



## Ordinary Council Meeting

# Agenda

**20 June 2019**

Notice is hereby given in accordance with the provisions of the  
*Local Government Act 1993* that an  
**Ordinary Meeting of Warrumbungle Shire Council**  
will be held in the **Council Chambers, John Street, Coonabarabran**  
on **Thursday, 20 June 2019** commencing at **5:00 pm**.

**Mayor:** Cr Denis Todd

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

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**Council's Vision**  
Excellence in Local Government

**Mission Statement**

We will provide:

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

**Values**

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

# **WARRUMBUNGLA SHIRE COUNCIL**

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# **AGENDA**

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

Turn Off Mobile Phones

Audio Recording of Council Meetings

**Apologies/Leave of Absence**

**Confirmation of Minutes**

16 May 2019

**Disclosure of Interest**

Pecuniary Interest

Non Pecuniary Conflict of Interest

**Mayoral Minute/s**

**Delegate Report/s**

**Reports of Committees**

**Reports to Council**

**Notices of Motion/Questions with Notice/Rescission Motions**

**Reports to be considered in Closed Council**

**Conclusion**

.....  
**ROGER BAILEY**  
**GENERAL MANAGER**

# WARRUMBUNGLE SHIRE COUNCIL

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### **Item 1 Minutes of Ordinary Council Meeting – 16 May 2019**

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

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#### **Reason for Report**

To confirm the minutes of the Ordinary Council Meeting held on Thursday, 16 May 2019.

#### **Options**

Nil

#### **Financial Considerations**

Nil

#### **Attachments**

1. Minutes of the Ordinary Council Meeting held at Coolah on Thursday, 16 May 2019.

#### **RECOMMENDATION**

That Council endorses the resolutions contained in the Minutes of the Ordinary Council meeting held on 16 May 2019.

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 2 Mayoral Minute – Mayors Log of Activity, Kilometres Travelled and Expenses from 4 May to 10 June 2019

#### MAYORAL MINUTE - MAYORS ACTIVITY 4 May 2019 to 31 May

<u>Date</u>	<u>Type</u>	<u>In/Out</u>	<u>Activity</u>
4-May	Event	Attended	Binnaway Races
6-May	Meeting	Cancelled	Weights of Loads Meeting Cancelled
7-May	Meeting	Attended	RMS at Coonabarabran
7-May	Meeting	Attended	OLG Investigation at Coonabarabran
16-May	Meeting	Attended	Newell Highway display at VRA
	Meeting	Attended	Visit to Abattoir and spoke to new owner re opening
	Meeting	Attended	Insurance regarding Swimming Pools and other insurance
	Meeting	Chaired	Coolah Council Meeting
17-May	Phone Call	Out	Councillor Iannuzzi regarding abattoir
	Event	Attended	Opening DPS at the Coonabarabran Visitor Information Centre
	Meeting	Attended	Visit to by-pass stand at VRA and spoke to Stewart Rodgers
18-May	Phone call	Out	Mayor Brewarrina Shire regarding JO letter sent to WSC
20-May	Phone Call	Out	General Manager regarding OLG report
	Phone call	In	Rebecca Middleton regarding a house DA
31-May	Phone call	Out	Councillor Iannuzzi regarding draft OLG Report
	Phone Call	Out	General Manager regarding draft OLG report
22-May	Phone Call	In	John single inland rail
	Phone call	In	Councillor Lewis regarding Bypass
	Event	Attended	Volunteers Week, Coonabarabran
	Meeting	Attended	Travelled to Narrabri for Inland Rail Meeting
22-May	Letter	In	Premier Berejiklian office re invitation to visit Warrumbungle LGA
27-May	Event	Attended	Sorry Day March Coonabarabran
	Tour	Attended	Stewart Rodgers on Newell Highway options 2 and 3
28-May	Meeting	Attended	Buckley family regarding land acquisition ARTC Inland Rail
	Meeting	Attended	John King regarding sale of land - Inland Rail
29-May	Event	Attended	Spoke to Inland rail at Coonamble Show
	Travel	Flight	Sydney for Newell Highway and Country Mayors Meeting
31-May	Meeting	Attended	Country Mayors Meeting at Parliament House, Sydney

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### MAYORAL MINUTE - EXPENSES 8 May 2019 - 6 June 2019

<u>Date</u>	<u>Transaction Details</u>	<u>Comments</u>	
14-May	Flight Centre	Flight to Sydney for Country Mayors Meeting and Newell Highway Taskforce	322.99
29-May	Taxi Combined	Transport - Newell Taskforce Meeting	52.82
29-May	Travel Lodge, Sydney	Accommodation - Newell Taskforce Meeting	229.77
30-May	Legal Grounds Café, Sydney	Meal - Newell Taskforce Meeting	19.50
30-May	Harvest Buffet, Sydney	Meal - Newell Taskforce Meeting	74.90
30-May	GM Cabs	Transport - Newell Taskforce Meeting	23.63
30-May	GM Cabs	Transport - Newell Taskforce Meeting	13.23
31-May	Taxi Combined	Transport - Country Mayors Meeting	41.16
31-May	Travel Lodge, Sydney Country Manor Motor Inn,	Accommodation - Country Mayors Meeting	257.25
6-Jun	Nyngan	Accommodation - JO Meeting	122.50
<b>Total expenditure for period 8/5/2019 - 6/6/2019</b>			<b>\$1,157.75</b>

### MAYORAL MINUTE – KILOMETRES TRAVELED – 4 MAY TO 10 JUNE

<u>Date of Journey</u>		<u>Purpose of Journey</u>	<u>Odometer</u>		<u>KM Travelled</u>
<u>Start Date</u>	<u>End Date</u>		<u>Start</u>	<u>Finish</u>	
4-May	4-May	Binnaway Races	31305	31487	182
7-May	7-May	Coonabarabran RMS Investigation	31487	31600	113
8-May	8-May	Baradine Showground Trust Meeting	31600	31620	20
13-May	13-May	Coonabarabran - Met with General Manager and Deputy Mayor	31620	31731	111
14-May	14-May	Baradine - Aerodrome Meeting	31731	31752	21
16-May	16-May	Coolah Council Meeting	31752	31957	205
17-May	17-May	Coonabarabran - Opening DPS at VIC	31957	32069	112
19-May	19-May	Coonabarabran - By-pass Meeting	32069	32153	84
22-May	22-May	Narrabri Inland Rail meeting	32153	32340	187
27-May	27-May	Coonabarabran Sorry Day	32340	32478	138
29-May	31-May	Dubbo - Fly to Sydney for Country Mayors and Newell Highway Meetings	32478	32934	456
4-Jun	4-Jun	Coonabarabran - North West Equestrian Expo	32934	33044	110
5-Jun	5-Jun	Nyngan - JO Meeting	33044	33588	544
10-Jun	10-Jun	Baradine Progress Association Meeting	33588	33606	18
<b>Total KM travelled for period 4/5/2019 - 10/6/2019</b>					<b>2301</b>



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### **RECOMMENDATION**

That Council:

1. Notes the report on the Mayor's Activity and Log of Kilometres Travelled for the period 4 May 2019 to 10 June 2019.
2. Notes the report on the Mayor's credit card expenses between 8 May and 6 June and approves the payment of expenses totalling \$1,157.75.

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### Item 3 Councillors' Monthly Travel Claims – May 2019

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

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### Reason for Report

To provide Council with details of travel claims of Councillors for the month of May 2019.

### Commentary

At the Ordinary Council meeting in July 2017 it was resolved that, "*all Councillors make public their monthly travel claims effective immediately.*" (**Resolution No 10/1718**)

### Councillor Monthly Travel Claims

Councillor	Kilometres	\$ per KM	Total Amount (\$)
Cr Shinton	0	0.78	-
Cr Todd	0	0.78	-
Cr Brady	0	0.78	-
Cr Capel	0	0.78	-
Cr Clancy	0	0.73	-
Cr Doolan	172	0.68	117.00
Cr Hill	310	0.68	210.80
Cr Iannuzzi	169	0.78	132.06
Cr Lewis	0	0.78	-
<b>Total for May:</b>			<b>459.86</b>

### Financial Considerations

Outlined above.

### Attachments

Nil

### RECOMMENDATION

That the Councillors' Monthly Travel Claims Report for May 2019 in the amount of \$459.86 is received for Council's information.

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### Item 4 Country Mayors Association in Sydney held 31 May 2019

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

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### Reason for Report

To report to Council on the Country Mayors Association meeting held at Parliament House Sydney on Friday, 31 May 2019.

### Background

A Country Mayors Association meeting was held on Friday 31 May 2019 at Parliament House in Sydney which was attended by the General Manager and myself.

A number of people attended the meeting including:

- Hon Shelley Hancock, MP, Minister for Local Government
- Gordon Hinds, Managing Director, Better Energy Technology
- Hon Brad Hazzard, MP, Minister for Health and Medical Research
- Andrew Roberts, CEO, Field Solutions Group
- Cr Bruce Miller, Chairman, LGSuper

The following presentations were made:

1. Hon Shelley Hancock, MP, Minister for Local Government.

The Minister addressed the meeting and spoke about the increased RFS contributions and improving relations with Joint Organisations.

2. Gordon Hinds, Managing Director, Better Energy Technology

Mr Hinds addressed the meeting in relation to the energy market. The energy market in Australia is undergoing a revolution as we migrate from centralised large-scale coal generation to distributed renewable energy.

Regional Development, Michael McCormack, is trying to demonstrate a better way to supply energy to the town of Lockhart.

3. Hon Brad Hazard, MP, Minister for Health and Medical Research

The Minister addressed the meeting about allocation of health in the State budget.

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4. Andrew Roberts, CEO, Field Solutions Group

Mr Roberts presentation spoke about Field Solutions Group. They provide coverage throughout NSW in three corridors, Northern, Central and Southern with local bases, hiring local staff, using local businesses, and providing on going support and maintenance.

5. Cr Bruce Miller, Chairman, LGSuper

Mr Miller presented to the meeting regarding LGSuper current status.

### **Attachments**

1. Minutes, Country Mayors Association Meeting 31 May 2019

### **RECOMMENDATION**

That Council note the Delegate's Report in relation to the Country Mayors Association meeting in Sydney on 31 May 2019.

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### Item 5 Minutes of Traffic Advisory Committee Meeting – 23 May 2019

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

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**PRESENT:** Mal Unimcob (Minister's Representative), Ms Sharon Grierson (RMS) and Senior Constable Kelvin Kilsby (NSW Police).

**IN ATTENDANCE:** Mr Kevin Tighe (Director Technical Services), Mr Bikram Joshi (Manager Asset & Design), Ms Cheyenne O'Brien (Road Safety Officer).

**APOLOGIES:** Ms Jackie Barry (RMS) and Cr Peter Shinton (Chair)

#### **CONFIRMATION OF MINUTES**

**35/1819 RECOMMENDED** that the minutes of the Traffic Advisory Committee meeting held on 16 April 2019 be confirmed.

**Kilsby/Tighe**

#### **BUSINESS ARISING FROM THE MINUTES**

The following matters were noted as outstanding:

- Black Stump Way – Council request to NHVR that any road in the Warrumbungle Shire that is a 25 metre B Double Route be converted to a 26 metre B Double Route.
- Tongy Lane signposting – determine correct name and amend signs accordingly.
- Warrumbungle Quarry – Council has placed an application on the RMS Safer Roads Portal pursuing approval and funding for the STARS trial.
- 'No Stopping' zones either side of pedestrian ramp at the intersection of Edwards Street and Cowper Street. Further investigation required.
- Council and RMS information night on events that require a road closure. *The information night is to be held on Wednesday, 26 June 2019. An information booklet is to be prepared.*
- Binnaway Dip – Council progress the concept of installing blisters and dip warning signs in Bullinda Street, Binnaway in accordance with Australian Standards and RMS Guidelines.
- 'Reduce Noise' (G9-291-1) sign to be installed on Vinegaroy Road north of the Coolah Creek intersection and Black Stump Way approximately 200m north of the 50kph speed zone. *Signs have been ordered and will be erected by the end of June 2019.*

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- The current 'No Stopping' sign north of the Police Station access point on John Street, Coonabarabran to be moved North by 3 metres. *Signs to be erected on 23 May 2019.*
- 'School Bus Stop Ahead' w8-213 signage to be installed 100 metres either side of the school bus stop on Baradine Road, Bugaldie. *These signs have been ordered and will be erected by the end of June 2019.*
- Bus zone signage to be installed in Barwon Street, Baradine adjacent to the Preschool. *One sign has been erected and the other side will be erected once the tree branch above is trimmed.*
- Two 'No Stopping' signs including solid white lines to be installed either side of the northern driveway at Jones Panel Beating in Bolaro Street, Dunedoo.
- Sundowner Cycle Race Coonabarabran to Gunnedah on 15 June 2019 – approved TCP to be forwarded via email to RMS.

### AGENDA ITEMS

#### a) Bus Stop Signage at Hickey's Falls

It was noted that the rest stop signage will need to be updated by Council submitting an application through the Tourist Attraction Signposting Assessment Committee (TASAC).

**36/1819 RECOMMENDED** that 7.30am – 8.30am and 3.00pm – 4.00pm timed bus stop signs be erected in the first parking bay of the Hickeys Falls rest area as per the sign plan.

**Kilsby/Unicomb**

#### b) Sign Plan for 'No Through' Sign at Koala Crescent, Coonabarabran

**37/1819 RECOMMENDED** that a 'No Through' (g9-18) sign be erected at the entrance to Koala Crescent at Coonabarabran and that Council investigate the feasibility and warrant for a safer option bus stop area.

**Kilsby/Unicomb**

#### c) Request for Parallel Parking in Front of 62-64 Binnia Street, Coolah

**38/1819 RECOMMENDED** that bollards be erected in front of the shop front posts at 62-64 Binnia Street in Coolah and that Council monitor the impact of these bollards for potential further use in other areas of the shire.

