



Ordinary Council Meeting

Agenda

16 August 2018

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, Binnia Street, Coolah** on **Thursday, 16 August 2018** commencing at **5.00pm**.

Mayor: Cr Peter Shinton

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

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

Welcome

Turn Off Mobile Phones

Forum

Apologies

Disclosure of Interest

Pecuniary Interest

Non Pecuniary Conflict of Interest

Mayoral Minute

Minutes of Last Meeting – 19 July 2018

Reports

Questions for the Next Meeting

Reports to be considered in Closed Council

.....
ROGER BAILEY
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

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Item 1 Mayoral Minute – Mayors Activity, Log of Kilometres Travelled, and Credit Card Activity from 9 July 2018 to 8 August 2018

Division:	Executive Services
Management Area:	Governance
Author:	Councillor Peter Shinton – Mayor
CSP Key Focus Area:	Local Government and Finance
Priority:	GF7 Council provides strong civic and regional leadership, and undertakes its governance

MAYORAL MINUTE - MAYORS ACTIVITY 12 July 2018 -8 Aug 2018

<u>Date</u>	<u>Type</u>	<u>In/Out</u>	<u>Activity</u>
12.07.18	meeting	attended	Epuron VPA information day
	e-mail	In	Media officer Nial Blair re attendees at meeting
	e-mail	in	re class action against JLT
13.07.18	phone call	in	Interested buyer for Deringulla
	e-mail	in	Clr Brady request to attend conference
	e-mail	in	GM re LGNSW elections
	phone call	in	from PA DTS re pool funding application
14.07.18	e-mail	in	letter to Nial Blair re water issues
15.07.18	e-mail	in	ADCCS re disability accommodation
	e-mail	in	from rate payer re disability accommodation
16.07.18	e-mail	in	from GM re performance agreement
	e-mail	in	ADCCS re rate notices
	RSVP	out	Regional Aust Bank
	e-mail	in	invite to Telecommunications Review Narrabri
	e-mail	in	from EO CBFMC re Bushfire danger period
	e-mail	out	to EO CBFMC re Bushfire danger period
	e-mail	in	LGNSW re elections
	e-mail	in	from ADCCS media release re raising Dam Wall
	e-mail	out	to ADCCS approve media release
			from Clr Capel request to attend Regional Platters.
17.07.18	e-mail	in	from MUS re swimming pool meeting
	phone call	in	to LGNSW re reply to complaint
	phone call	out	to Mayor Moree re Country Mayors meeting
	phone call	out	Mayor of Upper Hunter re Country Mayors
	e-mail	out	invite
	e-mail	in	from Mayor Upper Hunter re invitation
			from Muswellbrook Shire Council invite to
	e-mail	in	Windfarm meeting
	e-mail	in	from OJO re meeting date
	e-mail	out	to OJO re clashing date

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18.07.18	e-mail	in	from OJO re new date
	event	volunteered	Meal on Wheels - BreakThru
	interview	radio	ABC Dubbo re Timor Dam
	phone call	in	Clr Todd re Inland Rail
	e-mail	in	rate payer re Telecommunication review
	e-mail	in	Mayor of Singleton re meeting
	e-mail	out	Mayor of Singleton re meeting
	e-mail	in	from OJO confirming meeting date
	e-mail	in	OLG re T-Corp loans
19.07.18	meeting	attended	Monthly Council meeting in Coonabarabran
	phone call	in	from John Rakenhaun Victoria re the drought
20.07.18	phone call	in	Lillian Tiddy re complaint
	e-mail	in	re meeting with DD Groups
	e-mail	in	from Marnie Ogg re Riding the Light
			from Graeme Fleming re performance agreement
	e-mail	in	from PA to DTS re Traffic Committee
	e-mail	in	from GM re performance agreement
21.07.18	e-mail	in	from EO MERC re Melbourne lecture
23.07.18	event	attended	RAB Community donations
	phone call	out	Nicole Argent - Muswellbrook
	meeting	attended	Greg Piper cancelled
	phone call	in	Muswellbrook Council re meeting
	phone call	out	Muswellbrook Council re meeting
	interview	radio	ABC re water
	e-mail	in	PA to DTS Swimming Pool committee agenda
	e-mail	in	from Muswellbrook Council re accommodation
	phone call	in	from GM cancelled meeting with DD Groups
			Castlereagh Macquarie County Council at Coonabarabran
24.07.18	meeting	attended	OLG Interview
	meeting	attended	Brett Peterkin re Muswellbrook Windfarm
	phone call	in	Clr Fisher - Coonamble re Inland Rail
	phone call	in	2DU re stand pipe
25.07.18	interview	radio	Swimming Pool Advisory meeting
	meeting	attended	LLS re new licence for Pesticide applications
	e-mail	in	LLS re management of Serrated Tussock
	e-mail	in	from GM re GM's performance agreement
	e-mail	in	LLS - Dubbo
26.07.18	meeting	attended	Traffic Committee meeting
	event	attended	Oztag at Coonabarabran Oval
	e-mail	in	re drought
	e-mail	in	from LGNSW re annual conference
			Deputy Premier re invitation 20 year economic vision
27.07.018	e-mail	in	Inland Rail re consultations
	e-mail	in	

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	e-mail	in	from Road Safety Officer re Ride for Cancer
	e-mail	in	from ARTC re supplier briefings
28.07.18	event	attended	Buy a Bale fund Raiser
29.07.18	phone call	in	Deputy Mayor re Inland Rail
	e-mail	in	CWLLS re drought
30.07.018	meeting	attended	McCullys Gap - Muswellbrook re Windfarm lady wanting to donate products to drought victims President Newcastle Bowling Club fund raiser for drought to Muswellbrook Council re McCullys Gap windfarm
31.07.18	phone call	out	
	event	attended	Prefects Luncheon
	phone call	in	Edwina Bartholomew re Sunrise visit
	phone call	out	Edwina Batholomew re Sunrise visit
	phone call	out	local Purlewaugh residents re interview Sunrise
	phone call	out	local Purlewaugh residents re interview Sunrise
	phone call	out	to Channel 7 re Sunrise interviews
	e-mail	in	MERC agenda and business paper
	e-mail	in	from Riding the Lightwave Technology
	e-mail	in	NPWS re Mt Canoblas
01.08.18	interview	TV	Dutch ABC - Robert Proctor
	phone call	out	to Robert Proctor Dutch ABC
	phone call	out	to Edwina Batholomew re Sunrise
	phone call	in	from Edwina Batholemew re Sunrise
	phone call	in	from GM re road trains through Coona from LLS re Standard for Weed Management Compliance
02.08.18	e-mail	in	
	fly	Dubbo	for Country Mayors
	phone call	in	GM re TRRRC
	phone call	in	from Shire re opening gate to dam
	e-mail	in	from Channel 7 Sunrise re interview
	e-mail	in	Cl Capel re policing matters Graeme Fleming re GM Performance Agreement
03.08.17	e-mail	in	
	e-mail	in	Peter Primrose MLC re IPART review into rating
	meeting	attended	Country Mayors in Sydney
	e-mail	in	from OJO re agenda and budget
	e-mail	in	BFMC and ZLC meeting note
	e-mail	in	Newell Hway Task Force invitation
	e-mail	in	re accommodation OROC meeting
04.08.17	e-mail	in	from RFS re 2018/19 fire season
	phone call	in	Clr Todd re drought and Sunrise programme
	phone call	in	ratepayer re Sunrise Interview Met Edwina Bantolomew at Shire and travel to Timor Dam
05.08.17	interview	Sunrise	

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	e-mail	in	from Edwina Batholomew re interview
	e-mail	out	to Edwina Batholomew organise time
	phone call	out	A Milford re opening dam gate
	phone call	in	from Katherine Gregory re ABC interview on AM
	phone call	out	to Katherine Gregory re ABC interview on AM
	interview	radio	from Katerine Gregory interview for ABC AM
	phone call	in	ratepayer cancelling ABC interview
	phone call	in	from ratepayer re drought funding
06.08.18	e-mail	in	LLS re CWRW Committee meeting
	e-mail	out	LLS re CWRW Committee meeting
07.08.18	phone call	in	from Kevin Butler re BlazeAid and drought
	meeting	attended	Dave Maher re policing matters Coolah
	e-mail	in	Dunedoo resident re Mayors fund
	e-mail	in	from CMCA re Gunnedah Rally
	e-mail	in	from OROC late item
08.08.18	meeting	attended	OJO meeting in Narromine
	meeting	attended	TRRRRC in Dunedoo
	e-mail	in	from GM re Oxley Monument
	phone call	in	from Clr Doolan re contact for Minister
	phone call	in	invitation to Oxley Monument

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Mayor's Log of Kilometres Travelled

Date of Journey		Purpose of Journey	Odometer		KM Travelled
Start Date	End Date		Start	Finish	
12-Jul		Windfarm VPA meeting, phone and iPad problems	9904	9944	40
13-Jul		Meet with GM; visit bore sites, Bart Bok and dam	9944	10031	87
14-Jul		Meet with Broken Hill Mayor	10031	10061	30
18-Jul		Meet with GM; radio interview ABC; MOW	10092	10126	34
19-Jul		Council Meeting	10126	10194	68
20-Jul		Car service	10194	10226	32
23-Jul		Meet with DD Groups and RAB presentations	10226	10309	83
24-Jul		OLG meeting, meet with GM	10309	10356	47
25-Jul		Interview WIN Orange; CWLLS RWC meeting	10356	10706	350
26-Jul		Traffic Advisory Committee Meeting; Oztag	10706	10740	34
27-Jul		Meet with GM; complaint re disabled toilet; radio interview	10740	10770	30
28-Jul		Buy a Bale' drought gathering	10770	10803	33
30-Jul		McCullys Gap Windfarm meeting	10803	11400	597
31-Jul		Prefects Luncheon	11400	11437	37
1-Aug		Dutch ABC radio and TV interview	11437	11471	34
2-Aug	3-Aug	Country Mayors	11471	11828	357
5-Aug		Sunrise interview	11828	11887	59
6-Aug		iPad and mobile phone problems	11887	11926	39
7-Aug		Meeting with David Maher	11926	11956	30
8-Aug		JO meeting; TRRRC meeting Dunedoo	11956	11986	30
Total KM travelled for period 12/07/2018 - 8/08/2018					2051

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MAYORAL MINUTE – EXPENSES 9 June 2018 - 9 July 2018

<u>Date</u>	<u>Transaction Details</u>	<u>Comments</u>	<u>Amount (\$)</u>
12/6/18	Jetstar, Melbourne Aus	Mining Related Councils [#]	171.72
12/6/18	Sofitel, Melbourne VIC	Mining Related Councils [#]	247.00
17/6/18	Aerial Transport, Fyshwick ACT	ALGA Conference	10.50
18/6/18	Smartcab, Hamilton	ALGA Conference	21.42
20/6/18	Rose Garden Coffee House, Cowra NSW	ALGA Conference	53.00
20/6/18	Avenue Hotel Canberra, Braddon ACT	ALGA Conference	79.95
20/6/18	Avenue Hotel Canberra, Braddon ACT	ALGA Conference	1019.00
2/7/18	Spotto NSW, East Sydney NSW	Mining Related Councils [#]	43.42
3/7/18	Spotto NSW, East Sydney NSW	Mining Related Councils [#]	36.02
3/7/18	GM Cabs, Mascot Aus	Mining Related Councils [#]	74.66
3/7/18	Sofitel Hotel, Melbourne VIC	Mining Related Councils [#]	45.59

[#]Note: Mining Related Councils is to reimburse Council for \$618.41.

RECOMMENDATION

That Council:

1. Notes the report on the Mayor's Activity and Log of Kilometres Travelled for the period 12 July 2018 to 8 August 2018.
2. Notes the report on the Mayor's expenses between 9 June 2018 and 9 July 2018 and approve payment of expenses totalling \$1,802.28.

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Item 2 Minutes of Ordinary Council Meeting – 19 July 2018

Division:	Executive Services
Management Area:	Governance
Author:	Executive Assistant to the General Manager - Jenni Maundrell
CSP Key Focus Area:	Local Government and Finance
Priority:	GF2.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

Reason for Report

To confirm the minutes of the Ordinary Council Meeting held on Thursday, 19 July 2018.

Options

Nil.

Financial Considerations

Nil.

Attachments

1. Minutes of the Ordinary Council Meeting held in Coonabarabran on Thursday, 19 July 2018

RECOMMENDATION

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 19 July 2018 are endorsed.

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Item 3 Minutes of Traffic Advisory Committee Meeting – 26 July 2018

Division:	Technical Services
Management Area:	Technical Services Management
Author:	Personal Assistant to Director Technical Services – Tracy Cain
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	P13 – Road networks throughout the shire need to be safe, well maintained, and adequately funded.

PRESENT: Cr Peter Shinton (Chairperson), Ms Jackie Barry (RMS) and Mr Colin Harper (Community).

IN ATTENDANCE: Mr Russell Lloyd, (Acting Director Technical Services), Ms Cheyenne O'Brien (Road Safety Officer), Mr Bikram Joshi (Manager Asset and Design) and Mrs Tracy Cain (Minutes).

APOLOGIES: Senior Constable Kelvin Kilsby (NSW Police).

Barry/Shinton

CONFIRMATION OF MINUTES

1/1819 RECOMMENDED that the minutes of the Traffic Advisory Committee meeting held on 28 June 2018 be confirmed.

Shinton/Barry

BUSINESS ARISING FROM THE MINUTES

The following matters were noted as outstanding:

- Council to investigate the preparation of a Rural Bus Stop Policy. Draft School Bus Stop Guideline prepared and awaiting review by Director Technical Services.
- Black Stump Way – Council request to NHVR that any road in the Warrumbungle Shire that is a 25 metre B Double Route be converted to a 26 metre B Double Route.
- Placement of advisory warning signs on Observatory Road. Council to monitor the speed of vehicles via traffic counters to determine if a speed review is necessary. *All signs installed with the exception of one.*
- Installation of double barrier lines on the Dandry Road approach to the Newell Highway. *In progress – Contractors to undertake works.*
- Tongy Lane signposting – determine correct name and amend signs accordingly.
- Warrumbungle Quarry – road safety concern at entry / exit point. Council to consider conducting a feasibility study and to contact RMS Regional Director to request relocation of the point to point safety camera. Council to look into activated speed signs currently being trialled by RMS. *Letter forwarded to*

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RMS requesting information and costings on the implementation of STARS Program.

- School Bus Stop on Oxley Highway – a sign plan for the installation of 'School Bus Route' signs has been forwarded to RMS for approval. *RMS have provided approval and signs are to be ordered.*
- 'No Stopping' zone either side of pedestrian ramp at the intersection of Edwards Street and Cowper Street. Further investigation required.

Traffic Suggestion of 28 June 2017

Pilliga Pottery – Signage and Lane

Minutes amended to read as follows:

'The possibility of signage for Pilliga Pottery and a side lane at the Borambitty Road and Newell Highway intersection was raised. Tourist signage will need to be approved by the Tourist Attraction Signposting Assessment Committee (TASAC) before RMS will erect it. Shoulder widening works and Basic Auxiliary Right (BAR) left turn has been included in the RMS Corridor Strategy, however, it has received low priority due to a low crash history and low traffic volume compared to other State Road intersections.'

AGENDA ITEMS

- a) Mudgee Lions Club – Ride Against Cancer Charity Horse Ride – 6-21 October 2018

2/1819 RECOMMENDED that in principle support be granted to Mudgee Lions Club for the Ride Against Cancer Charity Horse Ride to be held on 6-21 October 2018 subject to receipt of NSW Police Conditions for the event and clarification of additional riders joining the event in the Warrumbungle Shire.

Barry/Harper

- b) Leadville Community Association – Request for Closure of Cox Street, Leadville for Market Day – 2 November 2018

A Traffic Control Plan for the Leadville Market Day to be held on 2 November 2018 was presented to the Committee.

3/1819 RECOMMENDED that approval be granted to the Leadville Community Association to close Cox Street, Leadville on 2 November 2018 between 9.00 am and 2.00 pm for the Market Day.

