale pending term of agreement:

Item Why Leave Town Gift Card Program	1 year agreement	2 year agreement (with a 20% program discount applied)	3 year agreement (with a 25% program discount applied)
WLT program fee per year, which includes: <ul style="list-style-type: none"> • Annual fee • 1000 printed cards • card processing and admin fee • activation for load up stores and redemptions stores 	\$6,318	\$8,078	\$9,068
Program promotion (radio, digital, and print)	\$4,000	\$4,000	\$4,000
Promotional items	\$500	\$500	\$500
Total per year	\$10,818	\$12,578	\$13,568
Option with cost of card absorbed by card purchaser (\$2.72 per card = \$2,720)	\$8,098 (minus cost of cards)	\$9,858 (minus cost of cards)	\$10,848 (minus cost of cards)

The table below shows VIC Officer expenses if council were to run WLT Program

Item	1 year	2 years	3 years
VIC Officer hourly rate, including on costs: \$34.20 (exclusive of CPI)			
Allocated wages: <ul style="list-style-type: none"> • Set up program – 25 hours • Campaign launch – 30 hours • Sourcing Sponsorship – 30 hours 	\$855 \$1,026 \$1,026		
Total for program start up	\$2,907		
Ongoing work required to maintain and promote WLT program per year (10 hours per month x 12 months x \$34.20 exclusive of CPI)	\$4,104	\$4,104	\$4,104

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Total wage costs associated for number of years for agreement:	\$7,011	\$11,115	\$15,219
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Considering the WLT annual fee, budget required to campaign launch, and Council staff hours to set up the program in the first year, then maintain and promote each year after that, the WLT program would cost Council upward of \$15,109.00 for the first year, or \$22,753 for 2 years, or \$29,627.01 for 3 years (exclusive of CPI).

Community Engagement

The level of community engagement is 'Inform' as per Council's *Community Engagement Strategy 2020-2024*.

Information to the community would be available by way of the Community e-Newsletter; social, digital, and print media (incorporating the Council website, Have Your Say and printed publications in each town throughout the Shire); and through interaction with Customer Service Officers

Attachments

1. Quotes for one, two, and three years commitment to the program

RECOMMENDATION

That Council:

1. Note the Report on Shop Local Cards within the Warrumbungle Shire Local Government Area.
2. Not continue with the concept of introducing the Why Leave Town program within the LGA.

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Item 23 Development Applications

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

Development Applications

(i) Approved – June 2021

Development Application / Complying Development	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type Of Development	Stop the Clock Referral Days
DA10/2021	19/02/2021	09/06/2021	Rawson Homes	50 Sirius Lane	Coonabarabran	New Single Storey Dwelling	93
DA18/2021	16/03/2021	23/06/2021	Adam Drabarek	60-78 John Street	Coonabarabran	Alterations and additions	60
DA28/2021	22/04/2021	09/06/2021	Woolworths Group Limited	31A-35 Dalgarno Street	Coonabarabran	Alterations and additions	6
DA29/2021	04/05/2021	10/06/2021	Warrumbungle Steel Buildings	78 Little Timor Street	Coonabarabran	New Garage/Shed	11
DA30/2021	11/05/2021	11/06/2021	Jason Richards	15-19 Ulan Street	Coonabarabran	Chiller	4
DA15/2021	08/03/2021	10/06/2021	Rawson Homes	49-51 King Street	Coolah	New Single Storey Dwelling	10
DA24/2021	25/03/2021	10/06/2021	Taylor Made Buildings	Bullarook 188 Bullarook Road	Coolah	Dual Occupancy	36
DA26/2021	26/03/2021	09/06/2021	Eion Flynn	10 Cameron Place	Coolah	New Carport	9
DA34/2021	17/05/2021	28/06/2021	Fort Hood Cattle Co	4436 Warrumbungles Way	Binnaway	New Shed	21

*Development from the January 2013 Wambelong Bushfires

^ Development from the February 2017 Sir Ivan Bushfires

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RECOMMENDATION

That Council notes the Applications and Certificates approved during June 2021, under Delegated Authority.

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Item 24 Notice of Motion – Cleaning out water causeways below road crossings

Notice of Motion – Cleaning out water causeways below road crossings

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

That Council develop a strategy for the cleaning of causeways and their surrounds to allow the free flow of water at the road crossings.

Rationale:

Due to the build-up of silt and growth of vegetation these crossings become a dam in the middle of the road. Council should have the right to clean them out so the water runs freely. Due to Fisheries regulation Council is limited in its ability to clean the water courses at the moment. Permission is also needed from land owners to do the same to let the water run away. 50% of these causeways are affected in this way especially on the flatter areas of the Shire.

**DENIS TODD
COUNCILLOR**

WARRUMBUNGLA SHIRE COUNCIL

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Item 25 Reports to be Considered in Closed Council

Item 25.1 Organisational Development Monthly Report – June 2021

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

Item 25.2 Three Rivers Regional Retirement Community Information Report

Division: Environment and Development Services

Author: Director Environment and Development Services – Leanne Ryan

Summary

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

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

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

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

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RECOMMENDATION

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

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).