**Unicomb/Kilsby**

#### d) Warrumbungle Eventing – Request for Closure of Reservoir Street, Coonabarabran – 21 July 2019

**39/1819 RECOMMENDED** that approval be provided for the closure of Reservoir Street for the Warrumbungle Eventing One Day Event to be held on Sunday, 21 July 2019 from 9.00am to 3.00pm, subject to:

- Receipt of Current Public Liability Insurance
- Authorised TCP sighted by the Traffic Committee
- Compliance with Council's Road Closure Guidelines

**Grierson/Kilsby**

### LATE AGENDA ITEM

#### e) Mendooran Central School – Request for Closure of Bandulla Street, Mendooran – 30 November 2019

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**40/1819 RECOMMENDED** that approval be provided for the closure of Bandulla Street from Yalcogran and Napier Streets for the Mendooran Central School's 150<sup>th</sup> Anniversary Street Parade to be held on Saturday, 30 November 2019 from 10.00am to 12.30pm, subject to:

- RMS Special Events concurrence
- NSW Police approval

**Unicomb/Grierson**

f) Grassroots Enduro Australia – Request for Use of the Road Reserve Black Stump Way – 5 and 6 October 2019

**41/1819 RECOMMENDED** that Council refuse approval for unregistered motorbikes to utilise the road reserve along Black Stump Way, Coolah due to traffic control concerns and environmental impact concerns.

**Unicomb/Kilsby**

g) Proposed Second Access from Binnaway Abattoir onto Warrumbungle Way

**42/1819 RECOMMENDED** that approval be provided to the proposed second access from Binnaway Abattoir onto Warrumbungle Way, subject to the access being exit only and left turn only onto Warrumbungle Way.

**Kilsby/Unicomb**

h) 'No Through' Sign at Carrington Lane, Coonabarabran

**43/1819 RECOMMENDED** that a 'No Through' (g9-18) sign be erected at the entrance to Carrington Lane, Coonabarabran.

**Grierson/Unicomb**

### **GENERAL BUSINESS**

The following items were discussed without resolution:

- The 50km/h speed zone review at Dunedoo on Golden Highway, at the western end, should be considered as high priority by RMS due to concerns the new Shell petrol station is located too close to the beginning of the 50km/h speed zone.

There being no further business the meeting closed at 12.05 pm.

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Thursday, 27 June 2019 commencing 10.00 am.

.....  
CHAIRPERSON

### **RECOMMENDATION**

That:

1. Council accept the Minutes of the Traffic Advisory Committee Meeting held at Coonabarabran on 23 May 2019.
2. 7.30am – 8.30am and 3.00pm – 4.00pm timed bus stop signs be erected in the first parking bay of the Hickeys Falls rest area as per the sign plan.

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3. a 'No Through' (g9-18) sign be erected at the entrance to Koala Crescent at Coonabarabran and that Council investigate the feasibility and warrant for a safer option bus stop area.
4. bollards be erected in front of the shop front posts at 62-64 Binnia Street in Coolah and that Council monitor the impact of these bollards for potential further use in other areas of the shire.
5. approval be provided for the closure of Reservoir Street for the Warrumbungle Eventing One Day Event to be held on Sunday, 21 July 2019 from 9.00am to 3.00pm, subject to:
  - Receipt of Current Public Liability Insurance
  - Authorised TCP sighted by the Traffic Committee
  - Compliance with Council's Road Closure Guidelines
6. approval be provided for the closure of Bandulla Street from Yalcogran and Napier Streets for the Mendooran Central School's 150<sup>th</sup> Anniversary Street Parade to be held on Saturday, 30 November 2019 from 10.00am to 12.30pm, subject to:
  - RMS Special Events concurrence
  - NSW Police approval
7. Council refuse approval for unregistered motorbikes to utilise the road reserve along Black Stump Way, Coolah due to traffic control concerns and environmental impact concerns.
8. approval be provided to the proposed second access from Binnaway Abattoir onto Warrumbungle Way, subject to the access being exit only and left turn only onto Warrumbungle Way.
9. a 'No Through' (g9-18) sign be erected at the entrance to Carrington Lane, Coonabarabran.



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### Item 6 Minutes of Local Emergency Management Committee Meeting – 20 May 2019

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

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**PRESENT:** Kevin Tighe (Chairperson) (LEMO), David Maher (LEOCON), Rodney Coombes (VRA Coonabarabran), Brad Size (NSW F&R), Anthony Hojel (NSW F&R), Bob Cosgrove (SES Baradine), Stephen Gilbert (VRA Coolah), Rod Williams (VRA Coolah), David Smith (SES Dunedoo), Lisa Obst (Ambulance Dunedoo), Karen Lane (Ambulance Coolah).

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

**APOLOGIES:** Kel Wise (REMO), Russell McArthur (Alt LEOCON), David Monk (SES Dubbo HQ), Tom Cooper (NSWF&R), Corey Philip (RFS) and Nigel Boyce (LLS).

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

The minutes for the previous meeting were available prior to the meeting and also at the meeting for all committee members. Minutes of 18 February 2019 accepted.

**Minutes Accepted – Cosgrove/Coombes**

#### **BUSINES ARISING**

1. Animal Disposal Consequence Management Guide (CMG) completed and will be attached to the minutes.
2. Letter of appreciation from Local Emergency Management Committee (LEMC) to Baradine Emergency Information Hub. Item still outstanding.
3. Emergency Operations Centre (EOC) WiFi Modem is working.
4. 'Starship Enterprise' (see *Agenda Item*).

#### **AGENDA ITEMS**

1. Contact Lists – to be distributed via email.
2. REMO Report – Kel Wise provided a written report.

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### 3. Events – summary of events within the Shire.

- |   |            |
|---|------------|
| a) Coonabarabran Horse Equestrian Event | 31/05/2019 |
| b) Sorry Day Parade – Coonabarabran     | 27/05/2019 |
| c) Coonabarabran Horse Races            | 27/07/2019 |
| d) Baradine Ute Muster                  | 27/07/2019 |

### 4. Exercise Starship Enterprise

This Friday, 24 May 2019 at Coonabarabran Council Chambers. Require numbers from the committee. Presently 17 invited community members with a further 8 LEMC members.

### 5. Rural Addressing

- (i) Completed Rural Addressing area is Stannix Park with the addition of a newly named road; 'Stannix Park Drive'.

- (ii) Wool Road at Goolhi has been changed to Booloola Road, now the same name as in the Gunnedah Shire.

*(Maps will be attached for both)*

- (iii) Homeleigh Drive Estate road naming has been delayed due to some objections from residents. This will go back to the June Council Meeting.

- (iv) The following changes to locality / suburbs:

- o Bomera (North of Coolah) to be included into the area of Tambar Springs.
- o Cobbora locality created from Dunedoo area with western sections going into Elong Elong locality.

### **GENERAL BUSINESS**

- (i) NSW F&R New Bulk Water Cat 6 Foam Appliance will be stationed at Gilgandra and be available for activation within the Warrumbungle Shire area.

- (ii) Note that Col Bennet from Dunedoo will be retiring in the near future.

- (iii) Bob Cosgrove reported that a window frame in the VRA section of the Baradine shed was rotting and he was not sure who was responsible for maintenance.

### **CORRESPONDENCE**

- o Nigel Boyce – Animal Procedure (previously received from REMC)
- o Kevin Tighe – Rocking at the Racecourse Event missed in previous events
- o Kel Wise – CW REO Report and 'Definition of Emergency'.

### **DATE OF NEXT MEETING**

The next meeting will be held on Monday, 19 August 2019 at the Coonabarabran RFS Building.

Usual times for Rescue Meeting at 6.30pm and LEMC meeting at 7.00pm.

### **MEETING CONCLUDED**

As there was no further business the formal part of the meeting concluded at 8.17pm.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 20 June 2019

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.....  
CHAIRPERSON

### **RECOMMENDATION**

That Council notes the minutes from the Local Emergency Management Committee held on 20 May 2019 at Coolah.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 20 June 2019

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### Item 7 Minutes of Economic Development and Tourism Advisory Committee – Monday 27 May 2019

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

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**Present:** Cr Capel, L Ryan, J Young, S Edwards, B Condon, M Haley, M Rickert and J Houghton

**In Attendance:** Deb Dafter (minutes)

Cr Capel chaired the meeting.  
Cr Capel - Acknowledgement of Country

Meeting opened 12.05 pm

#### **Apologies**

L Cutts, K Olsen, D Burton, A Wherrett and V Evans

**RECOMMENDATION:** that the apologies be accepted

**Edwards/Condon**

#### **1 Declaration of Pecuniary and Non Pecuniary Interests**

Nil

#### **2 Minutes of Previous Meeting:**

**RECOMMENDATION:** That the minutes of 25 February 2019 be accepted

**Edwards/Condon**

#### **3 Business Arising from Minutes**

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

*Action: Acting MED&T to discuss website options with Manager Corporate Services Manager in the new financial year.*

#### **4 Reports**

##### **4.1 EDT Strategy Report**

*Action: Column to be added to show status of each action item.*

**Recommended:** That the EDT Strategy Report be received and noted.

**Condon/Young**

##### **4.2 Visitor Information Centre Report**

*Action: Coolah VIC figures to be included in future VIC reports. 2017 statistics to be added to the report, for better comparison due to drought conditions in 2018.*

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**Recommended:** That the Visitor Information Centre Report be received and noted.

**Edwards/Rickette**

### **4.3 Tourism Report**

Capturing The Cosmos Photography Competition - noted there are no entries to date.

*Action: Continue to reach out to Guy Flemming to assist Geo Trail promotion.*

*Action: A short term 'band aid' solution for the calendar of events website to be investigated to make it useable until further website projects are underway.*

*Action: To promote Capturing The Cosmos photography competition to local schools to enter the competition.*

**Recommended:** That The Tourism Report be received and noted.

**Rickette/Condon**

### **4.4 Economic Development Report.**

NRMA electric car charging station is delayed with preparation of the licence agreement.

Binnaway abattoir has re-opened.

*Action: The Committee to write a letter to local Chamber of Commerce suggesting the Small Business Awards is reinstated.*

**Recommended:** The Economic Development Report be received and noted.

**Young/Rickette**

### **4.5 CDC report**

No reports provided.

## **5. New Business**

**5.1 Photos of Old Buildings** – Binnaway Progress Association asked photos of old buildings in Binnaway.

*Action: DEDES to check heritage records for photos.*

**5.2 Purlewaugh Hall** – Committees such as RFS and CWA are able to utilise the Hall and should be covered under their own insurances for events/meetings held at the Hall. Private functions need to go through Council and the function holder is required to have their own insurance.

**5.3 Coolah Recreation Grounds** – would like to attract big name acts to hold concerts, for example Tim McGraw. They are requesting any viable suggestions or contacts.

**5.4 Newell Highway Upgrade** – M Rickert has visited local businesses and tabled their concerns over the potential road changes. Cr Capel advised a meeting was held in Council Chambers last week. Community members can still go online and complete the Upgrade at Newell Highway Questionnaire or attend the next meeting to be held at Town Hall 6pm 11th June 2019.

**Meeting Closed:** 1.34pm

**Next Meeting:** TBA

## **RECOMMENDATION**

That Council accepts the minutes of the EDT Meeting of 27 May, 2019.

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### Item 8 Coonabarabran Emergency Water Supply Project – May 2019 Update

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

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#### 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 June 2019.

For Council's additional information, the numbers, names and depths of all bores are summarised in the table below. Additionally, the depths of test bore holes are given.

Bore No	Bore name/location	Bore depths (m)
1	Robertson Street	22
2	Namoi Street, South of river	24
3	Namoi Street, North of river, new (closest to river)	90
4	Namoi Street, North of river, old (closest to White Street)	26
5	Nandi Park	48
	<i>Nandi Park test hole</i>	39
6	WTP*, old	39
7	WTP*, new	88
	<i>WTP test hole 1</i>	18
	<i>WTP test hole 2</i>	43
8	Nandi Creek	150
9	<i>Morrissey's Corner – discontinued/not equipped due to insufficient yield</i>	150
10	Homeleigh Drive	150
11	Bart Bok	136
12	New bore at Timor Dam	150

\*WTP = Water Treatment Plant, Coonabarabran

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### Issues

#### 1. Timor Dam Level

The water level in Timor Dam is at 19.8%. This represents slight decrease of less than 0.1% since the last report in May 2019.

Gravity draw down is not possible and the dead storage pump out system will need to be used if sourcing of dam water is required.

#### 2. Consumption

The average daily consumption in May was 892 kL/day.

#### 3. Standpipe Usage

Between 1/05 and 30/05/2019 a total of 121 kL were purchased from the Coonabarabran standpipe through commercial water carters. This amounts to an average of 4 kL/day, representing an increase of 2,148 L/day compared to the last report in May.

#### 4. Supply

Council has been drawing its town water supply from ten (10) bores, of which four are located in town (Bores 1, 2, 3 and 4), two are located at the Water Treatment Plant (Bores 6 and 7) and four are located along Timor Road (Bores No 5, 8, 10 and 11).

The Castlereagh River is used again since May 2019, with the flow through the V-notch at Poundyard Weir being monitored.

Siding Springs Observatory and non-potable water users along Timor Road continue to be supplied through the Bart Bok Bore (No 11).

#### 5. New Bores

The connection of bore #12 at Timor Dam into the gravity feed main is now complete. However, it can not yet be taken online as the flow meter is malfunctioning, which requires correction by the providing contractor.

#### 6. Equipment of Bores

Delivery and installation of remaining level instrumentation and data loggers for the old and test bore holes has been further delayed by the contractor without reasonable explanation and sufficient communication or responses to staff around this issue. Alternative quotes are now being sought from different providers. The installation of this equipment is a prerequisite to enable finalisation of the hydrogeological report.

