



## **Ordinary Council Meeting**

# **Agenda**

**16 February 2023**

**Notice is hereby given in accordance with the provisions of the  
*Local Government Act 1993* that an  
Ordinary Meeting of Warrumbungle Shire Council  
will be held in the Council Chambers, John Street,  
Coonabarabran  
on Thursday, 16 February 2023 commencing at 5:00 pm.**

**Mayor:** Cr Ambrose Doolan

**Councillors:** Kodi Brady  
Dale Hogden  
Zoe Holcombe  
Aniello Iannuzzi (Deputy Mayor)  
Carlton Kopke  
Jason Newton  
Kathryn Rindfleish  
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

# WARRUMBUNGLA SHIRE COUNCIL

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# AGENDA

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

Turn Off Mobile Phones

Audio Recording of Council Meetings

**Apologies/Leave of Absence**

**Confirmation of Minutes**

8 December 2022

**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 2 December 2022 to 7 February 2023

#### MAYORAL MINUTE - MAYORS ACTIVITY

<u>Date</u>	<u>Type</u>	<u>In/Out</u>	<u>Activity</u>
6-Jan	Email	In	Director Enviro and Dev Serv - Inland Rail Development Agreement
8-Jan	Email	Out	Coonabarabran Times - Wambelong Fire
9-Jan	Email	In	Coonabarabran Times - Wambelong Fire
	Email	In	Director Technical Serv - Tallawang Solar Farm
	Email	In	Coolah Development Group - Australia Day
	Email	In	GM EA - Baradine Australia Day
	Email	Out	Director Enviro and Dev Serv - Sunrise visit
	Email	Out	GM EA - Australia Day
10-Jan	Email	In	GM - TRRRC
	Email	In	CoREM - Renewable Energy
	Email	In	Director Enviro and Dev Serv - Sunrise visit
	Email	In	GM EA - Citizenship and Australia Day
	Email	In	Warwick Giblin - VPA Renewable Energy
	Email	Out	Coonabarabran Times - Wambelong Fire
11-Jan	Email	In	Emma Heyde - Senator Mehreen Faruqi visit
	Email	In	Jess Makarewitsch - Rex Airlines correspondence
	Email	In	Director Enviro and Dev Serv - Sunrise visit
	Email	Out	Warwick Giblin - Department of Planning
13-Jan	Email	In	Mgr Corporate Services - Deputy Premier visit
	Email	In	Ratepayer - water bill
15-Jan	Email	Out	Graeme Fleming - GM Review
	Email	Out	Councillors -Deputy Premier visit
17-Jan	Email	In	GM - TRRRC court case
18-Jan	Email	Out	Director Corporate Services - Wambelong Fire
	Email	In	Country Mayors Association - Newcastle Meeting
	Email	In	Graeme Fleming - GM Review
	Email	In	Vincent Young - TRRRC case
	Email	In	Narromine Mayor - Alliance of Western Councils meeting
19-Jan	Email	In	GM EA - Australia day Awards winners
	Email	In	GM - Deputy Premier meeting
20-Jan	Email	In	Ratepayer - Wambelong Bushfire Appeal Fund
	Email	In	Cr Brady - CSG
23-Jan	Email	In	Deputy Mayor - meeting with ratepayers
	Email	In	Ben Walker - Macquarie Home Stay
	Email	In	Director Technical Serv - Reservoir Street site inspection
	Email	In	Vincent Young - TRRRC case
	Email	In	Armidale Mayor - CoREM meeting

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24-Jan	Email	In	Country Mayors Association - Leaders forum State Election
	Email	In	GM EA - running sheet Australia Day
	Email	In	Minister Local Government - Category D Disaster Funding
	Email	Out	Armidale Mayor - CoREM meeting
25-Jan	Email	In	Vincent Young - TRRRC case
	Email	Out	GM - TRRRC case
	Email	Out	Bess Graham - meeting with Opposition Leader
26-Jan	Email	In	Bess Graham - meeting with Opposition Leader
27-Jan	Email	In	Central West Cycle Tours - road closures
	Email	Out	Director Technical Serv - road closures
31-Jan	Email	In	Armidale Mayor - CoREM meeting in Sydney
1-Feb	Email	In	GM - annual leave
	Email	In	GM - road funding
	Email	In	Graeme Fleming - GM Review
2-Feb	Email	In	Ratepayer - water bill
3-Feb	Email	In	Vincent Young - TRRRC case
	Email	In	Graeme Fleming - GM Review
6-Feb	Email	In	Warwick Giblin - Liverpool Range Windfarm
	Email	In	Cr Todd - Notice of Motion
	Email	In	Vincent Young - TRRRC case
7-Feb	Email	In	Warwick Giblin - Valley of the Winds
	Email	Out	Coonabarabran Times - natural disaster road details

Date of Journey		Purpose of Journey	Odometer		KM
Start Date	End Date		Start	Finish	Travelled
8-Dec	8-Dec	Meeting General Manager	21795	21834	39
8-Dec	8-Dec	December Council Meeting	21834	21854	20
9-Dec	9-Dec	Narromine AWC meeting	21854	22214	360
15-Dec	15-Dec	Coonabarabran office to sign documents	22214	22242	28
23-Dec	23-Dec	Coonabarabran office to sign documents	22242	22274	32
5-Jan	5-Jan	Coonabarabran office to sign documents	22274	22306	32
12-Jan	12-Jan	Siding Spring Sunrise visit	22306	22419	113
25-Jan	25-Jan	Dinner at Acacia with Australia Day Ambassador	22419	22446	27
26-Jan	26-Jan	Australia Day	22446	22665	219
31-Jan	31-Jan	Meeting with Deputy Mayor	22665	22721	56
7-Feb	7-Feb	Meeting Valley of the Winds	22721	22749	28
<b>Total KM travelled for period 8 December 2022 - 7 February 2023</b>					<b>954</b>



# WARRUMBUNGLA SHIRE COUNCIL

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### MAYORAL MINUTE - EXPENSES 2 December 2022 to 11 January 2023

<u>Date</u>	<u>Transaction Details</u>	<u>Comments</u>	
2-Dec	Mendooran Central Motors	Fuel	\$50.00
10-Jan	Flight Centre	Travel - Country Mayors Political Leaders Forum	\$181.91
11-Jan	Flight Centre	Travel - Country Mayors Political Leaders Forum	<u>\$235.17</u>
<b>Total expenditure for period 2/12/2022 - 11/01/2023</b>			<b><u>\$467.08</u></b>

### RECOMMENDATION

That Council:

1. Notes the report on the Mayor's Activity and Log of Kilometres Travelled for the period 8 December 2022 to 7 February 2023.
2. Notes the report on the Mayor's credit card expenses between 2 December 2022 and 11 January 2023 and approves the payment of expenses totalling \$467.08.

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 2 Councillors' Monthly Travel Claims

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Executive Assistant to the General Manager – Erin Player
<b>CSP Key Focus Area:</b>	Civic Leadership
<b>Priority:</b>	CL2.1 Provide Council's leadership with a strong governance and management framework that promotes transparent and informed decision-making.

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### Reason for Report

To provide Council with details of monthly travel claims of councillors.

### 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 Brady	-	0.78	-
Cr Doolan	360	0.78	\$280.80
Cr Hogden	-	0.78	-
Cr Holcombe	-	0.68	-
Cr Iannuzzi	-	0.78	-
Cr Kopke	288	0.78	\$224.64
Cr Newton	-	0.78	-
Cr Rindfleish	568	0.78	\$443.04
Cr Todd	230	0.78	\$179.40
		<b>Total:</b>	<b>\$1,127.88</b>

### Issues

Nil.

### Options

Nil.

### Financial Considerations

Outlined above.

### Community Engagement

To inform the community.

# **WARRUMBUNGLA SHIRE COUNCIL**

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### **Attachments**

1. Councillors Monthly Travel Claims

### **RECOMMENDATION**

That the Councillors' monthly travel claims report in the amount of \$1,127.88 be noted for information.

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 3 Minutes of Alliance of Western Councils (AWC) Board Meeting 9 December 2022

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Executive Services
<b>Author:</b>	Mayor – Ambrose Doolan
<b>CSP Key Focus Area:</b>	Civic Leadership
<b>Priority:</b>	CL6 To build strong relationships

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#### **Reason for Report**

To report to Council on the Alliance of Western Councils (AWC) Board meeting held in Narromine on Friday 9 December 2022.

#### **Background**

I attended the Alliance of Western Councils (AWC) Board Meeting on Friday 9 December 2022.

During the meeting, discussion was held regarding the status of the Orana Joint Organisation. No response has been received from the Minister of Local Government about the remaining funds in the Organisation account. It was resolved that the matter be investigated if becoming a registered body will allow the group to apply for grant funding.

Brad Cam, Chair of Housing Plus, informed the meeting that they had been unsuccessful with an Unsolicited Proposal to redevelop over 600 sites, after bidding for over 12 months.

It was resolved that the Board write to Michael Cassel, Secretary of Planning and Environment and invite him to the next meeting and write to the appropriate people to express our disappointment of the unsuccessful Unsolicited Proposal.

The issues around immigration was discussed and how it affects the health industry and staff shortages across the region.

During the meeting, there were a number of presentations, which included:

- Holly Davies, Director Regional Community Partnering, on behalf of Transport for NSW, gave an update on major projects that are currently underway. It was resolved that the Alliance of Western Councils Board write to the State and Federal Ministers responsible for transport, emergency services and the regions seeking support to move to a risk-based assessment including standard unit rates when applying for natural disaster funding for our road networks as opposed to the current onerous and resource heavy assessment process.

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- Rebecca Fox, Secretary, Department of Regional NSW, provided an update Biodiversity Offset Scheme and the Regional Drought Resilience Planning Programs
- Shagofta Ali, Director Regional Water Strategies, presented on behalf of the Department of Planning and Environment, the long-term strategic plans for our regions, along with challenges and the actions that have been identified. Discussion was also held regarding Burrendong Dam Full Supply level.
- The Hon. Dugald Saunders MP, Minister for Agriculture and Western NSW, held a general discussion. An opportunity was given to attendees to ask questions. Items raised and discussed included the unsuccessful Housing Plus Unsolicited Proposal and immigration issues, impacting the health system.
- Rod Crowfoot, Macquarie Homestay Dubbo, presented to the meeting an overview of what the Macquarie Homestay objectives were, the importance and benefits of the facilities they offer and the need for expansion.

### **Issues**

Nil

### **Options**

Nil

### **Financial Considerations**

Nil

### **Community Engagement**

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

### **Attachments**

1. Minutes, Alliance of Western Councils (AWC) Board meeting 9 December 2022.
2. Questions for DPE - Biodiversity

### **RECOMMENDATION**

That Council note the Delegate's Report in relation to Alliance of Western Councils (AWC) Board meeting held in Narromine on Friday 9 December 2022.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 16 February 2023

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### Item 4 Delegate's Report – Castlereagh Macquarie County Council Meeting 19 December 2022

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Councillor Zoe Holcombe
<b>CSP Key Focus Area:</b>	Civic Leadership
<b>Priority:</b>	CL6 To build strong relationships

---

#### **Reason for Report**

To report to Council on the Castlereagh Macquarie County Council Meeting held 19 December 2022.

#### **Background**

On Monday 19<sup>th</sup> December 2022, Cr Todd and myself attended the Castlereagh Macquarie County Council Meeting in Coonamble.

The Minister for Agriculture announced funding for Hudson Pear Control. A total of 2.6million will help with chemical spraying, bio controls methods and more staff.

The CMCC will liaise with the LLS and DPI in the development of a control plan for the area, and the Castlereagh Macquarie County Council actively participate in the roll out of all elements of the control program. The Hudson Pear Co-ordinator will be invited to attend the next and subsequent meetings of CMCC to enable face to face updates of the Hudson Pear Control project and its progression.

The next meeting will be held on the 27<sup>th</sup> Feb 2023 in Coonamble.

#### **Issues**

Nil

#### **Options**

Nil

#### **Financial Considerations**

Nil

#### **Community Engagement**

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

#### **Attachments**

Nil

# **WARRUMBUNGL E SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2023**

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### **RECOMMENDATION**

That Council notes the Delegate's Report on the Castlereagh Macquarie County Council held 19 December 2022.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2023**

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### **Item 5 Minutes of Audit, Risk and Improvement Committee Meeting – 15 November 2022**

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Corporate Services
<b>Author:</b>	Manager Corporate Services – Jenni Maundrell
<b>CSP Key Focus Area:</b>	Civic Leadership
<b>Priority:</b>	CL2.2 Obtain structured independent assessment of Council's organisational compliance, practices and performance

---

#### **Reason for Report**

To present Minutes of the Audit, Risk and Improvement Committee meeting held at Coonabarabran on Tuesday 15 November 2022.

#### **Background**

The Audit, Risk and Improvement Committee was formed by Council Resolution 168/2122 (6 January 2022), comprising two independent members and one councillor delegate.

#### **Issues**

At the Audit, Risk and Improvement Committee meeting of 15 November 2022, the Committee discussed:

- Progress to complete the 2021/22 Financial Statements for the Warrumbungle Shire Council.
- Resignation of independent committee member, Paul Nankivell.
- That Council will seek expressions of interest for an independent member to fill the vacancy on the Committee.
- Council's 'High Value High Risk' report.
- Project risk management.
- Draft corporate credit card policy and procedure.
- Cyber security reporting.

The Minutes of this meeting are provided as Attachment 1 to this report.

#### **Options**

Nil

#### **Financial Considerations**

Nil

#### **Community Engagement**

The level of engagement for this report is Inform.



# **WARRUMBUNGLA SHIRE COUNCIL**

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### **Attachments**

1. Minutes of the Audit, Risk and Improvement Committee meeting held at Coonabarabran on 15 November 2022.

### **RECOMMENDATION**

That Council:

1. Notes the minutes of the Audit, Risk and Improvement Committee meeting held at Coonabarabran on 15 November 2022.
2. Seeks expressions of interest for an independent member to fill a casual vacancy on the Audit, Risk and Improvement Committee.

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 6 Robertson Oval Building Project and Minutes of Advisory Committee Meeting – 6 December 2022

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Urban Services & Facilities
<b>Author:</b>	Manager Urban Services & Facilities
<b>CSP Key Focus Area:</b>	SC3 A healthy and active community is supported by sport and recreational infrastructure
<b>Priority:</b>	SC3.1 Identify and deliver sport and recreation facilities to service the community into the future.

---

#### **Reason for Report**

The purpose of this report is to present minutes from the meeting of the Robertson Oval Advisory Committee held at Dunedoo on 6 December 2022.

#### **Background**

Council established the Robertson Oval Advisory Committee to review and assist with the preparation of a strategy document and involve the community along with staff and possibly specialist consultants, to identify current and potential users, demand and frequency of use and importantly operation management of any new facility at the Robertson Oval complex.

#### **Issues**

The official opening of the amenities block is planned for early to mid-May 2023. Committee members will progress lighting design and cost estimate as well as score board supply and installation. The renewed Robertson Oval sign had been installed.

It was noted that the drainage and carpark work had been delayed by rain again. The Contractor has since started and is expected to complete the works by mid-March 2023.

#### **Options**

Council may wish to note the action items and adopt the recommendations from the Committee meeting.

#### **Financial Considerations**

There are no financial implications arising from the minutes.

#### **Community Engagement**

The level of engagement for this report is to inform.

#### **Attachment**

1. Minutes of Robertson Oval Advisory Committee Meeting – 6 December 2022.

# **WARRUMBUNGLA SHIRE COUNCIL**

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### **RECOMMENDATION**

That Council notes the minutes of the Robertson Oval Advisory Committee meeting held at Dunedoo on 6 December 2022.

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 7 Minutes for the Australia Day Awards 2023 Committee Meeting 8 December 2022

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Community Services
<b>Author:</b>	Roger Bailey – General Manager
<b>CSP Key Focus Area:</b>	Community and Culture
<b>Priority:</b>	CC3 Our shire is home to a vibrant arts and cultural life which is promoted and supported as an essential aspect of community well-being.

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#### **Reason for report**

The purpose of the report is to present the minutes from the meeting of the Australia Day Awards 2022 Committee held on the 8 December 2022.

#### **Background**

The committee is established under section 355 of the *Local Government Act 1993* (NSW):

*‘A function of a council may, subject to this Chapter, be exercised: by a committee of the council’*

The Committee has as its primary purpose responsibility to select recipients of the annual Australia Day Awards at ceremonies held in each town of the Warrumbungle Local Government Area.

Award recipients shall be selected based on nominations received by Council during the nomination period each year. Recipients are selected by the Australia Day Award Committee under delegated authority. The decisions of the Australia Day Award Committee are final.

#### **Issues**

The following awards were considered by the committee:

- Citizen of the Year
- Senior Citizen of the Year
- Young Citizen of the Year
- Sportsperson of the Year
- Young Sportsperson of the Year
- Environmental Citizen of the Year
- Young Environmental Citizen of the Year
- Australia Day Award – Community Event of the Year
- Cultural Achievement Award

Council has since received correspondence from the Baradine Progress Association (Attachment 2) requesting an Australia Day Certificate of Recognition Award for each town.

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In addition to the Council awards listed above, each community also presents its own awards. Council also endeavours to have an Australia Day Ambassador along with Councillors and senior staff at each awards event who are more than happy to assist with the presentation of the local awards.

### **Options**

The Mayor notified the winners of the awards. There were no nominations received for the Environmental Citizen of the Year.

### **Financial Considerations**

Nil

### **Community Engagement**

Level of Engagement - Inform

### **Attachments:**

- 1 Minutes of the Australia Day Committee Meeting – 8 December 2022
- 2 Letter from Baradine Progress Association – Australia Day Certificate of Recognition

### **RECOMMENDATION**

That Council:

1. Notes the selection of Australia Day Award recipients for 2023; and
2. Does not accede to the request for an Australia Day Certificate of Recognition Award for each town.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2023**

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### **Item 8 Minutes of Coonabarabran Town Beautification Advisory Committee Meeting – 16 January 2023**

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Urban Services & Facilities
<b>Author:</b>	Manager Urban Services & Facilities
<b>CSP Key Focus Area:</b>	SC6 Our towns and villages are characterised by their attractiveness, appearance, safety and amenity.
<b>Priority:</b>	SC6.3 Work with local communities to develop and implement improvement plans for our streetscapes, main streets and town entrances.

---

#### **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 16 January 2023.

#### **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**

Several matters were discussed including budget allocations in the Draft 2023/24 Operational Plan for increased cleaning at Little Timor Street Plaza, removal and replacement of trees in Dalgarno Street and funding to finalise the Town Masterplan. It was noted that approximately \$4,000 was left in the garden bed renewal budget and this would be used to plant the median strip opposite the Town Hall.

Resolutions of Council arising from the previous Committee meeting minutes were talked about and a lengthy discussion on attracting and retaining Committee members took place. Cr Brady offered to assist the Committee with online WHS inductions and some positive feedback was passed on about the new plantings in John Street opposite Cardian's Café.

#### **Options**

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

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **Financial Considerations**

The following items will be included in the Draft 2023/24 Operational Plan for Council's consideration:

- Little Timor Street increased service levels for cleaning. \$6,136 which covers five services per week to clean and remove litter.
- Removal and replacement of six street trees in Dalgarno Street - \$25,000.
- Finalisation of Town Beautification Masterplan - \$25,000.

### **Community Engagement**

The level of engagement for this report is to inform.

### **Attachment**

1. Minutes of Coonabarabran Town Beautification Advisory Committee Meeting – 16 January 2023.

### **RECOMMENDATION**

That Council notes the minutes of the Coonabarabran Town Beautification Advisory Committee meeting held at Coonabarabran on 16 January 2023.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2023

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### Item 9 Minutes of Warrumbungle Road Network Advisory Group Meeting – 17 January 2023

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Road Operations
<b>Author:</b>	Manager Road Operations – Kylie Kerr
<b>CSP Key Focus Area:</b>	Civic Leadership
<b>Priority:</b>	CL1 That Council is financially sustainable over the long term.

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#### **Reason for Report**

The purpose of this report is to present minutes from the meeting of the Warrumbungle Road Network Advisory Group held at Coonabarabran on 17 January 2023.

#### **Background**

The Committee has as its primary purpose responsibility to provide recommendation to Council on planning and priorities for Council's road network.

