



Ordinary Council Meeting

Agenda

20 August 2020

**Notice is hereby given in accordance with the provisions of the
Local Government Act 1993 that an
Ordinary Meeting of Warrumbungle Shire Council
will be held in the Council Chambers, John Street,
Coonabarabran
on Thursday, 20 August 2020 commencing at 5:00 pm.**

Mayor: Cr Denis Todd

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

Please note:

Meetings of Warrumbungle Shire Council (Council) are audio recorded, and the recording is posted to Council's website. Council accepts no liability for any defamatory, discriminatory, or offensive remarks made during the meeting. Opinions expressed or statements made by participants are the opinions or statements of those individuals and do not imply any form of endorsement by the Council. In accordance with Council's Code of Meeting Practice, participants who engage in disorderly behaviour may be expelled from the meeting. Closed Council meetings are not broadcast.

The audio recording is protected by copyright and owned by Council. Council may be required to disclose recordings if compelled to do so by court order, warrant, or subpoena, or under any legislation. Only the official minutes constitute an official record of the meeting.

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

Ordinary Meeting – 20 August 2020

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 July 2020

Disclosure of Interest

Pecuniary Interest

Non Pecuniary Conflict of Interest

Mayoral Minute/s

Delegate Report/s

Reports of Committees

Reports to Council

Notices of Motion/Questions with Notice/Rescission Motions

Reports to be considered in Closed Council

Conclusion

.....
ROGER BAILEY
GENERAL MANAGER

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

INDEX

Item 1 Mayoral Minute – Mayors Log of Activity, Kilometres Travelled and Expenses from 6 July 2020 to 11 August 2020	6
RECOMMENDATION	8
Item 2 Councillors' Monthly Travel Claims – July 2020	9
RECOMMENDATION	9
Item 3 Minutes of the Ordinary Orana Joint Organisation Meeting – 13 July 2020	10
RECOMMENDATION	10
Item 4 Minutes of Robertson Oval Advisory Committee Meeting – 15 July 2020	11
RECOMMENDATION	12
Item 5 Minutes of Coonabarabran Sporting Complex Advisory Committee Meeting – 30 July 2020	13
RECOMMENDATION	14
Item 6 Minutes of Traffic Advisory Committee Meeting – 23 July 2020	15
RECOMMENDATION	17
Item 7 Minutes of Coonabarabran Town Beautification Advisory Committee Meeting – 5 August 2020	18
RECOMMENDATION	19
Item 8 Minutes of Plant Advisory Committee Meeting – 6 August 2020	20
RECOMMENDATION	22
Item 9 2020 Local Government NSW Annual Conference	24
RECOMMENDATION	25
Item 10 Office of Local Government S430 Report	26
RECOMMENDATION	27
Item 11 Council Resolutions Report	28
RECOMMENDATION	28
Item 12 Revotes and High Value Projects Report	29
RECOMMENDATION	29
Item 13 Budget Revotes as at 30 June 2020	30
RECOMMENDATION	30
Item 14 Review of Procurement Policy	31
RECOMMENDATION	34
Item 15 Draft Debt Recovery and Financial Hardship Policy	35
RECOMMENDATION	37

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Item 16 Revised Draft Investment Policy	38
RECOMMENDATION	39
Item 17 Investments and Term Deposits – month ending 31 July 2020	40
RECOMMENDATION	45
Item 18 Coonabarabran Administration Building Roof Replacement Project	46
RECOMMENDATION	47
Item 19 2020/21 Roadworks Program	48
RECOMMENDATION	49
Item 20 Review of Regional Road Classification	50
RECOMMENDATION	52
Item 21 Drinking Water Management System Improvement Plan Implementation – July 2020 Update.....	53
RECOMMENDATION	54
Item 22 Mendooran Water Quality Incident Review Report Implementation – July 2020 Progress Update	55
RECOMMENDATION	62
Item 23 Baradine Camp Cypress and Showground Sewer Connection Update Report .	63
RECOMMENDATION	65
Item 24 Inland Rail Update Report – August 2020.....	66
RECOMMENDATION	67
Item 25 Review of Warrumbungle Waste – Ulamambri Transfer Station	68
RECOMMENDATION	73
Item 26 Development Applications	74
RECOMMENDATION	74
Item 27 Reports to be Considered in Closed Council	75
Item 27.1 Organisational Development Monthly Report – August 2020	75
RECOMMENDATION	75
Item 27.2 Three Rivers Regional Retirement Community Information Report.....	75
RECOMMENDATION	76
Item 27.3 Supply and Deliver Bitumen Sealing Aggregates.....	76
RECOMMENDATION	76

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Item 1 Mayoral Minute – Mayors Log of Activity, Kilometres Travelled and Expenses from 6 July 2020 to 11 August 2020

MAYORAL MINUTE - MAYORS ACTIVITY

<u>Date</u>	<u>Type</u>	<u>In/Out</u>	<u>Activity</u>
7-Jul	Phone Call	Out	Cr Iannuzzi re Western Health meeting
	Phone Call	Out	Cr Fisher, Coonamble Council - Baradine Silo
	Phone Call	Out	John Single re Baradine silo
	Phone Call	In	Mr Hart, Qantas re visit to Coonabarabran
	Meeting	Attended	Inland Rail teleconference - Coonabarabran
11-Jul	Phone Call	In	Regarding car accident at Mendooran
12-Jul	Phone Call	Out	Cr Iannuzzi re car accident at Mendooran
	Phone Call	Out	Kevin Tighe re car accident at Mendooran - no answer
	Phone Call	Out	GM re car accident at Mendooran - unaware
	Phone Call	Out	Emergency phone number re car accident at Mendooran
	Phone Call	In	Kevin Tighe re car accident at Mendooran
	Phone Call	Out	Cr Doolan re car accident at Mendooran
13-Jul	Phone Call	Out	Cr Iannuzzi re Minister Hancock teleconference
	Phone Call	Out	GM
	Phone Call	Out	Minister Hancock re Section 430 Report
15-Jul	Videoconference	Attended	Infrastructure NSW - Baradine silo
	Phone Call	Out	GM
	Meeting	Attended	Travelled to Coonabarabran with Cr Fisher for Inland Rail Connection meeting
	Phone Call	In	Cr Doolan re Business Paper
16-Jul	Meeting	Chaired	Coonabarabran Council meeting
	Phone Call	Out	GM
	Videoconference	Attended	Western Health regarding coronavirus
	Phone Call	In	Greg Doolan re Kenebri Fire Shed
	Meeting	Attended	Binnaway Abattoirs and met with managers
	Meeting	Attended	Gary Andrews in Binnaway re caravan park
	Meeting	Attended	Garage provider in Binnaway re flood water in Renshaw Street and Charlie's Lane
17-Jul	Phone Call	Out	Cr Lewis re Nelirex Road
	Phone Call	Out	GM re Neilrex Road
18-Jul	Phone Call	Out	GM re Weekly Wrap and rain report
20-Jul	Phone Call	Out	GM
	Meeting	Attended	Baradine - Roy Butler MP - inspection silo railway line, water treatment clarifier and Coonabarabran Mungindi Road
	Phone Call	Out	GM re Coonabarabran Mungindi Road – proposal to be sent to John Clements
	Meeting	Attended	Baradine Progress Association Meeting
21-Jul	Phone Call	In	Cr Lewis re Neilrex Road
	Phone Call	Out	GM re Neilrex Road
	Meeting	Attended	GM and Cr Iannuzzi
	Letter	In	LGNSW - Local Government NSW Annual Conference

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

22-24 November 2020			
22-Jul	Meeting	Attended	Inland Rail meeting
23-Jul	Videoconference	Attended	Western Health regarding coronavirus
	Phone Call	Out	Leeanne Ryan
	Phone Call	Out	Cr Doolan
27-Jul	Phone Call	Out	GM
	Phone Call	Out	EA to GM
31-Jul	Phone Call	Out	GM
	Phone Call	Out	Jo Houghton re Baradine silo meeting
3-Aug	Teleconference	Attended	Inland Rail
	Phone Call	Out	GM
	Phone Call	In	Cr Lewis
	Letter	In	Department of Agriculture, Water and the Environment – Great Artesian Basin
4-Aug	Teleconference	Attended	Inland Rail in Coonabarabran
	Phone Call	Out	Inland Rail in Brisbane
	Phone Call	Out	Cr Doolan
5-Aug	Phone Call	Out	GM
	Phone Call	Out	Ashley Bailey, Infrastructure NSW
	Phone Call	Out	Richard Wankmuller, CEO Inland Rail
	Phone Call	Out	EA to GM
	Phone Call	Out	GM
	Phone Call	Out	CWA re Inland Rail
	Phone Call	Out	CEO Inland Rail re crossing land
6-Aug	Meeting	Attended	Baradine silo meeting in Coonabarabran
	Phone Call	In	Rebecca Pickering re buying properties on Inland Rail
	Phone Call	Out	Warren Truss, Chairman Inland Rail re road closures
8-Aug	Phone Call	Out	Cr Iannuzzi
9-Aug	Phone Call	Out	Mayor Narrabri Council re Coonabarabran Mungindi Road
	Phone Call	Out	Cr Ron Campbell, Narrabri Council re Coonabarabran Mungindi Road
	Phone Call	Out	Cr Campey, Narrabri Council re Coonabarabran Mungindi Road
	Phone Call	Out	Cr Robert Kneale, Narrabri Council re Coonabarabran Mungindi Road
10-Aug	Meeting	Attended	Weight of Loads meeting
11-Aug	Meeting	Attended	GM Review - Coonabarabran

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Date of Journey		Purpose of Journey	Odometer		KM Travelled
Start Date	End Date		Start	Finish	
6-Jul	6-Jul	Inland Rail teleconference - Coonabarabran	54503	54609	106
7-Jul	7-Jul	Inland Rail teleconference - Coonabarabran	54609	54798	189
8-Jul	8-Jul	Wangmans Road - Kenebri	54798	54841	43
9-Jul	9-Jul	Coonabarabran Office	54841	54954	113
13-Jul	13-Jul	Orana JO teleconference and Shelley Hancock teleconference - Coonabarabran	54954	55067	113
14-Jul	14-Jul	Coonabarabran new garbage truck and Billy Kings Creek Bridge	55067	55217	150
15-Jul	15-Jul	Baradine Silo	55217	55329	112
16-Jul	16-Jul	Council Meeting - Coonabarabran	55329	55513	184
20-Jul	20-Jul	Roy Butler visit - Baradine	55513	55532	19
21-Jul	21-Jul	Fuel - Baradine	55532	55550	18
22-Jul	22-Jul	Inland Railway meeting - Coonabarabran	55550	55658	108
26-Jul	26-Jul	Baradine Showground Trust Meeting	55658	55688	30
30-Jul	30-Jul	The Hon. Sam Farraway MLC meeting - Coonabarabran	55688	55799	111
3-Aug	3-Aug	Inland Rail Meeting - Coonabarabran	55799	55908	109
4-Aug	4-Aug	Inland Rail teleconference - Coonabarabran	55908	56016	108
6-Aug	6-Aug	Silo Connection meeting - Coonabarabran	56016	56124	108
7-Aug	7-Aug	Fuel - Baradine	56124	56143	19
10-Aug	10-Aug	Weight of Loads meeting - Coonabarabran	56143	56244	101
10-Aug	10-Aug	Baradine Progress Association meeting	56244	56272	28
Total KM travelled for period 06/07/2020 - 10/08/2020					1,769

MAYORAL MINUTE - EXPENSES 8 July 2020 to 7 August 2020

<u>Date</u>	<u>Transaction Details</u>	<u>Comments</u>	
24-Jul	LG NSW Water Conference	Conference	566.50
Total expenditure for period 8/07/2020 - 7/08/2020			566.50

RECOMMENDATION

That Council:

1. Notes the report on the Mayor's Activity and Log of Kilometres Travelled for the period 6 July 2020 to 11 August 2020.
2. Notes the report on the Mayor's credit card expenses between 8 July 2020 and 7 August 2020 and approves the payment of expenses totalling \$566.50.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Item 2 Councillors' Monthly Travel Claims – July 2020

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

Reason for Report

To provide Council with details of travel claims of councillors for the month of July 2020.

