



Ordinary Council Meeting

Agenda

16 September 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, 16 September 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

19 August 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 11 August 2021 to 7 September 2021

MAYORAL MINUTE – MAYORS ACTIVITY

<u>Date</u>	<u>Type</u>	<u>In/Out</u>	<u>Activity</u>
17-Aug	Email	In	Ratepayer - Orana Road
18-Aug	Email	In	Ratepayer - Central West Cycle Trails
19-Aug	Email	In	DEDS - bin collection Baradine
20-Aug	Email	In	Cr Capel - water quality complaint
	Email	In	GM - water quality
	Email	Out	Coonabarabran Times - rescission motion 388/2021
21-Aug	Phone Call	In	Roy Butler - Covid situation
	Email	In	GM - Public Interest Disclosure Act
23-Aug	Phone Call	In	GM - Covid Response
	Phone Call	Out	Roy Butler - Covid Vaccinations
	Email	In	GM - access to waste facilities
	Email	In	Anglican Minister - message of support during Covid
24-Aug	Phone Call	In	GM - Covid preparedness
	Phone Call	Out	GM - Council Office hours
25-Aug	Phone Call	In	Cl Lewis - tip operations
	Email	In	Cl Lewis - reopening of tips
29-Aug	Email	In	Cl Brady - access to boat ramp Coonabarabran
30-Aug	Phone Call	In	GM - Covid Response
	Email	In	EA to GM - Prefects Luncheon
31-Aug	Phone call	In	GM - Covid
	Phone call	In	Cl Lewis - proposed notice of motion
	Phone call	In	GM - Covid Response
	Phone call	In	Council PID Officer - complaint
	Phone call	In	Cr Todd - Baradine Covid preparations
	Email	In	GM - ratepayer's payment plan
	Email	In	GM - Covid Testing
	Email	In	Dunedoo Sports Club - liquid trade waste
	Email	In	GM - reduced hours waste facilities
	Email	In	EA to GM - Prefects Luncheon cancelled
	Email	In	Wes Leedham - river restoration
1-Sep	Email	In	Ratepayer - Edwards Street drainage
	Email	In	Ratepayer - Local Government elections
	Email	In	Ratepayer - Early noisy bin collection Baradine
	Email	Out	Council PID Officer - complaint
	Email	Out	OLG - PID complaint
2-Sep	Email	In	Cr Capel - Developer Contributions
	Email	In	Gary Begg - regional golf tournament
	Email	In	GM - Coolah Covid clinic
3-Sep	Phone Call	In	Cl Lewis - reduced tip hours
	Phone Call	Out	DEDS - tip hours
	Phone Call	Out	GM - tip hours

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	Phone Call	In	GM - tip hours
	Phone Call	In	GM & DEDES - tip hours
	Phone Call	Out	Louise Johnson - Inland Rail
	Phone Call	In	DTS
	Email	In	Cr Lewis - reduced tip hours
4-Sep	Phone Call	In	GM - Governance
5-Sep	Meeting	Attended	Deputy Mayor - Governance
6-Sep	Phone Call	Out	Cr Brady - tip opening hours
	Phone Call	In	Wes Leedham - river restoration
	Phone Call	Out	waste facility, general waste
	Email	In	Deputy Mayor - Pfizer Clinic
7-Sep	Email	Out	Ratepayer - Baradine bin collection

Date of Journey		Purpose of Journey	Odometer		KM Travelled
Start Date	End Date		Start	Finish	
11-Aug	11-Aug	GM review	9940	9970	30
19-Aug	19-Aug	Council Chambers	9970	10001	31
19-Aug	19-Aug	August Council Meeting	10001	10036	35
Total KM travelled for period 11/08/2021 - 19/08/2021					96

MAYORAL MINUTE - EXPENSES 6 August 2021 to 7 September 2021

<u>Date</u>	<u>Transaction Details</u>	<u>Comments</u>
Nil expenses		

RECOMMENDATION

That Council notes the report on the Mayor's Activity and Log of Kilometres Travelled for the period 11 August 2021 to 7 September 2021.

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Item 2 Councillors' Monthly Travel Claims

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

Reason for Report

To provide Council with details of travel claims of councillors for the month of August 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	Kilometres	\$ per KM	Total Amount (\$)
Cr Shinton	328	0.78	\$255.84
Cr Todd	-	0.78	-
Cr Brady	-	0.78	-
Cr Capel	-	0.78	-
Cr Clancy	-	0.68	-
Cr Doolan	-	0.78	-
Cr Hill	-	0.68	-
Cr Iannuzzi	-	0.78	-
Cr Lewis	-	0.78	-
Total:			\$255.84

Issues

Nil.

Options

Nil.

Financial Considerations

Outlined above.

Community Engagement

To inform the community.

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Attachments

1. Councillors Monthly Travel Claims

RECOMMENDATION

That the Councillors' monthly travel claims report for August 2021 in the amount of \$255.84 is noted.