Core responsibilities of the Committee are to:

- provide input to the Delivery Program Strategies and Operational Plan Actions aligned with the Committee;
- consider the potential social, economic, environmental and financial impacts of Committee recommendations;
- engage the community and stakeholders on matters being considered by the Committee;
- consider and advise Council on any matter referred to the Committee; and provide input into the strategic direction of Warrumbungle Shire Council.

Core duties of the Committee are to:

- provide input into the strategic policies and plans that relate to the road network.
- seek information and feedback from the community on road network matters.
- provide comments and advice around the needs and wants of the Community at the strategic level.
- make recommendations to Council on any matter related to the strategic direction of the road network.

#### **Issues**

The following issues were considered and discussed by the Group:

- Code of Conduct Policy
- Terms of Reference
- 2022/2023 Works Program
- 2023/2024 Works Program
- Funding Strategies



# **WARRUMBUNGLA SHIRE COUNCIL**

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- Policy Review – Upgrading of Roads Not Constructed or Maintained by Council
- Private Works
- Heavy Vehicle and Oversize Vehicle Permit Requests
- Parliamentary Inquiry on the Implications of Severe Weather Events on the National Regional, Rural and Remote Road Network.

### **Options**

Council may wish to note the action items and adopt the recommendations from the Group meeting.

### **Community Engagement Considerations**

The level of engagement for this report is to inform.

### **Attachments**

1. Minutes of the Warrumbungle Road Network Advisory Group Meeting – 17 January 2023.

### **RECOMMENDATION**

That:

1. Council notes the minutes of the Warrumbungle Road Network Advisory Group meeting held at Coonabarabran on 17 January 2023.
2. The Roads and Roads Related Private Works Program be reduced to only undertaking private works for other Government Organisations and works on public assets for the next 24 months.

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 10 Minutes of Coonabarabran Sporting Complex Advisory Committee Meeting – 1 February 2023

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Urban Services & Facilities
<b>Author:</b>	Manager Urban Services & Facilities – Nicole Benson
<b>CSP Key Focus Area:</b>	SC3 A healthy and active community is supported by sporting and recreational infrastructure.
<b>Priority:</b>	SC3.4 Identify opportunities for innovative adaptation and/or sharing of open space and infrastructure for recreational purposes as well as regular maintenance and upkeep of parks, reserves, swimming pools and other recreational assets to ensure availability of such assets to residents of the shire.

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#### **Reason for Report**

The purpose of this report is to present minutes from the meeting of the Coonabarabran Sporting Complex Advisory Committee held at Coonabarabran on 1 February 2023.

#### **Background**

The purpose of the Committee is to assess the condition and usefulness of the existing amenities buildings and sporting facilities at Coonabarabran Sporting Complex and develop a strategy for these facilities based on existing and future sport and recreation demands.

Core responsibilities and duties of the Committee are to:

- Determine current and potential sport and recreation users of the complex facilities including volume and frequency of use;
- Develop a long-term strategy for the Sporting Complex in the form of a Master Plan including cost estimates and priorities of improvements;
- Investigate and obtain external sources of funding; and
- Make recommendations to Council on any matter related to improvements of the Sporting Complex.

#### **Issues**

The Committee was introduced to Council's Manager Projects, Mr Rejoice De Vera who will be managing the construction of the new amenities at No 3 Oval. The Committee agreed on the key elements of the amenity block that is to be centrally located between Ovals 2 and 3 if possible. A large kiosk facing both ovals, generous storage, divisible changerooms with adequate numbers of showers and toilets, a first aid/referee room and toilets to cater for large volumes of people will be required. It was noted that preliminary investigations have commenced and a site meeting with Committee members will be held once a draft concept has been developed.

# **WARRUMBUNGLE SHIRE COUNCIL**

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It was noted that Greyhound Racing NSW are yet to visit the site and remove and repurpose their equipment. Several attempts have been made by Council's Manager Urban Services and Facilities to contact Greyhound Racing NSW and a request will now be made in writing. Oval bookings were also discussed at the meeting with Council emphasising the change that had been implemented with bookings being advertised and assessed is aimed at ensuring facilities are ready for use; that usage conflicts are mitigated; and to assist manage staff workloads.

Other topics talked about included the Stronger Country Communities Round 5 funding and finalisation of the amenities at No 3 Oval as well as the installation of the barbecue and planting of trees in the skate park and pump track area.

### **Options**

Council may wish to note the action items and adopt the recommendations from the Committee meeting.

### **Community Engagement**

The level of engagement for this report is to inform.

### **Financial Considerations**

The budget for the No 3 Oval amenities project is \$889,716 made up of \$585,000 LRCI funds and \$304,716 Resources for Regions Round 9 funding.

### **Attachment**

1. Minutes of Coonabarabran Sporting Complex Advisory Committee Meeting – 1 February 2023.

### **RECOMMENDATION**

That Council notes the minutes of the Coonabarabran Sporting Complex Advisory Committee meeting held at Coonabarabran on 1 February 2023.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2023**

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### **Item 11 Minutes of Coonabarabran Swimming Pool Advisory Committee Meeting – 18 January 2023**

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Urban Services & Facilities
<b>Author:</b>	Manager Urban Services & Facilities – Mrs Nicole Benson
<b>CSP Key Focus Area:</b>	SC3 A healthy and active community is supported by sport and recreational infrastructure
<b>Priority:</b>	SC3.1 Identify and deliver sport and recreation facilities to service the community into the future.

---

#### **Reason for Report**

The purpose of this report is to present the minutes from the Coonabarabran Swimming Pool Advisory Committee meeting held at Coonabarabran on 18 January 2023.

#### **Background**

The purpose of the Advisory Committee is to assess the condition and usefulness of the existing amenities, buildings, and facilities at the Coonabarabran Swimming Pool Complex and develop a long-term strategy for upgrade and improvement to these facilities, based on existing and future sport and recreation demands of the Shire.

#### **Issues**

The successful Resources for Regions Round 9 application that will fund the development of the Pool Masterplan was discussed. The process to be followed was outlined and it was noted that an extensive amount of community engagement would form part of the project that would result in the development of design and construction plans for at least the first stage of the Masterplan.

An Australia Day celebration at the pool was discussed with a meeting between Council, Aqua ladies and the Swimming Club scheduled for Friday 20 January to decide what activities could occur. Access and entry to all pools was talked about, as was the potential for people with Salto tags to hold gates open to let others in who did not pay or possess tags.

#### **Options**

Council may wish to note the minutes and adopt the recommendations from the Committee meeting.

#### **Financial Considerations**

Resources for Regions Round 9 has provided \$199,440 for a masterplan, design and construction plans for the redevelopment of Coonabarabran Public Swimming Pool.

#### **Community Engagement**

The level of engagement for this report is to inform.

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### **Attachments**

1. Minutes of Coonabarabran Swimming Pool Advisory Committee Meeting – 18 January 2023.

### **RECOMMENDATION**

That Council notes the minutes of the Coonabarabran Swimming Pool Advisory Committee meeting held at Coonabarabran on 18 January 2023.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2023

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### Item 12 Guidelines on the Recruitment of Senior Council Executives

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Executive Services
<b>Author:</b>	General Manager – Roger Bailey
<b>CSP Key Focus Area:</b>	Civic Leadership
<b>Priority:</b>	CL2 Council mmets it legislative and compliance requirements and implements opportunities for organisational improvement

---

### Reason for Report

To advise Council of the information released in Circular 22-30 on the 21 October 2022 – Guidelines on the recruitment of senior council executives.

### Background

The 'Departmental Chief Executive' of the Office of Local Government (OLG) has issued *Guidelines on the recruitment of senior council executives* under section 23A of the *Local Government Act 1993* (the Act). The information is provided in Attachments 1 and 2 provided below.

The guidelines have been issued in response to the Independent Commission Against Corruption's (ICAC) corruption prevention recommendations arising from its investigation of the former Canterbury City Council (Operation Dasha).

### Issues

Nil

### Options

Nil

### Financial Implications

Nil

### Community Engagement

Level of Engagement - Inform

### Attachments

1. Circular 21-22 Updated guidance on the appointment and dismissal of senior staff
2. Circular 22-30 Guidelines on the Recruitment of Senior Council Executives
3. Guidelines on the recruitment of senior council executives - 2022

### RECOMMENDATION

That the Guidelines on the Recruitment of Senior Council Executives Report be noted for information.

# WARRUMBUNGLA SHIRE COUNCIL

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### Item 13 Council Resolutions Report

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Executive Services Administration Officer – Joanne Hadfield
<b>CSP Key Focus Area:</b>	Civic Leadership
<b>Priority:</b>	CL2.1 Provide Council's leadership with a strong governance and management framework that promotes transparent and informed decision making

---

### 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

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### **RECOMMENDATION**

That the Council Resolution Report be noted for information.



# **WARRUMBUNGLA SHIRE COUNCIL**

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### **Item 14 Revotes and High Value Projects Report**

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Executive Assistant to the General Manager – Erin Player
<b>CSP Key Focus Area:</b>	Civic Leadership
<b>Priority:</b>	CL1 That Council is financially sustainable over the long term

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### **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.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2023**

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### **Item 15 Accessible Residential Housing**

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Community Services
<b>Author:</b>	General Manager – Roger Bailey
<b>CSP Key Focus Area:</b>	Supporting Community Life
<b>Priority:</b>	SC5 Resource allocation and service provision reflects the needs of our aging population

---

### **Reason for Report**

To provide Council with an update on Item 26 Notice of Motion – Accessible Residential Housing from the 17 March 2022 Council meeting.

### **Background**

At the Council meeting on the 17 March 2022 Council resolved that:

- 1. Council recognises the need for greater amounts of accessible residential housing in the Warrumbungle Shire for our aging and disabled residents. To help remedy this situation council commits to a pilot project of investment within the Warrumbungle Shire, using up to \$1 million from funds that are currently held in term deposit to purchase suitable property(ies) that can be leased to disability housing service providers as a form of portfolio diversification at a higher cash return with low risk.*
- 2. The Mayor and GM be authorised to negotiate and purchase on behalf of Council and report any dealings to next Council meeting.*

Following the council meeting the following actions were carried out:

1. April 2022 – meetings were arranged with providers
2. May 2022 – Presentation to Councillors was undertaken. The presentation reveal that a local organisation was progressing with the development of their own proposal.

In September 2022, Disability Consulting Support (DCS) opened a specially designed residence in Castlereagh Street, Coonabarabran providing short term accommodation and respite care for people living with disabilities, along with their carers. The new residence also allows DCS to provide day activities. (Attachment 3).

### **Issues**

This feedback is provided to Council for information purposes.

### **Options**

Council notes that Coonabarabran now has an accessible residential housing facility which will service the communities of Coonabarabran, Binnaway, Baradine and Gwabegar and that the service is provided independently from Council.

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That Council not proceed with any further investigations into assisting with providing further Accessible Residential Housing at this point in time.

### **Financial Considerations**

In Item 26 – Notice of Motion – Accessible Residential Housing report (see Attachment 1) the General Manager makes comment on the financial impacts of Council auspicing such a project taking into consideration other commitments Council already has.

### **Community Engagement Considerations**

Level of Engagement - Inform

### **Attachments**

1. Item 26 Notice of Motion – Accessible Residential Housing
2. Resolution 251/2122 – 17 March 2022
3. Article from the Coonabarabran Times – Disability Consulting Support opens 4 bedroom residence in Castlereagh Street, Coonabarabran

### **RECOMMENDATION**

That Council:

1. Notes the information contained in the report;
2. Does not proceed with any further investigations into assisting with providing further Accessible Residential Housing at this point in time.

# WARRUMBUNGLA SHIRE COUNCIL

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### Item 16 Code of Meeting Practice

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Corporate Services – Jenni Maundrell
<b>CSP Key Focus Area:</b>	Civic Leadership
<b>Priority:</b>	CL2 Council meets its legislative and compliance requirements and implements opportunities for organisational improvement.

---

### Reason for Report

To seek Council adoption of the reviewed *Code of Meeting Practice*.

### Background

A Code of Meeting Practice is required by the *Local Government Act 1993* (NSW) and the *Local Government (General) Regulation 2021*.

The Office of Local Government (OLG) provides a model code of meeting practice. The model may be used by councils as a template when producing their own documents. Councils may strengthen the content of the model document, but may not reduce or weaken it in any way.

Council adopted its current Code of Meeting Practice on 10 December 2020 (Resolution 195/2021).

The Code of Meeting Practice has now been reviewed against the model code provided by the OLG.

### Issues

The model Code of Meeting Practice contained a change at clause 5.2, to allow for councillors to attend meetings by audio-visual link. That change has been included in the reviewed document, and shown in tracked changes.

### Options

Council may adopt the document as presented, or with amendments; however, any amendments may only serve to strengthen the policy and must not weaken or reduce it in any way.

### Financial Considerations

Nil

### Attachments

1. Reviewed Code of Meeting Practice

### RECOMMENDATION

That Council adopts the reviewed Code of Meeting Practice.

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### Item 17 Code of Conduct

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Corporate Services – Jenni Maundrell
<b>CSP Key Focus Area:</b>	Civic Leadership
<b>Priority:</b>	CL2 Council meets its legislative and compliance requirements and implements opportunities for organisational improvement.

---

### Reason for Report

To seek Council adoption of the reviewed *Code of Conduct* and *Procedures for the Administration of the Code of Conduct*.

### Background

The two documents being presented are required by the *Local Government Act 1993* (NSW) and the *Local Government (General) Regulation 2021*.

The Office of Local Government (OLG) provides models for the code of conduct, and procedures for the administration of the code of conduct. The models may be used by councils as a template when producing their own documents. Councils may strengthen the content of the model documents, but may not reduce or weaken them in any way.

Council adopted its current Code of Conduct on 17 September 2020 (Resolution 78/2021); and current Code of Conduct Procedures on 21 March 2019 (Resolution 340/1819).

The documents have now been reviewed against the model codes provided by the OLG.

### Issues

There are no material changes proposed to the Code of Conduct. However, there have been some updates to legislation (dates) and those changes have been reflected in the reviewed document. Changes are shown as tracked changes.

The Code of Conduct Procedures adopted on 21 March 2019 were the Model documents. This has now been drafted in line with Council's style guide as a Council document and presented for adoption.

### Options

Council may adopt the documents as presented, or with amendments; however, any amendments may only serve to strengthen the policy and must not weaken or reduce it in any way.

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### **Financial Considerations**

Nil

### **Attachments**

1. Reviewed Code of Conduct.
2. Draft Procedures for the Administration of the Code of Conduct.

### **RECOMMENDATION**

That Council adopts the:

1. Reviewed Code of Conduct.
2. Draft Procedures for the Administration of the Code of Conduct.

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### Item 18 Complaint Handling Framework

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Corporate Services – Jenni Maundrell
<b>CSP Key Focus Area:</b>	Civic Leadership
<b>Priority:</b>	CL3 Council fosters a safe, productive and professional workplace, enabling Council staff to source, manage and maintain services to the community

---

### Reason for Report

To seek Council endorsement of the draft *Complaint Handling Policy*, *Complaint Handling Procedure*, and *Unreasonable Customer Conduct Procedure* (the Complaint Handling Framework).

### Background

The Complaint Handling Framework was developed to ensure Council handles complaints fairly, efficiently and effectively, while also providing guidance to staff on how to manage complaints and complainants, including those complainants displaying unreasonable behaviour.

### Issues

The draft policy aims to:

- enable Council to respond to issues raised by people making complaints in a timely and cost-effective way,
- boost public confidence in our administrative process, and
- provide information that can be used by us to deliver quality improvements in our services, staff and complaint handling.

The draft *Complaint Handling Procedure* acts as a set of guidelines to follow in managing complaints. This procedure provides guidance on:

- receiving and acknowledging complaints;
- assessing and addressing complaints;
- providing reasons for decisions;
- record-keeping; and
- the three levels of complaint-handling:
  - frontline staff
  - internal review
  - external review.

Similarly, the draft *Unreasonable Customer Conduct Procedure* provides guidelines to follow in managing complaints, however this procedure details strategies and procedures for managing unreasonable customer behaviour. The procedure includes:

- definitions and examples of various kinds of unreasonable behaviour;

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- steps that may be taken when responding to unreasonable behaviour;
- information about alternative dispute resolution;
- changing or restricting a customer's access to Council services
- dealing with aggressive and abusive customers;
- appendices covering:
  - individual rights and mutual responsibilities
  - incident form (for staff)
  - checklist to consider (when deciding to modify or restrict access; when reviewing a decision regarding access change/restriction)
  - template letters (warning; notifying of a decision to change or restrict access; notifying of an upcoming review; advising of outcome of review).

### **Options**

Council may endorse the documents as presented, or with amendments; or may decline to endorse any or all of the documents.

### **Financial Considerations**

Nil

### **Attachments**

1. Draft *Complaint Handling Policy*.
2. Draft *Complaint Handling Procedure*.
3. Draft *Unreasonable Customer Conduct Procedure*.

### **RECOMMENDATION**

That Council:

1. Endorses the draft Complaint Handling Framework.
2. Places the draft Complaint Handling Framework on public exhibition for a period of at least 28 days, with submissions invited from members of the public.
3. Receives a further report on the draft Complaint Handling Framework following the public exhibition period.



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### Item 19 Delivery Program Progress Report – 2<sup>nd</sup> Quarter 2022/23

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Corporate Services – Jenni Maundrell
<b>CSP Key Focus Area:</b>	Civic Leadership
<b>Priority:</b>	CL2 Council meets its legislative and compliance requirements and implements opportunities for organisational improvement.

---

### **Reason for Report**

To present the quarterly Delivery Program Progress Report for the period 1 July 2022 to 31 December 2022 to Council for their information and endorsement.

### **Background**

It is a requirement of section 404(5) of the *Local Government Act 1993* (NSW) and the Integrated Planning and Reporting Framework that regular progress reports are provided to Council with respect to the principal activities detailed in its Delivery Program. Progress reports must be provided at least every six months.

### **Issues**

The attached report details Council's progress for the period 1 July 2022 to 31 December 2022 in carrying out and/or completing activities identified in the Delivery Program 2022/23 to 2025/26 adopted by Council at its Ordinary meeting of 19 May 2022 (Resolution 295/2122). The report highlights areas where progress is behind schedule and/or more action is required.

### **Options**

Nil

### **Financial Considerations**

Nil

### **Attachments**

1. Delivery Program Progress Report – 31 December 2022.

### **RECOMMENDATION**

That Council endorses the Delivery Program Progress Report for the period 1 July 2022 to 31 December 2022.

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### Item 20 Quarterly Budget Review Statement for the 2nd Quarter Ending 31 December 2022

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

---

#### **Reason for Report**

To present a summary of Council's financial position as at 31 December 2022 including information regarding the supplementary vote requests.

#### **Summary**

The 2nd Quarter Budget Review Statement report (refer attachments) is to inform Council on major variations and recommend changes to the budget. Explanations for major variations are reported within the attached 2nd Quarterly Budget Review Statement. Also included is a list of supplementary votes for approval.

#### **Background**

Section 203 of the *Local Government (General) Regulation 2021* regarding budget review statements and revision of estimates states that:

- (1) *Not later than 2 months after the end of each quarter (except the June quarter), the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the statement of the council's revenue policy included in the operational plan for the relevant year, a revised estimate of the income and expenditure for that year.*
- (2) *A budget review statement must include or be accompanied by:*
  - (a) *a report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimate of income and expenditure, and*
  - (b) *if that position is unsatisfactory, recommendations for remedial action.*
- (3) *A budget review statement must also include any information required by the Code to be included in such a statement.*

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The minimum requirements for the Quarterly Budget Review Statement are included in the Code of Accounting Practice and Financial Reporting.

