



## **Ordinary Council Meeting**

# **Agenda**

**15 April 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, 15 April 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**

18 March 2021

**Disclosure of Interest**

Pecuniary Interest

Non Pecuniary Conflict of Interest

**Mayoral Minute/s**

**Delegate Report/s**

**Reports of Committees**

**Reports to Council**

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

**Reports to be considered in Closed Council**

**Conclusion**

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

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 1 Mayoral Minute – Mayors Log of Activity, Kilometres Travelled and Expenses from 10 March 2021 to 6 April 2021

#### MAYORAL MINUTE - MAYORS ACTIVITY

<u>Date</u>	<u>Type</u>	<u>In/Out</u>	<u>Activity</u>
10-Mar	Phone Call	In	ABC Dubbo - interview health
	Phone Call	In	GM - health situation and follow up
11-Mar	Phone Call	In	GM - Business Paper
	Phone Call	In	Coona Aero Club - Wings & Things
	Phone Call	In	GM - Business Paper
	Phone Call	Out	Cr Todd - Business Paper
12-Mar	Phone Call	In	Cr Todd - Inland Rail, health
	Phone Call	In	GM - Baradine Showground
	Phone Call	In	Paul Nankiville - Internal Audit
14-Mar	Meeting	Attended	Ratepayer - Dandry Road
15-Mar	Email	In	Sam Bragg - invitation
18-Mar	Letter	In	Warren Bull
	Letter	In	Warren Shire Council - Office of the Mayor
	Phone Call	In	Batyr - mental health schools
	Email	In	Batyr - schools mental health programme
	Meeting	Attended	Internal Audit Committee Meeting
	Meeting	Chaired	March Council Meeting
22-Mar	Email	In	GM of Coinda - water use and bill
	Email	In	Ratepayer - regional events fund
23-Mar	Email	In	Ratepayer - OH&S concerns
	Email	In	Graeme Fleming - professional development opportunities
	Email	In	GM - RDO
24-Mar	Email	In	EA GM - business operator concerned with cardboard recycling options
25-Mar	Meeting	Attended	Transport for NSW - Coonabarabran Bypass
	Meeting	Attended	Coinda GM - water bill concerns
	Email	In	Coolah resident - barking dogs concerns
26-Mar	Invitation	In	National Sorry Day 2021
	Email	In	Mayor of Inner West Council - seeking support to raise level of job seeker
	Email	In	Coonabarabran RSL - ANZAC Day
29-Mar	Meeting	Attended	Renewable Energy Systems
	Email	In	Mayor of Narromine - Dubbo Council issues
	Email	In	Cr Lewis - Dandry Road
	Email	In	EA GM - update on Coolah barking dog complaint
	Email	In	Director Corp & Comm - legal advice on Land Council Rates
30-Mar	Phone Call	Out	Cr Iannuzzi - budget issues
	Phone Call	In	GM - budget, bypass
	Email	In	GM - candidate briefings for Council elections

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31-Mar	Phone Call	In	GM - budget issues
	Phone Call	In	Cr Todd - budget issues
	Email	In	Applicant for Murray-Darling Healthy Rivers Programme
	Email	In	Coona Times - tourism feature
	Email	In	Cr Todd - Roaches Creek concerns
1-Apr	Phone Call	In	Cr Shinton - Dubbo Council, budget
	Phone Call	Out	Cooina GM - water bills
	Phone Call	In	GM - budget updates
	Phone Call	In	Ratepayer - fence issues
	Email	In	Cr Iannuzzi - Coolah barking dog concerns
5-Apr	Phone Call	In	Cr Todd - Inland Rail

Date of Journey		Purpose of Journey	Odometer		KM Travelled
Start Date	End Date		Start	Finish	
12-Mar	12-Mar	Coonabarabran Aerodrome Wings & Things	4941	4961	20
18-Mar	18-Mar	Coonabarabran - Internal Audit Meeting and Council Meeting	4961	5028	67
25-Mar	25-Mar	Coonabarabran - REF Meeting	5028	5072	44
27-Mar	27-Mar	Baradine Show	5072	5192	120
29-Mar	29-Mar	Coonabarabran - Windfarm Meeting	5192	5224	32
30-Mar	30-Mar	Coonabarabran - Budget Workshop	5224	5255	31
31-Mar	31-Mar	Opening Walking Track Siding Springs	5255	5327	72
<b>Total KM travelled for period 12/03/2021 - 31/03/2021</b>					<b>386</b>

### MAYORAL MINUTE - EXPENSES 11 March 2021 to 6 April 2021

<u>Date</u>	<u>Transaction Details</u>	<u>Comments</u>	
18-Mar	Caltex	Fuel	\$65.00
<b>Total expenditure for period 11/03/2021 - 06/04/2021</b>			<b>\$65.00</b>

### RECOMMENDATION

That Council:

1. Notes the report on the Mayor's Activity and Log of Kilometres Travelled for the period 10 March 2021 to 5 April 2021.
2. Notes the report on the Mayor's credit card expenses between 11 March 2021 to 6 April 2021 and approves the payment of expenses totalling \$65.00.

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### Item 2 Councillors' Monthly Travel Claims

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

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### Reason for Report

To provide Council with details of travel claims of councillors for the month of March 2021.

### 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	January Kilometres	February Kilometres	\$ per KM	Total Amount (\$)
Cr Shinton	378		0.78	\$294.84
Cr Todd	725		0.78	\$493
Cr Brady	-		0.78	-
Cr Capel	680		0.78	\$530.40
Cr Clancy	-		0.68	-
Cr Doolan	-		0.78	-
Cr Hill	440		0.68	\$299.20
Cr Iannuzzi	220		0.78	\$171.60
Cr Lewis	378		0.78	\$294.84
			<b>Total:</b>	<b>\$2,083.88</b>

### 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 in the amount of \$2,083.88 is noted.

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### **Item 3 Minutes of Internal Audit Committee Meeting – 18 March 2021**

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Corporate Services
<b>Author:</b>	Manager Corporate Services – Jenni Maundrell
<b>CSP Key Focus Area:</b>	Local Government and Finance
<b>Priority:</b>	GF7 Council provides strong civic and regional leadership, and undertakes its governance and service delivery tasks with integrity

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#### **Reason for Report**

To present Minutes of the Internal Audit Committee meeting held at Coonabarabran on Thursday 18 March 2021.

#### **Background**

The Internal Audit Committee was formed by Council Resolution 339/1819 (21 March 2019), comprising two independent members and one councillor delegate.

#### **Issues**

At the Internal Audit Committee meeting of 18 March 2021, the Committee discussed:

- 2019/20 Management Letter update
- 2020/21 Audit Engagement Plan
- Task Register
- Development of internal audit function
- Enterprise Risk Management Framework
- High value/high risk projects update
- Fraud and corruption control

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

#### **Options**

Nil

#### **Financial Considerations**

Nil

#### **Community Engagement**

The level of engagement for this report is Inform.

#### **Attachments**

1. Minutes of the Internal Audit Committee meeting held 18 March 2021.

#### **RECOMMENDATION**

That Council notes the minutes of the Internal Audit Committee meeting held at Coonabarabran on 18 March 2021.

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### Item 4 Council Organisation Structure and Employee Costs

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

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#### Reason for Report

This report provides an update on the Council Organisation Structure and employee costs.

#### Background

In March 2020 Council was presented with a report in relation to the staff organisation structure and employee costs. The report below updates Council on these matters.

Historically Council's employee costs include:

Year	Employees FTE	Note 4a Total Employee Costs	Capitalised	Expensed
2013	196	14,190	(1,196)	12,994
2014	185	14,726	(1,064)	13,662
2015	183	15,768	(1,050)	14,718
2016	196	17,074	(1,770)	15,304
2017	192	16,314	(1,289)	15,025
2018	175	17,514	(1,571)	15,943*
2019	177	16,327	(1,843)	14,484*
2020	175	16,264	(1,335)	14,929*

Note: \* no longer includes training (code change requires to be shown in 4.e Other Expenses) being \$165k 2020, \$166k 2019 and \$137k 2018 and is affected by the amount calculated as Capitalised Costs.

As advised previously care should also be taken with these numbers to make a proper comparison as there will be other internal variations to the above. Such variations include the use of casual employees and payment of overtime.

Here included in the financial statements are the following:

Year	Overtime \$	Casual \$
2013	904,698	1,768,926
2014	811,467	1,617,266
2015	876,891	728,606
2016	863,572	819,882

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2017	941,159	1,329,836
2018	874,243	2,032,581
2019	850,205	1,285,491
2020	830,972	956,285
2021 YTD	607,927	746,390
2021 Estimated Annualised	903,206	1,108,923

Note: additional casual employees were required during 2020 due to COVID, here staff were taken on where volunteers were undertaking services. Also additional casual and overtime costs have been incurred to complete additional grant projects.

It should be noted that Council's Net Operating Result for the Year Before Grants and Contributions results for the same period were:

2013	(\$1.935M)
2014	(\$7.069M)
2015	(\$3.962M)
2016	(\$0.557M)
2017	\$0.265M #
2018	(\$4.770M)
2019	(\$5.248M) Restated and includes major write down of TRRRC capital works
2020	(\$1,515M)

# Note: 2017 saw an advance payment of \$2.6M in Financial Assistance Grants. This advance payment is continuing to me be made by the Federal Government.

In 2019 Council resolved that steps need to be taken to introduce measures to reduce and manage operating expenditure and in doing so adopted a Financial Planning and Sustainability Policy. In order to reduce and manage operating expenditure there has been a focus on staffing levels, hence the reduction in the expenditure in the salaries outlined above.

### Organisation Structure

On 21 May 2015 Council adopted the following organisation structure:

GENERAL MANAGER			
DIRECTOR CORPORATE SERVICES	DIRECTOR TECHNICAL SERVICES	DIRECTOR DEVELOPMENT SERVICES	
MANAGERS	MANAGERS	MANAGERS	MANAGERS #
<ul style="list-style-type: none"> <li>• Chief Financial Officer</li> <li>• Manager Human Resources</li> <li>• Manager Administration and Customer Service</li> </ul>	<ul style="list-style-type: none"> <li>• Manager Road Operations</li> <li>• Manager Urban Services</li> <li>• Manager Fleet Services</li> <li>• Manager Asset and Design</li> </ul>	<ul style="list-style-type: none"> <li>• Manager Regulatory Services</li> <li>• Manager Property and Risk</li> <li>• Manager Tourism and Economic Development</li> </ul>	<ul style="list-style-type: none"> <li>• Manager Projects</li> </ul>

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<ul style="list-style-type: none"> <li>• Manager Community and Children's Services</li> <li>• Manager Communications and IT</li> </ul>	<ul style="list-style-type: none"> <li>• Manager Warrumbungle Water</li> </ul>		
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# This manager report directly to the General Manager (Manager Projects).

Section 333 of the Local Government Act requires that Council re-determine the organisation within 12 months of an ordinary election. In accordance with this section Council adopted the following organisation structure on 17 August 2017 as:

<b>GENERAL MANAGER</b>			
<b>DIRECTOR CORPORATE AND COMMUNITY</b>	<b>DIRECTOR TECHNICAL SERVICES</b>	<b>DIRECTOR DEVELOPMENT SERVICES</b>	
<b>MANAGERS</b>	<b>MANAGERS</b>	<b>MANAGERS</b>	<b>MANAGERS #</b>
<ul style="list-style-type: none"> <li>• Chief Financial Officer</li> <li>• Manager Human Resources</li> <li>• Manager Administration</li> <li>• Manager Community and Children's Services</li> </ul>	<ul style="list-style-type: none"> <li>• Manager Roads</li> <li>• Manager Urban Services</li> <li>• Manager Fleet Services</li> <li>• Manager Asset and Design</li> <li>• Manager Warrumbungle Water</li> </ul>	<ul style="list-style-type: none"> <li>• Manager Regulatory Services</li> <li>• Manager Property and Risk</li> <li>• Manager Tourism and Economic Development</li> </ul>	<ul style="list-style-type: none"> <li>• Manager Executive Services #</li> <li>• Manager Projects #</li> </ul>

# These managers report directly to the General Manager (Manager Executive Services and Manager Projects).

When this structure was proposed in August 2017 a number of additions/deletions were proposed to the structure, resulting in a net increase of some 18 positions to the organisation.