Harper/Shinton

- c) Coonabarabran Pony Club – Annual Pony Camp Street Parade in John Street, Coonabarabran – 5 October 2018

4/1819 RECOMMENDED that approval be granted to the Coonabarabran Pony Club to close part Edwards Street and John Street, Coonabarabran on 5 October 2018 between 3.00 pm and 3.30 pm for the Annual Street Parade subject to compliance with Council's Standard Conditions for Road Closures and concurrence from RMS Regional Special Events.

Harper/Barry

- d) Coonabarabran Chamber of Commerce – Closure of Dalgarno Street, Coonabarabran for Christmas Street Fete – 13 December 2018

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The Committee considered an application received from Coonabarabran Chamber of Commerce to close part Dalgarno Street, Coonabarabran on 13 December 2018 from 5.30 pm to 9.30 pm to conduct a Christmas Fete.

It was determined that the Traffic Control Plan (TCP) be amended to update the signed TCP date and location of the detour and road closure signs. Amended TCP to be presented at the next Traffic Advisory Committee meeting for further consideration.

e) Standard Conditions for Closure or Use of a Road to Conduct a Street Event 5/1819 RECOMMENDED that the enclosed Standard Conditions for Closure or Use of a Road to Conduct a Street Event be submitted to Council for approval with the following amendments:

- Items 1 & 2 - Traffic Management Plan changed to '*Transport Management Plan*'.
- Item 6 – Last sentence to include '*... and wear highly visible clothing complying with Warrumbungle Shire Council's Personnel Protective Equipment (PPE) and Work Health and Safety (WHS) Policy.*'
- Item 9 – State or Main Road to be replaced with '*Classified Road (State or Regional).*'

Harper/Barry

f) ARTC – Warrumbungles Way Rail Level Crossing Upgrade (Binnaway) – Advance Warning Signs

Matter deferred for consideration in General Business.

g) RSO Monthly Report – July 2018

The RSO Monthly Report was received and noted and in particular the following road safety projects were discussed:

- Free Cuppa Program – Teleconference held on 20 June 2018 to distribute jobs to each team member. RSO to be in charge of 2018/2019 Budget.
- Child Car Seat Safety – Child Car Seat Checking Day to be held at Baradine Preschool this term.
- Media Coverage – Comments received from locals for Slow Down Prize Draw posted on Facebook.
- School Bus Stop Guideline – Drafted and awaiting review by management.

h) NPWS – Tour de Gorge Ride for the Chopper Event – 1 September 2018

Matter deferred for consideration in General Business.

i) Signage for Concealed Driveway on Bullinda Road, Dunedoo

Matter deferred for consideration in General Business.

GENERAL BUSINESS

Heavy Vehicle Parking in Coolah

A request was received to install long vehicle parking signage directing vehicles to on street parking in Campbell and Martin Streets, Coolah and exiting via the bypass.

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It was noted that white on blue service signs were for designated rest areas / parking areas on State Roads and are not delegated to Councils. RMS approval would be required prior to installation of this particular signage.

The following was determined:

- RMS to investigate options for signage;
- Clear communication required for exiting via the bypass;
- Plan of proposed site including signage to be prepared;
- Matter to be brought back to the next Traffic Advisory Committee meeting.

B Double Stock Truck Access on Mendooran Road

The Committee noted the correspondence received from Dubbo Regional Council dated 28 June 2018 regarding the outcome of B Double Route Assessment for Mendooran Road. Mogriguy Road will be investigated further by Council as a B Double Route.

ARTC – Warrumbungles Way Rail Level Crossing Upgrade (Binnaway) – Advance Warning Signs

ARTC requested the provision of requirements to achieve advance warning on the Warrumbungles Way either side of the Rail Level Crossing located near Binnaway Creek, which is being upgraded from a passive to an active railway with flashing lights and bells.

A proposed sign plan was presented to the Committee for consideration. It was determined that the Committee concur with the proposal.

NPWS – Tour de Gorge Ride for the Chopper Event – 1 September 2018

An application was received from NPWS to conduct the Tour de Gorge Ride for the Chopper Event on 1 September 2018 travelling via the National Park and 4.5km of Dandry Road, Coonabarabran.

The Committee noted that the event was Class 3 and had no objections to Council approving the application.

Signage for Concealed Driveway on Bullinda Road, Dunedoo

Safety concerns were raised regarding a concealed driveway located on a crest of Bullinda Road, Dunedoo. An aerial image of the site including proposed signs was presented to the Committee for consideration.

The Committee noted the proposal and had no objection to the installation of a 'Beyond Crest' sign and standard 'Concealed Driveway' sign located 350 metres south of the driveway on Bullinda Road. It was also noted that the property owner help enhance the driveway by making it more visible to traffic.

Proposed Signage for Beni Crossing Road

Safety concerns were raised regarding the inadequate signage for Beni Crossing Road. The 'Reduce Speed' sign has fallen down and the warning curve sign is indicating the wrong direction and located too close to the curve.

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The Committee determined that the existing curve advisory sign be removed and replaced further away from the curve and that a reduce speed sign be installed with further consideration for improvements by delineating the corner with chevrons and/or guideposts.

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

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Thursday, 23 August 2018 commencing 10.00 am.

.....
CHAIRPERSON

Attachments

1. Standard Conditions for Closure of Use of a Road to Conduct a Street Event

RECOMMENDATION

That:

1. Council accept the Minutes of the Traffic Advisory Committee Meeting held at Coonabarabran on 26 July 2018.
2. In principle support be granted to Mudgee Lions Club for the Ride Against Cancer Charity Horse Ride to be held on 6-21 October 2018 subject to receipt of NSW Police Conditions for the event and clarification of additional riders joining the event in the Warrumbungle Shire.
3. Approval be granted to the Leadville Community Association to close Cox Street, Leadville on 2 November 2018 between 9.00 am and 2.00 pm for the Market Day.
4. Approval be granted to the Coonabarabran Pony Club to close part Edwards Street and John Street, Coonabarabran on 5 October 2018 between 3.00 pm and 3.30 pm for the Annual Street Parade subject to compliance with Council's Standard Conditions for Road Closures and concurrence from RMS Regional Special Events.
5. The Standard Conditions for Closure or Use of a Road to Conduct a Street Event be submitted to Council for approval with the following amendments:
 - Items 1 & 2 - Traffic Management Plan changed to '*Transport Management Plan*'.
 - Item 6 – Last sentence to include '*... and wear highly visible clothing complying with Warrumbungle Shire Council's Personnel Protective Equipment (PPE) and Work Health and Safety (WHS) Policy.*'
 - Item 9 – State or Main Road to be replaced with '*Classified Road (State or Regional).*'

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Item 4 Minutes of Robertson Oval Advisory Committee Meeting – 18 July 2018

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

PRESENT: Cr Wendy Hill (Chair), Mr Chris Sullivan, Ms Monica Foran and Mr Matthew Guan.

IN ATTENDANCE: Mr Russell Lloyd (Acting Director Technical Services).

APOLOGIES: Cr Anne-Louise Capel and Mr Shane Weatherall (Manager Urban Services).

Sullivan/Foran

CONFIRMATION OF MINUTES

1/1819 RECOMMENDED that minutes of the Robertson Oval Advisory Committee meeting held on Tuesday, 31 October 2017 be confirmed.

Foran/Sullivan

BUSINESS ARISING FROM THE MINUTES

- Noted that no further works have been undertaken since the last meeting.

AGENDA ITEMS

a) Community Consultation on Robertson Oval Amenities Building Concept Plans

The following matters were discussed:

1. That the Committee notes there has been very extensive community consultation, including distribution of the concept plans throughout the local area, with good support and recommends to Council that there is no need to hold a further public meeting.
2. That the following design items shown on the concept plans be clarified:
 - Whether the barbecue should be located internal with exhaust provision;
 - Is seating at 150 mm appropriate;
 - Can storage be provided in the multipurpose room;
 - Provision of a suitable safe surfacing in the multipurpose;
 - Noting that toilets in all four (4) change rooms are usable by both male and females;
 - Check on water tank purpose and use;

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- Confirm that a cleaner's room has been provided;
- Ensure disabled access from the parking area is hard surfaced;
- Check glass walls and shutters are constructed of sufficiently toughened material;
- Whether the awning be extended wider than 4 metres;
- Currently proposed surveillance be provided.

2/1819 RECOMMENDED

- a) That due to extensive community consultation on the Robertson Oval Amenities Concept Plans a public meeting is not required.
- b) That Council adopt the Robertson Oval Amenities Concept Plans prepared by Barnson Pty Ltd subject to clarification of design items.
- c) That Council note the estimated preliminary total cost of \$2.2M including contingencies for the Robertson Oval Amenities Concept Plans.
- d) That Council provide in principle support for Government funding of the final design and construction of the Robertson Oval Amenities in accordance with the Concept Plans.

Sullivan/Guan

- b) Allocate Budget for Existing Toilet to Include Wheel Chair Access

3/1819 RECOMMENDED that provision of disabled access to existing toilets be included in future budget considerations.

Sullivan/Foran

GENERAL BUSINESS

Nil.

There being no further business the meeting closed at 6.25 pm.

The next meeting is to be advised.

.....
CHAIRPERSON

Attachments

1. Amenities Building Plans

RECOMMENDATION

That:

1. Council accepts the Minutes of the Robertson Oval Advisory Committee meeting held at Dunedoo on Wednesday, 18 July 2018.

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2.
 - a) Due to extensive community consultation on the Robertson Oval Amenities Concept Plans a public meeting is not required.
 - b) Council adopt the Robertson Oval Amenities Concept Plans prepared by Barnson Pty Ltd subject to clarification of design items.
 - c) Council notes the estimated preliminary total cost of \$2.2M including contingencies for the Robertson Oval Amenities Concept Plans.
 - d) Council provides in principle support for Government funding of the final design and construction of the Robertson Oval Amenities in accordance with the Concept Plans.
3. Provision of disabled access to existing toilets is included in future budget considerations.

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Item 5 Economic Development and Tourism Advisory Committee Meeting Minutes – 23 July 2018

Division:	Development Services
Management Area:	Development and Tourism
Author:	Manager Economic Development and Tourism – Aileen Bell
CSP Key Focus Area:	Local Economy
Priority/Strategy:	LE3 Implementation of a cost effective tourism and marketing campaign aligned to market research

Meeting commenced 12 noon, with Cr Capel as chair, acknowledging Traditional Owners and Elders past, present and future.

Present: A Bell, Cr Capel, L Ryan, L Cutts, D Burton, B Condon, A Wherrett, S Edwards, V Evans

Apologies: Cr Brady, K Olsen, J Young, N Abel, J Lloyd

Observers: M Woods, L Row, J Shinton, T Hayman

RECOMMENDATION: that the apologies be accepted.

Cutts/Burton

Declaration of Pecuniary and Non Pecuniary Interests:

A Bell, V Evans and D Burton declared a Non Pecuniary interest in The Seeds Program of the Rural Woman (TRW).

Minutes of Previous Meeting:

RECOMMENDATION: that the minutes of 28 May 2018 be accepted.

Burton/Cutts

Business Arising:

Recommendations from previous meeting were endorsed by Council and summary of action to date on previous meetings given.

VIC Co-Ordinators Report

RECOMMENDATION that the VIC Coordinator's Report to the EDT Advisory Committee – 23 July 18 be received.

Evans/Burton

Tourism Report

RECOMMENDATION that the Tourism Report to the EDT Advisory Committee – 23 July 2018 be received.

Cutts/Burton

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Economic Development Report

RECOMMENDATION that the Economic Development Report to the EDT Advisory Committee – 23 July 2018 be received.

Burton/Cutts

Get Connected Report

RECOMMENDATION that the Get Connected Report to the EDT Advisory Committee – 23 July 2018 be received and the criteria reviewed for inclusion in the Calendar of Events.

Edwards/Burton

RECOMMENDATION that Council develops an Events, Meetings and Gatherings (but not private functions) calendar on the Council website that is easily accessible.

Cutts/Evans

The Seed Scheme Report

A Bell, V Evans, D Burton left the room to allow discussion on the report returning at the completion of the recommendation.

RECOMMENDATION that the Seed Scheme Report be received and no further action be taken.

Cutts/Edwards

Small Business Friendly Councils – Easy to Do Business (ETDB) Report

The ETDB program aims to reduce time for proposers of new business; Office of Small Business (OSB) will appoint a concierge to assist with preparation of applications
\$5000 funding for Small Business Month received.

RECOMMENDATION that Council participates in the Easy to Do Business Program and Small Business Month of the Office of the Small Business Commissioner.

Edwards/Condon

Connecting Country Communities Report

RECOMMENDATION that Council prepares a submission to the Mobile BlackSpot Program.

Cutts/Edwards

Development Coordinator's Report

Not received – verbal update provided by Coolah and Baradine CDC's.

L Ryan departed the meeting at 2.45pm

General Business:

Around the table input was presented; mainly about successful funding; Mike Woods: attended a Transport Conference and provided a kit that explained changes and Liz Cutts spoke about the Bird Routes Brochure initiative.

There being no further business the meeting closed at 3.05pm.

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Next meeting to be a workshop Monday 27 August 2018 from 10am to 1pm for discussion and planning on Dark Sky Park opportunities for the Shire, a Statewide Bird Routes brochure; and the importance of NPWS as contributor to the debates.

RECOMMENDATION

That Council:

1. Accepts the minutes of the EDT Meeting of 23 July, 2018.
2. Develops an Events, Meetings and Gatherings (but not private functions) calendar on the Council website that is easily accessible.
3. Participates in the Easy to Do Business Program and Small Business Month of the Office of the Small Business Commissioner.
4. Prepares a submission to the Mobile Black-Spot Program.

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Item 6 Minutes of Coonabarabran Swimming Pool Advisory Committee Meeting – 25 July 2018

Division:	Technical Services
Management Area:	Urban Services
Author:	Manager Urban Services – Shane Weatherall
CSP Key Focus Area:	Recreation and Open Space
Priority:	RO1 – The planning and provision of local sports and recreation facilities and parklands reflect community needs and anticipated demographic changes.

PRESENT: Cr Peter Shinton (Chairperson), Mr David Hunter, Ms Krista Holmesby, Mr Brett England, Ms Fay Chapman and Ms Dianne Dow.

IN ATTENDANCE: Mr Roger Bailey (General Manager), Mr Russell Lloyd (Acting Director Technical Services), Mr Shane Weatherall (Manager Urban Services), and Ms Sharmaine Kennedy (Supervisor Pools).

APOLOGIES: Cr Ambrose Doolan, Ms Paula Duggan and Ms Narda Abel.

England/Dow

CONFIRMATION OF MINUTES

1/1819 RECOMMENDED that the minutes of the Coonabarabran Swimming Pool Advisory Committee meeting held on Wednesday, 13 June 2018 be confirmed.

Dow/Hunter

BUSINESS ARISING FROM THE MINUTES

- Status of tasks assigned to Manager Urban Services.
- Status of fence quotation assigned to Ms Krista Holmesby.

AGENDA ITEMS

a) Regional Sports Infrastructure Funding Application for the Coonabarabran Memorial Pool – Regional Facility Project

The following items were discussed:

- The meeting was informed that Council's expression of interest was successful; therefore Council has been selected to proceed to Stage 2 of the application process.
- Process of funding application development, and obtaining a cost estimate for the funding submission.

b) Layout of Proposed Pool – 4m Starting Block Requirements for Regional Swimming Event

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Ordinary Meeting – 16 August 2018

2/1819 RECOMMENDED that the layout of the lap pool/program pool be rotated 180 degrees to accommodate a 4 metre concourse at the starters end.

England/Hunter

GENERAL BUSINESS

The following items were discussed without resolution:

- Whole life costing of the project.
- Site entrance.
- Brett England provided a letter from McEvoy's approving the use by Council of the dinosaur statue from Miniland for the project if required.
- Dimensions of learn to swim pool. David Hunter to provide details of dimensions at next meeting.

There being no further business the meeting closed at 6:05 pm.

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Wednesday, 22 August 2018 commencing at 5.00 pm.

.....
CHAIRPERSON

RECOMMENDATION

That:

1. Council accept the Minutes of the Coonabarabran Swimming Pool Advisory Committee Meeting held at Coonabarabran on 25 July 2018.
2. The layout of the lap pool/program pool be rotated 180 degrees to accommodate a 4 metre concourse at the starters end.