The QBRS is composed of, but not limited to, the following budget review (BR) components:

- A statement by the responsible accounting officer on council's financial position at the end of the year based on the information in the Quarterly Business Review Statement (Part 2)
- Budget Review – Income and Expenses Statement in one of the following formats (Parts 3, 5 & 6):
  - consolidated;
  - by fund (e.g. General Fund; Water Fund; Sewer Fund); or
  - by function, activity, program etc. to align with the management plan / operational plan.
- Budget Review – Capital Budget (Parts 7 and 8)
- Budget Review – Cash and Investments Position (Part 10)
- Budget Review – Key Performance Indicators (Part 12)
- Budget Review – Contracts and Other Expenses (Part 13)

The following important financial information has also been provided in addition to the information required as part of the Quarterly Budget Review Statement reporting framework:

- Balance Sheet as at 31<sup>h</sup> December 2022 (Part 9)
- A Loan Movement Schedule (Part 11)

### **Report**

The 2nd Quarterly Budget Review Statement shows that Council's consolidated revised income budget for the 2022/23 financial year is \$53,286,000. Expenses from continuing operations are projected to be \$43,334,000. This results in a projected consolidated operating result from continuing operations of \$9,952,000 surplus as compared to original \$10,758,000, consolidated budget. The revised before Capital Grants & Contributions deficit is \$793,695 as compared to deficit of \$3,209,000 estimated in the original budget.

The corresponding General Fund 2nd Quarterly Budget Review Statement figures are a revised income budget for the 2022/23 financial year of \$41,508,000. Expenses from continuing operations are projected to be \$36,784,000. This results in a projected operating surplus from continuing operations of \$4,724,000. The revised before Capital Grants & Contributions deficit is \$1,436,000 as compared to \$3,851,000 estimated at the original budget.

Significant actual items to note from the QBRS include:

### **Revenue**

- Rates and Annual charges are roughly per budget at 98%
- User charges and fees are 47% per budget. The major area of variance is:
  - \* Increase in RMCC and private works and recycling fees.
  - \* Decrease in water sales due to a wet year and low usage."

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- Interest and investment revenue is under budget, mainly due to reversal of last year accrual and most investments maturing in latter quarters. It is anticipated that Interest on Investments will grow remarkably during second half of year
- Other Revenues are at 46% which is slightly less than budget, as some invoicing of fees were delayed in December
- Operational Grants and Contributions are under budget at 26% of revised budget. Council is awaiting advice on the status of FAG payments to year end. i.e. whether or not any advance payments will be forthcoming as previous years.
- Capital grants income is over budget at 54%.

### **Expenditure**

- Employee related expenditure 57%, but within expectation with January being a time when most staff take leave.
- Borrowing costs are 57%
- Materials & Contracts is roughly over budget at 69 % due to a higher number of projects that Council is currently working on, including State funded RMCC ordered works, and an increase in cost of materials. Revenue has been adjusted for the increase in RMCC works.
- Depreciation expenses are roughly as per pro rata budget of 50%
- Other expenses are slightly under budget at 38%.

Further information is provided in the 2nd Quarterly Budget Review Statement

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2023

Table 1a.

Description	Revenue	Operational Expenditure	Capital Expenditure	Net Impact on Budget	Comments
<b>General Fund</b>					
<b>General Revenue</b>					
	(17,924)	0	0	(17,924)	Increase in Interest on investments and adj to rates income
<b>Total General Revenue</b>	<b>(17,924)</b>	<b>0</b>	<b>0</b>	<b>(17,924)</b>	
<b>Expenditure</b>					
<b>Executive Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Learning & Development	868	130,143		131,011	Training budgets Centralised in HR
Human Resources Management	1,167	(24,500)		(23,333)	Savings in operating expenses (including wages)
Payroll Services	(761,111)	190,000		(571,111)	Oncosts adjustment
WHS And Risk Management		(51,850)		(51,850)	Savings in operating expenses (including wages)
Management & Leadership		(4,691)		(4,691)	Savings in operating expenses (including wages)
Executive Services	(17,600)	(69,638)		(87,238)	Australia day grant and opex savings
<b>Total Executive Services</b>	<b>(776,676)</b>	<b>169,464</b>	<b>0</b>	<b>(607,212)</b>	
<b>Corporate &amp; Community Services</b>					
RMS Agency		(15,030)		(15,030)	Savings in operating expenses (including wages)
Administration		(53,000)		(53,000)	Savings in operating expenses (including wages)
Childrens Services		(114,928)		(114,928)	Savings in operating expenses (including wages)
Community Transport	(390)	(129,766)		(130,156)	Savings in operating expenses (including wages)

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2023

Connect 5		(45,639)		(45,639)	Savings in operating expenses (including wages)
Libraries		(51,746)		(51,746)	Savings in operating expenses (including wages)
Meals on Wheels		(9,881)		(9,881)	Savings in operating expenses (including wages)
Respite	(225)	(35,769)		(35,994)	Savings in operating expenses (including wages)
Home Maintenance		22,063		22,063	Insufficient original budget
Aged Care	(12,801)	80,082		67,281	Insufficient original budget
Multi Service	(248)	244		(4)	
Social Support		(2,450)		(2,450)	Savings in operating expenses (including wages)
OOSH Vacation Care		19,279		19,279	To match grant funding received in first quarter
Youth Services		89,900		89,900	To match carry over grant funding from 2022
Yilliwirri		(66,101)		(66,101)	Savings in operating expenses (including wages)
IT		2,421	(5,000)	(2,579)	Savings in Capital expenses
Communications		(20,379)	(150,000)	(170,379)	Savings in Capital expenses
GIS		(123,071)		(123,071)	Savings in wages. GIS services charges directly to grant funded projects
Administration		(28,467)		(28,467)	Savings in operating expenses (including wages)
Finance	(14,601)	(117,324)		(131,925)	Savings in operating expenses (including wages)
Supply		(1,310)		(1,310)	Savings in operating expenses (including wages)
RFS Maintenance	1,150,000	119,229	(292,318)	976,911	Transfer capital expenses to Operating
<b>Total Corporate &amp; Community Services</b>	<b>1,121,735</b>	<b>(481,643)</b>	<b>(447,318)</b>	<b>192,774</b>	
<b>Technical Services</b>					
<b>Roads</b>					
RMCC Maintenance Work	(392,396)	1,641,993		1,249,597	Increase in ordered works and maintenance

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2023

Bridges	(617,594)	(5,000)	1,731,344	1,108,750	Bridge works grant funded
Sealed Rural Roads	(1,013,303)	186,544	(624,100)	(1,450,859)	Flood Restoration Works
Unsealed Rural Roads	(369,162)	368,162	(709,900)	(710,900)	Flood Restoration Works
Private Works		(3,378)		(3,378)	increased income
Regional Roads	(727,356)	266,413	213,249	(247,694)	Flood Restoration Works
Road Operations Management		(9,430)		(9,430)	Savings in operating expenses (including wages)
<b>Total Roads</b>	<b>(3,119,811)</b>	<b>2,445,304</b>	<b>610,593</b>	<b>(63,914)</b>	
<b>Urban Services</b>					
Property And Risk Management	(229,170)	(48,979)		(278,149)	Insurance contribution Coona Office roof and savings in wages
Staff Housing		(4,820)		(4,820)	Savings in operating expenses (including wages)
Other Council Properties	(290,512)	210,113	27,980	(52,419)	Savings in operating expenses (including wages) and Insurance recoveries.
Public Halls	(2,778)	(57,902)	(75,000)	(135,680)	Capital works carry over and savings in wages
Cemetery Operations		23,619		23,619	Insufficient budget
Aerodrome Operations	(117)	3,410	(100,661)	(97,368)	Capital works for Bore not proceeding due to funding.
Parks		18,527	38,920	57,447	Insufficient budget
Street Trees And Gardens	(100)	(9,504)		(9,604)	Savings in operating expenses (including wages)
Reserves		5,977		5,977	Insufficient budget
Sport Grounds & Recreation Facilities	(1,639,472)	(49,739)	133,372	(1,555,839)	Grant funded ovals facility upgrades R4R 9
Public Amenities		46,029		46,029	Insufficient budget

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2023

Public Swimming Pools	(358,992)	(45,326)	(589,860)	(994,178)	Grant funded pool facility upgrades R4R 9 & masterplan. Carry over Dunedoo Pool upgrade \$800,000
Street Cleaning		2,173		2,173	Insufficient budget
Urban Streets	(12,228)	40,887	(25,000)	3,659	Reduced capital works program
Urban Services Management		(40,500)		(40,500)	Savings in operating expenses (including wages)
<b>Total Urban Services</b>	<b>(2,533,369)</b>	<b>93,965</b>	<b>(590,249)</b>	<b>(3,029,653)</b>	
Asset Management		(86,589)		(86,589)	Savings in wages. AM services charges directly to grant funded projects
Design Services Management		23,950	(15,147)	8,803	Insufficient budget
Emergency Services Management		(74,398)		(74,398)	Savings in operating expenses (including wages). No position in structure
Survey Investigation And Design		(700)		(700)	Savings in operating expenses (including wages)
Depots		9,500		9,500	Insufficient budget
Fleet Services Management	(3,904)	49,923		46,019	Insufficient budget
Plant And Equipment M&R	(773,622)	(36,317)		(809,939)	Plant sales
Radio Network M&R		(3,000)		(3,000)	Savings in operating expenses (including wages)
Plant And Equipment Other		(6,036)		(6,036)	Savings in operating expenses (including wages)
Workshops		(2,200)		(2,200)	Savings in operating expenses (including wages)
Technical Services Management		(3,093)		(3,093)	Savings in operating expenses (including wages)
<b>Total Technical Services</b>	<b>(777,526)</b>	<b>(128,960)</b>	<b>(15,147)</b>	<b>(921,633)</b>	
<b>Technical services</b>	<b>(6,430,706)</b>	<b>2,410,309</b>	<b>5,197</b>	<b>(4,015,200)</b>	
<b>Development Services</b>					



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2023

Tourism And Development Services	(431,282)	260,461		(170,821)	Events and increased sales of souvenirs
Tourism And Economic Promotion		(1,213)		(1,213)	Savings in operating expenses (including wages)
Development Services Private Works		93,983		93,983	
Development Services Management	(232,304)	(41,042)		(273,346)	REZ income (Energy co.) and savings in operating expenses
Building Control		(15,427)		(15,427)	Savings in operating expenses (including wages)
Compliance Services	(267)	(44,703)		(44,970)	Savings in operating expenses (including wages) and additional funding
Town Planning	(20,660)	(2,529)	15,000	(8,189)	Savings in operating expenses (including wages) and additional developer contributions
Environmental Health Services		(32,111)		(32,111)	Savings in operating expenses (including wages)
Development Services	(684,513)	217,419	15,000	(452,094)	
<b>Warrumbungle Waste</b>					
Waste Management Operations	36,561	(178,504)		(141,943)	Saving on Kerbside collection service
Transfer Stations (Incl Landfill)	(79,000)	53,369		(25,631)	Increased recycling income
Materials Handling Facilities		(3,500)		(3,500)	Savings in operating expenses (including wages)
<b>Total Warrumbungle Waste</b>	<b>(42,439)</b>	<b>(128,635)</b>	<b>0</b>	<b>(171,074)</b>	
<b>Total General Fund</b>	<b>(6,830,523)</b>	<b>2,186,914</b>	<b>(427,121)</b>	<b>(5,070,730)</b>	
	2,300,026	(411,800)	(1,481,621)	406,605	Projects deferred
<b>Water Fund</b>					
<b>Total Water Fund</b>		<b>(411,800)</b>	<b>(1,481,621)</b>	<b>406,605</b>	

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2023

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	4,155,528	(54,047)	25,000	4,126,481	Projects deferred
<b>Sewer Fund</b>					
<b>Total Sewer Fund</b>	<b>4,155,528</b>	<b>(54,047)</b>	<b>25,000</b>	<b>4,126,481</b>	
<b>Total Warrumbungle Shire Council</b>	<b>(2,674,995)</b>	<b>1,721,067</b>	<b>(1,883,742)</b>	<b>(537,644)</b>	

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2023

The following table is a reconciliation of the OPERATING RESULT (Table 1b) from continuing operations (including capital grants) for QBR2 to the Revised Budget 2022/23 (refer Revised Budget Column of Part 3 Income Statement of QBR2 attachment to this report):

**Table 1b – Reconciliation of the Operating Result - Consolidate**

Description – Operating Changes	\$'000	\$'000
<b>Brought Forward Operating Result from Continuing Operations - Revised Budget 2022/23</b>		<b>11,521</b>
Revotes operational expenditure adjustment		
Revenue Budget – Supplementary vote QBR2 decrease in income		(1,184)
Operational Expenditure Budget – Supplementary vote QBR2 increase in expenditure	-	(385)
<b>QBR2 Variation to Income Statement</b>	Subtotal	<b>(1,569)</b>
Less: Capital Grants & Contributions		(10,746)
<b>Net Consolidated Operating Result Deficit before Capital Grant &amp; Contributions</b>		<b>(794) Deficit</b>

**Table 1c – Reconciliation of the Operating Result - General**

Description – Operating Changes	\$'000	\$'000
<b>Brought Forward Operating Result from Continuing Operations - Revised Budget 2022/23</b>		<b>6,292</b>
Revotes operational expenditure adjustment		
Revenue Budget – Supplementary vote QBR2 increase in income	-	(718)
Operational Expenditure Budget – Supplementary vote QBR2 increase in expenditure	-	(850)
<b>QBR2 Variation to Income Statement</b>	Subtotal	<b>(1568)</b>
Less: Capital Grants & Contributions		(6,160)
<b>Net Operating Result Deficit before Capital Grant &amp; Contributions</b>		<b>(1,436) Deficit</b>

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2023

**Table 1d – Reconciliation of the Operating Result - Water**

Description – Operating Changes	\$'000	\$'000
<b>Brought Forward Operating Result from Continuing Operations - Revised Budget 2022/23</b>		<b>2,727</b>
Revenue Budget – Supplementary vote QBR2 increase in income.		(412)
Operational Expenditure Budget – Supplementary vote QBR2 decrease in expenditure.		412
<b>QBR2 Variation to Income Statement</b>	Subtotal	-
Less: Capital Grants & Contributions		(2,188)
<b>Net Operating Result Surplus before Capital Grant &amp; Contributions</b>		<b>539 Surplus</b>

**Table 1e – Reconciliation of the Operating Result - Sewer**

Description – Operating Changes	\$'000	\$'000
<b>Brought Forward Operating Result from Continuing Operations - Revised Budget 2022/23</b>		<b>2,502</b>
Revenue Budget – Supplementary vote QBR2 increase in income	-	(54)
Operational Expenditure Budget – Supplementary vote QBR2 decrease in expenditure	-	53
<b>QBR2 Variation to Income Statement</b>	Subtotal	(1)
Less: Capital Grants & Contributions		(2398)
<b>Net Operating Result Deficit before Capital Grant &amp; Contributions</b>		<b>103 Surplus</b>

### Financial Considerations

- The total amount of consolidated operating expenditure supplementary vote requests from Table 1a is an increase of \$1,721,067; and
- The total amount of consolidated capital expenditure supplementary vote requests from Table 1a is a decrease of \$1,883,742 and
- The total amount of consolidated revenue is an increase of 2,674,995.

This means a net consolidated impact on the 2022/23 budget being an increase or positive impact of \$537,644.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2023

### Rates and Annual Charges

Council levies rates and annual charges on an annual basis commencing in the month of July. Council monitors the repayment of these rates and annual charges and measures its debt recovery performance for rates and annual charges through the use of the Rates and Annual Charges Outstanding Ratio.

The Office of Local Government (OLG) recommends, via their accepted benchmark, a ratio of less than 5% for Urban and Coastal Councils and less than 10% for Rural Councils.

Council's outstanding ratio as at 30th June 2022 was 9.99% which is below the OLG recommended benchmark.

The outstanding rates and annual charges ratio as at 31 December 2022 is 12.50%, which is more than the 10% bench mark proposed by the OLG.

A high arrears balance affects Council's cash flow, and represents monies outstanding that Council could be gaining a return on if invested in a term deposit.

See table of outstanding balances by rate group and rate/charge type below for further details.

**Table 2a: Outstanding balances by rate group and charge type**

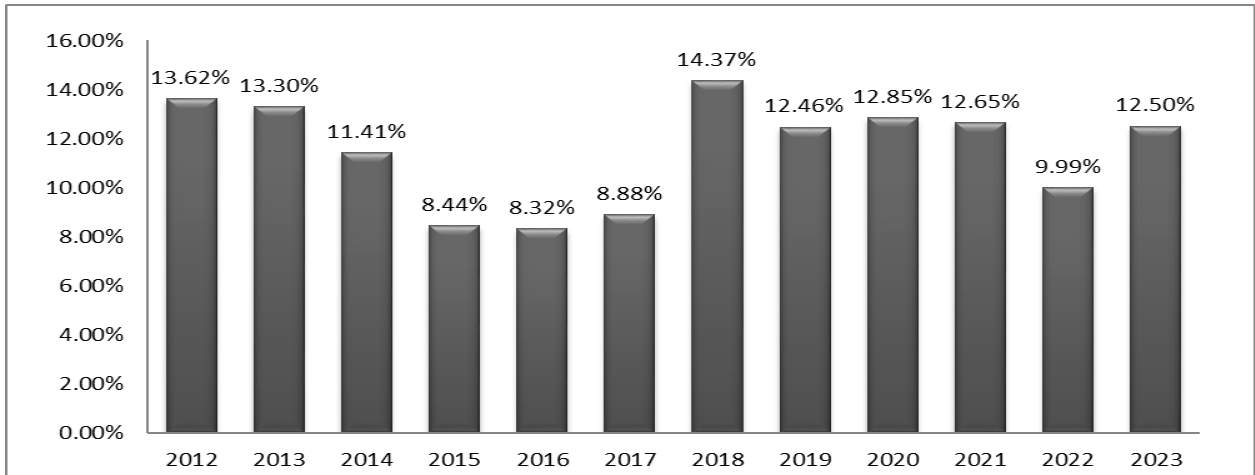
Rates Types	Rates Levy					Water Levy				Grand Total
	General	Domestic Waste	Water Access	Trade Waste	Storm Water	Sewer Access	Water Consumption	Sewer Consumption	Trade Waste Usage	
<b>Business</b>	99,729	47,791	43,916	607	7,823	84,159	156,238	18,179	13,046	471,488
<b>Residential</b>	385,267	367,630	428,165	-	14,698	232,710	446,356	-	-	1,874,826
<b>Farmland</b>	426,398	5,987	-	-	-	-	-	-	-	432,385
<b>Total</b>	911,394	421,408	472,081	607	22,521	316,869	602,594	18,179	13,046	2,778,699

Collection of outstanding rates commences with an overdue letter which is received from Council. Providing 14 days to pay or contact Council requesting an arrangement. If no payment or contact is made, a letter of demand is sent out by Council's Debt Recovery Agency giving 7 days to make a payment or contact Council requesting an arrangement.