Based upon Council's financial position this structure would have been unsustainable and hence was not implemented.

Following a report by Blackadder Associates Council considered a change to the organisation structure and at the 18 October 2018 Council meeting the following structure was adopted:

<b>GENERAL MANAGER</b>			
<b>DIRECTOR CORPORATE AND COMMUNITY</b>	<b>DIRECTOR TECHNICAL SERVICES</b>	<b>DIRECTOR ENVIRONMENT AND DEVELOPMENT</b>	
<b>MANAGERS</b>	<b>MANAGERS</b>	<b>MANAGERS</b>	<b>MANAGERS #</b>

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<ul style="list-style-type: none"><li>• Manager Corporate Services</li><li>• Manager Community Services</li><li>• Chief Financial Officer</li></ul>	<ul style="list-style-type: none"><li>• Manager Roads</li><li>• Manager Projects</li><li>• Manager Urban Services and Facilities</li><li>• Manager Fleet</li></ul>	<ul style="list-style-type: none"><li>• Manager Warrumbungle Water</li><li>• Manager Planning and Regulation</li><li>• Manager Economic Development and Tourism</li></ul>	<ul style="list-style-type: none"><li>• Organisational Development #</li></ul>
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# the Manager Organisational Development reports directly to the General Manager.

To give a broad indication of the responsibilities of these manager positions:

- **Manager Corporate Services;** Integrated Planning and Reporting; Annual Reporting; Customer Service; Records; Cemeteries (admin); Service NSW; Insurance and Risk; Communications; Community Engagement; Information Technology; and Buildings Administration and Management
- **Chief Financial Officer;** Finance; Rating; Procurement and Asset management
- **Manager Community Services;** Children's Services; Community Services; Libraries; and Community Development Coordinators
- **Manager Urban Services and Facilities;** Sporting fields; Public spaces and amenities; Aerodromes; Storm water; Pools; Street cleaning; Landscaping; Depots (Baradine, Binnaway, Dunedoo and Mendooran); Land; Buildings; and Crown Land
- **Manager Fleet;** Fleet; Workshop; Depots (Coonabarabran and Coolah); and Stores
- **Manager Roads;** Roads and bridges; Quarries and gravel pits; and Trades
- **Manager Projects;** Projects and project management; Survey; Design; Road Safety; and GIS
- **Manager Planning and Regulation;** Statutory planning; Land use planning; Development assessment; Building certification; Animal control; Landfill; Recycling; Transfer stations; EPL monitoring; Environmental health; Septic tanks; Environmental sustainability; and Weeds
- **Manager Economic Development and Tourism;** Economic Development; and Tourism
- **Manager Warrumbungle Water;** Water supply/reticulation; and Sewer

Note: the position of Manager Planning and Regulation is currently vacant.

Since the adoption of this new structure there have been further lower level changes to the structure and positions being removed or changed when the opportunities arise.

In the Council's Financial Statements it was reported that the number of positions in the organisation structure were:

Year	Full Time Positions
2013	211
2014	208
2015	208

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2016	205
2017	216
2018	204#
2019	213
2020	213

# the accuracy of the 2018 appears to be questionable as the reported figure as at 30 June 2017 was 216 positions and another 18 positions (net) were added on 17 August 2017.

Since the previous report being presented to Council in March 2020 further positions have been removed from the organisation structure. As at the day of writing this report the number of Full Time Equivalent (FTE) positions within the organisation structure is 193.76 excluding apprentices and trainees and pool lifeguards (casuals). Currently there is 1 apprentice (commencing 3 May), 1 trainee and 5 school based trainees. The apprentice and trainees are equivalent full time positions while the school based trainees account as an FTE of 1.00 in total.

In accordance with the Council resolution that steps need to be taken to introduce measures to reduce and manage operating expenditure further positions will shortly be removed from the structure.

### **Comparison of Staffing Expenditure**

The NSW Government has website to showcase the State's 128 local councils. The website - [www.yourcouncil.nsw.gov.au](http://www.yourcouncil.nsw.gov.au) - allows ratepayers to access statistics on the operations of their local council and the profile of their local community including:

- Council expenditure in a range of areas including roads, bridges, footpaths, libraries, recreation and culture, community services, and the environment
- Community facilities including the number of swimming pools, public halls, and libraries as well as the length of roads and amount of open space
- Key operational information including council staffing levels and average rates and charges
- Demographic information about the local population and councillors as well as economic statistics including the unemployment rate, average income, and number of businesses.

Warrumbungle Shire Council is classified as a Group 10 council, which is identified as 'Agricultural Large Rural' having a population of 5,001 – 10,000 persons. While this is the classification of the Council its revenue and expenditure is far greater than the other councils in that group and the organisation would be better compared to Group 11 councils, 'Agricultural Very Large Rural' having populations 10,001 – 20,000 persons.

To compare some financial data between Warrumbungle Shire and the average for the Groups:

<b>Council</b>	<b>Warrumbungle</b>	<b>Group 10 Avg.</b>	<b>Group 11 Avg.</b>
Councillors (No.)	9	9	9

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Population Per Councillor (No.)	1,044	829	1,522
Equivalent Full Time Staff (EFT) (No.)	177	112	172
2017/18 Revenue (\$'000)	40,276	25,472	39,783
2017/18 Expenses (\$'000)	43,538	24,649	37,245
2018/19 Revenue (\$'000)	42,501	30,969	49,307
2018/19 Expenses (\$'000)	42,613	25,750	40,717
Residential Pensioner Rebates (%)	31	26	23
Population Density (Residents Per Km <sup>2</sup> )	1	2	4

Note: the current data on the website is for the 2018-19 period and amongst the data the percentage expenditure on various components is provided, including employee costs.

Council financial data on the site shows that the percentage breakdowns of its expenditure are:

	2019-20	2018-19	2017-18
Employee Costs	36.6%	33.7%	37%
Materials and Contracts	17.6%	23.4%	17%
Borrowing Costs	0.8%	0.8%	1%
Depreciation, Amortisation, Impairment	31.8%	29.2%	26%
Other Expenses	13.2%	12.8%	20%
Total Expenditure \$,000	\$40,786	\$42,877	\$45,087

In 2018-19 the average employee costs for Group 10 councils was 35.0% (with a range of 23% to 47%) while for Group 11 councils it was also 34.6% (with a range of 27% to 40%).

According to the website the Group 10 and 11 councils and their employees costs include:

**Group 10** – Walgett (30%), Gwydir (41%), Tenterfield (35%), Kyogle (34%), Glen Innes Severn (35%), Uralla (47%), Liverpool Plains (30%), Dungog (27%), Narromine (32%), Cobar (39%), Lachlan (31%), Forbes (23%), Bland (28%), Narrandera (40%), Temora (40%), Junee (33%), Blayney (39%), Oberon (35%), Upper Lachlan (39%), Edward River (34%), Berrigan (43%) and Wentworth (34%)

**Group 11** – Moree Plains (36%), Inverell (38%), Narrabri (37%), Gunnedah (40%), Bellengin (31%), Nambucca (29%), Upper Hunter (37%), Muswellbrook (30%), Cabonne (35%), Parkes (33%), Cowra (40%), Hilltops (NA), Cootamundra-Gundagai (33%), Yass Valley (38%), Snowy Valleys (36%), Greater Hume (33%), Federation (29%), Leeton (40%), Murray River (27%)



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These are very raw comparisons and are percentages only, variations in percentages may be as a result of higher/lower percentages in areas other than Employee Costs. In addition there will be difficulties in making comparisons between different organisations, for example Warrumbungle Shire runs a preschool/long day care centre which can be labour intensive, it has six public swimming pools, five waste transfer stations along with a recycling centre, it also runs its garbage collection by Council labour. Whereas other councils may not have a preschool/long day care centre, maintain fewer public pools, has fewer (if any) waste transfer stations, do not have a recycling centre and use contractors for the collection of waste plus contractors for the running of pools and tips/landfills. Undoubtedly there will be other examples of variations between councils.

### **Salary Structure**

Council's Salary System Foundation Rules were developed and implemented following the amalgamation initially in late 2004-early 2005, and were last reviewed and endorsed by the Consultative Committee in 2012.

The Salary System Foundations Rules set out job grading, labour market premiums and progression rules for staff below director level within the salary system, as well as higher duties and annual competency assessment rules.

### **Employee Entitlements**

Council Employee Benefits Liability is calculated in the notes of the Annual Financial Statement and is summarised in the following table:

	30 June 2020	30 June 2019
Annual Leave	\$1.338M	\$1.430M
Long Service Leave	\$2.691M	\$2.619M
Other Leave	\$0.067M	\$0.071M
Employee On-costs	\$0.551M	\$0.326M
Total: Council Employee Benefits Liability (as per Financial Statement Notes)	\$4.647M	\$4.446M
Restricted Liability (cash backed) as per Notes	\$1.272M	\$1.401M
Percentage of Liability	27.4%	31.5%

The liability is calculated in accordance with the Australian Accounting Standards utilising tool and from LGSolutions (and Audited) and each year Annual Financial Statements are adjusted to reflect this.

### **Management of Council's Leave Liabilities**

The Executive Leadership Team (ELT) monitors, on a monthly basis, sick leave and carer's leave taken. An additional review of sick leave taken by staff is conducted by Organisation Development at least twice per year, with any potential misuse or non-compliance being reported to and actioned by ELT. Individual instances which are raised separately to this process are investigated and resolved at the time they are identified.

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Excess annual leave, RDOs and Time-in-Lieu are reported monthly to ELT and each member of ELT is accountable for ensuring that staff within their reporting areas bring their excess leave into compliance within an agreed timeframe, a target of three months is used.

### **Financial Considerations**

Nil

### **Community Engagement**

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

### **Attachments**

Nil

### **RECOMMENDATION**

That Council note the report on Council Organisation Structure and Employee Costs.

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **Item 5 Orana Joint Organisation**

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

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### **Reason for report**

To seek a resolution for Warrumbungle Shire Council to resign its membership of the Orana Joint Organisation of Councils (JO).

### **Background**

In 2017 the NSW Local Government Act was amended to accommodate Joint Organisations of Councils. Joint Organisations, known as JOs were to:

- Be new entities under the LG Act comprising member councils in regional NSW to provide a stronger voice for the communities they represent.
- Comprise at least three member councils and align with one of the State's strategic growth planning regions. One of the member Council's Mayor be elected Chairperson and an Executive Officer appointed.
- Transform the way that the NSW Government and local councils collaborate, plan, set priorities and deliver important projects on a regional scale.
- Provide a forum for councils, agencies and others to come together and focus on their regional priorities – the things that matter for that region. They were to help drive the delivery of important regional projects – the infrastructure and services that local communities need.
- Provide councils with a more efficient way to deliver shared services for members and the region. Where member councils agreed, they could choose to share a common approach to services.
- Align with one of the State's planning regions, demonstrate a clear community of interest between member councils and regions, not adversely impact on other councils or JOs, for example, leaving too few councils to form a JO, be based around a strong regional centre or centres, be of appropriate size to partner with State, Commonwealth and other partners, consistent with previous Government decisions on JOs.