Background

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

Councillor Monthly Travel Claims

Councillor	Kilometres	\$ per KM	Total Amount (\$)
Cr Shinton	128	0.78	\$99.84
Cr Todd	-	0.78	-
Cr Brady	-	0.78	-
Cr Capel	600	0.78	\$468.00
Cr Clancy	-	0.68	-
Cr Doolan	-	0.78	-
Cr Hill	220	0.68	\$149.60
Cr Iannuzzi	-	0.78	-
Cr Lewis	126	0.78	\$98.28
Total:			\$815.72

Financial Considerations

Outlined above.

Attachments

1. Councillors Monthly Travel Claims

RECOMMENDATION

That the Councillors' monthly travel claims report in the amount of \$815.72 is noted.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Item 3 Minutes of the Ordinary Orana Joint Organisation Meeting – 13 July 2020

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

Reason for Report

To present the minutes from the Ordinary Orana Joint Organisation Meeting held on Monday 13 July 2020.

Background

At the meeting of the Orana Joint Organisation held 13 July 2020 the following resolutions were made:

- The Orana JO not support the recommendation as listed in the business paper relating to options for supporting the JO network.
- That a joint response letter be sent to the Minister when the draft Regional Water Strategy has been received.
- The Orana JO Statement of Revenue Policy 2020/2021 be adopted.
- The Finance Report be accepted.

In the meeting the Executive Officer presented to the Board an offer that was received to Join the Central JO as an Associate member. After discussion the Board declined the offer.

Issues

Nil

Options

Nil

Financial Considerations

Nil

Attachments

1. Minutes of the Orana Joint Organisation board meeting held on Monday 13 July 2020.

RECOMMENDATION

That Council notes the minutes of Orana Joint Organisation meeting held on Monday 13 July 2020.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Item 4 Minutes of Robertson Oval Advisory Committee Meeting – 15 July 2020

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

PRESENT: Cr Anne-Louise Capel (Chairperson), Cr Wendy Hill, Mrs Monica Foran, Mr Chris Sullivan and Mr Matthew Guan.

IN ATTENDANCE: Mr Kevin Tighe (Director Technical Services) (*via phone*) and Mr Shane Weatherall (Manager Urban Services).

APOLOGIES: Nil.

CONFIRMATION OF MINUTES

01/2021 RECOMMENDED that minutes of the Robertson Oval Advisory Committee meeting held on Wednesday, 17 June 2020 be confirmed.

Sullivan/Hill

BUSINESS ARISING FROM THE MINUTES

- Chris Sullivan mentioned that he had approached the Premier's Office in Dubbo about additional funding. There are no funding opportunities at present, but Chris will be informed if opportunities become available.

AGENDA ITEMS

a) Inspection of the Site for the Proposed New Amenities Building

The Committee inspected the proposed site for the new amenities building prior to commencement of the meeting. The following points were discussed by the Committee:

- Committee will explore option for moving storage / maintenance shed west, adjacent to eastern side of the amenities building, and rotate building to face north / south.
- Disabled section of carpark is a priority however, the construction of the remaining carpark is low priority.
- Action – Question whether rails for ramp is a requirement.

b) Additional Set of Change Rooms (x2) for Proposed New Amenities Building

The concept plan for the proposed new amenities building was discussed particularly in relation to an additional set of changes rooms. The following was determined:

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

- Alteration to extend awnings on the northern and southern ends of the building to the edge of the verandah slab.
- Construction of storage sheds should be a separate item in the tender pricing schedule.

c) **Comments from the Hon Mark Coulton MP on Proposed New Amenities Building Project**

It was noted that the Hon Mark Coulton MP visited the Robertson Oval site and met with the Committee and Council staff including the General Manager, Councillors and the Mayor, and showed support for the project.

d) **Review of Community Submissions on the Proposed Plans for the New Amenities Building**

Submissions received from the community on the proposed plans for the new amenities building were discussed. It was noted that all ten (10) submissions had requested the inclusion of two (2) additional change rooms.

GENERAL BUSINESS

The following items were discussed without resolution:

- Discussion took place around potential Project Managers for the project. The Committee were advised that the Project Manager would be engaged at an operational level.
- Discussion took place regarding the importance of keeping the community updated on the project.
- Colour scheme for the building is not yet finalised.
- Investigate potential for extending awning to protect barbecue area on southern end with Designer.
- A privacy door should be installed on showers in change rooms.
- Confirm that showers will be supplied with hot water.

There being no further business the meeting closed at around 6.40pm.

The next meeting is to be held on Wednesday, 16 September 2020 commencing at 5.00pm.

RECOMMENDATION

That Council notes the Minutes of the Robertson Oval Advisory Committee Meeting held at Dunedoo on 15 July 2020.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Item 5 Minutes of Coonabarabran Sporting Complex Advisory Committee Meeting – 30 July 2020

Division:	Technical Services
Management Area:	Urban Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Recreation and Open Space
Priority:	R01 The planning and provision of local sports and recreation facilities and parklands reflect community needs and anticipated demographic changes

PRESENT: Cr Kodi Brady(Chair), Mr Gary McKernan (Boxing), Ms Emmah Varty (Netball), Mrs Melanie Jenner (CJRL&NC), Mr Steve Walton (CRLFC), Mr Brad Condon (CRUC), Mr David Maher JCRUC, Mr Rob McMillan (Soccer).

IN ATTENDANCE: Mr Shane Weatherall (Manager Urban Services), Mr Kevin Tighe (Director Technical Services), Mr Stuart Thomas, Mrs Mandy Sulter

APOLOGIES: Cr Fred Clancy,

CONFIRMATION OF MINUTES

RECOMMENDED that the minutes of the Coonabarabran Sporting Complex Advisory Committee meeting held on 24th June 2020 be confirmed

McKernan / Jenner

BUSINESS ARISING FROM THE MINUTES

- Upgrade of toilet shower amenities at No 1 Oval – awaiting quotations
- Discussions have been held with a contractor who will perform a test patch on the floor of the indoor basketball court

AGENDA ITEMS

a) Coonabarabran Junior Rugby Union Football Club Representative

It was confirmed that Mr David Maher is the representative on the Committee from Junior Rugby Union and the alternate for the Club is Mr Stuart Thomas.

b) Redevelopment of the Old Basketball Court Site

A Power Point presentation was given by Mrs Mandy Sulter on her vision and options for development of the old outdoor basketball site. Her vision focused on features to promote community well being and youth fitness activities. The concept of a community hub was discussed. A distinction was made between the proposal and the proposed Stop & Play facility being planned for Neilson Park. It was noted that a toilet facility was not included in the proposal for the old basketball site.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

RECOMMENDED. That concept plans for a BMX style bike track are developed for the site of the disused basketball courts at the Coonabarabran Oval Complex. Other features to be incorporated in the concept plans include; shade trees, BBQ, concrete path connecting internal road to existing skate facility, a small set of play equipment for children (such as climbing cube & swing set), seating and drinking water fountain.

Jenner/Varty

GENERAL BUSINESS

The following item was discussed without resolution

- Investigate feasibility of in filling the rail of the internal staircase in the Sport & Recreation building that connects the floor area to the mezzanine level.

There being no further business the meeting closed at 6.15 pm.

The date of the next meeting to be advised.

RECOMMENDATION

That Council:

1. Note the Minutes of the Coonabarabran Sporting Complex Advisory Committee meeting held at Coonabarabran on 30 July 2020.
2. Develops concept plans for a BMX style bike track on the site of the disused basketball courts at the Coonabarabran Oval Complex. Other features to be incorporated in the concept plans include; shade trees, BBQ, concrete path connecting internal road to existing skate facility, a small set of play equipment for children (such as climbing cube & swing set), seating and drinking water fountain.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Item 6 Minutes of Traffic Advisory Committee Meeting – 23 July 2020

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

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

IN ATTENDANCE: Mr Kevin Tighe (Director Technical Services), Mr Kumar Satkumaran (Manager Projects) and Mrs Tracy Cain (Minutes).

APOLOGIES: Senior Constable Kelvin Kilsby (NSW Police).

CONFIRMATION OF MINUTES

1/2021 RECOMMENDED that the minutes of the Traffic Advisory Committee meeting held on 25 June 2020 be confirmed.

Shinton/Barry

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.
- 'No Parking' Signs in the Coonabarabran CBD – audit of 'No Parking' signs to be undertaken and a plan prepared. Council to liaise with the Coonabarabran Chamber of Commerce regarding timed parking.
- Installation of 10kph signs for 'One Way' traffic in Central Lane, Coolah. Further information required from Haynes Hardware. *Awaiting response from Haynes Hardware.*
- School bus route advance warning signs to be installed on Timor Road, 80m either side of the Koala Crescent intersection. Council guideline to be forwarded to relevant bus operators. *Signs installed.*

AGENDA ITEMS

a) Audit of 'No Parking' Signs in Coonabarabran CBD

A plan was provided to the Committee detailing the various parking signs within Coonabarabran CBD. Concerns were raised regarding the inconsistency of 'No

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Parking' signs and confusion with open ended 'No Stopping' and 45° Angle Parking zones. Discussion also took place on the non-enforcement of timed parking.

The Committee determined that a new map be prepared to include Namoi, Charles, George and Essex Streets detailing the proposed changes for parking and no stopping zones. Council is also required to liaise with the Coonabarabran Chamber of Commerce regarding the elimination of timed parking.

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

2/2021 RECOMMENDED that:

- The existing western 'No Stopping' sign located in Binnia Street adjacent to the Coolah Central School carpark be relocated 20 metres from the driveway access.
- The existing eastern 'No Stopping' sign located in Binnia Street adjacent to the Coolah Central School carpark be relocated 10 metres from the driveway access
- The redundant school bus zone located in Binnia Street, Coolah be replaced with 'No Stopping' signs and installed in accordance with the standards for school crossings.

Barry/Lundberg

c) Opening Coonabarabran Over Dimension Route to Over Dimension Vehicles Without a Permit

Matter deferred for discussion in General Business.

GENERAL BUSINESS

Opening Coonabarabran Over Dimension Route to Over Dimension Vehicles Without a Permit

A request has been received from the National Heavy Vehicle Regulator (NHVR) to pre-approve the Over Dimension Route for use by over dimension vehicles. It was noted that over dimension vehicles are strictly those that are over 3 metres wide.

The Committee determined that due to an increase in the number of applications and the burden to the trucking industry including administration Council proceed with the pre-approval of the Over Dimension Route by NHVR subject to a review by Council of the Multi Agency Class 1 OSOM Notice that lists the conditions and reference to the Heavy Vehicle Bypass. Council may also wish to consider updating the Heavy Vehicle Bypass signage to include vehicles 3 metres wide.

Note

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

- b) Coolah Central School – 'No Stopping' and School Bus Zones in Binnia Street, Coolah

There being no further business the meeting closed at 11.20am.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Thursday, 27 August 2020 commencing at 10.00am.

RECOMMENDATION

That Council notes the Minutes of the Traffic Advisory Committee Meeting held at Coonabarabran on 23 July 2020.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Item 7 Minutes of Coonabarabran Town Beautification Advisory Committee Meeting – 5 August 2020

Division:	Technical Services
Management Area:	Urban Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Recreation and Open Space
Priority:	R01 The planning and provision of local sports and recreation facilities and parklands reflect community needs and anticipated demographic changes

PRESENT: Cr Kodi Brady (chair), Cr Ambrose Doolan, Mrs Sandra Spackman, Mrs Aileen Bell, Ms Christine Evans, Mrs Judith Clancy, Mrs Mary Milsom, Ms Kay Fredericks, Mr Terence Tighe, Mrs Margaret Bennell, Mr Merv Starr, Mr Sam Bragg, Mrs Rhonda Jewiss.