Council's historical debt recovery performance as measured by the rates and charges outstanding ratio is detailed in the graph below.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2023



**Table 2a: Council's outstanding rates and annual charges ratios for the last six years.**

Year	Rates and Annual Charges Outstanding Ratio as at 31 <sup>st</sup> Dec	Rates and Annual Charges Outstanding Ratio as at 30 <sup>th</sup> June.
2023	12.50%	N/A
2022	12.99%	9.99%
2021	15.33%	12.65%
2020	14.08%	12.85%
2019	12.63%	12.46%
2018	10.20%	14.37%
2017	10.32%	10.08%
2016	11.07%	8.32%

The proportion of rates and annual charges outstanding related to residential properties is 67%; 17% of outstanding rates and annual charges relates to farmland; and 16% to business.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2023

Table 2b: Outstanding Rates and Annual Charges – By Rate and Charge Type

RATE/ CHARGE TYPE	RATE ARREARS 2021/22	2022/23 LEVY	Pensioner Write off	Abandoned	Interest	Legal Fees	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTAN DING 2021/22	COLLECTION % 2021/22	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	601,280	8,735,196	(152,938)	(21,830)	44,610	47,669	9,253,987	(4,984,937)	4,269,050	53.87%	911,394	9.85%
Water	470,568	2,365,592	(69,956)	(1,275)	12,425	-	2,777,354	(1,487,742)	1,289,612	53.57%	472,082	17.00%
Sewerage	225,804	1,588,363	(50,466)	(497)	6,301	-	1,769,505	(959,290)	810,215	54.21%	232,877	13.16%
Trade Waste	474	9,450	-	-	14	-	9,938	(6,807)	3,131	68.49%	607	6.11%
Storm Water	22,658	103,707	-	(1)	634	-	126,998	(67,084)	59,914	52.82%	22,521	17.73%
Garbage	426,100	2,223,959	(108,176)	(3,138)	10,958	-	2,549,703	(1,391,200)	1,158,503	54.56%	421,407	16.53%
<b>TOTAL RATES AND ANNUAL CHARGES</b>	<b>1,746,884</b>	<b>15,026,267</b>	<b>(381,536)</b>	<b>(26,741)</b>	<b>74,942</b>	<b>47,669</b>	<b>16,487,485</b>	<b>(8,897,060)</b>	<b>7,590,425</b>	<b>53.96%</b>	<b>2,060,888</b>	<b>12.50%</b>
Sewerage Access (Water Billing)	103,507	146,626	-	(2,045)	1,578	-	249,666	(165,555)	84,111	66.31%	83,992	33.64%
Water Consumption	637,819	856,863	-	(3,728)	14,512	9,175	1,514,641	(911,694)	602,947	60.19%	602,594	39.78%
Sewer Consumption	22,090	52,470	-	131	354	-	75,045	(56,491)	18,554	75.28%	18,179	24.22%
Trade Waste Usage	17,712	40,229	-	(1,737)	299	-	56,503	(42,915)	13,588	75.95%	13,046	23.09%
<b>TOTAL WATER SUPPLY SERVICES</b>	<b>781,128</b>	<b>1,096,188</b>	<b>-</b>	<b>(7,379)</b>	<b>16,743</b>	<b>9,175</b>	<b>1,895,855</b>	<b>(1,176,655)</b>	<b>719,200</b>	<b>62.06%</b>	<b>717,811</b>	<b>37.86%</b>
<b>GRAND TOTAL</b>	<b>2,528,012</b>	<b>16,122,455</b>	<b>(381,536)</b>	<b>(34,120)</b>	<b>91,685</b>	<b>56,844</b>	<b>18,383,340</b>	<b>(10,073,715)</b>	<b>8,309,625</b>	<b>54.80%</b>	<b>2,778,699</b>	<b>15.12%</b>

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2023**

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### **Options**

Council can choose to:

1. Accept the Quarterly Budget Review Statement (QBRs) and:
  - (a) approve all supplementary votes requested; or
  - (b) select projects from the supplementary votes and approve a lower amount; or
  - (c) approve the supplementary votes requested and postpone selected current year projects to reduce the capital works program for 2022/23;  
or
  
2. Accept the Quarterly Budget Review Statement (QBRs) subject to changes and:
  - (a) approve all supplementary votes requested; or
  - (b) select projects from the supplementary votes and approve a lower amount; or
  - (c) approve the supplementary votes requested and postpone selected current year projects to reduce the capital works program for 2022/23;  
or
  
3. Not accept the Quarterly Budget Review Statement (QBRs) and:
  - (a) reject the whole amount requested; or
  - (b) select projects from the requested supplementary votes and approve a lower supplementary vote amount; or
  - (c) approve the supplementary votes requested and postpone selected current year projects to reduce the capital works program for 2022/23.

### **Statement by Responsible Accounting Officer**

The following statement is made in accordance with clause 203(2) of the *Local Government (General) Regulation 2021*.

It is my opinion that the Quarterly Budget Review Statement for Warrumbungle Shire Council for the quarter indicates that Council's financial position as at 31 December 2022 is satisfactory having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.



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**Responsible Accounting Officer**

### **Attachments**

1. 2nd Quarter Budget Review Statement

### **RECOMMENDATION**

That Council:

1. Accept the 2nd quarter Quarterly Budget Review Statement for the 2022/23 financial year, as presented;



# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2023**

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2. Approve the variations as described in Table 1a, being an increase of \$1,721,067 in consolidated operating expenditure, a decrease of \$1,883,742 in consolidated capital expenditure, an increase of 2,674,995 in consolidated revenue; and,
3. Note and accept the information provided on the status of the rates and annual charges for the period ending 31 December 2022.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 16 February 2023

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### Item 21 Investments and Term Deposits – month ending 31 December 2022

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Financial Services
<b>Author:</b>	Acting Accountant – Lisa Grammer
<b>CSP Key Focus Area:</b>	Civic Leadership
<b>Priority:</b>	CL1 That Council is financially sustainable over the long term

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#### **Reason for Report**

As required by clause 212 of the *Local Government (General) Regulation 2021*, 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 2021* (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, \$6,500,000.00 worth of term deposits matured, earning Council a total of \$48,529.81 in Interest.

In December, the following placements were made into term deposits:

- \$1,500,000 with CBA at a rate of 3.92%
- \$1,000,000 with NAB at a rate of 3.88%
- \$1,000,000 with WBC at a rate of 3.72%
- \$3,000,000 with NAB at a rate of 3.95%
- \$1,000,000 with NAB at a rate of 4.10%

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2023

- \$2,000,000 with CBA at a rate of 4.26%

The balance of the term deposits at the end of the month was \$28,500,000.00.

### 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, approximately \$680.03

interest was earned on the balances in the accounts and net transfers of \$600,041.00 were made from these accounts resulting in a month end balance of \$1,111,699.89.

### Cash at bank balance

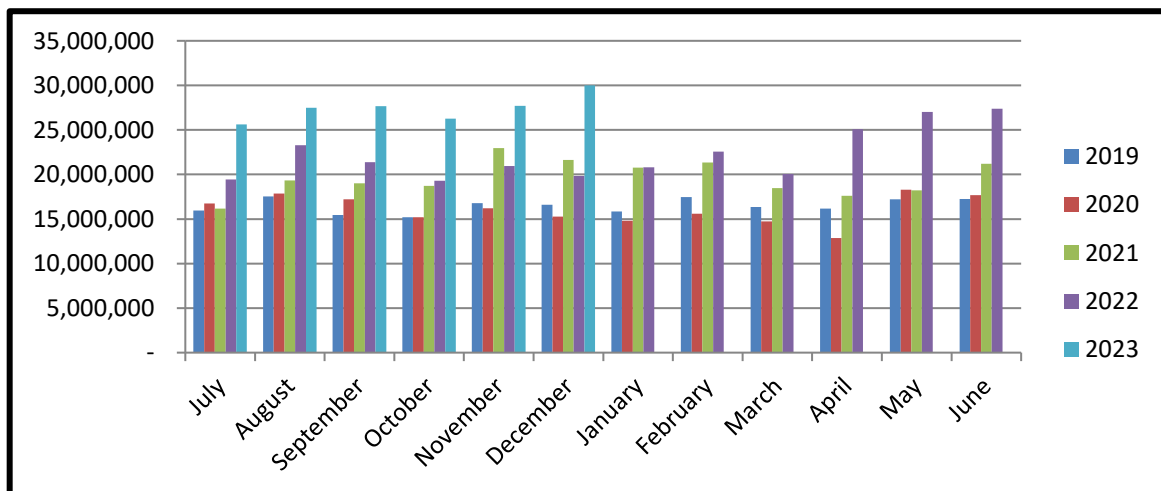
In addition to the at call accounts and term deposits, as at 31 December 2022, Council had a cash at bank balance of \$394,425.14.

### Income Return

The average yield on Investments Council held for December 2022, of 3.1909%. Council uses the Bank Bill Swap Rate (BBSW) supplied by the Australian Securities Exchange (ASX) which was 3.27 % for the month of December. The performance of investments for December, based on the comparison, was the portfolio underperformed by 0.0791%. This is due to some of the investments being placed in a low interest setting in 2021. Yields are expected to improve in the future, with the impact of higher interest rates.

Council's budget for year 2022/23 for interest on investments is \$90,000.00. At the end of December 2022, the amount of interest received and accrued should be around 50.00% of the total year budget, i.e. \$45,000.00 On a year to date basis, interest received and accrued totals \$112,803.09, which is 125.34% of the annual budget. An adjustment to the December Quarterly Budget Review Statement to reflect this.

### Graph by Month Investments



# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 16 February 2023

**Table 1: Investment Balances – 31 December 2022**

Financial Institution	Lodgement Date	Maturity Date	Total Days	Original Rating	Current Rating	Yield (%)	Investment Amount (Redemption Value)
<b>At Call Accounts</b>							
NAB	1-Nov-18	At Call	at call	ADI	ADI	0.05%	505,138.44
ANZ	2-Nov-18	At Call	at call	ADI	ADI	0.01%	6,561.45
CBA At Call	4-Nov-18	At Call	at call	ADI	ADI	0.01%	600,000.00
							<b>1,111,699.89</b>
<b>Term Deposits</b>							
WBC - Water Fund	31-May-22	03-Jan-23	217	ADI	ADI	1.92%	1,500,000.00
AMP	04-Oct-22	03-Jan-23	91	LMG	LMG	3.60%	500,000.00
NAB	17-Aug-22	10-Jan-23	146	ADI	ADI	3.20%	1,000,000.00
NAB	19-Jan-22	19-Jan-23	365	ADI	ADI	0.68%	1,000,000.00
CBA	07-Sep-22	01-Feb-23	147	ADI	ADI	3.40%	1,500,000.00
MAQ	07-Feb-22	07-Feb-23	365	UMG	UMG	0.75%	500,000.00
MAQ	28-Sep-22	21-Feb-23	146	UMG	UMG	3.83%	1,000,000.00
MAQ	30-Nov-22	01-Mar-23	91	UMG	UMG	3.82%	1,000,000.00
CBA	30-Sep-22	08-Mar-23	159	ADI	ADI	3.93%	1,000,000.00
CBA	15-Dec-22	15-Mar-23	90	ADI	ADI	3.92%	1,500,000.00
NAB	28-Feb-22	23-Mar-23	388	ADI	ADI	0.83%	1,000,000.00
MAQ	30-Nov-22	30-Mar-23	120	ADI	ADI	3.82%	500,000.00
NAB	30-Sep-22	03-Apr-23	185	ADI	ADI	4.00%	2,000,000.00
WBC	01-Dec-22	03-Apr-23	123	ADI	ADI	3.72%	1,000,000.00
MAQ - Sewer Fund	03-Mar-22	20-Apr-23	413	UMG	UMG	0.95%	500,000.00
NAB	23-Dec-22	24-Apr-23	122	ADI	ADI	3.95%	3,000,000.00
NAB	05-Dec-22	04-May-23	150	ADI	ADI	3.88%	1,000,000.00
WBC	29-Apr-22	10-May-23	376	ADI	ADI	2.50%	1,000,000.00
AMP	30-Nov-22	29-May-23	180	LMG	LMG	4.45%	1,000,000.00
WBC	29-Apr-22	31-May-23	397	ADI	ADI	2.50%	1,000,000.00
NAB	14-Dec-22	13-Jun-23	181	ADI	ADI	4.10%	1,000,000.00
CBA - Sewer Fund	20-Dec-22	20-Jun-23	182	ADI	ADI	4.26%	2,000,000.00
MAQ	29-Apr-22	21-Jun-23	418	UMG	UMG	2.05%	1,000,000.00

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 16 February 2023

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WBC	29-Apr-22	12-Jul-23	439	ADI	ADI	2.55%	1,000,000.00
AMP	24-Nov-22	24-Nov-23	365	LMG	LMG	4.60%	1,000,000.00
						<b>Sub-Total</b>	<b>28,500,000.00</b>
						<b>Total</b>	<b>29,611,699.89</b>

### Credit Rating Legend

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

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2023

**Table 2: At Call and Term Deposits – Monthly Movements**

Bank	Opening Balance	Interest Added to Investment or Redeemed	Net Placements/ Withdrawals	Closing Balance
NAB	504,458.46	679.98		505,138.44
ANZ	6,602.40	0.05	(41.00)	6,561.45
CBA At Call	1,200,000.00		(600,000.00)	600,000.00
<b>Total at call</b>	<b>1,711,060.86</b>	<b>680.03</b>	<b>(600,041.00)</b>	<b>1,111,699.89</b>
WBC	1,000,000.00	2,098.44	(1,002,098.44)	
NAB	1,000,000.00	11,029.32	(1,011,029.32)	
NAB	1,000,000.00	5,873.98	(1,005,873.98)	
CBA	1,500,000.00	3,774.65	(1,503,774.65)	
CBA - Sewer Fund	2,000,000.00	25,753.42	(2,025,753.42)	
WBC - Water Fund	1,500,000.00			1,500,000.00
AMP	500,000.00			500,000.00
NAB	1,000,000.00			1,000,000.00
NAB	1,000,000.00			1,000,000.00
CBA	1,500,000.00			1,500,000.00
MAQ	500,000.00			500,000.00
MAQ	1,000,000.00			1,000,000.00
MAQ	1,000,000.00			1,000,000.00
CBA	1,000,000.00			1,000,000.00
CBA			1,500,000.00	1,500,000.00
NAB	1,000,000.00			1,000,000.00
MAQ	500,000.00			500,000.00
NAB	2,000,000.00			2,000,000.00
WBC			1,000,000.00	1,000,000.00
MAQ - Sewer Fund	500,000.00			500,000.00
NAB			3,000,000.00	3,000,000.00
NAB			1,000,000.00	1,000,000.00
WBC	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
NAB			1,000,000.00	1,000,000.00
CBA - Sewer Fund			2,000,000.00	2,000,000.00
MAQ	1,000,000.00			1,000,000.00
WBC	1,000,000.00			1,000,000.00
AMP	1,000,000.00			1,000,000.00
<b>Total Term deposits</b>	<b>25,500,000.00</b>	<b>48,529.81</b>	<b>2,951,470.19</b>	<b>28,500,000.00</b>
<b>Total</b>	<b>27,211,060.86</b>	<b>49,209.84</b>	<b>2,351,429.19</b>	<b>29,611,699.89</b>

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2023

### Compliance with Council's Investment Policy

Council's Investment portfolio was non-compliant by 2.18% at the end of December. This was caused by investing too much money with NAB. This was rectified on the 3<sup>rd</sup> of January by redeeming another investment with NAB which made Council's investments compliant. This will be reflected in the January 2023 Investment report to Council.

The table below provides compliance status against the Investment Policy:

Institution	Credit Rating	Investment \$	Actual Exposure	Max. Limit per Policy	Compliance status
Tcorp	Prime	-	0.00%	33.30%	Compliant
	Total Prime	-	0.00%	100.00%	Compliant
ANZ	ADI	6,561.45	0.02%	33.30%	Compliant
CBA	ADI	6,600,000.00	22.29%	33.30%	Compliant
WBC	ADI	5,500,000.00	18.57%	33.30%	Compliant
NAB	ADI	10,505,138.44	35.48%	33.30%	Non-Compliant
	Total ADI	2,611,699.89	76.36%	100.00%	Compliant
MAQ	UMG	4,500,000.00	15.20%	20.00%	Compliant
	Total UMG	4,500,000.00	15.20%	60.00%	Compliant
ME	LMG	-	0.00%	10.00%	Compliant
AMP	LMG	2,500,000.00	8.44%	10.00%	Compliant
	Total LMG	2,500,000.00	8.44%	10.00%	Compliant
	<b>Grand Total</b>	<b>29,611,699.89</b>	<b>100.00%</b>		

### Certification of Responsible Accounting Officer

I hereby certify that the investments listed in the report above have been made in accordance with section 625 of the *Local Government Act 1993*, clause 212 of the *Local Government (General) Regulation 2021* and Council's Investments Policy.



Responsible Accounting Officer – Lisa Grammer

### RECOMMENDATION

That Council accept the Investments Report for the month ending 31 December 2022 including a total balance of \$30,006,125.03 being:

- \$1,111,699.89 in at call accounts.
- \$28,500,000.00 in term deposits.
- \$394,425.14 cash at bank.

# WARRUMBUNGL SHIRE COUNCIL

## Ordinary Meeting – 16 February 2023

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### Item 22 Investments and Term Deposits – month ending 31 January 2023

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Financial Services
<b>Author:</b>	Acting Accountant – Lisa Grammer
<b>CSP Key Focus Area:</b>	Civic Leadership
<b>Priority:</b>	CL1 That Council is financially sustainable over the long term

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#### **Reason for Report**

As required by clause 212 of the *Local Government (General) Regulation 2021*, 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 s625 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 2021* (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, \$4,000,000.00 worth of term deposits matured, earning Council a total of \$41,181.09 in Interest.

In January, the following placements were made into term deposits:

- \$1,000,000 with NAB at a rate of 4.10%
- \$1,000,000 with MAQ at a rate of 4.04%
- \$2,000,000 with WBC at a rate of 4.44%

The balance of the term deposits at the end of the month was \$28,500,000.00.



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2023

### At Call

At call accounts are used to hold funds for shorter periods and generally are adjusted on a weekly basis to meet cash flow requirements. During the month, \$1,026.73 interest was earned on the balances in the accounts and no net transfers were made from these accounts resulting in a month end balance of \$1,112,761.62.

### Cash at bank balance

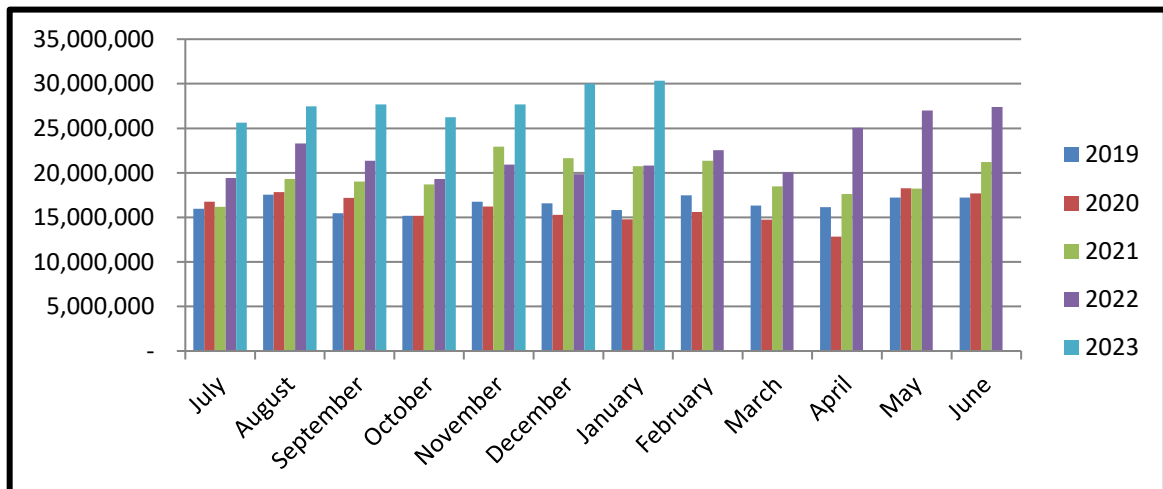
In addition to the at call accounts and term deposits, as at 31 January 2023, Council had a cash at bank balance of \$713,959.57.

### Income Return

The average yield on Investments Council held for January 2023, of 3.4413%. Council uses the Bank Bill Swap Rate (BBSW) supplied by the Australian Securities Exchange (ASX) which was 3.373 % for the month of January. The performance of investments for January, based on the comparison, was the portfolio exceeded the benchmark by 0.0683%.

Council's budget for year 2022/23 for interest on investments is \$90,000.00. At the end of January 2023, the amount of interest received and accrued should be around 58.33% of the total year budget, i.e. \$45,000.00 On a year to date basis, interest received and accrued totals \$153,310.99, which is 170.35% of the annual budget.