At the time the NSW Government committed to providing \$3.3 million to support councils to establish JOs. At the time the NSW Government would only support the creation of JOs within existing state planning regions and in regional NSW.

In December 2017, Warrumbungle Shire Council resolved to become part of a Joint Organisation:

# WARRUMBUNGLE SHIRE COUNCIL

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**229/1718 RESOLVED** that Council becomes part of a Joint Organisation and **FURTHERMORE** that a report and specific resolutions relating to Council's involvement in a Joint Organisation is provided to the February 2018 Ordinary Council Meeting.

An attempt was then made to transform the previous Orana Regional Organisation of Councils into the new JO. Regrettably this transformation was not as successful as it could have been with Brewarrina, Coonamble and most significantly Dubbo Regional Council refusing to join the new JO. Shortly after that time the NSW State Government offered incentives to the Far Western councils of Bourke, Cobar and Walgett along with Brewarrina to create the Far North West Joint Organisation. Brewarrina Council declined joining that JO also.

Ultimately only Bogan, Gilgandra, Mid-Western Regional, Narromine, Warren and Warrumbungle councils joined the Orana JO.

At a meeting of the Orana Joint Organisation held on the 24 February 2021, the purpose and future of the Joint Organisation (JO) was discussed. Whilst the function of the JO had some merit and, for a long time, Warrumbungle Shire Council subscribed to the intent of the JO, the JO member councils have reached a high level of frustration to consider resignation from the organisation.

This report seeks Council's support to resign its membership of the Orana Joint Organisation of Councils. In order to meet the requirements of the Local Government Act, significant financial resources would need to be allocated by all member councils. While there has always been a good working relationship between member councils, the lack of financial support from the State Government for the running of the organisation makes it difficult to sustain.

As time progressed it became clear that the requirements of the Local Government Act would be similar for JOs as for Councils. This is in relation to financial management and auditing as well as newer aspects of legislation such as the formation of Internal Audit, Risk and Improvement Committees. All of these regulatory aspects require significant financial expenditure. It was discussed that member councils should not incur the financial burden to keep a JO sustainable or incur the risk of the JO trading insolvent.

The JO has now reached a point of complete frustration of being a proclaimed body under the Act that is serving no purpose other than consuming unnecessary costs to keep the JO a functioning entity.

At a meeting of the Orana JO held on the 24 February 2021, it was resolved:

*That the Executive Officer write to each Council to present a report to their Council meeting to consider resigning from the Orana Joint Organisation and send a response back to the Executive Officer by the end of April.*

The Executive Office of the JO has since written to Council requesting each council consider resigning from the Joint Organisation.

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In order to dissolve the JO, each member Council must first obtain a resolution to resign and then a request will be put to the Local Government Minister to dissolve the Joint Organisation in accordance with Section 400ZC of the Local Government Act.

### **Community Engagement**

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

### **Attachments**

Nil

### **RECOMMENDATION**

That Council:

1. Note the ongoing concerns about the financial sustainability of the Orana Joint Organisation.
2. Resign its membership of the Orana Joint Organisation.
3. Make the relevant representations to the Orana Joint Organisation seeking agreement from all members Councils on this issue.
4. Work with the Orana Joint Organisation to write to the Minister for Local Government seeking the relevant legislation be enacted to dissolve the Orana Joint Organisation.
5. Explore opportunities to establish a voluntary regional body similar to that of the form of the Orana Regional Organisation of Councils.

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### **Item 6 Attendance of Councillors at Council Meetings**

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

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#### **Reason for report**

To advise Council of a recent amendment to the Local Government (General) Regulation 2005 to temporarily exempt councils from complying with the requirement under their codes of meeting practice for councillors to be personally present at meetings to participate in them. The exemption expires on 31 December 2021.

#### **Background**

In response to the COVID-19 pandemic temporary amendments were made to the Local Government Act 1993 in March 2020 allowing councillors to participate in meetings remotely by audio-visual link. The amendments allowing remote attendance were time limited and expired on 25 March 2021.

The Office of Local Government (OLG) is now consulting on proposed amendments to the Model Code of Meeting Practice for Local Councils in NSW allowing councillors to attend meetings remotely using audio-visual links. A discussion paper has been issued and submissions are due on 3 May 2021.

As a result of the expiration of the temporary amendments from 26 March 2021, councils were required under section 10 of the Local Government Act 1993 to hold meetings of the council and committees comprising only of councillors in physical venues and to permit members of the public to attend meetings in person, subject to the requirements of any Public Health Order in force at the time and social distancing requirements.

Whilst the consultation proceeds amendments to the Regulation exempts councils from the requirement under clause 5.2 of the Model Meeting Code for councillors to be personally present at a meeting in order to participate in it. Councils now have the option to permit councillors to attend and participate in meetings remotely by audio-visual link should councils choose to do so. For this to occur Councils are not required to amend their codes of meeting practice to allow councillors to attend meetings remotely by audio-visual link while the Regulation amendment is in force but should adopt procedures governing attendance by councillors at meetings by audio-visual link to supplement their codes of meeting practice.

#### **Community Engagement**

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

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### **Attachments**

1. Remote Attendance by Councillors at Council Meetings Consultation Paper, March 2021
2. OLG Circular 21-02, Temporary exemption from the requirement for councillors to attend meetings in person, 1 April 2021

### **RECOMMENDATION**

That:

1. Council note the report on attendance by councillors at Council meetings.
2. Council adopt the Office of Local Government Draft Procedures for Attendance by Councillors at Meetings by Audio-visual Link with the inclusion that eight (8) business days' notice must be given before a meeting.
3. The procedures remain in place until 31 December 2021 or the Council Code of Meeting Practice is amended, whichever occurs first.

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **Item 7 Council Resolutions Report**

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

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### **Reason for Report**

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

### **Background**

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

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

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

### **Issues**

This feedback is provided to Council for information purposes.

### **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 8 Revotes and High Value Projects Report

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

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### Reason for Report

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

### Background

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

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

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

### Issues

Nil

### Options

Nil

### Financial Considerations

As set out in the report.

### Community Engagement

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

### Attachments

1. Revote Report
2. High Value High Risk Revotes

### RECOMMENDATION

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

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **Item 9 Customer Service Charter**

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

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### **Reason for Report**

To seek Council adoption of the draft *Customer Service Charter* following public consultation.

### **Background**

The draft *Customer Service Charter* ('the draft Charter') was considered by Council at its Ordinary meeting of 18 February 2021 and placed on public exhibition (Resolution 232/2021). The exhibition and submission periods have now closed.

### **Issues**

The draft Charter makes a commitment to the Warrumbungle community that Council customers will receive efficient, responsive and friendly service.

The draft 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*.

Four submissions were received relating to the draft Charter, and are provided as attachments to this report. None of the submissions make specific suggestions for changes to the draft Charter. No amendments have been made to the draft Charter following public exhibition.

### **Options**

To adopt the draft Charter for public exhibition as presented, or to make amendments for further public exhibition

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

### **Attachments**

1. Draft *Customer Service Charter*
2. Submissions received during the public exhibition period for the draft *Customer Service Charter*

### **RECOMMENDATION**

That Council adopts the draft Customer Service Charter.

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### **Item 10 Macquarie Regional Library Quarterly Report**

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Community Services
<b>Author:</b>	Acting Director Corporate and Community Services – Jenni Maundrell
<b>CSP Key Focus Area:</b>	Local Government and Finance
<b>Priority:</b>	CC3 Our shire is home to vibrant arts and cultural life of the sure is promoted and supported as an essential aspect of community well-being

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### **Reason for Report**

To provide Council with the Macquarie Regional Library (MRL) quarterly report for the period October – December 2020.

### **Background**

Library services in the Warrumbungle local government area (LGA) are provided by Macquarie Regional Library (Resolution 292/1718).

### **Issues**

The quarterly report was provided to Council by MRL and is provided as an attachment to this report.

The report provides information on MRL's performance for October – December 2020 and compares it with the same period in the 2019/20 financial year. Quarterly results are provided for a range of key performance indicators: new memberships, loans, visitation, financial statements, and MRL activities and programs.

Branch libraries across the MRL network, including those in the Warrumbungle LGA, experienced an increase in visitor and loan numbers during the reporting period, following on from increases experienced during stricter COVID-19 restrictions.

The report also provides: detailed financial statements for the quarter ending 31 December 2020; information on grant-funded projects; events and activities held at libraries; staff matters and training.

### **Options**

N/A – report provided for Council's information

### **Financial Considerations**

Nil

### **Community Engagement**

The level of community engagement is Inform.

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The community is informed through the Council business paper, available and/or promoted through Council's website, social media, print media and customer service centres.

### **Attachments**

1. Macquarie Regional Library Quarterly Report October – December 2020

### **RECOMMENDATION**

That Council notes the information contained in the Macquarie Regional Library Quarterly Report.

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### Item 11 Community Financial Assistance Donations 2020/21 (Round Two)

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Director Corporate & Community Services – Kim Parker
<b>CSP Key Focus Area:</b>	Community and Culture
<b>Priority:</b>	CC4 There is a high degree of public involvement in community activities including volunteerism

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#### **Reason for Report**

To present to Council 31 on time applications received in Round Two of the 2020/21 Community Financial Assistance Donations totaling \$15,000 for determination by Council.

The application forms were, for the first time, completed online by most organisations thereby making assessment for recommendation to Council a more streamlined process.

#### **Background**

The budget allocation for this area is \$20,000 each year with \$9,600 expended in Round One 2020/21.

Applying groups and organisations were required to complete and submit the Community Financial Assistance Donations Online Application Form by the due date of 19 March 2021. Application forms were not available to organisations online after the due date.

Each year Warrumbungle Shire Council offers two (2) rounds of Community Financial Assistance Donations to provide some limited support local community groups and organisations in Warrumbungle Shire. The maximum amount of financial assistance provided is \$500.

Through the provision of Community Financial Assistance Donations, Warrumbungle Shire Council provides support for community-based projects and activities in Warrumbungle Shire. Community Groups and organisations are encouraged to apply for funding to support projects which promote and support people living in the towns and villages in Warrumbungle Shire.

The Community Financial Assistance Donations are made in addition to annual donations and contributions outlined in Council's Donations' Policy. Annual Donations are considered in the yearly Operational Plan Budget and associated Delivery Program deliberations.

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### Issues

The Council's Community Financial Assistance Donations Guidelines state that applications are assessed against the following criteria:

1. contribution to addressing gaps in service provision or community development programs and activities;
2. activities which promote community development in a multicultural context and seek to address issues of access and equity;
3. involvement from volunteers and self-help initiatives which build upon Council's contribution;
4. consumer/user participation in management of services/activities;
5. innovative and creative approaches to identified needs; and
6. activities which use Council funding to attract further resources and funding.

The Guidelines also state that Council will give low priority to following types of requests:

- activities/services which do not attempt to become self-supporting where the potential exists through fees or other feasible income-producing activities;
- activities of a purely social nature, which do not address the needs of disadvantaged groups;
- activities which are eligible for support from state-wide or regional parent bodies; and
- organisations which have not observed accountability requirements for past Council assistance.

Where an amount was not nominated in the application an amount of \$500 has been included.

To provide funds for as many worthy applications as possible the funding has been allocated for the highest 15 scoring applications firstly, and then the next 10 has been allocated approximately 56% of the amount requested (refer attachment). One successful application per group applying is also followed.