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Item 7 Councillors' Monthly Travel Claims – July 2018

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

Reason for Report

To provide Council with details of travel claims of Councillors for the month of July 2018.

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	Month	Kilometres	\$ per KM	Total Amount (\$)
Cr Shinton	May		0.78	-
Cr Todd	May	724	0.78	564.72
Cr Brady	May		0.78	-
Cr Capel	May	945	0.78	737.10
Cr Clancy	May		0.73	-
Cr Doolan	May		0.78	-
Cr Hill	May	880	0.68	598.40
Cr Iannuzzi	May		0.78	-
Cr Lewis	May	252	0.78	196.56
			Total for July:	\$2,096.78

RECOMMENDATION

That the Councillors' monthly travel claims for July 2018 in the amount of \$2,096.78 is received for Council's information.

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Item 8 Inland Rail Conference in Parkes – 18-19 July 2018

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

Reason for Report

To report to Council on the Inland Rail Conference held in Parkes on 18-19 July 2018.

Background

It was my pleasure to represent the Warrumbungle Shire Council at the recently held Inland Rail Conference at Parkes on the 18th and 19th of July 2018.

Attended by over 400 delegates representing all 5 states the conference was organised by the Australian Railway Association (ARA) and the Australian Logistics Council (ALC) and has been widely reported to be very successful with an excellent line up of 41 speakers over the two days. The main focus was the proposed \$9.3 Billion Dollar project – the Inland Rail Route from Melbourne to Brisbane of which work has commenced already.

The first event of the programme was the welcome reception held at the IKON at the Hotel Gracelands in Parkes with guest speakers Richard Wankmuller, CEO Inland Rail Project, Australian Rail Track Corporation (ARTC) and Mark Coulton, Member for Parkes and Asst Minister for Trade, Tourism & Investment.

The conference got underway the following day and the welcome speech was made by Danny Broad, CEO of the ARA with the opening address made by Mr Michael McCormack, Deputy Prime Minister & Minister for Infrastructure and Transport.

Keynote addresses were then given by John Fullerton, CEO and Managing Director of the ARTC, Melinda Pavey, NSW Minister for Roads, Maritime & Freight and Anthony Albanese, Shadow Minister for Infrastructure, Transport, Cities & Regional Development.

A panel discussion then took place with representatives from the Customers group and this was a lively discussion with guests: Hermione Parsons – Director Centre for Supply Chain & Logistics Deakin University, Paul Graham, Chief Supply Chain Officer Woolworths, Derek Schoen – President NSW Farmers and James Dixon – GM Transport, Road & Air Networks, Group Chief Operating Officer Australia Post.

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The dinner was held at the Parkes Leagues Club and the Guest speakers were Ken Keith, Mayor of Parkes and John Barilaro, Acting Premier of NSW, Minister for Regional NSW, Minister for Skills & Small Business. Both speakers were very interesting and I have to say the meal was one of the best ever served at a conference dinner of late.

The Thursday Sessions consisted of Panel discussions with the Keynote speaker of the morning being Richard Wankmuller, CEO Inland Rail Project & ARTC and in the afternoon the speakers were Danny Broad, CEO ARA and Michael Kilgariff, CEO ALC.

A number of Business groups and associated companies also had exhibits that provided Delegates with a wealth of information associated with the project.

The highlight of the day was the visit to the SCT Transport Intermodal Hub and the Pacific National Site of the Parkes Logistics Terminal and the turning of the first sod at Pacific National for the Inland Rail route.

This was one of the best and most informative Conferences I have attended in recent years. Inland Rail is about modernising the freight networks and ensuring Australian producers and exporters can compete effectively in international markets. It must be noted that this project will have huge impact on the Australian economy with the creation of an estimated 16,000 jobs and contribute \$16 Billion to the economy including to our region and Shire particularly as it has been muted to develop Baradine as a site for Construction Workers Accommodation and would fund the upgrade of the Baradine Airport to allow for increased air traffic for transporting staff to and from work sites.

I wish to thank the Council for allowing me the opportunity to attend this most interesting conference.

RECOMMENDATION

That Council notes the Delegate's Report by Cr Denis Todd in relation to the Inland Rail Conference held in Parkes on 18-19 July 2018.

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Ordinary Meeting – 16 August 2018

Item 9 Country Mayors Meeting in Sydney – 3 August 2018

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

Reason for Report

To report to Council on the Country Mayors meeting held in Sydney on Friday, 3 August 2018.

Background

The Country Mayors meeting was held on Friday, 3 August 2018 at Parliament House in Sydney and was attended by the General Manager and myself.

A number of people participated including:

- Hon John Barilaro MP, Deputy Premier, Minister for Regional NSW, Minister for Skills and Minister for Small Business
- Mr Terry Dodds, Chief Executive, Tenterfield Shire Council regarding “Waste to Energy”
- Hon Gladys Berejiklian MP, Premier
- Mr Ken Gillespie, Regional Infrastructure Coordinator, NSW Premier and Cabinet

The following presentations were made:

1. Hon. John Barilaro MP, Deputy Premier, Minister for Regional NSW, Minister for Skills and Minister for Small Business

The Deputy Premier addressed the meeting and spoke on a range of issues, including:

- That Local Government is the face of Government.
- Regional Growth Funds and other funding opportunities. Governments need to deliver what their communities want.
- Joint Organisations. The Deputy Premier praised the collaborative approach and spoke about the need for Jos to be the vehicle to deliver for the people of NSW.
- The focus over the next period is to be economic growth.

The Deputy Premier then took a series of questions and comments, as follows:

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Leeton – asked about funding cuts to public libraries.

Response – this area has picked up some of the capex funding. Encourages members to write to the Minister.

Bellingen – has the government made moves on remuneration for councillors and mayors?

Response – remuneration for councils needs to be considered. There needs to be constitutional recognition of local government. Through FFF we looked at the expenditure side of the ledger we need to look at the revenue side of the ledger.

Glen Innes – drought relief: what level of collaboration is there between local government and the state?

Response – this drought is unprecedented. This is not the final stage and things will go beyond farms. The well being of our farmers is important. Get the people to come forward. The real issue is getting the feed into the State and making the transport links right. Local Government plays an important role in the mental health of our communities.

Moree – please encourage your departmental people to trust us. Local Government often feels untrusted by State Government.

Response – the level of trust has changed and the State has shown trust through the BCRs.

Oberon – IPART Review: when will we have feedback?

Response – hasn't seen it and will take the message back to the minister. Some of the submissions that he has seen have been fantastic. Will come back to us.

Narrandera – what can the State Government do to change the allocations?

Response – don't know about that one. We are in a drought and we need to look at how we can help. Will speak with the Minister and come back.

Narrandera – asked about fuel security.

Response – there has been a mandating of supply.

Dungog – funding: some funding is 50/50 but some councils cannot access this.

Response – recognises that there are some councils that don't have the contribution. Encouraged members to provide information and feedback on the issue.

Kyogle – how do you ensure that you are hearing the voice of rural communities?

Response – as the minister responsible he is in the Department of Premier and Cabinet which is unusual and he gets to see what is happening across the state.

Orange – update us on your views of waste to energy. There are opportunities there.

Response – Australia needs to take the opportunity with waste. He has been speaking with a number of different companies.

Tenterfield – gave thanks for efforts on Guy Fawkes National Park, blackspot mobile towers, and drought funding.

Forbes – gave thanks for announcements made on Monday 30 July 2018 on drought assistance. Asked that in the next round of funding there be special consideration for farmers to retain their female cattle/stock.

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Response – currently looking at funding issues. Breeding stock is important. When it does rain then we need to look at how to get farmers back on their feet.

2. Terry Dodds, CEO Tenterfield Shire Council

Tenterfield Shire Council (TSC) CEO made a presentation regarding 'Waste to Energy'.

TSC is proposing to gain financial assistance from the State and or Federal Government to allow completion of a comprehensive feasibility study to convert municipal and other sources of waste into energy (WtE) at a local scale.

The management of municipal waste is an ongoing challenge and not likely to improve in the short to medium term.

Both State and Federal governments have been giving encouragement towards the burgeoning new sustainable or (but mainly only renewable) energy industries.

The cost of conversion of waste to energy was historically high, but many things have changed over the last five (5) years:

- Access to the electricity distribution network has become less burdensome.
- Technologies have evolved in both Waste to Energy and also the control of the electricity input sources (Microgrids).
- The problem of municipal waste management has become widely known.
- The uptake of domestic power generation is exponentially rising.

A feasibility study will determine whether the combination of changed circumstances mentioned above is enough to warrant a pilot plant being built in this point in time. It will also determine what the smallest scale is; volume of waste and photovoltaic energy plant that could be used, taking into consideration the tyranny of distance and the subsequent transportation costs.

The feasibility study will also determine whether councils across NSW and perhaps Australia, who are in a position to convert waste to energy, are able to form a cooperative sales arrangement through a partnership with a lower to medium tier power generator.

The Country Mayors Association resolved to support this proposal.

3. Hon. Gladys Berejiklian MP, Premier

The Premier addressed the meeting and spoke on a range of issues, including:

- The need to speak up for poor communities and that the government will listen to concerns and ideas.
- Probity is important and announcements need to be delivered as quickly as possible.
- The Government does not always get everything right.
- \$1 in every \$3 is spent in regional areas and all the money received from the sale of the Snowy Hydro will be spent in regional NSW.

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- Money needs to be allocated to social issues as well as economic issues.
- Drought assistance has been increased by \$500 million to \$1 billion.
- The Regional Vision for the next 10 years has been announced.
- Digital connectivity is important and is part of the vision.
- Water security is also important and is a work in progress.
- A strong NSW is a strong Australia.

The Premier took a series of questions and comments, as follows:

Albury – asked where the package for rural and regional relocation is going.

Response – NSW has led the way in regional relocation where all the other states combined does not meet the NSW achievements.

Tenterfield – what is the Government's position on water security?

Response – will never rule out a good proposal. Water connectivity is important. Strong on the Murray Darling Basin Plan and we want to protect our farmers. The Government now has the money to make a difference.

Blayney – what is the Government's position on waste to energy?

Response – we are leading the world. We need to get more savvy about commercialising it. How is the best way to commercialise the good ideas.

Temora – would you reconsider having a stand alone local government minister in charge of a Department?

Response – not ruling this out but a mantra is that every single minister in cabinet is to work with Local Government and they have to stand up and be an advocate for our towns.

Gunnedah – base load electricity supply: will the government consider the development of another base load coal fired power station?

Response – we need energy security and we also need to look at cost.

Wagga Wagga – asked about library funding and restoring funding.

Response – has different figures. Libraries are important.

4. Ken Gillespie, Regional Infrastructure Coordinator, Department of Premier and Cabinet

Mr Gillespie is the former Army Chief Lieutenant General and in his new role he has been tasked with accelerating the roll out of infrastructure across the State's regions.

Mr Gillespie introduced his team, and spoke about developing priorities through Joint Organisations (JOs). Members need to prove that their priorities are part of strategies across the region.

Mr Gillespie took a series of questions and comments, as follows:

Gwydir – asked about the Stronger Country Communities fund.

Response – looking at this now

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Leeton – spoke about red tape reduction in grant applications, and departmental engagement.

Blayney – asked about JOs and engaging government with strategic planning.
Response – it is about taking a longer term view of yourself.

RECOMMENDATION

That Council notes the Delegate's Report in relation to the Country Mayors' meeting in Sydney on 3 August 2018.

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Item 10 Circulars/Newsletters

Circular Details (Office of Local Government)	Title
18-20 / 02 August 2018 / A600437	Guidance to councils on transitioning to the new Australian Accounting Standards
Media/Alert Release Details (Local Government NSW)	Title
Date – 1 August 2018	Statewide push to avert library funding crisis
Date - 27 July 2018	LGNSW welcomes report calling for city councils to have a louder voice in decisions affecting Sydney
Date - 20 July 2018	LGNSW Tackling the National Sword recycling crisis.

Media Releases – Office of Local Government	Title
13 July 2018	Penrith Councillor Guilty of Misconduct
10 July 2018	Mid-Western Councillor reprimanded for Facebook Code of Conduct Breach

Ministerial Media Releases Details (Office of Local Government)	Title
3 August 2018	LGNSW Local Government Week Awards Announced
30 July 2018	A Spotlight on Councils in Local Government Week
5 July 2018	Far West Communities to benefit from Joint Organisations

Planning Circulars (Department of Planning)	Title
27 July 2018	Amendments to Retail Land Use Definitions
11 July 2018	Low Rise Medium Density Design Guide for Development Applications

RECOMMENDATION

That the report on Circulars/Newsletters for Council received in July 2018 be received and noted.

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Item 11 Meeting Schedule

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

Reason for Report

To decide Council's meeting schedule until end-2019.

Background

The *Local Government Act 1993* (NSW) s 365 stipulates that Council is required to meet at least ten (10) times each year, each time in a different month.

Traditionally, Council has agreed on a 12 month program of proposed meeting dates and venues for Ordinary Council meetings. At its meeting of 19 July 2018, Council resolved to amend the Code of Meeting Practice to reflect that Ordinary meetings will be held (generally) on the third Thursday of the month, commencing at 5.00 pm; furthermore, Council may, by resolution, amend the date and time of its Ordinary meetings.

Issues

The schedule does not include Community Consultation meetings, held in November and March each year, nor the various Committee meetings, extra ordinary Council meetings, training, civic functions and other commitments of councillors.

Options

The following meeting schedule is for Council's information. The meetings will commence at 5.00 pm. Council may, by resolution, amend the date and time of its Ordinary meetings.

2018

September	Thursday 20	Coonabarabran
October	Thursday 18	Coolah
November	Thursday 15	Coonabarabran
December	Thursday 13 [#]	Coolah

2019

February	Thursday 21	Coonabarabran
March	Thursday 21	Coolah
April	Thursday 18	Coonabarabran
May	Thursday 16	Coolah

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June	Thursday 20	Coonabarabran
July	Thursday 18	Coolah
August	Thursday 15	Coonabarabran
September	Thursday 19	Coolah
October	Thursday 17	Coonabarabran
November	Thursday 21	Coolah
December	Thursday 12 [#]	Coonabarabran

[#]Meeting held on the second Thursday in December.

Financial Considerations

Council meetings are a normal part of the operation of the organisation, and budgeted for in the 2018/19 Operational Plan. This includes travel reimbursement costs of councillors and catering for meals.

Attachments

Nil.

RECOMMENDATION

That Council adopts the Meeting Schedule:

2018

September	Thursday 20	Coonabarabran
October	Thursday 18	Coolah
November	Thursday 15	Coonabarabran
December	Thursday 13	Coolah

2019

February	Thursday 21	Coonabarabran
March	Thursday 21	Coolah
April	Thursday 18	Coonabarabran
May	Thursday 16	Coolah
June	Thursday 20	Coonabarabran
July	Thursday 18	Coolah
August	Thursday 15	Coonabarabran
September	Thursday 19	Coolah
October	Thursday 17	Coonabarabran
November	Thursday 21	Coolah
December	Thursday 12	Coonabarabran

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Item 12 Council Resolutions Report August 2018

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

Reason for Report

The Council Resolution Report includes all outstanding Council resolutions. Items completed are noted then deleted from the report in the following month. The report is provided as an attachment.

Background

The General Manager is responsible for providing the management oversight in relation to all information progressing from appropriate staff to Council via the Business Paper and monthly Council meetings.

Similarly the role of the General Manager is to ensure appropriate information in relation to Council resolutions and deliberations is provided to Directors and relevant staff. After each Council meeting, each Council resolution is allocated to a directorate for responsibility in actioning the particular Council instruction. Directors and Managers then provide feedback to the General Manager as to the progress of these resolutions on a monthly basis.

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 history and issues in the review of outstanding items before Council reconsider the matter.

Issues

This feedback is provided to Council for information purposes.

Attachments

1. Council Resolution Report

RECOMMENDATION

That Council's Resolution Report for August 2018 is noted for information.

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Item 13 2017/18 Financial Reports

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

Reason for Report

To present Council's Pre Audit Draft Financial Reports for the 2017/18 financial year to Council, to request approval for the Pre Audit Draft Financial Reports to be referred to audit and to seek Council approval for the Statement by Councillors and Management to be made in relation to the General Purpose Financial Statements (GPFS) and Special Purpose Financial Statement (SPFS).

