



Ordinary Council Meeting

Agenda

18 February 2021

**Notice is hereby given in accordance with the provisions of the
Local Government Act 1993 that an
Ordinary Meeting of Warrumbungle Shire Council
will be held in the Council Chambers, John Street,
Coonabarabran
on Thursday, 18 February 2021 commencing at 5:00 pm.**

Mayor: Cr Ambrose Doolan

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

Please note:

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Council's Vision Excellence in Local Government

Mission Statement

We will provide:

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

Values

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

WARRUMBUNGLA SHIRE COUNCIL

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AGENDA

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

Turn Off Mobile Phones

Audio Recording of Council Meetings

Apologies/Leave of Absence

Confirmation of Minutes

10 December 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

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Item 1 Mayoral Minute – Mayors Log of Activity, Kilometres Travelled and Expenses from 3 December 2020 to 8 February 2021

MAYORAL MINUTE - MAYORS ACTIVITY

<u>Date</u>	<u>Type</u>	<u>In/Out</u>	<u>Activity</u>
3-Dec	Phone Call	In	Coolah office - ABC interview re Coonabarabran bypass
	Phone Call	Out	GM - Coonabarabran bypass
	Email	In	GM - meeting with Roy Butler MP
	Email	In	Ratepayer - issues Koala Place
	Email	In	Doctors submissions to health submission
	Email	In	Deputy Mayor - Final draft health submission
4-Dec	Phone Call	In	GM - Business Paper
	Phone Call	In	Ratepayer - DA issues
	Phone Call	In	Deputy Mayor - governance, health submission
	Phone Call	Out	Deputy Mayor - governance, health submission
	Email	In	GM - lost time due to injuries
5-Dec	Phone Call	In	Cr Todd - Business Paper and Lewis Lane
	Email	In	Ratepayer - Kerrs Bridge
	Email	In	GM - Lewis Lane
6-Dec	Phone Call	In	Cr Lewis - governance issues
	Phone Call	In	Cr Todd - Lewis Lane
7-Dec	Phone Call	In	Director Corporate - Dunedoo Thank You Lunch
	Phone Call	Out	Director Corporate - Dunedoo Thank You Lunch
	Phone Call	In	Ratepayer - Lewis Lane
	Phone Call	In	Cr Lewis - road works
	Email	In	Binnaway resident - police station
	Email	In	Director Technical - St Lawrences trees
	Email	In	Director Technical - Kerrs Bridge
	Email	In	GM - Mendooran camp ground facilities
	Email	In	CDGC Coordinator - Coolah High Street submission
	Event	Attended	Coonabarabran Primary School Awards
8-Dec	Letter	In	Graffiti Removal Day - Sunday 28 March 2021
9-Dec	Christmas Card	In	Gunnedah Shire Council
	Meeting	Attended	Roy Butler and John Clements
10-Dec	2021 Calendar	In	The Nationals Senator for NSW, Senator Perin Davey
	Meeting	Chaired	Coonabarabran Council Meeting
11-Dec	Christmas Card	In	Roy Butler MP
16-Dec	Christmas Card	In	Deputy Prime Minister, Hon Michael McCormack MP
	Email	In	Deputy Prime Minister, Hon Michael McCormack MP - Building Better Regions Fund Round 5
18-Dec	Phone Call	In	GM - governance, High Street grant, Break Up Party
	Phone Call	Out	GM - governance, High Street grant, Break Up Party
	Phone Call	Out	Deputy Mayor - governance, High Street Grant
21-Dec	Phone Call	In	Ratepayer - Mullaley sports ground
	Phone Call	In	Cr Todd - Baradine Rail Camp
22-Dec	Phone Call	In	GM - governance, High Street grant

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	Phone Call	In	Cr Lewis - Council tenders
	Phone Call	Out	Cr Lewis - Council tenders
	Phone Call	Out	Deputy Mayor - High Street grant
	Meeting	Attended	Coolah District Development Group
23-Dec	Phone Call	In	Deputy Mayor - High Street grant
	Phone Call	Out	Cr Capel - High Street grant
	Phone Call	Out	Cr Brady - High street grant
	Phone Call	Out	Chair CDDG - High Street grant
	Email	In	Deputy Mayor - High Street grant
24-Dec	Phone Call	Out	Cr Shinton - High Street grant
	Email	Out	Councillors - High Street grant
4-Jan	Letter	In	Rural Fire Service - 2020-21 Allocations - NSW Rural Fire Fighting Fund
12-Jan	Letter	In	Warren Bull
16-Jan	Event	Attended	Welcome new Anglican Minister
19-Jan	Meeting	Attended	Baradine Sawmill
21-Jan	Meeting	Attended	GM and Deputy Mayor
	Meeting	Attended	Inland Rail EIS
22-Jan	Meeting	Attended	Ratepayer - boundary issues
25-Jan	Email	In	Deputy Mayor - health situation
	Email	In	Cr Capel - health situation
26-Jan	Event	Attended	Australia Day - Binnaway - Dunedoo - Coolah
28-Jan	Email	In	Gunnedah Family Day Care - request letter of support
	Email	In	GM - drinking water monitoring
	Email	In	GM EA - drinking water quality
	Email	In	Ratepayer - tourism opportunities
30-Jan	Email	In	Ratepayer - roadwork request
1-Feb	Email	In	Sonia Gandhi - invitation to India Australia Business Council Awards Dinner
2-Feb	Phone Call	In	Chris Rowe OLG - Section 430 Report
	Phone Call	Out	GM - Section 430 Report
	Phone Call	In	GM - Section 430 Report
	Phone Call	In	Ratepayer - Invitation to ABC Awards dinner
	Phone Call	In	Ratepayer - roadworks request
	Phone Call	Out	Deputy Mayor - TRRRC, Section 430 Report
	Meeting	Attended	GM and Deputy Mayor
	Email	In	Chris Rowe OLG - Section 430 Report
	Email	Out	Minister Local Government - reply to Section 430 Report
	Email	In	St Vincent de Paul
	Email	In	Cr Lewis - Notice of Motion
3-Feb	Phone Call	In	Cr Lewis - governance, procurement, water quality
	Phone Call	In	Ratepayer - Dunedoo Australia Day feedback
	Phone Call	In	Deputy Mayor - governance, Section 430, TRRRC
	Phone Call	Out	Deputy Mayor - governance, Section 430, TRRRC
	Phone Call	In	GM - water quality, Section 430 Report

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	Meeting	Attended	Central West LLS
	Meeting	Attended	Ratepayers - water quality
	Email	In	Coonabarabran Boxing Gym - request letter of support
	Email	In	Rotary - invitation lifeline accidental counsellor training
4-Feb	Phone Call	Out	GM EA - travel to Country Mayors
	Phone Call	In	GM - governance, Section 430 Report
	Email	In	Graeme Fleming - GM Review
	Email	In	GM EA - Minister Energy and Environment declining invitation to visit shire
5-Feb	Letter	In	Recoupa - request to brief Council
	Phone Call	In	Ratepayer - roadworks Dunedoo Showground
	Phone Call	Out	Ratepayer - Dunedoo health situation
	Phone Call	Out	GM - roadworks Dunedoo Showground
	Phone Call	In	GM - roadworks Dunedoo Showground, governance
	Phone Call	Out	Graeme Fleming - GM Review, governance
	Phone Call	In	Ratepayer - mowing in Coolah request
6-Feb	Email	In	GM - health situation Dunedoo and Coolah
	Email	Out	GM
	Email	In	GM - Holbrook bypass
8-Feb	Phone Call	Out	GM - Section 430 Report
	Phone Call	Out	Batyr - mental health initiatives
	Phone Call	In	Peter Hargrave - St Vincent de Paul drought fund
	Phone Call	Out	Cr Todd - health situation, district shows
	Email	In	GM - report from Audit Office re DPIE
	Email	In	GM - drought management plan

Date of Journey		Purpose of Journey	Odometer		KM Travelled
Start Date	End Date		Start	Finish	
4-Dec	4-Dec	Meeting Binnaway Tennis Club and Coonabarabran office	2867	2958	91
7-Dec	7-Dec	Coonabarabran Public School Awards Presentation	2958	2985	27
9-Dec	9-Dec	Meeting - Roy Butler MP	2985	3017	32
10-Dec	10-Dec	Coonabarabran - meeting with GM and Deputy Mayor	3017	3044	27
10-Dec	10-Dec	Coonabarabran Council Meeting	3044	3071	27
17-Dec	17-Dec	Coonabarabran office - sign papers	3071	3100	29
18-Dec	18-Dec	Mendooran - Staff Break Up Party	3100	3279	179
22-Dec	22-Dec	Coolah High Street tour	3279	3430	151
23-Dec	23-Dec	Coonabarabran office	3430	3459	29
6-Jan	6-Jan	Timor Dam	3459	3538	79
12-Jan	12-Jan	Coon Cheese	3538	3565	27
16-Jan	16-Jan	Anglican Church Minister welcome	3565	3593	28
19-Jan	19-Jan	Meeting Baradine Sawmill	3593	3620	27

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21-Jan	21-Jan	Coonabarabran - meeting with GM and Deputy Mayor	3620	3650	30
21-Jan	21-Jan	Inland Rail Meeting	3650	3679	29
22-Jan	22-Jan	Coonabarabran - meeting ratepayer	3679	3703	24
26-Jan	26-Jan	Australia Day - Binnaway - Dunedoo - Coolah	3703	3936	233
3-Feb	3-Feb	LLS meeting	3936	3964	28
3-Feb	3-Feb	TRRRC legal briefing	3964	3995	31
4-Feb	4-Feb	Coonabarabran office - sign papers	3995	4026	31
8-Feb	8-Feb	Coonabarabran office - sign papers	4026	4056	30
Total KM travelled for period 04/12/2020 - 08/02/2021					1,189

MAYORAL MINUTE - EXPENSES 4 December 2020 to 8 February 2021

<u>Date</u>	<u>Transaction Details</u>	<u>Comments</u>	
4-Feb	Flight Centre	Fights - Country Mayors Meeting	\$297.27
Total expenditure for period 04/12/2020 - 8/02/2021			<u>\$297.27</u>

RECOMMENDATION

That Council:

1. Notes the report on the Mayor's Activity and Log of Kilometres Travelled for the period 3 December 2020 to 8 February 2021.
2. Notes the report on the Mayor's credit card expenses between 4 December 2020 to 8 February 2021 and approves the payment of expenses totalling \$297.27.

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Item 2 Mayoral Minute – Health and Hospital Services in the Warrumbungle Shire

Mayoral Minute – Health and Hospital Services in the Warrumbungle Shire

Reason for Report

Councillors would be aware that there have been a number of health related issues across the Warrumbungle Local Government Area in recent times. Have been approached by a number of residents expressing concern about some of these issues and particularly about the availability of doctors and issues at our health service facilities (hospitals).

Background

Some of our towns across the Warrumbungle Shire have seen a deterioration in available medical services over the past few years and in particular the loss of some good doctors. During this time Dunedoo had two practices and permanent Visiting Medical Officers (VMOs) to the Health Service, it now has one doctor part-time and Coolah had two doctors, both providing VMO services to the Coolah Health Service with one of these resigning in July 2020 and the second resigning in January this year.

The health of both of these communities are suffering without permanent medical practitioners and their economies are also suffering without permanent doctors. There is also an increasing reliance on tele-health, while this does provide a level of help to the communities it does not match the quality of permanent medical practitioners.

Councillors will also recall that the Council made a submission to the Inquiry into health outcomes and access to health and hospital services in rural, regional and remote New South Wales. This inquiry was established on 16 September 2020 to inquire into and report on health outcomes and access to health and hospital services in rural, regional and remote New South Wales.

The inquiry is looking at a range of issues including staffing, funding and planning and follows a series of media reports about the poor standard of care patients have received in regional hospitals.

With the valuable assistance of the Deputy Mayor and doctor, Cr Iannuzzi, we convened a meeting of local medical practitioners on 24 November 2020, with 8 doctors in attendance. From that meeting a submission on behalf of Council to the has been prepared. Cr Kodi Brady also participated in the meeting.

During this meeting and in Council's submission there were many concerns raised that patients in our hospitals are receiving a poorer quality of care and that many medical protocols are not suitable or practical for rural health. It is vital for the Inquiry to address the problems with staffing and metro-centric protocols that did not work for smaller towns and hospitals.

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I am proposing that Council hold a public meeting located at the central point of Leadville in order to allow the communities to raise health issues across the Warrumbungle LGA.

Financial Considerations

Nil

Attachments

1. Council's submission to the Inquiry into health outcomes and access to health and hospital services in rural, regional and remote New South Wales
2. Letter from Mr Ken Westerman of Dunedoo
3. Letter from Mr Warren Bull of Dunedoo dated 12 January 2021
4. Letter from Mr Warren Bull of Dunedoo dated 3 February 2021

RECOMMENDATION

That Council hold a public meeting to consider health related issues for the communities of Coolah and Dunedoo.

**AMBROSE DOOLAN
MAYOR**

WARRUMBUNGLE SHIRE COUNCIL

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Item 3 Councillors' Monthly Travel Claims – December 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 December 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	810	0.78	\$631.80
Cr Todd	236	0.78	\$184.08
Cr Brady	-	0.78	-
Cr Capel	1,016	0.78	\$792.48
Cr Clancy	-	0.68	-
Cr Doolan	-	0.78	-
Cr Hill	220	0.68	\$149.60
Cr Iannuzzi	230	0.78	\$179.40
Cr Lewis	252	0.78	\$196.56
Total:			\$2,133.92

Issues

Nil.

Options

Nil.

Financial Considerations

Outlined above.

Community Engagement

To inform the community.

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Attachments

1. Councillors Monthly Travel Claims

RECOMMENDATION

That the Councillors' monthly travel claims report for December 2020 in the amount of \$2,133.92 is noted.

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Item 4 Delegate's Report – Newell Highway Taskforce Committee Meeting held on 9 February 2021

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

Reason for Report

To report to Council on the Newell Highway Taskforce Committee meeting held at Parkes on Tuesday 9 February 2021.

Commentary

I attended a Newell Highway Taskforce Committee meeting at Parkes on Tuesday 9 February 2021.

The AGM was held first in which Mayor of Parkes, Ken Keith, was re-elected as Chairman and Cr Tony Lord re elected as Deputy Chair.

During the Committee meeting there were two speakers, Alistair Lunn, Transport NSW and Ron Hartnett, Picton Transport.