### Financial Considerations

25 recipients of the 31 applications are recommended for endorsement as per the table below, totaling \$10,100, is within the budget remaining for 2020/21 of \$10,400:

Ref	Applicant(s)	Amount Requested (\$)	Project Description	Amount Recomm'd (\$)	Recommended
1	Coolah Preschool Kindergarten Inc	\$500.00	The Council's funds will be used to purchase sensory equipment to be used in the Engine Room. Other sources of funds will be used to complete other parts of the Engine Room project.	\$500	Rated well.

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Ref	Applicant(s)	Amount Requested (\$)	Project Description	Amount Recomm'd (\$)	Recommended
2	Olivia Pearson	\$500.00	Fence the Old Site of the Merrygoen Railway Hotel. I now own the property but often have people driving past to remember the memories they had of the place.	\$0	Private property.
3	Coolah Landcare Group	\$500.00	Coolaburragundy River walk - We will undertake improvement to the site infrastructure such as foundation stones of cultural connection - signage of which we received \$2000 from Landcare aboriginal funds	\$280	Some assistance within remaining budget recommended
4	Mendooran Preschool inc	\$500.00	Funds will be utilized for a new aluminium sign and design.	\$280	Some assistance within remaining budget recommended
5	Centacare Bathurst	\$500.00	Centacare Bathurst are partnering with Joblink Plus to host the Coonabarabran Careers Expo 2021. Funds to be used for catering.	\$280	Some assistance within remaining budget recommended
6	Coolah Central School	\$500.00	Eats and Beats - Promotion of community and cultural development in the ability to make this an inclusive event for our lower socioeconomic students and families in a remote community that often miss out on the opportunities and ability to interact positively within the community.	\$500	Rated well.
7	Mendooran Tennis Club	\$500.00	Funds will be spent on purchasing and/or installing a split system air-	\$280	Some assistance within remaining budget recommended



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Ref	Applicant(s)	Amount Requested (\$)	Project Description	Amount Recomm'd (\$)	Recommended
			conditioning unit to the Clubhouse.		
8	Coonabarabran Rugby Club Inc	\$200.00	Funds will be used as a payment towards lighting costs	<b>\$0</b>	Considered responsibility of members and families.
9	Coolah Valley cricket club	\$500.00	Funds will be used to help purchase AED (automated external defibrillator) for use at Bowen Oval	<b>\$500</b>	Rated well.
10	Coolah & District Historical Society	\$500.00	NBN internet connection with Council and Society Networks (from external budget submission request)	<b>\$500</b>	Rated well.
11	Pandora Gallery Visitors information Centre	\$500.00	Assist in repairing worn paint areas on gallery walls, cleaning of carpets, supply and fit cabinet lighting	<b>\$280</b>	Some assistance within remaining budget recommended
12	Coolah Touch Football Association	\$500.00	The funds will be used together with other organisations to purchase a defibrillator machine	<b>\$500</b>	Rated well.
13	Binnaway Tennis Club Incorporated	\$400.00	Councils funds will be used to pay a professional sign maker to produce the all weather, permanent sign, approximately 2.4 metres wide by 1 metre high. Design and installation will be provided by Club volunteers.	<b>\$400</b>	Rated well.
14	Country Women's Association Mendooran Branch Incorporated	\$500.00	To extend disable ramp from the front of the rooms to the footpath. To help people with walkers and wheelchair to get into the building.	<b>\$280</b>	Some assistance within remaining budget recommended

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Ref	Applicant(s)	Amount Requested (\$)	Project Description	Amount Recomm'd (\$)	Recommended
15	Dunedoo historical Society and Museum	\$450.00	To add further history signage to the outside of the following buildings - Railway Station (marking its opening in 1910), Old Bank Building- Opened in 1914 and the most prominent building in our main street and The Courthouse which was built in 1927.	<b>\$450</b>	Rated well.
16	Dunedoo Lions Club - Art Unlimited	\$500.00	Council funds will go towards the production of promotional material including posters, flyers and the event program, as well as production costs of a 30 second television commercial for WIN Television.	<b>\$500</b>	Rated well.
17	Coonabarabran Local Aboriginal Land Council	\$500.00	Sorry day Morning tea	<b>\$500</b>	Rated well.
18	Baradine Golf Club Inc	\$500.00	Lattice for the bottom of the Clubhouse building	<b>\$0</b>	Rated low
19	Binnaway PAH&I Association (Show Society)	\$450.00	Councils funds will be combined with the existing funds from Essential Energy and the Binnaway Bowling Club to purchase a new defibrillator. The system would be one that could be used on adults or children and come with necessary signage. It would be installed in the main pavilion building.	<b>\$450</b>	Rated well.
20	Dunedoo District Development Group for	\$500.00	Tear drop banners will be purchased with funds	<b>\$280</b>	Some assistance within remaining budget recommended

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Ref	Applicant(s)	Amount Requested (\$)	Project Description	Amount Recomm'd (\$)	Recommended
	Tunes on the Turf				
21	Dunedoo & District Development Group	\$500.00	Silo Art Maintenance - To assist with maintenance costs including mowing, whipper snipping, spraying, gardening etc	<b>\$0</b>	Rated low
22	Active Farmers	\$500.00	Active Farmers is holding a family "fun run" in Dunedoo on 6th June 2021. The funds will be expended against organisation and administration of the event. This includes advertising, route preparation and marking, race day equipment and amenities.	<b>\$500</b>	Rated well.
23	Three Rivers Little Athletics (Coolah)	\$500.00	Storage shelving for equipment	<b>\$500</b>	Rated well.
24	Binnaway Lions Club	\$500.00	Laser light display at Christmas carnival at Binnaway Oval	<b>\$500</b>	Rated well.
25	Dunedoo Polocrosse Club	\$500.00	Kitchen improvements - Funds to purchase troughs and steel and club volunteers will make these for our use. Dunedoo polocrosse will contribute to the purchasing of the steel to make frames.	<b>\$280</b>	Some assistance within remaining budget recommended
26	Coonabarabran Swimming club	\$500.00	Purchase of backstroke flags	<b>\$500</b>	Rated well.
27	Coolah Roos Rugby Club	\$500.00	Council's funds will be expended in paying a portion of the power bill.	<b>\$0</b>	Considered responsibility of members and families.
28	Coolah & District	\$500.00	Stump 133 monument weather protection structure	<b>\$0</b>	Refer Ref.10

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Ref	Applicant(s)	Amount Requested (\$)	Project Description	Amount Recomm'd (\$)	Recommended
	Historical Society				
29	Coolah Youth and Community Centre Inc	\$500.00	Rate Assistance- Assist the group with payment towards outstanding Council rates	<b>\$280</b>	Some assistance within remaining budget recommended
30	Mendooran Men's Shed Incorporated	\$500.00	Ancillary Hardware supplies - such as screws, nails nuts/bolts, small hand tools, timber, sand paper etc	<b>\$280</b>	Some assistance within remaining budget recommended
31	Dunedoo Amateur Swimming Club	\$500.00	Replace faulty Swimming Club Starter System	<b>\$500</b>	Rated Highly
	Total	<b>\$15,000.00</b>		<b>\$10,100.00</b>	

### Attachments

1. Community Financial Assistance Donations – All completed applications.
2. Summary table of applications and assessment rating.

### RECOMMENDATION

That Council funds the above recommended applicants under Round Two of the 2020/21 Community Financial Assistance Donations at a total amount of \$10,100.

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### **Item 12 Draft Operational Plan and Budget 2021/22 and Delivery Program 2021/22 – 2024/25**

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

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#### **Reason for Report**

In line with Council's Integrated Planning and Reporting Framework, the draft Operational Plan and Delivery Program 2021/22 - 2024/25 is presented to Council for consideration. Following Council determination, the draft Operational Plan and Delivery Program 2021/22 - 2024/25 documentation will be placed on public exhibition for return at the next available Council Meeting, expected to be May 2021.

The current draft consolidated income statement shows:

- Total revenue for 2021/22 is projected to be around \$46.6M. This total includes Capital Grants and Contributions of \$9.4M and Operational Grants and Contributions of \$15M.
- A projected Result deficit of \$4.1M before Capital Grants and Contributions and a projected net Operating Result surplus of \$5.3M after Capital Grants and Contributions.

A copy of the draft Operational Plan and Delivery Program 2021/22 - 2024/25 is provided as attachments to this report made up of four parts:

- Part 1 Operational Plan and Delivery Program 2021/22-2024/25 Introduction
- Part 2 Operational Plan and Delivery Program 2021/22-2024/25
- Part 3 Delivery program outcomes by activity which when placed on public exhibition will include the Revenue Policy and Fees & Charges (Appendix 1), the resolved Annual Donations Policy (Appendix 2) and the required copy of Rating Maps (Appendix 3).

A total of 55 external budget submissions were received; summary details are included within the report (copies of the submissions are also attached to this report). At this time only two of the budget submissions have been included within the draft Operational Plan and Delivery Program 2021/22 - 2024/25.

#### **Background**

The draft Operational Plan and Budget 2021/22 sets out Council's proposed budget for next financial year. The budgets are presented in the form of consolidated statements and schedules, together with a more detailed breakdown at a functional and/or by fund level.

# WARRUMBUNGLE SHIRE COUNCIL

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The draft plans have been prepared following a series of Executive Leadership Team (ELT) and two Councillor budget workshop meetings and other input from various stakeholders over the past three (3) months.

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

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

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

These include:

- The Corona Virus Pandemic and supporting the higher level of grant funded projects to Council and the community following the recent drought,,
- Ongoing cost shifting from other levels of government although improved capital related grants are generally noted,
- Ongoing impact of rate pegging and the ability of an ageing population with limited means to pay,
- The advance payment of Financial Assistance Grants,
- The progressive success of implementation of the 372/1819 (18 April 2019) Resolution of Council relating to the adopted Financial Planning and Sustainability Policy,
- The ongoing impact of expected change in depreciation due to the cycle of revaluation processes, and
- The Emergency Services Levies by the NSW State Government were significantly increased in 2019/20 and 2020/21 and these are expected to remain in place for 2021/22. However, the NSW Government decided to pay the extra amount for those but it is unclear what the end result that will apply for 2021/22.

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

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

# **WARRUMBUNGLE SHIRE COUNCIL**

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

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

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

Following this meeting, it is intended to place the Draft Operational Plan and Delivery Program 2021/22 - 2024/25 documents on public exhibition closing no earlier than 28 days. The notice indicating the plans are on public exhibition will include a request to interested stakeholders that submissions may be made to the Council at any time during the period of public exhibition.

### **Issues**

#### **Draft Operational Plan and Budget 2021/22**

The main features of the draft Operational Plan for 2021/22 on Public Exhibition are:

- The draft consolidated income statement shows that total revenue for 2021/22 is projected to be around \$46.6M. This total includes Capital Grants and Contributions of \$9.4M and Operational Grants and Contributions of \$15M. A projected consolidated Result deficit of \$4.1M before Capital Grant & Contributions and a projected net Operating Result surplus of \$5.3M after Capital Grant & Contributions.
- A projected General Fund Operating Result deficit of \$4.1M before Capital Grant & Contributions and a projected net Operating Result surplus of \$529,000 after Capital Grant & Contributions (includes Waste).
- Nil budget has been proposed for Warrumbungle Quarry at this time.

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- A projected Water Fund Operating Result surplus of \$103,000 before Capital Grant & Contributions and a projected net Operating Result surplus of \$2.4M after Capital Grant & Contributions.
- A projected Sewer Fund Operating Result deficit of \$108,000 before Capital Grant & Contributions and a projected net Operating Result surplus of \$2.4M after Capital Grant & Contributions.