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Item 3 Minutes of Traffic Advisory Committee Meeting – 26 August 2021

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

Reason for Report

The purpose of this report is to present minutes from the meeting of the Traffic Advisory Committee held at Coonabarabran on the 26 August 2021.

Background

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

Issues

The following matters were considered by the Committee:

- Change of date for the one-day horse event in Reservoir Street from 12 September to 28 November 2021.
- A request to review the speed zone on the western approach to Mendooran. This matter has been referred to TfNSW for their assessment.
- A proposal by ARTC to install road markings on the highway level crossing in Dunedoo to reduce the risk of vehicles queuing across the rail line while waiting for vehicles to turn right into the truck parking area. This matter was referred to TfNSW for their concurrence.
- Request by Central West Cycle Trail organisers to install finger board signs on various local roads near Dunedoo and Mendooran.

Options

Council may wish to adopt the recommendations from the Committee meeting. The following matters are being managed under delegated authority:

- In principle approval to install finger post signs for the Central West Cycle Trail on various local roads near Dunedoo and Mendooran.

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Financial Considerations

The cost of recommendations from the meeting on the 26 August 2021 can be accommodated within existing budget allocations.

Community Engagement

The level of engagement for this report is to inform.

Attachments

1. Minutes of the Traffic Advisory Committee Meeting – 26 August 2021.

RECOMMENDATION

That:

1. Minutes of the Traffic Advisory Committee Meeting held on the 26 August 2021 are noted as information.
2. The application by Warrumbungle Eventing to close part Reservoir Street, Coonabarabran on Sunday 28 November 2021 between 9.00am and 3.00pm for the cross-country phase of the One Day Event be approved subject to compliance with Council's Road Closure Guidelines.

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Item 4 Minutes of Plant Advisory Committee Meeting – 3 September 2021

Division:	Technical Services
Management Area:	Fleet Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	P15 Council manages its assets and infrastructure to meet the agreed service levels.

Reason for Report

The purpose of this report is to present minutes from the meeting of the Plant Advisory Committee held on the 3 September 2021.

Background

The Plant Advisory Committee monitors the operations of Council's fleet of plant and vehicles, budget and plant replacement program. The Committee reviews tender assessments and makes recommendations to Council.

Issues

The Committee considered tenders for the replacement of four major plant items; backhoe, front end loader and two motor graders.

Options

Council may wish to adopt the recommendations from the Committee.

Financial Considerations

There is a budget allocation for replacement of major plant items and even though there are some variations to individually budgeted items, as shown in the table below, the proposed replacement of plant items considered on the 3 September is within the overall budget allocation for replacement of plant items.

Description	Changeover Budget Allocation	Purchase Price (excl GST)	Trade Price (excl GST)	Net Price Changeover (excl GST)	Budget Difference
Backhoe Plant No 81	200,000.00	182,000.00	60,000.00	122,000.00	-78,000.00
Front End Loader Plant No 96	240,000.00	392,000.00	180,000.00	212,000.00	-28,000.00
Motor Grader Plant No 104	240,000.00	420,509.00	185,000.00	235,509.00	-4,491.00
Motor Grader Plant No 105	240,000.00	420,509.00	175,000.00	245,509.00	5,509.00
TOTAL	920,000.00	1,415,018.00	600,000.00	815,018.00	-104,982.00 (saving)

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Community Engagement

The level of engagement for this report is to inform.

Attachments

1. Minutes of the Plant Advisory Committee Meeting – 3 September 2021.

RECOMMENDATION

That Council:

1. Accepts the Minutes of the Plant Advisory Committee meeting held at Coonabarabran on 3 September 2021.
2. One (1) Caterpillar 432 Backhoe Loader from Westrac Pty Ltd at a price of \$182,000 (ex GST) and that Council trade in Plant No 81 to Westrac Pty Ltd for a price of \$60,000 (ex GST) resulting in a changeover price of \$122,000 with offered price saving.
3. One (1) Caterpillar 950M Wheel Loader from Westrac Pty Ltd at a price of \$392,000 (ex GST) and that Council trade in Plant No 96 to Westrac Pty Ltd for a price of \$180,000 (ex GST) resulting in a changeover price of \$212,000.
4. One (1) Caterpillar 140M Motor Grader from Westrac Pty Ltd at a price of \$420,509 (ex GST) and that Council trade in Plant No 104 to Westrac Pty Ltd for a price of \$185,000 (ex GST) resulting in a changeover price of \$235,509 with offered price saving.
5. One (1) Caterpillar 140M Motor Grader from Westrac Pty Ltd at a price of \$420,509 (ex GST) and that Council trade in Plant No 105 to Westrac Pty Ltd for a price of \$175,000 (ex GST) resulting in a changeover price of \$245,509 with price saving.