Ron Hartnett spoke about there not being any place for lorries to park in Coonabarabran. His suggestion was for an hour parking be available between Edwards Street and King Street so truck drivers are able to go into the service station.

Alistair Lunn spoke about the progress on the bypass in Coonabarabran including all the passing lanes along the Newell Highway.

Also discussed was the Newell Highway circle road in Dubbo near the River Street bridge and the \$1.6 billion budget for the plans for the Newell Highway over the next 12 months.

While in Parkes, I inspected the Inland Rail logistic hub.

The next meeting will be held at the Parliament House in Canberra on Tuesday 11 May 2021.

RECOMMENDATION

That Council notes the Delegate's Report in relation to the Newell Highway Taskforce Committee meeting held at Parkes on Tuesday 9 February 2021.

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Item 5 Minutes of Coonabarabran Swimming Pool Advisory Committee Meeting – 1 December 2020

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

Reason for Report

The purpose of this report is to present the minutes from the Coonabarabran Swimming Pool Advisory Committee meeting held at Coonabarabran on the 1 December 2020.

Background

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

Issues

The Committee discussed the concept of a 'Splash Park', and if one should be located within the pool complex or outside the pool complex. The Committee was advised that development of a splash park should have clear objectives, themes and understanding of users, for example a splash park or wet play area that is enjoyed by toddlers and primary school age children, may not be attractive for youth and adults.

Options

The Committee made no recommendations however, Council may wish to note the minutes from the meeting.

Financial Considerations

There are no budget implications from the minutes of the Coonabarabran Swimming Pool Advisory Committee meeting held on the 1 December 2020.

Community Engagement

The level of engagement for this report is to inform.

Attachments

1. Minutes of Coonabarabran Swimming Pool Advisory Committee Meeting – 1 December 2020.

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RECOMMENDATION

That Council notes the minutes of the Coonabarabran Swimming Pool Advisory Committee meeting held at Coonabarabran on the 1 December 2020.

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Item 6 Minutes of Traffic Advisory Committee Meeting – 3 December 2020

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

Reason for Report

The purpose of this report is to present minutes from the meeting of the Traffic Advisory Committee held at Coonabarabran on the 3 December 2020.

Background

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

Issues

The annual events that involve closure of a street were reviewed by the Committee and included; ANZAC Day, Sorry Day, Remembrance Day and Bunny Bazaar. Recommendations were made to approve the events again in 2021.

Other matters considered by the Committee included; the intersection of the Black Stump Way and the access into Coolah Recreation Ground, pedestrian access around the Central School in Baradine and a request for a speed zone review on Timor Road.

Options

Council may wish to adopt the recommendations from the Committee meeting. There are several recommendations that are being managed under delegates authority.

Financial Considerations

The cost of recommendations from the meeting on the 3 December 2020 can be accommodated within existing budget allocations.

Community Engagement

The level of engagement for this report is to inform.

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Attachments

1. Minutes of the Traffic Advisory Committee Meeting – 3 December 2020.

RECOMMENDATION

That:

1. Consent be granted to Coonabarabran Local Aboriginal Land Council for the Annual Sorry Day March for part closure of John Street, Coonabarabran from the Tennis Club to the Town Hall on Wednesday, 26 May 2021 between 10.30am and 10.45am, subject to NSW Police implementing a 'rolling road opening' on the southbound lane between the Mary Jane Cain Bridge and the Town Hall, and compliance with:
 - RMS Guidelines
 - Council's Road Closure Guidelines
 - RMS Road Occupancy Licence
 - RMS Regional Special Events concurrence
 - Receipt of current Public Liability Insurance.
2. Approval be granted to close the following roads on Sunday, 25 April 2021 for the purpose of conducting an ANZAC Day March and Ceremony, subject to compliance with RMS Guidelines, Council's Road Closure Guidelines, Transport for NSW Road Occupancy Licence for State Roads, Transport for NSW Regional Special Events concurrence for State Roads that are closed, Transport for NSW Western Region concurrence for Regional Roads that are closed and receipt of current Public Liability Insurance.
 - Coolah RSL Sub Branch - Binnia Street between Booyamurra Street and Campbell Street between 10.00am and 12.30pm.
 - Coonabarabran RSL Sub Branch – John Street between Edwards Street and Essex Street between 10.00am and 1.00pm.
 - Dunedoo/Leadville RSL Sub Branch – Bolaro Street between Wargundy Street and Merrygoen Street between 10.00am and 12.00pm.
 - Mendooran RSL Sub Branch – Bandulla Street between Yalcogrin Street and Napier Street between 9.00am and 12.00pm.
 - Binnaway RSL Sub Branch – Renshaw Street between Bullinda Street and Yarran Street between 9.30am and 12.00pm.
 - Baradine RSL Sub Branch – Wellington Street and Narran Street between 10.00am and 12.30pm.
3. Approval be granted to the Coonabarabran RSL Sub Branch for part closure of John and Dalgarno Streets, Coonabarabran on Thursday, 11 November 2021 between 11.00am and 11.10am to conduct the Annual Remembrance Day Service subject to compliance with:
 - RMS Guidelines
 - Council's Road Closure Guidelines
 - RMS Road Occupancy Licence
 - RMS Regional Special Events concurrence

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- Receipt of current Public Liability Insurance.
4. Approval be granted to the Coonabarabran Chamber of Commerce for part closure of John Street and Dalgarno Street, Coonabarabran on Saturday, 3 April 2021 between the hours of 7.30am and 2.00pm to conduct the Annual Easter Bunny Bazaar event subject to compliance with:
- RMS Guidelines
 - Council's Road Closure Guidelines
 - RMS Road Occupancy Licence
 - RMS Regional Special Events concurrence.

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

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

Reason for Report

The purpose of this report is to present minutes from the meeting of the Coonabarabran Town Beautification Advisory Committee held at Coonabarabran on the 7 December 2020.

Background

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

Core responsibilities and duties of the Committee are to:

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

Issues

Committee members have been holding workshops to determine preferred plant species particularly for the centre garden bed in John Street. A submission to the 2021/22 budget process has been made.

At the meeting on the 7 December 2020, the Committee expressed concern about the condition of the Crown Land adjoining the walking track in Camp Street, Coonabarabran and made a recommendation to write to Crown Lands about the issue.

Options

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

Financial Considerations

The recommendations from the Committee may have implications for the budget particularly in relation to the planting of listed plant species in the centre of John Street.

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Community Engagement

The level of engagement for this report is to inform.

Attachments

1. Minutes of Coonabarabran Town Beautification Advisory Committee Meeting – 7 December 2020.

RECOMMENDATION

That Council notes the minutes of the Coonabarabran Town Beautification Advisory Committee meeting held at Coonabarabran on the 7 December 2020.

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Item 8 Robertson Oval Building Project and Minutes of Advisory Committee Meeting – 9 December 2020

Division:	Technical Services
Management Area:	Urban Services & Facilities
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.

Reason for Report

The purpose of this report is twofold, firstly to present minutes from the meeting of the Robertson Oval Advisory Committee held at Dunedoo on the 9 December 2020 and secondly to advise on the status of the building project.

Background

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

Council will be aware that an application under the Australian Government's Building Better Regions Fund Round 4 for construction of an amenities building was successful. A grant agreement between Council and the Australian Government has now been completed for the project. The project activities and milestones in the grant agreement are outlined in the following table:

In undertaking the Activity, the Grantee will meet the following milestones by the due dates.

Milestone number	Milestone name and description	Due date
001	Milestone Progress 1 <ul style="list-style-type: none">• Final costs confirmed• Final design completed• Construction contract awarded following tender process• Demonstrated progress, to the satisfaction of the Commonwealth.	30/04/2021
002	Milestone Progress 2 <ul style="list-style-type: none">• Demonstrated progress, to the satisfaction of the Commonwealth.	31/10/2021
003	Milestone Progress 3 <ul style="list-style-type: none">• Demonstrated progress, to the satisfaction of the Commonwealth.	30/04/2022

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Milestone number	Milestone name and description	Due date
004	End of Project <ul style="list-style-type: none">• All key activities, at Clause B of the Agreement, are complete;• the project, at Clause B of the Agreement is complete;• all approvals required to enable public access and use of the facility have been met; and• the Project is fully Operational.• An event invitation has been submitted to the Department.	31/10/2022

Tenders for the building project were invited on the 9 February 2021.

Issues

In relation to the minutes from the Committee meeting, Barnsons are in the final stages of preparing construction drawings and they presented the Committee with a number of questions on particular features including; power point location, ventilation systems, security system, car park lighting and ceiling fans. The Committee also decided on the location and orientation of the proposed storage shed.

Options

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

Financial Considerations

There are not expected to be any budget implications for the project from the decisions made by the Committee in respect of the series of questions raised by Barnsons.

The value of the grant agreement between Council and the Australian Government for the Robertson Oval Amenities Building project is \$1,409,550. The contribution from the Australian Government is \$1,284,954 and the contribution from Council is \$124,596.

Community Engagement

The level of engagement for this report is to inform.

Attachments

1. Minutes of Robertson Oval Advisory Committee Meeting – 9 December 2020.

RECOMMENDATION

That Council notes the minutes of the Robertson Oval Advisory Committee meeting held at Dunedoo on the 9 December 2020.

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Item 9 Building Better Regions Fund – Community Investments Stream – Round Five

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

Reason for Report

Applications for funding under the Building Better Regions Fund Round Five opened on 12 January 2021. The Round Five Infrastructure Projects Stream supports investment ready projects that provide economic and social benefits for regional and remote areas. Grants of \$20,000 to \$10 million to cover 50% or more of eligible project costs.

The purpose of this report is to identify projects that may be applied for.

Background

The \$1.04 billion Building Better Regions Fund (BBRF) supports the Australian Government's commitment to:

- drive economic growth
- build stronger regional communities into the future.

For Round Five, there is a total of \$200 million available, with \$100 million dedicated to tourism-related infrastructure projects.

The Infrastructure Projects Stream supports projects that provide economic and social benefits to regional and remote areas. The projects can be either construction of new infrastructure or the upgrade or extension of existing infrastructure. The Infrastructure Projects Stream only supports investment ready projects.

For most projects grant funding will be up to either 50% or 75% of eligible project costs. The project location will determine the percentage of grant funding that a body can receive. For the Warrumbungle Shire localities such as Baradine, Bugaldie and Kenebri will be eligible for 75% project funding while the remainder of the LGA will only be able to receive up to 50% funding.

Organisations may apply for a partial or full exemption to the contribution requirement if it can be demonstrated that exceptional circumstances are being experienced.

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The project will need to deliver economic and social benefits to a regional or remote community.

Tourism Related Infrastructure project funding

Round Five of the program incorporates \$100 million towards tourism-related infrastructure projects. Some points here include:

- When applying, applicants will be asked to indicate their intention to seek funding for the project from the tourism-related infrastructure projects funding pool
- Applicants will be asked to demonstrate the impact the COVID-19 pandemic has had on the region's tourism industry (or the region that will benefit from the proposed project) and how the project will provide benefits to the tourism industry to assist in mitigating the impact from the COVID-19 pandemic
- Applicants will be required to provide evidence to support its claims and must meet the eligibility requirements
- Applicants do not have to be a tourist organisation to apply for the tourism-related infrastructure funding.

Assessment Criteria

The Government will only consider funding applications that score at least 60 per cent against each assessment criterion:

- Assessment criterion 1: Economic benefits of your project for the region (15 points)
- Assessment criterion 2: Social benefits of your project for the region (15 points)
- Assessment criterion 3: Capacity, capability and resources to deliver the project (15 points)
- Assessment criterion 4: Impact of funding on your project (5 points)

Applications close by 5.00pm on 5 March 2021.

Council was most recently successful in gaining \$1,284,954 funding for the Robertson Oval, Dunedoo Amenities (Total project costs estimated at \$1,409,550) under the Building Better Regions Fund Round 4. Here Council received almost full funding for the project as a special exemption was obtained due to drought.

Council was not successful in rounds 1-3.

Several projects have been put forward as suggestions for funding, including:

- Coonabarabran Pool Upgrade (est \$5.0M or smaller components)
- Extending sewer to Camp Cypress, Baradine (est \$650,000)
- EOIs submitted for Coolah, Coonabarabran and Mendooran for the Your High Street Program
- An option to consider is create a space for geological collection to be featured (Crystal Kingdom collection) and an astronomy/planetarium type experience so as astronomy capital of Australia (and Dark Sky Park)

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The above projects are at various stages of planning from having considerable work done on them to no work.

Following contacting councillors since this funding has come about it was considered that applications for Camp Cypress and the Coonabarabran Pool be the focus of applications. Applications for these projects are currently being prepared.

Options

Council may consider the above projects for application or identify alternative projects. Applications, however must be submitted by 5 March 2021.

Financial Considerations

To maximise the ability to be successful with the applications then contributory funding will be necessary, however Council can apply for the projects on the basis of exceptional circumstances, especially under the current drought situation.

There is currently no funding in the budget for the Coonabarabran Pool Upgrade while contributory funding of approximately \$300,000 is available for the Camp Cypress project.

Community Engagement

To inform the community through the Business Paper.

Attachments

1. The Hon. Michael McCormack MP Letter Building Better Region Fund (Round Five) Guidelines
2. Building Better Regions Fund – Community Investments Stream – Round Five
3. Building Better Regions Fund Round Five – Frequently Asked Questions
4. Building Better Regions Fund Round Five – Employment Outcomes

RECOMMENDATION

That Council endorse the action taken to submit applications under the Building Better Regions Fund (BBRF) Round 5 for the following projects:

- Coonabarabran Pool Upgrade
- Extending sewer to Camp Cypress, Baradine

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Item 10 Councillor Induction and Professional Development Policy

Division:	Executive Services
Management Area:	Governance
Author:	General Manager – Roger Bailey
CSP Key Focus Area:	Local Government and Finance
Priority	GF7.2 Councillors are well supported in fulfilling their role in civic leadership and in being accessible and actively involved in representing the shire.

Reason for Report

For Council to consider a report on implementing a policy for the Mayor and councillors to have access to induction and ongoing professional development which will assist them to develop and maintain the skills and knowledge required to effectively perform their civic role and responsibilities under the Local Government Act. This will also support Council's development of a mentoring program under its Section 430 Report obligations.

Background

Amendments made to the *Local Government Act 1993* in August 2016 saw the inclusion in the prescribed role of councillors under section 232 a responsibility "to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor". In support of this, regulations were made requiring councils to provide induction training and ongoing professional development for mayors and councillors.