### **Budget and Delivery Program Highlights detailed in Part 2 (attachment 2) to this report include:**

- An unrestricted cash budget deficit of \$585,000 in the 2021/22 financial year;
- Council's cash at bank is estimated to increase by \$22,000 (\$11.265M to \$11.287M) by the end of 2021/22;
- A capital program over the four years of \$56.1M;
- Despite the continuing challenges that Council faces, Council's four-year Delivery Program seeks to achieve the following major capital works:
  - RFS Enhancements and vehicles - \$4M;
  - Operating Plant replacement of \$8.6M;
  - Resheeting, resealing, causeways & bridges on local roads - \$6.9M;
  - Regional Roads rehabilitation and resealing - \$9.6M;
  - Town Streets - \$2M;
  - Warrumbungle Water - \$9.3M;
  - Warrumbungle Sewer - \$11.1M.

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

The rates model proposed as part of the Operational Plan includes a 2% general rate increase in line with the cap determined by the NSW Independent Pricing and Regulatory Tribunal (IPART).

The rate peg will be applied equally across all categories, meaning all ratepayers will see an effective increase of 2%. Additionally, maps that shows those parts of Council's area to which each category and sub-category of the ordinary rate and each special rate included in the draft Operational Plan applies is included in the documentation.

In the case of the Water Fund a 15% increase and for Sewer Fund an increase of 5% in sewer.

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

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

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

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



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

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

In line with this, Council has developed its Revenue Policy, including fees and charges for the 2020/21 financial year. Council has proposed a number of increases in fees and charges for the 2020/21 financial year.

### **Water Fund**

In order for the Water Fund to be operationally self-sufficient, as is required by the NSW Government, a change in fees and charges has been proposed at 15%. The 2021/22 result has been modelled on this 15% to enable a proposed net operating result before capital grants and contributions of a surplus of \$103,000 to be achieved and contribute to the projected cash bank balance and to not be in an overdraft position as at 30 June 2022.

Additionally, not every water fund planned capital project is fully funded 100% and therefore operating surpluses and solid cash bank balances are needed to make up the shortfall contribution to be made up by Council, (estimated shortfall between project cost and grant income for 2021/22 is \$1,055,000).

### **Sewer Fund**

In the case of Sewer Fund a change in fees and charges has been proposed at 5%. The 2021/22 result has been modelled on achieving a net operating result before capital grants and contributions of a deficit of \$108,000.

### **Waste**

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

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

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

- (1) A council must not apply income from an ordinary rate towards the cost of providing domestic waste management services.*
  - (1A) Subsection (1) does not prevent income from an ordinary rate from being lent (by way of internal loan) for use by the council in meeting the cost of providing domestic waste management services.*

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- (2) *Income to be applied by a council towards the cost of providing domestic waste management services must be obtained from the making and levying of annual charges or the imposition of charges for the actual use of the service, or both.*
- (3) *Income obtained from charges for domestic waste management must be calculated so as to not exceed the reasonable cost to the council of providing those services.*

In line with these requirements, a change in fees and charges has been proposed. The 2020/21 result has been modelled on achieving a net operating result before capital grants and contributions of a surplus of \$168,000. Waste is normally included as part of General Fund activities.

### **External Submissions**

A total of 55 submissions were received from members of the public for Council's consideration and details are included in the attachments. At this time only the submissions indicated in the attachment have been included within the draft budget.

### **Annual Donations Policy applications**

A total of 27 applications were received and these have been assessed against the Financial Assistance Grant Guidelines and the budget provision available in the 2021/22 draft budget. A full list and copies of applications is included in the attachments.

Applications are assessed based on the contribution the activities of the organisation and /or group make to the achievement of the aims and objectives of Councils' *Community Strategic Plan*, four (4) *Delivery Program* and / or annual *Operational Plan* and against the following guideline criteria:

1. contribution to addressing gaps in service provision or community development programs and activities
2. activities which promote community development in a multicultural context and seek to address issues of access and equity
3. involvement from volunteers and self-help initiatives which build upon Council's contribution;
4. consumer / user participation in management of services / activities
5. innovative and creative approaches to identified needs
6. activities which use Council funding to attract further resources and funding

Council will give low priority to following types of requests:

1. activities / services which do not attempt to become self-supporting where the potential exists through fees or other feasible income-producing activities
2. activities of a purely social nature, which do not address the needs of disadvantaged groups
3. activities which are eligible for support from state-wide or regional parent bodies
4. organisations, which have not observed accountability requirements for past Council assistance

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17 of the 31 Annual Donation applications, totaling \$13,626, are recommended for endorsement as per the table below:

No	Applicants	Grant Type Request	Max. \$ Amt.	Project Description	Recom'd Funding	Recommended
1	Baradine Magpie Rugby League Football Club	Monetary grant	\$2,000	Field 3 teams in Castlereagh Football competition, pay coaches, pay insurance and pay many other sundries to operate our club	<b>\$0</b>	Considered responsibility of participants and their families. Council already contributes to significant costs in relation to sporting fields and associated facilities.
2	Coonabarabran Amateur Boxing Gym Inc.	Hall and/or Facility Hire	\$2,400	Funds will be utilised by subsidising rental fees for the mezzanine level of the sport and recreation building.	<b>\$0</b>	Considered responsibility of participants and their families. Council already contributes to significant costs in relation to sporting and associated facilities.
3	Dunedoo Lions Club - Art Unlimited	Monetary grant	\$2,000	To assist in promoting Art Unlimited by funding the production of printed materials including posters, flyers and programs.	<b>\$2,000</b>	Rates highly against guidelines.
4	Coonabarabran Men's Shed	Monetary grant	\$2,000	Any grant received will be used to defer the costs of our Insurance Premiums & Alarm Monitoring	<b>\$1,000</b>	Rates against guidelines - could be assisted by some funding.

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No	Applicants	Grant Type Request	Max. \$ Amt.	Project Description	Recom'd Funding	Recommended
5	Warrumbungle Eventing Inc	Monetary grant	\$1,500	Rebuilding of a large jump that has had to be temporarily decommissioned due to three walls starting to fail making it dangerous for riders and horse completing in one day events. This jump was/is an integral part of the eventing course.	<b>\$0</b>	Assistance previously provided. Considered responsibility of participants and their families. Council already contributes to significant costs in relation to sporting fields and associated facilities.
6	Baradine Amateur Swimming Club Inc	Monetary grant	\$2,000	Cover the facility hire fees of the baradine pool for the season. During the last year because of Covid19 our club has not been able to hold its usual fund raising activities. We would also like a clock for the pool and replace the broken time keeping clock. We are in need of new starting gun and stop watches.	<b>\$500</b>	Considered responsibility of participants and their families. Council already contributes to significant costs in relation to sporting and associated facilities.
7	Baradine Branch of The Country Women's Association NSW 10032159	50% of the annual General Rate, Water Access Charge and Sewerage Access Charge	\$952	A reduction in Rates is being requested. This will help the branch reduce its CWA hall annual operational costs that in turn will help to keep the venue operating as a much-used public venue.	<b>\$952</b>	Rates against guidelines - could be assisted by some funding.

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No	Applicants	Grant Type Request	Max. \$ Amt.	Project Description	Recom'd Funding	Recommended
8	Coonabarabran Branch of The Country Women's Association NSW 10045524	50% of the annual General Rate, Water Access Charge and Sewerage Access Charge	\$1,543	A reduction in rates will allow our evening branch to maintain the CWA hall to a high standard for continued general purpose use	<b>\$1,543</b>	Rates against guidelines - could be assisted by some funding.
9	Coolah Junior Sports Club	Monetary grant	\$1,500	Donation to be used to replace existing locks and door entry's at Bowen Oval with locks that are keyed alike, so there is only 1 or 2 keys to open all areas. Every user group of Bowen Oval to have a set of keys and Warrumbungle Shire to have 2 sets	<b>\$0</b>	Considered responsibility of participants and their families. Council already contributes to significant costs in relation to sporting fields and associated facilities.
10	Baradine P A & H Association	Operator and/or Plant and/or Equipment Hire	\$1,344	Help prepare the grounds of the Baradine Showground ready for show day.	<b>\$0</b>	Separately assisted by Drought Grant.
11	Coolah Presbyterian Church	Monetary grant	\$1,500	Reduce the burden of volunteers to provide a community facility to meet the needs of the community - Playgroup (under 5's and their parents) and Connect 5.	<b>\$0</b>	Provided assistance at reference 12 (see below)

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No	Applicants	Grant Type Request	Max. \$ Amt.	Project Description	Recom'd Funding	Recommended
12	Coolah Presbyterian Church 10010049	50% of the annual Water Access Charge and Sewerage Access Charge	\$686	Support for Coolah Community - 42 Booyamurra St, Coolah, PLT 1 DP 98 1830 Coolah Presbyterian Church Manse.	<b>\$686</b>	Rates against guidelines - could be assisted by some funding.
13	Riding for the Disabled Association NSW Coonabarabran Branch	Monetary grant	\$480	Council funds will be utilised in the purchase of 4 x ONIXX grand Adjustable Horse Riding Helmets @ \$120.00 each= \$480.00.	<b>\$480</b>	Rates against guidelines - could be assisted by some funding.
14	Dunedoo Presbyterian Church 10003242	50% of the annual Water Access Charge	\$327	To complement church funds in paying expenses for shire utilities	<b>\$327</b>	Rates against guidelines - could be assisted by some funding.
15	North West Equestrian Expo	Monetary grant	\$2,000	2021 will present many challenges for the Expo Committee in compliance with Covid cleaning/enforcement and products.	<b>\$0</b>	Considered responsibility of participants and their families. Rates against guidelines - assistance provided under Drought Communities funding.
16	Coonabarabran Club Coop LTD 10045607	50% of the annual General Rate, Water Access Charge and Sewerage Access Charge	\$1,603	The reduction of rate charges will enable us to undertake urgent repairs using our limited funds	<b>\$0</b>	Considered responsibility of members and participants.

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No	Applicants	Grant Type Request	Max. \$ Amt.	Project Description	Recom'd Funding	Recommended
17	Coonabarabran and District Chamber of Commerce	Monetary grant	\$500	To purchase signage for market events that look professional and easier to use than current hand made amateur looking signs	<b>\$500</b>	Rates against guidelines - could be assisted by some funding.
18	Coolah Preschool Kindergarten Inc	Monetary grant	\$2,000	Council's funds will be utilised to support the ongoing financial viability of Coolah Preschool by assisting with the cost of electricity. The Preschool play room is a large space with a very high ceiling, therefore electricity costs for heating and cooling are considerable (approx. \$4,000 per year) and funds are directed away from learning resources in order to meet this considerable cost.	<b>\$1,000</b>	Rates against guidelines - could be assisted by some funding.
19	Warrumbungle Wildlife Shelter 10067718	50% of the annual General Rate & Water Access Charge	\$610	Halving the rates etc would help us by reducing our annual costs, thus helping us financially, allowing us to pay feed bills and continue paying fuel in the rescue vehicle.	<b>\$610</b>	Rates highly against guidelines.

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No	Applicants	Grant Type Request	Max. \$ Amt.	Project Description	Recom'd Funding	Recommended
20	Flying Mice Aboriginal Elders Group Inc.	Monetary grant	\$1,500	The committee would like to use the funds for National Seniors Week events which will be led by the Flying Mice Aboriginal Elders Group Inc. and will be open to all community seniors. Also funds will go toward International Women's Day event celebrating all women of the Warrumbungle shire. We would like to request Council to consider free use of Council facilities for these events.	<b>\$500</b>	Rates against guidelines - could be assisted by some funding.
21	Dunedoo Area Community Group Inc 10025260	50% of the annual Water Access Charge	\$327	This support will maintain our occupancy of the Gang Shed at 140 Whiteley St Dunedoo where we store equipment and materials to support Landcare activities such as the Maden Grown Markets, field days, educational activities and workshops.	<b>\$327</b>	Rates against guidelines - could be assisted by some funding.