#### 7. Water licensing

Current available entitlements are:

Entitlement (ML/year)	Water source (management zone)	Water Sharing Plan	Access/Storage	Location
800	Castlereagh River Above Binnaway	Castlereagh (below Binnaway	In-river dam (1,140 ML), Pound Yard	Timor Dam, Castlereagh River

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	Water Source (Castlereagh River – Timor Dam to Pound Yard Weir Management Zone)	Unregulated and Alluvial Water Sources)	Weir	
50 + 75 temporary (2018/19)	Southern Recharge Groundwater Source	Great Artesian Basin Groundwater Source	Artesian bores	Coonabarabran (all bores)

The current annual groundwater allocation of 125 ML/a has been used up on 7 February 2019. Emergency funding has been applied for to purchase a permanent allocation of additional 250 ML/a, however has been declined. Finalisation of the hydrogeological report may result in granting of increased licence allocation.

### 8. Additional Water Security – Groundwater Pipeline

A detailed application for funding under the Safe and Secure Water Program to construct a dedicated groundwater pipeline between the Bart Bok bore (No 11) and the WTP has been submitted. The project includes the installation of a 8.7km long and 200mm diameter pipeline parallel to the current gravity feed main coming from Timor dam. A response on the outcome of the submission is still outstanding.

### 9. Water restriction levels

The restriction level remains at 4 as introduced on 1 March 2019.

Level 4 permits the use of microsystems, drip systems and soaker hoses for two hours on Wednesday and Sunday for watering of gardens.

### 10. Fluoridation

A NSW Health support project is underway, where NSW Health engages an engineering consultant for fluoridation operations and maintenance upgrades. Site visits to the fluoridation plants in Coolah, Mendooran, Binnaway, Baradine and Coonabarabran occurred in late February 2019. The next steps include for the consultant to prepare a scope of works for the required upgrades, prepare tender documentation for the renewal of the fluoridation systems, manage tendering and assess tenders, provide site surveillance during the delivery phase, and to coordinate the delivery of training.

### 11. Final Hydrogeological Report and Raw Water Quality Assurance Program and Report

These projects have commenced and are now underway requiring further input such as level information from bores and water quality data.

Finalisation of the Hydrogeological report is required to see how bore operation can be optimised to minimise impact on the water table. Information from the report may support Council's case to increase its annual groundwater allocation.

The Raw Water Quality Report is required to confirm with DOI Water that Section 60 approval for use of water from the new bores at the WTP is not required.



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### **Financial Considerations**

The final claim of \$123,088 on the emergency funding has now been submitted to DOI Water and has been approved for reimbursement to Council.

### **Attachments**

Nil

### **RECOMMENDATION**

That Council notes the June 2019 Update Report on the Coonabarabran Emergency Water Supply Project.

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### Item 9 Mendooran Water Quality Incident Review Report Implementation

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

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#### 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, in item 21 in the August 2018, in item 15 of the December 2018 and in item 13 of the March 2019 Business Papers.

#### Issues

Each recommendation from the Mendooran Incident Review Report is listed below in **Table 2**. The table also includes a brief description of Council's response, progress since the last report and an indication of completion status through a label. **Table 1** provides a description of the status label. **Table 4** provides an overall summary of progress towards completion at the end of each quarter.

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

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

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Complete (C )	The recommendation has been completed. Management plans have been updated. Operators and Senior Management reviewing treatment processes on a regular basis.
Shaded	Previously completed

**Table 2: Recommendations**

Mendooran Incident Debrief Recommendations, Implementation Status and Comments
<p><b><u>Recommendation 1:</u></b> <i>That online turbidity and chlorine residual monitoring is installed at Mendooran WTP.</i></p> <p><b>Status (R1):</b> Implementation</p> <p>An application for Safe and Secure Water Program (SSWP) funding was submitted successfully for a 'Mendooran Water Supply Modification Upgrade Scoping Study'. The proposed upgrade includes the installation of further online instrumentation with appropriate feedback control to PLC/SCADA.</p> <p>In relation to this, a further EOI for SSWP funding was successfully submitted for an 'Automation and Process Instrumentation Audit, Scoping Study' as well as a detailed application for a 'SCADA and Telemetry Network Upgrade, Design and Construct', where the outcome is undetermined.</p> <p><b>Change/progress since last report:</b> No change in Status Label. Tender documentation is being finalised to call for quotations to undertake the Concept Design.</p>
<p><b><u>Recommendation 2:</u></b> <i>The water supply system diagram (Figure 2.1.9 Mendooran System Flow Diagram) from the WSC DWMS (17<sup>th</sup> Oct 2014) be corrected and updated to accurately reflect the operational arrangement of the Mendooran Water Supply System.</i></p> <p><b>Status (R2):</b> Complete.</p> <p><b>Change since last report:</b> Progress from 'Development' to 'Complete'.</p>
<p><b><u>Recommendation 3:</u></b> <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> <p><b>Comments:</b> 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>

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### Mendooran Incident Debrief Recommendations, Implementation Status and Comments

**Status (R3):** Complete.

The current set-up already enables both reservoirs, standpipe and Coolabah, to call for water/start the high lift pumps depending on their levels.

**Change since last report:** None (complete).

**Recommendation 4:** *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.*

**Status (R4):** Implementation.

The proposed upgrade referred to in *Status (R1)* includes the installation of an inline booster pump downstream of the standpipe reservoir.

**Change/progress since last report:** No change in Status Label. Tender documentation is being finalised to call for quotations to undertake the Concept Design.

**Recommendation 5:** *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.*

**Status (R5):** Implementation.

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

**Change/progress since last report:** No change in Status Label. Tender documentation is being finalised to call for quotations to undertake the Concept Design.

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

**Status (R6):** Implementation.

In collaboration with Council's GIS officer.

**Change/progress since last report:** None.

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

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

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*drinking water quality.*

**Status (R7):** Implementation.

**Change/progress since last report:** No change in Status Label. Meanwhile, eight positions of the new structure have permanently been filled (Supervisor North and South, Team Leaders North, Treatment Plant Operator, Trainee Coonabarabran, Project Engineer and Treatment Plant Operator Baradine), one position is being temporarily filled on a higher duties basis (Team Leader South), one position remains vacant, two traditionally Urban Services positions remain to be transferred/filled.

**Recommendation 8:** *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.*

**Status (R8):** Complete.

Procedure in place to report any non-conforming results.

**Change since last report:** None (complete).

**Recommendation 9:** *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.*

**Status (R9):** Complete.

Quarterly Drinking Water Management Systems (DWMS) Review meetings are held involving operational and inviting NSW Health staff. These meetings can be used to facilitate the described training.

**Change since last report:** None (complete).

Note: The last meeting was held on 21 November 2018 and involved 3 operational staff, the Water Technical Officer, and a DOI Water representative.

**Recommendation 10:** *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".*

**Status (R10):** Complete.

**Change/progress since last report:** Progress from 'Implementation' to 'Complete'. The Draft Drinking Water Quality (DWQ) Policy was adopted in March 2019.

**Recommendation 11:** *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.*

**Status (R11):** Complete.

Quarterly internal reviews are currently undertaken using the named template and

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### Mendooran Incident Debrief Recommendations, Implementation Status and Comments

quarterly reports provided to the local PHU as well as to DOI Water. The local PHU has been consulted who advised that external audits are not recommended at this stage.

**Change/progress since last report:** Progress from 'Implementation' to 'Complete'. Since the Incident Review Report four (4) quarterly reviews have been undertaken/reports been prepared, for the periods ending February 2018, June 2018, September 2018, and December 2018 (South)/January 2019 (North). The next review is scheduled for May 2019.

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

**Status (R12):** Implementation.

The DWMS Improvement Plan is being reviewed and intended to be discussed in dedicated meeting at length at the next quarterly Drinking Water Quality (DWQ) review meeting. Reporting to Council is intended quarterly after the DWQ review meeting.

**Change/progress since last report:** No change in Status Label. However, a consultant has been engaged to consolidate and update the Plan to provide further support during a one day meeting with staff scheduled for 27 June.

**Recommendation 13:** *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.*

**Status (R13):** Implementation.

Related to Recommendation 12.

**Change/progress since last report:** No change in Status Label. These recommendations now form part of the DWMS Improvement Plan (refer R12).

**Recommendation 14:** *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.*

**Status (R14):** Implementation.

Financial assistance is being sought through NSW Health for the development of water supply related Standard Operating Procedures (SOPs), including reservoir inspections. The support project has now commenced. It includes the development of SOPs. A summary of the scope of this support project is given in **Table 5**.

Reservoir access is related to WHS issues that will need to be addressed through

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reservoir upgrades and/or operator training.

Related to Recommendation 17.

**Change/progress since last report:** Progress from 'Development' to 'Implementation'. A consultant has been engaged to prepare the annual Circular 18 report to DOI Water. Working at Heights training was held for relevant staff; however it was identified that an upgrade of the reservoir access structure is required to enable safe access. Quotes for a Shire wide audit of reservoir access and required updates and costs are being sought. A drone had been purchased that can be used for inspections where access is restricted.

**Recommendation 15:** *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, with the aim of obtaining funding under the "Safe & Secure Water Program" to complete these works.*

**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 *Status (R1), (R4) and (R5)*. 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.

**Change since last report:** None (complete).

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

**Status (R16):** Implementation.

Nine (9) of the 15 recommendations have been completed and six (6) are in progress.

**Table 3** summarises the recommendations from the 2014 LMWUA WTP Audit report.

The recommendations have been added to the DWMS Improvement Plan (refer R12).

**Change/progress since last report:** None.

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

**Status (R17):** Implementation.

**Change/progress since last report:** None in Status Label. A contractor has upgraded reservoirs, clear water tanks and bores Shire wide to comply with Circular 18 (integrity). Further reservoir upgrade works (roof replacements, fencing, WHS, corroded internal structures) have been budgeted for to some extent in future financial



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years. A proposal is being sought to prepare the Action Plan.

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

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

*(Noting that actions from many of the other Recommendations in this report would need to be included in this DWMS Improvement Plan).*

**Status (R18):** Implementation.

Related to Recommendations 11 and 12.

The 31 recommendations from this report have been added to the DWMS Improvement Plan document.

**Change/progress since last report:** No change in status label. A consultant has been engaged to consolidate and update the Plan to provide further support during a one day meeting with staff scheduled for 27 June (refer R12).

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

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

**Status (R19):** Implementation.

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

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

**Change/progress since last report:** None.

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

**Status (R20):** Development.

**Comment:** 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.



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**Change/progress since last report:** None in Status Label. However, a quote is being sought for a consultant to develop the DWQ Monitoring Plan.

**Recommendation 21:** *A new sampling site be created for the correct monitoring locations in Bandulla Street. Sample site 123 (57 Bandulla Street) can then be archived.*

**Status (R21):** Complete.

**Change since last report:** Progress from 'Development' to 'Complete'

**Recommendation 22:** *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.*

**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.

**Change since last report:** None (complete).

**Recommendation 23:** *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.*

**Status (R23):** Complete.

WTP operators take daily turbidity reads across the reticulation system. An additional turbidity meter is being purchased for EHO future use.

**Change since last report:** None (complete).

**Recommendation 24:** *That WSC finalise draft CCPs provided the DWMS Implementation Report (Bligh Tanner, 2016) and include an additional WTP Final pH CCP.*

**Status (R24):** Implementation.

**Comment:** The CCPs from the 2016 Bligh Tanner Report had been finalised. A final pH 'COP' (Critical Operational Point) has been introduced for the Mendooran WTP. A CCP (Critical Control Point) cannot be introduced as the final pH at the Mendooran WTP cannot be controlled but only monitored.

**Change/progress since last report:** None. Development of a COP reference guide as well as introduction of Final pH CCPs/COPs for other WTPs in the Shire is outstanding as required.

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### Mendooran Incident Debrief Recommendations, Implementation Status and Comments

**Recommendation 25:** *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.*

**Status (R25):** Complete.

CCPs are revised quarterly and updated laminated print-outs given to operational staff.

**Change since last report:** None (complete).

**Recommendation 26:** *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.*

*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.*

**Status (R26):** Complete.

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.

**Change since last report:** Progress from 'Implementation' to 'Complete'.

Note: The CCP Reference Guide - including actions to be taken if CCP limits are exceeded – is displayed on the wall of the WTP lab where water samples are analysed.

**Recommendation 27:** *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*

**Status (R27):** Completed.

**Change since last report:** Progress from 'Development' to 'Completed'

Note: A WQ Incident Report sheet for the exceedance of critical CCPs has been developed and introduced. Exceedances of alert and critical CCP limits continue to be highlighted in different colours by operational staff on the log sheets.