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

APOLOGIES: Mr Shane Weatherall (Manager Urban Services).

CONFIRMATION OF MINUTES

RECOMMENDED that minutes of the Coonabarabran Town Beautification Advisory Committee meeting held on Thursday, 27 February 2020 be confirmed.

Evans / Fredericks

BUSINESS ARISING FROM THE MINUTES

- Status of plastic orange bunting around power pole near Flood's Bakery
- Painting of shopfronts – not within terms of reference for the Committee
- Landscaping of river bank on the northern side of bridge
- Canopy reduction of Pear trees in centre of John Street

AGENDA ITEMS

a) Streets as Shared Spaces Program – Little Timor Street Plaza Project

No announcement yet on applications made under the NSW Government's Streets as Shared Spaces Program.

b) Master Plan Development

Presentation by Kay Fredericks on the concept of using planter boxes on footpaths. The planter boxes are able to be moved to create spacing and seating. Should the existing urn type pots be replaced with relocatable planter boxes. Layout of planter boxes in front of Post Office appears to be an attractive option. Planter boxes could be finished with astronomy features.

Discussion on the number of trees that have been removed and not replaced; and it was proposed that Council have in place a policy of planting a tree whenever one is

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

removed. However, preference for tree species has not been determined. As an example the Poplar trees in Chappell Avenue were removed, however there is no plan for their replacement.

Discussion took place on streets and areas that would be covered by a master plan. A list of trees that might be suitable for streetscapes will be prepared by Sam Bragg.

It was agreed that workshop on preparation of master plan would be undertaken on Monday 24th August, commencing at 3.00pm. The workshop will be facilitated by Kay Fredericks.

GENERAL BUSINESS

The following matters were discussed without resolution:

- Reason for fence around a tree on the bush track off Camp Street, perhaps signs should be in place to provide information.
- Extension of the concrete footpath upstream of the Mary Jane Cain Bridge to Robertson Street.
- Box Elders in Neilson Park – removal of tree stumps
- Prevention and cleaning up of rubbish that is being dumped at various locations. Saleyards road was mentioned. Could warning signs be installed?
- Replace trees in the planter islands in Dalgarno Street and Cassilis Street
- Replacement of kerb and guttering in Dalgarno Street between the clock tower and Woolworths and widening of footpath by 1.5 metres on both sides of the road.
- Proliferation of bamboo growth at the end of Chappell Avenue.

There being no further business the meeting closed at 6.20pm.

The date of the next meeting to be advised.

RECOMMENDATION

That Council note the Minutes of the Coonabarabran Town Beautification Advisory Committee Meeting held at Coonabarabran on 5 August 2020.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Item 8 Minutes of Plant Advisory Committee Meeting – 6 August 2020

Division:	Technical Services
Management Area:	Fleet Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF7 Council is presented with a range of organisational challenges including its aging workforce, skills shortages, increasing regulatory demands and the management of risk

PRESENT: Cr Ray Lewis (Chairperson), Cr Anne-Louise Capel (via video link) and Cr Ambrose Doolan.

IN ATTENDANCE: Mr Roger Bailey (General Manager), Mr Kevin Tighe (Director Technical Services), Mr Kim Parker (Director Corporate Services) and Mr Chris Staniforth (Manager Fleet Services)

APOLOGIES: None.

CONFIRMATION OF MINUTES

1/2021 RECOMMENDED that minutes of the Plant Advisory Committee meeting held on Friday, 8 November 2019 be accepted

Capel/Lewis

BUSINESS ARISING FROM THE MINUTES

- The Committee was advised that the low loader was replaced and upgraded for a changeover price of \$20,990.

AGENDA ITEMS

a) Replacement of Plant Item No 152 – Gravel Truck – Road Operations Coolah
The installation of a 'dash cam' was discussed and it was agreed that is feasible that one is installed in the new truck.

2/2021 RECOMMENDED that Council purchase one (1) Isuzu CXY240-460 Truck with Obieco Body from Tracserv Dubbo at a price of \$199,920 (ex GST) and that Council trade in Plant Item No 152 to Tracserv Dubbo

Lewis/Capel

b) Replacement of Plant Item No 167 – Bitumen Patching Truck – Road Operation
3/2021 RECOMMENDED that Council purchase one (1) Isuzu FXZ240-350 WWB Auto Bitumen Patching Truck with Ausroad body from Tracserv Dubbo at a price of \$440,679.10 (ex GST) and that Council sell Plant Item No 167 to Tracserv Dubbo for \$58,182.00 (ex GST)

Lewis/Doolan

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

- c) Replacement of Plant Item No 172 – Water Truck – Road Operations
Coonabarabran

4/2021 RECOMMENDED that Council purchase one (1) Isuzu FXY240-350 MWB Auto Water Truck with Barry Burrow's steel tank from Tracserv Dubbo at a price of \$257,963.82 (ex GST) and that the trade vehicle is retained until the current roadworks program is completed.

Lewis/Capel

- d) Replacement of Plant Item No 181 – Garbage Compactor – Waste Services
Coonabarabran

5/2021 RECOMMENDED that Council purchase one (1) Isuzu 4x2 FVD165-300 Auto DC fitted with a Superior Pak -18 cubic metre Garbage Compactor and alloy bull bar from Tracserv Pty Ltd at a price of \$327,321.82 (ex GST) and that Council retain the existing Garbage Compactor (Plant Item No 181) as a back-up for any breakdowns that occur within the Shire for domestic and recycle pickups.

Lewis/Doolan

- e) Replacement of Plant Item No 191 – FWA Tractor – Urban Services
Mendooran

6/2021 RECOMMENDED That Council purchase one (1) John Deere 6100E FWA Tractor fitted with John Deere 673 Front End Loader and 4 in1 Bucket from Peel Valley Machinery Pty Ltd at a price of \$115,455 (ex GST) and that Council trade in Plant Item No 191 to Peel Valley Machinery Pty Ltd.

Doolan/Lewis

- f) Replacement of Plant Item No 192 – FWA Tractor – Urban Services Baradine

7/2021 RECOMMENDED That Council purchase one (1) Case IH Maxxum 110 Classic FWA Tractor fitted with Front End Loader and 4 in1 Bucket from Wideland Ag and Construction at a price of \$111,755 (ex GST) and that Council trade in Plant Item No 192 to Wideland Ag and Construction.

Lewis/Doolan

- g) Truck & Plant Utilisation Report – 1 July 2019 to 30 June 2020.

Discussion on the utilization figures for out front mower and fuel trailer.

GENERAL BUSINESS

The following items were discussed without resolution:

- RFS bulk water truck

There being no further business the meeting closed at 9.48am.

The next meeting will be held when required.

Financial Summary

The following table provides a summary of financial implications of recommendations made by the Committee. The purchase and trade of plant items in total is \$170,821.74 over budget. A review of plant replacement program for the remainder of the year will determine if a supplementary vote is required when the Quarterly Business Review Statement (QBRs) is considered by Council.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Item	Description	Budget Allocation	Purchase Price (excl GST)	Trade Price (excl GST)	Net Price Changeover (excl GST)	Budget Difference
a	Gravel Truck, Roads 152	140,000.00	199,920.00	88,182.00	111,738.00	-28,262.00
b	Bitumen Patching Truck, Roads 167	250,000.00	440,679.10	58,182.00	382,497.10	132,497.10
Item	Description	Budget Allocation	Purchase Price (excl GST)	Trade Price (excl GST)	Net Price Changeover (excl GST)	Budget Difference
c	Water Truck, Roads 172	150,000.00	257,963.82	No trade	257,963.82	107,963.82
d	Garbage Compactor, Waste Services 181	325,000.00	327,321.82	No trade	327,321.82	2,321.82
e	FWA Tractor, Urban Services 191	75,000.00	115,455.00	70,000.00	45,455.00	-29,545.00
f	FWA Tractor, Urban Services 192	75,000.00	111,755.00	50,909.00	60,846.00	-14,154.00
		1,015,000.00	1,453,094.74	267,273.00	1,185,821.74	170,821.74

RECOMMENDATION

That:

1. Council notes the Minutes of the Plant Advisory Committee meeting held at Coonabarabran on 6 August 2020.
2. Council purchase one (1) Isuzu CXY240-460 Truck with Obieco Body from Tracserv Dubbo at a price of \$199,920 (ex GST) and that Council trade in Plant Item No 152 to Tracserv Dubbo
3. Council purchase one (1) Isuzu FXZ240-350 WWB Auto Bitumen Patching Truck with Ausroad body from Tracserv Dubbo at a price of \$440,679.10 (ex GST) and that Council sell Plant Item No 167 to Tracserv Dubbo for \$58,182.00 (ex GST)
4. Council purchase one (1) Isuzu FXY240-350 MWB Auto Water Truck with Barry Burrow's steel tank from Tracserv Dubbo at a price of \$257,963.82 (ex GST) and that the trade vehicle is retained until the current roadworks program is completed.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

5. Council purchase one (1) Isuzu 4x2 FVD165-300 Auto DC fitted with a Superior Pak -18 cubic metre Garbage Compactor and alloy bull bar from Tracserv Pty Ltd at a price of \$327,321.82 (ex GST) and that Council retain the existing Garbage Compactor (Plant Item No 181) as a back-up for any breakdowns that occur within the Shire for domestic and recycle pickups.
6. Council purchase one (1) John Deere 6100E FWA Tractor fitted with John Deere 673 Front End Loader and 4 in1 Bucket from Peel Valley Machinery Pty Ltd at a price of \$115,455 (ex GST) and that Council trade in Plant Item No 191 to Peel Valley Machinery Pty Ltd.
7. Council purchase one (1) Case IH Maxxum 110 Classic FWA Tractor fitted with Front End Loader and 4 in1 Bucket from Wideland Ag and Construction at a price of \$111,755 (ex GST) and that Council trade in Plant Item No 192 to Wideland Ag and Construction.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Item 9 2020 Local Government NSW Annual Conference

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

Reason for Report

The Local Government NSW 2020 Annual Conference and will be held from Sunday 22 November to Tuesday 24 November at the Crowne Plaza in the Hunter Valley.

Background

The Annual Conference is the main policy making event for the local government sector. The event brings together representatives from Local Government Councils across NSW to provide a forum to debate against important issues relevant to local communities.

Conference key dates are as follows:

17 July 2020	Conference motions open
17 July 2020	Event registration opens (note: voting delegates must be registered to attend the Conference and be registered as a nominated voting delegate)
28 September 2020 12 midnight (AEST)	Deadline for submitting motions (note: the latest date motions can be accepted for inclusion in the Business Paper is 16 September 2019)
3 November 2020 12 midnight (AEST)	Deadline for nominating voting delegates
22 – 24 November 2020	LGNSW Annual Conference
23 November 2020	Conference Dinner

Council is entitled to one voting delegate attending the Conference.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Council's Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors provides for the General Manager plus up to three councillors (3) to attend the LGNSW Conference.

Accommodation has been booked for four attendees.

Financial Considerations

Costs are yet to be determined for registration, travel, food and accommodation and will be provided as per the Policy for Payment of Expenses and the Provision of Facilities to Mayors and Councillors.

Attachments

1. LG NSW Annual Conference correspondence dated 15 July 2020.

RECOMMENDATION

That Council:

1. Note the report on the LGNSW Annual Conference to be held in the Hunter Valley from Sunday 22 November to Tuesday 24 November.
2. Call for draft motions from Councillors for the conference.
3. Consider motions and councillor attendees at the October 2020 Council meeting.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Item 10 Office of Local Government S430 Report

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

Reason for Report

To seek Council approval to take action to implement aspects of the Council S.430 Improvement Plan.