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No	Applicants	Grant Type Request	Max. \$ Amt.	Project Description	Recom'd Funding	Recommended
22	Binnaway Jockey Club Inc	Monetary grant	\$1,000	Support will go towards sponsorship/adv advertising which then entitle WSC name to be put on a Race Heading. As we are from a small village in the shire sponsorship is very hard. We also receive support from in Binnaway and from Coolah & Coonabarabran.	<b>\$0</b>	Considered responsibility of members and participants. Previously assisted.
23	Coolah Youth and Community Centre Inc 10010395	50% of the annual General Rate, Water Access Charge and Sewerage Access Charge	\$1,329	Council financial contribution will decrease the amount of funds required to be raised by volunteers for annual operational expenses. This committee is a new committee (Nov 2020) and all activity and operational expenses require funds to be raised. By reducing the amount required for rates/water etc, the group has more funds available to allocate to Youth related activities and services, something that our community doesn't have a consistent delivery of	<b>\$1,329</b>	Rates highly against guidelines.

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No	Applicants	Grant Type Request	Max. \$ Amt.	Project Description	Recom'd Funding	Recommended
24	Catholic Parish of St Lawrence Coonabarabran 10054211	50% of the annual Water Access Charge and Sewerage Access Charge	\$686	The support from Council will enable St Lawrence's Parish to increase it's capacity to achieve its Christian mission of faith development as as better serve the poor in Coonabarabran and Baradine.	<b>\$686</b>	Rates highly against guidelines.
25	Anglican Parish of Coonabarabran 10047694	50% of the annual Water Access Charge and Sewerage Access Charge	\$686	Lessening the costs incurred ensuring the function/work of the Anglican Church in Coonabarabran and Binnaway in the delivery of Church services for the community	<b>\$686</b>	Rates highly against guidelines.
26	Dunedoo Polocrosse Club	Monetary grant	\$2,000	Dunedoo Polocrosse will be hosting the 2021 NSW Zone Championships and require support for the costs of hiring portable toilets to cater for the large number of participants and the hiring of a generator to run our facilities as we do not have power to our grounds.	<b>\$500</b>	Rates against guidelines - could be assisted by some additional funding. NB: Recommended for Financial Assistance R2

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No	Applicants	Grant Type Request	Max. \$ Amt.	Project Description	Recom'd Funding	Recommended
27	Leadville Community Association Inc	Monetary grant	\$6,500	Survey costs to ascertain property boundaries to allow for progression of project to install solar panels to reduce costs of transferring water supply to town reservoir at Leadville	<b>\$0</b>	Considered responsibility of users.
		Totals	\$40,973	<b>Recommended</b>	<b>\$13,626.00</b>	

### Conclusion

This Councillor Budget Workshop reports have been updated to reflect the changes indicated and submitted in this report for Council's consideration for Public Exhibition.

### Financial Sustainability

At this point in time the proposed budget is not operating on a financially sustainable platform. In 2019 Council adopted a Financial Sustainability Policy that set a number of principles, including:

- Council will maintain its service levels to residents as described in the community strategic plan (CSP)
- Any changes to future service levels will be determined in consultation with the community.
- Budgets will aim to maintain assets to at least the same condition as they were at the start of each financial year.
- Management will continually look for ways to structurally realign resources and/or increase income opportunities without changes to service standards.
- Consideration of the financial effects of Council decisions on future generations.

Since that time staff have been working to reduce costs, staffing levels have been decreased and some assets disposed of. Regrettably Council's financial position has not improved and has been hindered by issues such as drought (including low water sales); legal action in relation to the Three Rivers Retirement Community; changes to the Emergency Services Levy; COVID-19; assets not previously being brought to account; and most of all significant increases in depreciation.

In order for Council to be financially sustainable further and more measures need to be taken.

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### **Attachments**

1. Part 1 Operational Plan and Delivery Program 2021/22 - 2024/25 Introduction
2. Part 2 Operational Plan and Delivery Program 2021/22 - 2024/25
3. Part 3 Delivery Program outcomes by activity
4. The Revenue Policy and Fees & Charges (that will form Appendix 1 of Part 3 Delivery Program outcomes by activity document)
5. The Annual Donations applications list and recommendations for funding (that will form Appendix 2 of Part 3 Delivery Program outcomes by activity document)
6. The Annual Donations applications.
7. External budget submissions list received to date.
8. External budget submission documents.

### **RECOMMENDATION**

That Council:

1. Receive the report on the Draft Operational Plan and Budget and Delivery Program 2021/22 - 2024/25;
2. Endorse the inclusion of 17 Annual Donation funding amounts totalling \$13,626.
3. Endorse the Draft Operational Plan 2021/22, including the Revenue Policy and proposed 2021/22 Fees and Charges, to go on public exhibition for at least a period of 28 days commencing Friday 16 April 2021; and
4. Be presented with a further report following the exhibition period including any submissions made on the Draft Operational Plan and Delivery Program 2021/22 - 2024/25.
5. Review its Long Term Financial Plan and Financial Sustainability Policy with a view to having a positive Operating Result before grants and contributions.

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### Item 13 Investments and Term Deposits – month ending 31 March 2021

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

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#### **Reason for Report**

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

#### **Background**

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

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

#### **Issues**

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

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

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

##### Marketable Securities

Council currently holds no Marketable Securities.

##### Term Deposits

During the month, \$2,000,000.00 worth of term deposits matured, earning Council a total of \$8,986.86 in Interest.

The balance of the term deposits at the end of the month was \$15,000,000.00.

##### At Call

At call accounts are used to hold funds for shorter periods and generally are adjusted on a weekly basis to meet cash flow requirements. During the month, \$379.07

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interest was earned on the balances in the accounts and net transfers of (\$605,434.98) were made from these accounts resulting in a month end balance of \$2,947,804.62.

### Cash at bank balance

In addition to the at call accounts and term deposits, as at 31 March 2021, Council had a cash at bank balance of \$529,931.97.

### Income Return

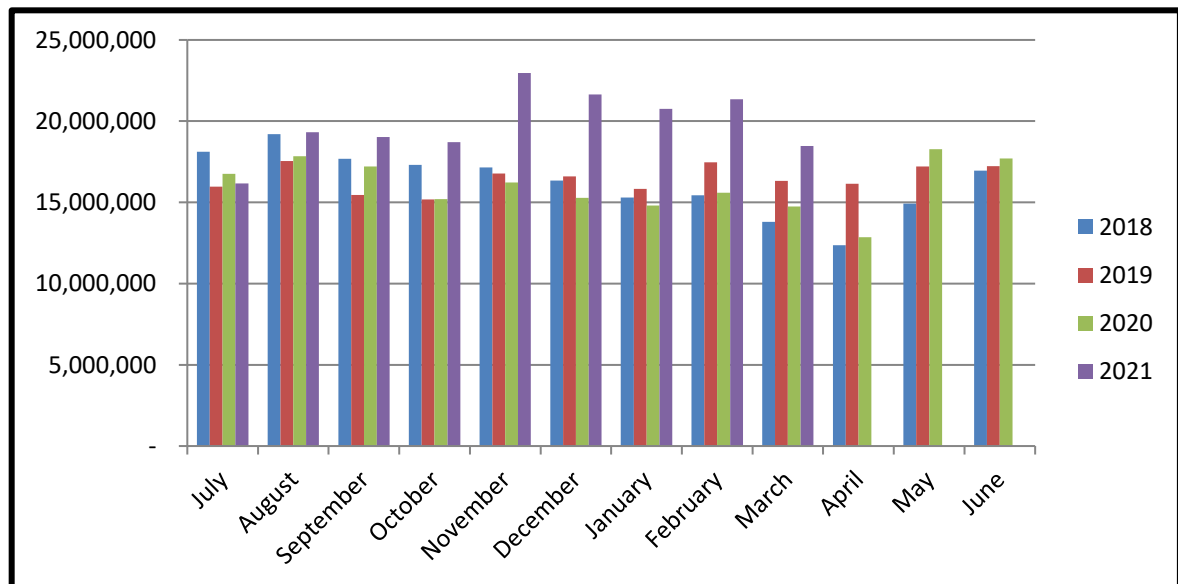
The average rate of return on Investments for March 2021, of 0.49% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 0.035% by 1328 points or 0.46%.

Council's revised budget for year 2020/21 for interest on investments is \$140,000.00. At the end of March 2021, the amount of interest received and accrued should be around 75.00% of the total year budget, i.e. \$105,000.00. On a year to date basis, interest received and accrued totals \$65,753.99, which is 46.97% 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 March 2021**

Financial Institution	Lodgement Date	Maturity Date	Total Days	Original Rating	Current Rating	Yield (%)	Investment Amount (Redemption Value)
<b>At Call Accounts</b>							
NAB		At Call	at call	ADI	ADI	0.05%	701,440.46
NAB		Bpay	at call	ADI	ADI	0.00%	201,117.73
ANZ		At Call	at call	ADI	ADI	0.05%	6,667.01
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	0.38%	2,027,043.46
CBA At Call		At Call	at call	ADI	ADI	0.01%	10,000.00
<b>Sub-Total</b>							<b>2,947,804.62</b>
<b>Term Deposits</b>							
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
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-Jan-21	06-Dec-21	332	ADI	ADI	0.41%	1,500,000.00
MAQ	19-Feb-21	18-Jun-21	119	ADI	ADI	0.45%	1,000,000.00
<b>Sub-Total</b>							<b>15,000,000.00</b>
<b>Total</b>							<b>17,947,804.62</b>

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 15 April 2021

### Credit Rating Legend

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

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

Bank	Opening Balance	Interest Added to Investment	Net Placements/ Withdrawals	Closing Balance
NAB	700,996.82	443.64		701,440.46
NAB B pay At	306,537.71		(105,419.98)	201,117.73
ANZ	6,681.61	.40	(15.00)	6,667.01
Regional	1,535.96			1,535.96
T Corp IM	2,527,108.43	(64.97)	(500,000.00)	2,027,043.46
CBA At Call	10,000.00			10,000.00
<b>Total at call</b>	<b>3,552,860.53</b>	<b>379.07</b>	<b>(605,434.98)</b>	<b>2,947,804.62</b>
NAB	1,000,000.00	6,244.39	(1,006,244.39)	-
AMP	1,000,000.00	2,742.47	(1,002,742.47)	-
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
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
MAQ	1,000,000.00			1,000,000.00
<b>Total Term</b>	<b>17,000,000.00</b>	<b>8,986.86</b>	<b>(2,008,986.86)</b>	<b>15,000,000.00</b>
<b>Total</b>	<b>20,552,860.53</b>	<b>9,365.93</b>	<b>(2,614,421.84)</b>	<b>17,947,804.62</b>



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 15 April 2021

### 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	2,027,043.46	11.29%	33.30%	Compliant
	Total Prime	2,027,043.46	11.29%	100.00%	
ANZ	ADI	506,667.01	2.82%	33.30%	Compliant
CBA	ADI	5,010,000.00	27.91%	33.30%	Compliant
WBC	ADI	4,000,000.00	22.29%	33.30%	Compliant
NAB	ADI	3,402,558.19	18.96%	33.30%	Compliant
	Total ADI	12,919,225.20	71.98%	100.00%	
MAQ	UMG	2,000,000.00	11.14%	0.00%	Compliant
	Total UMG	2,000,000.00	11.14%	100.00%	
RAB	LMG	1,535.96	0.01%	10.00%	Compliant
AMP	LMG	2,000,000.00	5.57%	10.00%	Compliant
	Total LMG	2,001,535.96	5.58%	10.00%	
	<b>Grand Total</b>	<b>17,947,804.62</b>	<b>100.00%</b>		

### Certification of Responsible Accounting Officer

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



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

### RECOMMENDATION

That Council accept the Investments Report for the month ending 31 March 2021 including a total balance of \$18,477,736.59 being:

- \$2,947,804.62 in at call accounts.
- \$15,000,000.00 in term deposits.
- \$529,931.97 cash at bank.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 15 April 2021

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### Item 14 Draft Council Residential Property Policy

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Property and Risk
<b>Author:</b>	Executive Assistant to the General Manager – Erin Player
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	PI5 Council manages its assets and infrastructure to meet the agreed service levels

---

### Reason for Report

To present Council with a reviewed Council Residential Property Policy in response to Resolution 281/1920.