**Recommendation 28:** *That the WSC include WTP operators and other staff involved in water supply activities to attend the Drinking Water Quality Meetings.*

**Status (R28):** Complete.

**Change since last report:** None (complete).

**Recommendation 29:** *That the Human Resources records for relevant staff are reviewed, and that training is undertaken for all water supply operational staff, WTP*

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Mendooran Incident Debrief Recommendations, Implementation Status and Comments
<p><i>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></p> <p><b>Status (R29):</b> Implementation</p> <p>A Training Warrumbungle Water program has been developed. DOI Water courses only run once to twice a year.</p> <p><b>Change/progress since last report:</b> No change in Status Label.</p>
<p><b><u>Recommendation 30:</u></b> <i>That WSC investigate and implements a process of its WTP operators to be certified under the National Certification Framework (NCF).</i></p> <p><b>Status (R30):</b> Development</p> <p>A training plan/schedule is being developed to get WTP Operators certified under the NCF.</p> <p><b>Change since last report:</b> None in Status Label.</p>
<p><b><u>Recommendation 31:</u></b> <i>That WSC investigate and implement a formalised preventative maintenance program for all the WTP, reticulation and reservoir assets.</i></p> <p><b>Status (R31):</b> Implementation.</p> <p>The NSW Health support project (Table 5) includes the development of O&amp;M manuals for each WTP.</p> <p><b>Change/progress since last report:</b> None.</p>

**Table 3: Recommendations from the 2014 LMWUA WTP Audit report** (the status label from Table 1 is used to indicate progress)

ID	Area	Issue	Recommendation	Priority	Status
MEN001	Information systems	Daily plant operational data sheets are currently stored in an electronic format at the council office. However, the collected data is not utilised to identify possible efficiency improvements	Utilise plant operational data to optimise chemical dosing and plant performance (ie monitor plant flows and configurations and chemical usage trends and compare to water quality)	High	C

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MEN002	Information systems	Currently there are no standard operating procedures that exist for the plant. General operating procedures are being developed in unison with the alliance	Develop operating procedures that cover the following areas: <ul style="list-style-type: none"> <li>• Plant operations</li> <li>• Routine/scheduled maintenance</li> <li>• Plant troubleshooting</li> <li>• Laboratory tasks/procedures</li> </ul>	High	I
MEN003	Information systems	Instantaneous and daily chemical dose rates are currently not monitored or compared to instantaneous and daily plant flows.	<ul style="list-style-type: none"> <li>• Perform daily chemical drop rates. This will allow operators to monitor pump performance and compare against instantaneous plant flow rate to calculate chemical dose rate</li> <li>• Record daily (24 hr) chemical usage and plant flow. This will allow actual chemical dose rate to be calculated</li> </ul> <p>This information is useful for plant performance optimisation and troubleshooting</p>	High	I
MEN004	Information systems	Currently, no equipment maintenance plan exists	Develop an equipment maintenance plan that covers: <ul style="list-style-type: none"> <li>• Equipment scheduled and reactive maintenance</li> <li>• Critical spares list</li> <li>• Protocol for identifying failed equipment and response</li> </ul>	High	I
MEN005	Information systems	Plant pressure vessels currently do not have calibration certificates displayed	Perform pressure vessel calibration and display certificates on site.	High	I
MEN006	Process unit – Aeration, coagulation	Poly aluminium chloride and potassium permanganate are both dosed through the same diffuser into the top of the aeration stairway	<p>Perform jar tests to determine optimum coagulant dose rates and mixing configurations.</p> <p>Investigate (by performing jar tests) using separated dosing diffusers for improved efficiency of both coagulation and metal removal</p>	Medium	C

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MEN007	Wash water recovery	Wash water is directed to the sedimentation ponds for recovery. A concentration of contaminants unable to be removed in the sedimentation process may occur increasing the load on the filters	Consider a sedimentation stage with long residence times prior to returning the wash water to the inlet works. This may be achieved through installing baffles in the lagoon to reduce short circuiting	Medium	I
MEN008	Sludge handling	Sludge is pumped out of the sedimentation ponds and disposed of onsite	Sample and test the sludge prior to removing from the lagoon to ensure it is appropriate to apply/dispose on site. The sludge should be tested for metals, organics, pH and moisture content	High	I
MEN009	Iron and manganese issues	The plant experiences high manganese levels	Perform jar testing to determine optimum manganese removal dosing configurations	High	C
MEN010	Safety	The eyewash station experiences low pressure.	Investigate methods to maintain a higher pressure in the eyewash station water line. This may include: <ul style="list-style-type: none"> <li>• Booster pump</li> <li>• Constant pressure valve</li> </ul>	High	C
MEN011	Security	The clear water tank lids/covers are unsecured.	Ensure access to the treated water tanks are secured and locked	High	C
MEN012	Security	Critical equipment is currently exposed	Install a door with lock on the existing treated water delivery pumps to reduce risk of pump damage	High	C
MEN013	Signage	The plant entrance gates do not contain the appropriate signs	Erect signs on the entrance gates that display the following information: <ul style="list-style-type: none"> <li>• Chemical hazard signs of the chemicals contained on site</li> <li>• Plant contact details</li> </ul>	High	C
MEN014	Reservoir hypochlorite	The sodium hypochlorite dosing line and dosing point is exposed and unsecured. There is the potential for damage for damage, contamination or vandalism	Cover and secure the dosing line and dosing point.	High	C

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MEN015	Reservoir hypochlorite	The sodium hypochlorite bulk storage tank and fill point is not currently bunded. Any chemical leaks/spills will be unable to be contained	Install a chemical bund in the hypochlorite dosing room. Consider constructing a bunded fill point for the delivery vehicle	High	C
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**Table 4: Summary of Implementation Status of Recommendations Reported to Council**

Status Label	Feb-18	May-18	Aug-18	Dec-18	Mar-19	Jun-19
Not yet started	15	12	1	0	0	0
Development	11	12	14	7	3	2
Awaiting funding	0	0	0	0	0	0
Implementation	5	4	8	12	15	15
Complete	0	3	8	12	13	14
<b>Total No of Recommendations</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>

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**Table 5: Scope of works for NSW Health Support Project**

Task 1	Coonabarabran Filter Inspection
Task 2	Detailed Safe and Secure funding application for the 'Automation and Process Instrumentation' Audit
Task 3	Development of 12 Standard Operating Procedures (SOPs) for the water supply systems (additional to fluoridation associated SOPs described in Task 4)
Task 4	Fluoridation Operations and Maintenance Upgrades:
Task 4a	<ul style="list-style-type: none"><li>• Review available fluoridation information</li><li>• Undertake WTP site visits</li><li>• Prepare the scope of works to successfully upgrade the softener, fluoridation system, waste tank and telemetry systems at each WTP site</li><li>• Prepare O&amp;M schedules for each WTP site</li><li>• Prepare contract and technical documents for the renewal of the fluoridation systems</li><li>• Manage tendering, tender assessment and make recommendations for award of Contractors engaged to undertake the works</li><li>• Co-ordinate the delivery of training, operational support or regular follow-up "health checks" to assist in the operation, maintenance, surveillance and reporting associated with the fluoridation plants.</li><li>• Respond to technical queries and, where reasonable, commercial questions regarding the fluoridation upgrades and the E&amp;IC contracts</li></ul>
Task 4b	<ul style="list-style-type: none"><li>• Provide site surveillance during the delivery phase and defects liability period in conjunction with WSC</li><li>• Provide resources to undertake surveillance, commissioning visits</li><li>• Liaise with the WSC project manager on a weekly basis to discuss progress, quality and any issues.</li></ul>
Task 5	Update risk assessments for all WSC water supply systems.
Task 6	Development of Incident Response Plans for all supply systems and conduct incident exercises.

Note: This proposal encompasses Tasks 1-4 while a supplementary proposal will be issued in due course for the remaining Tasks 5 and 6.

### 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. One example is the recent NSW Health support project (*Table 5*).

The funding for the Mendooran Water Supply Modification Upgrade Concept Design (relating to Recommendations R1, R4 and R5) amounts to \$126,500, including a Council's contribution of \$31,625.

Reservoir inspections and cleans performed this FY cost Council \$62,694; engaging the contractor for Circular 18 upgrades will amount to a total of \$135,908. Both projects had been budgeted for as capital projects this FY.

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Engagement of a consultant to prepare the annual Circular 18 report will cost \$1,200; engagement of a consultant to assist with the DWMS Improvement Plan will cost \$6,509.

Quotes for the development of an Action Plan from reservoir inspection reports and for the development of a Drinking Water Quality Monitoring Plan are outstanding.

### **Attachments**

Nil

### **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 10 Council Committees

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

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### Reason for Report

To update Council on appointments for the Mayor to various committees.

### Commentary

At the Ordinary Council meeting of 29 September 2016, Council resolved to endorse nominations to appoint representatives to a range of external committees (54/1617). Some appointments were for specific Councillors, indicated by name. For example:

***‘Castlereagh Macquarie County Council***

*‘Two (2) Councillor representatives being Councillor Shinton and Councillor Lewis.’*

Other appointments were for particular roles at Council, as indicated by position. For example:

***‘Castlereagh (changed from Warrumbungle) Bushfire Management Committee (BFMC)***

*‘The Mayor and the General Manager represent Council’*

Resolution 54/1617 appointed the Mayor to a number of committees, as follows:

- Castlereagh Bushfire Management Committee (BFMC)
- Castlereagh Zone Liaison Committee
- Central Ranges Natural Gas and Telecommunications Association
- Orana Regional Organisation of Councils (now defunct)
- Association of Mining Related Councils (now Mining and Energy Related Councils)
- General Manager’s Review Committee
- Finance and Projects Committee
- Three Rivers Regional Retirement Community Advisory Committee (ex officio)

### Attachments

1. Council resolution 54/1617 dated 29 September 2019

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### **RECOMMENDATION**

That Council notes the information contained in the Council Committees report.

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### Item 11 Council Resolutions Report June 2019

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

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### **Reason for Report**

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

### **Background**

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

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

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

### **Issues**

This feedback is provided to Council for information purposes.

### **Attachments**

1. Council Resolution Report, June 2019

### **RECOMMENDATION**

That the Council Resolution Report for June 2019 be noted for information.

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### **Item 12 Revotes Report June 2019**

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

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### **Reason for Report**

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

### **Commentary**

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

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

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

### **Attachments**

1. Revote Report, June 2019

### **RECOMMENDATION**

That the Revote Report for June 2019 be noted for information.

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### Item 13 2019/20 Rural Fire Service, State Emergency Service and Fire and Rescue NSW Council Contribution Assessment Notice

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

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#### Reason for Report

Each year Council contributes to the NSW State Government's provision of emergency services provided by Rural Fire Service (RFS), State Emergency Service (SES) and Fire and Rescue NSW (F&R). In the case of the 2018/19 the SES and F&R the required yearly contribution were \$12,945 and \$46,102, respectively and in the case of RFS the amount for Warrumbungle Shire Council's portion of the Castlereagh Region was \$389,292.

Council received unexpected advice along with many other Council's across NSW in the form of a 2019/20 Tax Year Council Contribution Assessment Notice dated 7 May 2019 from NSW Government State Revenue the effect of which is a total increase in the provision of emergency service contributions for 2019/20 over 2018/19 of \$106,579 (or around 25%).

The additional extra increase has come about because as from 1 July 2019 the NSW Government plans to collect an additional \$160 million (in 2019/20) from NSW councils, communities and those paying insurance premiums to provide better workers' compensation coverage for volunteer and career firefighters who are diagnosed with one of 12 specific work-related cancers. Council as in the past supports career and volunteer firefighters in NSW – as it does all emergency services workers and volunteers. Indeed, many NSW council staff and councillors are volunteers.

However, the sector was at no point advised that it would be required to cover the cost via significant increases to the emergency services levy, or what this cost would be.

That notice advised that the contributions for Warrumbungle Shire Council to RFS would increase by \$100,345 or 25.8%, NSW State Emergency Service \$1,758 or 13.6% and Fire & Rescue NSW \$4,476 or 9.7% without previous advice of such proposed large increases having been received when the rate pegging percentage for 2019/20 was set at 2.7%. If the rate pegging percentage was applied the total increase over 2018/19 for all emergency service contributions would be in the order of \$11,565 and not \$106,579, a difference of \$95,014.

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LGNSW issued a media release headed '*Communities lose as state government hikes emergency levy to cover workers compensation shortfall*' dated 9 May 2019 on this matter - refer link as attachment 3 to this report and reproduced below.

The media release provides a suggestion that the State Government cover the increase "... for 2019/20 and work with local government and emergency services to find a better and fairer path forward."

### **Background**

#### Net Contribution Amounts

Each year Council contributes to the NSW State Government's provision of emergency services provided by Rural Fire Service (RFS), State Emergency Service (SES) and Fire and Rescue NSW (F&R).

In the case of the 2018/19 the SES and F&R the required yearly contribution were \$12,945 and \$46,102, respectively and in the case of RFS the amount for Warrumbungle Shire Council's portion of the Castlereagh Region was \$389,292.

District Manager Castlereagh Zone NSW Rural Fire Service provided the following 2018/19 RFS Contribution calculation based on the 'rural fire brigade funding target' of \$313.697m referred to in the attachment 2 being:

That the Castlereagh Zone statutory contribution of 1.591% to the 'funding target' has been calculated under the Zoning agreement with each LGA's statutory contribution.

Based on the \$313.697 million x 1.591% = \$4,990,920 x 11.7% = \$583,937.64 (Castlereagh Zone Contribution)

Warrumbungle SC - \$583,937.64 x 66.6666% = \$389,291.40

Gilgandra SC - \$583,937.64 x 33.3333% = \$194,645.60

#### Yearly RFS Bid for Allocation of Funds:

The calculation above as well as determining the net contributions Council makes it also provides an indication of the total on 'average' to be spent in support of the Castlereagh Region being \$4,990,920. However, after deduction of what the NSW State retains, a net 'bid allocation' is determined for the Castlereagh Zone from year to year in a prioritised way between Zones across the state.

This 'bid allocation' for the Castlereagh Zone includes funds for capital Appliances & Other Vehicles, Stations & Fire Control Centres and operating items Utilities, Radio Services, Miscellaneous items including training, Equipment, Hazard Reduction and around \$400,000 of other RFS related Maintenance and Repairs expenditure.