The Office of Local Government issued guidelines under section 23A of the Act to assist councils to develop and deliver induction training and ongoing professional development activities for their mayor and councillors in compliance with the regulations. Under the guidelines, councils' induction and professional development programs are to consist of three elements:

- **Pre-election candidate sessions** – these are to ensure prospective candidates are aware of what will be expected of them if elected (these are not mandatory but are encouraged)
- **Induction program** – this aims to equip mayors and councillors with the information they need to perform their role effectively over the first few months and has a particular focus on building positive, collaborative relationships between councillors and with staff
- **Professional development program** – this is to be developed in consultation with all councillors and delivered over the term of the council to build the skills, knowledge and personal attributes necessary to be an effective mayor or councillor.

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Information about councillor participation in induction and professional development activities must be published in Council's annual reports.

In addition to the introduction of the Councillor Induction And Professional Development Guidelines by the Office of Local Government Council was also subjected to a Section 430 Investigation and Report. One of the outcomes of this was for the development of a mentoring program for councillors. This policy provides support for that target and recognises the mentoring program provided by Local Government NSW (LGNSW).

Community Engagement

The level of engagement for this report is to Inform and Consult and will involve Public Exhibition for a minimum of 28 days.

Attachments

1. OLG Circular 18-46 – New Councillor Induction and Professional Development Requirements
2. Councillor Induction And Professional Development Guidelines
3. Draft Councillor Induction and Professional Development Policy

RECOMMENDATION

That Council:

1. Place the Councillor Induction and Professional Development Policy on public display for community consultation.
2. Authorise the General Manager to conduct a Councillor Pre-Election Candidate Information program in the lead up to the 2021 Council elections.

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Item 11 Office of Local Government S430 Report

Division:	Executive Services
Management Area:	Governance
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 provide further advice on progress with the Section 430 Implementation Plan and seek Council approval to submit the updated Plan to the Office of Local Government.

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 detailed the issues above and provided a number of findings as well as making 10 recommendations. The more significant of these recommendations included:

- The Minister considers issuing a Performance Improvement Order (PIO) to improve performance in planning for and managing its water, waste water and other assets, and also for procurement and tendering processes
- Appointing a Temporary Adviser to Council

The Final Report of the Section 430 investigation into the Warrumbungle Shire Council was presented to Council at its 21 November 2019 meeting. Subsequently

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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 that:

- Council is working with DPIE-Water and NSW Health to address water issues
- Council is working to address cultural issues within staff

The Minister also pointed out that there were short comings in Council's submission including:

- Not recognising the importance of the issues raised within the Report, both in regard to Council's water function and in relation to the performance of councillors
- Councillors not understanding their role when dealing with a tender or tenderer

The Minister's determination was to:

- Defer consideration of a Performance Improvement Order and appointment of a Temporary Adviser in relation to provide assistance to Council in regard to water and waste water functions
- Require Council to implement the 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
- Require Council to 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. The first report should be provided within six weeks from the date of the Minister's letter

Further work on the Improvement Plan has been undertaken since that time and the next report is coming due. Council has already resolved to submit the latest version of the Warrumbungle Council Drinking Water Management System Improvement Plan.

The OLG has accepted that four monthly reports would be sufficient.

On 2 February 2021 a Notice of Intention to Issue a Performance Improvement Order under S.438A was issued by the Minister. This was reissued on 9 February 2021 giving 28 days for Council to make a submission.

Financial Considerations

Nil at this stage.

Community Engagement

To inform the community through the Business Paper.

Attachments

1. Council's updated Section 430 Improvement Plan Table

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RECOMMENDATION

That Council:

1. Submits the Draft Council submission on the Section 430 Report as required by the Minister for Local Government.
2. Authorises the Mayor to make a submission to the Minister in response to the S.438A notice.

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Item 12 Coolah Youth and Community Centre Building

Division:	Executive Services
Management Area:	Governance
Author:	General Manager – Roger Bailey
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	P15 Council manages its assets and infrastructure to meet the agreed service levels

Reason for Report

Representations had been made on behalf of the Coolah Youth and Community Centre Inc. in regards to transfer of ownership of the Coolah Youth and Community Centre Hall. Council had been requested to consider accepting the transfer of the centre, located at 10-12 Binnia Street, Coolah, on Lots 1 and 2 DP 986752, into its control.

Following written representations and presentation at the February 2019 Council meeting Council considered the request at its March 2019, July 2019 and also through a Notice of Motion to the June 2020 Council meetings.

Background

The Coolah Youth and Community Centre Inc. (CYCCI) requested that the Coolah Youth and Community Centre be transferred to Council ownership as Community Land. The centre is currently run by the CYCCI and is has been advised that the facility is used by local community groups on a regular basis.

At the February 2019 Ordinary Council meeting, a presentation was made by representatives of the Coolah Youth and Community Centre Incorporated in regards to the transfer of ownership of the Coolah Youth and Community Centre Hall. It was requested that Council consider accepting the transfer of the centre, located at 10-12 Binnia Street, Coolah to Council's control.

At the March 2019 Ordinary Council meeting a report was presented to Council outlining the issues and the financial considerations of Council accepting the transfer of the centre. The recommendation on the report was that Council advise the Coolah Youth and Community Centre Inc that it does not have an interest in accepting the transfer of ownership of the Coolah Youth and Community Centre Hall as Community Land. It was resolved that Council defer a decision for further information to the Ordinary Council meeting of 18 April 2019.

At the July 2019 Ordinary Council Meeting an updated report was presented to Council that included details about an independent building and pest inspection that was undertaken by a licenced builder on Council's behalf to report on the condition of the building. It also provided details of Councils owned halls and community buildings operating costs for 2018.

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The recommendation on the report was that Council advise the Coolah Youth and Community Centre Incorporated that it does not have an interest in accepting the transfer of ownership of the Coolah Youth and Community Centre. It was resolved that the report lie on the table until the November 2019 Council meeting for a decision.

A Notice of Motion was received for the November 2019 Ordinary Council meeting from Councillor Capel, supported by Mayor Todd and Councillor Wendy Hill, that Council revisit item 22 Coolah Youth and Community Centre Building. It was resolved that Council defer the Notice of Motion until the February 2020 Council meeting.

At the February 2020 Ordinary Council meeting it was resolved that item 34 Notice of Motion – Coolah Youth and Community Centre Building be deferred until the May 2020 Council meeting.

Funding of \$114,000 was granted through the Drought Communities Program for the Coolah Community Hall. The scope of works include:

- Render and paint exterior wall
- Paint iron roof
- Renew bathroom/toilet facilities
- Replace cracked window
- Convert upper room to a multi-purpose stage facility
- Renovate kitchen, new appliances
- Erect new boundary fence

This work is to be concluded by 30 June 2021.

Issues

The written proposal put forward by CYCCI on 4 February 2019 to Council for consideration included:

- Coolah Men's Shed Group is looking for a place to locate a shed for the Men's Shed.
- The Coolah Men's Shed Group wants to build a shed on the land next to the centre.
- The Coolah Men's Shed members would utilise the kitchen and amenities at the centre and contribute to the maintenance and management of the centre.
- The maintenance and management of the centre would be Council's responsibility if the centre was to be transferred into Council's ownership.
- Council would need to establish a set of fees and charges for the use of the centre to align with the other Council owned community facilities throughout the Shire.
- Council's Operational Plan and Delivery Program enable schools and local not-for-profit organisations to request a hire fee waiver and as such no income is generated from these bookings.
- The Coolah Men's Shed would be required to hire the centre and pay any fees due unless a waiver by Council is granted.

The written proposal was also supported by representations to Council at the February 2019 Council meeting during the Public Forum.

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Financial considerations will need to be taken into account if Council accepts ownership of the centre. Any works or upgrades required to be undertaken to the facility will require supplementing out of Council's general fund, as the income generated from halls is minimal, and at the present time, does not cover the maintenance and running costs of each facility.

On 3 April 2019, Council staff undertook an inspection of the building. It was noted the facility was in relatively sound condition.

On 4 June 2019, an independent building and pest inspection was undertaken by a licenced builder on Council's behalf to report on the condition of the building. As a result of the inspection the following matters were identified:

Internal

- *Internal linings are of rendered brick, fibro and hardiflex. Cracked sheets are evident within the toilet/bathroom areas*
- *Tilework is in fair condition. Cracked and missing tiles are visible*
- *Timber floors are in good condition. Other floor coverings are in average condition*
- *Paintwork is fair.*

External

- *The external cladding is of brick and fibro cladding to the gables and eaves. There is slight cracking in the brick mortar at the front of the building*
- *Paintwork is fair*
- *The dwelling has a metal roof and guttering installed. The roof iron is showing signs of rust but remains sound*
- *Timber and aluminium windows are installed. Replacing of cracked glass will have to be included in the future maintenance programme*
- *Paint work is in fair condition*
- *An electric hot water system is installed.*

Roof Cavity

- *The roof cavity structure is of steel trusses and timber frames in good condition*
- *There is no insulation installed at ceiling level nor under the roof iron*
- *No water leaks were visible.*

Sub-Floor

- *The foundations consist of brick piers*
- *Ant caps are installed*
- *The sub floor soil is dry*
- *All timber members are in very good condition*
- *An inspection of the sub floor towards the front of the building was denied due to no crawl space.*

Pest Inspection

- *An inspection of internal soft woods revealed no termite activity*
- *The sub- floor is off cypress pine with no evidence of termites*

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- *Ant caps are installed*
- *The roof cavity was clear of any infestation*
- *Perimeter and sub floor sprays would be advisable in the future maintenance programme.*

Notes

- *The doors opening inwards into the toilet areas will require the hinges changing to meet fire and premises standards regulations*
- *The front timber doors facing north will require new locks to comply with fire regulations*
- *Internal doors if they don't comply could be removed*
- *We estimate the repairs mentioned above and upgrades for compliance would be approximately \$8,000 - \$9,000.*

Council owns community halls in Coonabarabran, Baradine, Binnaway, Mendooran, Purlewaugh and Dunedoo that are hired out to community members to hold large functions. Coolah does not currently have a Council owned community facility that can be hired out to hold large functions like the other towns in the Shire.

It is understood the community agreed to allow the former Coolah Hall (now Pandora Gallery and Library) to be utilised for library and art gallery purposes; funding for the fitout for the gallery and library was provided through Regional Partnerships Funding during 2006. Background information that has been able to be sourced includes:

- 2003, the Coolah Hall Committee presented to Council on the plans for the renovation of the Coolah Hall – see attachment
- 2004, Council re-affirmed the decision for the development of the Coolah Hall made by the Coolah Shire Council prior to amalgamation
- 2006, formal advice was received from the Hon Warren Truss MP, Minister for Transport and Regional Services, that funding has been approved under the Regional Partnerships, program of up to \$162,700 (GST inc) to Warrumbungle Shire Council for the Hive @Coolah. The project will see the refurbishment and development of the former Coolah Shire Hall building into a community centre incorporating new Library space, Art and Exhibition Gallery and function centre, provision of Visitor Information Centre services, the Hive Live wellness centre and associated activities. The Coolah District Development Group Hall sub-committee who have championed this community vision will continue to be actively involved in the project implementation supported by Council's Director Community Services. Negotiations then proceeded with the Western NSW Regional Office of the Department of Transport and Regional Services (DOTARS) to drafting of the Funding Agreement. Council resolved **454** to authorise the attachment of the Council seal and signing by the General Manager and Mayor to the Regional Partnerships Funding Agreement of \$162,700 (GST inc) to facilitate the implementation of the Hive @ Coolah project.

In the past the community were able to utilise the school hall for community functions and events over the past years; however this arrangement has now changed and the venue is often not available, meaning no common community gathering facility is available for use for residents of Coolah, particularly for holding large functions.

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Advertisements were made seeking community input into the proposal that the Coolah Youth and Community Centre Building be transferred into Council ownership. Submissions for this closed on 12 February 2021. As at the time of writing this report there were no submissions.

Options

The options available to Council are as follows;

1. That Council accept the transfer of the Coolah Youth and Community Centre; classifying the land as operational land upon the transfer of the land.
2. That Council declines the request to transfer ownership of the Coolah Youth and Community Centre to Warrumbungle Shire Council.

Financial Considerations

The financial information supplied by the Coolah Youth and Community Centre Hall at the time indicated an income of \$1,350 received over the past financial year through the hiring of the hall to local groups. Expenses for the same period were electricity \$1,000, rates \$908, water charges \$400 and insurance \$1,524 totalling \$3,832.

A market appraisal of the building was undertaken by Piper Real Estate in June 2014 indicating a market valuation in the range of \$212,000 to \$262,000.

If Council was to accept ownership of the building then it would need to establish a budget for the Centre.

The cost to Council for the running of the centre would need to include general operating expenses such as insurance, building maintenance, electricity, rates, water and cleaning costs. It is estimated that the total costs for running the hall will be \$24,149. Similar indicative costs from other Council owned facilities for 2020 are provided in Table 1.

Table 1: Council owned halls and community buildings operating costs for 2020

Facility Name	Operating Costs 2020	Total
Baradine Mechanics Institute	Operating Activities \$83 Utilities \$25,835 Pest Control \$536	\$26,454
Binnaway Community Hall	Operating Activities \$83 Utilities \$7,003 Building Maintenance \$9,265 Cleaning \$1,128 Pest control \$5,815	\$23,294
Coolah Shire Hall (Pandora Gallery and Library)	Utilities \$10,431 Building Maintenance \$2,872 Cleaning \$8,652 Pest Control \$607 Security \$140	\$22,702
Coonabarabran Town Hall	Operating Activities \$83 Utilities \$17,746 Mowing and Gardens \$6,264	\$33,327

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	Building Maintenance \$3,498 Cleaning \$5,181 Pest Control \$555	
Coonabarabran Sport and Recreation Centre	Operating Activities \$371 Utilities \$20,986 Building Maintenance \$4,329 Cleaning \$1,834 Pest Control \$136	\$27,656
Dunedoo Jubilee Hall	Operating Activities \$156 Utilities \$8,656 Mowing and Gardens \$2,773 Building Maintenance \$3,173 Cleaning \$4,503 Pest Control \$649	\$19,910
Goolhi Community Hall	Operating Activities \$150 Utilities \$5,009	\$5,159
Mendooran Mechanics Institute	Operating Activities \$101 Utilities \$7,942 Building Maintenance \$2,782 Cleaning \$1,516 Pest Control \$576	\$12,917
Purlewaugh Community Hall	Utilities \$6,340 Building Maintenance \$722 Pest Control \$136	\$7,198

The building and pest inspection report for the centre noted immediate works required to be undertaken to ensure compliance with fire and premises standards estimated at \$8,000 - \$9,000.