Background

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

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

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

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

The Minister wrote to Council on 26 May 2020 acknowledging the work that Council had done and determined that Council:

- Implement an Improvement Plan (water and waste water) and report its progress to the Deputy Secretary, Local Government, Planning and Policy on a three monthly basis. The first report would be due six weeks following the date of the letter, hence due by 7 July 2020.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

- Report its progress in addressing the findings in the Report, in particular, staff cultural and conduct issues and that this report be submitted to the Deputy Secretary.

One of the recommendations of the Report was:

- 3.4 *Council offers councillors the opportunity to be mentored in undertaking their role.*

The Section 430 Report identified:

- A lack of trust derives from the failure of some councillors to fully understand their role and from a sense that they are not being given all relevant information to undertake their role.
- Councillors feeling disenfranchised in circumstances where Council has been performing poorly and where significant issues appear not to have been drawn to their attention.
- The tensions within the governing body and mistrust of certain members of staff have combined to divert the attention of councillors away from their strategic role. Instead, their focus has been on operational and day-to-day issues.

The Report acknowledges that *“while there are divisions between the councillors over some issues, it is important to emphasise that their relationship is not broken, nor are they dysfunctional.”*

The Report identified:

288. In order to address the issue, councillors would benefit from a mentoring program. However, for such a program to be effective, it must be willingly accepted by the councillors.

289. It is important that councillors make effective use of the expertise of the consultant they have engaged to assist in the ongoing review of the General Manager’s performance.

To achieve this improvement sought in the Plan it is proposed that a mentoring program be developed.

Financial Considerations

Nil at this stage.

Attachments

Nil

RECOMMENDATION

That Council authorise the Mayor, Deputy Mayor and General Manager to develop a mentoring program for councillors.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Item 11 Council Resolutions Report

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

Reason for Report

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

Background

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

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

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

Issues

This feedback is provided to Council for information purposes.

Attachments

1. Council Resolution Report

RECOMMENDATION

That the Council Resolution Report be noted for information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Item 12 Revotes and High Value Projects Report

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

Reason for Report

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

Background

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

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

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

Attachments

1. Revote Report
2. High Value High Risk Revotes

RECOMMENDATION

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Item 13 Budget Revotes as at 30 June 2020

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

Reason for Report

Council's external auditors Prosperity Audit Services will be undertaking the audit of Council's financials as at 30 June 2020 commencing 28 September 2020. As part of this process to complete the Financial Statements as at 30 June 2020 Council is requested to determine the amounts of capital and operating projects revotes or carryovers from the 2019/20 Financial Year to 2020/21.

Issues

The capital and operating revotes listings include recognition of approved Grant Programs to be completed, carryover works requested including the Three Rivers Regional Retirement Village Project and the Projects for the ring fenced of Water and Sewerage Funds totalling as follows:

1. Capital Projects Revotes \$9,127,339
2. Operating Projects Revotes \$337,035

Attachments

1. Capital Projects Revotes listing.
2. Operating Projects Revotes listing.

RECOMMENDATION

That Council notes the report on the Budget Revotes for Financial Year 2020/21 and endorse the requested revote project amounts totalling \$9,464,374.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Item 14 Review of Procurement Policy

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

Reason for Report

To seek Council endorsement of the Procurement Policy (including Local Support Policy) following Public Exhibition of the draft. The draft policy was on public exhibition from 2 July 2020 to 31 July 2020. No submissions were received.

Background

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

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

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

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

Issues

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

Page 6: from Executive Summary

“Procurement processes must be open, transparent and able to withstand scrutiny. While no adverse findings have been made regarding the waste services contract, given Council's response to the draft report, it is vitally

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

important that councillors fully understand their role in dealing with procurement issues. For that reason, the report recommends that training be provided to the councillors, that Council reviews its procurement processes to strengthen its probity processes and to provide greater transparency, particularly in relation to contracts that are subject to tendering.”

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

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

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

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

Page 12: from 2.1 Waste services tender section

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

Suggestion 4: See Suggestion 2 above:

Page 14 and 15: from 3 Recommendations section

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

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

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

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

Page 22: from 4.1.8 Conclusions

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

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

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

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

Page 51: from 4.4.2 Record-keeping

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

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

Page 59: from 5.5 Provisions relating to procurement

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

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

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

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

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

This move away from Local Preference is supported by comments within the Tendering Guidelines for NSW Local Government as follows “... *the use of local*

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

preference in the evaluation of tenders and awarding of contracts possesses inherent risks in terms of anti-competitiveness and the maintenance of defensibility, accountability and probity.”

Incorporated Changes to the Procurement Policy draft on Public Exhibition

No submissions were received during the public exhibition period. The only amendments proposed to the Procurement Policy draft were minor changes to the Relevant Legislation and Guidelines section on page 3 as follows:

Under Associated Policies the words *‘(draft to be reviewed/completed)’* was removed from the dot point;

- Business Ethics Policy (draft to be reviewed/completed)

Under Associated Policies the words *‘Contractor Management Policy (Operational)’* was added as a dot point;

- Contractor Management Policy (Operational)

Under Associated Documents the words *‘Internal Audit Charter and Purchase Orders – Standard Terms and Conditions.’* were added to the last dot point.

Financial Considerations

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

Attachments

1. Reviewed Procurement Policy draft

RECOMMENDATION

That Council adopts the Procurement Policy (including Local Support Policy).

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Item 15 Draft Debt Recovery and Financial Hardship Policy

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

Reason for Report

To seek Council endorsement of the Debt Recovery and Financial Hardship Policy following Public Exhibition of the draft.

Council received the draft Debt Recovery and Financial Hardship Policy at the Ordinary Council meeting of 18 June 2020, and resolved to place the draft policy on public exhibition (Resolution 454/1920). The draft policy was on public exhibition until 31 July 2020. No submissions were received.

Background

Draft Debt Recovery and Hardship Policy

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

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

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

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

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

COVID-19 pandemic

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

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

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

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

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

“prescribed period” means the period--

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

Issues

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

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

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

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

Ratepayers who take advantage of this request will enable council staff to better understand their situation and assess any lockdown impact or other considerations. Council staff can then assist to make a payment plan and/or fill in forms in order to refer to financial counselling and where appropriate consider mediation.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

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

Options

Council can either:

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

Financial Considerations

The structure of the Debt Recovery and Financial Hardship Policy will directly influence the level of Rates & Charges and Sundry Debtors outstanding and subsequently the level of Council's invested funds and the resulting interest on investments received.

Attachments

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

RECOMMENDATION

That Council adopts the Debt Recovery and Financial Hardship Policy.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Item 16 Revised Draft Investment Policy

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

Reason for Report

Council resolved at the Ordinary Council meeting of 16 July 2020 that Draft Investments Policy be deferred to the August 2020 Council meeting (Resolution 14/2021) to allow refinement of the policy to ensure investments are only made with organisations with a head office based in Australia.

The attached *revised draft Investments Policy* incorporates amendments to provide for this approach.

Background

Council received the draft revised Investment Policy at the Ordinary Council meeting of 21 May 2020, and resolved to place the draft policy on public exhibition (Resolution 408/1920).

The draft policy was on public exhibition from 1 June 2020 until 30 June 2020. No submissions were received from the public; however, a number of Councillors made a request for staff to strengthen the policy and focus on investments that are with authorised organisations that have head offices in Australia.

Issues

Pursuant to Council meeting dated 16 July 2020, the following further amendments have been made to the revised Investment Policy:

Page 3 – NSW Government has been added to the table “Maximum Thresholds – Portfolio Percentage Limits” under heading “Credit Rating”

Page 3 – A paragraph has been added under the heading “Credit Rating” at the end before the last sentence to read, “*Investment in a financial institution with a Credit Rating Group of High Grade and below is only made if its head office is based in Australia.*”

Page 5 – A bullet point has been added under heading “Approved Investments” at the end to read, “*Investment in a financial institution with a Credit Rating Group of High Grade and below is only made if its head office is based in Australia.*”

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Page 7 – Version control moved from page 1.

Financial Considerations

Whilst there are no direct financial considerations, the structure of the Investment Policy will directly influence the investments made and therefore the return on investments.

Attachments

1. Revised Investment Policy resolved by Council on 21 May 2020.
2. Updated Investment Policy

RECOMMENDATION

That Council:

1. Notes the report on the revised draft Investment Policy.
2. Adopts the draft Investment Policy with the amendments outlined in the report.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Item 17 Investments and Term Deposits – month ending 31 July 2020

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

Reason for Report

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

Background

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

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

Issues

Comments on Performance

Marketable Securities, Term Deposits and At Call Investment Accounts

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

Marketable Securities

Council currently holds no Marketable Securities.

Term Deposits

During the month, \$1,500,000 worth of term deposits matured, earning Council a total of \$10,070.55 in Interest.

In July there were no placements made in to term deposits.

The balance of the term deposits at the end of the month was \$13,500,000.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

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, \$467.38 interest was earned on the balances in the accounts and net transfers of (\$170,363.72) were made from these accounts resulting in a month end balance of \$2,212.582.22.

Income Return

The average rate of return on Investments for the month was 0.87% which exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 0.10% by 771 points or 0.77%.

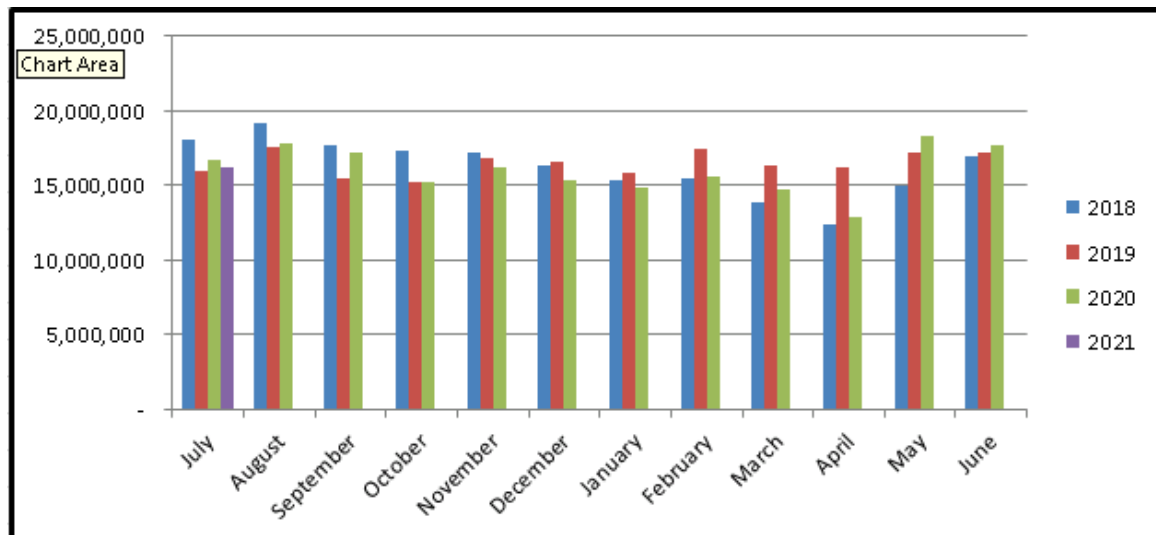
Council's full year budget for 2020/2021 for interest is \$348,715. At the end of July the amount of interest received and accrued should be around 8.33% of the total year budget, i.e. \$29,059.58. On a year to date basis, interest received and accrued totals \$25,868.25 which is 7.42% of the annual 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.

In addition to the At Call accounts and term deposits, as at 31 July 2020, Council had a cash at bank balance of \$462,712.11.