### **Report**

LGNSW 9 May 2019 media release headed '*Communities lose as state government hikes emergency levy to cover workers compensation shortfall*' is as follows:

*Communities across NSW are facing a reduction of council services, and NSW councils are facing significant, unplanned budget shortfalls after being hit with unexpectedly large charges from Revenue NSW this week to help fund the NSW Government's new measures to provide better workers' compensation coverage for volunteer and career firefighters who are diagnosed with one of twelve specific work-related cancers.*

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*The changes begin on 1 July this year.*

*Local Government NSW (LGNSW) President Cr Linda Scott said while councils strongly supported the new workers' compensation coverage, the NSW Government had chosen to pass on these significant additional charges to councils and communities by increasing the emergency services levy, rather than identifying savings in the state government's budget.*

*"Across NSW, many volunteer firefighters are also elected councillors or staff of local governments.*

*"Local government fully supports moves to ensure fair workers' compensation for volunteer and career firefighters in NSW.*

*"The NSW Government's decision to pass on significantly increased costs to councils and communities via their rates will mean councils need to make a difficult choice about which vital services they reduce or discontinue for their communities."*

*Each year, the NSW Government collects payments from councils and insurers to fund emergency services agencies in NSW, with councils required to pay 11.7 per cent of the budget required by NSW Emergency Services. These charges are embedded in council rates and insurance premiums.*

*When the Bill was passed late last year, the 128 councils in NSW were not informed or consulted about the NSW Government's decision to fund these changes via the emergency services levy, and as a result the financial implications were unknown until councils received invoices from Revenue NSW this week.*

*The NSW Government will now collect an additional \$160 million from councils, communities and those paying insurance premiums from 1 July 2019 to pay for its new workers' compensation provisions for firefighters.*

*This week, local governments received a bill and letter from Revenue NSW saying council contributions alone would rise by \$19 million in 2019-20, of which \$14 million is to support volunteer and career firefighters diagnosed with cancer. The letter also advised councils that there will be even further increases the following year but not what they will be.*

*Estimated costs for the City of Sydney Council are as much as \$221,000 in 2019/2020 alone.*

*"Many councils are in the final stages of setting their budgets for the coming year and had no warning of these additional costs to cover an unfunded commitment by the NSW Government," Cr Scott said.*

*"Regional and rural councils will be hardest hit – many are drought affected so the last thing they need is an unexpected hit to their budgets, and therefore the services they can offer communities.*

*"Regional councils are facing levy increases of more than 20 per cent - which in some cases is almost \$200,000 extra to either find or cut from their existing budgets.*

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*"This will likely mean a reduction in local services to some communities."  
Cr Scott said she was encouraged the new Minister for Local Government, Shelley Hancock MP, was looking for ways to help councils manage this unnecessary budget issue.*

*"I'm hopeful Minister Hancock and her ministerial colleagues will be able to fund a sensible outcome so communities aren't disadvantaged by the government's implementation of this important policy," Cr Scott said.*

*"Premier Gladys Berejiklian has said hers is a government that listens – we call upon the NSW Government to listen to the concerns of local governments, cover the additional \$14m for 2019/2020 and work with local government and emergency services to find a better and fairer path forward."*

### **LGNSW's suggested recommendation for Council's Consideration is as follows:**

#### *Council Notes:*

- a. That last December, the NSW Government enacted laws to provide better workers compensation coverage for firefighters who are diagnosed with one of twelve specific work-related cancers*
- b. That in many areas of NSW, fire services are made up of elected and staff members of local government, and that local governments strongly support this expanded workers compensation scheme*
- c. That as a result of these changes, the State Government has decided to implement the new scheme by charging local governments an increased Emergency Services Levy, without consultation*
- d. That the expected increase in costs to local governments will be \$19m in the first year alone, and that there is little or no time to enshrine this charge in Council's 2019/2020 budgets*
- e. That Local Government NSW has long advocated for the Emergency Services Levy to be significantly modified to ensure it is transparent, equitable and accountable.*
- B. That this Council supports Local Government NSW's calls for:*
  - a. the NSW Government to cover the initial additional \$19m increase to local governments for the first year and*
  - b. the NSW Government to work with NSW local governments to redesign the funding mechanism for the scheme to ensure fairness into the future.*
- C. Requests that the General Manager liaise with Local Government NSW to provide information on:*
  - a. The impact on council budgets and*
  - b. Council advocacy actions undertaken.*
- D. Requests that the Mayor*
  - a. write to the NSW Premier and NSW Interim Opposition Leader, NSW Minister for Customer Services, NSW Minister for Emergency Services, Minister for Local Government and Shadow Minister for Local Government, and local state member/s*

*to:*

  - i. call upon the NSW Government to fund the 12 months of this extra cost rather than requiring councils to find the funds at short notice when budgets have already been allocated*



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- ii. explain how this sudden increase will impact council services / the local community.*
  - iii. highlight that councils were not warned of the increased cost until May 2019, despite the new laws being passed in November 2018*
  - iv. explain that the poor planning and implementation of the increase is inconsistent with the Government's commitment to work in partnership with the sector*
  - vi. ask the Government to work with local governments to redesign the implementation of the scheme to ensure it is fairer for councils and communities into the future.*
- b. Copy the above letter to Local Government NSW*

### **Financial Considerations**

The impact on Council's draft 2019/20 Operational Plan Budget is dealt with within a later item to this meeting when the adoption of the 2019/20 Operational Plan and Delivery Program 2019/20 to 2022/23 is considered.

### **Attachments**

1. 2019/20 Rural Fire Service, State Emergency Service and Fire and Rescue NSW Council Contribution Assessment Notice.
2. 2018-19 Allocations - Rural Fire Fighting Fund - Castlereagh – Re: Advice of the Minister for Emergency Services.
3. LGNSW Media Release 9 May 2019 link - <http://www.lgnsw.org.au/news/media-release/media-release-communities-lose-state-government-hikes-emergency-levy-cover>
4. LGNSW 2019-2020 State Budget – NSW Local Government Priorities Submission.

### **Conclusion**

To avoid the reduction in services in other areas of Council's General Fund operations or an additional increase in the Council's bottom line result Council can support the LGNSW's approach and request of the NSW State Government that such a massive unplanned increase be covered by the State Government for at least the year 2019/20.

A number of suggestions from the LGNSW proposed recommendation is incorporated into the Recommendation to this report.

### **RECOMMENDATION**

1. Council note the report on 2019/20 Rural Fire Service, State Emergency Service and Fire and Rescue NSW Council Contribution Assessment Notice dated 7 May 2019,
2. Council write to the NSW Premier and NSW Interim Opposition Leader, NSW Minister for Customer Services, NSW Minister for Emergency Services, Minister for Local Government and Shadow Minister for Local Government, and local state member/s to:
  - i) Call upon the NSW Government to fund the 12 months of this extra cost rather than requiring councils to find the funds at short notice when budgets have already been allocated,
  - ii) Explain how this sudden increase will impact council services / the local community,

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- iii) Highlight that councils were not warned of the increased cost until May 2019, despite the new laws being passed in November 2018,
  - iv) Explain that the poor planning and implementation of the increase is inconsistent with the Government's commitment to work in partnership with the sector, and
  - v) Ask the Government to work with local governments to redesign the implementation of the scheme to ensure it is fairer for councils and communities into the future.
3. Copy the above letter to Local Government NSW.

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### **Item 14 Draft Operational Plan 2019/20**

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

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### **Reason for Report**

Following extensive consultation and public exhibition, and in line with Council's Integrated Planning and Reporting Framework, the draft 2019/20 Operational Plan and Budget are presented to Council for consideration and endorsement.

The draft Operational Plan on Public Exhibition shows that operating revenue for 2019/20 is projected to be around \$45.498M. This total includes Capital Grants and Contributions of \$3.452M and Operational Grants and Contributions of \$17.567M. A copy of the draft Operational Plan 2019/20 is provided as an attachment to this report.

A number of submissions were received; summary details are included within the report. A number of wording changes at various places within the documentation were suggested and generally these will be able to be incorporated into the final documents as a matter of course.

In all 18 comments, submissions and recommendations were received from members of the public and are included in the attachments. Additionally, 7 internal submissions and an Office of Local Government Circular 19-09 for changes to companion animal registration fees and charges are summarised within this report for Council's consideration and adoption.

One main item that has come forward during the Public Exhibition period is the significant increase in emergency services contributions proposed by the NSW State Government of over \$106,000. A separate report has been provided to Council specifically on the matter of the increase. However, that matter has required a review of the current budget provision levels within in the draft Operational Plan, Delivery Plan and Long-term Financial Plan for such contributions and on review, found to be under budgeted by \$280,000 even before the increase referred to above. Further details are provided within this report.

### **Background**

The draft 2019/20 Operational Plan and Budget sets out Council's proposed budget for next financial year, and the three (3) years thereafter. The budgets are presented in the form of consolidated statements and schedules, together with a more detailed breakdown at a functional and/or by fund level.

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The draft plans have been prepared following a series of budget meetings and workshops with managers, executive, and councillors over the past five (5) months.

Workshops were held with councillors on:

- Thursday, 21 March 2019
- Thursday, 4 April 2019

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

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

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

These include:

- Advance payment of Financial Assistance Grants
- Impact of increased depreciation
- Unfreezing of the Financial Assistance Grants previously is much appreciated, however, the shortfalls from the time they were frozen will not be recouped
- Emergency services contributions
- Ongoing impact of the drought
- Ongoing cost shifting from other levels of government although improved capital related grants are generally noted
- Ongoing impact of rate pegging and the ability of an ageing population with limited means to pay
- The ultimate success of implementation of the 372/1819 (18 April 2019) Resolution of Council relating to the adopted Financial Planning and Sustainability Policy

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

- (a) Council spending should be responsible and sustainable, aligning general revenue and expenses.
- (b) Councils should invest in responsible and sustainable infrastructure for the benefit of the local community.
- (c) Councils should have effective financial and asset management, including sound policies and processes for the following:
  - (i) performance management and reporting,
  - (ii) asset maintenance and enhancement,
  - (iii) funding decisions,
  - (iv) risk management practices.
- (d) Councils should have regard to achieving intergenerational equity, including ensuring the following:

# WARRUMBUNGLE SHIRE COUNCIL

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- (i) policy decisions are made after considering their financial effects on future generations,
- (ii) the current generation funds the cost of its services.

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

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

Following the April Council meeting, Council placed the draft Operational Plan 2019/20, including Revenue Policy and the subsequently updated Delivery Program 2019/20 to 1922/23 on public exhibition closing on Friday 24 May 2019.

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

### **Report**

#### **Operational Plan 2019/20**

The main features of the draft Operational Plan for 2019/20 on Public Exhibition are:

- a projected Consolidated Operating Result deficit of \$2.983M before Capital Grant & Contributions and a projected net Operating Result surplus of \$469,000 after Capital Grant & Contributions. In cash result terms the proposed result is a \$1.321M deficit (this is after add back of non-cash items of depreciation and written down value of proposed assets to be sold and the proposed total Capital Expenditure and Loan Movements).
- a projected General Fund Operating Result deficit of \$2.982M before Capital Grant & Contributions and a projected net Operating Result deficit of \$20,000 after Capital Grant & Contributions (includes Waste & Quarry).
- a projected Water Fund Operating Result deficit of \$14,000 before Capital Grant & Contributions and a projected net Operating Result surplus of \$107,000 after Capital Grant & Contributions.

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- a projected Sewer Fund Operating Result surplus of \$13,000 before Capital Grant & Contributions and a projected net Operating Result surplus of \$382,000 after Capital Grant & Contributions.

### **Rates, Annual Charges and Fees & Charges**

The rates model proposed as part of the Operational Plan includes a 2.7% rate increase, in line with the cap determined by the NSW Independent Pricing and Regulatory Tribunal (IPART). The rate peg will be applied equally across all categories, meaning all ratepayers will see an effective increase of 2.7%.

The Revenue Policy includes a number of key changes, in particular rises in fees and charges for water, sewer and waste services. These changes are necessary to ensure that the Water Fund, Sewer Fund and Waste Services are all producing adequate revenue for their ongoing operations and capital programs. Whilst Council was presented with recommendations in 2018 to increase these charges by 26% and 30%, respectively, it was decided under the circumstances at the time to adopt lesser increases.

Regrettably the need remains for these significant increases to occur.

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

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

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

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

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

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

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

In line with this, Council has developed its Revenue Policy, including fees and charges for the 2019/20 financial year. Council has proposed a number of increases in fees and charges for the 2019/20 financial year. The majority of increases are in line with the estimated Consumer Price Index (CPI) at 2.51% for 2020.

General rates are rate-pegged and will increase by 2.7%. Additionally, maps that shows those parts of Council's area to which each category and sub-category of the ordinary rate and each special rate included in the draft Operational Plan applies is included in the documentation.

# WARRUMBUNGLE SHIRE COUNCIL

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Other, more significant water, sewer and waste charge increases are in the following sections. All of these increases have been factored in to the projected results presented in this report.

### Water Fund

In order for the Water Fund to once again become self-sufficient, as is required by the NSW Government, a change in fees and charges has been proposed. The 2019/20 result has been modelled on achieving a net operating result before capital grants and contributions of a small deficit of \$14,000.

Proposed changes are outlined in Table 1 and 2 and include:

- Consumption charge – an increase of 18% from \$2.36 per kilolitre to \$2.78 per kilolitre.
- Access charge – an increase of 18% from \$459 to \$542.

Table 1: Water Fund Fees and Charges – 2019/20

Type of Charge	2018/19 Charge	2019/20 Charge <sup>^</sup>	Change (%)
<b>Consumption</b>			
Consumption – per kilolitre	\$2.36	\$2.78	18
<b>Access</b>			
Access charge	\$459	\$542	18
Access charge – Mendooran	\$754	\$837	11

<sup>^</sup> Proposed charge

The increase in the access charge has been applied across the Shire. There was no increase on the additional access charge for Mendooran residents. The access charge in Mendooran is \$542 plus the existing additional charge of \$295. This results in a total access charge of \$837.

According to the Best Practice Management of Water Supply and Sewerage Guidelines, August 2007, Local Water Utilities (LWU's) with fewer than 4,000 connected properties need to recover at least 50% of residential revenue from water usage charges.

Based on the proposed changes, in 2019/20:

- Total projected revenue from access charges will be \$1,884,721 (of which \$227,392 Mendooran).
- Total projected revenue from consumption will be \$1,888,557 (50.05% of proposed total income) based on 679,337 kilolitres average of last three (3) years consumption.