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Item 5 2021 Local Government NSW Annual Conference Motions

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

Reason for Report

The Local Government NSW 2021 Annual Conference has been divided into two separate events due to the postponement of local government elections and continuing restrictions of COVID-19. The conference was previously scheduled to take place at the Hyatt Regency Sydney 28-30 November 2021 but has been split into an online event to be held in November 2021 and a Special Conference to be held in March 2022.

Background

The Annual Conference now comprises of:

- A one-hour Annual Conference to present the annual report and financial reports, which will be conducted online from 9.30am on Monday 29 November 2021; and
- A Special Conference, including the debate and resolution of motions setting the advocacy agenda for 2022, to be held in person at the Hyatt Regency Sydney from Monday 28 February to Wednesday 2 March 2022.

Council is entitled to one voting delegate to attend the Annual Conference and Special Conference. The Deadline to advise LGNSW of voting delegates for the online Annual Conference closes Tuesday 5 October 2021. Councils are encouraged to nominate a voting delegate for the Special Conference as early as possible, noting you are able to substitute delegates after the elections in December.

The call for draft motions has opened to all members to submit their motions to be considered at the Conference. Members are invited to submit their motions for possible debate as early as practicable. The latest date motions will be accepted for inclusion at this stage has been extended to midnight on Sunday 30 January 2022.

Criteria for motions are included in Attachment 1, LGNSW Special Conference Motions Submission Guide. Motions should be:

1. consistent with the objects of the Association (see Rule 4 of the Association's rules);
2. relate to local government in NSW and/or across Australia;
3. concern or are likely to concern local government as a sector;

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4. seek to advance the local government policy agenda of the Association and/or improve governance of the Association;
5. have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
6. clearly worded and unambiguous in nature, and
7. do not express preference for one or several members over one or several other members.

Note: No draft motions have been submitted.

Issues

Nil

Options

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

Financial Considerations

The registration price for the online Annual Conference held 29 November 2021 is free for members.

Early bird registration for members to attend the Special Conference has opened and will close Friday 29 October. Early bird registration is \$979 per delegate.

Standard registration, between 30 October 2021 and 14 February 2022 is \$1,094.50 per delegate.

Community Engagement

To inform the community.

Attachments

1. LGNSW Special Conference Motions Submission Guide

RECOMMENDATION

That Council:

1. Note the report on the 2021 Local Government NSW Annual Conference Motions;
2. Appoint the Mayor as Council's delegate to participate in the online LGNSW Annual Conference.

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Item 6 Council Resolutions Report

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

Reason for Report

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

Background

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

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

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

Issues

This feedback is provided to Council for information purposes.

Options

Nil

Financial Consideration

Nil

Community Engagement

Level of Engagement - Inform

Attachments

1. Council Resolution Report

RECOMMENDATION

That the Council Resolution Report be noted for information.

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Item 7 Budget Revotes as at 30 June 2021

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

Reason for Report

The purpose of this report is to advise of budget items from 2020/2021 that were not completed in that year and are proposed to be carried forward or for Council to revoke to 2021/2022.

The works attached to this report were partially or wholly unexpended at the end of the last financial year, however, not all the funds are automatically carried forward and require Council resolution.

Issues

The capital and operating revotes listings include recognition of approved Grant Programs to be completed, carryover works requested including the Three Rivers Regional Retirement Village Project and the Projects for the ring fenced of Water and Sewerage Funds totalling Capital \$4,989,399 and Operational \$202,979. Total Requested revotes \$5,192,378.

Two notable projects not included in the list include:

- Three Rivers Regional Retirement Village \$1,228,466
- Baradine Camp Cypress Sewer Line \$199,999

In both instances these votes have been unable to be expended. It is proposed that these projects not be revoked and should fresh opportunities arise in the future then the projects have fresh funding votes.

Attachments

1. Capital Projects Revotes listing.

RECOMMENDATION

That Council note the report on the Budget Revotes for Financial Year 2021/22 and endorse the revoke project amounts totalling \$5,192,378.

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Item 8 Australia Day 2022

Division:	Corporate and Community Services
Management Area:	Community Services
Author:	Executive Assistant to General Manager – Erin Player
CSP Key Focus Area:	Community and Culture
Priority:	CC3 Our shire is home to a vibrant arts and cultural life which is promoted and supported as an essential aspect of community well-being.

Reason for Report

To provide Council with an overview of plans for Australia Day 2022 and seek support for programs and activities to be implemented as part of annual Australia Day celebrations.

Background

In previous years Council has supported and participated in local Australia Day events in the following ways:

- participation in the *Australia Day Ambassador Program*
- facilitation of the *NSW Local Citizen of the Year Awards*
- provision of funding to support local events
- providing free entry to public swimming pools across the Shire.

Issues

Australia Day Ambassador Program

The Australia Day Ambassador program is not yet available for registration.

NSW Local Citizen of the Year Awards

The NSW Local Citizen of the Year Awards for Australia Day 2022 are awarded in the following categories:

- Citizen of the Year
- Young Citizen of the Year
- Sportsperson of the Year
- Environmental Citizen of the Year
- Australia Day Award.