Graph by Month Investments



WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Table 1: Investment Balances – 31 July 2020

Financial Institution	Lodgement Date	Maturity Date	Total Days	Original Rating	Current Rating	Yield (%)	Investment Amount (Redemption Value)
At Call Accounts							
NAB		At Call	at call	ADI	ADI	0.05%	354.90
NAB		Bpay	at call	ADI	ADI	0.00%	99,932.91
ANZ		At Call	at call	ADI	ADI	0.05%	6,783.77
Regional Australia Bank		At Call	at call	LMG	LMG	0.00%	1,545.96
T Corp IM Cash Fund		At Call	at call	P	P	0.60%	1,675,140.84
CBA At Call		At Call	at call	ADI	ADI	0.20%	428,823.84
Sub-Total							2,212,582.22
Term Deposits							
NAB	30-Mar-20	27-Aug-20	150	ADI	ADI	1.33%	1,000,000
AMP	30-Mar-20	28-Sep-20	182	LMG	LMG	1.85%	1,000,000
NAB	08-May-20	15-Oct-20	160	ADI	ADI	1.05%	1,000,000
ANZ	25-May-20	05-Nov-20	164	ADI	ADI	0.71%	1,000,000
ANZ	28-May-20	27-Nov-20	183	ADI	ADI	0.80%	2,000,000
NAB	28-May-20	18-Dec-20	204	ADI	ADI	0.97%	1,500,000
CBA	28-May-20	08-Jan-21	225	ADI	ADI	0.75%	1,500,000
CBA	28-May-20	29-Jan-21	246	ADI	ADI	0.75%	2,000,000
ANZ	28-May-20	19-Feb-21	267	ADI	ADI	0.80%	1,000,000
NAB	26-Jun-20	12-Mar-21	259	ADI	ADI	0.88%	1,000,000
ANZ	26-Jun-20	01-Apr-21	279	ADI	ADI	0.58%	500,000
Sub-Total							13,500,000.00
Total							15,712,582.22

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Credit Rating Legend

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Table 2: At Call and Term Deposits – Monthly Movements

Bank	Opening Balance	Interest Added to Investment	Net Placements/ Withdrawals	Closing Balance
NAB	354.70	0.20		354.90
NAB B pay At Call	120,281.63		(20,348.72)	99,932.91
ANZ	6,798.48	0.29	(15.00)	6,783.77
Regional Australia	1,545.96			1,545.96
T Corp IM Cash	1,675,181.06	(40.22)		1,675,140.8
CBA At Call	578,316.73	507.11	(150,000)	428,823.84
Total at call	2,382,478.56	467.38	(170,363.72)	2,212,582.2
MAQ	1,500,000.00	10,070.55	(1,510,070.55)	
NAB	1,000,000.00			1,000,000.0
AMP	1,000,000.00			1,000,000.0
NAB	1,000,000.00			1,000,000.0
ANZ	1,000,000.00			1,000,000.0
ANZ	2,000,000.00			2,000,000.0
NAB	1,500,000.00			1,500,000.0
CBA	1,500,000.00			1,500,000.0
CBA	2,000,000.00			2,000,000.0
ANZ	1,000,000.00			1,000,000.0
NAB	1,000,000.00			1,000,000.0
ANZ	500,000.00			500,000.00
Total Term	15,000,000.0	10,070.55	(1,510,070.55)	13,500,000.
Total	17,382,478.5	10,537.93	(1,680,434.27)	15,712,582.

Compliance with Council's Investment Policy

Council's Investment portfolio is 100% compliant.

The table below provides compliance status against the Investment Policy:

Institution	Credit Rating	Investment \$	Actual Exposure	Max. Limit per Policy	Compliance status
Tcorp	Prime	1,675,140.84	10.66%	33.30%	Compliant
	Total Prime	1,675,140.84	10.66%	100.00%	Compliant
ANZ	ADI	4,506,783.77	28.68%	33.30%	Compliant
CBA	ADI	3,928,823.84	25.00%	33.30%	Compliant
NAB	ADI	4,600,287.81	29.28%	33.30%	Compliant
	Total ADI	13,035,895.42	82.96%	100.00%	Compliant
RAB	LMG	1,545.96	0.01%	10.00%	Compliant
AMP	LMG	1,000,000.00	6.36%	10.00%	Compliant
	Total LMG	1,001,545.96	6.37%	10.00%	Compliant
Grand Total		15,712,582.22	100.00%		

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Certification of Responsible Accounting Officer

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

Responsible Accounting Officer

RECOMMENDATION

That Council accept the Investments Report for the month ending 31 July 2020 including a total balance of \$16,175,294.33 being:

- \$2,212,582.22 in at call accounts.
- \$13,500,000.00 in term deposits.
- \$462,712.11 cash at bank.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Item 18 Coonabarabran Administration Building Roof Replacement Project

Division:	Technical Services
Management Area:	Projects
Author:	Manager Projects - Kumar T Satkumaran
CSP Key Focus Area:	Public Infrastructure & Services
Priority:	Council manages its assets and infrastructure to meet the agreed service levels

Reason for Report

This report is to advise the Council on the outcome of the Expression of Interest (EOI) and to make a resolution on which companies are invited to tender on the project.

Background

Council will be aware of the project to replace the roof on the old section of the Administration Building in Coonabarabran. EOI from suitably qualified contractors were sought with the stated intention to shortlist up to four (4) contractors to move to the next stage. The public invitation to submit and EOI closed on the 7 July 2020.

Issues

As stated in the EOI document the submissions were assessed on the following criteria:

- Demonstrated recent relevant experience and past performance providing similar services in small country towns;
- Demonstrated capability to provide services of comparable complexity and size;
- Ability and capacity to meet the requirements;
- Financial Capacity of the tenderer
- Capacity of nominated personnel including qualifications and experience.
- Capacity of nominated sub-contractors.

Options

Five (5) submissions from the following contractors were received (listed in alphabetical order):

- Dubbo Terrazzo and Concrete Industries (Yoff Pty Ltd)
- Maas Construction (Dubbo) Pty Ltd
- Murphy's Construction Group Pty Ltd
- Sassan Vodjdani Pty Ltd trading as Royal Contractors
- Van Mal Group Construction Pty Ltd

All the submissions received are of good quality and conforming to the requirements of the EOI. The submissions were reviewed and assessed against the aforementioned criteria. Council has the option of inviting all five(5) Contractors to

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

submit a tender or Council may invite four(4) Contractors as advertised. The four companies that appear most suited to the project are as follows;

- Dubbo Terrazzo and Concrete Industries (Yoff Pty Ltd)
- Maas Construction (Dubbo) Pty Ltd
- Murphy's Construction Group Pty Ltd
- Van Mal Group Construction Pty

The preferred option is to proceed to the next stage of procurement and invite tenders as the shortlisted contractors have delivered similar projects in country towns.

Council could go to the open market again seeking for more expressions of interest. It is unlikely to get more submissions from companies that have delivered similar projects in country towns. This will delay the procurement by a minimum of eight weeks, with no tangible benefit, hence not preferred.

Financial Considerations

There are no financial implications at this stage. The budget allocation for this project is \$430,688.

Attachments

1. Assessment of submissions against evaluation criteria (Confidential).

RECOMMENDATION

That Council:

1. Invites tender submissions from the following contractors for Coonabarabran Administration Building Roof Replacement project:
 - Dubbo Terrazzo and Concrete Industries (Yoff Pty Ltd)
 - Maas Construction (Dubbo) Pty Ltd
 - Murphy's Construction Group Pty Ltd
 - Van Mal Group Construction Pty Ltd
2. Advises Sassan Vodjdani Pty Ltd trading as Royal Contractors that they are not successful to move to the tendering stage

WARRUMBUNGLÉ SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Item 19 2020/21 Roadworks Program

Division:	Technical Services
Management Area:	Technical Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure & Services
Priority:	Roads throughout the Shire are safe, well maintained and appropriately funded

Purpose

The purpose of this report is to nominate options for completion of the extraordinary program of roadworks in 2020/21.

Background

Advice has been received that applications under the NSW Government's program for Fixing Local Roads (FLR) and Fixing Country Roads (FCR) have been successful.

Also, stimulus funding was made available to Council through the Australian Government's Local Roads & Community Infrastructure (LRCI) program and the Roads to Recovery (R2R) program. Also, there is expected to be funding available to Council to repair roads damaged as a result of storm and flood events in February & March. The funding available under these programs is additional to the traditional sources of funding for roadworks for Council and they were not included when the 2020/21 budget was prepared.

Funding under these programs, except for flood damage funding, is expected to be extended by 30 June 2021.

Issues

Council's Road Operations section has demonstrated capacity to undertake additional works, for example repairs to flood damaged roads and one-off projects such as the Safer Roads Program funded project on Purlewaugh Road and on Black Stump Way. However, the funding now available to Council represents a 350% increase on traditional sources. Council's Road Operations section does not have the capacity to complete all the projects within the timeframes set down in funding programs.

Options

The following options are available to increase capacity to undertake additional roadworks include;

1. Increased utilisation of existing staff and plant resources through changes to current work practices,
2. Employment of additional staff through term contracts.
3. Hiring of additional items of plant and equipment and retention of items of plant that are scheduled for replacement,

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

4. Engagement of contractors either for specific projects or for particular services. Council's resources will be directed to completion of specific roadwork projects, however capacity constraints will require the services of a contractor on some projects such as the \$1.8m project on Black Stump Way. If Council's resources are predominantly allocated to specific projects, Council may wish to engage contractors to complete maintenance and repair works on unsealed roads such as maintenance grading and repair of roadside table drains.

All of the options are being explored however a Council resolution is required in relation to option 4 as expenditure on engagement of contractors is likely to exceed delegated authority for expenditure on any one contractor.

Financial Considerations

The allocation in 2020/21 budget for capital works on local rural roads is \$1.45m. The additional funding now available under the following programs; FLR, LRCI and R2R results in an increase in funding for local rural roads of \$5.5m.

The additional funding now available under the FCR program increases the budget allocation for roadworks on Regional Roads from \$2.0m to \$3.1m.

Funding assistance for repair of flood damaged roads has not been finalised, however it is expected that at least \$0.6m will be available in 2020/21.

RECOMMENDATION

That tenders are invited by an open tendering process for provision of road construction and road maintenance services to Council.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Item 20 Review of Regional Road Classification

Division:	Technical Services
Management Area:	Technical Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure & Services
Priority:	Roads throughout the Shire are safe, well maintained and appropriately funded

Purpose

The purpose of this report is to advise Council of the current review by the State Government on classification and transfer of roads to State Government management.

Background

The State Government wants to transfer up to 15,000 kilometres of regional roads to State management. The stated purpose of the transfer is ‘..to lighten the load on regional and rural councils who are finding the maintenance of their council owned regional roads difficult or even unmanageable.’ Also, ‘The return of certain Regional Roads to State management will ensure they are able to maintained in line with their significance to the broader network, and in a way that supports the social and economic health of communities across the State’.

The current review project by the State Government has two elements;

- Road Classification Review
- Regional Road Transfer

Currently, Council is being asked to submit nominations for reclassification or for transfer by the 30th August 2020.

From the website ‘A submission for transfer should be made where the road is currently classified as Regional Road and continues to fill that function in line with the criteria outlined.... but where council wishes to proposed transfer to State management’.

The option exists for Council to reclassify a local road to regional road, however such a proposal must be in line with criteria established by the review panel.

Warrumbungle Shire is responsible for 386 kilometres of Regional Road and a list of the roads is shown in Table 1.0. All regional roads with the Shire are sealed.