### Background

At the 20 February 2020 Council Meeting a report was presented to Council to review the financial performance of Council's stock houses.

It was resolved that:

#### **281/1920 RESOLVED:**

- 1. The following Council owned houses be placed on the market for sale:*
  - No 4 Irwin Street, Coolah*
  - No 84 Martin Street, Coolah*
- 2. Council's General Manager be authorised to negotiate the sale and accept offers for these properties.*
- 3. The Council seal be affixed to any relevant documentation.*
- 4. Council amend the 'Council Residential Property Policy' to reflect the above.*

The Policy has now been modified to reflect the sale of 4 Irwin Street, Coolah and 84 Martin Street, Coolah.

The amended policy also includes the change from 7 residential properties in the township of Coolah to 5 and an additional clause into the terms of the Warrumbungle Shire Councils Residential Tenancy Agreement regarding the Visitor Medical Officer (VMO) residence to be:

*141 Martin Street, Coolah, may be used for staffing purposes if not being used by a VMO however the maximum lease period to be entered into shall be for three months.*

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 15 April 2021**

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Council's current Council Residential Property Policy was previously endorsed on 20 July 2017 (**Resolution 32/1718**).

### **Issues**

Nil

### **Options**

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

### **Financial Considerations**

Nil

### **Community Engagement**

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

### **Attachments**

1. Draft Council Residential Property policy

### **RECOMMENDATION**

That Council adopts the reviewed Council Residential Property Policy.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 15 April 2021**

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### **Item 15 Request to Rename Girragulang Road**

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Design Projects
<b>Author:</b>	Emergency Services Coordinator – Phil Southwell
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	PI3 Roads throughout the Shire are safe, well-maintained and appropriately funded.

---

### **Reason for Report**

The purpose of this report is to respond to requests to rename Girragulang Road.

### **Background**

Correspondence has been received regarding a police incident along Girragulang Road in which emergency services could not easily find the location of a property. Whilst the road is officially named Girragulang Road, local property owners continue to refer to it as Orana Road and the road name sign at the Moorefield Road intersection is old and incorrectly named Orana Road.

Orana Road intersects with Black Stump Way approximately 10km south of Coolah, from there it runs in an easterly direction for 1km before intersecting with Girragulang Road. Girragulang Road runs in a north south direction and intersects with Moorefield Road in the south. The roads are shown on a map in the attachments. The numbering of the properties along Girragulang Road is based upon their distance from Black Stump Way and not from Orana Road.

The Girragulang Road name was created in 1997 when rural addressing was created in apparent recognition of a railway siding of that name. However, the rural numbers and road name change from Orana to Girragulang appeared on Rates Notices after 2012.

### **Issues**

A copy of two letters regarding the Orana Road / Girragulang Road naming issue are included in the attachments. There are three (3) rural number addresses for Girragulang Road and none for Orana Road.

### **Options.**

Council has the option of changing the officially named Girragulang Road to Orana Road, so that Orana Road is continuous between Black Stump Way and Moorefield Road. A road name change requires public consultation in accordance with the Roads Regulations.

Council also has the option leaving Girragulang Road name in place and inform the three property owners that no change will be made. To be consistent with rural addressing guidelines, address numbers along Girragulang Road will need to change so that they commence at Orana Road.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 15 April 2021**

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### **Financial Considerations**

There are no budget implications associated with the options outlined above.

### **Community Engagement**

The scale of community interest in this issue is low, the impact is rated as moderate, which means that the minimum level of engagement on this issue is to inform and consult.

### **Attachments**

1. Locality Map.
2. Letters from Residents.

### **RECOMMENDATION**

That requests to change the name of Girragulang Road to Orana Road is refused and adjoining property owners are notified accordingly.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 15 April 2021

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### Item 16 Local Roads and Community Infrastructure Program – Phase 2

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Technical Services
<b>Author:</b>	Director Technical Services – Kevin Tighe
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services Recreation and Open Space
<b>Priority:</b>	P13 Road networks throughout the Shire need to be safe, well maintained and adequately funded  RO3.1 Encourage the development of local sports and recreation programs and activities that are inclusive of diverse ages, abilities and interests.

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#### **Reason for Report**

The purpose of this report is to nominate projects that may be funded under Phase 2 of the Australian Government's Local Roads and Community Infrastructure (LRCI) Program.

#### **Background**

The purpose of the LRCI Program is to support *'local councils to create jobs by delivering priority local road and community infrastructure projects.....Project construction can commence once Work Schedules are approved by the Department with projects to be physically completed by 31 December 2021'* (p5 Program Guidelines).

Council must apply for the full amount of eligible funding by 31 July 2021 to avoid losing the funding. Similarly, any savings that have not been reallocated and expended prior to 31 December 2021 will be lost to Council.

Council nominated 16 projects under Phase 1 of the Program and a copy of Council's Resolution is provided in Attachment 1.

#### **Issues**

Project eligibility rules are similar to those under Phase 1. *'Eligible Local Road Projects are projects that involve the construction or maintenance of roads managed by local governments.... Eligible Community Infrastructure Projects are projects that involve the construction, maintenance and/or improvements to council owned assets (including natural assets) that are generally accessible to the public'* (p8 Program Guidelines).

Under the Program, Council will be required to demonstrate that it is maintaining capital expenditure levels from own source revenue on roads and community infrastructure at or above 2020-21 capital expenditure levels.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 15 April 2021**

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### **Options**

A list of possible projects is included in Attachment 2. The projects focus on renewing or upgrading existing infrastructure and not so much on creating new assets. The Tucklan Road rehabilitation project was nominated under Phase 1 by Council, but there was insufficient funding, hence it is included again in the possible list of Phase 2 projects. Council may add potential projects to the list, subject to eligibility criteria being met.

### **Financial Considerations**

Council is eligible to receive \$1,279,467 under Phase 2 of the LRCI Program. This funding has not been included in the 2021/22 budget considerations.

### **Community Engagement**

The scale of this project is assessed as being moderate and impact as being low, which indicates the minimum level of community engagement is to inform and consult.

### **Attachments**

1. Council Resolution 448/1920 of 18 June 2020 – LRCI Program
2. List of Potential Projects for Phase 2 of LRCI Program

### **RECOMMENDATION**

The Council applies for the following projects under Phase 2 of the Australian Government's Local Roads and Community Infrastructure Program:

Binnaway Oval - irrigation	35,000
Coolah Tennis Court - resurface 2 courts	70,000
Coonabarabran Oval No 3 - replace oval fence	90,000
Coonabarabran Oval No 3 - replace external fence	30,000
Coonabarabran Oval No 3 - renovate change rooms	100,000
Tucklan Road - 1km pavement rehabilitation	200,000
Robertson Oval - option 1	307,000
Rotherwood Road - renewal of concrete causeway	80,000
Flags Rockedgiel Road - renewal of concrete causeway	80,000
Napier Lane – renewal of concrete causeway	80,000
Coolah Skate Park	35,000
Baradine Oval - renovate change rooms	92,000
Avonside Road – renewal of concrete causeway	80,467

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 15 April 2021

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### Item 17 Drinking Water Management System Improvement Plan Implementation – March 2021 Update

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

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#### **Reason for report**

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

#### **Background**

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

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

Resolution 228/1920 item 3 requires the preparation of regular reports – at four monthly intervals – on the progress of implementing the Improvement Plan action items. The following update reports were presented to Council:

- Item 11 of the April 2020 Business Paper
- Item 21 of the August 2020 Business Paper
- Item 18 of the December 2020 Business Paper.

#### **Issues**

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

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

At the time of the July 2020 update report, 287 out of the 354 action items were completed, closed or implemented with 67 outstanding.

At the time of the November 2020 update report, 300 out of the 354 action items were completed, closed or implemented with 54 outstanding.



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 15 April 2021**

Since then, one DWMS Improvement Plan workshop was held in late March 2021.

Meanwhile, 306 items have been closed or completed with 50 outstanding out of the new total of 356 items; a summary table is presented below. Both, the current Improvement Plan and a Progress Summary are included as Attachments 1 and 2.

Priority	Status						To do per priority
	Closed*	Complete	Implemented	In progress	Not started	Total	In percent out of total
Very High	12	22		3		37	8%
High	56	64	20	20		160	13%
Medium	62	32	21	20		135	15%
Low	12	4	1	5	2	24	29%
<b>Sum</b>	<b>142</b>	<b>122</b>	<b>42</b>	<b>48</b>	<b>2</b>	<b>356</b>	<b>14%</b>

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

### **Options**

This report is presented for Council's information only.

### **Financial Considerations**

The March 2021 workshop was held in-house without the engagement of a consultant.

A consultant was engaged to undertake Council's DWMS Annual Review, which cost \$11,850. The report is contained within Attachment 3.

A further consultant has now been engaged to update Council's DWMS, which is required to occur every 5 years; the engagement cost amounts to \$24,820 incl. GST. A proposed variation to this is to review and update Council's DWMS Critical Control Points Reference Guide, which was quoted at \$5,130.

Operational and capital expenditure in relation to many DWMS Improvement Plan action items is distributed across a number of areas and normally not tracked against the DWMS; these include for example water treatment plant improvements and upgrades, operator training and water quality testing.

### **Community Engagement**

The level of engagement is 'Inform'.

### **Attachments**

1. DWMS Improvement Plan, March 2021
2. Improvement Plan Summary and Progress, March 2021
3. DWMS Annual Review August 2019 – September 2020

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 15 April 2021**

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### **RECOMMENDATION**

That Council:

1. Notes the report on the Drinking Water Management System Improvement Plan Implementation – March 2021 Update.
2. Submits the report on the Drinking Water Management System Improvement Plan update to the Office of Local Government as part of Council's S.430 reporting.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 15 April 2021

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### Item 18 Coonabarabran Water Security: Timor Dam Raising, Dam Safety Upgrade Requirements and Increased Groundwater Allocation

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

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#### **Reason for report**

The reason for this report is to address two resolutions that have been outstanding for more than 12 months and to give an update on Dams Safety NSW requirements.

#### **Background**

To increase water security for Coonabarabran, a study and concept design into raising Timor Dam was undertaken and completed in 2019. While this project was still ongoing, the recent severe drought forced Council to install 7 new emergency back-up bores to ensure water supply for Coonabarabran while the dam was at critically low levels.