### **Graph by Month Investments**



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2023

**Table 1: Investment Balances – 31 January 2023**

Financial Institution	Lodgement Date	Maturity Date	Total Days	Original Rating	Current Rating	Yield (%)	Investment Amount (Redemption Value)
<b>At Call Accounts</b>							
NAB	1-Nov-18	At Call	at call	ADI	ADI	0.05%	505,864.73
ANZ	2-Nov-18	At Call	at call	ADI	ADI	0.01%	6,561.55
CBA At Call	4-Nov-18	At Call	at call	ADI	ADI	0.02%	600,335.34
							<b>1,112,761.62</b>
<b>Term Deposits</b>							
CBA	07-Sep-22	01-Feb-23	147	ADI	ADI	3.40%	1,500,000.00
MAQ	07-Feb-22	07-Feb-23	365	UMG	UMG	0.75%	500,000.00
MAQ	28-Sep-22	21-Feb-23	146	UMG	UMG	3.83%	1,000,000.00
MAQ	30-Nov-22	28-Feb-23	90	LMG	LMG	3.82%	1,000,000.00
CBA	30-Sep-22	08-Mar-23	159	ADI	ADI	3.93%	1,000,000.00
CBA	15-Dec-22	15-Mar-23	90	ADI	ADI	3.92%	1,500,000.00
NAB	28-Feb-22	23-Mar-23	388	ADI	ADI	0.83%	1,000,000.00
MAQ	30-Nov-22	30-Mar-23	120	ADI	ADI	3.82%	500,000.00
NAB	30-Sep-22	03-Apr-23	185	ADI	ADI	4.00%	2,000,000.00
WBC	01-Dec-22	03-Apr-23	123	ADI	ADI	3.72%	1,000,000.00
NAB	10-Jan-23	10-Apr-23	90	ADI	ADI	4.10%	1,000,000.00
MAQ - Sewer Fund	03-Mar-22	20-Apr-23	413	UMG	UMG	0.95%	500,000.00
NAB	23-Dec-22	24-Apr-23	122	ADI	ADI	3.95%	3,000,000.00
NAB	05-Dec-22	04-May-23	150	ADI	ADI	3.88%	1,000,000.00
WBC	29-Apr-22	10-May-23	376	ADI	ADI	2.50%	1,000,000.00
MAQ	19-Jan-23	22-May-23	123	UMG	UMG	4.04%	1,000,000.00
AMP	30-Nov-22	29-May-23	180	LMG	LMG	4.45%	1,000,000.00
WBC	29-Apr-22	31-May-23	397	ADI	ADI	2.50%	1,000,000.00
NAB	14-Dec-22	13-Jun-23	181	ADI	ADI	4.10%	1,000,000.00
CBA - Sewer Fund	20-Dec-22	20-Jun-23	182	ADI	ADI	4.26%	2,000,000.00
MAQ	29-Apr-22	21-Jun-23	418	UMG	UMG	2.05%	1,000,000.00
WBC	29-Apr-22	12-Jul-23	439	ADI	ADI	2.55%	1,000,000.00
WBC	31-Jan-23	31-Oct-23	273	ADI	ADI	4.44%	2,000,000.00

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 16 February 2023

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AMP	24-Nov-22	24-Nov-23	365	LMG	LMG	4.60%	1,000,000.00
						<b>Sub-Total</b>	<b>28,500,000.00</b>
						<b>Total</b>	<b>29,612,761.62</b>

### Credit Rating Legend

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

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2023

**Table 2: At Call and Term Deposits – Monthly Movements**

Bank	Opening Balance	Interest Added to Investment or Redeemed	Net Placements/ Withdrawals	Closing Balance
NAB	505,138.44	726.29		505,864.73
ANZ	6,596.45	.10	(35.00)	6,561.55
CBA At Call	600,000.00	335.34		600,335.34
<b>Total at call</b>	<b>1,111,734.89</b>	<b>1,061.73</b>	<b>(35.00)</b>	<b>1,112,761.62</b>
WBC - Water Fund	1,500,000.00	17,093.42	(1,517,093.42)	-
AMP	500,000.00	4,487.67	(504,487.67)	
NAB	1,000,000.00	12,800.00	(1,012,800.00)	-
NAB	1,000,000.00	6,800.00	(1,006,800.00)	-
CBA	1,500,000.00			1,500,000.00
MAQ	500,000.00			500,000.00
MAQ	1,000,000.00			1,000,000.00
MAQ	1,000,000.00			1,000,000.00
CBA	1,000,000.00			1,000,000.00
CBA	1,500,000.00			1,500,000.00
NAB	1,000,000.00			1,000,000.00
MAQ	500,000.00			500,000.00
NAB	2,000,000.00			2,000,000.00
WBC	1,000,000.00			1,000,000.00
NAB			1,000,000.00	1,000,000.00
MAQ - Sewer Fund	500,000.00			500,000.00
NAB	3,000,000.00			3,000,000.00
NAB	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
NAB	1,000,000.00			1,000,000.00
CBA - Sewer Fund	2,000,000.00			2,000,000.00
MAQ	1,000,000.00			1,000,000.00
WBC	1,000,000.00			1,000,000.00
WBC			2,000,000.00	2,000,000.00
AMP	1,000,000.00			1,000,000.00
<b>Total Term deposits</b>	<b>28,500,000.00</b>	<b>41,181.09</b>	<b>(41,181.09)</b>	<b>28,500,000.00</b>
<b>Total</b>	<b>29,611,734.89</b>	<b>42,242.82</b>	<b>(41,216.09)</b>	<b>29,612,761.62</b>

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2023

### Compliance with Council's Investment Policy

Council's Investment portfolio is 100% compliant.

The table below provides compliance status against the Investment Policy:

Institution	Credit Rating	Investment \$	Actual Exposure	Max. Limit per Policy	Compliance status
Tcorp	Prime		0.00%	33.30%	Compliant
	Total Prime		0.00%	100.00%	Compliant
ANZ	ADI	6,561.55	0.02%	33.30%	Compliant
CBA	ADI	6,600,335.34	23.07%	33.30%	Compliant
WBC	ADI	6,000,000.00	20.97%	33.30%	Compliant
NAB	ADI	9,505,864.73	33.22%	33.30%	Compliant
	Total ADI	22,112,761.62	77.28%	100.00%	Compliant
MAQ	UMG	4,500,000.00	15.73%	20.00%	Compliant
	Total UMG	4,500,000.00	15.73%	60.00%	Compliant
ME	LMG		0.00%	10.00%	Compliant
AMP	LMG	2,000,000.00	6.99%	10.00%	Compliant
	Total LMG	2,000,000.00	6.99%	10.00%	Compliant
	<b>Grand Total</b>	<b>28,612,761.62</b>	<b>100.00%</b>		

### Certification of Responsible Accounting Officer

I hereby certify that the investments listed in the report above have been made in accordance with section 625 of the *Local Government Act 1993*, clause 212 of the *Local Government (General) Regulation 2021* and Council's Investments Policy.



Responsible Accounting Officer – Lisa Grammer

### RECOMMENDATION

That Council accept the Investments Report for the month ending 31 January 2023 including a total balance of \$30,326,721.19 being:

- \$1,112,761.62 in at call accounts.
- \$28,500,000.00 in term deposits.
- \$713,959.57 cash at bank.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2023

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### Item 23 Coonabarabran Mungindi Road Upgrade Project Steering Committee

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Road Operations
<b>Author:</b>	Manager Projects – Rejoice De Vera
<b>CSP Key Focus Area:</b>	Supporting Community Life
<b>Priority:</b>	SC4 The long-term wellbeing of our community is supported by ongoing provision of high quality services, health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management.

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#### **Reason for Report**

The reason for this report is to recommend the re-establishment of the 'Coonabarabran- Mungindi Road Upgrade Project Steering Committee' with Narrabri and Walgett Shire Council representatives attending future meetings.

#### **Background**

This project has a long history and for the benefit of current Councillors, it is considered worthwhile providing some detailed background information.

Council at its meeting on 17 December 2009 considered a notice of motion from Cr Todd concerning the Coonabarabran to Mungindi Road. The notice of motion effectively sought Council's commitment to the upgrade of this road to an all-weather sealed road. The resolution of that meeting sought a report on the consequence and various issues related to Council's agreement or otherwise to this proposal.

The following was resolved at Council's meeting on 17 December 2009:

***'198 An amendment was moved by Councillor Sullivan seconded by Councillor Campbell that a review be undertaken of all roads of significance and a report submitted to the January meeting.'***

The required report was prepared and submitted to the January 2010 Council meeting. The report highlighted that there were three roads that had the potential to be regionally significant to Council. They were the Coonabarabran to Mungindi Road, the Wellington Boggabri Road and the Coonamble to Mendooran Road.

The following was resolved at Council's meeting on 21 January 2010.

***237 An amendment was moved by Councillor Sullivan seconded by Councillor Schmidt that Council undertake discussions with adjoining councils regarding the roads of regional significance to ascertain their commitment to the upgrade works and following those discussions the matter be referred back to Council for further***

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2023**

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*consideration and **FURTHER** that the upgrading of the Cobbora to Mendooran Road, Merrygoen to Binnaway Road and Beni Crossing Road be referred for budget consideration.*

From the January 2010 resolution a letter was sent to each of the affected Councils seeking their commitment or otherwise to the Regional Road of Significance that passed through their Shire. The responses received in relation to the Coonabarabran Mungindi Road were:

*Walgett Shire – supported a joint approach and were willing to be the lead Council in the project. They were also prepared to contribute towards the cost of a report on the ‘upgrade and seal’ of the road on the basis of benefit to be derived from the upgrade. Finally, they were to budget up to \$600,000 per annum to the project on a one third or 50% contribution basis.*

*Narrabri Shire – supported a joint approach and would assist Walgett Shire to project manage the proposed project. They would contribute on an equal basis towards the upgrade and sealing report (that is a one third each basis).*

In 2011, Council partnered with Walgett Shire Council and Narrabri Shire Council to prepare a feasibility study on a project to upgrade the road between Coonabarabran and Mungindi. The upgrading project included sealing the road between Gwabegar and Pilliga in Narrabri Shire and sealing various sections of unsealed road within Walgett Shire. Within Warrumbungle Shire, 37.5km of sealed road was identified for upgrading, which included widening the sealed road to route standard and strengthening pavement.

In 2013, Warrumbungle Shire joined with all Councils in the Barwon Electorate in a study to identify Regional Roads of Strategic Importance. The report from the study ranked regional roads on a three-level priority hierarchy and the road between Coonabarabran and Mungindi was rated as priority 1.

A report on the Coonabarabran Mungindi Road project was considered by Warrumbungle Shire Council on the 15 November 2018 and the following Resolution was made:

**‘198/1819 RESOLVED that:**

- 1. Funding submissions are prepared for the Coonabarabran Mungindi Road Upgrade Project subject to a partnering agreement with both Walgett Shire Council and Narrabri Shire Council.*
- 2. The objective for Warrumbungle Shire Council in any funding submission made for the Coonabarabran Mungindi Road Upgrade Project is to upgrade the road between Coonabarabran and Baradine to road train access standard.*
- 3. A budget allocation of \$15,000, funded from the Regional Roads Block Grant, is made for the cost of preparing funding submissions for the Coonabarabran Mungindi Road Upgrade Project.’*

A further report was considered by Council on 21 May 2020 where Council resolved:

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2023**

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**'411/1920 RESOLVED** that:

1. *Council Resolution No 198/1819 of 15 November 2018 seeking funding for the Coonabarabran to Mungindi Road be abandoned by Council.*
2. *A report be prepared on the cost of preparing concept designs for a project to upgrade the road between Coonabarabran and Baradine to road train access standard.'*

A further update report was considered on 18 November 2021 and Council resolved as follows:

**'144/2122 RESOLVED** that:

1. *Council note the update report on Coonabarabran Mungindi Road Upgrade Project.*
2. *A report be prepared on the cost of preparing concept designs for a project to upgrade the road between Coonabarabran and Baradine to road train access standard.*
3. *Council include the development of Gardiner Street / Saleyard Road as the heavy vehicle route from Baradine Road to the Newell Highway.'*

The Narrabri Shire Council considered a report at its meeting of 18 October 2022 with the outcome being that.

**'338/2022 RESOLVED** that:

1. *Narrabri Shire Council provide a letter of support for both Warrumbungle Shire Council and Walgett Shire Council for the completion of the 'Coonabarabran to Mungindi Road Upgrade Project'.*
2. *That Narrabri Shire Council advise Warrumbungle Shire Council and Walgett Shire Council to re-establish the 'Coonabarabran-Mungindi Road Upgrade Project Steering Committee' with Narrabri Shire Council representatives attending future meetings.'*

### **Issues**

The Newell Highway is open to road trains including triples at Higher Mass Limit (HML). Baradine Road is not open to road trains though there is a high number of requests that come in via the National Heavy Vehicle Regulator (NHVR) for access that are assessed and mostly approved by Council. Council will need to do a route assessment to identify what needs to be done on the road to upgrade to HML heavy vehicles. At this stage, the section between Coonabarabran and Baradine is the only section not approved for road trains along the whole route.

Council will be aware of the State Government's 'Fixing Country Roads Programme', which may be a source of funding for the Coonabarabran Mungindi Road Project.



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The last round of the Fixing Country Roads Program closed in October 2022 while the next round has not yet been announced. Lodging a funding submission under these programmes requires preparation of supporting documentation including a Cost Benefit Analysis, which means that Council will need to invest time and resources into preparing a submission.

The development of the Inland Rail Project may have an impact on the business case for the project and this may need to be reviewed.

General consultation with the community about the proposal to upgrade the road and open the road to road trains between Baradine and Coonabarabran has not occurred.

### **Options**

It is considered prudent to progress the Baradine Road Upgrade Project in a two-step process by refining the scope of works and then developing design plans to concept stage. The assistance of a consultant will be required to develop the project to design stage particularly for the task of developing a scope of works.

The Council has two options, one is to re-establish the Steering Group as requested or decline to do so.

### **Financial Considerations**

There is no current budget allocation for this project.

Attendance at Steering Committee meetings will take up staff time that could be allocated to other priorities.

### **Engagement**

If the project is to proceed, it will be of considerable interest to not just the communities of Coonabarabran and Baradine but the freight industry as well. The level of engagement is to inform and consult.

### **Attachments**

1. Council Business Paper Report – Coonabarabran Mungindi Road Upgrade – 17 December 2009
2. Council Business Paper Report – Roads of Regional Significance – 15 April 2010
3. Coonabarabran Mungindi Route Business Case – June 2011
4. Coonabarabran Mungindi Route Feasibility Assessment Report – June 2011
5. Letter of Support from Narrabri Shire Council

### **RECOMMENDATION**

That Council:

1. Note the report on the Coonabarabran Mungindi Road Upgrade Project Steering Committee.
2. Re-establish the Coonabarabran Mungindi Road Upgrade Project Steering Committee with Warrumbungle, Narrabri and Walgett Shire Council

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representatives attending future meetings to solidify the plan and objectives, however Warrumbungle Council not be the lead Council in this project.

3. Nominate a Councillor to represent Council on the Coonabarabran Mungindi Road Upgrade Project Steering Committee.

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### Item 24 Service Levels for Public Toilets and CBD Areas, and Installation of Grab Rails and Sanitary Incontinence Bins in Public Toilets

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Urban Services and Facilities
<b>Author:</b>	Manager Urban Services & Facilities – Nicole Benson
<b>CSP Key Focus Area:</b>	Civic Leadership Supporting Community Life
<b>Priority:</b>	SC6 Our towns and villages are characterised by their attractiveness, appearance, safety and amenity.

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#### Reason for report

This report has been prepared in response to two resolutions of Council.

Council resolution made on 19 May 2022:

***'309/2122 RESOLVED** that Council review services and infrastructure due to higher usage of public facilities e.g. cleaning of toilets, servicing of public areas within the Council budget.'*

Council resolution made on 20 October 2022:

***'117/2223 RESOLVED** that the Warrumbungle Shire Council consider implementing installation of sanitary incontinence bins and grab rails in all toilets managed by the Shire.'*

#### Background

For the purpose of this report, public facilities are public toilets; and public areas are considered to be CBD spaces such as Little Timor Street Plaza in Coonabarabran, the recently upgraded areas in Binnia Street Coolah through the Streets as Shared Spaces Program, and the outdoor area of the Old Bank Building at Dunedoo.

Public toilets provided by Warrumbungle Shire Council are spread across a large geographic area. The age and condition of the facilities vary and they have inconsistent fit out items such as cisterns, pans, urinals, toilet roll holders, paper towel and soap dispensers. Not all have been installed by Council, and they also vary in style and construction materials which makes the assets challenging to manage and operate.

An internal review of service levels for public toilets was undertaken in 2020 and the information detailed within the report aims to provide an in-depth assessment of how public toilets and CBD areas are presently maintained and operated. It is the first stage of a service level review of the Urban Services and Facilities portfolio with the

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next stage focussing on mowing and maintenance of open space areas such as sporting ovals, parks and playgrounds.

### **Issues**

#### **Public Toilets**

##### Stock

There is a total of 18 public toilet blocks on Council land across the Shire. Each block contains different types of cubicles including unisex, male, female, ambulant and accessible. Some toilets contain paper towel and soap holders, hand dryers, rubbish bins, sanitary bins, baby change tables and sharps disposal bins.

While there are no guidelines on the provision of public toilets, planning principles that consider location (highways, main roads, CBD, parks/playgrounds, community facilities), current and future demand, and operation and maintenance capacities should be applied to avoid deficiencies or surpluses. For example, two public toilets in Milling Park Dunedoo approximately 200m apart; or the proximity of the Bell Park toilet to the CBD toilets in Coonabarabran which is approximately a 280m walk.

Ambulant toilets are specifically designed for those with ambulant disabilities that do not require the extra space that is provided by accessible toilets. They are largely for people who do not require the use of a wheelchair, for example, those with arthritis or require the use of a walking frame.

Accessible toilets are specifically designed to provide enough space to accommodate wheelchair access and assistance when transferring from wheelchair to toilet. Accessible toilets include features such as grab rails, low mirrors and washbasins, and contrasting toilet seat colour.

Newly constructed ambulant and accessible toilets are required to meet the National Construction Code (NCC) and the Australian Standard 1428 (AS1428). AS1428 specifies the design requirements for new building work, as required by the NCC and the Disability (Access to Premises – Buildings) Standards (Premises Standards), to provide access for people with disabilities. Particular attention is given to access and facilities for people with ambulatory disabilities amongst other things.

The NCC is Australia's primary set of technical design and construction provisions for buildings and sets the minimum required level for the safety, health, amenity, accessibility and sustainability of certain buildings including public toilets.

Due to the age and condition of some of Council's stock, not all public toilet blocks are compliant with the NCC and AS1428.

The majority of the public toilets are listed on the National Public Toilet Map. The Map, managed through the Continence Foundation of Australia, shows the location of public facilities across Australia, including toilets, adult change and baby care. Information is provided about each toilet, such as location, accessibility details, opening hours and features such as sharps disposal and is able to be updated by Council staff with a login.

#### Levels of service

Council staff maintain all 18 public toilet blocks across the Shire and cleans 15 of them. The public toilets at the Coonabarabran VIC are cleaned by Council's cleaning

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contractor through the week and Council staff during the weekend. In Binnaway the public toilets in Len Guy Park are cleaned by the Binnaway Progress Association and the public toilets in the Pumphouse Camping Area are cleaned by Binnaway Mens Shed. Council provides the toilet paper, hand towel and/or soap, syringe disposal bins and sanitary bins to some toilets. Some do not have syringe disposal bins and/or sanitary bins due to a number of reasons such as proximity to town centres/other public toilets (eg Bell Park Coonabarabran), location and serviceability and/or vandalism. Not all public toilets provide hand towels and soap due to vandalism and theft.

When servicing public toilets, a number of activities are undertaken including cleaning, restocking toilet paper and hand towel, emptying bins, removing litter and in some cases cleaning adjacent barbecues. Opening hours of public toilets across the Shire varies with most open 24 hours a day. Those that aren't open 24 hours are open from dawn to dusk except Native Grove Cemetery public toilet which is closed at 3pm every weekday and closed on weekends. Cleaning, opening and closing public toilets takes place both during and outside normal working hours (eg early mornings or evenings) and staff are paid overtime where applicable.

Servicing should reflect demand. Servicing frequency for Council cleaned facilities varies from daily, three times a week to weekly. Attachment 1 shows the current levels of service provided by Council at each public toilet. A review of service levels was undertaken in 2020 with modifications made to the service levels.

The annual budget for public toilets this financial year is \$317,026 and covers utility payments, building and infrastructure maintenance, vandalism, graffiti and amenities cleaning and closing. Since the service level review in 2020 it is evident that cleaning expenditure has changed. Table 1 below shows the trends for cleaning, overtime and materials from 2020/21 to now.