Table 1.0 Regional Road Network

Road ID No	Road Name	Length of Road (km)
MR 55	Black Stump Way	89
MR 129	Purlewaugh Road	132
MR 329	Gwabegar Road	36

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

MR 396	Warrumbungles Way	69
MR 618	Vinegaroy Road	22
MR 4053	Timor Road	24
MR 7519	Forest Road	14

Existing State Roads within the Shire include;

- Newell Highway
- Golden Highway
- Castlereagh Highway
- Oxley Highway
- Mendooran Road

Issues

Council receives funding assistance for maintenance and repair of Regional Roads under the Block Grant and through programs like the REPAIR program and Safer Roads Program. There is no commitment from the State Government on whether or not Council would be asked to undertake maintenance and repair on Regional roads once management of them has been transferred to State Government. Similarly, there is no commitment that the roads would attract the same level of funding should they be managed by State Government.

The freight strategy sub committee of the Orana JO developed a map of current and alternate freight routes for the region. Within the Shire the current routes include the existing State Roads and the following roads;

- Black Stump Way (MR55)
- Purlewaugh Road, Baradine Road (MR129)
- Gwabegar Road (MR329)
- Forest Road (MR7519)
- Tooraweenah Road

Tooraweenah Road is currently classified as a local road, however it is a road that connects Mendooran with Tooraweenah and then Coonamble. It is understood that Gilgandra Shire Council will consider nominating Tooraweenah Road for reclassification as a Regional Road.

While Council receives funding from the State Government for maintenance and repair works on Regional Roads, the funding is in the form of assistance. The State Government has consistently said that Regional Roads are Council's responsibility and that funding provided is to assist Council's in their management of Regional Roads. That is, there is no certainty that current levels of funding assistance received will continue if Council retains ownership of Regional Roads.

Council will be aware that of all Regional Roads within the Shire, the traffic volume is highest on Black Stump Way, followed by Baradine Road and Purlewaugh Road. Traffic volume on Forest Road is also comparable to Baradine Road, however there is much less freight traffic on Forest Road.

Options

It is difficult to advise Council on which Regional Roads, if any, could be nominated for transfer to State Government management without indication of the future financial impact on Council. It is also difficult to advise Council when advice from

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

neighbouring Councils has not been received on their intention in relation to interconnecting roads. It is particularly relevant that advice is sought from Gunnedah Shire Council in relation to Black Stump Way, Coonamble Shire Council in relation to Baradine Road, Narrabri Shire in relation to Gwabegar Road and Liverpool Plains Shire in relation to Purlewaugh Road.

An application has been made to the review panel for an extension of time to consider Council's response

Financial Considerations

The Block Grant income received by Council in 2019/20 for expenditure on Regional Roads was \$2,852,000. Council also received \$400,000 under the REPAIR program and \$750,000 under the Safer Roads Program. Historically, Council's budget allocation for Regional Roads is around 33% of the total budget for Road Operations and around 10% of Council's expenditure budget in General Fund.

The allocation of funding under the Block Grant is determined by TfNSW based on a formula that takes into account not only road length, but type of road, bridge length and type of bridge. There are 28 Councils within the western region of TfNSW and of those Councils only Lachlan Shire Council and Mid Western Regional Council attract a higher Block Grant allocation than Warrumbungle.

RECOMMENDATION

That Council:

1. Note the Report on the Review of Regional Road Classification.
2. Seek an extension of time to 30 September 2020 to make its submission.
3. Consider a further report on the matter at the September Council meeting.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Item 21 Drinking Water Management System Improvement Plan Implementation – July 2020 Update

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

Reason for Report

To present an update on the implementation of action items on Council's Drinking Water Management System (DWMS) Improvement Plan.

Background

Under the *NSW Public Health Act 2010* Council is required to maintain a Drinking Water Management System consistent with the Framework for Management of Drinking Water Quality as documented in the Australian Drinking Water Guidelines (ADWG).

Council developed its DWMS in late 2014; part of this DWMS forms a risk based – and therefore priority based – Improvement Plan containing action items. Both documents, the DWMS and the Improvement Plan, were presented to Council in Item 11 of the December 2019 Business Paper report.

Resolution 228/1920 item 3 requires the preparation of regular reports – at four monthly intervals – on the progress of implementing the Improvement Plan action items. The first update report was presented to Council in item 11 of the April 2020 Business Paper.

Issues

In December 2019, 160 of the then 340 DWMS Improvement Plan action items were completed, closed or implemented with 180 items outstanding.

At the time of the March 2020 update report, 224 out of the then 345 action items were completed, closed or implemented with 121 outstanding.

Since then, two further DWMS Improvement Plan workshops were held in late April and late July 2020.

Meanwhile, 287 items have been closed, completed or implemented with 67 outstanding out of the new total of 354 items; a summary table is presented below. Both, the current Improvement Plan and a Progress Summary are included as Attachments 1 and 2.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Priority	Status						To do per priority
	Closed*	Complete	Implemented	In progress	Not started	Total	In percent out of total
Very High	13	21		3		37	8%
High	56	59	19	24	2	160	16%
Medium	59	27	21	23	4	134	20%
Low	9	2	1	7	4	23	48%
Sum	137	109	41	57	10	354	

*Closed items were closed as they were covered by a new action or another action or actions.

Options

This report is presented for Council's information only.

Financial Considerations

The July 2020 workshop was held in-house without the engagement of a consultant. Engagement of a consultant for the April workshop cost \$2,000 ex. GST.

Attachments

1. DWMS Improvement Plan, July 2020
2. Improvement Plan Summary and Progress, July 2020

RECOMMENDATION

That Council:

1. Notes the report on the Drinking Water Management System Improvement Plan Implementation – July 2020 Update.
2. Submits the report on the Drinking Water Management System Improvement Plan update to the Office of Local Government as part of Council's S.430 reporting.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Item 22 Mendooran Water Quality Incident Review Report Implementation – July 2020 Progress Update

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

Reason for Report

To inform Council of the progress in implementing recommendations from the 2017 Water Quality Incident Review Report on the Mendooran boil water alert, as per Council Resolutions 196/1718 and 227/1920.

Background

Following the Mendooran boil water alert in June 2017, a Water Quality Incident Review Report was prepared, which was presented in Item 25 of the November 2017 Business Paper. The final report contained 31 recommendations. Previous reports on the implementation progress were given in Item 39 of the February 2018 Business Paper, as well as in Item 20 of the May 2018, Item 21 in the August 2018, Item 15 of the December 2018, Item 13 of the March 2019, Item 9 of the June 2019, Item 15 of the September 2019, Item 10 of the December 2019 and Item 12 of the April 2020 Business Papers.

Issues

Incomplete recommendations from the Mendooran Incident Review Report are listed below in *Table 2*. The table also includes a brief description of Council's progress and an indication of progress status through a label. *Table 1* provides a description of that status label. *Table 4* provides an overall summary of progress towards completion at the end of each reporting period.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

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
Complete (C)	The recommendation has been completed. Management plans have been updated. Operators and senior management reviewing treatment processes on a regular basis.
Shaded	Marked as completed since the previous report

Since recommendations marked as completed at the time of the last report have been removed from Table 2 to make the table more manageable, a complete list of recommendations has been made available as *Attachment 1*.

Table 2: Recommendations

Mendooran Incident Debrief Recommendations, Implementation Status and Comments
<p><u>Recommendation 1:</u> <i>That online turbidity and chlorine residual monitoring is installed at Mendooran WTP.</i></p> <p>Status (R1): Implementation</p> <p>Safe and Secure Water Program (SSWP) funding was granted for a 'Mendooran Water Supply Modification Upgrade Concept Design'. The proposed upgrade includes the installation of further online instrumentation with appropriate feedback control to the Programmable Logical Controller (PLC) /Supervisory Control And Data Acquisition (SCADA)</p> <p>In relation to this, two further SSWP funding applications were granted for an 'Automation and Process Instrumentation Audit, Scoping Study' as well as for a 'SCADA and Telemetry Network Upgrade, Design and Construct'.</p> <p>Change/progress since last report: No change in Status Label.</p> <p>The Mendooran Water Supply Modification Upgrade Concept Design project is progressing with the Concept Design drafted and progression to cost estimates and specifications. Funding for the next phase of Design and Construction is uncertain.</p> <p>The Automation and Process Instrumentation Audit report has meanwhile been received in draft.</p> <p>For the SCADA and Telemetry Network Upgrade an external resource has now been engaged to oversee and progress the project.</p>

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Mendooran Incident Debrief Recommendations, Implementation Status and Comments

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.

The funded upgrade Concept Design phase is progressing; funding for the next phase of Design and Construction is uncertain.

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.

The funded upgrade Concept Design phase is progressing; funding for the next phase of Design and Construction is uncertain.

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.

Council has not had a dedicated GIS officer for an extended amount of time.

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 drinking water quality.

Status (R7): Implementation.

A re-structure in July 2018 provided direct reporting lines of the WTP operators filled by Urban Services staff (in Baradine, Binnaway and Mendooran) to Warrumbungle

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Mendooran Incident Debrief Recommendations, Implementation Status and Comments

Water (WW); the structure has since not been fully implemented, however the Treatment Plant Operator Baradine position has permanently been filled.

A trial of further change – for a prescribed period of six months – has been made to the WW structure in December 2019 following the resignation of Supervisor South. This trial structure separates WW into ‘Reticulation’ and ‘Treatment’ vs into ‘North’ and ‘South’ and had direct reporting lines of the WTP operators Binnaway and Mendooran to WW.

Change/progress since last report: No change in Status Label.

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.

Change/progress since last report: No change in Status Label.

Eleven (11) out of the 15 recommendations have meanwhile been completed; four (4) remain outstanding. Two (2) of these outstanding ones are unlikely to be implemented unless further funding is provided for phase 3 of the upgrade referred to in *Status (R1)*.

Table 3 (Attachment 2) summarises the recommendations from the 2014 LMWUA WTP Audit report, which have been added to the DWMS Improvement Plan (refer to R12).

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.

Integrity issues of 12 reservoirs were rectified in May 2019.

Change/progress since last report: No change in Status Label.

Integrity issues of further 5 reservoirs were rectified in June 2020 after delays due to COVID travel restrictions with the contractor being located in QLD.

An action plan has been created with allocated priorities. There are a number of budget allocations this FY20/21 in regards to reservoir works.

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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Mendooran Incident Debrief Recommendations, Implementation Status and Comments

(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 Recommendation 12.

- The DWMS Improvement Plan is up-to-date and four-monthly reports on implementation of the action items are presented to Council, NSW Health, DPIE and now also OLG.
- Annual DWMS review reports are being presented to Council.
- The updating of the risk assessments for each water supply system as part of the overall DWMS update is included in the NSW Health support project (Table 5).
- The updating of the DWMS is outstanding and it is recommended and intended to be done after the risk assessment updates; the DWMS update will be funded from Council's operational budget.

Change/progress since last report: No change in Status Label.

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, Attachment 3**) included the development of an ERP.

Note: 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: No change in Status Label.

An Incident Response Plan (IRP) workshop was held with Council operational staff and the by Health engaged consultant in June 2020; next steps include the development of individual IRPs by the consultant as well as practice runs.

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.

Regulatory Services has a DWQ Monitoring Program that requires updating/ finalisation in liaison with Warrumbungle Water's Technical Officer. Quotes for the development of a DWQ Monitoring have been received and will be funded from Council's operational fund.

Change/progress since last report: No change in Status Label.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Mendooran Incident Debrief Recommendations, Implementation Status and Comments

Recommendation 29: *That the Human Resources records for relevant staff are reviewed, and that training is undertaken for all water supply operational staff, WTP operators and relief staff to upskill and to be appropriately trained in WTP processes (i.e. DPI-Water Part 1 and 2 as a minimum). It is also recommended that all staff involved with water quality sampling, testing and monitoring, undergo training and are involved in developing procedures for their work tasks.*

Status (R29): Implementation

A Training Warrumbungle Water Program has been developed. DOI Water courses only run once to twice a year. One staff member has twice had to be rescheduled for training as courses have been postponed and accessing DPIE training continues to be challenging. Water sampling training was conducted in early 2020. Supervisors are encouraged to continue to develop standard operating procedures for work tasks and to have them loaded on the staff intranet for improved accessibility. Council is currently providing training for two staff in Certificate III in Water Industry Operations however TAFE based training in water industry courses has been seriously reduced since the restructure in early 2019.