This projected revenue shows that Council will be compliant with Best Practice Management of Water Supply and Sewerage Guidelines referred to above.

Table 2 shows the impact of the proposed changes on a number of households across the Shire.

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**Table 2: Water Fund Fees and Charges – Examples**

Household	2018/19 Charges <sup>^</sup>	2019/20 Charges <sup>^</sup>	Change (%) <sup>*</sup>
<b>Typical Household</b>			
Access charge	459	542	18
Consumption charge	370	404	9
<b>Total</b>	<b>\$829</b>	<b>\$946</b>	Increase of \$117 or \$2.23/week
<b>Household 1 – Coolah</b>			
Access charge	459	542	18
Consumption charge	315	344	9
<b>Total</b>	<b>\$774</b>	<b>\$886</b>	Increase of \$112 or \$2.13/week
<b>Household 2 – Mendooran</b>			
Access charge	754	837	11
Consumption charge	280	306	9
<b>Total</b>	<b>\$1,034</b>	<b>\$1,143</b>	Increase of \$109 or \$2.08/week
<b>Household 3 – Coonabarabran</b>			
Access charge	459	542	18
Consumption charge	357	390	9
<b>Total</b>	<b>\$816</b>	<b>\$932</b>	Increase of \$116 or \$2.21/week

### Sewer Fund

In order for the Sewer Fund to once again become self-sufficient, as is required by the NSW Government, a change in fees and charges has been proposed. The 2019/20 result has been modelled on achieving a net operating result before capital grants and contributions of a small surplus. Proposed changes are outlined in Table 3.

**Table 3: Sewer Fund Fees and Charges – 2019/20**

Type	No of charges	2018/19 Access	2019/20 <sup>^</sup> Access	% Change	Revenue 2019/20
Residential - Connected	2,056	580	667.00	15%	\$1,371,352
Residential – Non-Connected	114	372	427.80	15%	\$48,769
<b>Total Residential (Access only):</b>	<b>2,170</b>				<b>\$1,420,121</b>
Non-Residential (Minimum)	-	566	650.90	15%	-
Sewerage Access – 20mm	270	364	418.60	15%	\$113,022
Sewerage Access – 25mm	9	568	653.20	15%	\$5,879
Sewerage Access – 32mm	5	931	1070.65	15%	\$5,353
Sewerage Access – 40mm	23	1,454	1,672.00	15%	\$38,458



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Sewerage Access – 50mm	23	2,272	2,613.00	15%	\$60,094
Sewerage Access – 80mm	4	5,817	6,690.00	15%	\$26,758
Sewerage Access – 100mm	6	9,090	10,454.00	15%	\$62,721
Not Connected (Minimum)	65	364	418.60	15%	\$27,209
<b>Total Non-Residential Access:</b>	<b>405</b>				<b>\$339,495</b>
Non-residential Consumption		\$0.98	\$1.13	15%	
<b>Total:</b>	<b>2,575</b>	-	-		<b>1,759,616</b>

<sup>^</sup> Proposed charge. Figures are rounded.

Residential households pay a fixed access fee which is determined by whether the residence is connected to the sewer system or not. It is proposed to increase this charge by 15%.

Non-residential user charges depend on a combination of the connection size, discharge factor, water usage and the base charge.

### **Waste**

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

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

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

- (1) A council must not apply income from an ordinary rate towards the cost of
- (2) providing domestic waste management services.
- (3) (1A) Subsection (1) does not prevent income from an ordinary rate from being
  - i. lent (by way of internal loan) for use by the council in meeting the cost of
  - ii. providing domestic waste management services.
- (4) Income to be applied by a council towards the cost of providing domestic waste
- (5) management services must be obtained from the making and levying of annual
- (6) charges or the imposition of charges for the actual use of the service, or both.
- (7) Income obtained from charges for domestic waste management must be
- (8) calculated so as to not exceed the reasonable cost to the council of providing those services.

In line with these requirements, a change in fees and charges has been proposed. The 2019/20 result has been modelled on achieving a net operating result before capital grants and contributions of a small surplus of \$40,000. Waste is normally

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included as part of General Fund activities. Proposed changes to charges are outlined in Table 4.

**Table 4: Waste Fees and Charges – 2019/20**

Type of Charge	2018/19 Charge	2019/20 Charge <sup>^</sup>	Total \$ Revenue	Change (%)
<b>Base Charge</b>				
Waste Management Charge – all rateable properties	106	111	674,436	5%
<b>Additional Usage Charge – Domestic</b>				
Domestic Waste Charge Used~	345	362	1,101,566	5%
<b>Additional Usage Charge – NonDomestic</b>				
Non-Domestic Waste Service (plus GST)	345	362	264,622	5%
Recycling Charge	223	234	75,582	5%

<sup>^</sup> Proposed only ~ Including Rural Run

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

The draft 2019/20 Operational Plan budget, as it currently stands, results in a consolidated Operating Result surplus of \$469,000 (cash deficit of \$1.321M).

**Table 5 – Net Operating Result before Capital Grants and Contributions**

Fund	2019/20	Operating Result
General Fund (Including Waste & Quarry)	(2,982,040)	Deficit
General Fund	(3,100,159)	Deficit
Warrumbungle Waste	40,443	Surplus
Warrumbungle Quarry	77,676	Surplus
Warrumbungle Water	(14,327)	Deficit
Warrumbungle Sewer	13,324	Surplus

### **Other Issues:**

#### **Emergency Services Contribution - particularly Rural Fire Service (RFS)**

One main item that has come forward during the Public Exhibition period is the significant increase in emergency services contributions proposed by the NSW State Government of over \$106,000.

A separate report has been provided to Council specifically on the matter of the increase, however, that matter has required a review of the current budget provision levels within in the draft Operational Plan, Delivery Plan and Long-term Financial Plan for such contributions and on review found to be majorly inadequate by \$280,000 even before the increase referred to above.

Future years are also affected dependant on the proposed expenditure level referred to in the earlier report to this meeting as the 'rural fire brigade funding target'. However, it is likely that the amount will be similar, rising by at least inflation, (also refer pages 116 – 117 of attachment 1).

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**Table 6 – Emergency Service Contributions**

Budget Line Description	Draft 2019/20 Budget Allocations as per Public Exhibition	Budget Change Needed (including extra increase)	2019/20 Revised Budget
RFS - Operating Income (Grant funds both Cash and Non-Cash)	-3,830,128	132,402	-3,697,726
RFS - Capital Income (Grant funds both Cash and Non-Cash)	-315,437	315,437	0
RFS - Operating Expenditure (Direct repairs and maintenance, direct contribution to NSW State Government and non-cash contribution)	3,830,128		3,830,128
RFS – Capital Items (both Cash and Non-Cash)	357,235		357,235
	<b>41,798</b>	<b>447,839</b>	<b>489,637</b>
SES Emergency Service Operating Contribution	13,295	1,408	14,703
Fire & Rescue Service Operating Contribution	46,978	3,600	50,578
	<b>\$ 102,071</b>	<b>\$ 452,847</b>	<b>\$ 554,918</b>
		<b>Net needed</b>	

### **Contribution to Macquarie Regional Library**

Following Council's compilation of the Operational Plan 2019/20 Budget advice has been received from the Macquarie Regional Library 2019/20 Budget Public Exhibition that the expense for Libraries needed to be adjusted by \$47,101 from \$662,321 to \$709,422. This amount is included in the Table 7 shown below.

### **Financial Considerations and REVISED Net Operating Results before Capital Grants and Contributions**

- The projected results are based on the increase in fees and charges for the 2019/20 financial year as outlined in this report, the draft Operational Plan and the Revenue Policy.
- The draft 2019/20 Operational Plan budget, as it currently stands including the additional Emergency Services Management (table 6 above), results in a consolidated Operating Result surplus of \$17,000 (cash deficit of \$1.768M).
- a projected cash deficit of \$1.63M for the General Fund (including waste and quarry) and a projected net operating result (including waste and quarry) before capital grants of \$2.65M is a deficit of \$3.166M
- A projected cash deficit of \$134,000 for the Water Fund and a projected net operating result before capital grants deficit of \$14,327.
- A projected cash deficit of \$57,000 for the Sewer Fund and a projected net operating result before capital grants surplus of \$13,324.

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**Table 7 (Revised Table 5)**

Fund	2019/20	Operating Result
General Fund (Including Waste & Quarry)	(3,166,551)	Deficit
General Fund	(3,284,670)	Deficit
Warrumbungle Waste	40,443	Surplus
Warrumbungle Quarry	77,676	Surplus
Warrumbungle Water	(14,327)	Deficit
Warrumbungle Sewer	13,324	Surplus

### **Submissions**

In all 18 comments, submissions and recommendations were received from members of the public for Council's consideration and are included in the attachments. Additionally, 7 internal submissions and an Office of Local Government Circular 19-09 for changes to companion animal registration fees and charges are summarised within this report for Council's consideration and adoption.

A number of wording changes at various places within the documentation were suggested and generally these will be able to be incorporated into the final documents as a matter of course.

**Table 8 – Submissions**

No.	Submission Summary	Recommendation	Type
1	Object to water and sewer increases as an owner of 2 residences : refer attachment for further detail	For Council's Consideration	Ratepayer
2	Object to water increases as poor quality water supplied that cannot drink : refer attachment for further detail	For Council's Consideration	Ratepayer
3	Object to water and sewer increases as owing to the rates already being raised last year : refer attachment for further detail	For Council's Consideration	Ratepayer
4	Doesn't believe Council has produced compelling case for the water and sewer increases proposed, and the aggregate increase with general and waste enormous and instead take a productivity dividend approach to the budget : refer attachment for further detail	For Council's Consideration	Ratepayer
5	Object to water and sewer increases : refer attachment for further detail	For Council's Consideration	Ratepayer
6	Object to water and garbage increases and burden of existing : refer attachment for further detail	For Council's Consideration	Ratepayer
7	Object to water and sewer increases and burden of existing that needs to be spent more wisely : refer attachment for further detail	For Council's Consideration	Business owner
8	Object to water and sewer increases, quality of water and burden of increases : refer attachment for further detail	For Council's Consideration	Ratepayer

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No.	Submission Summary	Recommendation	Type
9	Object to water increases and burden of increases particularly on unemployed and retirees : refer attachment for further detail	For Council's Consideration	Ratepayer
10	Object to increases and burden of increases particularly on unemployed, retirees and businesses : refer attachment for further detail	For Council's Consideration	Ratepayer
11	Request allocation of \$30,000 to refurbish outside car park access toilets that were vandalised and replaced with stainless steel fittings and \$50,000 for Coolah Hall/Library Upgrades be allocated : refer attachment for further detail	For Council's Consideration	Coolah District Devel. Group
12	Object to water increases as poor quality water supplied that cannot drink : refer attachment for further detail	For Council's Consideration	Ratepayer
13	Object to water and sewer increases and requests inquiry into mismanagement of ratepayer's monies within Coonabarabran Shire, and when no water available why invest in town beautification to implement planting trees and gardens : refer attachment for further detail	For Council's Consideration	Ratepayer
14	Object to water increases and for kerb & guttering (K&G) charges for villages such as Ulamambri and Kenebri where there is no K&G : refer attachment for further detail	For Council's Consideration	Ratepayer
15	Object to water and sewer increases and where have the water fund surplus gone from previous year. Also why is beautification of Coonabarabran a priority above ensuring the facilities in Milling Park Dunedoo : refer attachment for further detail	For Council's Consideration	Ratepayer
16	Object to increases in Baradine and burden of existing : refer attachment for further detail	For Council's Consideration	Ratepayer
17	Request full-time gardener for Dunedoo OL Milling/Lions Park : refer attachment for further detail	For Council's Consideration	Ratepayer
18	Object to increases and burden of increases particularly of pensioners and the community. Refer attachment for further detail.	For Council's Consideration	Ratepayer
19	Yuluwirri Kids Page 200 - Coonabarabran Preschool Given the certainty of funding arrangements till 2021 it is suggested that the 'Preschool – per day' fee stay at \$38 for the 2019/20 financial year and the 'Preschool Indigenous – subsidy' also remain at the current rate for 2019/20, ie. \$12.50. It is suggested that the Preschool non-funded position increase to \$63.00 in the 2019/20 financial year, ie. \$0.50c more than the current suggested fee of \$62.50.	Council agree to changes recommended.	Internal

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No.	Submission Summary	Recommendation	Type
20	<p>Start Strong : Given the commitment in relation to Start Strong Funding, it is suggested that the following fees be included for 2019/20:</p> <ul style="list-style-type: none"><li>• 4 – 5 year old, eligible for school in 2020, 2 days per week \$22/day</li><li>• 3 – 5 year old, with a Health Care Card, 2 days per week \$20/day</li><li>• 3 – 5 year old, identify as Indigenous, 2 days per week \$15/day</li><li>• 3 year old non equity, eligible for school 2021, 2 days per week \$30/day</li><li>• 3 Year old non equity/ non funded per day \$63</li></ul>	Council agree to changes recommended.	Internal
21	<p>Warrumbungle Community Care Page 202 – Out of Town Transport It is requested that an item be added for 'Above 600kms'. It is suggested that this be charged at a rate of 0.15 per kilometre.</p>	Council agree to changes recommended.	Internal
22	<p>Warrumbungle Community Care Page 202 – Home Care Packages It is requested that the fee for 'Care Recipient Contribution – 17.50% of pension per day' be removed. This was recommended by an external consultant as they believe it is too high a charge for Home Care Package Clients and is well above what is charged by other services. The contribution from the client is provided through the Administration Fee which is 15% of the monthly Home Care Package income.</p>	Council agree to changes recommended.	Internal
23	<p>Warrumbungle Community Care Page 203 – Home Care Packages It is requested that in relation to Meals on Wheels the information regarding the cost of the meals is changed to 'Cost of Meal plus Delivery'. Feedback indicated that this was clearer for the client. It is suggested that the 'Travel to provide service' costs be updated to: Travel to provide services is included in the hourly rate for services provided within a 10km radius from the centre of the nearest town, ie, Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran. Services requiring travel outside this radius will be charged at a rate consistent with kilometre rates provided by the Australian Taxation Office.</p>	Council agree to changes recommended.	Internal

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No.	Submission Summary	Recommendation	Type
24	Warrumbungle Community Care It is suggested that the costs of travel for Home Care Package clients be updated to reflect that the cost is \$20 more than the cost of the same service for Commonwealth Home Support Program clients – as outlined on Page 202.	Council agree to changes recommended.	Internal
25	Warrumbungle Community Care It is suggested that the costs of travel for Home Care Package clients be updated to reflect that the cost is \$20 more than the cost of the same service for Commonwealth Home Support Program clients – as outlined on Page 202.	Council agree to changes recommended.	Internal
26	Late advice Circular 19-09 12 June 2019 from the Office of Local Government to advise an increase to companion animal registration fees in line with CPI. The new fees are (other details as per circular): <ul style="list-style-type: none"><li>• Desexed animal: \$58 (from \$57)</li><li>• Breeder (recognised) concession: \$58 (from \$57)</li><li>• Pensioner concession (desexed animal only): \$25 (from \$24)</li><li>• Pound/Shelter animal 50% discount (desexed) \$29 (from \$28.50)</li><li>• If the registration fee has not been paid 28 days after the date on which the animal is required to be registered, a late fee of \$16 (from \$15)</li><li>• If the companion animal has not been desexed by the relevant desexing age and is not kept by a recognised breeder for breeding purposes, an additional fee of \$152 (from \$150) is payable in addition to the applicable registration fee listed above).</li></ul>	Council agree to changes recommended.	OLG

### Conclusion

This report recommends the adoption by Council of the public exhibited draft 2019/20 Operational Plan and budget as attached to this report (table 7) which includes the emergency services additional budget required detailed in table 6.