The Environment Citizen of the Year Award is presented in partnership with Return and Earn NSW. The Award recognises individuals and organisations for work in the community that achieves litter reduction and recycling outcomes, preserving the environment and using the Return and Earn scheme for a meaningful cause. This will be the third year it will be run through the Australia Day Council of NSW and our local winner can go in the running for the overall state winner.

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The *Warrumbungle Shire Council Australia Day Awards* are administered by Warrumbungle Shire Council. In 2022 it is proposed that the awards are awarded in the following categories:

- Citizen of the Year
- Young Citizen of the Year
- Sportsperson of the Year
- Environmental Citizen of the Year (open age)
- Young Environmental Citizen of the Year (school aged)
- Australia Day Award – Senior Citizen of the Year
- Australia Day Award – Cultural Achievement Award
- Australia Day Award – Community Event of the Year

Guidelines & Criteria and *Nomination Forms* for these categories are attached and will also be available as an online form on Council's Website on the 'Have Your Say Page'. Nominations open on Monday 20 September 2021 and close on Friday 29 October 2021 at 4.30pm.

Further local awards are awarded by local Organising Committees.

Selecting Recipients of Awards

In late 2018 Council formed a s355 Committee to select the recipients of Australia Day Awards under delegated authority for Australia Day in 2019. The Committee is comprised of all Councillors and the Director Corporate and Community Services. The Committee Terms of Reference is attached (Attachment 3).

A meeting will be scheduled on 18 November 2021 to select the recipients of the 2022 awards.

Funding Support – Local Events

For a number of years Council has supported the conduct of Australia Day events in each town through the provision of a small contribution of funding. This funding is provided to assist with costs such as printing, promotion, local awards and catering. It is proposed that this funding be allocated again in 2022 as follows:

- \$600 each for Baradine, Binnaway, Coolah, Dunedoo and Mendooran; and
- \$750 for Coonabarabran.

Funding is provided directly to the Local Organising Committees.

Free Entry to Public Swimming Pools

The provision of free entry to swimming pools in each town has been well-received for a number of years. It is proposed to again offer free entry to pools for Australia Day 2022.

Options

Council is requested to consider ongoing support and participation in local Australia Day events across the Shire including:

- facilitation of the *NSW Local Citizen of the Year Awards*
- provision of funding to local event organisers

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- providing free access to public swimming pools in each town

Council has the option to participate or not participate in any or all of the programs and activities from previous years.

Financial Considerations

Council has funding allocated in the Executive Services budget to support Australia Day programs and activities. The total budget allocation for Australia Day 2022 is \$10,498. This covers the cost of advertising, awards, certificates and frames, contributions to each community and hosting two (2) Australia Day Ambassadors. It also allows for donations of \$600 for each of the five towns in the LGA and \$750 for Coonabarabran.

Foregone revenue associated with the free access to public swimming pools is estimated to be around \$1,600 for the whole Shire.

Community Engagement Considerations

The level of community engagement is inform + consult + involve and will involve media releases, notices, social media posts and the taking of nominations.

Attachments

1. Australia Day Award Guidelines and Criteria
2. Australia Day Award Nomination Form
3. S355 Committee Terms of Reference

RECOMMENDATION

That:

1. The Australia Day Award Committee be delegated the authority to select the Australia Day Award recipients.
2. The Australian Day Committee meets on Thursday 18 November 2021 to select the Award recipients.
3. Council participates in the 2022 *NSW Local Citizen of the Year Awards* by administering and presenting the *Warrumbungle Shire Council Australia Day Awards* in the following categories:
 - Citizen of the Year
 - Young Citizen of the Year
 - Sportsman of the Year
 - Environmental Citizen of the Year
 - Young Environmental Citizen of the Year
 - Australia Day Award
4. Council opens public swimming pools in Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran free of charge on Australia Day 2022.

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Item 9 Draft Flying the Australian Flags Policy

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

Reason for Report

To present Council with a reviewed Flying the Australian Flags Policy as part of a review of all Strategic Policies to ensure that they are still relevant.

Background

Council's current Flying the Australian Flags Policy was previously endorsed on 21 September 2017 (Resolution 101 /1718).

No significant changes have been made to the Policy.

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. Flying the Australian Flags Policy

RECOMMENDATION

That Council adopts the reviewed Flying the Australian Flags Policy.

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Item 10 Community Consultation Meeting Terms of Reference

Division:	Corporate and Community Services
Management Area:	Governance
Author:	Manager Corporate Services – Jenni Maundrell
CSP Key Focus Area:	Local Government and Finance
Priority:	GF2 The demographic makeup of the community is well-represented in local activities, service delivery and decision-making

Reason for Report

To seek Council adoption of the draft reviewed Community Consultation Meeting Terms of Reference (TOR).

Background

The current TOR was endorsed by Council on 20 September 2018 (Resolution 109/1819).