Background

As per section 413 of the *Local Government Act 1993*, Council has prepared the draft financial reports for the 2017/18 financial year.

Councils' financial reports include:

- General Purpose Financial Statements (GPFS)
- Special Purpose Financial Statements (SPFS)
- Special Schedules (SS)

These Statements have been prepared to comply with the requirements of the *Local Government Act 1993*, the Australian Accounting Standards and the Local Government Code of Accounting Practice and Financial Reporting.

The Pre Audit Draft Financial Reports are provided under separate cover as Attachments to the Business Paper.

Issues

Section 413(1) of the *Local Government Act 1993* requires that Council must prepare financial reports for each year, and must refer them for audit as soon as practicable.

Section 413(2) of the *Local Government Act 1993* states that, a council's financial reports must include:

- (a) a general purpose financial report, and
- (b) any other matter prescribed by the regulations, and

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- (c) a statement in the approved form by the council as to its opinion on the general purpose financial report.

Clause 215 of the *Local Government (General) Regulation 2005*, regarding the Statement by a council on its annual financial reports, requires that:

(1) *The statement required by section 413(2)(c) of the Act must:*

(a) *be made by resolution of the council, and*

(b) *be signed by:*

(i) *the mayor, and*

(ii) *at least one other member of the council, and*

(iii) *the responsible accounting officer, and*

(iv) *the general manager (if not the responsible accounting officer).*

(2) *The statement must indicate:*

(a) *whether or not the council's annual financial reports have been drawn up in accordance with:*

(i) *the Act and this Regulation, and*

(ii) *the Code and the Manual, and*

(iii) *the Australian Accounting Standards issued by the Australian Accounting Standards Board, and*

(b) *whether or not those reports present fairly the council's financial position and operating result for the year, and*

(c) *whether or not those reports accord with the council's accounting and other records, and*

(d) *whether or not the signatories know of anything that would make those reports false or misleading in any way, and include such information and explanations as will prevent those reports from being misleading because of any qualification that is included in the statement.*

(3) *The council must ensure that the statement is attached to the relevant annual financial reports.*

A copy of the Statement by Councillors and Management is included in the General Purpose Financial Statement (GPFS) and Special Purpose Financial Statements (SPFS) which have been provided under separate cover.

The audit of Council's Financial Reports for the 2017/18 financial year is scheduled to commence in the week commencing 10 September 2018.

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Financial Considerations

Significant points to note in regard to Council's Pre Audit Draft Financial Reports for the 2017/18 financial year are detailed below. These results will be confirmed following the audit to be conducted in early September 2018.

Income Statement

Income from continuing operations for the 2017/18 financial year was \$47,128,269. This is a slight increase from 2016/17 (\$47,058,412) and also an increase on what was budgeted for the 2017/18 financial year (\$46,830,599).

The net operating result for the year before grants and contributions provided for capital purposes was a deficit of \$4,182,374. The net operating result for the year, including depreciation and other non-cash items, is a surplus of \$2,506,071.

Statement of Cash Flows

Total cash, cash equivalents and investments have decreased from \$18,347,907 at the end of the 2016/17 financial year to \$17,044,221 at the end of the 2017/18 financial year. This is a decrease of \$1,303,686.

Attachments

1. Pre Audit Draft General Purpose Financial Statements
2. Pre Audit Draft Special Purpose Financial Statements
3. Pre Audit Draft Special Schedules

RECOMMENDATION

1. In accordance with section 413(2) of the *Local Government Act 1993*, and clause 215 of the *Local Government (General) Regulation 2005*, Council resolve that the Mayor and one (1) other councillor sign the Statement by Councillors and Management for the General Purpose Financial Statements (GPFS) and Special Purpose Financial Statements (SPFS) for the year ending 30 June 2018, along with the General Manager and Responsible Accounting Officer.
2. The Pre Audit Draft Financial Reports for 2017/18 be referred to audit, as per the requirements of section 413(1) of the *Local Government Act 1993*.

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Item 14 Quarterly Budget Review Statement for the quarter ending 30 June 2018

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

Reason for Report

To present a summary of Council's financial position as at the end of the June 2018 quarter, including information regarding the collection performance related to rates and annual charges and capital revote requests from the 2017/18 financial year in to the 2018/19 financial year.

Background

Section 203 of the Local Government Regulation 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.*

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

The Quarterly Budget Review Statement is composed of, but not limited to, the following budget review 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 Budget Review Statement (Part 2)
- Budget Review – Income and Expenses Statement in one of the following formats (Parts 3, 5 & 6):
 - consolidated;

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- by fund (eg. 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 & 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 June 2018 (Part 9)
- A Summary of Results that links the function view of Council's activities back to Council's Income Statement and Cashflow Statement (Part 4)
- A Loan Movement Schedule (Part 11)

The Quarterly Budget Review Statement is an opportunity for Council to explain major variations and recommend changes to the budget. Explanations for major variations are reported within the Quarterly Budget Review Statement. Also included is a list of supplementary votes for approval.

A copy of Council's fourth quarter Quarterly Budget Review Statement for the 2017/18 financial year, for the quarter ending 31 June 2018, is provided under separate cover as an Attachment to the Business Paper.

Issues

The fourth quarter Quarterly Budget Review Statement shows that Council's revised income from continuing operations budget for the 2017/18 financial year was \$46,830,599 with expenses from continuing operations of \$39,319,899. This resulted in an operating result from continuing operations of \$7,511,700.

Council's end of year, pre audit, accrual result is an accrual of \$2,506,071, including capital grants and contributions, and a reduction in cash of \$1,303,686 from \$18,347,907 to \$17,044,221.

Council's unrestricted cash and investments balance was \$1,366,416 as at 30 June 2018.

Further information is provided in the fourth quarter Quarterly Budget Review Statement – attached.

Revote Requests

Council's capital works program for the 2017/18 financial year included a number of projects that were incomplete as at 30 June 2018.

Each year Council is given the opportunity to review the listing of projects yet to be completed and revote an amount relating to these projects into the following financial year.

A list of capital projects for which a revote is necessary to complete the works is provided in Table 1.

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The requested revote amount from the 2017/18 financial year in to the 2018/19 financial year is \$13,539,569.

If Council approves the entire revote amount of \$13,539,569, Councils capital works program for the 2018/19 financial year will be \$28,796,872.

Table 1: Capital Revotes – Requested Projects

Description	Funding Source	Externally Funded %	Requested Revote Amount
Bushfire and Emergency Services			
RFS – vehicles	RFS	88%	965,279
RFS – Mowrock Station	RFS	88%	293,406
Sub-Total			1,258,685
Communications and Information Technology			
Authority Asset Management Software	General		208,000
GPS Handheld units	General		15,000
InfoXpert – mobile and web portal modules	General		7,350
Point to point wifi – Coonabarabran Office	General		203,575
Point to point wifi for remote sights	General		38,693
Replacement IT Server Hardware	General		10,000
Replacement PCs	General		32,920
Microsoft Server Licenses & SA	General		39,025
Sub-Total			554,563
Multiservice Outlet			
Respite Centre – feasibility study	RA	100%	37,244
Sub-Total			37,244
Cobbora Transition Fund – Three Rivers Regional Retirement Community			
CTF – Three Rivers Retirement Village	Grant	100%	2,202,663
Sub-Total			2,202,663
Tourism and Development Services			
Shire Entrance Signs	General		37,999
Sub-Total			37,999
Regulatory Services			
Upgrade of Dog Pound	General		20,000
Sub-Total			20,000
Council Offices and Other Property			
Disabled access – Coolah Office	General		30,140
Roof repairs – Coonabarabran Office	General		494,455
Roof repairs – Coolah Office	General		80,000
Timor Rock water closet build	General		30,847
Sub-Total			635,442
Public Halls			

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Description	Funding Source	Externally Funded %	Requested Revote Amount
Coonabarabran Town Hall – furniture renewal	General		47,115
Sub-Total			47,115
Asset Design Services			
Design Projects Survey Equip-Cap	General		24,000
Design Services software upgrade	General		8,436
Sub-Total			32,436
Fleet Services			
Plant and equipment purchases	RA	100%	538,004
Depots – disabled access	Grant		30,526
Sub-Total			568,530
Local Roads			
Causeway rehabilitation – Mia Mia Road	R2R	100%	60,000
Causeway rehabilitation – Napier Lane, Garrawilla	R2R	100%	45,253
Causeway rehabilitation – Napier Lane, Mt Warwick	R2R	100%	60,000
Local rehabilitation – Quia Road, near Lake Edna	R2R	100%	60,000
Local rehabilitation – Neilrex Road – unsealed	R2R	100%	86,403
Local rehabilitation – Rotherwood Road	R2R	100%	24,339
Local rehabilitation – Turee Vale	R2R	100%	40,963
Local resheet – Carmel Lane	R2R	100%	47,748
Local resheet – Bourke and Halls Road	R2R	100%	45,000
Local resheet – Wingabutta Road	R2R	100%	90,000
Local resheet – Hawkins Lane	R2R	100%	40,000
Local resheet – Hawkins Road	R2R	100%	40,000
Local resheet – Wardens Road	R2R	100%	50,000
Local resheet – Mt Hope Road	R2R	100%	40,370
Local resheet – Sandy Creekk Road	R2R	100%	113,236
Local resheet – Dandry Road	R2R	100%	120,000
Local resheet – Munns Road	R2R	100%	78,631
Local resheet – Dinby Lane	General		50,000
Local resheet – Newbank Lane	General		70,000
Ross Crossing	General		3,500
Local bridge – Todd's Crossing, Terridgerie Creek, Baradine	R2R	100%	361,491
Sub-Total			1,526,934
Regional Roads			
Regional shoulder rehabilitation – Timor Road	R2R	100%	163,324
Regional pavement widening and rehabilitation – MR55, Black Stump Way	RMS RA Grants	100%	390,073

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Description	Funding Source	Externally Funded %	Requested Revote Amount
Regional shoulder widening – MR129, Baradine Road, Coonamble	RMS RA Grants	100%	339,931
Regional rehabilitation – Vinegaroy between Cambawarr and Wyandra MR618	RMS RA Grants	100%	163,281
Sub-Total			1,056,609
Horticulture			
Mendooran Park – connection of existing irrigation to town water supply	General		10,000
Len Guy Park – softfall upgrade	General		20,000
Sub-Total			30,000
Ovals			
Coonabarabran Netball Courts	General		121,001
Robertson Oval – amenities refurbishment, canteen and toilets	General		26,100
Master Plan – Sporting Precincts – all towns	General		25,000
Sub-Total			172,101
Swimming Pools			
Baradine – shade structure	General		40,000
Coolah – rain tank and pump for irrigation	General		4,000
Coonabarabran – rainwater tank and pump for irrigation	S94	100%	4,766
Dunedoo – awning over canteen area	General		4,000
Dunedoo – roof modifications, amenities block (polycarbon)	General		30,000
Mendooran – chemical dosing units	General		2,000
Baradine, Coonabarabran, Coolah, and Dunedoo pools – install 2 x 32,000 litre water tanks to comply with LTW guidelines	General		32,386
Mendooran – improvements to disabled access and disabled toilets	General		13,141
Sub-Total			130,293
Town Streets – Baradine			
Street lighting	General		8,000
Street trees	General		2,273
Sub-Total			10,273
Town Streets – Binnaway			
Bullinda Street – new kerb and guttering	General		55,000
Railway Street – kerb and guttering	General		55,000
Sub-Total			110,000
Town Streets – Coolah			
Booyamurra Street, East of Binnia Street – rehabilitation	General		70,413

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Description	Funding Source	Externally Funded %	Requested Revote Amount
Street light program	General		8,000
Bowen Oval, Goddard and Martin Streets – drainage study	General		16,000
Goddard Street, Binnia Street and Martin Street – pipe drainage	SWL	100%	44,920
Goddard Street to MPS – shared path	General		9,722
Sub-Total			149,055
Town Streets – Coonabarabran			
John Street – kerb and guttering rehabilitation	General		70,000
Centre Charles Street, Edwards Street to Dalgarno – Street trees	General		30,000
Centre Cowper Street, Edwards Street to Dalgarno Street – street trees	General		29,300
Dalgarno Street West – pavement rehabilitation	General		6,963
Belar Street and Merebene Street – drainage pipe	General		70,000
Sub-Total			206,263
Town Streets – Dunedoo			
Wallaroo Street	General		350,000
Wargundy Street – drainage study	SWL	100%	15,000
Sub-Total			365,000
Water – Baradine			
Mains extension – removal of dead ends	RA		31,223
Sub-Total			31,223
Water – Binnaway			
Meter replacements	RA		5,000
Remove dead ends, Andy's Lane to Castlereagh Street	RA		15,065
Re-locate services – Renshaw Street	RA		25,000
Mains extension – Innes Street, between Quandong and Frater Street	RA		8,516
Mains extension – between Castlereagh Street and Ulinda Street	RA		21,708
New bore	Grant	100%	342,647
Sub-Total			417,936
Water – Coolah			
Mains extension – removal of dead ends, lane behind shops Eastern side to Martin Street	RA		10,000
Meter replacements	RA		5,000
New bore	Grant	100%	309,291
Sub-Total			324,291
Water – Coonabarabran			
Mains replacement – Camp Street, Anne Street to	RA	100%	50,000

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Description	Funding Source	Externally Funded %	Requested Revote Amount
Namoi Street			
Meter replacements	RA	100%	5,000
Timor Dam fence and dead water storage	RA	100%	123,478
Rekeying water sites – Baradine, Binnaway, Coonabarabran and Mendooran	RA	100%	50,000
Raising Timor Dam wall	RA	100%	180,906
Production bore	Grant	75%	914,709
Water carting infrastructure	Grant	75%	120,000
Sub-Total			1,444,093
Water – Mendooran			
Mains extension – River Street to Brambil Street and Napier Street	RA		9,489
Mains extension – River Street to Farnell Street and Abbott Street	RA		6,727
Replace water meters	RA		5,000
New bore	Grant	100%	229,511
Water recommendations	RA		80,000
Sub-Total			330,727
Sewer – Baradine			
Pot servicing	RA	100%	1,917
Sub-Total			1,917
Sewer – Coolah			
Mains relining	RA		14,373
Sewage Treatment Plant upgrade	Grant	50%	228,036
Sub-Total			242,409
Sewer – Coonabarabran			
Mains relining – various sections	RA		34,208
Pump stations – renewal	RA		30,000
Sewage Treatment Plant upgrade	Grant	50%	223,132
Sub-Total			287,340
Sewer – Dunedoo			
Mains relining – various sections	RA		55,794
Sewage Treatment Plant upgrade	Grant	50%	1,232,634
Sub-Total			1,288,428
Warrumbungle Waste			
Additional landfill cells – Coonabarabran	RA		20,000
Sub-Total			20,000
Total			13,539,569

Rates and Annual Charges

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Council levies rates and annual charges on an annual basis commencing in the month of July. Council closely 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 30 June 2017 was 8.88% which is below the OLG recommended benchmark.

Council's outstanding rates and annual charges for the last five (5) financial years is:

Year	Rates and Annual Charges Outstanding Ratio
2017	8.88%
2016	8.32%
2015	8.44%
2014	11.41%
2013	13.62%

The outstanding rates and annual charges ratio as at 30 June 2018 is 14.96%. This is higher than the 10% benchmark recommended by the OLG.

In 2015 Council introduced a system that allows ratepayers the ability to receive and pay their rate notices online, to date 461 ratepayers are utilising this system.

The proportion of rates and annual charges outstanding related to residential properties is 64%. 18% of outstanding rates and annual charges relates to farmland and 18% to business.

Table 2 provides an overview of outstanding rates and annual charges, as at 30 June 2018, by rate and / or charge type.