To speed up the approval process for the new bores, their work approvals were attached to the current groundwater access license that only has an entitlement of 50 ML/year, which is insufficient to supply the township of Coonabarabran for an extended amount of time with no or very limited surface water availability. To extend this entitlement, Council has been required to produce a hydrogeological report prior to applying for additional groundwater allocations. In comparison, the dam has an entitlement of 800 ML/a. To close out the new bores installation project and to enable application for an increase in license allocation, a hydrogeological report was being prepared.

In addition to upgrade potentials for Timor Dam to increase its capacity, upgrade requirements exist to comply with Dams Safety NSW requirements under the Dams Safety Act 2015.

Item 8 of the October 2019 Business Paper reported on the Raising Timor Dam Wall Feasibility Study and Dam Safety Upgrade Requirements, it recommended that Council:

- 1. Notes this report on the Raising Timor Dam Wall Feasibility Study and Dam Safety Upgrade Requirements.*
- 2. Does not proceed with raising Timor Dam.*

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 15 April 2021

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3. *Pursues funding options as they become available to upgrade Timor Dam in accordance with WHS and Dam Safety Committee requirements.*
4. *Starts budgeting for required safety upgrades and activities in its capital and operational budgets.*

**Resolution 133/1920** resolved that Council:

1. *An invitation be sent to the Deputy Premier John Barilaro MP to attend the Warrumbungle Shire to discuss raising Timor Dam.*
2. *A report be prepared for the Deputy Premier to demonstrate the technical readiness for the project.*
3. *A decision on the desirability of raising the dam will be deferred until after the Deputy Premier's visit.*

Item 20 of the May 2020 Business Paper reported on the Coonabarabran Emergency Water Supply Project and **Resolution 395/1920** resolved that Council:

1. *Notes the information contained in the Coonabarabran Emergency Water Supply Project – April 2020 Update report.*
2. *Finalises the Hydrogeological Report – also known as 'Borehole Impact Management Plan' for the Coonabarabran Timor Road borefield and takes the necessary steps to apply for an increased groundwater licence allocation for the Coonabarabran bores.*
3. *Receives no further update reports on the Coonabarabran Emergency Water Supply Project as the emergency situation no longer prevails.*

### **Issues**

The Deputy Premier did not follow Council's invitation to visit and referred the matter to the Water Minister who has not replied to Council's invitation; the technical readiness of the project is demonstrated via the Concept Design Report, making this a 'shovel-ready' project.

Benefits of raising the dam remain doubtful:

- The Secure Yield Study showed a reduction in yield with raised wall due to increased release requirements. I.e., less water will be available to the township of Coonabarabran from the dam, should it be raised, despite the increase in storage capacity.
- Water Security for Coonabarabran has significantly increased with the installation of the new back-up bores, reducing the need for considerable capital expenditure.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 15 April 2021**

Compliance with Dams Safety requirements remain unaddressed. The Dams Safety Regulation has meanwhile been updated in late 2019 with increased requirements – an overview is given in the table below and contained within Attachment 1.

<b>Document required</b>	<b>Frequency required</b>	<b>Consequence categories applied to</b>	<b>Regulation reference</b>
Annual Report <sup>1)</sup>	Annually	All dams	Clause 26
Safety Management System <sup>1)</sup>	Annually	All dams	Part 5 or Clause 17
Operations and Maintenance Plan <sup>1,2)</sup>	Annually	Extreme, High (every 5 years for Significant, Low, Very Low)	Clause 9
Emergency Plan – update contact details <sup>3)</sup>	Annually	All dams	Clause 10
Emergency Plan – update contact	Every 5 years	All dams	Clause 10
Risk Report <sup>4)</sup>	Every 5 years	All dams	Clause 15
Consequence Category Assessment <sup>5)</sup>	Every 15 years	All dams	Clause 7
Safety Review	Every 15 years	All dams	Clause 20

<sup>1)</sup> New requirement

<sup>2)</sup> Council's Operations and Maintenance Plan has been developed in 2021

<sup>3)</sup> Council updated its Dam Safety Emergency Plan in 2019

<sup>4)</sup> Replacing Dam Surveillance Report

<sup>5)</sup> Council completed this in 2017

Council has been contacted by Dams Safety NSW Audit Officers who advised that a large number of audits will be undertaken before June 2021, especially on extreme and high risk dams and that fines for non-compliance will come into full effect from 1 November 2021; the consequence category applying to Timor Dam is 'High'.

Upgrading of the dam will also ensure compliance with Council's surface water access license in regards to release requirements.

The hydrogeological report notes that the groundwater bores could sustainably deliver 400 ML/a. A copy of the report is included as Attachment 4.

### **Options**

The options are:

- a) Persist on the dam raising option and cover required safety upgrades when funding for the raising becomes available.
- b) Pursue required safety upgrade now independent of the dam raising option.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 15 April 2021**

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### **Financial Considerations**

In 2019, the cost for required dam safety upgrades was estimated to \$2.25M with an additional annual operating cost of \$48,300; the cost of raising the dam was estimated to \$8M, the indicative cost for possibly required construction of a fish passage was estimated to up to \$7M.

There are currently no external funding opportunities for dam safety upgrades.

In late 2020, the introduction of a Dams Safety Levy was advised of, amounting to \$15,000 annually in the case of Timor Dam. Council filed a submission against the raising of this levy; an outcome has not yet been advised of.

The development of Council's Dam Operations and Maintenance Plan cost \$15,000.

### **Community Engagement**

The current level of engagement has been assessed as 'Inform'.

### **Attachments**

1. Fact Sheet for Declared Dam Owners, 2020
2. Dams Safety Regulation 2019
3. Dams Safety Act 2015
4. Borehole Impact Management Plan (Hydrogeological Report), March 2021

### **RECOMMENDATION**

That Council:

1. Notes the information contained in the Coonabarabran Water Security: Timor Dam Raising, Dam Safety Upgrade Requirements and Increased Groundwater Allocation Report.
2. Budgets for required dam safety upgrades, independently of raising the dam.
3. Applies for an increased licence allocation for Coonabarabran's groundwater bores from 50 ML/a to 400 ML/a.
4. Does not pursue the raising dam option.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 15 April 2021

### Item 19 Development Applications

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

### Development Applications

#### (i) Approved – March 2021

Development Application / Complying Development	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type Of Development	Stop the Clock Referral Days
DA66/2020	29/10/2020	15/03/2021	Maurice Cluff	1323 Upper Laheys Creek Road	Dunedoo	New Single Storey Dwelling	38
DA76/2020	10/12/2020	15/03/2021	Jeffrey Comber	18 Goddard Street	Coolah	Alterations and Additions	0
DA74/2021	15/12/2020	23/03/2021	Warrumbungle Shire Council – Visitor's Information Centre	Newell Highway	Coonabarabran	New Signage	23
DA3/2021	01/01/2021	19/03/2021	Troy Palmer	Mianga 122-228 Oban Road	Coolah	Alterations and Additions	2
DA4/2021	28/01/2021	27/03/2021	Taylor Made Buildings	1543 Baradine Road	Bugaldie	Dual Occupancy	8
DA5/2021	05/02/2021	05/03/2021	Warrumbungle Shire Council	1-13 Martin Street	Coolah	Change of Use	8
DA6/2021	05/02/2021	02/03/2021	Rebecca Prugger and Jeremiah Van Kuyl	1525 Box Ridge Road	Binnaway	New Garages/Sheds – Rural	9
DA7/2021	05/02/2021	30/03/2021	Brian and Alison Walton	7702 Premer Road	Premer	New Single Storey Dwelling	12

# **WARRUMBUNGL E SHIRE COUNCIL**

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DA8/2021	15/02/2021	26/03/2021	Mendooran Showground Trust	Dalglish Street	Mendooran	Demolition of Structure and New Commercial Building	4
DA17/2021	12/03/2021	29/03/2021	Keith Roberts	68 Old Common Road	Coonabarabran	New Garages/Shed – Rural	0
CD2/2021	16/03/2021	25/03/2021	Leisure Pools	15-19 Kirban Street	Coonabarabran	New Swimming Pool with Child Restraint Barrier	0

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

**^ Development from the February 2017 Sir Ivan Bushfires**

### **RECOMMENDATION**

That Council notes the Applications and Certificates approved during March 2021, under Delegated Authority.



# **WARRUMBUNGLA SHIRE COUNCIL**

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### **Item 20 Notice of Motion – Dandry Road**

#### **Notice of Motion – Dandry Road**

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

A report to be brought to Council in open session regarding works and funds expended on Dandry Road over the last 10 years. Like a little forensic audit to quell public opinion that nothing has been done on this road.

**RAY LEWIS  
COUNCILLOR**

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 21 Reports to be Considered in Closed Council

#### Item 21.1 Organisational Development Monthly Report – March 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 March 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 21.2 Three Rivers Regional Retirement Community Information Report

**Division:** Environment and Development Services

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

#### Summary

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

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

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

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

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### **RECOMMENDATION**

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

### **Item 21.3 SCADA and Telemetry Network Upgrade -Design and Construct Tenders**

**Division:** Warrumbungle Water

**Author:** Manager Warrumbungle Water – Cornelia Wiebels

#### **Summary**

The purpose of this report is to make a resolution on tenders received for design and construction of the Council wide SCADA and Telemetry Network Upgrade.

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

The item relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it, or confer a commercial advantage on a competitor of the council, or reveal a trade secret and is classified **CONFIDENTIAL** under section 10A(2)(d) of the Act, which permits the meeting to be closed to the public for business relating to the following:

- (d) commercial information of a confidential nature that would, if disclosed:
  - (i) prejudice the commercial position of the person who supplied it, or
  - (ii) confer a commercial advantage on a competitor of the council, or
  - (iii) reveal a trade secret.

### **RECOMMENDATION**

That the SCADA and Telemetry Network Upgrade – Design and Construct Tenders report be referred to Closed Council pursuant to section 10A(2)(d) of the *Local Government Act 1993* (NSW) on the grounds that the matter deals with commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it, or confer a commercial advantage on a competitor of the council, or reveal a trade secret.

### **Item 21.4 Coonabarabran Local Aboriginal Land Council Reversal of General Rates**

**Division:** Financial Services

**Author:** Director Corporate and Community Services – Kim Parker

#### **Summary**

The purpose of this report is provide information on the Coonabarabran Local Aboriginal Land Council (LALC) properties to exempt for general rates.

# WARRUMBUNGLE SHIRE COUNCIL

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

The item relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it, or confer a commercial advantage on a competitor of the council, or reveal a trade secret and is classified **CONFIDENTIAL** under section 10A(2)(g) of the Act, which permits the meeting to be closed to the public for business relating to the following:

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

### **RECOMMENDATION**

That the Coonabarabran Local Aboriginal Land Council Reversal of General Rates 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 21.5 Tender for Construction of Robertson Oval Amenities Building, Dunedoo**  
**Division: Technical Services**  
**Author: Project Manager – Ian Bailey**

### **Summary**

The purpose of this report is to evaluate tenders received for the project to replace an outdated Amenities Block at Robertson Oval, Dunedoo.

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

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

- (e) commercial information of a confidential nature that would, if disclosed:
  - (iv) prejudice the commercial position of the person who supplied it, or
  - (v) confer a commercial advantage on a competitor of the council, or
  - (vi) reveal a trade secret.

### **RECOMMENDATION**

# **WARRUMBUNGLE SHIRE COUNCIL**

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That the Tender for Construction of Robertson Oval Amenities Building report be referred to Closed Council pursuant to section 10A(2)(d) of the *Local Government Act 1993* (NSW) on the grounds that the matter deals with commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it, or confer a commercial advantage on a competitor of the council, or reveal a trade secret.

**FURTHER that Council resolve that:**

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