Whilst it is recommended that Council adopt the Operational Plan, Council should not be budgeting for a long term operating surplus deficit, and should ensure the budget is balanced over the longer term.

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### **Attachments**

1. Draft 2019/20 Operational Plan and budget placed on Public Exhibition
2. Submissions previously considered in compiling the 1yr 2019/20 Operational Plan and Budget.
3. Submissions received at the time of compiling this report

### **RECOMMENDATION that:**

1. Council receive the report on the Draft Operational Plan 2019/20;
2. Council notes the concerns and comments received in the Public Submissions;
3. That Council write to those that have made submissions advising them of the outcome from the consideration of the Draft Operational Plan 2019/20 and subsequent Council Resolution; and
4. Council endorse the draft 2019/20 Operational Plan and Budget including the Revenue Policy as on Public Exhibition, with the following changes:
  - i) The additional Emergency Services net budget adjustment of \$452,847 detailed in table 6.
  - ii) The Macquarie Regional Library budget adjustment of \$47,101.
  - iii) That submission 19 through 25 be incorporated as changes to the 2019/20 Fees and Charges.



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### Item 15 Investments and Term Deposits – month ending 31 May 2019

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

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#### **Reason for Report**

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

#### **Background**

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

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

#### **Issues**

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

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

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

##### Marketable Securities

Council currently holds no Marketable Securities.

##### Term Deposits

During the month, \$3,500,000.00 of term deposits matured, earning Council a total of \$37,474.93 in Interest.

In May, the following placements were made to term deposits:

- \$1,000,000 with AMP at a rate of 2.55%
- \$1,000,000 with CBA at a rate of 2.08%

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- \$1,000,000 with CBA at a rate of 2.08%
- \$1,000,000 with CBA at a rate of 2.09%

The balance of the term deposits at the end of the month was \$14,000,001.00.

### At Call

At Call accounts are used to hold funds for shorter periods and generally are adjusted on a weekly basis to meet cash flow requirements. During the month \$1,907.20 interest was received on the balances in the accounts and net transfers from at call of \$930,331.96 were made from these accounts resulting in a month end balance of \$1,432,337.37.

### Income Return

The average rate of return on Investments for the month of 2.43% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 1.42%.

Council's full year projected budget for 2018/19 for interest is \$366,560.00 At the end of May the amount of interest received and accrued should approximate 91.7% of the total year budget, ie. \$336,013. On a year to date basis, interest received and accrued totals \$292,282.90 which is only 79.7% of the projected annual budget.

### **Financial Implications**

Based on the current investment market and Council's current investment holdings and maturity dates, the average rate of return on Council's investment portfolio has exceeded the BBSW benchmark rate overall. However, the projected interest to be received on investments may be around \$50,000 short.

In addition to the 'at call accounts and term deposits' held as at 31 May 2019, Council had a 'cash at bank balance' of \$1,778,095.44.

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**Table 1: Investment Balances – 31 May 2019**

Financial Institution	Lodgement Date	Maturity Date	Total Days	Original Rating	Current Rating	Yield (%)	Investment Amount (Redemption Value)
<b>At Call Accounts</b>							
NAB		At Call	at call	ADI	ADI	1.09%	354.52
NAB		Bpay	at call	ADI	ADI	0.00%	261,142.08
ANZ		At Call	at call	ADI	ADI	0.75%	7,025.64
Regional Australia Bank		At Call	at call	LMG	LMG	0.60%	1,544.03
T Corp IM Cash Fund		At Call	at call	P	P	2.34%	1,147,907.87
CBA At Call		At Call	at call	ADI	ADI	1.45%	14,363.23
<b>Sub-Total</b>							<b>1,432,337.37</b>
<b>Term Deposits</b>							
NAB	11-Jan-19	12-Jun-19	152	ADI	ADI	2.72%	1,000,000.00
NAB	15-Jan-19	26-Jun-19	162	ADI	ADI	2.73%	1,000,000.00
AMP	21-Jan-19	10-Jul-19	170	UMG	UMG	2.75%	1,000,001.00
AMP	31-Jan-19	24-Jul-19	174	UMG	UMG	2.75%	1,000,000.00
WBC	19-Feb-19	07-Aug-19	169	ADI	ADI	2.49%	1,000,000.00
AMP	27-Feb-19	26-Aug-19	180	UMG	UMG	2.80%	1,000,000.00
Bank of Queensland	05-Mar-19	13-Sep-19	192	LMG	LMG	2.65%	1,000,000.00
NAB	19-Mar-19	27-Sep-19	192	ADI	ADI	2.50%	1,000,000.00
NAB	02-Apr-19	15-Oct-19	196	ADI	ADI	2.48%	1,000,000.00
CBA	30-Apr-19	29-Oct-19	182	ADI	ADI	2.12%	1,000,000.00
AMP	22-May-19	15-Nov-19	177	UMG	UMG	2.55%	1,000,000.00
CBA	27-May-19	28-Nov-19	185	ADI	ADI	2.08%	1,000,000.00
CBA	27-May-19	16-Dec-19	203	ADI	ADI	2.08%	1,000,000.00
CBA	31-May-19	15-Oct-19	137	ADI	ADI	2.09%	1,000,000.00
<b>Sub-Total</b>							<b>14,000,001.00</b>
<b>Total</b>							<b>15,432,338.37</b>

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### Credit Rating Legend

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

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Table 2: At Call and Term Deposits – Monthly Movements

Bank	Opening Balance	Interest Added to Investment	Net Placements/ Withdrawals	Closing Balance
NAB	354.52	-	-	354.52
NAB B pay At Call	163,192.34	-	97,949.74	261,142.08
ANZ	35,303.67	3.67	- 28,281.70	7,025.64
Regional Australia	1,543.18	0.85	-	1,544.03
T Corp IM Cash	1,146,005.19	1,902.68	-	1,147,907.87
CBA At Call	1,014,363.23	-	-1,000,000.00	14,363.23
<b>Total at call</b>	<b>2,360,762.13</b>	<b>1,907.20</b>	<b>-930,331.96</b>	<b>1,432,337.37</b>
CBA	1,500,000.00	15,907.81	-1,515,907.81	-
WBC	1,000,000.00	10,169.86	-1,010,169.86	-
WBC	1,000,000.00	11,397.26	-1,011,397.26	-
NAB	1,000,000.00	-	-	1,000,000.00
NAB	1,000,000.00	-	-	1,000,000.00
AMP	1,000,001.00	-	-	1,000,001.00
AMP	1,000,000.00	-	-	1,000,000.00
WBC	1,000,000.00	-	-	1,000,000.00
AMP	1,000,000.00	-	-	1,000,000.00
Bank of	1,000,000.00	-	-	1,000,000.00
NAB	1,000,000.00	-	-	1,000,000.00
NAB	1,000,000.00	-	-	1,000,000.00
CBA	1,000,000.00	-	-	1,000,000.00
AMP	-	-	1,000,000.00	1,000,000.00
CBA	-	-	1,000,000.00	1,000,000.00
CBA	-	-	1,000,000.00	1,000,000.00
CBA	-	-	1,000,000.00	1,000,000.00
<b>Total Term Deposits</b>		<b>37,474.93</b>	<b>462,525.07</b>	<b>14,000,001.00</b>
<b>Total</b>		<b>39,382.13</b>	<b>-467,806.89</b>	<b>15,432,338.37</b>

### Certification of Responsible Accounting Officer

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

\_\_\_\_\_  
Responsible Accounting Officer

# **WARRUMBUNGL SHIRE COUNCIL**

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### **RECOMMENDATION**

Council note and accept the Investments and Term Deposits Report for the month ending 31 May 2019 including a total balance of \$17,210,433.81 being:

- i) \$1,432,337.37 in at call accounts
- ii) \$14,000,001.00 in term deposits, and
- iii) \$1,778,095.44 cash at bank.

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 16 Warrumbungle Shire Community Based Heritage Study 2019

<b>Division:</b>	Environment and Development Services
<b>Management Area:</b>	Regulatory Services
<b>Author:</b>	Director Environment and Development Services – Leeanne Ryan
<b>CSP Key Focus Area:</b>	Rural and Urban Development
<b>Priority:</b>	RU4 Our towns and villages are characterised by their attractiveness, appurtenance, safety and amenity

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#### **Reason for Report**

To represent (**Resolution 419/1819**) the Draft Warrumbungle Shire Community Based Heritage Study 2019 to Council for adoption with changes made to the study as a result of submissions received from owners of the properties and members of the community during the public exhibition period.

#### **Background**

Council applied for funding under the 2017-2018 NSW Heritage Grants Program Local Government Heritage Planning Studies for \$40,000 from the Office of Environment and Heritage to undertake a review of Council's heritage studies; Council's application for funding was successful.

Council's Heritage Advisor, Mr Peter Duggan, has prepared the Draft Warrumbungle Shire Community Based Heritage Study 2019 with assistance from the Warrumbungle Shire Community Heritage Group Committee which was formed in August 2017 by **Resolution 68/1718** of Council. The committee members included councillors, council staff, members of the community, members of the Coonabarabran Local Aboriginal Lands Council and numerous property owners and managers who have provided access and information about their properties. Ms Ruth Longdin of Monitor Heritage Consultants has written the Warrumbungle Shire Thematic History, being Volume II of the study.

Council has followed the Guidelines for the Community-based Heritage Study that are issued by the NSW Office of Environment and Heritage. During the process of compiling the study, Council's Heritage consultant contacted many of the owners of the properties. Letters were sent to the owners of the 169 nominated heritage properties in early December 2018 by Warrumbungle Shire Council. The mail out included the proposed listing sheets for the property and an explanatory guide for owners of potential heritage items provided by the Office of Environment and Heritage. Several owners made contact with council to advise that they did not want their properties to be listed as heritage properties on receipt of the letter and these properties were removed prior to the Draft Heritage Study going on exhibition.

The Draft Heritage Study was placed on public exhibition from 28 March 2019 to 3 May 2019. Media releases were placed in local papers, on Council's website and

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on Facebook. As a result of the exhibition period a number of submissions were received. Matters raised in the submissions and responses by Council's Heritage Adviser and were included in the Business paper for the May 2019 Council meeting

Ultimately, properties listed in the Draft Heritage Study will be listed in council's Local Environment Plan (LEP) as heritage items upon adoption of the final study by Council. If the property is nominated and listed on the LEP, owners of the properties will have the opportunity to request that it be removed from the revised LEP when it goes on public exhibition in the next few months.

### Issues

The draft study contains the following types of Heritage Listings. Extract from the Draft Warrumbungle Shire Community Based Heritage Study 2019 (page 44) reads:

*'Heritage listing is the way heritage items and places are identified and managed. It safeguards these items for present and future generations. Places of identified heritage significance are included on various heritage lists which are both statutory and non-statutory. Statutory lists give protection to heritage places under Australian or State law. Listing on a register doesn't mean that owners can't make changes to a place as it permits sympathetic development through an approvals process. The process to gain approval ensures changes retain the significance of heritage places. By providing a balanced framework listing keeps heritage places authentic, alive and useful.*

*In New South Wales heritage places are typically listed as being of **local** or **state** heritage significance. Locally significant places are listed on local council Local Environmental Plans. Places of state heritage significance are listed on the State Heritage Register. Less commonly places can also be of national or world significance. Places of national heritage significance are listed on the National Heritage List and places of world-wide significance, such as the Sydney Opera House, are inscribed on the World Heritage List.*

*Non-statutory lists do not provide legal protection for a place but have an important role in informing the community what places are considered to have heritage value as recognised by a governmental or non-governmental body.*

*There are a number of non-statutory lists including the National Trust Register, the Australian Institute of Architect's Register of Significant Buildings in NSW, the Australian Engineering Heritage Database, the Register of the National Estate and the Art Deco Society of NSW Building Register.'*

The various forms of heritage listings for the Warrumbungle Shire are outlined below.