The estimate for the internal repairs to be undertaken as listed in the builder's report is \$14,500; which would also provide an allowance for some of the floor coverings to be replaced.

Capital works being external painting and roof replacement if undertaken are estimated to cost \$120,000, though it is noted that these works will not be required in the immediate future as the roof is sound, and paint is in fair condition.

Other works required can be either added to the maintenance schedule for the building for future years or funding can be actively sought by the CCDC as noted previously in this report.

Council's finances are already under significant pressures with the amount of infrastructure it currently controls and should not be taking on additional items of such significance.

Community Engagement

To inform the community through the Business Paper.

Attachments

1. Coolah Youth & Community Centre Inc. submission dated 4 February 2019
2. Coolah Shire Council Business Papers and Minutes, 2003

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3. Business Plan – The Hive
4. The Hive, flyer

RECOMMENDATION

That Council advise the Coolah Youth and Community Centre Incorporated that it does not have an interest in accepting the transfer of ownership of the Coolah Youth and Community Centre.

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Item 13 Council Resolutions Report

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

Reason for Report

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

Background

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

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

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

Issues

This feedback is provided to Council for information purposes.

Options

Nil

Financial Consideration

Nil

Community Engagement

Level of Engagement - Inform

Attachments

1. Council Resolution Report

RECOMMENDATION

That the Council Resolution Report be noted for information.

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Item 14 Revotes and High Value Projects Report

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

Reason for Report

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

Background

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

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

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

Issues

Nil

Options

Nil

Financial Considerations

As set out in the report.

Community Engagement

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

Attachments

1. Revote Report
2. High Value High Risk Revotes

RECOMMENDATION

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

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Item 15 Customer Service Charter

Division:	Corporate and Community Services
Management Area:	Corporate Services
Author:	Manager Corporate Services – Jenni Maundrell
CSP Key Focus Area:	Local Government and Finance
Priority:	GF7.1 Ensure that communities of the shire have opportunities to be informed about and involved in Council's activities and decision making

Reason for Report

To seek Council endorsement of the draft reviewed *Customer Service Charter*.

Background

Council's *Customer Service Charter* was reviewed with particular attention to service standards and procedures.

Issues

The current *Charter* sets out, among other things, that a Manager or relevant Council staff member will respond to customer enquiries with detail about intended actions within three (3) working days. Liaison with other councils regarding service standards revealed that industry standard for this kind of response is generally 10 working days. This revised number of days has been incorporated into the draft reviewed *Charter*.

The draft reviewed *Charter* includes:

- A timeframe for response to complaints;
- Inclusion of external contact details for the NSW Ombudsman, the Office of Local Government, and the Independent Commission Against Corruption (ICAC);
- Inclusion of provision for customers to be supplied with reference numbers for enquiries; and
- Inclusion of a cover page, in line with Council's internal *Style Guide*.

The draft *Charter* makes reference to Council's *Complaint Handling Policy*. This policy is also in draft form for later presentation to Council.

Options

To endorse the draft charter for public exhibition either as presented or with amendments; or to not endorse the draft policy.

Community Engagement

The level of community engagement is Inform + Consult.

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

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

Attachments

1. Current *Customer Service Charter*
2. Draft reviewed *Customer Service Charter*

RECOMMENDATION

That Council:

1. Places the draft *Customer Service Charter* on public exhibition for a period of 28 days, with submissions invited from members of the public for 42 days.
2. Considers any submissions received before formal adoption of the *Customer Service Charter*.

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Item 16 Public Forum Policy

Division:	Corporate and Community Services
Management Area:	Corporate Services
Author:	Manager Corporate Services – Jenni Maundrell
CSP Key Focus Area:	Local Government and Finance
Priority:	GF7.1 Ensure that communities of the shire have opportunities to be informed about and involved in Council's activities and decision making

Reason for Report

To seek adoption of the draft reviewed *Public Forum Policy*.

Background

The *Public Forum Policy* (adopted by Council 20 August 2020, Resolution 49/1920) was reviewed following Council's adoption of the reviewed *Code of Meeting Practice* on 10 December 2020 (Resolution 195/2021)

Issues

The current *Public Forum Policy* allows for members of the public to address public forums only on items of business to be considered at the Council meeting following the public forum.

Part 4 of the *Code of Meeting Practice* adopted in December 2020 allows for members of the public to address public forums on any issue having relevance to the responsibilities and jurisdiction of the Council.

In light of the changes made to Part 4 of the *Code of Meeting Practice*, the *Public Forum Policy* has been reviewed. The draft reviewed policy is provided as Attachment 1 to this report.

Options

N/A – provisions in the current *Public Forum Policy* are now superseded by the *Code of Meeting Practice* (December 2020) and must be updated accordingly.

Financial Considerations

Nil

Community Engagement

The level of community engagement is Inform.

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

Attachments

1. Draft reviewed *Public Forum Policy* (changes highlighted).

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2. Public Forum Policy attachment – *Public Speaker Agreement Form*.

RECOMMENDATION

That Council adopts the draft reviewed *Public Forum Policy*.

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Item 17 Delivery Program Progress Report – 31 December 2020

Division:	Corporate and Community Services
Management Area:	Governance
Author:	Manager Corporate Services – Jenni Maundrell
CSP Key Focus Area:	Local Government and Finance
Priority:	GF4 Council governance and organisation structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

Reason for Report

To present the quarterly Delivery Program Progress Report for the period 1 October 2020 to 31 December 2020 to Council for their information and endorsement.

Commentary

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

The attached report details Council's progress as at 31 December 2021 in carrying out and/or completing activities identified in the Delivery Program 2017/18 to 2020/21 adopted by Council at its Ordinary meeting of 15 June 2017 (Resolution 310/1617). The report highlights areas where progress is behind schedule and/or more action is required.

Options

Nil

Financial Considerations

Nil

Community Engagement

The level of engagement for this report is Inform.

Attachments

1. Delivery Program Progress Report – 31 December 2020

RECOMMENDATION

That Council endorses the Delivery Program Progress Report for the period 1 October 2020 to 31 December 2020.

WARRUMBUNGLE SHIRE COUNCIL

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Item 18 Investments and Term Deposits – month ending 31 December 2020

Division:	Corporate and Community Services
Management Area:	Financial Services
Author:	Finance Officer – 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, \$1,500,000.00 worth of term deposits matured, earning Council a total of \$8,132.06 in Interest.

In November, there were no placements made to term deposits:

The balance of the term deposits at the end of the month was \$19,000,000.00.

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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, -\$98.16 interest was earned on the balances in the accounts and net transfers of -\$194,744.03 were made from these accounts resulting in a month end balance of \$1,994,340.03.

Cash at bank balance

In addition to the at call accounts and term deposits, as at 31 December 2020, Council had a cash at bank balance of \$639,717.08.

Income Return

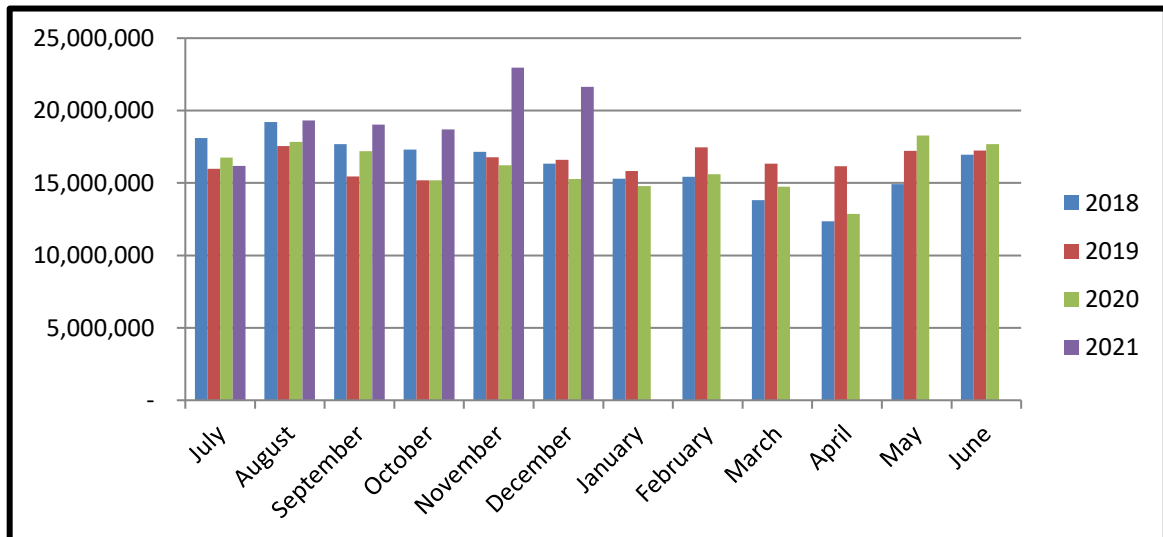
The average rate of return on Investments for the month of 0.6193% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 0.0100% by 6093 points or 0.6093%.

Council's revised budget for year 2020/21 for interest on investments is \$150,000. At the end of December, the amount of interest received and accrued should be around 50% of the total year budget, i.e. \$75,000.00. On a year to date basis, interest received and accrued totals \$36,225.29, which is 24.150% of the revised annual budget.

Financial Implications

Due to the current economic climate, and decline in global interest rates, the budget has been reviewed and may need further review as at QBR3.

Graph by Month Investments



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Table 1: Investment Balances – 31 December 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%	355.90
NAB		Bpay	at call	ADI	ADI	0.00%	158,510.23
ANZ		At Call	at call	ADI	ADI	0.05%	6,710.76
Regional Australia Bank		At Call	at call	LMG	LMG	0.00%	1,535.96
T Corp IM Cash Fund		At Call	at call	P	P	0.50%	1,827,207.65
CBA At Call		At Call	at call	ADI	ADI	0.01%	19.53
Sub-Total							1,994,340.03
Term Deposits							
CBA	28-May-20	08-Jan-21	225	ADI	ADI	0.75%	1,500,000.00
CBA	28-May-20	29-Jan-21	246	ADI	ADI	0.75%	2,000,000.00
ANZ	28-May-20	19-Feb-21	267	ADI	ADI	0.80%	1,000,000.00
NAB	26-Jun-20	12-Mar-21	259	ADI	ADI	0.88%	1,000,000.00
ANZ	26-Jun-20	01-Apr-21	279	ADI	ADI	0.58%	500,000.00
WBC	13-Aug-20	23-Apr-21	253	ADI	ADI	0.69%	1,000,000.00
NAB	28-Aug-20	14-May-21	259	ADI	ADI	0.69%	1,500,000.00
WBC	31-Aug-20	03-Jun-21	276	ADI	ADI	0.67%	1,000,000.00
AMP	28-Sep-20	29-Mar-21	182	LMG	LMG	0.55%	1,000,000.00
NAB	15-Oct-20	06-Aug-21	295	ADI	ADI	0.64%	1,000,000.00
CBA	29-Oct-20	02-Oct-21	338	ADI	ADI	0.57%	1,000,000.00
CBA	25-Nov-20	22-Nov-21	362	ADI	ADI	0.55%	1,000,000.00
WBC	27-Nov-20	27-Sep-21	304	ADI	ADI	0.44%	1,000,000.00
MAQ	27-Nov-20	28-Sep-21	305	UMG	UMG	0.50%	1,000,000.00
AMP	27-Nov-20	24-Nov-21	362	LMG	LMG	0.70%	1,000,000.00
WBC	30-Nov-20	26-Oct-21	330	ADI	LMG	0.45%	1,000,000.00

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CBA	30-Nov-20	25-Oct-21	329	ADI	ADI	0.50%	1,500,000.00
Sub-Total							19,000,000.00
Total							20,994,340.03

Credit Rating Legend

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

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Table 2: At Call and Term Deposits – Monthly Movements

Bank	Opening Balance	Interest Added to Investment	Net Placements/ Withdrawals	Closing Balance
NAB	355.70	0.20		355.90
NAB B pay At	674,286.10		(515,775.87)	158,510.23
ANZ	6,725.38	0.38	(15.00)	6,710.76
Regional	1,535.96			1,535.96
T Corp IM	677,325.92	(118.27)	1,150,000.00	1,827,207.65
CBA At Call	828,953.16	19.53	(828,953.16)	19.53
Total at call	2,189,182.22	(98.16)	(194,744.03)	1,994,340.03
NAB	1,500,000.00	8,132.06	(1,508,132.06)	
CBA	1,500,000.00			1,500,000.00
CBA	2,000,000.00			2,000,000.00
ANZ	1,000,000.00			1,000,000.00
NAB	1,000,000.00			1,000,000.00
ANZ	500,000.00			500,000.00
WBC	1,000,000.00			1,000,000.00
NAB	1,500,000.00			1,500,000.00
WBC	1,000,000.00			1,000,000.00
AMP	1,000,000.00			1,000,000.00
NAB	1,000,000.00			1,000,000.00
CBA	1,000,000.00			1,000,000.00
CBA	1,000,000.00			1,000,000.00
WBC	1,000,000.00			1,000,000.00
MAQ	1,000,000.00			1,000,000.00
AMP	1,000,000.00			1,000,000.00
WBC	1,000,000.00			1,000,000.00
CBA	1,500,000.00			1,500,000.00
Total Term	20,500,000.00	8,132.06	(1,508,132.06)	19,000,000.00
Total	22,689,182.22	8,033.90	(1,702,876.09)	20,994,340.03

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Compliance with Council's Investment Policy

The CBA level of investments as at 31 December 2020 was \$2,800.01 (0.04%) over the threshold limit for an individual financial institution and therefore not compliant to the policy as at 31 December 2020.