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

Rate / Charge Type	Rate Arrears 2016/17	2017/18 Levy	Pensioner Write-off	Abandoned	Interest	Legal Fees	Rate Arrears & Net Levy	Total Payments to Date	Total Outstanding 2017/18	Collection (%) 2017/18	Outstanding Rates & Annual Charges (%)
General	556,582	7,757,160	(166,370)	(9,456)	24,857	84,067	8,246,840	(7,342,289)	904,551	89.03%	10.97%
Water	229,206	1,445,691	(72,100)	(33,303)	11,807	-	1,581,301	(1,229,519)	351,782	77.75%	22.25%
Sewerage	103,222	1,077,920	(51,847)	(19)	5,664	-	1,134,940	(956,668)	178,272	84.29%	15.71%
Trade Waste	876	8,597	-	-	29	-	9,502	(7,662)	1,840	80.64%	19.36%
Storm Water	9,433	105,901	-	(1)	557	-	115,890	(98,970)	16,920	85.40%	14.60%
Garbage	258,538	1,904,202	(106,970)	316	13,463	-	2,069,549	(1,632,442)	437,107	78.88%	21.12%
Total Rates & Annual Charges	1,157,857	12,299,471	(397,287)	(42,463)	56,377	84,067	13,158,022	(11,267,550)	1,890,472	85.63%	14.37%
Sewerage Access	146,338	155,308	-	15	3,088	-	304,749	(246,361)	58,388	80.84%	19.16%
Water Consumption	649,131	1,156,116	-	(19,893)	23,939	7,500	1,816,793	(1,464,033)	352,760	80.58%	19.42%
Sewer Consumption	37,413	82,007	-	(241)	556	-	119,735	(108,088)	11,647	90.27%	9.73%

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Trade Waste Usage	26,699	45,245	-	-	228	-	72,172	(71,411)	761	98.95%	1.05%
Total Water Supply Services	859,581	1,438,676	-	(20,119)	27,811	7,500	2,313,449	(1,889,893)	423,556	81.69%	18.31%
Grand Total	2,017,438	13,738,147	(397,287)	(62,582)	84,188	91,567	15,471,471	(13,157,443)	2,314,028	85.04%	14.96%

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Options

Council can choose to:

1. accept the Quarterly Budget Review Statement (QBRS) and:
 - (a) revoke the whole amount requested; or
 - (b) select projects from the requested revotes and approve a lower revoke amount; or
 - (c) approve the revotes requested and postpone selected current year projects to reduce the capital works program for 2018/19; or
2. accept the Quarterly Budget Review Statement (QBRS) subject to changes and:
 - (a) revoke the whole amount requested; or
 - (d) select projects from the requested revotes and approve a lower revoke amount; or
 - (e) approve the revotes requested and postpone selected current year projects to reduce the capital works program for 2018/19; or
3. not accept the Quarterly Budget Review Statement (QBRS) and:
 - (a) revoke the whole amount requested; or
 - (b) select projects from the requested revotes and approve a lower revoke amount; or
 - (c) approve the revotes requested and postpone selected current year projects to reduce the capital works program for 2018/19.

Financial Considerations

The Quarterly Budget Review Statement presented is a pre audit draft of the fourth quarter Quarterly Budget Review Statement and as such will be subject to a number of adjustments and changes.

Council's original unrestricted cash deficit for the 2017/18 financial year, per Council's Operational Plan, was \$37,882 and with a projected accrual result of \$2,502,610.

Revote Requests

Council's capital works program for the 2017/18 financial year included a number of projects that were incomplete as at 30 June 2018.

The total cost to Council of the requested revotes is \$13,539,569. It is projected that \$2,559,354 of this amount will come from General Funds with the remainder coming from Grants or Restricted Assets.

As at 30 June 2018 Council's cash and cash equivalents balance, including investments, was \$17,044,221

In Council's 2018/19 budget, Council has budgeted for a cash deficit of \$597,000. Any revotes that are not funded will reduce this budget by the amount revoted.

If Council approves the entire revoke amount of \$13,539,569, Council's capital works program for the 2018/19 financial year will be \$28,796,872.

Table 3 provides an overview of revoke amounts by funding source.

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Table 3: Revote Amounts by Source of Funding

Source of Funding	Requested Revote Amount
S94 Contributions	4,766
Restricted Assets – Water	632,112
Grants – Water, partially funded	1,916,158
Restricted Assets – Sewer	136,292
Grants – Sewer	1,683,802
Rural Fire Service – partially funded	1,258,685
Cobbora Transition Fund – Three Rivers Regional Retirement Community Fund	2,202,663
Restricted Assets – Roads to Recovery (R2R) and Roads and Maritime Service (RMS) grants	2,460,043
Stormwater Levy	59,920
General Fund	2,559,354
Other Grants	625,774
Total	\$13,539,569

Statement by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005.

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 30 June 2018 is satisfactory having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Responsible Accounting Officer

Attachments

1. Quarterly Budget Review Statement – Fourth Quarter 2017/18 (June)

RECOMMENDATION

That Council:

1. Accept the fourth quarter Quarterly Budget Review Statement for the 2017/18 financial years, as presented.
2. Approve the request to revote \$13,539,569 for uncompleted capital projects from the 2017/18 financial year in to the 2018/19 financial year.
3. Note and accept the information provided on the status of the rates and annual charges for the year ending 30 June 2018.

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Item 15 Human Resources Monthly Report

Division:	Corporate and Community Services
Management Area:	Human Resources
Authors:	Acting Manager Human Resources – Chris Kennedy
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF8: Council undertakes its organisational, workforce and risk management responsibilities with efficiency and effectiveness

Reason for Report

To inform Council of activities undertaken by Human Resources, and provide an update on the status of Staff Recruitment, Training and Workplace Health and Safety (WHS) matters.

Background

Human Resources is responsible for Recruitment, Staff Welfare, Payroll, Learning and Development and Workplace Health and Safety.

Recruitment

Since the last Council Meeting, the following positions have been filled:

- Development Services Administration Officer
- Roller Operator Coonabarabran
- Urban Services Operator Coolah
- Apprentice Plumber Coolah

Six (6) positions are currently being recruited, with interviews held for the following roles:

- Relief Plant Operator (Dunedoo)
- Concrete Operator (Dunedoo)
- Visitor Information Centre Officer

The following positions are being advertised externally:

- Personal Assistant to the Director Corporate and Community Services
- Service NSW Officer
- Relief Plant Operator (Coolah)

Training

Since the last Council Meeting, staff training has been conducted in:

- Chemical Handling Accreditation
- CIV Training and Assessment Upgrade
- Water Treatment Chemical Dosing
- *Protection of the Environment (Operations) Act 1997*

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Work Health and Safety

Improvement Notice N191-2018/00323 from the Department of Primary Industries involves developing Principal Hazard Plans for the quarry.

Council has provided the Department of Primary Industries with Council's new Principal Mining Hazard Management Plan, prepared with the assistance of staff from Liverpool Plains Shire Council. Council is also coordinating with a specialist consultant to undertake additional works in relation to this matter.

Incidents and Claims

There were no new claims or incidents reported in July.

Issues

None to report.

RECOMMENDATION

That the Human Resources Monthly Report for August 2018 be noted for information.

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Item 16 Investments and Term Deposits – month ending 31 July 2018

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

Reason for Report

As required by clause 212 of the *Local Government (General) Regulation 2005*, the details of all monies invested by Council under section 265 of the *Local Government Act 1993* must be reported to Council at each Ordinary Meeting.

Background

Council is authorised by s265 of the *Local Government Act 1993* ('the Act') to invest its surplus funds in the forms of investment notified in an Order of the Minister dated 12 January 2011.

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

Issues

Comments on Performance

Marketable Securities, Term Deposits and At Call Investment Accounts

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

Marketable Securities

Council currently holds no Marketable Securities.

Term Deposits

During the month, \$2,000,002 worth of term deposits matured, earning Council a total of \$26,356 in interest. \$2,000,002 million was placed with AMP at a rate of 2.80% and the balance at the end of the month was \$11,500,002.

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, net transfers of (\$2,502,897) were made from these accounts and \$3,495 interest was

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received on the balances in the accounts resulting in a month end balance of \$2,697,893.

Income Return

The average rate of return on Investments for the month of 2.30% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 1.97% by 33 points or 17%.

On a year to date basis, interest received and accrued totals \$29,851 which is 8.1% of the annual budget. Council's full year budget for interest received and accrued is \$366,560. At the end of June the amount of interest received and accrued should be around 8.3% of the total year budget, ie. \$30,547.

Financial Implications

Based on the current investment market and Council's current investment holdings and maturity dates, the average rate of return on Council's investment portfolio has exceeded the BBSW benchmark rate overall.

Certification of Responsible Accounting Officer

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

Responsible Accounting Officer

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Table 1: Investment Balances – 31 July 2018

Financial Institution	Lodgement Date	Maturity Date	Total Days	Original Rating	Current Rating	Yield (%)	Investment Amount (Redemption Value)
At Call Accounts							
NAB	1-Jan-18	At Call	At Call	ADI	ADI	1.19%	674,908
NAB	1-Jan-18	B-Pay	At Call	ADI	ADI	0.00%	99,224
ANZ	1-Jan-18	At Call	At Call	ADI	ADI	0.75%	855,588
Regional Australia Bank	1-Jan-18	At Call	At Call	Unrated	Unrated	1.75%	1,030,634
T Corp IM Cash Fund	1-Jan-18	At Call	At Call	N/A	Prime	1.65%	37,539
Sub-Total							2,697,893
Term Deposits							
Bank of Queensland	05-Mar-18	04-Sep-18	183	LG	LG	2.60%	1,000,000
NAB	18-Jun-18	25-Sep-18	99	ADI	ADI	2.71%	1,500,000
NAB	27-Jun-18	03-Oct-18	98	ADI	ADI	2.74%	1,000,000
NAB	27-Jun-18	03-Oct-18	98	ADI	ADI	2.74%	1,000,000
NAB	05-Jun-18	09-Oct-18	126	ADI	ADI	2.67%	1,000,000
CBA	25-Jun-18	23-Oct-18	120	ADI	ADI	2.68%	1,500,000
CBA	27-Jun-18	06-Nov-18	132	ADI	ADI	2.68%	1,000,000
CBA	18-Jun-18	17-Dec-18	182	ADI	ADI	2.69%	1,500,000
AMP	23-Jul-18	21-Jan-19	182	UMG	UMG	2.80%	1,000,001
AMP	23-Jul-18	21-Jan-19	182	UMG	UMG	2.80%	1,000,001
Sub-Total							11,500,002
Total							14,197,895

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Credit Rating Legend

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

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Table 2: At Call and Term Deposits – Monthly Movements

Bank	Opening Balance	Interest Added to Investment	Net Placements/ Withdrawals	Closing Balance
NAB	2,174,128	780	(1,500,000)	674,908
NAB	102,121	-	(2,897)	99,224
ANZ	855,309	279	-	855,588
Regional Australia Bank	1,029,106	1,528	-	1,030,634
T Corp IM Cash Fund	1,036,631	908	(1,000,000)	37,539
Total At Call	5,197,295	3,495	(2,502,897)	2,697,893
AMP	1,000,001	13,178	(1,013,179)	-
AMP	1,000,001	13,178	(1,013,179)	-
Bank of Queensland	1,000,000		-	1,000,000
NAB	1,500,000		-	1,500,000
NAB	1,000,000		-	1,000,000
NAB	1,000,000		-	1,000,000
NAB	1,000,000		-	1,000,000
CBA	1,500,000		-	1,500,000
CBA	1,000,000		-	1,000,000
CBA	1,500,000		-	1,500,000
AMP	-		1,000,001	1,000,001
AMP	-		1,000,001	1,000,001
Total Term Deposits	11,500,002	26,356	(26,356)	11,500,002
Total	16,697,297	29,851	(2,529,253)	14,197,895

RECOMMENDATION

That Council note and accept the Investments and Term Deposits Report for the month ending 31 July 2018.

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Item 17 2019/20 Black Spot Program

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

Purpose

The purpose of this report is to seek Council's endorsement of the submission of projects for funding under the Federal Government's Black Spot Program for 2019/20.

Background

The Australian Government provides funding to the Black Spot Program which commenced in 2013/14. The program acknowledges that road crashes are a major cost to Australians every year. Black Spot projects target those locations where crashes occur. By funding road improvements at dangerous locations the program reduces the risk of crashes.

Council has previously been successful in obtaining funding in earlier years. The most recent approval for 2018/19 was:

'Warrumbungle Way, 1.08km to 2.58km west of Kurrajong Road, Binnaway – install shoulder improvements, install w-beam barrier on roadside, improve curved shoulder.'

Issues

Four (4) projects have been selected that meet the eligibility criteria of a history of road crashes or that could be considered at 'accidents waiting to happen'. The projects should be able to demonstrate a benefit to cost ratio of at least 2 to 1.

The selected projects are:

1. Purlawaugh Road (MR129) 2km either side of Napier Lane intersection. Estimate \$320,000 for 3m wide shoulder improvements.
2. Blackstump Way (MR55) 2km north of Leadville. Estimate \$120,000 for curve shoulder widening over 300m.
3. Blackstump Way (MR55) 1.2km shoulder widening on both sides south of Warrumbungle Way. Estimate \$295,000.
4. Intersection Dalgarno and Construction of kerb blisters to narrow

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Charles Streets,
Coonabarabran

carriageway. Estimate \$150,000.

Diagrams showing the location of each project are attached. The diagrams also show the accident records and data relating to each accident.

The applications were submitted on 31 July 2018.

Options

Council has the option of not applying for funding.

Financial Considerations

The program fully funds approved projects. The four (4) projects are not included in Council's forward estimates for 2019/20 and therefore there is no financial impact.

Attachments

1. Plan of *'Purlewaugh Road (MR129), 2km either side of Napier Lane intersection – 3m wide shoulder improvements'* Project.
2. Plan of *'Blackstump Way (MR55), 2km north of Leadville – curve shoulder widening over 300m'* Project.
3. Plan of *'Blackstump Way (MR55) – 1.2km shoulder widening on both sides south of Warrumbungle Way'* Project.
4. Plan of *'Intersection Dalgarno and Charles Streets, Coonabarabran – construction of kerb blisters to narrow carriageway'* Project.

RECOMMENDATION

That Council endorse the following projects submitted to the Australian Government for funding in the 2019/20 Black Spot Program:

1. Purlewaugh Road (MR129), 2km either side of Napier Lane intersection – 3m wide shoulder improvements;
2. Blackstump Way (MR55), 2km north of Leadville – curve shoulder widening over 300m;
3. Blackstump Way (MR55) – 1.2km shoulder widening on both sides south of Warrumbungle Way;
4. Intersection Dalgarno and Charles Streets, Coonabarabran – construction of kerb blisters to narrow carriageway.

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Item 18 Baradine Town Levee – Preliminary Design Report

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

Purpose

The purpose of this report is to advise Council of the receipt of the Baradine Town Levee Preliminary Design Report prepared by consultants GHD and seek concurrence to its exhibition for public comment.

Background

Baradine is located approximately 45km north of Coonabarabran. It is bordered along the east of Baradine Creek and the west of Teridgerie Creek. Flooding from Teridgerie Creek has caused inundation of properties in the town.

A Floodplain Risk Management Study and Plan was completed in 2012. Since then Council has investigated levee options and in June 2016 a Concept Design Report was completed.

Subsequently GHD were engaged to complete a detailed design of the preferred concept levee option for the Baradine Town Levee (BTL).

Additionally there have been the following Reference Reports prepared which inform the Design Report:

- a) BTL Geotechnical Investigation
- b) BTL Review of Environmental Factors
- c) BTL Noise and Vibration Assessment
- d) BTL Biodiversity Assessment

The investigations and reports have been funded by a grant from the NSW Office of Environment and Heritage (OEH) under the Floodplain Management Program amounting to \$385,715.

Issues

The Preliminary Design Report has been circulated to Councillors separately. It sets out the Background, Purpose, Design Basis, Flood Modelling, Flood Levee Design, Retaining Wall and Road Design, and Risks and Opportunities.

The design provides for a generally 3.1km long earth levee, 80m retaining wall, adjustments to road heights, spillway design, new table drains, a relief drain (750m)

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and lowering of the existing Teridgerie Creek by an average of 250mm. Details can be found in the report.

The design has been based on Australian Standards for roads and drainage with the adopted option being a 1 in 100 year flood event and a 750mm freeboard for the levee. The spillways have been modelled and designed showing that they will not be engaged in a 1 in 500 year flood event.