**Table 1 – Public Amenity Cleaning Budgets**

<b>Item</b>	<b>2020/21 (\$)</b>	<b>2021/22 (\$)</b>	<b>2022/23 to 31 January 2023 (\$)</b>
Total Budget	313,658	303,172	317,026
Cleaning	98,530	102,232	58,100
Overtime	77,344	61,699	46,074
Materials	37,583	33,770	22,975

The total cleaning budget in 2021/22 was approximately \$10,000 less than the previous year. Cleaning costs increased slightly in 2021/22 compared to 2020/21 however this was offset by the decreases in overtime and materials. This financial year's total budget is the highest of all three years shown. Expenditure for cleaning is on track to come in on budget. Overtime and materials expenditure are trending slightly higher compared to last year and adjustments can be made to rectify this. For example, under expenditure in areas such as building maintenance and/or vandalism and graffiti will be used to offset any over expenditures.

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### Grab Rails

Of the 18 public toilets provided across the Shire, 11 contain accessible toilets with grab rails. Should Council proceed with the installation of grab rails, those designed to meet AS1428 would be installed. Matters to be considered when installing grab rails include structural adequacy of the partition wall. For example, grab rails must be able to take a force of approximately 1,000 N (100kg of downward pressure). Adequate space as well as the need to move or relocate toilet paper holders must also be considered.

An average installation cost of \$312.00 per grab rail has been calculated taking into account the abovementioned matters as well as staff wages, travel time, plant hire and materials.

There are three options for Council to consider and they are outlined below:-

- Option 1 – install grab rails in at least one male and one female standard toilet cubicle (total of 24) at an estimated cost of \$7,488.00. This is in addition to the grab rails in existing accessible/ambulant toilets.
- Option 2 – install grab rails in at least one male and one female standard cubicle where there is no accessible/ambulant toilet with grab rails in the toilet block (total of eight) at an estimated cost of \$2,496.00.
- Option 3 – install grab rails as public toilets are renewed or upgraded.

Strategy 2 in Council's Disability Inclusion Action Plan outlines how will we make our community easier to live in and get around. The action of installing grab rails in public toilets will assist Council improve access to these amenities for members of the public.

### Sanitary Incontinence Bins

Council currently provides sanitary bins in 12 public toilets at an annual cost of \$4,764.00. Sanitary bins are generally located in accessible toilets as well as at least one cubicle in the female toilets. They are serviced every four weeks and the approximate cost to Council per bin including servicing is \$18.00. Sanitary incontinence bins are larger than sanitary bins and can be provided at an approximate cost of \$27.50 per bin with servicing scheduled every four weeks.

If Council were of a mind to replace all sanitary bins in public toilets across the Shire with sanitary incontinence bins the upfront cost would be in the order of \$577.50. The additional cost to Council per bin per service compared to the current price would be \$9.50.

In order for Council to provide sanitary incontinence bins in unisex cubicles, at least one male cubicle, at least one female cubicle and accessible cubicles in the public toilet facilities provided by Council the total number of bins required would be 40 and the upfront cost would be in the order of \$1,100.00.

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**Table 2 – Cost of Installing Sanitary Incontinence Bins**

Option	No	Sanitary Incontinence Bin Cost	Upfront Monthly Cost	Annual Cost	Additional Cost / Annum Compared to Current Budget
Replace existing sanitary bins with sanitary incontinence bins.	21	\$27.50	\$577.50	\$6,930	\$2,166
Install sanitary incontinence bins in unisex cubicles, at least one male cubicle, at least one female cubicle and accessible cubicles.	40	\$27.50	\$1,100.00	\$13,200	\$8,436

It is not recommended to install incontinence sanitary bins in the seven public toilets without existing sanitary bins due to low levels of usage, serviceability and potential for vandalism.

### Public Toilets Planned Maintenance, Renewal and Capital Works

Council's Delivery Program lists a number of upgrades to public toilets:

- 2022/23 – Len Guy Park Binnaway renew lighting, fittings and tiles - \$20,000.
- 2023/24 – Coonabarabran CBD toilets renewal of fittings - \$50,000.

In addition to these works the public toilets in Martin Street Coolah behind the Pandora Gallery are scheduled for an upgrade this financial year with the expansion of the current accessible toilet to create additional space and meet the NCC and AS1428.

Grab rails will be provided in each of these facilities during the renewal works.

### Demand

The construction of public toilets at Hickeys Falls has been raised by the Economic Development and Tourism Committee. The Committee resolved that once this report is complete, that Council investigates different types of toilet blocks that may be suitable for installation at Hickeys Falls, including associated costs for installation and ongoing maintenance and cleaning. At present Council does not perform any maintenance at Hickeys Falls, it has traditionally been undertaken by Transport for NSW.

### CBD Areas

There is no dedicated budget for servicing of public areas. Historically \$5,000 has been paid to the Progress Associations at Baradine and Binnaway for the maintenance and upkeep of the gardens in the median strips in the CBD areas. There is no information available in Council records of service levels provided by each group.

Servicing of Little Timor Street Plaza is minimal and undertaken by Council staff. The area is blown clean up to three times per week taking approximately 15 minutes per

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time. The cost of this is presently being absorbed into operational budgets. Reactive maintenance is performed from time to time to deal with issues such as access to water, trip hazards, repairs to vandalism etc. Volunteers and members of the Coonabarabran Town Beautification Advisory Committee also service the Plaza removing litter, cleaning tables and maintaining the plants in the planter boxes amongst other things. An estimate has been prepared for Council's consideration in the Draft 2023/24 Operational Plan. The estimate is \$6,136 per annum which covers five services per week to clean and remove litter.

It has been agreed with the Coolah District Development Group that the maintenance of the planter boxes installed as part of the Streets as Shared Spaces Program will be undertaken by the Group and not Council.

### **Options**

Retaining the status quo for cleaning public toilets will maintain current levels of service and not require any budget increases.

Increasing cleaning levels of service will require additional funds. Any additional funds will be competing with all other projects within Council's annual budget unless service levels in other areas are adjusted. For example, a reduction in mowing of open space areas.

Regarding installation of grab rails in public toilets, Council may choose to install grab rails and this cost would need to be considered as part of the budget. Alternatively grab rails can be installed as toilets are renewed and upgraded. For example, the planned works for Len Guy Park Binnaway, toilets behind the Pandora Gallery in Coolah and next year's planned upgrade to the Coonabarabran CBD toilets.

Options for the installation of sanitary incontinence bins include replacement of all existing sanitary bins, or installation of additional bins in unisex cubicles, at least one male cubicle, at least one female cubicle and accessible cubicles. Costs for this require an increase to the annual sanitary bin budget and would need to be considered as part of the annual budget.

### **Financial Considerations**

#### **Budget**

There are no direct budget implications arising from this report and information has been provided for Council to consider as part of future budgets.

Increasing service levels at Little Timor Street Plaza will cost \$6,136 and has been included in the draft 2023/24 Operational Plan budget for Council's consideration.

A public submission was received from Baradine District Progress Association seeking \$5,000 for main street gardens and this has been included in the Draft 2023/24 Operational Plan budget for Council's consideration.

The cost to install grab rails in public toilets varies between \$2,496 and \$7,488. The cost to install sanitary incontinence bins in public toilets is between \$2,166 and \$8,436 depending on which option is chosen.



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### **Conclusion**

Servicing public toilets across the Shire is a significant cost to Council and our community each year. A combination of Council staff, volunteers and contractors undertake the works and very little negative feedback is received. The same applies to the CBD areas across the Shire.

Due to the varied ages and conditions of the public toilet facilities across the Shire an assessment of building condition as well as demand and usage, would be beneficial and enable a prioritised renewal program to be developed, costed and included in future budgets. Additional to this, an assessment of service levels for other areas such as mowing maintenance may identify any scope to adjust service levels across the entire Urban Services & Facilities portfolio if required. This is something that could be discussed in a Councillor workshop.

### **Community Engagement Considerations**

While Council has not received a large volume of complaints, feedback has been received from time to time about the lack of information available on public toilets. The National Public Toilet Map will be updated and also promoted on Council's website, directing people to the Map. In addition to this, signage will be placed on toilets with general information such as operating hours, cleaning times and emergency contacts.

### **Attachments**

1. Public Toilets Levels of Service

### **RECOMMENDATION**

That:

1. Council note the report and consider the increase in the levels of service as part of the budget process.
2. A workshop be held with Councillors on service levels for public toilets.

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### Item 25 Naming Proposal for the New Warkton Road Bridge

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Manager Project
<b>Author:</b>	Manager Projects – Rejoice De Vera
<b>CSP Key Focus Area:</b>	Supporting Community Life
<b>Priority:</b>	SC4 The long-term wellbeing of our community is supported by ongoing provision of high quality services, health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management.

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### Reason for Report

The reason for this report is for Council to consider submissions on the naming proposal for the new bridge on Warkton Road, Coonabarabran.

### Background

A proposal has been received from a member of the community to name the new bridge on Warkton Road, Coonabarabran after the late Mr John Robert Knight who lived all his life in Warkton Valley and may have had a hand in building the original timber bridge.

The Transport for NSW Country Bridge Replacement Program has provided funding to replace the old timber bridge with a modern concrete bridge. Under this program Council has the opportunity of eliminating high maintenance timber bridges for the much lower maintenance concrete structures. The project is currently in progress and scheduled to be completed in April 2023.

Council at its meeting on 8 December 2022 resolved the following:

***‘190/2223 RESOLVED that Council supports the proposal to name the new bridge on Warkton Road, Coonabarabran located 2.5km from the Newell Highway and seeks community feedback on the proposal through the following mechanisms:***

- i. Write to the property owners on Warkton Road, Coonabarabran.*
- ii. Advertise in the local newspaper and on Council’s website seeking naming submissions from members of the public.*
- iii. Write to the Coonabarabran Historical Society.’*

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### **Issues**

Council wrote to the Warkton Road property owners and Coonabarabran Historical Society on 23 December 2023.

Council advertised the proposal in the local newspaper on 12 January 2023 and on Council's website on 23 December 2023. The closing date for submissions was 27 January 2023.

Council received nine (9) submissions and these are listed in Attachment 2.

Four (4) submissions were received in support of the original proposal to name the new Warkton Road Bridge the John Knight Bridge.

Other proposals for the naming of the bridge were:

- Post Office Bridge
- John and Louisa Knight Bridge
- Lawrie Smith Bridge
- Warkton Post Office Bridge
- Louisa Knight Bridge

### **Options**

Council has the option of naming the bridge as per the original proposal of John Knight Bridge or selecting one of the proposals submitted or retaining the current name of the Warkton Bridge.

Staff have no firm views on the naming of the bridge and the recommendation is for the John Knight Bridge as this would seem to address the majority of the submissions.

In accordance with section 6.7.2 of the NSW Address Policy and User Manual 2021 road and bridge names should preferably not exceed three (3) words or 25 characters. An exception to this is in the use of Aboriginal names.

Should Council decide to name the bridge, the following process will occur:

- a) As per section 11.3 of the NSW Geographical Names Board Place Naming Policy approval will be sought from Transport for NSW (TfNSW) on the proposed bridge name.
- b) Once approved by TfNSW a notice will be published in the local newspaper and on Council's website advising the new name, giving a brief description of the location of the bridge.
- c) All applicants and Warkton Road property owners will be informed of Council's decision.
- d) Council's records will be updated.
- d) New bridge signage will be organised.

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### **Financial Considerations**

There is no specific budget allocated for bridge naming however any costs associated with renaming may be accommodated within existing budgets.

### **Community Engagement**

The level of engagement associated with this report and recommendation is to inform and consult.

### **Attachments**

1. Initial Submission to Name the New Warkton Road Bridge the John Knight Bridge
2. Community Submissions to Name the New Warkton Road Bridge

### **RECOMMENDATION**

That Council:

1. Notes the report and submissions received on the naming proposal for the new Warkton Road Bridge.
2. Names the new Warkton Road Bridge in Coonabarabran the John Knight Bridge.
3. Advertises the endorsed bridge name in the local newspaper and on Council's website following approval from Transport for NSW.
4. Corresponds with applicants and property owners on Warkton Road of Council's decision to name the new Warkton Road Bridge the John Knight Bridge.
5. Updates its bridge records and arranges for the appropriate signage to be installed.

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### Item 26 Natural Disaster Response and Recovery Monthly Report for January 2023

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Road Operations
<b>Author:</b>	Manager Road Operations – Kylie Kerr
<b>CSP Key Focus Area:</b>	Supporting Community Life
<b>Priority:</b>	SC4 The long-term wellbeing of our community is supported by ongoing provision of high quality services, health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management.

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#### **Reason for Report**

The reason for this report is to provide a monthly update on the natural disaster response and recovery.

#### **Background**

Council at its meeting on 16 November 2022 resolved the following:

***'150/2223 RESOLVED that:***

- 1. Due to the impact of multiple 'Declared Natural Disasters', Council recognises the ongoing urgent need to repair and make safe road networks across the Shire;*
- 2. Council notes the applications for joint State and Federal DRFA funding for works arising due to the impact of Declared Natural Disaster Events have been made;*
- 3. Works associated with AGRN987 (November 2021), AGRN1030 (August 2022) and AGRN1034 (September 2022 onwards) are for the purpose of response to, or recovery from, 'Declared Natural Disasters';*
- 4. Council notes the Office of Local Government Circular No 22-17 dated 10 June 2022 provides that the Local Government (General) Regulation 2021 has been amended to prescribe a tendering threshold of \$500,000 for contracts entered into by councils for the purpose of responding to, or recovering from, a Declared Natural Disaster within 12 months of the declaration of the natural disaster;*
- 5. To assist in the recovery process Council endorses the engagement of contractors for the restoration of public assets;*

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6. Council determines that due to the unprecedented demand for the services of relevant consultants and contractors following recent rain and flood events throughout the State is an extenuating circumstance under s55(3)(i) of the LGA;
7. Council delegates authority to the General Manager (or his delegate) to execute the contracts that exceed \$250,000 referred items 4, 5 and 6 above, in consultation with the Mayor. Such works are to be carried out within the approved and funded Declared Natural Disasters AGRN987, AGRN1030 and AGRN1034.
8. Council receive monthly progress reports on the Disaster Recovery process.'

As previously reported to Council, as at 21 November 2022, in addition to the emergency works claim nine (9) works packages to the value of \$12,767,871.13 have been submitted for restoration works. As the submissions have been assessed and adjusted this value is now \$12,414,088.71.

Six (6) packages in the amount of \$6,446,230.51 have been approved and works have commenced.

Package	Estimated Cost / Upper Limit	
1	\$445,938.32	Upper Limit Approved by TfNSW. Approved 06/07/2022
2	\$368,852.30	Upper Limit Approved by TfNSW. Approved 13/10/2022
3	\$507,720.66	Upper Limit Approved by TfNSW. Approved 13/10/2022
4	\$1,485,355.82	Upper Limit Approved by TfNSW. Approved 03/02/2023
5	\$2,480,954.01	Upper Limit Approved by TfNSW. Approved 18/01/2023
6	\$2,306,932.70	Submitted to TfNSW
7	\$1,096,551.88	Upper Limit Approved by TfNSW. Approved 03/02/2023
8	\$1,321,763.21	Submitted to TfNSW
9	\$1,613,429.85	Submitted to TfNSW
Emergency Works	\$786,589.96	Submitted to TfNSW
<b>Totals</b>	<b>\$12,414,088.71</b>	

Note:

The estimated cost may change as Transport for NSW assesses each defect in the submitted packages and sets upper limit for the restoration works.

Works that have been carried out from November 2022 to January 2023 on State Roads include:

Flood Damage Repair Work on State Roads* 2022/2023					
Month	Heavy Patching (M <sup>2</sup> )	Pothole Repairs (Each)	Safety Inspections (Km)	Rain Event Inspections (Each)	Roadside Slashing (M <sup>2</sup> )
Nov	2,100	1,210	968	7	51,541
Dec	2,137	348	820	0	2,000

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Jan	2,497	511	314	0	7,950
<b>Total</b>	<b>6,734</b>	<b>2,069</b>	<b>2,102</b>	<b>7</b>	<b>61,491</b>

Notes:

\* *Castlereagh Highway, Golden Highway, Newell Highway, Coonabarabran Road.*

AGRN1034 Natural Disaster Emergent Works carried out in December 2022 / January 2023 on the following roads (in order of expenditure):

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<b>Road Name (Expenditure Order)</b>	<b>Road Name (Expenditure Order)</b>
1. Warrumbungles Way (MR 396)	29. Pibbon Road
2. Kerrawah Road - Bulk Fill and Repair	30. Upper Laheys Creek Road
3. Evans Road	31. Yearinan Station Road
4. Baradine Road – Pavement Failure Repair	32. Gamble Creek Road
5. Flags Rockedgiel Road – Causeway – Immediate Restoration Works	33. River Road
6. Vinegaroy Road – Pavement Repair	34. Maranoa Road
7. Binnia Hills Road – Bulk Fill and Repair	35. Denmire Road
8. Mancers Lane	36. Angus Road
9. Sandy Creek Road	37. Mia Mia Lane
10. Cassilis Road (MR 618)	38. Beers Road
11. Borambitty Road	39. Mitchell Springs Road
12. Box Ridge Road	40. Baradine Town Streets
13. Mooren Road	41. Narrawa Newell Road
14. Quirindi Quambone Road (MR129)	42. Ropers Road
15. Dandry Road	43. Mow Rock Road
16. Kerrawah Road	44. Baradine Goorianawa Road
17. Guinema Road	45. Bourke Road
18. Goorianawa Road	46. Yaminbah Road
19. Doganabuganaram Road	47. Timor Road (MR4053)
20. Flags Rockedgiel Road	48. Binnia Hills Road
21. Brooks Road	49. Cobborah Road
22. Galashiels Road	50. Coolah Town Streets
23. Morrisseys Road	51. Caledonia Road
24. Butheroo Bridge – Piambra Road Abutment Repair	52. Old Common Road
25. Napier Lane	53. Munns Road
26. Merryula Road	54. Finlays Road was Daysdale Road
27. Sleightholmes Road	55. Creenaunes Lane
28. Gwabegar Road (MR329)	56. Boltens Creek Road

Emergency works include urgent repairs to make the roads safe and accessible, installing and removing road closure signs, removal of debris on bridges and causeways and immediate restoration works to return the asset to pre-disaster condition.

November 2021 AGRN987 Natural Disaster Restoration Works completed between September and January 2023 have only been minor as staff have been busy with



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emergency and immediate restoration works associated with August 2022 and September / October AGRN1034 Natural Disaster events.

During February 2023, we will be doing as much work as we can however we will be balancing that demand with the need for our crews to have an opportunity to rest and manage their fatigue. We are also delivering the following grant funded projects concurrently with the Natural Disaster Restoration Works:

- Pothole Repair Program
- Regional and Local Road Repair Program
- Regional Road Repair Program
- Regional Road Block Grant
- Fixing Local Roads – Tooraweenah Road Sealing Project
- LCRI Causeway Upgrades
- LCRI Piambra Road Rehabilitation Program
- RMCC Maintenance, Heavy Patching, Guardrail Installation and Flood Restoration Works.

The road maintenance crew is working six (6) days a week most weeks on our local rural roads performing pothole repairs. Crews are also working longer hours where necessary to get the works completed quicker. The additional hours staff are working are being monitored for negative safety impacts such as manual handling incidents as a result of fatigue and physical stress on the body.

As the packages are approved, our strategy will be to carry out the approved works in accordance with the prioritisation process approved by Council.

We will be using Council work crews as much as we can supplemented with contractors when available.

### **Issues**

While we wait for our applications to be approved, Council can only carry out emergency works.

It is also important to note that the restoration works are to restore the damaged roads and road related infrastructure to pre-disaster conditions, there is no allowance for any improvements to the road network.

The funding submissions for ARGN 1030 and 1034 are currently being prepared with 75% of the inspections being completed. The submission is due to TfNSW by 30 June 2023.

At the time of writing this report nine (9) roads remain closed to general vehicles while a further four (4) roads are partially closed.

### **Options**

There are options available to Council to deliver the Natural Disaster works once funding approval has been granted.

Given the quantum of work and the timeframe required in which to complete the works, procurement of contractors will be required to supplement Council staff.

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As resolved by Council, contractors will be engaged for various packages of work bundled by location.

### **Financial Considerations**

Council's costs are recoverable for services that directly relate to the restoration of essential public assets in accordance with the NSW Natural Disaster Essential Public Asset Restoration Guidelines.

The recoverable costs will be claimed from TfNSW via their normal invoicing process which includes submitting actual expenditure monthly. Council is also required to submit the corresponding Form 306 when submitting a claim for payment.