Issues

The TOR has been reviewed and a number of amendments included in the draft revised Community Consultation Meeting Terms of Reference. Material changes are shown as tracked changes in the attached copy.

Things to note:

- Addition of 'community members' under 'Attendees'. Also, reference to community members being asked to sign an attendance sheet for accurate record keeping.
- Amendment of meeting Chair from General Manager to Mayor.
- The current TOR states that community members are to inform Council of agenda items 2 weeks before the meeting, with agendas being distributed 1 week before the meeting. In practice (and as advertised for all recent meetings), agenda items are accepted up to 2 days before the meeting with agendas being distributed 1 day before. Have amended the TOR to reflect the practice, but those timeframes could be altered.
- Clarified that minutes will be presented to the next Council meeting after each round of Community Consultation Meetings (the current TOR stated that Minutes will be submitted to the Council Meeting for endorsement). Also, amended the timeframe for minutes to be distributed after endorsement by Council from 2 weeks to 1 week, and added that attendees who provide an email address will receive a copy of the minutes.

Suggest changing the number of updates on action lists being reported to Council between meetings from 2 to 1, with the action list also being updated before each meeting and distributed with the agenda.

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Options

Council may adopt the TOR as presented, or with amendments. Council may also opt not to adopt the TOR.

Financial Considerations

Nil

Community Engagement

The level of community engagement for this item is Inform.

Information is provided by way of the business paper report, which is published on the Council website.

Attachments

1. Draft revised Community Consultation Meeting Terms of Reference.

RECOMMENDATION

That: Council adopts the draft revised Community Consultation Meeting Terms of Reference.

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Item 11 Community Financial Assistance Donations 2021/22 – Round One

Division:	Corporate and Community Services
Management Area:	Governance
Author:	Manager Corporate Services – Jenni Maundrell
CSP Key Focus Area:	Local Government and Finance
Priority:	CC4 There is a high degree of public involvement in community activities including volunteerism.

Reason for Report

To present the applications received in Round One of the 2021/22 Community Financial Assistance Donations.

Background

Community Financial Assistance Donations are made in two rounds each year under Council's *Donations Policy* contained in the Delivery Program. The purpose of the donations is to provide support up to a maximum of \$500 per round to community groups, organisations and individuals that contribute to the social, economic and/or environmental fabric of the Warrumbungle Shire.

The annual budget allocation for Community Financial Assistance Donations is \$20,000.

Issues

Applications for Round One of the 2021/22 Community Financial Assistance Donations were open from 2-30 August 2021, and were promoted in local print publications, on social media and Council's website. A total of 13 applications were received, and are provided as an attachment to this report.

In accordance with Council's *Community Financial Assistance Donations Guidelines* 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.
6. Activities which use Council funding to attract further resources and funding.

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The Guidelines also state that Council will give low priority to the 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.
- Organisations which have not observed accountability requirements for past Council assistance.

The thirteen applications have been assessed against the evaluation criteria. A copy of the evaluation is provided as an attachment to this report. To summarise, each of the applications met a minimum of two (2) approval criteria. Applications are particularly strong for projects that address community development and volunteer participation. There were no applications that met criteria for 'low priority' requests.

A summary of the applications received is provided in the table below. Note, the reference number refers only to the order the applications were received.

Table 1 – summary of applications

Ref	Applicant/s	Project description	Amount requested (\$)	Recomm'd donation (\$)
1	Coolah Historical Arts Tourism (CHATS) – Pandora Gallery	Water colour and mixed media art lessons by local artist	500.00	500.00
2	Coolah Men's Shed Inc	Upgrade tool kit	500.00	500.00
3	Binnaway Bombshells Rugby League Football Club	Update training equipment	500.00	300.00
4	Presbyterian Church of Coolah/ Dunedoo	Support services Coolah	267.00	267.00
5	Mendooran and District Development Group	Funding for annual Christmas lights competition – sponsorship impacted by COVID-19.	500.00	500.00
6	Mendooran Arts and Craft Shop	Compile a booklet on the history of Mendooran	400.00	400.00
7	Dunedoo and District Historical Society and Museum	Dunedoo Cemetery sign	500.00	500.00
8	Baradine CWA	Commission and purchase of locally crafted ironbark seat to commemorate 100	500.00	500.00

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		years of NSW CWA; installation in Baradine Lions Park		
9	Binnaway Mower Racing Club	Contribution to public liability insurance (total cost \$2,200 pa)	500.00	Nil
10	Coolah Historical Society	Shelter over Stump 133 memorial	500.00	500.00
11	Bugaldie War Memorial Hall	Contribution to water meter connecting potable water to hall	500.00	500.00
12	Coolah Swimming Club	Promotion of swimming club – advertising, BBQ for trial session, learn to swim equipment	500.00	500.00
13	Dunedoo Area Community Group	Annual water connection charges (group not aware of application process for annual donations, which may provide 50% of base rate, water connection and sewer connection charge – emails attached to application)	654.00	327.00

Options

Council may approve or decline any or all applications for Community Financial Assistance Donations. The attached applications and evaluation summary are provided to assist in deliberations.