The freeboard (that is the height from the modelled 1 in 100 year flood event to the top of the levee) provided to the consultant by Council is 750mm.

It is considered that this is an extremely conservative approach and in discussion with the consultant it was agreed that there is an opportunity to reduce the crest height and spillway height to provide a freeboard of 250mm. This would result in a reduction in earthworks, footprint, construction costs coupled with a lower visual impact.

Opportunities also exist to realign short sections of the levee embankment to reduce land acquisition and environmental impact. These opportunities can be considered in conjunction with exhibition of the preliminary design.

As part of the project sub-consultants Muller Partnership have prepared a preliminary cost estimate amounting to approximately \$8,400,000. If the option of reducing the freeboard to 250mm is adopted the estimate drops to approximately \$6,950,000.

It is therefore considered that a reduction in the freeboard to 250mm, presents a very low risk, has a substantial benefit cost ratio and should be adopted.

Options

The Preliminary Design is based on the adopted preferred concept design arrangement. The report however provides opportunities to reduce the freeboard from 750mm to 250mm and the cost estimate from approximately \$8,400,000 to approximately \$6,900,000 and is considered worthy of adoption.

The report also provides an opportunity to realign a short section of the levee.

Financial Considerations

In order to fund the construction of the levee including the demolition of the existing levee, removal of redundant structures will require grant funds of between \$6,900,000 and \$8,400,000 or loan funding.

Attachments

1. GHD Preliminary Design Report

RECOMMENDATION

That:

1. The Baradine Town Levee Preliminary Design Report prepared by Consultants GHD be publicly exhibited for a period of 28 days with the Council indicating a preference for the freeboard being set at 250mm above 1 in 100 year flood event level.

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2. As part of the public consultation residents be invited to attend a public meeting where details of the proposal can be explained.

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Item 19 Coonabarabran Emergency Water Supply Project – August 2018 Update

Division:	Technical Services
Management Area:	Warrumbungle Water
Author:	Acting Director Technical Services – Russell Lloyd
CSP Key Focus Area:	Public Infrastructure & Services
Priority:	P17 Communities across the Shire are supported by the secure, long term supply of energy and clean water.

Reason for Report

To update Council on the progress of the Coonabarabran Emergency Water Supply Project.

Background

Council has received monthly reports on the project setting out details on the progress of the works being undertaken and the water level in Timor Dam.

This report sets out the current position as at 3 August 2018.

Issues

- The water level in Timor Dam has remained relatively stable and has been currently measured at 22.4%.
- Council has been drawing all its supply over the past months from the five (5) existing bores near the Water Treatment Plant, the Castlereagh River and one of the new bores adjacent to the Water Treatment Plant.
- Two of the new bores (Bore No 7 and Bore No 8) at the Water Treatment Plant have been connected and are operating.
- As previously indicated the test bore at Morrissey's Corner (Bore No 9) has been abandoned and a decision taken to drill a new test bore near the dam. A test bore licence had already been granted for this test bore.
- Additional 100% funding up to \$742,500 will allow Council to complete the project and connect all additional bores.
- All equipment, piping and pumps have been ordered for connecting the bores to the main line from the dam to the Water Treatment Plant.
- Power supply to the Bart Boc bore (Bore No 11) has been held up.
- Once all bores are connected it is anticipated that the available supply through the plant will be between 1.0ML/day and 1.2ML/day from the bores and river, and will meet current demand.

The Council decision to allow residents living outside the supply area to access Council's standpipe has been advertised and enquiries are being received.

The draft Drought Management Plan and Water Demand Management Plan have been advertised with submissions closing on 9 August 2018.

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Financial Considerations

The Minister has approved 100% additional funding up to \$742,500 to allow Council to complete the whole of the project.

Further expenditure is expected if we proceed with another bore at Timor Dam.

Council has already been granted a test bore permit for this site. The estimated cost of this bore, including drilling, supply of power, pumping equipment and headworks is \$222,450.

This estimate is based on the costs incurred at the previous six bores if it is drilled to a depth of 150 metres.

The attached table of expenditure and committed costs plus the estimate for the proposed bore at Timor Dam will total \$1,875,712. Given that the total of grants plus Council's contribution is \$2,042,500 will leave a surplus of funds of approximately \$166,000.

Options

Council has the option of allowing residents without reticulated water to obtain supply themselves from Council's standpipe or via a licensed carrier. The option is favoured.

Attachments

1. Total Expenditure and Committed Costs for Completion of all Bores
2. Incoming Correspondence – Department of Industry - Water

RECOMMENDATION

That Council:

1. Note the August 2018 Update Report on the Coonabarabran Emergency Water Supply Project, and;
2. Confirm that residents outside the Coonabarabran town water supply may purchase water from Council's Coonabarabran standpipe themselves, or by utilising a licensed water carter, during the current drought.
3. Monitor the level of usage of water from the Coonabarabran standpipe.

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Item 20 Fixing Country Roads – Round 4

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

Purpose

To endorse projects to be submitted by Council to the State Government for funding under Fixing Country Roads Program Round 4.

Background

The NSW Government introduced the Restart NSW Fund in 2011. A part of the initiative is the Fixing Country Roads Program providing funding for Councils to repair and upgrade roads throughout NSW. There have been three previous rounds of funding made available and Council has applied for funds in each previous round.

Council was successful in obtaining funding in Round 3 for the following application:

‘Coonabarabran Over Dimension Route – Investigation of Weir and Options for Strengthening.’

A Deed of Agreement has recently been signed and a consultant is to be engaged to undertake the work.

However Council’s other projects were unsuccessful.

Round 4 has now been opened with no set closing date.

Issues

Council has been specifically invited to resubmit the project listed first in its Round 3 submission being the provision of a ‘New Bridge over Billy Kings Creek on Purlewaugh Road’ project.

For this project to be successful it is suggested that emphasis needs to be given to the heavy vehicle movements, a strengthening of the argument that there is an extensive detour required for freight movements whenever Purlewaugh Road is affected by floodwaters and the volumes of freight involved. To this end support for the project has been sought from the NSW Farmers Association, National Heavy Vehicle Regulator (NHVR), Australian Forest Products Association and NSW Grain Growers Association.

Additionally it is considered that a number of other projects that meet the eligibility criteria should be submitted.

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The criteria are:

1. Access, Productivity and Safety Benefits
2. Growth and Economic Benefits
3. Strategic Alignment
4. Deliverability and Affordability

The other suggested projects are:

2. 'Coonabarabran Over Dimension Route – Rehabilitation and strengthening of failed pavement between Gardener Road and Baradine Road' – Estimated cost \$270,000 (funds sought \$250,000).
3. 'Beni Road, 65km South of Coonabarabran – Realignment of bend to improve road safety' – Estimated cost \$200,000 (funds sought \$200,000).
4. 'Warrumbungles Way, 2km East of Binnaway – Bridge to replace culvert in conjunction with railway crossing upgrade' – Estimated cost \$700,000 (funds sought \$675,000).
5. 'Blackstump Way, North of Coolah towards Warrumbungles Way – Road rehabilitation from Warrumbungles Way intersection to Deadmans Gully' – Estimated cost for Stage 1 - \$1,200,000 (funding sought \$1,100,000).

Diagrams showing the location of each project are attached.

Options

The Council has the option to apply for any number of projects that meet the criteria set for the Fixing Country Roads or not apply. The projects proposed meet the criteria and are not currently funded within Council's budget.

Financial Considerations

The Council budget does not provide for funding of any of the five projects proposed. However if any of the projects are successful the impact on the budget will not exceed \$100,000. The grant guidelines provide for up to 100% funding but Council's are encouraged to include co-contributions.

Attachments

1. Plan of *'New Bridge over Billy Kings Creek on Purlawaugh Road'* Project
2. Plan of *'Coonabarabran Over Dimension Route – Rehabilitation and strengthening of failed pavement between Gardener Road and Baradine Road'* Project
3. Plan of *'Beni Road, 65km South of Coonabarabran – Realignment to bend to improve safety'* Project

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4. Plan of *'Warrumbungles Way, 2km East of Binnaway – Bridge to replace culvert in conjunction with railway crossing upgrade'* Project
5. Plan of *'Blackstump Way, North of Coolah towards Warrumbungles Way – Road rehabilitation from Warrumbungles Way intersection to Deadmans Gully'* Project

RECOMMENDATION

That Council apply for funding under the NSW Restart Fixing Country Roads Program Round 4 for the following projects:

1. New Bridge over Billy Kings Creek on Purlewaugh Road – Estimated cost \$525,000 (funds sought \$500,000).
2. *'Coonabarabran Over Dimension Route – Rehabilitation and strengthening of failed pavement between Gardener Road and Baradine Road'* – Estimated cost \$270,000 (funds sought \$250,000).
3. *'Beni Road, 65km South of Coonabarabran – Realignment of bend to improve road safety'* – Estimated cost \$200,000 (funds sought \$200,000).
4. *'Warrumbungles Way, 2km East of Binnaway – Bridge to replace culvert in conjunction with railway crossing upgrade'* – Estimated cost \$700,000 (funds sought \$675,000).
5. *'Blackstump Way, North of Coolah towards Warrumbungles Way – Road rehabilitation from Warrumbungles Way intersection to Deadmans Gully'* – Estimated cost for Stage 1 - \$1,200,000 (funds sought \$1,100,000).

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Item 21 Mendooran Water Quality Incident Review Report Implementation

Division:	Technical Services
Management Area:	Water Services
Author: Wiebels	Manager Warrumbungle Water – Cornelia
CSP Key Focus Area:	Public Infrastructure & Services
Priority:	PI7 - Communities across the shire are supported by the secure, long term supply of energy and clean water.

Reason for Report

The reason for this report is to inform Council on a quarterly basis of the progress in implementing recommendations from the Water Quality Incident Review Report on the Mendooran boil water alert, as per Council **Resolution 196/1718**.

Background

Following the Mendooran boil water alert in June 2017, a Water Quality Incident Review Report was prepared, which was discussed in Item 25 of the November 2017 Business Paper. The final report contained 31 recommendations. A previous report on the implementation progress was given in Item 39 of the February 2018 Business Paper as well as in Item 20 of the May 2018 Business Paper.

Issues

Each recommendation from the Mendooran Incident Review Report is listed below in Table 2.0. The table also includes a brief description of Council's response and an indication of completion status through a label. Table 1.0 provides a description of the status label. Table 3.0 provides an overall summary of progress towards completion at the end of each quarter.

Table 1.0 Description of Progress Status Label applied to each Recommendation

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

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	meeting agendas for operators and senior management
Complete (C)	The recommendation has been completed. Management plans have been updated. Operators and Senior Management reviewing treatment processes on a regular basis.

Table 2.0 Recommendations

Mendooran Incident Debrief Recommendations, Implementation Status and Comments
Recommendation 1:
<i>That online turbidity and chlorine residual monitoring is installed at Mendooran WTP.</i>
<p>Status (R1): Development.</p> <p>An expression of Interest (EOI) was submitted in January 2018 for Safe and Secure (S&S) funding for a 'Mendooran Water Supply Modification Upgrade'. The proposed upgrade includes the installation of further online instrumentation with appropriate feedback control to PLC/SCADA.</p> <p>An invitation was received in February 2018 to submit a detailed funding application. A consultant was engaged by NSW Health to prepare this application.</p> <p>In relation to this, further EOIs for S&S funding were successfully submitted for an 'Automation and Process Instrumentation Audit' as well as for a 'SCADA and Telemetry Network Upgrade'.</p>
Recommendation 2:
<i>The water supply system diagram (Figure 2.1.9 Mendooran System Flow Diagram) from the WSC DWMS (17th Oct 2014) be corrected and updated to accurately reflect the operational arrangement of the Mendooran Water Supply System.</i>
<p>Status (R2): Development.</p> <p>The flow diagrams cannot be modified as the Microsoft Visio Program is currently not available to Council. Recreation of the flow diagrams is resource intensive.</p>
Recommendation 3:
<i>That WSC investigates the operational control arrangements with a view to including the Standpipe reservoir level as part of the start/stop control of the clear water pumps, so that either the Coolabah reservoirs or Standpipe reservoirs can start/stop the clear water pumps.</i>
<p>Comments: This recommendation aims to reduce the water age in the reservoirs, mainly the Coolabah ones where consumption is low compared to the reservoir capacity. High water age reduces the level of disinfection potential via the chlorine residual, hence increases the contamination risk.</p> <p>This recommendation interlinks with <i>Recommendation 5</i>.</p> <p>This recommendation interlinks with <i>Recommendation 4</i>: the standpipe reservoir needs to be kept at near full level to supply adequate reticulation pressure. Keeping the reservoir near full however increases the water age in times of low demand.</p> <p>Status (R3): Complete.</p> <p>The current set-up already enables both reservoirs, standpipe and Coolabah, to call for water/start the high lift pumps depending on their levels.</p>
Recommendation 4:

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Mendooran Incident Debrief Recommendations, Implementation Status and Comments
<i>That WSC investigates the installation of an inline booster pumping station on the outlet of the Standpipe reservoir to provide sufficient water pressure for a regular water main flushing program to be implemented, to improve the water supply system's firefighting capacity and reduce overall water age by only storing water volumes sufficient to meet peak day demands.</i>
Status (R4): Development. The proposed upgrade referred to in <i>Status (R1)</i> includes the installation of an inline booster pump downstream of the standpipe reservoir.
Recommendation 5:
<i>That WSC investigates options to reduce water age in the Coolabah rural residential estate water supply zone. This could include isolation of individual reservoirs i.e. Reservoirs No. 1, No. 2 and/or No. 3, on a seasonal basis to only store water volumes sufficient to meet peak day demands.</i>
Status (R5): Development. The proposed upgrade referred to in <i>Status (R1)</i> includes a re-design of the chlorine dosing system at the Coolabah reservoir site to implement a recirculation system with a set chlorine concentration.
Recommendation 6:
<i>That WSC review and regularly revise these water supply reticulation plans (Figures 4 & 5) as required to maintain an up to date records.</i>
Status (R6): Implementation. In collaboration with Council's GIS officer.
Recommendation 7:
<i>That WSC review its current organisational structure with a view to ensure that the management of WTP Operators and reporting lines of communication actively support the ongoing implementation of its DWMS and CCPs.</i>
<i>WSC should then formally document the adopted organisational structure, clearly communicating roles and responsibilities of all staff relating to the management of drinking water quality.</i>
Status (R7): Implementation. A draft structure water and wastewater has been developed and discussed with water and urban services staff on 31/07/18.
Recommendation 8:
<i>That the EHO provides a copy of water quality results to WTP Operators at the time of onsite sampling and testing and/or leaves these results at the WTP. Any CCP exceedances or unusual results recorded by the EHO are to be immediately reported to WTP Operators and W&S Manager.</i>
Status (R8): Complete. Procedure in place to report any non-conforming results.
Recommendation 9:
<i>That WSC staff with NSW Health staff undertake regular, at least annually, familiarisation and/or training in the implementation of NSW Health's drinking water quality incident response protocols.</i>
Status (R9): Complete. Quarterly Drinking Water Management Systems (DWMS) Committee meetings are held involving operational and NSW Health staff. These meetings can be used to facilitate the described training.