Council has received confirmation of \$1 million of Category D funding under the Local Government Recovery Grant Program.

This funding is in addition to the Natural Disaster Funding and may be spent on eligible projects such as:

- New activities or initiatives that facilitate the social and/or economic recovery of the community following the event and/or address an identified immediate or emerging recovery need.
- Employing additional local staff to take on fixed term temporary specialist recovery or planning roles to help coordinate and plan the rebuilding effort and to foster resilience building within the LGA.
- Reconstruction or enhancement (disaster resilience) to evacuation and relief centres that were directly impacted as a result of an eligible disaster event.
- Reconstruction or enhancement (disaster resilience) to directly impacted council or community owned infrastructure that is not otherwise eligible under the DRFA, including council damaged built, environmental, cultural, historic or recreational assets; and the employment of additional staff to carry out these works.
- Clean-up of built or environmental assets not covered under the DRFA, other government assistance or insurance claims.
- New projects or initiatives related to assets and infrastructure that support disaster resilience in response to disaster events.
- Projects or initiatives aimed at supporting the ongoing productivity, sustainability, preparedness and disaster resilience of the impacted community.

Council is required to nominate eligible projects and submit these for consideration.

Council staff have nominated a number of potential projects for Council's consideration. These are listed in priority order:

1. Coolah Rising Main – Coolaburragundy River Crossing

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- Description – the existing rising main that crosses the Coolaburragundy River from the Coolah town wells bore field currently lies on the invert of the river. This section is encased in concrete, however this section of main is at risk of failure due to the risk of flood debris and flood stressing. It is proposed to realign and underbore this section of the rising main for a risk-free solution.
  - Estimated cost – \$200,000.
2. Coolah Rising Main – Saleyards Creek Crossing
- Description – the existing rising main that crosses the Saleyards Creek from the Coolah town wells bore field currently lies on the invert of the creek. This section of main failed in twice in 2022 due to high velocity flows and scouring of the invert of the creek, in the September and November flooding events. Council have conducted emergency works to prevent this further damage to the main with the construction of a temporary rock mattress encasement to prevent further scouring of the invert of the creek at the culvert. A permanent solution is required with an underbore being the proposed option under Saleyards Creek.
  - Estimated cost – \$100,000.
3. Fixed Road Closure Barriers
- Description – there are a number of locations on the Council road network which frequently require road closures owing to water over the road. The upper and lower weirs in Coonabarabran are examples and there have been several vehicles that have been washed off the weirs. It is fortunate that there has been no loss of life to date. The installation of fixed road closure barriers will mitigate the likelihood of vehicles driving through or around temporary road barriers. Such barriers will also reduce manual handling for staff and have an overall safety benefit.
  - Estimated cost - \$100,000.
4. Neible Siding Box Culvert
- Description – the existing causeway is inundated and has resulted in several residents being isolated with no alternative public road access. One solution is to install a box culvert to provide suitable all-weather access.
  - Estimated cost - \$500,000.
5. Coolah Sewer Treatment Plant (STP) Fencing Upgrade
- Description – during the November 2022 flooding events the perimeter fencing surrounding the Coolah STP site failed. Under this project it is proposed to reconstruct a fence surrounding the perimeter of the Coolah STP site with a more flood resilient design.
  - Estimated cost – \$50,000.
6. Coonabarabran Swimming Pool Complex Flood Mitigation
- Description – the Coonabarabran swimming pool complex suffered significant flooding which resulted in pool closure and clean up costs. Stormwater bunding or other mitigation measures are required to provide protection against future storm events.
  - Estimated cost - \$100,000.

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### **7. Coolah STP Flood Levee**

- Description – the Coolah STP site is located within a flood plain in close proximity to the Coolaburragundy River. Whilst the natural treatment ponds are bunded, scouring from flood flows as well as inundation of pumping and receiving infrastructure has damaged Council's infrastructure during both the September and November 2022 flooding events. To mitigate the risk of a major failure of the ponds and other sewage infrastructure located in the flood zone it is proposed to construct a flood levee around the existing STP site.
- Estimated cost – \$650,000.

### **Community Engagement Considerations**

The level of community engagement is to inform.

### **Attachments**

1. Letter from Minister for Local Government – Local Government Recovery Grants Program
2. Local Government Recovery Grants Program Guidelines

### **RECOMMENDATION**

That:

1. Council notes the Natural Disaster Response and Recovery Monthly Report for January 2023.
2. The following projects as listed in order of priority be submitted under the Local Government Recovery Grant Program.
  - Coolah Rising Main – Coolaburragundy River Crossing
  - Coolah Rising Main – Saleyards Creek Crossing
  - Fixed Road Closure Barriers
  - Neible Siding Box Culvert
  - Coolah Sewer Treatment Plant (STP) Fencing Upgrade
  - Coonabarabran Swimming Pool Complex Flood Mitigation
  - Coolah STP Flood Levee

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### Item 27 Bore Condition Assessment Project Report

<b>Division:</b>	Environment and Development Services
<b>Management Area:</b>	Warrumbungle Water
<b>Author:</b>	Manager Warrumbungle Water – Tom Cleary
<b>CSP Key Focus Area:</b>	Supporting Community Life
<b>Priority:</b>	SC4.4 The future requirements for water and power are identified and adequately planned for by the service providers.

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### Reason for Report

To report the findings of the Bore Condition Assessment Project and recommend necessary refurbishment works to Council owned bores.

### Background

The Bore Condition Assessment project is a joint project of four-member Councils of Orana Water Utility Alliance (OWUA), funded through the Safe and Secure Water Program (SSWP). The purpose of the project was to conduct an assessment on Council's existing groundwater infrastructure to allow Council to plan for future renewal projects to maintain the delivery of secure water supplies to customers across the local government area.

Warrumbungle Shire Council participated in the project, with value of the project being \$272,904. The Safe and Secure Water Programme funded 75% of the total project value accounting for a \$204,678 contribution, whilst Council funded a 25% contribution being \$68,226. The project has been administered by Mid-Western Regional Council (MWRC) on behalf of the four (4) participating councils; the other three councils being Central Darling, Walgett and Warren.

The initial scope of the project consisted of a two-task desktop review and site inspection to review all of Council's existing groundwater bores. The project included assessment of 12 bores located within Coolah, Coonabarabran, Dunedoo, Baradine, Binnaway, Mendooran, Bugaldie and Kenebri.

From the initial desktop review and site inspection OWUA submitted a variation request to SSWP to conduct an additional activity to the project scope and further infrastructure assessments of existing groundwater bores via camera. The variation request was approved and Council nominated six groundwater bores to OWUA for further camera inspection. The six bores that were further assessed by camera included the following:

- Kenebri Bore
- Bugaldie Bore
- Baradine Backup Bore
- Baradine Main Bore
- Dunedoo Town Well

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- Coonabarabran Bore 2 – Namoi Street South

The above bores were nominated for further inspection as they were identified as high risk during the desktop review and site inspection risk assessment. A range of factors contributed to each individual bore being nominated as a high-risk rating including the following:

- Age of the bore
- Bore diameter
- Construction type
- Geological strata
- Pump diameter and yield
- Water quality
- Bore casing and pump condition
- Drawdown data and long-term performance of the bore
- Monitoring regime for each bore
- Aquifer characteristics

The additional bore inspection via camera was completed in December 2022 by the OWUA endorsed contractor, ACS Equip.

The findings from the bore camera inspection are presented in Table 1 below. The Asset Condition Assessment is based on a 1-5 scale with a score of 1 meaning the asset is in excellent condition and a score of 5 indicating failure is imminent or has already occurred. The Asset Conditions and Project Findings are also presented as attachments to this report.

**Table 1: Findings of bore camera inspections**

<b>Bore</b>	<b>Asset Condition Rating</b>
Kenebri Bore	5 – The score has been allocated due to the failure of the mild steel casing and continued failure is imminent.
Bugaldie Bore	4 – This score has been allocated as failure is likely in the short term.
Baradine Backup Bore	5 – The score has been allocated due to the failure of the mild steel casing and continued failure is imminent.
Baradine Main Bore	5 – The score has been allocated due to the failure of the mild steel casing and continued failure is imminent.
Dunedoo Town Well	5 - The score has been allocated due to the failure of the mild steel casing and continued failure is imminent.
Coonabarabran Bore 2 – Namoi Street South	5 – The score has been allocated due to the failure of the mild steel casing and continued failure is imminent.

### **Issues**

As indicated in the above table, five of the six bores were rated a 5 in the project risk matrix. The Kenebri Bore, Baradine Bore and Baradine Backup Bore are of particular concern given that these bores are the single source of water supply for Kenebri and

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Baradine. Both bores in Baradine will be required to be rectified due to a number of reasons including the following:

- Council relies on the backup bore as the primary source of water for irrigation of urban areas.
- Council relies on the main bore as the primary source of water for the community of Baradine.
- Two functional bores are required to ensure secure ongoing water supply to Baradine; in the event of an infrastructure failure, the backup bore can be utilised as the primary bore to supply water to the community.
- One single bore doesn't have sufficient yield to support both water supply needs and irrigation needs.

The primary source of concern for the Kenebri Bore and two Baradine bores is the extremely poor structural condition of the existing mild steel casing within the bores. All bores have exhibited failure with debris accumulating at the base of the bore and areas of extreme corrosion indicating further failure is imminent.

Whilst Dunedoo Town Well and Coonabarabran Bore 2 have also received a risk 5 rating, these bores can be left on standby in the interim as alternative raw water infrastructure is in place and in suitable condition to continue to supply water to Dunedoo and Coonabarabran.

Dunedoo Town Well can be supplemented in the interim by the additional functioning bore. Whilst this infrastructure is in good condition, Council is at risk with no back-up water supply options for Dunedoo, which is an issue for the community.

Coonabarabran Water Supply Scheme is well supported by Timor Dam and a network of eleven other functioning bores. Whilst Coonabarabran Bore 2 has been nominated as a risk 5, rectification works are not critical due to the Timor Dam supply and the newly constructed pipeline being able to suitably supply water to the Coonabarabran community. This bore also has limited yield in comparison with other bores in the Coonabarabran Water Supply Scheme with an approximate yield of 1 L/s.

Similar to the Kenebri Bore, Baradine Backup Bore and Baradine Main Bore, the Dunedoo Town Well and Coonabarabran Bore 2 have demonstrated failure with debris accumulation in the bore and extreme corrosion in the mild steel casing.

The Bugaldie Bore whilst rated a risk 4 in the project risk matrix, still has severe issues associated with the bore. Issues include incorrect rising main material, severe wear in bore components and electrical issues. Whilst the Bugaldie Bore can still be maintained as operational, these issues will be required to be addressed in the near future to maintain a secure water supply to Bugaldie.

### **Options**

As highlighted above Baradine Bore, Baradine Backup Bore and Kenebri Bore may fail at anytime.

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Whilst Council can continue to supply water to customers in Dunedoo, it is an appropriate risk mitigation strategy to have a functional duty and standby bore to service the needs of the community. Work to refurbish this bore needs to be undertaken as a matter of priority.

Both Bugaldie and Kenebri have small populations and are heavily subsidised by other water users. Kenebri has a total of fourteen connections with nine active and five inactive connections. Bugaldie has a total of twelve connections with ten active and two inactive connections. Even with work being undertaken to these bores they will continue to be heavily subsidised by other water uses. A review of whether Council continues to manage these water supplies could be explored.

In light of the poor yield from Coonabarabran Bore 2 and sufficient availability of alternative infrastructure, there is no urgency to reinstate this bore.

To rectify the issues with the abovementioned bores, Council has the option to either reline the existing bore casings or drill and construct new bores. It should be noted however, if Council does decide to pursue constructing new bores that approvals will be required to be obtained for test drilling and the extraction of water for town water supply as no exemption will be granted under the *Water Management (General) Regulation 2018*.

Given the time critical nature of these works, Council needs to consider the delivery timeframe in the works methodology.

The scope of works to reline the existing bores includes the following:

- Remove debris from the bottom of the bore well.
- Reline the existing mild steel bore casings with a stainless-steel liner. The new relining will act as a structural aid and allow Council to continue to utilise the existing bore.
- Clean and disinfect the bore.
- Modify and seal the existing bore headworks.

Council does have the option to construct new bores by drilling new boreholes. The scope of works for this option would include:

- Hydrogeological investigation.
- Test bore and bore approvals.
- Drilling of a new bore in vicinity of existing bore.
- Electrical connection to the new bore.
- Construct casing and install rising main infrastructure.
- Connection to existing raw water pipeline.
- Decommissioning of existing bore to prevent aquifer contamination.

Should Council wish to proceed to do work to the bores a proposed pathway for the six bores is as per Table 2 below. The priority rating system takes on a 1–3 scale with 1 being the most urgent and a 3 being least urgent. This takes into consideration existing infrastructure condition as well as alternative water supply infrastructure that can be utilised to service each water supply scheme.



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**Table 2: Priority rating for repairs**

Bore	Priority Rating	Rectification Date
Baradine Bore	1	June 2023
Baradine Backup Bore	1	June 2023
Kenebri Bore	1	June 2023
Dunedoo Town Well	2	December 2024
Bugaldie Bore	2	December 2024
Coonabarabran Bore 2	3	Not recommended for rectification

### Financial Considerations

The individual estimated budget to rectify each bore are presented in the Table 3 below. These figures are based upon quotation received to reinstate the bores via stainless-steel relining.

**Table 3: Estimated costs to refurbish/reline existing bores**

Bore	Rectification Budget
Baradine Backup Bore	\$243,961.38
Baradine Main Bore	\$238,549.82
Dunedoo Town Wells	\$47,488.80
Bugaldie Bore	\$94,000.45
Kenebri Bore	\$42,875.14
Coonabarabran Bore 2 – Namoi Street South	\$42,875.14
<b>Total</b>	<b>\$709,750.73</b>

From Council's previous bore construction experience at Mendooran, Coolah and Binnaway a new bore can be drilled for approximately \$1,500/m. Utilising this rate a budget figure to construct new bores is estimated as per the below Table 4. Further to these costs would be the need to include connection costs for pipework, electricity and telemetry; the cost for licencing of the new bores.

**Table 4: Estimated cost to drill new bores**

Bore	Depth	Rectification Budget
Baradine Backup Bore	220.9	\$331,350.00
Baradine Main Bore	216.0	\$324,000.00
Dunedoo Town Wells	38.0	\$57,000.00
Bugaldie Bore	97.6	\$146,400.00
Kenebri Bore	47.2	\$70,800.00
Coonabarabran Bore 2 – Namoi Street South	36.6	\$54,900.00
<b>Total</b>		<b>\$984,450.00</b>

The cost to drill new bores is considerably more than refurbishing/relining existing bores. No funding for rectification or drilling new bores is available at this stage. Further to that, delays with licencing approvals should be anticipated.

At present, Council has funds that can be re-allocated in the current financial year to refurbish/reline priority bores, including:

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- \$400,000 from Timor Dam Safety Upgrades Project
- \$130,000 from Baradine Water Treatment Plant Upgrade Project.

Both of these projects are forecast at this stage to be delayed; and not expected to expend full budget allocations during 22/23 FY. Allocations for these projects will be needed in future financial years.

It is anticipated that the work for critical bores could be advertised as a single tender package.

### **Community Engagement**

The level of engagement is 'Inform' as per Council'.

### **Attachments**

1. Warrumbungle Shire Council – Baradine Backup Bore Assessment Report.
2. Warrumbungle Shire Council – Baradine Main Bore Assessment Report.
3. Warrumbungle Shire Council – Bugaldie Backup Bore Assessment Report.
4. Warrumbungle Shire Council – Coonabarabran Bore 2 Bore Assessment Report.
5. Warrumbungle Shire Council – Dunedoo Town Wells Bore Assessment Report.
6. Warrumbungle Shire Council – Kenebri Bore Assessment Report.

### **RECOMMENDATION**

That Council:

1. Notes the information contained in the Bore Condition Assessment Project Update Report.
2. Allocates funding of \$530,000 for the refurbishment of Dunedoo Bore, Baradine Backup Bore and the Baradine Main Bore as a matter of priority in the 2022/23 FY through QBRs 2 adjustments to Capital Works Program as follows: \$400,000 from Timor Dam Safety Upgrades, and \$130,000 from Baradine Water Treatment Plant Upgrade Project.
3. Proceed to tender to refurbish the Dunedoo Town Wells, Baradine Backup Bore and the Baradine Main Bore via relining.
4. Considers options for the Kenebri and Bugaldie water supply schemes, including if Council continues to operate the schemes.
5. Does not refurbish Coonabarabran Bore 2 due to the availability of alternative infrastructure.

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### Item 28 SCADA and Telemetry Network Upgrade - Finalisation Report

<b>Division:</b>	Environment and Development Services
<b>Management Area:</b>	Warrumbungle Water
<b>Author:</b>	Manager Warrumbungle Water – Tom Cleary
<b>CSP Key Focus Area:</b>	Supporting Community Life
<b>Priority:</b>	SC4.4 The future requirements for water and power are identified and adequately planned for by the service providers.

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#### **Reason for report**

To inform Council of the successful completion of the SCADA and Telemetry Network Upgrade Project.

#### **Background**

The management and operation of the widely dispersed water and sewerage network across the Warrumbungle Shire Council LGA relies heavily on automation and remote monitoring for its day-to-day operation. These networks comprise a total of 45 remote sites covering the townships of Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran as well as the villages of Bugaldie, Kenebri and Merrygoen.

These 45 telemetry locations host the key water and wastewater infrastructure like water treatment plants, sewage treatment plants, water reservoirs, water and sewerage pumping stations and the works depots. The SCADA (Supervisory Control and Data Acquisition) and telemetry network allows monitoring of water supply and wastewater network and is the backbone of water and sewerage infrastructure in the Shire.

Prior to the amalgamation of Coonabarabran and Coolah Shires both councils operated independent SCADA and telemetry systems to manage their water and wastewater networks. This arrangement has continued since amalgamation, resulting in a network which is difficult to manage and operate as a single efficient system due to a mixture of outdated and old telemetry system components that are expensive to maintain, prone to failure due to their age and have limited ability to cross communicate. This all impacts on the monitoring and control of the water and sewerage systems. As well this outdated system places more reliance on staff to have to visit remote sites more regularly and creates significant risk of system failures due to the inability to effectively monitor and control the network.

The SCADA and Telemetry Network Upgrade Project involved the complete replacement of the two separate SCADA systems and telemetry networks that Council currently operates under, to be replaced with a fully integrated SCADA and Telemetry Network that will be used to control and monitor Councils entire Water and Wastewater Networks.

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This upgrade:

- Improves the reliability of the system as a whole to increase public safety and reduce potential adverse health outcomes by upgrading to a reliable system that employs modern technology and communications protocols to monitor and control critical water and sewer infrastructure.
- Reduces the system down time by upgrading the current telemetry system to a modern system that can be managed and supported more efficiently. Move to a system that can provide real time data and control of the network assets. This will result in quicker response times, improved control and reliability, alignment to the current Drinking Water Management Plan (DWMP) by controlling asset alarming and shutdowns, a reduction in asset surcharges and improved water quality and monitoring.

The estimated cost for the Telemetry and SCADA system upgrade was \$1,000,000 including the cost for third party project manager, which is essential given the specialised knowledge and manpower required to establish a SCADA/telemetry network.

Council sought funding for this project, in early 2019, from the NSW Governments Restart NSW Fund under DPIE Water's Safe and Secure Water Program, which was established to "to address key risks to regional water safety and security in NSW, to provide safe, secure and sustainable water and wastewater services to regional NSW towns". The program provides funding of up to 75% to Council for eligible projects. Council was advised of its success in securing \$750,000 for this project, with Council required to contribute \$250,000, with the Funding Deed with Restart NSW signed in late 2019.

### **Project Delivery**

Council engaged specialist consultants to undertake the necessary background investigations into the proposed solutions available. This resulted in the development of a detailed technical specification and associated contract documents to enable tenders to be called for this project to be delivered on a design and construct (D&C) basis.

Due to the specialised nature of this work, Council engaged consultants Hunter H2O to undertake the role of Project Manager. This provided Council with the necessary technical specialist, familiar with these systems, to assist Council in the selection of the most appropriate D&C contractor to undertake this work and to ensure the equipment and systems being offered were appropriate for Council's requirements. Hunter H2O also provided oversight of the manufacture, installation and commissioning of this network to ensure it delivered the required service across Council's water and wastewater networks.