Financial Considerations

The total amount recommended among the 13 applications is \$5,294.00. This amount falls well within the annual budget of \$20,000.

Community Engagement

The level of community engagement for this item is Inform.

Information is provided by way of the business paper report, which is published on the Council website.

Attachments

1. 13 applications for Round One of the 2021/22 Community Financial Assistance Donations.
2. Evaluation sheet used to assess applications against criteria.

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RECOMMENDATION

That Council funds the following applications under Round One of the Community Financial Assistance Donations, at a total cost of \$5,294.00:

Applicant name/s	Amount (\$)
Coolah Historical Arts Tourism (CHATS) – Pandora Gallery	500.00
Coolah Men’s Shed Inc	500.00
Binnaway Bombshells Rugby League Football Club	300.00
Presbyterian Church of Coolah/ Dunedoo	267.00
Mendooran and District Development Group	500.00
Mendooran Arts and Craft Shop	400.00
Dunedoo and District Historical Society and Museum	500.00
Baradine CWA	500.00
Coolah Historical Society	500.00
Bugaldie War Memorial Hall	500.00
Coolah Swimming Club	500.00
Dunedoo Area Community Group	327.00

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Item 12 Delivery Program Progress Report – 30 June 2021

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

Reason for Report

To present the quarterly Delivery Program Progress Report for the period 1 July 2020 to 30 June 2021 to Council for their information and endorsement.

Commentary

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

The attached report details Council's progress for the financial year ending 30 June 2021 in carrying out and/or completing activities identified in the Delivery Program 2017/18 to 2020/21 adopted by Council at its Ordinary meeting of 15 June 2017 (Resolution 310/1617). The report highlights areas where progress is behind schedule and/or more action is required.

Options

Nil

Financial Considerations

Nil

Attachments

1. Delivery Program Progress Report – 30 June 2021

RECOMMENDATION

That Council endorses the Delivery Program Progress Report for the period 1 July 2020 to 30 June 2021.

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Item 13 Investments and Term Deposits – month ending 31 August 2021

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

Reason for Report

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

Background

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

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

Issues

Comments on Performance

Marketable Securities, Term Deposits and At Call Investment Accounts

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

Marketable Securities

Council currently holds no Marketable Securities.

Term Deposits

During the month, \$3,000,000.00 worth of term deposits matured, earning Council a total of \$6,495.90 in Interest.

In August, the following placements were made into term deposits:

- \$1,000,000.00 with NAB at a rate of 0.26%
- \$500,000.00 with MAQ at a rate of 0.40%
- \$500,000.00 with MAQ at a rate of 0.40%
- \$500,000.00 with AMP at a rate of 0.75%

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- \$1,000,000.00 with NAB at a rate of 0.29%

The balance of the term deposits at the end of the month was \$18,000,000.00.

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, -\$354.90 interest was earned on the balances in the accounts and net transfers of \$2,499,985 were made from these accounts resulting in a month end balance of \$3,806,408.44.

Cash at bank balance

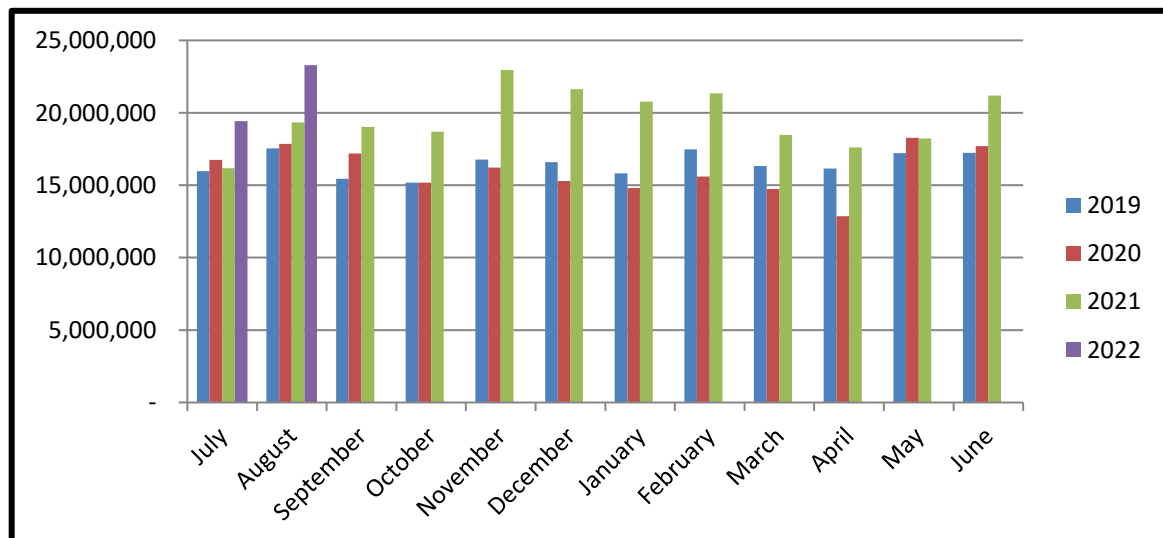
In addition to the at call accounts and term deposits, as at 31 August 2021, Council had a cash at bank balance of \$1,490,528.89

Income Return

The average rate of return on Investments for August 2021, of 0.3604% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 0.121% by 198 points or 0.2394%.