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Mendooran Incident Debrief Recommendations, Implementation Status and Comments
The last meeting was held on 3 July 2018 and involved 4 operational staff, the Water Technical Officer, Council's EHO and DOI Water staff.
Recommendation 10:
<i>That WSC prepare and formally adopts a "Drinking Water Quality Policy" and this policy is then "highly visible, continually communicated, understood and implemented by employees and contractors of the organisation".</i>
Status (R10): Development. A Drinking Water Quality Policy is in preparation.
Recommendation 11:
<i>That WSC undertake an annual internal review of its DWMS, using the HH2O revised NSW Health's annual report template and consult their local PHU to develop an appropriate external review/audit frequency.</i>
Status (R11): Implementation. Quarterly internal and external reviews are currently undertaken using the named template and quarterly reports provided to the local PHU. The local PHU has been consulted who advised that external audits are not recommended at this stage.
Recommendation 12:
<i>That WSC develop and implement a DWMS review and continual improvement program which is regularly reviewed by the Senior Executive Team and reported to Council.</i>
Status (R12): Implementation. The DWMS Improvement Plan is being updated and intended to be discussed at length at the next quarterly Drinking Water Quality (DWQ) review meeting. Reporting to Council is intended quarterly after the DWQ review meeting.
Recommendation 13:
<i>That notices received from DPI-Water should be regularly reported to senior management together with an Action Plan, Works Budget and Timeline for the rectification of issues raised during DPI-Water Inspections. This Action Plan information should also be regularly reported back to DPI-Water and NSW Health.</i>
Status (R13): Implementation. A list of still outstanding recommendations from previous DOI inspection reports has been created. No further reports have been received since.
Recommendation 14:
<i>That WSC urgently develop and implement a regular (weekly/monthly/annual) reservoir integrity inspection and reporting program for the Mendooran water supply system. This inspection and reporting program should be used to develop an Action Plan in order to urgently address all the existing integrity issues at the Mendooran water supply system. Annual reservoir integrity reports to be submitted to DPI-Water in accordance with LWU Circular No. 18.</i>
Status (R14): Development. Financial assistance is being sought through NSW Health for the development of water supply related Standard Operating Procedures (SOPs), including reservoir inspections. Reservoir access is related to WHS issues that will need to be addressed through reservoir upgrades and/or operator training. Related to Recommendation 17.
Recommendation 15:
<i>That WSC liaises with DPI-Water to prepare a program of capital works required to address current water treatment plant and water supply issues identified in this report,</i>

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<i>with the aim of obtaining funding under the “Safe & Secure Water Program” to complete these works.</i>
Status (R15): Complete. DPI Water’s Regional Inspector Bruce Lamont was consulted by the Manager Warrumbungle Water prior to the preparation of the S&S EOI for the proposed upgrade referred to in <i>Status (R1), (R4) and (R5)</i> . The proposed upgrade additionally includes replacement of the hypochlorite dosing system with a liquefied chlorine gas dosing system as well as re-configuration of the potassium permanganate/ poly-aluminium chloride dosing to allow for adequate contact time.
Recommendation 16:
<i>That WSC review the LMWUA Water Treatment Plant Audit Report for the Mendooran WTP (September 2014), develop an Action Plan and urgently implement any outstanding recommendations. This Action Plan information should also be regularly reported back to DPI-Water.</i>
Status (R16): Implementation. Six (6) of the 15 recommendations have been completed, eight (8) are in progress and one is outstanding. All recommendations are to be included in the DWMS Improvement Plan.
Recommendation 17:
<i>That WSC review all reservoir inspection reports (2014 and 2017) to develop an Action Plan and urgently implement any outstanding recommendations. This Action Plan information should also be regularly reported back to DPI-Water.</i>
Status (R17): Development. Quotes were obtained from LMWUA contractor to upgrade the Mendooran reservoirs to comply with Circular 18; budget allowance has been made for FY2018/19 to perform these upgrades. The 4-yearly detailed reservoir inspection is also scheduled and budgeted for FY2018/19.
Recommendation 18:
<i>That WSC review and update the DWMS and the “DWMS Improvement Plan” is then kept up-to-date, recommended improvements are implemented in the order of identified urgency and progress of the “DWMS Improvement Plan” is reported regularly to the Senior Executive Team and Council.</i> <i>This information should also be passed onto NSW Health and DPI-Water for advice, review and comment.</i> <i>(Noting that actions from many of the other Recommendations in this report would need to be included in this DWMS Improvement Plan)</i>
Status (R18): Implementation. Comment: Related to Recommendations 11 and 12.
Recommendation 19:
<i>That WSC review and finalise the DWMS Implementation Report (2016), so that the recommended “Emergency Response Plan” can be utilised for any future incidents and emergencies.</i> <i>It is recommended that an exercise of the incident response plan be organised with the PHU (mid-2018).</i>

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<p>Status (R19): Development. Comment: The Emergency Response Protocol (ERP) forms part of Council's DWMS and interlinks with Council's Business Continuity Plan (BCP).</p>
<p>Recommendation 20: <i>That WSC develop and implement a "Drinking Water Quality (DWQ) Monitoring Plan" which formalise staff/role responsibilities, authorities reporting and communication protocols and review existing procedures for sampling and testing. The monitoring plan should be built based on the NSW Health Drinking Monitoring Plan (available on the NSW Health website).</i></p>
<p>Status (R20): Development. Regulatory Services has a DWQ Monitoring Program in place and is currently updating their sampling and testing procedure including clear identification of sample sites. An all-including DWQ Monitoring Plan will need to be completed including formalisation of staff responsibilities/authorities reporting/communication protocols.</p>
<p>Recommendation 21: <i>A new sampling site be created for the correct monitoring locations in Bandulla Street. Sample site 123 (57 Bandulla Street) can then be archived.</i></p>
<p>Status (R21): Development. Referred to Regulatory Services for implementation.</p>
<p>Recommendation 22: <i>That WSC develop and implement procedures for all staff involved in sampling and monitoring which clearly reflect responsibilities in accordance with the DWMS, CCP limits and NSW Health protocols for monitoring water quality incidents. This would include investigations and appropriate remedial actions of any Total Coliform detections and to also follow CCP corrective actions for any free chlorine level exceedances.</i></p>
<p>Status (R22): Complete. Comment: Council's DWMS Critical Control Point (CCP) Reference Guide was updated, discussed and re-distributed in March 2018 and again in July 2018. The DWMS document contains a response protocol (flowchart) for microbiological quality incidents.</p>
<p>Recommendation 23: <i>That the onsite sampling and testing conducted by the EHO includes turbidity and these field results are provided to the WTP operators on the same day that FASS samples are collected.</i></p>
<p>Status (R23): Complete. WTP operators take daily turbidity reads across the reticulation system. An additional turbidity meter is being purchased for EHO future use.</p>
<p>Recommendation 24: <i>That WSC finalise draft CCPs provided the DWMS Implementation Report (Bligh Tanner, 2016) and include an additional WTP Final pH CCP.</i></p>
<p>Status (R24): Development. Inclusion of additional WTP Final pH CCP is outstanding.</p>
<p>Recommendation 25: <i>The DWMS CCP summary tables are reviewed, finalised and posted on the noticeboards at the WTP, kept in work vehicles and included in regular training sessions/toolbox talks, incident response protocol/training and included in the water quality monitoring procedures and log sheets.</i></p>
<p>Status (R25): Complete. CCPs are revised quarterly and updated laminated print-outs given to operational staff.</p>

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Recommendation 26:
<i>That WSC update the daily water quality (WQ) log sheets to include turbidity and temperature, and CCP limits and actions to be taken if the CCP limits are exceeded. This will prompt the WTP operator to take appropriate actions and notifications if results are above the alert or critical limits.</i>
<i>That the WTP operators use a simple system, where they colour in the results (using highlighter pens) to identify where the results lie within the CCP ranges.</i>
Status (R26): Implementation. Turbidity has been included in the daily WQ log sheets, temperature is being included now. Production of an updated carbon copy book is in preparation. Operators currently highlight alert and critical CCP exceedances using highlighters.
Recommendation 27:
<i>That WSC implement a simple "Water Quality (WQ) Monitoring Incident Report" sheet for WTP operators to complete if any field results fall outside of the ranges set out on the field monitoring log sheets.</i>
Status (R27): Development. The current practice is that operators highlight results that exceed alert and critical CCP limits in different colours. It is in preparation to introduce a WQ Incident Report sheet for the exceedance of critical CCPs only.
Recommendation 28:
<i>That the WSC include WTP operators and other staff involved in water supply activities to attend the Drinking Water Quality Meetings.</i>
Status (R28): Complete.
Recommendation 29:
<i>That the Human Resources records for relevant staff are reviewed, and that training is undertaken for all water supply operational staff, WTP operators and relief staff to upskill and to be appropriately trained in WTP processes (i.e. DPI-Water Part 1 and 2 as a minimum). It is also recommended that all staff involved with water quality sampling, testing and monitoring, undergo training and are involved in developing procedures for their work tasks.</i>
Status (R29): Development. Referred to HR.
Recommendation 30:
<i>That WSC investigate and implements a process of its WTP operators to be certified under the National Certification Framework.</i>
Status (R30): Not yet started. Referred to HR.
Recommendation 31:
<i>That WSC investigate and implement a formalised preventative maintenance program for all the WTP, reticulation and reservoir assets.</i>
Status (R31): Development. NSW Health has advised of their intent to engage a consultant to develop a WTP Maintenance Schedule.

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Table 3.0 Summary of Implementation Status of Recommendations Reported to Council

Status Label	Feb-18	May-18	Aug-18
Not yet started	15	12	1
Development	11	12	14
Awaiting funding	0	0	0
Implementation	5	4	8
Complete	0	3	8
Total No of Recommendations	31	31	31

Options

This report is presented for Council's information only.

Financial Considerations

In relation to the DWMS implementation, NSW Health continues to provide financial support to help Council meet drinking water quality expectations and standards.

Progression and implementation of some recommendations (R1, R4 and R5) depends on approval of Safe and Secure funding applications; should funding be secured, Council's contribution reduces to 25%.

RECOMMENDATION

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

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Item 22 Status of Unnamed Watercourse in Coonabarabran

Division:	Technical Services
Management Area:	Urban Services
Author:	Acting Director Technical Services – Russell Lloyd
CSP Key Focus Area:	Natural Environment
Priority:	NE5 There is minimal evidence of local environmental degradation of the natural environment.

Reason for Report

To respond to a Notice of Motion from Councillor Ray Lewis.

Background

Council at its meeting of 21 June 2018 adopted the following Notice of Motion:

'439/1718 RESOLVED that Council be provided with a report on:

- 1. The status, including ownership and easements (if applicable) of the unnamed watercourse that runs between Charles and John Streets, Coonabarabran then through Neilson Park to the Castlereagh River.*
- 2. The responsibilities for maintaining the watercourse and its banks.*
- 3. An Action Plan by Council to maintain and improve the watercourse.'*

Issues

The unnamed creek (locally referred to as School Creek) rises south-east of Coonabarabran and flows generally northerly to discharge into the Castlereagh River east of the Newell Highway.

It is an open creek south of George Street where it is contained within its own Title (Lot 141, DP753378 and Lot 7310, DP1138126). It is a natural watercourse.

The creek remains an open channel northerly along Charles Street and then passes through the rear yards of properties in Charles Street.

The creek is piped under Cassilis Street and continuing northerly to its discharge point.

There are no easements or restrictions on the Title of any of the properties where the creek passes through as an open channel or where it is piped.

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A diagram is attached as Attachment 1.0 together with photos showing the area within private property including the eroded creek banks within those private properties.

Where the creek passes through private property; is not included in an easement; has not been created as a drainage reserve; or been constructed or embellished by Council its management remains the responsibility of the owner of the property through which it flows.

There does not appear to be evidence that Council has undertaken any work on the creek within property in the past.

Council developed a strategy for rehabilitation of all creeks within Coonabarabran in 2004. The strategy outlined works that were required to stabilise any erosion and generally improve creek ecology. One of the aims of the strategy was to ensure that any works undertaken within the creek did not adversely impact properties upstream or downstream. The strategy was developed in consultation with property owners and in effect provided a blueprint for rehabilitation works within the creek. At the time Council offered to provide funding to property owners on a dollar for dollar basis up to a limit of \$8,000. A copy of the advertisement for the scheme is provided in Attachment 2.0. It was always made clear though that Council had no legal responsibility for rehabilitation works within the creeks.

Options

Given that the creek is contained within private property and Council does not have an easement and has not undertaken any work on it in the past property owners should be advised that it is their responsibility to manage the creek and its banks.

Alternatively Council may wish to revisit the 2004 Urban Creek Rehabilitation Strategy and develop a grant scheme whereby Council provides funds on a dollar for dollar basis to property owners who apply and undertake works in accordance with the strategy. There is no budget allocation for this.

Council will be aware that undertaking works on private property in School Creek will inevitably lead to requests for works within other Creeks in Coonabarabran such as Racecourse Creek and West Creek and within unnamed watercourses in other towns within the Shire.

Financial Considerations

There is no financial impact if the Council does not maintain the creek through private property.

The cost of rehabilitation works on any part of School Creek depends on location of the works and the type of works required. The overall cost to Council of any works will include the initial rehabilitation or improvement work and then ongoing maintenance.

Attachments

1. Diagram and photographs of the area
2. Copy of 2004 advertisement

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RECOMMENDATION

That Council:

1. Notes:
 - i) The status of the unnamed watercourse (locally known as School Creek) where it flows through properties between Charles Street and John Street, Coonabarabran is a 'natural watercourse'.
 - ii) The responsibility for the maintenance of the watercourse where it traverses private properties rests with the individual property owner.
2. Takes no action to maintain School Creek and its banks within private property.

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Item 23 Water Softening Options for Coolah Water Supply

Division:	Technical Services
Management Area:	Water Services
Author: Wiebels	Manager Warrumbungle Water – Cornelia
CSP Key Focus Area:	Public Infrastructure & Services
Priority:	PI7 - Communities across the shire are supported by the secure, long term supply of energy and clean water.

Reason for Report

Council **Resolution 226/1718** required that an investigation be undertaken and a report brought back to Council regarding a solution (and costs) to improve the palatability of the Coolah town water supply and reduce the effects of the mineralisation which is causing hot water elements to break as well as damaging tapware and associated fixtures and fittings.

A consultant was engaged to prepare a Letter of Opinion on Water Softening Options, which is enclosed as Attachment 1.

Background

The Coolah town water supply is sourced from a bore and reticulated to town following disinfection with chlorine gas without any further treatment. Historical six monthly chemistry results show that the total hardness – expressed as Calcium Carbonate (CaCO_3) – of the town water is well above the aesthetic Australian Drinking Water Guideline (ADWG) value.

Issues

The average of Coolah's town water hardness over the last fifteen (15) years was 426 mg/L as CaCO_3 , with a maximum of 468 mg/L, compared to the ADWG value of 200 mg/L.

These values are comparable to the hardness of Mendooran's town water supply (average 424 mg/L, maximum 451 mg/L over five (5) years) and slightly higher compared to Dunedoo's town water hardness (average 375 mg/L, maximum 407 mg/L over five (5) years).

The ADWG describe the following degrees of hardness:

- <60 mg/L hardness as CaCO_3 – soft but possibly corrosive
- 60-200 mg/L hardness as CaCO_3 – good quality
- 200-500 mg/L hardness as CaCO_3 – increasing scaling problems
- >500 mg/L hardness as CaCO_3 – severe scaling.

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Options

The consultant, Hunter H₂O, provided four (4) options, being three (3) water softening options plus one (1) alternative option and discusses their respective strong and weak points.

The options and their major advantages (+)/disadvantages (-) are:

- **Chemical Softening (e.g. Lime)**
 - Highest capital cost.
 - High labour cost: full time operator.
 - High chemical use.
 - High sludge volumes (that need to be disposed of).
- **Nanofiltration**
 - High capital cost.
 - Moderate labour cost: approx. 20 hrs/week.
 - High power use.
 - Produces a brine waste stream (limited disposal options).
 - Requires technically skilled operators and service technicians.
- **Ion Exchange**
 - + Low to moderate labour cost: approx. 8 hrs/week.
 - Adds sodium to treat the water which can make the water taste salty, unless a low-sodium but more expensive salt is used.
 - Produces a brine waste stream (limited disposal options). If this is discharged to sewer, the overall Total Dissolved Solids (TDS) concentration will increase at the Sewerage Treatment Plant (STP).
- **Alternative: Sequestration**
 - + Lowest capital and operational cost.
 - + Ease of use and no significant increase in labour.
 - Only reduces scale formation but does not improve palatability or soap lathering issues.
 - Is not extensively used in Australia, hence limited experience/proof of effectiveness available.