The table below provides compliance status against the Investment Policy:

Institution	Credit Rating	Investment \$	Actual Exposure	Max. Limit per Policy	Compliance status
Tcorp	Prime	1,827,207.65	8.70%	33.30%	Compliant
	Total Prime	1,827,207.65	8.70%	100.00%	
ANZ	ADI	1,506,710.76	7.18%	33.30%	Compliant
CBA	ADI	7,000,019.53	33.34%	33.30%	Non-Compliant
WBC	ADI	4,000,000.00	19.05%	33.30%	Compliant
NAB	ADI	3,658,866.13	17.43%	33.30%	Compliant
	Total ADI	16,165,596.42	77.00%	100.00%	
MAQ	UMG	1,000,000.00	4.76%	0.00%	Compliant
	Total UMG	1,000,000.00	4.76%	100.00%	
RAB	LMG	1,535.96	0.01%	10.00%	Compliant
AMP	LMG	2,000,000.00	9.53%	10.00%	Compliant
	Total LMG	2,001,535.96	9.53%	10.00%	
	Grand Total	20,994,340.03	100.00%		

Certification of Responsible Accounting Officer

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



Responsible Accounting Officer

RECOMMENDATION

That Council accept the Investments Report for the month ending 31 December 2020 including a total balance of \$21,634,057.11 being:

- \$1,994,340.03 in at call accounts.
- \$19,000,000.00 in term deposits.
- \$639,17.08 cash at bank.

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Item 19 Investments and Term Deposits – month ending 31 January 2021

Division:	Corporate and Community Services
Management Area:	Financial Services
Author:	Finance Officer – 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, \$3,500,000.00 worth of term deposits matured, earning Council a total of \$17,064.05 in Interest.

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

- \$1,500,000 with CBA at a rate of 0.41%

The balance of the term deposits at the end of the month was \$17,000,000.00.

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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, -\$172.38 interest was earned on the balances in the accounts and net transfers of \$2,867,284.43 were made from these accounts resulting in a month end balance of \$4,861,452.08.

Cash at bank balance

In addition to the at call accounts and term deposits, as at 31 January 2021, Council had a cash at bank balance of \$401,082.18.

Income Return

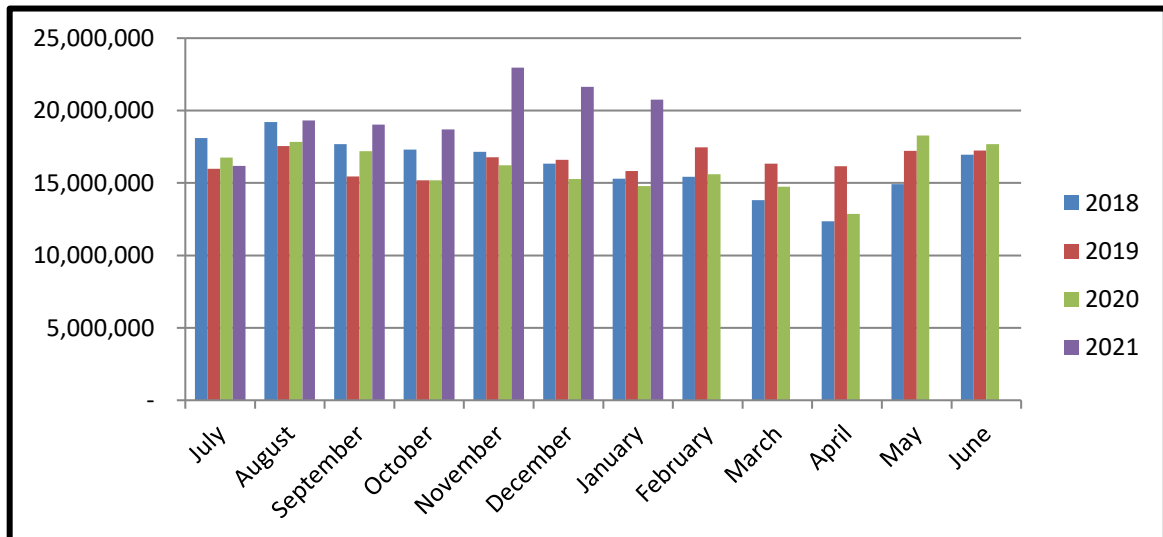
The average rate of return on Investments for the month of 0.5219% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 0.0100% by 5119 points or 0.5119%.

Council's revised budget for year 2020/21 for interest on investments is \$150,000. At the end of January, the amount of interest received and accrued should be around 58.33% of the total year budget, i.e. \$87,500.00. On a year to date basis, interest received and accrued totals \$51,195.17, which is 34.130% of the revised annual budget.

Financial Implications

Due to the current economic climate, and decline in global interest rates, the budget has been reviewed and may need further review as at QBR3.

Graph by Month Investments



WARRUMBUNGLA SHIRE COUNCIL

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Table 1: Investment Balances – 31 January 2021

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%	1,500,356.09
NAB		Bpay	at call	ADI	ADI	0.00%	325,809.66
ANZ		At Call	at call	ADI	ADI	0.05%	6,696.03
Regional Australia Bank		At Call	at call	LMG	LMG	0.00%	1,535.96
T Corp IM Cash Fund		At Call	at call	P	P	0.43%	2,527,054.34
CBA At Call		At Call	at call	ADI	ADI	0.01%	500,000.00
Sub-Total							4,861,452.08
Term Deposits							
ANZ	28-May-20	19-Feb-21	267	ADI	ADI	0.80%	1,000,000.00
NAB	26-Jun-20	12-Mar-21	259	ADI	ADI	0.88%	1,000,000.00
ANZ	26-Jun-20	01-Apr-21	279	ADI	ADI	0.58%	500,000.00
WBC	13-Aug-20	23-Apr-21	253	ADI	ADI	0.69%	1,000,000.00
NAB	28-Aug-20	14-May-21	259	ADI	ADI	0.69%	1,500,000.00
WBC	31-Aug-20	03-Jun-21	276	ADI	ADI	0.67%	1,000,000.00
AMP	28-Sep-20	29-Mar-21	182	LMG	LMG	0.55%	1,000,000.00
NAB	15-Oct-20	06-Aug-21	295	ADI	ADI	0.64%	1,000,000.00
CBA	29-Oct-20	25-Oct-21	361	ADI	ADI	0.57%	1,000,000.00
CBA	25-Nov-20	22-Nov-21	362	ADI	ADI	0.55%	1,000,000.00
WBC	27-Nov-20	27-Sep-21	304	ADI	ADI	0.44%	1,000,000.00
MAQ	27-Nov-20	28-Sep-21	305	UMG	UMG	0.50%	1,000,000.00
AMP	27-Nov-20	24-Nov-21	362	LMG	LMG	0.70%	1,000,000.00
WBC	30-Nov-20	26-Oct-21	330	ADI	ADI	0.45%	1,000,000.00
CBA	30-Nov-20	25-Oct-21	329	ADI	ADI	0.50%	1,500,000.00
CBA	08-01-2021	06-12-2021	332	ADI	ADI	0.41%	1,500,000.00

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Sub-Total								17,000,000.00
							Total	21,861,452.08

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

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Table 2: At Call and Term Deposits – Monthly Movements

Bank	Opening Balance	Interest Added to Investment	Net Placements/ Withdrawals	Closing Balance
NAB	355.90	0.19	1,500,000.00	1,500,356.09
NAB B pay At	158,510.23		167,299.43	325,809.66
ANZ	6,710.76	0.27	(15.00)	6,696.03
Regional	1,535.96			1,535.96
T Corp IM	1,827,207.65	(153.31)	700,000.00	2,527,054.34
CBA At Call	19.53	(19.53)	500,000.00	500,000.00
Total at call	1,994,340.03	(172.38)	2,867,284.43	4,861,452.08
CBA	1,500,000.00	6,954.46	(1,506,954.46)	0
CBA	2,000,000.00	10,109.59	(2,010,109.59)	0
ANZ	1,000,000.00			1,000,000.00
NAB	1,000,000.00			1,000,000.00
ANZ	500,000.00			500,000.00
WBC	1,000,000.00			1,000,000.00
NAB	1,500,000.00			1,500,000.00
WBC	1,000,000.00			1,000,000.00
AMP	1,000,000.00			1,000,000.00
NAB	1,000,000.00			1,000,000.00
CBA	1,000,000.00			1,000,000.00
CBA	1,000,000.00			1,000,000.00
WBC	1,000,000.00			1,000,000.00
MAQ	1,000,000.00			1,000,000.00
AMP	1,000,000.00			1,000,000.00
WBC	1,000,000.00			1,000,000.00
CBA	1,500,000.00			1,500,000.00
CBA	-		1,500,000.00	1,500,000.00
Total Term	19,000,000.00	17,064.05	(2,017,064.05)	17,000,000.00
Total	20,994,340.03	16,891.67	(850,220.38)	21,861,452.08

WARRUMBUNGLE SHIRE COUNCIL

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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	2,527,054.34	11.56%	33.30%	Compliant
	Total Prime	2,527,054.34	11.56%	100.00%	
ANZ	ADI	1,506,696.03	6.89%	33.30%	Compliant
CBA	ADI	5,500,000.00	25.16%	33.30%	Compliant
WBC	ADI	4,000,000.00	18.30%	33.30%	Compliant
NAB	ADI	5,326,165.75	24.36%	33.30%	Compliant
	Total ADI	16,332,861.78	74.71%	100.00%	
MAQ	UMG	1,000,000.00	4.57%	0.00%	Compliant
	Total UMG	1,000,000.00	4.57%	100.00%	
RAB	LMG	1,535.96	0.01%	10.00%	Compliant
AMP	LMG	2,000,000.00	9.15%	10.00%	Compliant
	Total LMG	2,001,535.96	9.16%	10.00%	
	Grand Total	21,861,452.08	100.00%		

Certification of Responsible Accounting Officer

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



Responsible Accounting Officer

RECOMMENDATION

That Council accept the Investments Report for the month ending 31 January 2021 including a total balance of \$22,262,534.26 being:

- \$4,861,452.08 in at call accounts.
- \$17,000,000.00 in term deposits.
- \$401,082.18 cash at bank.

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Item 20 Binnaway Sewerage Scheme Project Progress Report

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 provide Council with an update on the Binnaway Sewerage Scheme Project.

Background

Providing a sewerage system to the township of Binnaway has been considered for a number of years and a Preliminary Options Report was developed by a consultant in September 2015. When the Safe and Secure Water Program (SSWP) funding became available in the second half of 2017, an EOI and subsequently - upon invitation - a detailed application for funding were submitted; the latter was approved in late 2018. Business Paper reports have been submitted in September 2018 (item 14), December 2018 (item 13) and May 2020 (item 22) on the matter.

The most recent report, in May 2020, provided Council with an update on an options report being prepared by Hunter H2O.

This report recommended that Council:

1. Notes the information contained in the Binnaway Sewage Scheme Concept Design Project Progress Report
2. Finalises the flood study for the preferred sewage treatment plant site for Binnaway and update the Options Report prior to progressing to Concept Design.
3. Prepares correspondence to DPIE, requesting that the risk impact factor for Binnaway Sewage be corrected from a low 2 to a high 5 due to the direct impact on Water Quality which has been assessed as having a high-risk impact factor of 5.

Issues

Site Selection

A flood study, undertaken for the preferred sewage treatment plant site (STP), site B (River Flats) south of Binnaway, identified that there were no flooding impacts which would prohibit the establishment of the STP at this location.

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However, an odour assessment undertaken for this site identified that a number of nearby properties would potentially be adversely impacted by odours generated from the operation of a STP, due to the proximity of these properties to the proposed plant as well as the prevailing winds which could potentially carry odours from the plant to these properties.

As a result, site B is no longer recommended as the preferred STP site, with site A (Ropers Road), located to the east of Binnaway, now the recommended preferred site. This site would allow construction of the STP in an appropriate location in terms of prevailing winds and which is sufficiently remote from other residences to avoid future odour issues. The additional capital cost of locating the STP at site A compared to site B is around \$200,000; the additional forecast operational cost for site A is \$67,000 over 30 years.

Funding for Detailed Design and Construction (Project Phase 3)

There is no guarantee that the project will progress to phase 3 with 75% funding support.

As previously reported, the new round of the SSWP (version 2) is based on a risk assessment and prioritisation approach. Under this program, Binnaway Sewerage has been identified as having a Risk Score of 2 – only projects with a risk score of 5 are likely to be considered for funding. Following the resolution on this matter at the May 2020 Council meeting, a formal request to review this score has been lodged with DPIE in January 2021. This request includes a detailed submission to support Council's case, with the aim of having the risk score changed to 5 to then enable this project to at least be considered for funding for phase 3. The outcome of this submission will be reported to Council when the response from DPIE is received.

Options

The following Project Phase 2 tasks still need to be undertaken:

- Finalisation of the Options Report by Hunter H2O
- Consultation with DPIE over the outcomes of the options report
- Preferred site selection – commence discussions with the affected landowners
- Formation of a community reference group
- Undertake Community consultation
- Engage consultants to develop a concept design for the sewage collection and treatment systems
- Undertake an Environmental impact assessment
- Prepare draft Business Case for review by DPIE
- Submit final Business Case

This will complete phase 2 of the project.

Financial Considerations

The total cost for the current phase 2 work is \$530,000, with 75% funding through SSWP and the remainder provided by Council funds. It is expected that these funds will be sufficient to finalise all of the phase 2 tasks, and upon completion, the project will be sufficiently advanced to proceed to phase 3 which involves detailed design and construction, estimated to cost in the order of \$8M to \$10M.

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Under previous SSWP funding arrangements Council would have expected a contribution of 75% for this project, leaving around \$2M to \$2.5M to be funded by Council.

If Council is unsuccessful with the risk score review referred to under Issues, it will need to re-assess its position on this project. The alternatives for Council to consider include:

1. Proceed with the project without any external funding support, with the full construction cost to be met by Council, based on one of the following options:
 - a. The property owners of Binnaway, who would benefit from the scheme, be required to pay the full capital cost of this project. This could be achieved by Council taking out a loan, over a long period to reduce annual loan servicing costs, and levying the Binnaway community with a charge to service this loan. This charge would be in addition to normal sewerage charges which will become applicable once the sewerage scheme is in operation. A low interest loan of around 2.5% over 20 years would result in an annual cost per connected property of around \$1,850 to \$2,200 pa to cover these capital costs, plus a further \$684 pa (current FY cost) in residential sewerage charges.
 - b. The capital cost could be shared amongst the approximately 2,700 property owners across the whole LGA who have sewerage connections, again via an additional levy established specifically to service the loan required to fund the construction of the Binnaway Sewerage Scheme. This approach could have longer term consequences for ratepayers when other similar scale projects need to be funded in the future, due to the precedent this project sets and the expectations created across the community. For example, the future provision of sewerage to Mendooran could face similar challenges. If this approach was taken, the order of additional cost per connected property to fund the cost of sewerage for Binnaway would be around \$200 to \$250 pa, and if provision was ultimately made to also include Mendooran, the cost would be around \$380 to \$450 pa.
 - c. Council could progressively increase sewer charges over a number of years to build financial capacity within the sewer fund to deliver large scale infrastructure projects, including the Binnaway Sewerage Scheme. Again, this would have an effect on all households, however the impact could potentially be lessened by gradually increasing these charges over a number of years. For example, a phased increase of up to 37%, over a 3 to 5 year period would be needed to generate sufficient additional income within the sewer fund to meet the loan servicing costs, at an interest rate of 2.5%, for the Binnaway Sewerage project over a 20 year period.