Council's budget for year 2021/22 for interest on investments is \$83,291.00. At the end of August 2021, the amount of interest received and accrued should be around 16.67% of the total year budget, i.e. \$13,881.83. On a year to date basis, interest received and accrued totals \$11,900.38, which is 14.29% of the revised annual budget.

Graph by Month Investments



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Table 1: Investment Balances – 31 August 2021

Financial Institution	Lodgement Date	Maturity Date	Total Days	Original Rating	Current Rating	Yield (%)	Investment Amount (Redemption Value)
At Call Accounts							
NAB	1-Nov-18	At Call	at call	ADI	ADI	0.05%	194.69
ANZ	2-Nov-18	At Call	at call	ADI	ADI	0.05%	6,843.14
T Corp IM Cash Fund	3-Nov-18	At Call	at call	P	P	0.06%	2,599,442.61
CBA At Call	4-Nov-18	At Call	at call	ADI	ADI	0.01%	1,200,000.00
							3,806,480.44
Term Deposits							
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
CBA	29-Oct-20	25-Oct-21	361	ADI	ADI	0.50%	1,000,000.00
CBA	30-Nov-20	29-Oct-21	333	ADI	ADI	0.55%	1,500,000.00
WBC	30-Nov-20	26-Oct-21	330	ADI	ADI	0.45%	1,000,000.00
CBA	25-Nov-20	22-Nov-21	362	ADI	ADI	0.57%	1,000,000.00
AMP	27-Nov-20	24-Nov-21	362	LMG	LMG	0.70%	1,000,000.00
CBA	08-Jan-21	06-Dec-21	332	ADI	ADI	0.41%	1,500,000.00
NAB	09-Jun-21	19-Jan-22	224	ADI	ADI	0.25%	1,000,000.00
MAQ	09-Jun-21	15-Feb-22	251	UMG	UMG	0.35%	1,000,000.00
WBC	10-Jun-21	23-Mar-22	286	ADI	ADI	0.30%	1,000,000.00
WBC	23-Apr-21	23-Apr-22	365	ADI	ADI	0.36%	1,000,000.00
NAB	09-Jun-21	23-May-22	348	ADI	ADI	0.30%	1,000,000.00
MAQ	18-Jun-21	15-Jun-22	362	UMG	UMG	0.40%	500,000.00
NAB	06-Aug-21	10-Dec-21	126	ADI	ADI	0.26%	1,000,000.00
MAQ	09-Aug-21	08-Nov-21	91	UMG	UMG	0.40%	500,000.00
MAQ	10-Aug-21	03-Mar-22	205	UMG	UMG	0.40%	500,000.00
AMP	09-Aug-21	05-Jul-22	330	LMG	LMG	0.75%	500,000.00
NAB	18-Aug-21	26-Jul-22	342	ADI	ADI	0.29%	1,000,000.00

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Sub-Total								18,000,000.00
Total								21,806,480.44

Credit Rating Legend

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

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Table 2: At Call and Term Deposits – Monthly Movements

Bank	Opening Balance	Interest Added to Investment or Redeemed	Net Placements/ Withdrawals	Closing Balance
NAB	194.58	0.11		194.69
ANZ	6,857.67	0.47	(15.00)	6,843.14
T Corp IM Cash Fund	999,797.51	(354.90)	1,600,000.00	2,599,442.61
CBA At Call	300,000.00		900,000.00	1,200,000.00
Total at call	1,306,849.76	(354.32)	2,499,985.00	3,806,480.44
NAB	1,000,000.00	5,172.61	(1,005,172.61)	-
ME	1,000,000.00	624.66	(1,000,624.66)	-
NAB	1,000,000.00	698.63	(1,000,698.63)	-
WBC	1,000,000.00			1,000,000.00
MAQ	1,000,000.00			1,000,000.00
CBA	1,000,000.00			1,000,000.00
CBA	1,500,000.00			1,500,000.00
WBC	1,000,000.00			1,000,000.00
CBA	1,000,000.00			1,000,000.00
AMP	1,000,000.00			1,000,000.00
CBA	1,500,000.00			1,500,000.00
NAB	1,000,000.00			1,000,000.00
MAQ	1,000,000.00			1,000,000.00
WBC	1,000,000.00			1,000,000.00
WBC	1,000,000.00			1,000,000.00
NAB	1,000,000.00			1,000,000.00
MAQ	500,000.00			500,000.00
NAB	-		1,000,000.00	1,000,000.00
MAQ	-		500,000.00	500,000.00
MAQ	-		500,000.00	500,000.00
AMP	-		500,000.00	500,000.00
NAB	-		1,000,000.00	1,000,000.00
Total Term deposits	17,500,000.00	6,495.90	493,504.10	18,000,000.00
Total	18,806,849.76	6,141.58	2,993,489.10	21,806,480.44

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Compliance with Council's Investment Policy

Council's Investment portfolio is 100% compliant.