Financial Considerations

The Letter of Opinion provides cost estimates for each Option, assuming a target hardness of 150 mg/L CaCO₃. The costs are divided into high-level Capital Cost (CAPEX) and Operational Cost (OPEX). To determine the OPEX, the average daily demand of 0.5 ML/day was used. Both costs are displayed for each Option in the table below:

Cost Item	Option 1: Lime Softening	Option 2: Nano Filtration	Option 3: Ion Exchange	Option 4: Sequestration
CAPEX	\$1.9 M ±50%	\$1.5 M ±50%	\$0.43 M ±50%	\$0.19 M ±50%
OPEX (\$/ML)	\$1,572 ^A	\$969 ^B	\$389 ^B	\$123
OPEX (\$/yr)	~\$287k ^A	~\$177k ^B	~\$71k ^B	~\$22k

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Note: *If the low-sodium salt option is chosen for Option 3, to avoid the chance of salty tasting water, the annual OPEX would increase to approx. \$119,000.*

This project is not eligible for funding under the Safe and Secure Water Program; it does neither address water safety nor water security issues.

The preparation of the Letter of Opinion through the consultant presented a cost to Council of \$8,118. Further investigations into Options 3 and 4 would be required to assess their potential as suitable options for the Coolah town water supply, particularly with regard to the following issues raised in the Letter of Opinion:

- Option 3 (Ion Exchange)
If brine is disposed to sewer
 - Complications for biological processes at the Sewerage Treatment Plant (STP).
 - Scaling issues in the sewer network.
 - Benefit of increased alkalinity with regard to phosphorus removal at the STP.
- Option 4 (Sequestration)
 - The risk of encouraged biological growth in the reticulation system due to orthophosphate formation.
 - Search for Australian case studies to verify feasibility and success of this option.
 - Consider performing a trial.

The above investigations would incur additional cost, which have not been specified at this stage.

No analysis is available to quantify the current annual cost to the community caused by damaged hot water systems or other appliances, therefore the benefit of water softening cannot be determined.

Attachments

1. Letter of Opinion on Coolah Water Softening Options.

RECOMMENDATION

That Council:

1. Notes the report on Water Softening Options for Coolah Water Supply.
2. Makes application for grant funding for softening of the Coolah Water Supply when funding opportunities become available.

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Item 24 2018/19 Technical Services Works Program – Road Operations, Urban Services and Water Services for Period Ending 31 July 2018

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

Reason for Report

The Works Program for the Technical Services division of Council for 2018/19 is presented for information.

Background

The 2018/19 Works Program including expenditure until the end of July 2018 for all projects in Technical Services is presented in Attachment 1.0. Costs have been directly extracted from Council's ledger. It therefore includes some line items not managed by Technical Services and does not split works by town location.

Attachment 2.0 contains three tables and a list of roads that have been graded since 1 July 2018. A list of road maintenance requests and roads scheduled for maintenance over the next month can also be found in Attachment 2.0. The schedule of road maintenance grading will vary depending upon availability of water.

Issues

The Works Program presented in Attachment 1.0 includes a percentage spent and percentage completion of the scope of works for each project.

Attachment 1.0 shows Council is generally on track with operational works in each category as they add up to either above or at 7% of Council's Budget, Capital Expenditure and therefore achievement of Capital additions (eg. road widening, bridge construction, park improvements). Management Gantt charts are being prepared to track progress against time and budget. There is clearly a difficulty in providing maintenance grading in a number of areas because of the lack of water.

Options

Council has discretion in relation to the Capital Works Program and the Works Program in general. However, the significant change will be the carryover and large revote needed.

It is still evident that in recent years external funding of works has increased but that there has not been a commensurate increase in the capacity to cope with this increase nor has there been sufficient time to fully plan, document and contract (where appropriate) the Works Program included. Recent action to fill vacancies will

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assist in overcoming this factor in 2018/19. However the overall program is ambitious.

Financial Considerations

The Works Program in Attachment 1.0 contains budget allocations and expenditure on the projects. There will be substantial carry over of funds to be added.

Attachments

1. Technical Services 2018/19 Works Program – Period Ending 31 July 2018
2. Maintenance Grading of Unsealed Roads, for the Period 1 July 2018 to 30 June 2019

RECOMMENDATION

That the 2018/19 Works Program status report for the period ending 31 July 2018 be noted.

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Item 25 Arts and Cultural Centre Report

Division:	Development Services
Management Area:	Tourism and Economic Development
Author:	Manager Economic Development & Tourism – Aileen Bell
CSP Key Focus Area:	Community and Culture
Priority/Strategy:	CC3/CC3.1 Work with communities to develop and expand local arts and cultural activities, programs and events.

Reason for Report

To provide Council with information on enquiries surrounding the “old police house building” as per Resolution 93/1718.

Background

During 2017 Council instructed that enquiries be made as to the availability of the “Old Police House Building located in John Street, Coonabarabran, adjacent to Mary Jane Caine Bridge as an acquisition for future Arts, Craft and Cultural Pursuits”.

Issues

To purchase the property known as the old police residence, contact was made with the Mudgee LAC office (Police Properties Department) to determine availability and price.

It was advised that the property could not be sold because of a land claim on the house and adjoining land placed by the NSW Aboriginal Land Council. The land claim requires addressing prior to any considerations of future sale of the property; it was indicated that it may take several years to settle the claim.

Council requested inspection of the property, and contact has been made with the Inspector of Police based in Coonabarabran, however access to the property to inspect has not been forthcoming.

Financial Considerations

Nil

RECOMMENDATION

That Council not pursue the acquisition of the “old police house building” located in John Street for future Arts, Crafts and Cultural pursuits.

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Item 26 Home-based Food Businesses

Management Area:	Development Services
Division:	Environmental Health
Author:	Environmental Health Officer – Simone Tenne
CSP Key Focus Area:	Rural and Urban Development
Priority/Strategy:	RE4 Our towns and villages are characterised by their attractiveness, appearance, safety, and amenity.

Reason for Report

From 1 July 2018, local councils will be responsible for regulating all domestic kitchens where food that will be sold directly to the final consumer is prepared.

Background

Up until 1st July 2018 all home-based food businesses were regulated by the NSW Food Authority. Now, the NSW Food Authority requires local councils to develop a list of home-based food businesses within the shire (where food that will be sold directly to the final consumer is prepared) and ensure that these businesses are abiding by Food Safety Standards when preparing food for sale. An exception to this new ruling is that the NSW Food Authority will continue to regulate domestic kitchens that only sell food to other businesses, such as cafes, restaurants and supermarkets.

For the purpose of the new requirements, a food business is any food preparation, food storage or food distribution activity which handles food for sale, including not-for-profit organisations offering in-kind rewards. If the handling of food for sale occurs at an address which is also a domestic premise, there are special food safety issues to consider.

Special requirements apply to food businesses where people live at the premises, for example:

- Preparing food for sale at markets or school canteens in a domestic kitchen
- Bed and breakfast accommodation
- Home-based childcare for a fee involving the provision of food
- Home –based catering businesses
- Restaurants with accommodation for the restaurant owner, family or staff.

Under the new regime home-based food businesses will be required to:

- Notify Council of their business and food activity details
- Undergo an inspection.
- Comply with Food Safety Standards in particular Food Safety Standards 3.2.2 and 3.2.3.
- Ensure that they have adequate hand washing facilities, impervious flooring, pest exclusion and eradication procedures and adequate refrigeration.
- Ensure they know how to safely and hygienically handle food.
- Ensure they know how to label foods according to Food Authority Standards.

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- Be aware of when foods are recalled.

Issues

The new requirements will mean that Council has to:

- Develop a register and carry out inspections of applicable home-based food businesses. This will increase the workload for Council's Regulatory Services staff.
- Developing a comprehensive list of all home-based food businesses may be difficult as some businesses may not register raising issues of how to trace existing businesses.
- Deal with community backlash – resistance to change and fear of costs and Council intrusion for small local businesses.
- Charge a fee to cover costs of inspection.
- Develop a media campaign to advise home based food business of the new requirements.

For the home-based food business this will mean more onerous requirements such as:

- Licencing and Certification: Food Safety Supervisor Training and a licence required for high risk foods such as meat, eggs, dairy and shellfish.
- Cost of implementing changes to facilities.
- Volunteers: Complications arising from volunteers that prepare cakes for community organisations.

Financial Considerations

At present Council charges \$157 under 2018/19 Operational Plan to carry out a food premises inspection, with re-inspection of a non-compliant premises \$178.

School canteens and non-profit organisations have no charge.

RECOMMENDATION

That Council:

1. Receives the Home-Based Food Businesses report.
2. Runs a series of workshops to advise local communities of the new changes and requirements for home-based food businesses.

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Item 27 Three Rivers Regional Retirement Community Status Update Report

Division:	Governance
Management Area:	Executive Services
Author:	Acting Manager Projects – Darren Devenish
CSP Key Focus Area:	Local Economy
Priority:	LE4 There are diverse products and services locally available and minimal economic leakage to larger regional centres.

Reason for Report

To provide a regular update on the current project funded by the Restart NSW Cobbora Transition Fund and the Commonwealth Stronger Regions Fund known as the Three Rivers Regional Retirement Community.

Background

The Three Rivers Regional Retirement Community Project is funded by:

1. RNSW290 Three Rivers Regional Retirement Community and Learning Centre \$4,500,000
2. Commonwealth Stronger Regions Fund \$2,450,000

The Warrumbungle Three Rivers Regional Retirement Community s355 Committee (TRRRC s355) oversees the progress of this project.

Issues

The Restart NSW Cobbora Transition Fund, funding deeds detail the scope, budget, and schedule for each project component. Updates are submitted monthly to Infrastructure NSW (INSW) via an online web portal and are audited by NSW Public Works before reimbursement of funds expended by Council.

With Commonwealth Stronger Regions, the Funding Deeds also detail the scope, budget, and schedule for each project component. These updates are submitted monthly to the Federal Department of Regional Programs and Infrastructure via an online web portal and are audited by Assistant Director before reimbursement of funds expended by Council.

Update on the project for the last month is as follows:

- Unit 1 – Frame and trusses installed. Plumbing, electrical, air conditioning rough in complete. This unit is still to pass the critical frame inspection.
- Unit 2 – Frame and trusses installed. Plumbing, electrical, air conditioning rough in complete. This unit is still to pass the critical frame inspection. Verandah slabs front and rear are constructed.

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- Unit 3 – Frame and trusses installed. Plumbing, electrical, air conditioning rough in complete. This unit has still to pass the critical frame inspection. Verandah slabs front and rear are constructed.
- Unit 9 - Gyprock has been set. Fit out is underway. Bathroom and WC tiled.
- Unit 10 - Gyprock has been set. Fit out is underway. Bathroom and WC tiled.
- Units 11, 12 - Gyprock has been set. Fit out is underway. Bathroom and WC have floor bedded for tiling.
- Units 13, 14 – Unit 13 and 14 need to have defects rectified to then pass the critical frame report.
- Units 15, 16 – Front and rear verandahs are complete. Gyprock is hung and set. Bathroom and WC have been waterproofed.
- Units 17, 18 – Front and rear verandahs are complete. Gyprock is hung and set. Bathroom and WC have been waterproofed.
- Units 4, 5, 6, 7, 8, 25, 26 and 27 and the Community Centre site are work ready.

Financial Considerations

Financial Report as at 26.07 2018

Sources of Funds	
Total Grant Funding from Restart NSW	\$4,500,000
Commonwealth Stronger Regions Fund	\$2,450,000
Mendooran/Dunedoo Hostel Inc.	\$500,000
Total External Funding	\$7,450,000
Expenditure to Date	
Acquisition and Remediation of site	\$944,479
Boulus Constructions	\$2,665,973
Salaries, Plant & Other	\$347,645
Total Fund Expended to date	\$3,958,097
External Funding not yet expended	\$3,491,902

RECOMMENDATION

Council notes the progress of the Three Rivers Regional Retirement Community project for July 2018.

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Item 28 Development Application Statistics Report

Division:	Development Services
Management Area:	Regulatory Services
Author:	Acting Manager Property and Risk – Kelly Dewar
CSP Key Focus Area:	Rural and Urban Development
Priority/Strategy:	RU 4 – The attractiveness appearance and amenity of our towns and villages need to be improved

Reason for Report

To provide Council with Development Application statistics from 1 July 2014 to 30 June 2018. The below table provides an outline of the number of applications received, estimated cost, stop the clock and referral days and average days for approval.

Background

Development Applications

(i) Approved – 1 July 2014 to 30 June 2018

Year	Total Number Applications	Total Estimated Cost	Average Elapsed Calendar Days	Average Calendar Stop the Clock Days	Average Approval Days
2014/2015	81	\$9,530,292	33	5	28
2015/2016	101	\$9,905,516	38	12	27
2016/2017	92	\$6,487,414	41	14	28
2017/2018	68	\$12,195,409	62	35	27

Issues

Highlights

The total estimated cost increased in 2017/2018 due to the lodgement of the DA for the Three Rivers Regional Retirement Community valued at \$6.8M.

Average Approval Days has remained consistent and within legislative timeframes of 40 days.

Total Number of Applications varies and is less than usual during 2017/2018.

RECOMMENDATION

That Council notes the Development Application Statistics Report.

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Item 29 Development Applications

Division:	Development Services
Management Area:	Regulatory Services
Author:	Acting Manager Property and Risk – Kelly Dewar
CSP Key Focus Area:	Rural and Urban Development
Priority/Strategy:	RU 4 – The attractiveness appearance and amenity of our towns and villages need to be improved

Development Applications (ii) Approved – July 2018

Development Application/Complying Development	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type Of Development	Stop the Clock Referral Days
DA11/2018	24/05/2018	06/07/2018	Timothy Drew Erskine-Smith	100 Cassilis Street	Coonabarabran	New storage sheds	3
DA12/2018	18/05/2018	20/07/2018	Coby Louise Davis	365 Gardener Street	Coonabarabran	Operation of chiller	20
DA13/2018	23/05/2018	05/07/2018	Michael Catalano	1690 Black Stump Way	Coolah	New single story dwelling	15
DA14/2018	14/03/2018	23/07/2018	Public Works Advisory	20-22 Bandulla Street	Coonabarabran	Two new semi-detached units	92

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DA16/2018	28/05/2018	10/07/2018	Castlereagh Funerals	6 Harper Street	Coonabarabran	New commercial garage/shed	15
DA19/2018	13/06/2018	13/07/2018	Russell Grant Buchanan	59 Bandulla Street	Mendooran	Alterations and additions building	22
DA24/2018	28/06/2018	04/07/2018	Michelle Phillips and Richard Thompson	72 Tucklan Street	Dunedoo	New residential garage/shed	0
DA30/2018	26/07/2018	30/07/2018	Samuel Paul Hopkins	78 Little Timor Street	Coonabarabran	Alterations and additions to exiting dwelling	0

*Development from the January 2013 Wambelong Bushfires

^ Development from the February 2017 Sir Ivan Bushfires

RECOMMENDATION

That Council notes the Applications and Certificates approved during July 2018, under Delegated Authority.

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Item 30 Reports to be Considered in Closed Council

Item 30.1 LGNSW Industrial Advice

Division: Executive Services

Author: Councillor Peter Shinton

Summary

The purpose of this report is to provide Council with information on the outcome of correspondence to Local Government NSW regarding industrial advice provided.

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 and is classified **CONFIDENTIAL** under section 10A(2)(a), (e) 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 Council Concerns about LGNSW Services 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 30.2 Three Rivers Regional Retirement Community Information Report

Division: Executive Services

Author: Director 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 commercial information and is classified **CONFIDENTIAL** under section 10A(2)(c), (g) 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) business.

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

RECOMMENDATION

That the Three Rivers Regional Retirement Community Information Report – July 2018 be referred to Closed Council pursuant to section 10A(2)(c), (g) 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 Council is conducting (or proposes to conduct) business and advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

Item 30.3 Review of Organisation Structure

Division: Executive Services

Author: General Manager – Roger Bailey

Summary

The purpose of this report is to review the Council's staff organisation structure.

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 and is classified **CONFIDENTIAL** under section 10A(2)(a), (e) 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 Review of Organisation Structure Report be referred to Closed Council pursuant to section 10A(2)(a) of the *Local Government Act 1993* (NSW) on the grounds that the matter deals with personnel matters concerning particular individuals (other than councillors).

FURTHER that Council resolve:

- (a) that Council go into Closed Council to consider business relating to confidential information.
- (b) that pursuant to section 10A(1)-(3) of the *Local Government Act 1993* (NSW), the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of Section 10A(2) as outlined above.

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- (c) that 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).