The current DPIE comparative data (2018/19) for Local Water Utilities (LWUs) in NSW indicates that, for the group of LWUs with <4000 connected properties, Warrumbungle Council's typical residential sewage services bill is \$653 pa, (the 9th highest out of 23 utilities in this group), compared with the weighted average for this group of \$755 pa. A 37%

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increase would result in this bill increasing to \$895 pa, which would make Warrumbungle the second highest LWU in this group. It also needs to be recognised that the challenge facing Council to supply sewage services to a large number of widely dispersed smaller communities is unique and much more costly than providing these same services to a single town with a similar total population.

2. Defer consideration of the project until a significant level of external funding support could be accessed.

This could occur with a successful challenge of the risk score for the Binnaway Sewerage project, and subsequent 75% funding under SSWP version 2. Achieving a review of the risk score would not automatically result in funding being available, but it would at least position Council to become eligible for funding as other higher priority projects with a risk score of 5 are funded.

Alternatively, Council may seek to access this funding through other programs, either State or Commonwealth.

A consequence of deferring the Binnaway Sewerage project is that the existing environmental issues will continue to occur, potentially resulting in ongoing costs to residents to manage/repair existing septic systems. As well the cost of constructing the project is likely to escalate each year with inflation, so there is likely to be a continued financial cost every year the project is delayed.

As outlined previously, the maximum expected external funding support through SSWP version 2 would be 75%. Council would still need to provide in the order of \$2 to \$2.5M towards this project, with the range of funding options as discussed in 1. a to c above, albeit with the amounts involved around 25% of those outlined above.

Community Engagement

The table on page 11 of the Community Engagement Strategy 2020-2024 rates this project as having a moderate scale and high impact, hence the level of engagement should be Inform + Consult + Involve as per the table on page 12 of the Strategy.

Attachments

1. Binnaway Sewerage Scheme Preliminary Options Report by Hunter H2O, 2015 (includes locations for Site A and Site B, p17) *(Confidential)*
2. Binnaway STP Flood Study by Triaxial, 2020 *(Confidential)*
3. Binnaway STP Odour Screening Assessment by Ramboll, 2020 *(Confidential)*
4. Submission to review the risk prioritisation for Binnaway and Mendooran Sewerage Schemes, 2021 *(Confidential)*

RECOMMENDATION

That Council:

1. Notes the information contained in the Binnaway Sewerage Scheme Project Progress Report.

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2. Finalises the options study and continues to progress phase 2 of this project as outlined in the Funding Deed with DPIE.
3. Receive a further update report on this project once the outcome of Council's request to review the Risk score from 2 to 5 is known.

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Item 21 Mendooran Water Quality Incident Review Report Implementation – January 2021 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 appropriate planning is needed to ensure the ongoing security of energy and clean water supplies to communities within the shire

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 to Council November 2017 (Item 25). The final report contained 31 recommendations.

Previous reports on the implementation progress were given to Council in February 2018 (Item 39), as well as in May 2018 (Item 20), in August 2018 (Item 21), in December 2018 (Item 15), in March 2019 (Item 13), in June 2019 (Item 9), in September 2019 (Item 15), in December 2019 (Item 10), in April 2020 (Item 12) and in August 2020 (Item 22).

Out of the 31 recommendations, 12 remain to be implemented.

Issues

Outstanding recommendations from the Mendooran Incident Review Report are listed below in *Table 2*, where completed recommendations since the last report have been shaded. *Table 2* 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.

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Table 1: Description of Progress Status Label

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: Outstanding Recommendations (shaded = complete)

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 is now complete including Technical Specifications and cost estimates; the Concept Design was provided to DPIE for endorsement as part of the S60 approval process. As a reply was not received by the due date, endorsement was assumed, however DPIE has since provided comment, which will now need to be considered for future phases of this project. Preparation of a Business Case is outstanding to comply with the current Infrastructure NSW (INSW) funding deed and to finalise this project.</p> <p>Verbal advice from DPIE has meanwhile been received that risk based funding under SSWP-v2 is likely to be made available. The Business Case will be needed to fulfil the</p>

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gateway requirement to proceed to funding for the next phase of Design and Construction; a funding deed will need to be drafted.

The Automation and Process Instrumentation Audit draft report has meanwhile been peer reviewed; DPIE was provided with the draft report in early August 2020 however comments have not been received in draft, hence finalisation will occur with the peer review comments only.

For the SCADA and Telemetry Network Upgrade has gone out to tender and closes in mid February.

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 is now complete including Technical Specifications and cost estimates; the Concept Design was provided to DPIE for endorsement as part of the S60 approval process. As a reply was not received by the due date, endorsement was assumed, however DPIE has since provided comment, which will now need to be considered for future phases of this project. Preparation of a Business Case is outstanding to comply with the current Infrastructure NSW (INSW) funding deed and to finalise this project.

Verbal advice from DPIE has meanwhile been received that risk based funding under SSWP-v2 is likely to be made available. The Business Case will be needed to fulfil the gateway requirement to proceed to funding for the next phase of Design and Construction; a funding deed will need to be drafted.

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 is now complete including Technical Specifications and cost estimates; the Concept Design was provided to DPIE for endorsement as part of the S60 approval process. As a reply was not received by the due date, endorsement was assumed, however DPIE has since provided comment, which will now need to be

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considered for future phases of this project. Preparation of a Business Case is outstanding to comply with the current Infrastructure NSW (INSW) funding deed and to finalise this project.

Verbal advice from DPIE has meanwhile been received that risk based funding under SSWP-v2 is likely to be made available. The Business Case will be needed to fulfil the gateway requirement to proceed to funding for the next phase of Design and Construction; a funding deed will need to be drafted.

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.

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

Change/progress since last report: None.

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

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

Status (R7): Complete.

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 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 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 has direct reporting lines of the WTP operators Binnaway and Mendooran to WW.

Change/progress since last report: Progress from Implementation to Complete.

Even though the finalisation of position descriptions – in relation to on-call response times where applicable – is outstanding for the December 2019 re-structure, this item is now considered complete.

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

Status (R16): Implementation.

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

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unless further funding is provided for phase 3 of the upgrade referred to in *Status (R1)*. Two (2) are in relation to Standard Operating Procedures and Maintenance Schedules.

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).

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

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.

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.

Change/progress since last report: None.

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

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

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

Status (R18): Implementation.

Related to 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 prepared and then 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 2014 DWMS, which is required every five (5) years, 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: None.

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.*

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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).

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

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

Individual IRPs have meanwhile been provided by the consultant (October 2020) and require Council review.

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: None.

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.

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

Council continues to provide training to water supply operational staff, although COVID-19 did impact its ability to source training during 2020. One staff completed Certificate III in Water Industry Operations (Networking) and one is about to complete Certificate III in Water Industry Operations (Treatment). Another employee is now enrolled in Part 2 Water Treatment with DPIE after 3 previous course cancellations.

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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

Change since last report: No change in Status Label.

Sourcing certification training was impacted by COVID-19 in 2020 however Council believes it has now sourced a suitable provider and expects to have the training delivered to staff and have met or be close to meeting its certification target by the end of the 2020-2021 financial year.

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.

Table 4: Summary of Implementation Status of Recommendations

Status Label	Feb-18	May-18	Aug-18	Dec-18	Mar-19	Jun-19	Sept-19	Dec-19	Mar-20	Jul-20	Jan-21
Not yet started	15	12	1	0	0	0	0	0	0	0	0
Development	11	12	14	7	3	2	2	2	2	2	2
Awaiting funding	0	0	0	0	0	0	0	0	0	0	0
Implementation	5	4	8	12	15	15	12	12	11	11	10
Complete	0	3	8	12	13	14	17	17	18	18	19
Total No of Recomm's	31	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. The last update report on the DWMS Improvement Plan implementation was given to Council in December 2020 (item xx).

The funding for the Mendooran Water Supply Modification Upgrade Concept Design under the Safe and Secure Water Program (SSWP) – relating to Recommendations

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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 Recommendation R17 – 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 upgrades – internal structures \$130,000

In FY22/23:

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

In FY23/24:

- Coolah reservoir replacement Martin Street \$800,000.

Previously received quotations relating to Recommendations R18 and R20 to

- develop a DWQ Monitoring Plan amounted to \$17,114.
- update the DWMS amounted to \$21,436.

Prices given are ex GST.

Community Engagement

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

Information to the community would be available by way of the Community e-Newsletter; social, digital, and print media (incorporating the Council website, and business paper).

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 receives and notes this six-monthly report on the implementation progress of the recommendations within the Mendooran Water Quality Incident Review Report.

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Item 22 Recreational Use of Timor Dam

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 give Council an overview of the implications should Timor Dam be considered for recreational use.

Background

In December 2020 a Notice of Motion was put to Council, resulting in Resolution 201/2021 requesting a report from staff about the potential use of Timor Dam and grounds for recreational activities. The proposed activities included fishing, minor boating, swimming and bushwalking.

Historically, Council Resolutions, Minutes and one Business Paper contained reference to recreational use of Timor Dam:

- November 1990, Resolution 940 – Timor Dam – request for request to stock river with fingerlings from Castlereagh Anglers Club; Resolved that no action be taken in this matter
- November 1993, Resolution 1021 resolved that the Shire Engineer investigate the possibility of making Timor Dam available for public recreation sports. Further to investigate the types of sports that could be undertaken and whether any limit should be placed on any particular sporting activity
- May 1994, Resolution 424 resolved that application be made for permission to use the Timor Dam for limited water sports, and that application also be made for a subsidy to provide facilities as Timor Dam
- October 1995, Resolution 648 resolved that Council investigate the use of Timor Dam for passive water recreation use
- February 1996, item 3.12 Timor Dam – Use for Public Recreation

These concluded in 1996 in Resolutions 968 and 969 that:

- ***No public recreational use be allowed at Timor Dam***

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- *The status quo remain and the area be signposted at known access points and around the lake with appropriate signs indicating that the lake area is closed to all unauthorised persons and water and land based recreational activities are not allowed. This should be advertised in the local press and records of the advertisements kept. The fence should be inspected on a regular basis and repaired as necessary and records kept.*

Issues

In consideration of the December 2020 resolution, should Timor Dam and grounds be made accessible to the public for recreational activities, the following matters will need to be considered:

- *Coonabarabran Town Water Security*
Timor Dam is currently Coonabarabran's main water supply source with a direct pipeline connection into the Water Treatment Plant. Protection of a town's water supply source represents a very high priority to the Local Water Utility, especially if the supply source is majorly under its control. Making the water body of Timor Dam accessible to the public for e.g. swimming, fishing or boating would add risks of contaminating this supply source. Both, NSW Health and the Department of Planning Industry and Environment (DPIE) advised that should recreational use of Timor Dam be considered the Drinking Water Management System Risk Assessment will need to be revised and an assessment undertaken if identified and associated risks can be managed. Management of those risks will come at additional capital and operational costs. DPIE's advice was that it is:

'best if Timor Dam can be restricted from access for recreational use due to higher risks associated with the multiple activities likely to happen in and around the dam'.

DPIE further advised that:

'any contamination event would be significant due to the small size of the dam. Increased water monitoring would be appropriate'.

- *Water Supply Related Infrastructure*
Apart from the dam wall, the earth saddle dam, the foot valve and the seepage weir, the Timor Dam site houses a number of infrastructure installations, such as telemetry cabinets; pontoon mounted mixer to control algae; boat shed; Bore 12 shed; dead water pump out pipe, pump, control cabinet and break tank; trunnion; underwater outlet valve and pipe. These will need to be protected adequately from interference, which will come at additional capital and operational cost.
- *Safety*
Various areas of the Timor Dam site require safety upgrades; Item 8 of the October 2019 Business Paper reported on those. Operators/Council staff, contractors/ consultants and other site visitors are required to complete a Timor Dam site safety induction and wear appropriate PPE prior to entering this site to ensure site attendance occurs safely. As this process would not be

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viable for the public, relevant safety improvements or other steps will need to be undertaken – especially around access to the dam wall – to reduce the risk of any incidents occurring. Other site hazards include underwater structures/chains, logs and fence posts. Relevant steps would need to be undertaken to reduce the risk of Council liability for any incidents.

- *Access*
Substantial changes are expected to be required to allow safe road access and boat access. No suitable location is available for a new boat access ramp, other than the existing ramp, which is connected to the current boat shed. Additional operational expenditure can be expected for administrative tasks in relation to managing the public access.

- *Amenities*
Installation of toilets may be required, which could be a source of contamination.

Submissions to the February 1996 BP report were received from the Department of Health and Council's Risk Manager at the time:

Department of Health

As the water supply authority, Council's primary duty is to supply adequate, suitable and safe water to the residents of Coonabarabran. It is necessary to ensure therefore that the following aspects are taken into account: The effect of using the dam for recreational purposes; All aspects of the dam's present usage; The quality and anticipated degradation of the water supply.

The storage of water in protected reservoirs assists in maintaining quality due to the settlement of solids and the die-off of pathogenic bacteria and viruses. Recreational activities may result in an increase of these organisms in the water.

Outbreaks of blue-green algae is an ongoing public health concern and swimming, direct contact with the water and canoeing, may pose a health risk to those engaged in those activities.

The necessity for human waste disposal units in close proximity to the dam may pose the risk of septic units malfunctioning and causing overflow and run-off into the dam.

Exacerbation of the blue-green algae problem is also envisaged if passive recreational activities are permitted within the confines of the catchment.

Camping is considered to be potentially detrimental due to the small size of the catchment and the inability to control hygiene.

Fishing will increase the presence of the public and without adequate ablution and waste disposal facilities, will create additional problems.

With the anticipated rise in pathogens, Council will be required to implement strict management policies to maintain and treat water for safe

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consumption. Increases in turbidity will also require additional treatment costs.

After considering the above points, it is recommended that Timor Dam maintain its status as water supply to the township of Coonabarabran and not be utilised for recreational purposes.