The consultant worked very closely with Council staff, particularly Council's Supervisor Water Treatment Plants, Andrew Milford, who undertook the day-to-day supervision of the works on site and developed a understanding of the network at a very detailed level.

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Hunter H2O were managed by Council's consultant Devitt Consulting who also undertook the role of liaison with the funding body, Infrastructure NSW, as well as providing overall project direction.

The project was delivered under a Design and Construction Contract, as this method of delivery offered the best pathway to deliver the project within the allocated budget and timeline by providing the contractor with flexibility and opportunity for cost saving and innovation during both the design phase and construction of the project.

Tenders were called on 18 December 2020 and closed on 23 February 2021. A total of 7 tenders were received, with R&D Technology P/L selected as the preferred tenderer at the Council meeting on 15<sup>th</sup> April 2021, with a contract price of \$757,766.86 (ex GST).

The contract commenced on 11 May 2021, with an anticipated contract period of 41 weeks and an initial date for Practical Completion of 22 February 2022.

The project involved a number key steps

- Investigation including on-site radio surveys
- Detailed system design including development of electrical drawings and documentation
- Procurement of key equipment
- Construction of panels for on-site installation
- Remote Terminal Unit (RTU) and Radio programming
- SCADA Programming
- SCADA licence procurement
- Factory Acceptance Testing of all systems
- Development of a network cut-over plan
- On-site installation and commissioning
- Training and provision of system documentation

The on-site installation had to be undertaken while still ensuring the existing systems remained fully operational, which required development and implementation of a very detailed and complex cutover plan, which was delivered with no significant interruption to the existing systems.

The project also required a very strong focus on WH&S management due to working in a live electrical environment at very remote and sometimes quite inaccessible sites, including working at height. There were no reportable WH&S incidents throughout the delivery of the project.

The project has been delivered to the high standards expected by Council. The quality of equipment specified in the contract, the high standard of workmanship undertaken by R&D Technology and the rigorous oversight by the technical staff in the project management team, has ensured Council now has a fully integrated SCADA and telemetry system which will deliver significant operational benefits for many years.

### **Issues**

This project was always going to be complex and challenging, given the variety and condition of existing equipment and infrastructure as well as the number of sites to be

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connected and the broad geographical spread of the project. In order to function effectively there needed to be connections made to all remote sites from central nodes in Coonabarabran and Coolah, requiring line-of-sight between repeaters to create the single network. On a number of occasions alterations needed to be made to the initially proposed system layout to achieve the required high-level connections needed to ensure the integrity of the network.

The project was significantly impacted by COVID-19, in particular in relation to supply chain issues, making it difficult to acquire the necessary specialist equipment within the initial project timeframe. The contractor was very pro-active in placing orders as early as possible to secure key equipment where possible, which not only helped reduce delays in the project but also avoided significant cost escalation as this equipment became more difficult and expensive to secure.

The date for Practical Completion was extended on a number of occasions as allowed for under the conditions of the contract and with the approval of INSW. The project was deemed fully completed, with the network fully operational and the necessary training provided to Council staff, on 9<sup>th</sup> of December, 2022. While it was not ideal for the project to have taken such a long time to complete, the key focus was always on delivering a high-quality network rather than compromise on quality for the sake of expediency.

During this time a number of contract variations were approved under the terms of the contract. These included additional work involved in establishing the necessary network radio connections, provision of solar power at a number of remote sites and modifications to existing Council equipment to ensure compatibility with the new telemetry system. The total value of approved variations was \$87,450.89. Given the time delays, procurement challenges and overall cost escalation of such systems and equipment in the last 2 years, this is regarded as a reasonable outcome in the overall context of the project, especially as the entire project has been delivered well within the funding provided.

The Project Managers, Hunter H2O, adopted a very collaborative approach to managing the project in conjunction with Council and the contractor. This included minimizing the number and cost of site visits for meetings with the majority of these undertaken on-line rather than in person as had been allowed for in their initial engagement. In addition, Council benefited from the fact that Hunter H2O were able to reduce the time and cost of undertaking Factory Acceptance Testing and Inspections of the equipment being constructed for the project as their office is located in the Hunter region where the contractors R&D Technology is also based. The Project Manager utilised Council staff wherever possible to undertake site visits and quality checks on the location and performance of equipment at the remote sites across the LGA, reducing the need for this work to be undertaken by the project manager and delivering significant cost savings. The actual total cost of the Project Management engagement was around 80% of the initial tendered cost, delivering net savings of approximately \$18,000.

### **Project Cost Summary**

The table below provides a breakdown of the key elements of this project.

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Item	Costs (ex GST)	Details
Original Tender Price	\$757,766.86	As per tender report to Council
Approved contract variations	\$87,450.89	As outlined above
Project management costs- HH2O	\$74,039.37	Original quote \$91,963
Devitt Consulting	\$22,430.82	Project development/direction
Council staff costs	\$5,175.25	WSC Staff supervisory costs
Other costs	\$8,095.56	ACMA Licence, Dell computer server
<b>Total Project Costs</b>	<b>\$954,780.44</b>	
<b>Original Funding Provided</b>	<b>\$1,000,000.00</b>	As per Funding Deed
Remaining unspent funds	\$43,169.56	
<b>INSW Funding Contribution</b>	<b>\$716,085.33</b>	
<b>Council Contribution</b>	<b>\$238,695.11</b>	

The final claim to INSW will reflect the actual cost of this project, which will be \$33,914.67 less than the original expected total of \$750,000. The 25% Council contribution will similarly be reduced by \$11,304.89. Thus far Council have claimed \$428,291.87 from INSW with a final claim to be submitted for \$287,793.46 upon finalisation of the deed.

The project now moves into a 12-month defects liability period, with 2.5% of the contract sum (\$18,000) held as retention money for this period. Given the quality of the work produced by the it is not expected that any major defects will become evident during the next 12 months.

Throughout the project regular monthly reports have been provided to the funding provider INSW. As specific project milestones outlined in the Funding Deed were reached progress payment claims were submitted by Council to INSW to ensure a suitable cashflow for Council and allow for contractor payment claims to be made in accordance with contractual requirements.

The staff at INSW involved in this project have been very supportive of Council's efforts to deliver this project within the funds provided. A final Project Completion Report is being prepared for DPE in accordance with the Funding Deed which will then finalise Council's involvement with INSW in regard to this project.

### **RECOMMENDATION**

That Council notes the information contained in the SCADA and Telemetry Network Upgrade Finalisation Report.

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### Item 29 Managing Conflicts of Interest for Council-related Development Policy Report

<b>Division:</b>	Environment and Development Services
<b>Management Area:</b>	Regulatory Services
<b>Author:</b>	Manager Planning and Regulation – Kelly Dewar
<b>CSP Key Focus Area:</b>	Civic Leadership
<b>Priority:</b>	CL2.1 – Provide Council's leadership with a strong governance and management framework that promotes transparent and informed decision-making

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#### Reason for report

To advise of the new requirements of the *Environment Planning and Assessment Regulation 2021* for councils to prepare and publicise a policy that sets out how they propose to manage potential conflicts of interests for all Council-related development applications.

#### Background

Council regularly lodges development applications (DA) as an applicant to complete its own projects and achieve outcomes for the community. This includes development for parks, sporting facilities, administration buildings etc., as well as commercial proposals. This dual role is common in local government.

The NSW Ombudsman has recognised that councils often rely on informal and ad hoc processes and procedures to deal with council-related development, and was concerned that many councils did not have documented procedures to follow when they were assessing and regulating their own DAs.

#### Issues

In addressing these concerns, the Department of Planning and Environment (DPE) have introduced changes to ensure the planning system remains transparent and accountable, via changing the *Environmental Planning and Assessment Regulation 2021* (EP&A Reg) requiring councils to:

- have a formal policy that sets out how they will manage any potential conflicts of interest that may arise in relation to council-related development.
- publicly communicate any management approach that the council will implement (if any) for each development – Council must complete a management strategy and publish it on the NSW Planning Portal together with the DA when it is exhibited.

Some ways recommended for managing potential conflicts of interest are:



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- ensure strict role separation within council between assessment staff and project teams
- use an external consultant to complete the development assessment
- enter into a shared service agreement with a neighbouring Council for the assessment and compliance of a particular development
- use a local planning panel or a regional panel
- engage a private certifier for certification activities

In the past, Council has utilised neighboring LGA's, or a consultant, to assist with Council-related DA assessments.

### **Options**

Council is required by legislation to have in place a Policy for Managing Conflicts of Interest for all Council-related DAs by 3 April 2023. A copy of draft policy is attached.

### **Financial Considerations**

To outsource DAs for assessment, additional costs would be incurred by Council, and should be factored into project costs for any Council related applications.

The cost of external assessment is dependent on the size of the development and matters needing to be considered as part of the development. For a large development, assessment costs could be in the range of approximately \$3,000 - \$8,000, a smaller DA may be half this cost.

### **Community Engagement**

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

If endorsed by Council, the draft policy will be required to be advertised for 28 days seeking public submissions.

### **Attachments**

1. Draft *Managing Conflicts of Interest for Council-related Development Policy*.

### **RECOMMENDATION**

That:

1. Council endorses the Draft *Managing Conflicts of Interest for Council-related Development Policy* for the purpose of public exhibition for a minimum of 28 days;
2. A further report be presented to Council on the Draft *Managing Conflicts of Interest for Council-related Development Policy* after the public exhibition period is completed.

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### Item 30 Review of the Warrumbungle Shire Councils Development Control Plan 2015

<b>Division:</b>	Environment and Development Services
<b>Management Area:</b>	Planning and Regulation
<b>Author:</b>	Kelly Dewar – Manager Planning and Regulation
<b>CSP Key Focus Area:</b>	Caring for the Environment
<b>Priority:</b>	CE6 Sustainable growth and respectful planning acknowledges the rural character of the areas, values the natural environment and encourages ecological sustainable development

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#### **Reason for report**

*Warrumbungle Shire Council Development Control Plan 2015* (DCP) was adopted by Council on 17 September 2015 and subsequently amended on 16 February 2017. A review of the plan has been undertaken and a number of amendments are required to address current development needs. This report outlines the updates required to the document.

#### **Background**

The DCP was prepared to support the broad objectives of the Warrumbungle Local Environmental Plan 2013 (WLEP 2013) by:

- Supporting the provisions of the WLEP 2013
- Providing clear and concise development guidelines for various forms of development
- Encouraging a high standard of development that respects and maintains the shires existing urban, rural and natural environment
- Outlining Councils development application submission and application notification requirements
- Guiding members of the public in the development process,
- Expediting development approvals by providing clear direction on Councils intent and criteria in the development process
- Providing certainty of development outcomes for developers and the community.

The relevant provisions of the DCP are considered by the public when preparing their Development Applications and by staff in the assessment and determination of Development Applications received by Council.

The DCP enables Council to depart to a minor extent, from the provisions of the plan where circumstances warrant. Any request for departure requires a written request from the applicant with submission of their Development Application.

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### **Issues**

The plan has now been operating for 6 years and has been generally well received by the public, designers and applicants. It provides Councils development and engineering guidelines applicable to different development types. It is been beneficial for Council staff in applying consistent planning and development controls when assessing development applications and providing advice to applicants.

In reviewing the DCP and working with it for a number of years the following amendments to the plan are recommended. These amendments reflect the design requirements submitted by applicants for certain developments as well as further clarifying the plan provisions.

These amendments are:

1. Chapter 5: Other Development Controls
  - a. Bushfire Prone Land – new section added as per legislation
  - b. Agritourism – new section added as per legislation and Council resolution
  - c. Installation of Manufactured Home – updating of definitions
  - d. Heritage Conservation – to include painting of buildings within Heritage Conservation Areas is not permitted without prior Council consent.
2. Chapter 6: Rural Development Controls
  - a. New Buildings – rewording of the use of building materials
  - b. Environmental Considerations – update of legislation
  - c. Effluent Disposal – update of the requirements for the installation of an Onsite Sewerage Management System.
  - d. Second Hand (Relocation Dwellings) – new section added
  - e. Swimming Pools – new section added
3. Chapter 7: Residential Development Controls
  - a. Change in heading to include dwelling constructed in B2 and B6 Zones.
  - b. Maximum size for outbuildings – changes to the maximum size for outbuildings (sheds) located on residential lots.
  - c. Roof Pitches – change the degrees of the roof pitch to 14° to match with the manufactured dwelling roof pitch.
  - d. Swimming Pools – geotechnical report is required for inground swimming pools and retaining walls and decks are not to exceed 600mm above natural surface.
  - e. Second Hand (Relocated Dwellings) – changes to match with Chapter 6
  - f. Update to Housing SEPP
4. Other minor amendments to Legislation, Australian Standards and organisational name changes.
5. Changes to Diagrams for better representation of what is required.

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### **Options**

1. Not proceed with amending the DCP.
2. Adopt the amended DCP as attached and place on exhibition for 28 days at the Coolah and Coonabarabran Council Offices, Council libraries and on the Council website.

### **Financial Considerations**

The amended DCP has been prepared by Councils planning staff and will continue to be dealt with by planning staff during the exhibition stage and until adoption or otherwise by Council. There is an established budget for the review of the DCP, with the project being a revote item. Council allocated \$20,000 to the project, to date staff time to undertake the review and amendments has been costed to the project.

### **Community Engagement**

Community Engagement is to Inform and Consult.

### **Attachments**

1. Amended *Warrumbungle Shire Council Development Control Plan 2015* for Council endorsement prior to exhibition

### **RECOMMENDATION**

That:

1. Council endorse the amendments to the *Warrumbungle Shire Council Development Control Plan 2015* for the purpose of public exhibition for a minimum of 28 days;
2. A further report be presented to Council on the *Warrumbungle Shire Council Development Control Plan 2015* after the public exhibition period is completed.

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### Item 31 Development Applications

<b>Division:</b>	Development Services
<b>Management Area:</b>	Regulatory Services
<b>Author:</b>	Administration Assistant Environment and Development Services – Jenni Tighe
<b>CSP Key Focus Area:</b>	Strengthening the Local Economy
<b>Priority / Strategy:</b>	LE5 Opportunities exist for the establishment of light industries and range of housing options

### Development Applications

#### (i) Approved – November 2022

Development Application / Complying Development	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type of Development	Referral Days	Stop the Clock Days
DA29/2022	25/8/2022	23/11/2022	Ashley Molloy	2896 Box Ridge Road	Ulamambri	Dual Occupancy	# * 13	0
DA33/2022	21/09/2022	18/11/2022	Binnaway PAH&I Assoc	26-42 Park Street	Binnaway	Recreational Use, Bar, Shed, Office	23	0
DA36/2022	13/10/2022	30/11/2022	Jason Bowler	18 Binnia Street	Coolah	Change of Use & Signage	13	0

# Referred to Crown Lands

\* Referred to Local Land Services

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### Development Applications (ii) Approved – December 2022

Development Application / Complying Development	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type of Development	Referral Days	Stop the Clock Days
DA37/2022	24/10/2022	15/12/2022	Taylor Made Buildings	2710 Sandy Creek Road	Dunedoo	New Dwelling	1	0
DA38/2022	31/10/2022	13/12/2022	Lisa Doolan	846 Merryula Road	Coonabarabran	New Shed	15*	0

\* Referred to Essential Energy

### Development Applications (iii) Approved – January 2023

Development Application / Complying Development	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type of Development	Referral Days	Stop the Clock Days
DA21/2022	27/06/2022	31/01/2023	Colin Louwen	1-3 Caigan Street	Dunedoo	New dwelling, garage and inground swimming pool with child restrain barrier	#*^+166	30
DA34/2022	27/09/2022	31/01/2023	Richard He	65 Cassilis Street	Coonabarabran	Demolition of existing dwelling, construction of multi-dwellings an strata subdivision	15	0
DA40/2022	10/11/2022	31/01/2023	Warrumbungle Steel Buildings	60 Baradine Aerodrome Road	Baradine	Construction of steel frame shed on concrete slab	17	0

# Referred to Australian Rail Track Corporation

\*Referred to APA Group (gas pipeline)

^ Referred to Essential Energy

+ Referred to Transport for NSW

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**Note:** The applicant lodges the DA via the NSW Planning Portal, Council makes all referrals to Government Agencies within two (2) days via the Concurrence and Referral dashboard through the NSW Planning Portal.

### **RECOMMENDATION**

That Council notes the Applications and Certificates approved during November 2022 to January 2023, under Delegated Authority.

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### **Item 32 Notice of Motion – Australia Day Awards**

#### **Notice of Motion – Australia Day Awards**

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

To change the Australia Day Awards to include an Australia Day Certificate of Recognition for all nominees if they don't get the major award for each category.

#### **RATIONALE:**

This Australia Day, 2023, three of the towns in the Shire did not have any citizen recognised for any of the Australia Day Awards by Council.

In the past awards were shared amongst all towns and those other nominated for each category would get at least a Certificate of Recognition.

It must be an embarrassment to the Ambassadors to attend a ceremony and have no Council Awards to present, particularly when one town is seen to have been favoured by councillors to receive recognitions – considering Coonabarabran has more councillors than any other town.

I believe the Warrumbungle Shire council is here to make Australia Day a better and fairer day and that Council need to review the way awards are given out at the ceremonies.

**DENIS TODD  
COUNCILLOR**

#### **General Manager's Comment**

Council currently provides awards in nine categories (many more than most councils):

- Citizen of the Year #
- Senior Citizen of the Year
- Young Citizen of the Year #
- Sportsperson of the Year #
- Young Sportsperson of the Year
- Environmental Citizen of the Year #
- Young Environmental Citizen of the Year #
- Community Event of the Year
- Cultural Achievement



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# these Awards are recommended by Australia Day Council of NSW. The remaining categories have been determined by Council.

There were 22 nominations across the above award categories with one of the categories not receiving any nominations.

Following the announcement of the Warrumbungle Shire Australia Day Awards the Mayor writes to all those that were nominated congratulating them on their nomination.

In 1999 Coonabarabran Shire Council did provide a Certificate of Acknowledgement for certain persons nominated by the communities of Baradine, Binnaway and Coonabarabran. This was only presented to persons that Council believed had made a significant contribution to the community.

The certificate was not provided to all nominees. This practice was later ceased by Council.

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### Item 33 Reports to be Considered in Closed Council

#### Item 33.1 Human Resources Monthly Report

**Division: Executive Services**

**Author: Manager Human Resources – Chris Kennedy**

#### Summary

The purpose of this report is to update Council in relation to activities undertaken by Human Resources 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 Human Resources 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 33.2 Three Rivers Regional Retirement Community Information Report

**Division: Environment and Development Services**

**Author: Director Environment and Development Services – Leeanne Ryan**

#### Summary

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

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

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

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

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### **RECOMMENDATION**

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

### **Item 33.3 2– 4 Digilah Street, Dunedoo**

**Division: Executive Services**

**Author: General Manager – Roger Bailey**

### **Summary**

The purpose of this report is to report to Council on the possible sale of the property 2-4 Digilah Street, Dunedoo.

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 commercial information and is classified **CONFIDENTIAL** under section 10A(2)(c) of the Act, which permits the meeting to be closed to the public for business relating to the following:

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

### **RECOMMENDATION**

That the 2-4 Digilah Street Report be referred to Closed Council pursuant to section 10A(2)(c) of the *Local Government Act 1993* (NSW) on the grounds that the matter deals with information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct).

### **Item 33.4 Netwaste Tender for Processing Garden Organics, Wood and Timber**

**Division: Warrumbungle Waste**

**Author: Director Environment and Development Services – Leeanne Ryan**

### **Summary**

The purpose of this report is to seek resolution for engagement of contractor and participation in the Regional Netwaste Tender to process garden organics, wood and timber at Council's waste facilities.

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

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The item relates to advice concerning commercial information and is classified **CONFIDENTIAL** under section 10A(2)(c) of the Act, which permits the meeting to be closed to the public for business relating to the following:

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

### **RECOMMENDATION**

That the Netwaste Tender for Processing Garden Organics, Wood and Timber Report be referred to Closed Council pursuant to section 10A(2)(c) of the *Local Government Act 1993* (NSW) on the grounds that the matter deals with information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct).

### **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).