Change/progress since last report: No change in Status Label.

Recommendation 30: *That WSC investigate and implements a process of its WTP operators to be certified under the National Certification Framework (NCF).*

Status (R30): Development

Organisation Development is currently working to source training to enable certification of all treatment staff under the Water Industry Certification Framework and aims to have this delivered by the end of the 2020/2021 financial year.

Change since last report: No change in Status Label.

Recommendation 31: *That WSC investigate and implement a formalised preventative maintenance program for all the WTP, reticulation and reservoir assets.*

Status (R31): Implementation.

The NSW Health support project (Table 5) includes the development of O&M schedules for each WTP.

Change/progress since last report: None.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

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	Sept-19	Dec-19	Mar-20	Jul-20
Not yet started	15	12	1	0	0	0	0	0	0	0
Development	11	12	14	7	3	2	2	2	2	2
Awaiting funding	0	0	0	0	0	0	0	0	0	0
Implementation	5	4	8	12	15	15	12	12	11	11
Complete	0	3	8	12	13	14	17	17	18	18
Total No of Recomm's	31	31	31	31	31	31	31	31	31	31

Options

This report is presented for Council's information.

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 NSW Health support project (*Table 5 in Attachment 3*), which stands in relation to Recommendations R16, R18, R19 and R31. An update report on the DWMS Improvement Plan implementation is given under a separate item within this Business Paper.

The funding for the Mendooran Water Supply Modification Upgrade Concept Design under the Safe and Secure Water Program (SSWP) – relating to Recommendations R1, R4, R5 and R16 – amounts to \$126,500, including a Council contribution of \$31,625.

The SSWP funding for the shire wide water and sewer SCADA/Telemetry System Upgrade – relating to Recommendation R1 – amounts to \$1M including a Council contribution of \$250,000.

The SSWP funding for the 8 Water Supply Systems Automation Upgrade Scoping Study – relating to Recommendations R1 and R16 – amounts to \$55,000 including a Council contribution of \$13,750.

DWMS related budget items – relating to Recommendations R12, R17, R18 and R20 – include:

In FY20/21:

- Reservoir cleans \$12,409
- Reservoir upgrades – WHS, Circular 18, fencing \$167,405
- Reservoir upgrades – internal structures \$70,000
- Dunedoo reservoir roof replacements Rhodes Street \$167,598

In FY21/22:

- Reservoir cleans \$20,000
- Reservoir upgrades – internal structures \$70,000

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

In FY22/23:

- 4 yearly reservoir inspections and cleans \$45,000

In FY23/24:

- Coolah reservoir replacement Martin Street \$800,000.
- The received quote to develop a DWQ Monitoring Plan amounts to \$17,114.
- The received quote to update the DWMS amounts to \$21,436.

Prices given are ex GST.

Attachments

1. Full 31 Recommendations from 2017 Mendooran Incident Review Report
2. Table 3, Progress of implementation of the 2014 audit recommendations
3. Table 5, Scope of works for NSW Health Support Project

RECOMMENDATION

That Council:

1. Receives and notes this four-monthly report on the implementation progress of the recommendations within the Mendooran Water Quality Incident Review Report.
2. Receives progress reports from now on a 6-monthly basis due to the comprehensiveness of the individual recommendations and related pace of progress; the Drinking Water Management System Improvement Plan implementation updates will continue to be provided on a 4-monthly basis.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Item 23 Baradine Camp Cypress and Showground Sewer Connection Update Report

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

Reason for report

To provide an update to Council on the Baradine Camp Cypress and Showground Sewer Connection as Resolution 104/1819 remains outstanding for a period of greater than 12 months.

Background

Due to issues with onsite sewage management at the Baradine Showground/Camp Cypress, a request was brought to Council by the Baradine Racecourse and Showground Trust to install a sewer connection to the boundary of the Showground/Camp Cypress complex.

A report was presented to Council in Item 15 of the September 2018 Business Paper, resulting in the amended Resolution 104/1819, that Council:

Conduct further investigations into the funding and engineering options for the connection of sewerage to Camp Cypress.

The original recommendation had been, that Council:

Does not proceed with providing a sewer connection to Camp Cypress due to the prohibitive cost involved.

This recommendation had been made as the cost estimate to install the sewer connection by far exceeded the by Council budgeted amount.

Two different funding applications were since submitted:

- One successfully under the Safe and Secure Water Program (SSWP) for a Baradine Sewage Scheme Upgrade Scoping Study, including performing a review and options assessment into extending a sewer connection to Camp Cypress as well as performing an options assessment on the addition of screening and automation of the process and investigating the capacity and condition of the Sewage Treatment Plant. The latter part of the project has been in relation to the proposed establishment of an Inland Rail construction camp of 400 workers in or near Baradine.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Quotations have been sought from relevant consultancies to undertake the study; submissions now require review and comparison to select a consultant conducting the Scoping Study.

- One under Round 4 of the Better Building for Regions Fund (BBRF) for the installation of a sewer connection to Camp Cypress/the Baradine Showground as well as for on site collection tanks and grinder pumps.

Feedback has meanwhile been received that this funding application has been unsuccessful.

A third funding source could be the Australian Rail Track Corporation (ARTC), should the location of the proposed Inland Rail construction camp be at or near Camp Cypress, which remains undetermined at this stage.

Issues

With the unsuccessful BBRF funding application the installation of a sewer connection to Camp Cypress/Baradine Showground remains unfunded.

Should an Inland Rail construction camp be established at or reasonably near Camp Cypress, contributions could be expected from ARTC towards the new sewer connection.

However, the decision as to where the workers camp will be established will rest with the contractor that ARTC will appoint to construct the camp; this contractor is yet to be appointed.

Options

The options assessment of extending a sewer connection to Camp Cypress/Baradine Showground under the SSWP Scoping Study project is expected to highlight a suitable option including revised cost estimates.

Liaison with Inland Rail should be continued with regard to the proposed construction camp in or near Baradine as a location at or reasonably near Camp Cypress could result in ARTC contribution towards the new sewer connection.

Financial Considerations

The SSWP funded Baradine Sewage Scheme Upgrade Scoping Study (phase 1) received \$100,000 including a Council contribution of \$25,000.

To realise the project through to completion, funding for a concept design (phase 2) and the construction (phase 3) would be required. However, SSWP/DPIE has assessed Baradine – Environment – Sewage Treatment as having a low risk impact factor of 2. Only schemes with risk impact factors of 5 (high) are potentially eligible for further/remaining funding under SSWP.

The cost estimate for the installation of a sewer connection to Camp Cypress/Baradine Showground was given in the September 2018 report as \$538,000. The 2020 BBRF funding application expanded this cost by CPI, internal design cost as well as project management and contingency reaching then a total of \$583,213 for works on Council land. To this, the cost for the works required on Camp

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Cypress/Baradine Showground land – amounting to \$156,000 – was added, leading to a total of \$739,213.

The BBRF funding application included a 25% Council contribution of \$184,803 which is within the previously budgeted amount of \$200,000. Crown Land was approached to bear the amount of the Council contribution however remained uncommitted.

Council's budget allocation for the Camp Cypress/Baradine Showground sewer connection amounts to \$200,000.

Attachments

Nil

RECOMMENDATION

That Council:

1. Notes the information in the Baradine Camp Cypress and Showground Sewer Connection Update Report.
2. Receives an update report once the Baradine Sewage Scheme Scoping Study is complete. The options assessment on extending sewer to Camp Cypress/Baradine Showground within the Scoping Study will contain updated cost estimates to enable a decision on affordability of realising the sewer connection with the available Council funds of \$200,000.
3. Explore possible partnership arrangements with Inland Rail for the development of a Workers Camp in Baradine and improve the sewerage system to Camp Cypress.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Item 24 Inland Rail Update Report – August 2020

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

Reason for Report

To provide Council with regular updates on Inland Rail discussions.

Background

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

The following broad points relate to the Inland Rail project:

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

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

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

Update on N2N Section of the Project

The N2N section of the line is approximately 300kms in length, with the original study area being 2-5km wide. The study area has now been refined to approximately 150-400m wide, known as the focused area of investigation. It is expected the final width of the rail corridor will be 40-60m wide and is in the process of being finalised.

Issues

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

- The Fast Tracked Interface Improvement Program – Baradine Silos Project achieved several project milestones to date, including Project Plan approved by Department Infrastructure, progressing to Gateway 2 within the Gateway Assessment Framework, and undertaking several in depth strategic workshops to establish preferred outcomes and options (Investment Logic Mapping workshops).
- On Wednesday 22 July, Inland Rail ARTC met with Council to present the N2N rail corridor, discuss level crossings and local roads within Warrumbungle Shire Council, and possible workers camp locations. Council is working with ARTC's Strategic Consultant Accommodation and Camps to assess workers accommodation camps in Baradine, NSW.
- Narromine to Narrabri (N2N) project is currently hosting a series of briefings for key stakeholders on the Environmental Impact Statement (EIS) for the project. Council attended EIS briefing for Local Government representatives on Wednesday 5 August. The session provided an overview of the key findings and recommendations of the Environmental Impact Statement (EIS) on topics including land use, noise and vibration, traffic and access, water resources, and social and economic impacts.

Local community benefits were highlighted to include contractors required to maximise local industry participation, and construction activities to result in increased trade for local businesses. Industries to experience increase in trade include accommodation, food services, education and training and recreational services.

Community impacts were also highlighted which include the potential for perceived and actual safety concerns on community infrastructure from the presence of temporary workers, and the potential increase in demand for emergency services and health services from temporary construction workforce.

Further more, a separate session is planned to focus solely on hydrology and flooding. Information regarding this session will be provided once confirmed.

Once the EIS is lodged with Dept of Planning, the general public, including Council will have 28 days to review the document/s and lodge a submission on the proposed development. Council will be seeking the timeframe to be extended past 28 days to allow time for staff to review the raft of EIS documents.

Options

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

Financial Considerations

Nil

RECOMMENDATION

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Item 25 Review of Warrumbungle Waste – Ulamambri Transfer Station

Division:	Environment and Development Services
Management Area:	Waste Services
Author:	Director Environment and Development Services – Leeanne Ryan
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI8 Local communities have access to effective and efficient waste and recycling services

Reason for report

To provide Council with a report on the proposed closure of Ulamambri Transfer Station after undertaking public consultation on the proposal during June 2020 as per Resolution 371/1920. The report details submissions received during the exhibition period and provides a recommendation on the future of the site.

Background

At the Ordinary Meeting of Council held 16 April 2020 a report was presented to Council outlining a review of waste management practices. The review examined current waste management practices across the LGA, and made a number of recommendations.