Council's Risk Manager

The Council, as legal occupier of the land, may owe a duty of care to all persons who enter upon the land including the water. Consequently, if it proposes to allow water based recreational activities, Council must take all reasonable steps to warn of the potential hazard(s), remove, reduce or minimise any potential hazard. The Council must bear in mind that citing a lack of funds does not necessarily provide Council with a defence in litigated matters.

Indeed, now that the Council is aware of the potential hazard(s), it must take active and positive steps to deal with the problem. If the Council takes no positive and reasonable action, it could leave itself in an exposed position from a liability point of view.

Council has therefore three (3) choices for action, viz:

- a) Retain the status quo and signpost the area at known access points and around the lake with appropriate signs indicating that the lake area is closed to all unauthorised persons and water and land based recreational activities are not allowed. This should be advertised in the local press and records of the advertisements kept. The fence should be inspected on a regular basis and repaired as necessary and records kept.*
- b) Allow access by the public and allow water and land based activities and signpost the area at known access points with appropriate signs indicating hazards and confine all water based activities to areas deemed 'clear' of hazards. This may be achieved with ropes and buoys and appropriate signage and the public should be physically kept clear of the dam wall. Council would need to survey the lake to ensure all effected areas are identified and marked accordingly.*
- c) Survey and remove all potential hazards and regularly inspect and remove other hazards and therefore allow land and water based recreational uses. This system will need to be rigidly enforced firstly, to be effective in preventing an accident and secondly, to provide a viable defence.*

These resulted in the following summary:

To identify and mark the potential hazards required by Items b) and c) above, would require lowering of the dam to impractical levels or alternatively, engaging divers.

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The hazards in the lake include tree stumps, fence posts, logs, blue-green algae, weeds and/or unstable surfaces. Re-inspection would be required after each fresh in the river and/or its tributaries, above the dam. Ropes and buoys would be subject to damage and/or relocation by vandals.

The public must be physically kept clear of the dam wall.

The access road would need to be upgraded to two-lane formation and parking and turn around areas provided. These would need to cater for cars and trailers and small buses.

Ablution and cooking facilities, picnic seating and tables, boat ramps and walking trails would need to be provided and maintained.

It is obvious from the above that if Council wishes to open the dam to passive recreational uses, a significant cost would be involved. To lessen this impact, a scale of charges should be developed and also a list of regulations with regard to use of facilities, maintenance of public safety, etc. A gate keeper/ranger could then be appointed to collect the fees and enforce the regulations as determined.

These costs would need to be provided in the 1996/97 budget and therefore a decision on this matter is required in order that estimates can be prepared.

Options

The options are to further consider or cease considering the use of Timor Dam and grounds for recreational activities.

Financial Considerations

Each of the matters listed under Issues has financial implications. At this stage, values have not been put against those factors, except for the upgrading of Timor Dam to comply with Dam Safety requirement, which was estimated at \$2.25M in capital cost in 2019.

Community Engagement

Recreational use of Timor Dam is assessed as low scale, low impact, hence the level of engagement should be 'Inform'.

Attachments

Nil

RECOMMENDATION

That Council:

1. Notes the information contained in the Recreational Use of Timor Dam report
2. Does not further consider the use of Timor Dam and grounds for recreational activities.

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Item 23 Draft Business Use of Footpath Policy

Division:	Development Services
Management Area:	Planning and Regulatory Services
Author:	Acting PA to Director Development Services – Joanne Hadfield
CSP Key Focus Area:	Local Government and Finance
Priority:	GF4 Council's governance practices and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

Reason for Report

To seek Council adoption of the draft Business Use of Footpath Policy and associated documents.

Background

Council received the draft Business Use of Footpath Policy at the Ordinary Council Meeting of 15 October 2020, and resolved to adopt the draft documents for consultation purposes.

Item 20 Draft Business Use of Footpath Policy

132/2021 RESOLVED that Council:

- 1. Notes the information contained in the Draft Business Use of Footpath Policy Report.*
- 2. Adopts the Draft Business Use of Footpaths Policy for community consultation.*
- 3. Places the Draft Business Use of Footpaths Policy and associated documents on public exhibition for at least 28 days, with submissions invited for at least 42 days.*
- 4. Receives a further report on the Draft Business Use of Footpaths Policy after the public exhibition phase has been completed.*

Issues

The draft policy was on public exhibition from 30 October 2020 until 27 November 2020. Submissions closed on 11 December 2020. No submissions were received.

This new policy will supersede an adopted Street Stall Policy that had been endorsed on 17 August 2017 (Resolution 66/1718) that dealt with street stalls and raffle ticket selling only. The Street Stall Policy should be rescinded.

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Options

Council can either accept the draft policy and associated documents or seek changes to be made to the policy and associated documents before adoption.

Financial Considerations

Under Council's current fees and charges the cost for an Application for Footpath Occupation for Business Use is \$187 plus administration fee of \$53 totalling \$240 per business application (currently not waived under COVID-19), there is no charge for local or Shire based not for profit organisations.

To promote use of footpath areas and encourage local businesses to become compliant, Council could waive both the application and administration fee for the first year for each application that is lodged with Council.

Community Engagement

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

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

Attachments

1. Draft Business Use of Footpath Policy
2. Business Use of Footpath Guidelines
3. Business Use of Footpath Application Form – Permanent Use
4. Business Use of Footpath Application Form – Temporary Use

RECOMMENDATION

That Council:

1. Notes the information contained in the Draft Business Use of Footpaths Policy report.
2. Adopts the Draft Business Use of Footpaths Policy and associated documents.
3. Rescinds the current Street Stall Policy.

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Item 24 Natural Disasters Local Environmental Plan Clause

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

Reason for report

To seek formal agreement from Council to insert in a new clause relating to natural disasters into the Warrumbungle Local Environmental Plan 2013.

Background

The NSW Government is proposing a new optional clause in the Standard Instrument (Local Environmental Plans) Order to clarify that development consent can be granted to development for the purposes of repairing or replacing a dwelling damaged by a natural disaster. The proposed amendment intends to support quicker rebuilds of dwellings following natural disasters.

The clause clarifies that a dwelling, including a secondary dwelling, can be rebuilt or repaired if the original lawful dwelling was destroyed or damaged in a natural disaster. A merit assessment is still required, however the rebuild or repair cannot be refused on the basis of any development standards in the LEP.

During earlier contact with the Department, Council had indicated a preference to have the clause included in its LEP, however this now needs to be formalised via a Council resolution. This preference was indicated due to the natural disasters that have occurred in the LGA over the past years such as Wambelong and Sir Ivan fires. Previously, Council had to prepare planning proposals to retain dwelling entitlements for those affected by natural disasters; the new clause would negate this process in the future for those located in nominated landuse zones.

The clause applies to development applications (DAs) to rebuild or replace lawfully erected dwelling houses and secondary dwellings that have been damaged or destroyed by a natural disaster. Applicants seeking to make DAs in accordance with the clause will need to outline the nature, extent and circumstances of the damage caused by a natural disaster to the dwelling house or secondary dwelling.

Issues

Council needs to nominate the land use zones the clause will apply to. This will allow Council to identify areas within our local government area where the clause would be useful and prevent it from being applied to areas that are unsuitable for residential

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development. In this instance, it has been identified that the clause could apply to RU1 (Rural), R5 (Large Lot Residential) and RU5 (Village).

The replacement or repair of a dwelling does not have to be identical to the original dwelling which was destroyed or damaged. Changes to the design and location of a proposed dwelling may be required to meet the relevant provisions of development control plans or other relevant planning instruments and associated legislation.

A natural disaster is not defined in the legislation but should be taken to be an extreme weather event that is consistent with the commonly understood meaning of the term.

A DA seeking development consent to rebuild or replace a dwelling under the clause must be made to the consent authority no later than five years after the day on which the natural disaster caused the damage or destruction.

Positives

- despite any other provisions in the relevant Local Environmental Plan (LEP), approval to repair or rebuild a dwelling, including a secondary dwelling, can be granted if the original lawful dwelling was destroyed or damaged in a natural disaster;
- clarifies that a dwelling that has been destroyed or damaged in a natural disaster can be rebuilt or repaired with development consent;
- save the applicant time and money by removing the need to request a variation to development standards under the applicable LEP;
- allow the consent authority to assess and determine the application on its merits.

Negatives

- For DAs where the clause applies, the consent authority cannot refuse a DA on the basis it does not comply with a development standard in the applicable LEP;
- A natural disaster is not defined in the legislation therefore making it Councils discretion on when this clause can be used.

The proposed wording of the new clause is provided in Attachment 1.

Guidance material is provided as Attachment 2.

Options

Council has an opportunity to have the new clause inserted into the current LEP.

The Department have undertaken public consultation on the state-wide proposal over the past months. With feedback from the exhibition process received, the Department is now proceeding to prepare an amending State Environmental Planning Policy (Amending SEPP) which will insert the Clause into relevant participating LEPS's.

Council has until 15 February 2021 to formally advise the Department if we wish to opt in and include the new clause in our LEP. Given this pre-dates the February Council meeting (of the 18 February 2021), an arrangement has been made to provide a copy of this report, and if adopted by Council, formal resolution immediately after the Council meeting.

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If Council would like to include a different version of the clause in the LEP, or at a later date, the regular process for LEP amendments would need to be undertaken.

Financial Considerations

Nil cost to Council as the amending process is being undertaken by the State Government.

Community Engagement

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

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

Attachments

1. Draft of final natural disaster clause
2. Guidance material for draft clause

RECOMMENDATION

That Council:

1. Notes the information contained in the Natural Disasters Local Environmental Plan Clause report
2. Formally agrees to have the final natural disaster clause inserted into the Warrumbungle Local Environmental Plan to apply to landuse zones RU1 (Rural Land), R5 (Large Lot Residential) and RU5 (Village) by way of the Amending SEPP, that will be progressed by the Department of Planning.

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Item 25 Economic Development and Tourism Strategy Action Report

Division:	Development Services
Management Area:	Tourism and Economic Development Services
Author:	Manager Economic Development and Tourism – Jo Houghton
CSP Key Focus Area:	Local Economy
Priority:	LE3 Tourism Opportunities and initiatives across the shire are identified, developed and well coordinated

Reason for Report

To provide Council the Action Plan from Economic Development and Tourism Strategy 2018 to 2023.

Background

At the Ordinary Council Meeting on 15 March 2018 Council adopted the Economic Development and Tourism Strategy 2018 – 2023 (EDTS).

As the EDTS contains a large number of actions, a number of actions are selected to implement in the next year of operation. Budget, projects and trends are taken into consideration when planning the action plan program.

Issues

Actions which were partially completed are carried over to this year. These are:

1.1.2 – Continue to expand Council's website

Reason: Corporate Services website redesign project postponed

9.10.4 – Explore options to provide a platypus viewing area and interpretation along the river at Coolah.

Reason: other projects were underway with along river. Platypus investigation to commence when projects finish.

Options

Council may choose to accept the Action Plan (**Attachment 1**) as listed, or develop a new set of actions from EDTS.

Financial Considerations

Actions as listed have been considered within the context of budget allocations for EDT.

Community Engagement

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

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Information and consultation to the community would be available by way of the Community e-Newsletter; social, digital, and print media (incorporating the Council website, and business paper), Economic Development and Tourism Committee, public exhibition, and project reference groups.

Attachments

1. Action Plan from Economic Development and Tourism Strategy
2. Economic Development and Tourism Strategy

RECOMMENDATION

That Council adopts the Action Plan from Economic Development and Tourism Strategy as per Attachment 1.

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Item 26 Shop Local Community Gift Cards

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

Reason for Report

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

Background

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

1. *That a report be prepared for Council regarding the concept of introducing shop local cards across the Local Government Area including the following information:*
 - *Options for administering the cards*
 - *Costs to set up the shop local cards*
 - *Level of council involvement, including budgetary and resourcing considerations*

WLT has been operating since 2007 and aims to keep money within communities by encouraging people to shop locally. Over 30 towns or councils have joined the WLT program including Gunnedah, Narrabri, Dubbo, Mudgee, Upper Hunter, and to date over \$7 million dollars has been loaded on to shop local cards across the entire program.

Attachment 1 shows a breakdown of the different towns with town populations, and total money to date uploaded to cards which can only be spent locally.

The Why Leave Town (WLT) gift card is an EFTPOS based gift card. When a customer purchases a card they decide how much money to load onto the card and this money then can be used by the card holder to purchase goods in any participating stores within a particular region or Local Government Area (LGA). The cards cannot be redeemed outside of the participating store network. The WLT program encourages shopping locally, increases business's opportunity to make sales, and help promote businesses via a wider network.

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The basic WLT package allows for ten (10) load-up stores (a place to purchase cards and load money on the card), and fifty (50) redemption stores. Customers can load cards from \$10 to \$1,000 which is achieved via EFTPOS only. The cards can then be redeemed for goods and/or services at any of the participating businesses within Warrumbungle Shire Council, via EFTPOS only.

The program works via an interested group or organisation wanting to become involved in the concept. This group, called the administering organisation, undertakes the setting up of the program and undertakes the day to day running of the cards.

In addition, WLT program is beneficial for receiving donations and disaster funding. The donated money can then be loaded on cards and given to allocated residents. WLT also keeps money handling impartial, and the donated money loaded on the cards is only spent locally within the LGA.

While it is difficult to provide definitive evidence of how much local expenditure has increased through the program there are key success indicators to highlight:

- 15 programs have renewed agreements and been active for over 5 years
- The top load stores are tourist information centres, where the majority of customers purchasing the cards are travellers. Therefore, new injection into the local economy to local businesses, as opposed to large franchise outlets.
- There is now a trend for clubs to purchase shop local cards for their raffle prizes, instead of online cards to large franchise outlets or departments stores. For example, Cooma Ex Services Club changed their prizes to the shop local cards and purchased \$75,817 last year.

The overarching body that facilitates the program across the region is known as the commissioning organisation, being WLT (Ashley Watts).

The steps involved to set up the WLT program on a local level are as follows:

- The administering organisation sets up a trust account for the program.
- Businesses are sourced to be part of the program by the administering organisation.
- Locations are identified where the gift cards can be loaded with money in each town, such as the post office, general store, hardware store etc. by the administering organisation.
- The administering organisation promotes the program to residents, travellers and businesses.
- Monthly reports are issued by the commissioning organisation to the administering organisation to provide an analysis of the throughput of funds and activities of the program.