- Statutory Listings – existing heritage items
- Existing Heritage Conservation Areas
- Non Statutory Listings – Register of National Estate
- National Trust Register



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- Other Non statutory Listings
- Items to be recorded only
- Local Heritage Nominations, and
- State Heritage Nominations

The draft report was presented to the May Ordinary Council Meeting held on 16 May 2019. Council deferred adoption of the draft study and associated documents until the changes detailed in the submissions had been incorporated. These changes have now been made and the revised documents are represented for Council to adopt.

A copy of the draft study is included as Attachment 1.

Attachment 2 is the Warrumbungle Shire Thematic History being Volume 2 of the study.

Attachment 3 is the Heritage Inventory sheets for the individual properties being Volume 3 of the study which is divided into 5 parts:

- Listing Sheets \_ Baradine, Binnaway, Birriwa, Bomera and Bugaldie
- Listing Sheets \_ Cobbora and Coolah
- Listing Sheets \_ Coonabarabran
- Listing Sheets \_ Cragoon, Dapper, Denison Town, Dunedoo, Goolhi, Gorianawa, Kenebri, Laheys Creek and Leadville
- Listing Sheets \_ Mendooran, Merrygoen, Napier Lane, Neilrex, Nombi, Purlewaugh, Rocky Glen, Tucklan, Uarbry, Ulamambri, Warkton and Weetaliba

Attachment 4 – Proposed updated Heritage Inventory Sheet for Coolah Shire Hall. This property is already included in the current LEP. The Heritage Advisor will need to contact the Office of Environment, Heritage Division requesting that the information be updated in the database.

### **Options**

Council needs to adopt the draft study and the associated documents.

### **Financial Considerations**

Nil

### **Attachments**

1. Draft Warrumbungle Shire Community Based Heritage Study 2019.
2. Warrumbungle Shire Thematic History (Volume 2 of the Study)
3. Volume 3 – Heritage Inventory Sheets, divided into 5 parts
  - Listing Sheets \_ Baradine, Binnaway, Birriwa, Bomera and Bugaldie
  - Listing Sheets \_ Cobbora and Coolah
  - Listing Sheets \_ Coonabarabran
  - Listing Sheets \_ Cragoon, Dapper, Denison Town, Dunedoo, Goolhi, Gorianawa, Kenebri, Laheys Creek and Leadville

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- Listing Sheets \_ Mendooran, Merrygoen, Napier Lane, Neilrex, Nombi, Purlewaugh, Rocky Glen, Tucklan, Uarbry, Ulamambri, Warkton and Weetaliba
4. Proposed updated Heritage Inventory Sheet for Coolah Shire Hall.

### **RECOMMENDATION**

That Council:

1. Adopts the Draft Warrumbungle Shire Community Based Heritage Study 2019.
2. Adopts the Draft Warrumbungle Shire Thematic History (Volume 2 of the Study).
3. Adopts the Heritage Inventory Sheets (Volume 3 of the Study)

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### Item 17 Liverpool Range Wind Farm – Voluntary Planning Agreement

<b>Division:</b>	Development Services
<b>Management Area:</b>	Development Services
<b>Author:</b>	Director Development Services – Leeanne Ryan
<b>CSP Key Focus Area:</b>	Local Economy
<b>Priority:</b>	LE5.1 – Identify and develop opportunities to realise the shire's potential as a location for the production of renewable energies.

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### Reason for Report

To seek Council's approval to enter into a Voluntary Planning Agreement for the Liverpool Range Wind Farm.

The Council on 21 February 2019 (298/1819) resolved to enter into the agreement however a further resolution is necessary because the company carrying out the development has changed.

### Background

The report to Council dated 21 February 2019; Item 26 is attached as Attachment 1. At the Council meeting of 21 February 2019 the Council resolved as follows:

***Item 26 Liverpool Range Wind Farm – Voluntary Planning Agreement  
298/1819 RESOLVED that Council:***

- 1. Pursuant to section 7.4 of the Environmental Planning and Assessment Act 1979, enter into a Voluntary Planning Agreement with Upper Hunter Shire Council and Epuron Pty Ltd in respect of the Liverpool Range Wind Farm.*
- 2. Delegate authority to the General Manager to execute the Voluntary Planning Agreement.*

*MOVED: Councillor Hill SECONDED: Councillor Lewis*

On 7 March 2019, prior to the agreement being executed, the rights to carry out the development were transferred by Epuron Pty Ltd to Tilt Renewables Limited. The Planning Agreement is now proposed to be entered into between the two councils and Tilt Renewables Australia Pty Ltd (ACN101 038 331).

The only changes to the version of the draft Agreement considered by council at the previous meeting are references to the company's name and details.

The councils have been provided with a Deed of Cross Guarantee which has been duly registered with ASIC. The effect of the Deed is to make the publicly listed company (Tilt Renewables Limited ARBN 613749616) liable for the debts of the "group entity" companies, including Tilt Renewables Australia Pty Ltd.

The councils have been provided with the following information from the representative of Tilt Renewables:

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- Tilt Renewables was originally part of the New Zealand based Trustpower Ltd that had its beginnings in 1924 as a local power authority and has been active in Australia since 2001. Tilt Renewables was established in October 2016 as the result of a demerger from Trustpower.
- Tilt Renewables is a publicly listed company (ASX/NZE: TLT) with over 19 years experience in developing, owning and operating renewable generation assets across Australasia.
- Tilt Renewables has several operating assets in both Australia and New Zealand with an installed capacity of over 630MW.
- Their operating wind farms are spread across the south-eastern States of Australia and New Zealand and include Snowtown (South Australia's second largest wind farm) and the Tararua Wind Farm (New Zealand's largest wind farm).
- Tilt Renewables currently has a total of approximately 2,000MW of projects with planning approvals and a total pipeline of approximately 3,000MW, one of the strongest pipelines in the market which includes wind, solar, storage and peaking options.
- Tilt Renewables is currently constructing the 80 turbine Dundonnell Wind Farm in south-west Victoria. The project commenced construction in January 2019 and is expected to be operational in the last quarter of 2020 and will add a further 336MW to Tilt Renewables' installed capacity.
- Our strategic goal is to be the leading renewable energy business in Australasia by more than doubling our current operating renewable generation capacity over the next five years, and then to position ourselves for further wind and solar builds into the future.

### **Issues**

As the Council's previous resolution specifically refers to the parties to the agreement being Epuron Pty Ltd as the "Company" party, a further resolution is required to authorise the Council to enter into the agreement with the new owner of the rights to develop the wind farm project.

### **Options**

Council can either make a further resolution (which is consistent with the previous resolution of 21 February 2019 but specifies a different entity to enter into the agreement with) or not make a further resolution, in which case the Agreement cannot be entered into.

### **Financial Considerations**

The financial considerations are the same as described in the report to Council dated 21 February 2019 (see Attachment 1).

### **Attachments**

Attachment 1: Report to Council dated 21 February 2019

Attachment 2: Draft Planning Agreement

### **RECOMMENDATION**

That:

1. Further to Council's resolution 298/1819 (Item 26 on 21 February 2019), Council enter into a Voluntary Planning Agreement in respect of the Liverpool

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Range Wind Farm pursuant to section 7.4 of the *Environmental Planning & Assessment Act 1979* with the Upper Hunter Shire Council and Tilt Renewables Australia Pty Ltd.

2. Council delegate authority to the General Manager to execute the Voluntary Planning Agreement.

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### Item 18 Recycling Systems at Waste Management Sites

<b>Management Area:</b>	Environment and Development Services
<b>Division:</b>	Warrumbungle Waste
<b>Author:</b>	Director Environment and Development Services Leeanne Ryan
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority / Strategy:</b>	PI8 Local communities have access to effective and efficient waste and recycling.

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### Reason for Report

To provide Council with information on the difficulties faced with installation of a wall of windows for disposal of waste and recycling at the Mendooran Transfer Station.

### Background

At the Ordinary Council meeting held on 16 February 2018 Council resolved the following:

**Resolution 281/1718 that the Warrumbungle Shire implement a recycling system at all Waste Management sites that comprises of a wall with windows in situ for separate bins for household waste and recycling.**

The windows are designed to provide the local community with continual access to disposal reciprocals for household wastes and recycling.

Council has installed the wall of windows at all transfer stations except for Mendooran providing continual access for disposal of household waste and recycling at our other transfer stations.

Council was provided with a status update on the resolution at the April 2019 Council meeting advising that Mendooran Waste Transfer Station had not been completed because there were difficulties with placement due to vegetation being present on the site. Correct identification of the vegetation was required to be undertaken to determine whether removal could be undertaken or not. It has been determined that the removal of the trees can be undertaken.

### Issues

The difficulties with finding a suitable location for installation of the wall of windows at Mendooran Transfer Station are due to a number of constraints as listed below:

- The boundary of the site is close to the main road with limited turning and parking for persons seeking to use the wall of windows if it was installed on the boundary of the site
- The entrance point to the site is too close to the curve in the road, thus not meeting the 250m visibility requirements as per legislative requirements; an alternative exit point from the site would need to be created.

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- The main road is lower than the proposed site, thus significant roadworks would need to be undertaken to provide an alternative access/egress to the site. A culvert pipe would need to be installed to allow the flow of water downhill while allowing vehicular access/egress.
- The boundary fence and access grid will need to be relocated to provide sufficient parking and turning room for persons to utilise the wall of windows if it is installed.
- A number of trees will need to be removed to allow the boundary fence to be relocated and car parking and turning area installed.
- There is a telephone cable buried just in front of the existing fence-line.

### **Options**

Council has the following options:

Option 1 – Utilise the existing access point and establish a new egress point to the site so as to ensure a safe entry and exit point, with the wall of windows being placed on the boundary after tree removal is undertaken.

Option 2 – Utilise the existing access point for access and egress, and relocate the boundary fence and grid further back within the site in order to allow vehicles to turn and go out through the current access point, with the wall of windows being placed along the new boundary fence. This option will also require tree removal.

Option 3 – Not continue with placing the wall of windows at the Mendooran Transfer Station.

Option 4 – Utilise the existing access point, and relocate the boundary fence and grid further back within the site. Establish a new egress point from the site so as to ensure a safe entry and exit point, with the wall of windows being placed on the new boundary after tree removal is undertaken.

### **Financial Considerations**

Approximate costings for options 2 and 3 are provided below:

Option 1 – Installation of an alternative access point including culvert and all weather surface, signage, tree removal, fencing = \$20,000

Option 2 – Relocate boundary fence and access road grid, removal of existing fence, tree removal, signage, all weather surface = \$20,000

Option 4 – Relocate boundary fence and access road grid, tree removal, signage, all weather surface and installation of a new exit point = \$20,000

There is no budget allocation currently available for the amount required if Council chooses to implement one of the above options; no savings have been identified elsewhere under the current budget that could be utilised to assist meet the costs. Nor has a budget allowance has not been factored into the 2019/2020 budget.

As the matter is not a safety issue, and not a matter of great urgency it can be deferred until sufficient funds are available within the waste budget.

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### **RECOMMENDATION**

That Council not proceed with installation of a wall with windows for separate bins for household waste and recycling at the Mendooran Transfer Station.



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### **Item 19 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

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### **Development Applications (i) Approved – May 2019**

<b>Development Application / Complying Development</b>	<b>Date Lodged</b>	<b>Date Approved</b>	<b>Applicant's Name</b>	<b>Location</b>	<b>Town</b>	<b>Type Of Development</b>	<b>Stop the Clock Referral Days</b>
DA19/2019	01/03/2019	07/05/2019	Delta Agribusiness	Bullinda Street	Dunedoo	Transport building/depot	30
DA 25/2019	25/03/2019	20/05/2019	Rebecca Lee Middleton	732 Baradine Road	Baradine	New dual occupancy	16
DA 32/2019	12/04/2019	16/05/2019	Taylor Made Buildings	Old Common Road	Coonabarabran	New dual occupancy	16
DA 33/2019	16/04/2019	14/05/2019	Taylor Made Buildings	65 Racecourse Road	Mendooran	Demolition of old amenities building and installation of manufactured amenities building	27

**\*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 May 2019, under Delegated Authority.

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### Item 20 Reports to be Considered in Closed Council

#### Item 20.1 Organisational Development Monthly Report – June 2019

**Division:** Executive Services

**Author:** Manager Organisation Development – Chris Kennedy

#### Summary

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

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

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

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

#### RECOMMENDATION

That the Organisational Development Monthly Report – June 2019 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 20.2 Financial Tendering for Supply of Bulk Fuel

**Division:** Corporate and Community Services

**Author:** Senior Accountant – Paul Baker

#### Summary

The purpose of the Financial Tendering for Supply of Bulk Fuel report is to provide Council with relevant information required to select the most suitable company to supply bulk fuel to council.

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 of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and is classified **CONFIDENTIAL** under section 10A(2)(d)(i) of the Act, which permits the meeting to be closed to the public for business relating to the following

- (d) commercial information of a confidential nature that would, if disclosed:
  - (i) prejudice the commercial position of the person who supplied it, or

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- (ii) confer a commercial advantage on a competitor of the council, or
- (iii) reveal a trade secret,

### **RECOMMENDATION**

That the Financial Tendering for Supply of Bulk Fuel report be referred to Closed Council pursuant to section 10A(2)(d)(i) of the *Local Government Act 1993* (NSW) on the grounds that the matter deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

**Item 20.3 Three Rivers Regional Retirement Community Information Report**  
**Division: Environment and Development Services**  
**Author: Director Environment and Development Services – Leanne Ryan**

### **Summary**

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

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

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

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

### **RECOMMENDATION**

That the Three Rivers Regional Retirement Community Information Report – June 2019 be referred to Closed Council pursuant to section 10A(2)(g) of the *Local Government Act 1993* (NSW) on the grounds that the matter deals with advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

### **FURTHER that Council resolve that:**

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

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