As part of the review, Council transfer stations (located at Baradine, Binnaway, Coolah, Dunedoo, Mendooran and Ulamambri) were reviewed focusing on opening hours, supervision, costs and patronage levels. For Ulamambri, the following was noted and provided to Council within the *Review of Warrumbungle Waste* report presented to Council at the April 2020 Council Meeting;

- The facility is open for 8 hours per week; being 8am – 12.00 noon each Wednesday (4 hours), and 12.00 noon – 4.00pm on each Saturday (4 hours).
- The facility is a transfer station and accepts general putrescible waste and recycling materials. Skip bins are supplied through contract and emptied by contractor weekly. Recyclable materials (cardboard and beverage containers) are collected by Council on a weekly basis.
- During 2017 recorded statistics indicated that 766 patrons visited the site, being 1.8 visits per hour.
- Operating costs for the facility (wages, plant hire, utility costs, infrastructure maintenance, contractor costs) per year, and per hour, are as follows;

Financial Year	Operating Costs per year	Hours open per year	Operating Costs per hour
2016/17	\$35,376	416	\$85.03
2017/18	\$26,183	416	\$62.93
2018/19	\$36,263	416	\$87.17

- In comparison, the operating costs per hour for Ulamambri were:

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

- similar to Mendooran (\$84.04) and Baradine (\$83.73) in 2016/17, with Binnaway (\$121.79) being the highest and Coolah (\$79.97) the lowest.
- the lowest (\$62.93) in 2017/18, with Binnaway (\$135.91) the highest.
- the lowest (\$87.17) in 2018/19, with Binnaway (\$164.77) the highest.
- In comparison, Ulamambri was one of the most expensive facilities when reviewed on cost per patron visit to the facility in 2017, being \$34.18 per visit, with Binnaway (\$34.49), and Baradine (\$23.78) the lowest.
- Ulamambri had the lowest opening hours at 8 hours per week compared to Council's other transfer stations that varied from 13.5 hours to 18 hours.
- Ulamambri also had the least patronage at 1.8 patrons per hour compared to Council's other transfer stations that varied from 3.1 to 4.4 patrons per hour.
- Ulamambri is located close to a larger landfill and recycling centre being 16 kms from Coonabarabran.

The accumulation of factors being low visitation rates, location to a larger facility and costs to operate the facility identified it as a facility that Council should review and consider closing to assist reduce waste management costs within Warrumbungle Waste.

As a result of the report to Council, the following resolution was made (as part of Resolution 371/1920):

That Council considers the closure of the Ulamambri Transfer Station during the 2020/2021 financial year, with the proposed changes being notified to the community via a public consultation phase for 28 days, and a further report be provided to Council on submissions received after the consultation phase has ended.

Issues

The proposal to close Ulamambri Transfer Station was notified to the public as per Council resolution via newspaper, social media and individualised letters to 141 residents within a 10km radius from 4 June 2020 to 3 July 2020.

A total of 17 submissions were received during the exhibition period.

A *Summary of Public Submissions* is provided as **Attachment 1**, with copies of individual submissions provided as **Attachment 2**.

The comments in the submissions presented a number of main themes, these being;

- Too far to travel to another waste facility, particularly Coonabarabran, to dispose of wastes if Ulamambri Transfer Station is closed.
- Closure of the facility will see an increase in illegal dumping on reserve areas and along roadsides.
- Many rural families rely on the transfer station from a wide-reaching area to the east of Coonabarabran.
- Opening hours could be reviewed, with longer opening hours and the facility made more accessible.
- Residents of the shire pay rates and waste management charges with receipt of limited Council services in return. The Ulamambri Transfer Station

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

is a service that should continue as each ratepayer pays the annual waste management charge.

- Roadside collection service is not provided and would not work for many of the current users of the Ulamambri Transfer Station.
- The transfer station is well utilised and often more than one person is there at any one time.
- The site is not manned on Wednesdays.

The submissions raised a number of points, in particular the travel distance to Coonabarabran to dispose of waste materials if the Ulamambri Transfer Station was closed.

The facility is currently patronized by a wide-reaching rural audience to the east of Coonabarabran, with Ulamambri Transfer Station being used by residents in the north eastern area of the Shire. A review of Council's records indicate there are approximately 143 property assessments that are located within range that would likely utilise the facility.

A number of submissions highlighted travel distances, with some of the users being required to travel up to 40kms to reach the Ulamambri facility. If needing to travel to Coonabarabran Waste and Recycling Centre, a further 16kms would be added to the journey. No other waste facilities belonging to Council are located closer to service this precinct, and without Ulamambri there is no waste disposal facility between Coonabarabran and the eastern Shire boundary, being a distance of approximately 62kms.

Whilst the Ulamambri facility is accessible for these users, it is also close to Coonabarabran. When considered in comparison with other small villages/localities across the LGA being Bugaldie, Cobbora, Craboon, Goolhi, Kenebri, Neilrex, Purlawaugh, Merrygoen, Urabry, Leadville, Rocky Glen, Weetaliba and Yearinan, Ulamambri is the only one to have its own waste transfer station. The above-mentioned villages and localities do not have transfer stations in close proximity and are required to undertake other arrangements for waste disposal such as transport waste materials to town, or utilise Council's roadside collection service for putrescible waste and recycling.

From the above-mentioned villages/localities it is noted that roadside collection services are provided for Ulamambri, Purlawaugh, Bugaldie, Kenebri, Leadville, Craboon, Cobbora, Neilrex, Merrygoen and Weetalibah.

In relation to illegal dumping, a number of submissions indicate that when the facility was previously closed illegal dumping was rife and reduced with the reopening of the facility. Over recent times, Council has received minimal complaints regarding illegal dumping in the Ulamambri area. There are no statistics available to compare prior complaints. The general public are encouraged to report illegal dumping to Council for investigation by Council's Regulatory Services team.

Current opening hours of the Ulamambri facility consist of 2 half days, being 4 hours on Wednesday and Saturday. Some submissions suggest the opening hours need to be extended and in turn would increase visitation numbers. It was also suggested that instead of closing the facility totally that the opening hours be reduced to

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Saturdays only. Council visitation counts from 2017 recorded very low visitation rates at the facility, being 1.8 persons per hour. However, a number of submissions have challenged the count and indicate that more than one person is utilising the facility at any given time when attending the facility to dispose of wastes.

It has been stated that the facility is not manned on Wednesday's. A review of the matter has been undertaken with relevant staff and it ascertained that the facility has been unmanned on random occasions in the past, this being on approximately 15 occasions over the past three years.

To address opening hours at a number of other Council transfer stations, structures have been installed (known as "holes in the wall") to allow 24 hour/7 days a week access for residents to dispose of domestic waste and recyclables.

Each year Council levies a waste management charge (\$111) across the shire that is paid by all ratepayers. In total, 6,213 property assessment pay the waste management charge. The charge assists meet waste management costs, and allows users of Council's waste facilities to disposal of one 240l MGB of general waste per week free of charge. Users of the Ulamambri Transfer Station access the facility in accordance with this arrangement, as well as to dispose of other waste materials such as recyclable materials. If Ulamambri Transfer Station closed, the same arrangement would be available for local residents to use other Council waste facilities within the Shire.

It has also been stated in the submissions that residents pay rates and are not supplied with a sealed road or a water supply. Water connections are levied a separate charge as per the Local Government Act 1993, and rural residents are not charged for water connection; on the basis that it is not supplied.

Roadside collection is undertaken in Ulamambri and Purlewaugh, as well as along the following roads:

- River Road
- Purlewaugh Road - Coonabarabran to Saltwater Creek being approximately 40kms.

Roadside collection could be extended if users wished to opt in to receive the service. This requires a sufficient number of users along a road agreeing to receive and pay for the service. Previously, there have been insufficient users who sought to receive the service and therefore it has not been extended past the current route. The submissions received indicated that roadside collection would likely not be favorable nor convenient due to driveway lengths and distances from collection points.

Overall, the public exhibition process has afforded the community the opportunity to present Council with their views on the proposal to close the Ulamambri Transfer Station. A number of points have been raised, in particular the lack of facilities for waste disposal in the north eastern section of the Shire if the facility closed, the distance of travel to Coonabarabran for many users to dispose of waste, and the unsuitability of a roadside collection service.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Options

The waste service is a large budget area of Council, and it is appropriate for Council to be reviewing the service to see what changes maybe necessary, along with continuing to refine waste management practices and costs.

As part of an earlier review, it was noted by Council staff that the closure of Ulamambri Transfer Station could be feasible based on low visitation rates, the opportunity for users to travel to Coonabarabran to access waste services, and cost to Council to provide the service given the low patronage rates.

Based on the above information, and comments received from the public, Council has the following options available;

Option 1 – Closure of the Ulamambri Transfer Station.

Option 2 – Modify operation of the facility by providing “holes in the wall” for the public to dispose of household waste and recycling 24/7, with opening (and manned) one-half day per week on Saturdays from 12noon to 4.00pm to allow larger waste items to be deposited at the facility.

Option 3 – Continue to operate the facility as it is with the same opening days and times.

Financial Considerations

The above options would incur the following costs:

Option 1 would incur no further ongoing annual costs to Council apart from the skip bin contract that has one year to run; outstanding funds remaining on the contract would need to be considered (valued at \$11,400). Council would save in the vicinity of \$36,000 per year if the facility was closed.

Option 2 would incur costs for the following;

- Installation of “holes in the wall” - \$5,000 approximately for installation (one off cost). Costs to manufacture a steel frame are negated as Council has in its possession a spare structure that is not being utilised.
- Swapping out and emptying MGB bins (that service the “holes in the wall”); with a staff member needing to attend the site on Wednesday for one hour – approximately \$1,900 per annum.
- Opening half day on Saturday from 12noon to 4pm – approximately \$11,100 per annum.
- Plant costs = approximately \$2,000 per annum.
- Skip bin contract = approximately \$12,000 per annum.
- Total cost for Option 2 per year = approximately \$27,000.
- Total cost for Option 2 in first year = approximately \$32,000 inclusive of one-off cost to install “holes in the wall”.
- Overall saving of approximately \$9,000 per year.

Option 3 would incur same costs as current arrangement and see no savings made. This cost is approximately \$36,000 per year.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Out of the above three options, it is recommended that Option 1 is the most suitable as:

- The Ulamambri Transfer Station is located close to Coonabarabran and the Coonabarabran Waste and Recycling Centre could be used instead.
- Other small villages and localities across the LGA are not supplied with a waste transfer facility.
- Roadside collection is an option for some users of Ulamambri Transfer Station if they chose too.
- The \$111 waste management charge levied across the approximated 143 potential users of the Ulamambri Transfer Station generates funds of \$15,873. With the cost per year to keep the facility open at approximately \$36,000, the remaining operating cost of \$20,127 is subsidised from other areas of the waste business.
- Estimated savings to the waste business would be approximately \$36,000 per year.

Attachments

1. Summary of Public Submissions
2. Submissions Received

RECOMMENDATION

That Council:

1. Notes the information in the Review of Warrumbungle Waste – Ulamambri Transfer Station Report.
2. Closes the Ulamambri Transfer Station and notifies the changes to the general public.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Item 26 Development Applications

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

Development Applications (i) Approved – July 2020

Development Application / Complying Development	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type Of Development	Stop the Clock Referral Days
DA25/2020	29/05/2020	10/07/2020	Sean Emmerson	10-12 Gilmore Street	Coolah	New Garage/Shed – Residential	39

RECOMMENDATION

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

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

Item 27 Reports to be Considered in Closed Council

Item 27.1 Organisational Development Monthly Report – August 2020

Division Executive Services

Author Manager Organisation Development – Chris Kennedy

Summary

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

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

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

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

RECOMMENDATION

That the Organisational Development Monthly Report 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 27.2 Three Rivers Regional Retirement Community Information Report

Division: Environment and Development Services

Author: Director Environment and Development Services – Leanne Ryan

Summary

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

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

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

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

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

RECOMMENDATION

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

Item 27.3 Supply and Deliver Bitumen Sealing Aggregates

Division: Technical Services

Author: Director Technical Services – Kevin Tighe

Summary

The purpose of this report is to make a resolution on tenders received for supply and delivery of sealing aggregate.

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

RECOMMENDATION

That the Supply and Deliver Bitumen Sealing Aggregates report be referred to Closed Council pursuant to section 10A(2)(d) 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, or confer a commercial advantage on a competitor of the council, or reveal a trade secret.

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.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 20 August 2020

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).