Discussions with various Councils including Upper Hunter and Bathurst Council, and Ashley Watt Operations and Innovations Manager from WLT have indicated the following resources and tasks:

- To ensure the success of the WLT program a large campaign for the launch, then ongoing quarterly promotions such as print and social media is recommended. In additional promotional items selection, brand design and card design can take initial 30 hours, followed by with 1-5 hours per month.

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- Setting up the program through contacting local businesses to sign up can take 20-35 hours depending on how many businesses are in the region and how many sign up to the program.
- Once WLT program is established the program is designed to be self-sustaining where only small-time allocations are required for new businesses signing up sporadically, and terminal issues and upgrades.
- Sourcing corporate sponsorship will be timely and may take 20-40 hours pending negotiations.

The original urgency to establish Why Leave Town (WLT) program was to have the program and cards fully operational to distribute drought funding when it became available.

Issues

Currently WLT program is operating in Coolah and is administered by Coolah Chamber of Commerce, working closely with Coolah Lions Club. The Coolah program specifically relates to Coolah's local businesses.

If the program was implemented Shire-wide, Coolah has the option to continue on with their own program just for Coolah, or be part of a wider program that encompasses all towns within Warrumbungle Shire Council.

Sourcing corporate sponsorship is an option to cover annual ongoing costs, in return for positive community media, and a reputable valued company image in the eyes of the local community. To be involved in corporate sponsorship it would be necessary to approach large corporations undergoing state projects within Warrumbungle Shire, in return for their logo on the gift card.

If the WLT program was administered by Council, issues include added duties to staff and, an increased budget expenditure which will affect already planned projects.

If the WLT program was run by another organisation there will also be an increase in duties and labour costs depending on the type of organisation there will be a financial burden for the initial set up costs.

More detailed break-down of costs to implement the program are provided below in the financial section of this report.

Given the time to set up and to implement the program, the financial commitment, and the uncertainty how it will be received within the community, a 2-year trial period is recommended for the WLT program within WSC, with the option to cease the program after the initial 2 years if it is unsuccessful. No program exit fees will apply.

Since the last report Council, WLT program has changed their pricing structure providing more substantial discounts with the more years committed to the program. **Attachment 2** quotes for WLT program with discounts.

Options

1. Council takes 100% ownership of the program including (but not limited to) program start up costs, annual ongoing costs, card administration, trust

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account, set up and ongoing marketing costs, resourcing of the shop local cards, and the sourcing corporate sponsorship.

2. Council pays for the program's set up costs, and a community organisation manages the program including (but limited to) sourcing corporate sponsorship, card administration, trust account, set up and ongoing marketing costs for the WLT program across Warrumbungle Shire Council.

Financial Considerations

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

Item	1 year agreement	2 year agreement (20% program discount)	3 year agreement (25% program discount)
WLT program fee per year, which includes: <ul style="list-style-type: none">• Annual fee• 1000 printed cards• card processing and admin fee• activation for load up stores and redemptions stores	\$6,318	\$4,039 (\$8,078 / 2 years)	\$3,022.67 (\$9,068 / 3 years)
Program promotion (radio, digital, and print)	\$4,000	\$4,000	\$4,000
Promotional items	\$500	\$500	\$500
Total per year	\$10,818	\$8,539	\$7,522.67
Total per year - with cost of card absorbed by card purchaser (\$2.72 per card)	\$8,098	\$5,819	\$4,802.67
Total for number of year for agreement with card production costs absorbed by purchaser	\$8,098 (1 year)	\$11,638 (2 years)	\$14,408.01 (3 years)

A number of other matters requiring consideration in order to evaluate the ongoing costs:

- The cards can only be loaded once with money, then disposed of, meaning once discarded they are no longer useable and can't be reloaded.
- Purchase of the cards is expensive (\$2.72 each) especially if the program is successful and many cards are purchased.
- The administering organisation needs to decide whether to absorb the cost of the card, or add the cost of the card to the money value loaded onto the card. For example, \$50 loaded to a card will be \$52.72 to cover card cost.
- If additional load up stores are required to be added after the program is launched in the LGA, it will cost an additional \$100 for each extra load up

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store included in the program (any extra stores above 10 stores in Warrumbungle Shire). This is charged by the commissioning organisation.

- If additional redemption stores are required to be added after the program is launched in the LGA, it will cost an additional \$5 for each extra redemption store included in the program (any extra stores above 50 stores in Warrumbungle Shire). This is charged by the commissioning organisation.
- Ongoing marketing and promotional items for the program are essential for the program to grow and succeed.
- There are no transaction fees charged to the administering organisation.

Further to that, Council would need to provide resources for the program to be administered in-house. This would mean one staff member would need to allow five (5) hours per week. At this stage, the VIC Administration Officer could be tasked with the duty of administering the program, however at the present time; this role is under review and remains vacant. With this role remaining vacant, Council would not have capacity to undertake the administration duties required for the program.

The costs to implement the program would need to be sourced from somewhere within Council's Tourism and Economic Development Budget. At this stage, items that would need to be dropped off Council's budget during the 2020/2021 financial year to pay for the program would be:

Community banners across towns - \$6,120

Regional promotional video - \$4,000

Digital and print advertising for regional events and attraction - \$4,699

Community Engagement

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

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

Attachments

1. Information on towns currently participating in the WLT Program
2. Quotes for one, two, and three years commitment to the program

RECOMMENDATION

That Council:

1. Note the Report on Shop Local Cards within the Warrumbungle Shire Local Government Area.
2. Authorises the General Manager to enter into a formal agreement with Why Leave Town program for a trial period of two (2) years with an option to extend.
3. Endorses the expenditure on the Shop Local Card program as follows:
2-year commitment: \$5,819

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Ongoing promotional costs for 2 years: \$9,000
to be funded out of the Tourism and Economic Development Budget with the funds being obtained from the following programs:

Community banners across all towns - \$6,120.

Regional promotional video - \$4,000

Digital and print advertising for regional events and attraction - \$4,699

4. Pays for the program set up on the proviso that a community organisation is responsible for all aspects of the Shop Local Cards across Warrumbungle Shire Council (as per example outlined above) including, but not limited to:
 - Setting up and managing the trust account
 - Administering cards
 - Sourcing business to load money on cards at each town
 - Ongoing annual costs or source corporate sponsorship to cover ongoing annual costs
 - Continual marketing of the program including promotional items
5. Supports the production price for the shop local cards (\$2.72 per card) being paid for by the individual purchasers of the cards.

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Item 27 Inland Rail Update Report – February 2021

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

Reason for Report

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

Background

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

The following broad points relate to the Inland Rail project:

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

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

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

Update on N2N Section of the Project

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

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Issues

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

- ARTC held a community information drop in session on Wednesday 16 December at Baradine Memorial Hall to discuss the Environment Impact Statement for N2N Project coming to the shire. The session was held between 10am to 1pm allowing residents to 'drop in' when available to clarify queries regarding the project.
- The Environmental Impact Statement (EIS) for the Narromine to Narrabri project was on public display from Tuesday 8 December 2020 to Sunday 7 February 2021. Council engaged with Projence consultancy firm to assist with Council's submission. Council's submission was lodged Friday 5 February 2021 (Attachment 1).
- The EIS lists Baradine's Camp Cypress as a potential location for one of Inland Rail's workers camp. Council is working with Baradine Showground Racecourse Land Manager to ensure all parties are in agreement and access opportunities and maximum benefits are achieved from the workers camp being located in Baradine.
- ARTC's new website now has 'fly throughs', and birds eye views which visualises the Narromine to Narrabri project, including Baradine. The fly through videos include proposed rail alignment, bridges, cuttings, and embankments. These can be viewed at: Works and planning - Inland Rail (artc.com.au)
- On Thursday 21 January 2021 Inland Rail presented to councillors an EIS presentation and offered the opportunity to discuss issues impacting LGA.
- EY consultants for Interface Improvement Program – Baradine Silos project returned from Christmas break and contacted Council to commence working on Gateway 3. Finalising details for preferred options in the project plan will be initial steps.
- Council has been approached by potential contractor, Laing O'Rourke, who will be tendering for N2N project. Laing O'Rourke sought Council agreement to enter into a Memorandum Of Understanding (MOU) stipulating opportunities and local economic benefits. While the MOU is not legally binding it provides opportunities should Laing O'Rourke be the selected contractor.
- Interested parties can subscribe to ARTC Inland Rail e-newsletter on specific projects, such as Narromine to Narrabri project. The subscription to the e-newsletter can be found here: www.inlandrail.com.au.

Options

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

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Financial Consideration

Consultancy cost to prepare the EIS submission was \$28,130 (ex GST) funded from OPEX budget split between directorates of Technical Services and Environment and Development.

Community Engagement

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

Information to the community would be available by way of the Community e-Newsletter; social, digital, and print media (incorporating the Council website, and business paper)

Attachment

1. WSC Inland Rail Environmental Impact Statement (EIS) Submission

RECOMMENDATION

That Council:

1. Notes the information in the Inland Rail Update Report.
2. Endorses the submission lodged on 5 February 2021.

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Item 28 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 – December 2020

Development Application / Complying Development	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type Of Development	Stop the Clock Referral Days
DA52/2020	30/09/2020	03/12/2020	Maja Andrusiewicz and Benedict Catchlove	Sandy Wells 433 Guinema Road	Bugaldie	New Single Storey Dwelling	14
DA55/2020	01/10/2020	02/12/2020	Garry and Claire Smith	Bandulla Street	Coonabarabran	Installation of Manufactured Home	56
DA62/2020	23/10/2020	08/12/2020	Taylor Made Buildings	5-9 Cobborah Street	Dunedoo	Installation of Manufactured Home	16
DA65/2020	29/10/2020	18/12/2020	Clarinda and Andrew Mulligan	27-29 Pampoo Street	Mendooran	Change of Use – Bus Depot	24
DA71/2020	30/11/2020	21/12/2020	Amy Large	12 Cobborah Street	Dunedoo	Demolition of Dwelling and New Garage	16
DA75/2020	14/12/2020	21/12/2020	Dianne Large	10 Merrygoen Street	Dunedoo	New Garage	0
CD7/2020	11/12/2020	15/12/2020	Joss Group	136 Dalgarno Street	Coonabarabran	Demolition of Dwelling	0
CD8/2020	17/12/2020	22/12/2020	Michelle McEvoy	3 Drummond Street	Coonabarabran	New Pool/deck and fence	0

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(ii) Approved – January 2021

Development Application / Complying Development	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type Of Development	Stop the Clock Referral Days
DA63/2020	26/10/2020	11/01/2021	Taylor Made Buildings	50 Ulamambri Street	Ulamambri	Installation of Manufactured Home	36
DA64/2020	27/10/2020	18/01/2021	Rawson Homes	98 Namoi Street	Coonabarabran	New Single Storey Dwelling	41
DA70/2020	26/11/2020	04/01/2021	Nicole Devenish	39 King Street	Coonabarabran	New Home Business	16
DA72/2021	09/12/2020	22/01/2021	Warrumbungle Steel Buildings	3921 Baradine Road	Coonabarabran	New Garage/Shed – Rural	26

***Development from the January 2013 Wambelong Bushfires**

^ Development from the February 2017 Sir Ivan Bushfires

RECOMMENDATION

That Council notes the Applications and Certificates approved during December 2020 and January 2021, under Delegated Authority.

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Item 29 Notice of Motion – Funds received from Council House Sale

Notice of Motion – Funds received from Council House Sale

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

I propose the funds received from the sale of Warrumbungle Shire Council houses: 4 Irwin Street, Coolah and 84 Martin Street Coolah be placed into a restricted fund to be used for co-funding grant applications for new or replacement of community infrastructure in what was the Coolah shire Council zone of the Warrumbungle Shire.

Background

These houses were purchased using ratepayer funds as staff housing under the Coolah Shire Council.

**ANNE-LOUISE CAPEL
COUNCILLOR**

General Manager's comment:

84 Martin Street sold for \$245,000 and incurred expenses of \$10,572.55 in the sale process, leaving a net of \$234,427.45.

4 Irwin Street sold for \$190,000 and incurred expenses of \$8,797.68 in the sale process, leaving a net of \$181,202.32.

In both cases the sale expenses included legal fees, agents fees, valuation fees, advertising costs, water charges, cleaning and maintenance.

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Item 30 Notice of Motion – Trades and Service Register

Notice of Motion – Trades and Service Register

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

A role of a local Council is to grow a diverse, resilient and balanced economy through growing ongoing confidence and job creation. To achieve this a Business Directory could be created by Council to assist local people employing local businesses. Listing on this directory would be free, but is only available to businesses and commercial enterprises operating in the Warrumbungle Shire.

Council staff would be able to direct residents to the website.

RECOMMENDATION

That Council established a Trades and Service Register for our LGA and that this register be freely available to the public via the Council website.

**RAY LEWIS
COUNCILLOR**

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Item 31 Reports to be Considered in Closed Council

Item 31.1 Organisational Development Monthly Report – December 2020 – January 2021

Division: Executive Services

Author: Manager Organisation Development – Chris Kennedy

Summary

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

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

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

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

RECOMMENDATION

That the Organisational Development Monthly Report – December 2020 – January 2021 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 31.2 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:

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

RECOMMENDATION

That the Three Rivers Regional Retirement Community Information Report 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 31.3 Tenders for Hire of Various Plant Items on a Casual Basis – 2021

Division: Technical Services

Author: Director Technical Services – Kevin Tighe

Summary

The purpose of this report is to consider tenders received for the hire of plant on a casual basis.

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)(c)-(d) of the Act, which permits the meeting to be closed to the public for business relating to the following:

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business
- (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 Tenders for Hire of Various Plant Items on a Casual Basis – 2021 report be referred to Closed Council pursuant to section 10A(2)(c)-(d) of the *Local Government Act 1993* (NSW) on the grounds that the matter deals with information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business, 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.

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Item 31.4 Support and Maintenance End User Support Agreement

Division: Corporate Services

Author: Manager Corporate Services – Jenni Maundrell

Summary

The purpose of this report is to consider the existing arrangements for the provision of Information Technology (IT) Services under the Tamworth Regional Council's Support and Maintenance End User Support Agreement

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)(i) of the Act, which permits the meeting to be closed to the public for business relating to the following:

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

RECOMMENDATION

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

FURTHER that Council resolve that:

1. Council go into Closed Council to consider business relating to confidential information.
2. Pursuant to section 10A(1)-(3) of the *Local Government Act 1993* (NSW), the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of Section 10A(2) as outlined above.
3. The correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the *Local Government Act 1993* (NSW).