The table below provides compliance status against the Investment Policy:

Institution	Credit Rating	Investment \$	Actual Exposure	Max. Limit per Policy	Compliance status
Tcorp	Prime	2,599,442.61	11.92%	33.30%	Compliant
	Total Prime	2,599,442.61	11.92%	100.00%	Compliant
ANZ	ADI	6,843.14	0.03%	33.30%	Compliant
CBA	ADI	6,200,000.00	28.43%	33.30%	Compliant
WBC	ADI	4,000,000.00	18.34%	33.30%	Compliant
NAB	ADI	4,000,194.69	18.34%	33.30%	Compliant
	Total ADI	14,207,037.83	65.15%	100.00%	Compliant
MAQ	UMG	3,500,000.00	16.05%	20.00%	Compliant
	Total UMG	3,500,000.00	16.05%	60.00%	Compliant
ME	LMG	-	0.00%	10.00%	Compliant
AMP	LMG	1,500,000.00	6.88%	10.00%	Compliant
	Total LMG	1,500,000.00	6.88%	10.00%	Compliant
	Grand Total	21,806,480.44	100.00%		

Certification of Responsible Accounting Officer

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

Responsible Accounting Officer

RECOMMENDATION

That Council accept the Investments Report for the month ending 31 August 2021 including a total balance of \$23,297,009.33 being:

- \$3,806,480.44 in at call accounts.
- \$18,000,000.00 in term deposits.
- \$1,490,528.89 cash at bank.

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Item 14 Draft Council Chambers and Meeting Room Policy

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

Reason for Report

To present Council with a reviewed Council Chambers and Meeting Room Policy as part of a review of all Strategic Policies to ensure that they are still relevant.

Background

Council's current Council Chambers and Meeting Room Policy was previously endorsed on 17 July 2017 (Resolution 31/1718).

No significant changes have been made to the Policy.

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. Council Chambers and Meeting Room Policy

RECOMMENDATION

That Council adopts the reviewed Council Chambers and Meeting Room Policy.

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Item 15 Draft Contributions Kerb & Guttering and Paving Policy

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

Reason for Report

To present Council with a reviewed Contributions Kerb & Guttering and Paving Policy as part of a review of all Strategic Policies to ensure that they are still relevant.

Background

Council's current Contribution Kerb & Guttering Policy was previously endorsed on 20 July 2017 (Resolution 30/1718).

No significant changes have been made to the Policy.

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. Contributions Kerb & Guttering and Paving Policy.

RECOMMENDATION

That Council adopts the reviewed Contributions Kerb & Guttering and Paving Policy.

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Item 16 Coonabarabran Aerodrome – Unsealed Runway

Division:	Technical Services
Management Area:	Technical Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure & Services
Priority:	P13 Roads throughout the Shire are safe, well maintained and appropriately funded.

Reason for Report

The reason for this report is to update a previous resolution of Council.

Background

Through a Notice of Motion, Council made the following resolution on the 18th June 2020;

460/1920 RESOLVED that Council consider some type of upgrade to the dirt runway at Coonabarabran airport and some crusher dust or small aggregate around the RFS container.

Council made this resolution following complaints from pilots that the surface is rough. The runway is used when there is a significant cross wind on the main runway and because retardant reloading stations are nearby, the runway is used during aerial fire fighting operations.

The surface of the unsealed runway at Coonabarabran aerodrome consists of grass, grass tufts on natural soil and this soil is generally classified as a heavy clay. During periods of hot weather and little rain, the clay shrinks and cracks appear in the surface. The roughness of the surface is caused by a combination of grass tufts, cracking during summer months and minor deformations due to shrinking and swelling of the clay.

Issues

Since it was built, the surface of the unsealed runway has never been treated with road base of any type. To reduce the current roughness, the best method of treatment appears to include removal of the grass and replace it with road base material. The cost of maintaining the unsealed runway will increase if this type of treatment is undertaken, as the surface will need to be graded perhaps once every 1 to 2 years and resurfacing will be required perhaps once every 10 years.

During periods of rainfall, the stormwater flows overland across the runway near the mid point of the runway. Any resurfacing treatment will need to ensure that overland drainage flows are not interrupted, which means that survey of the site will be required before works are undertaken.

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Options

The Coonabarabran Aero Club has previously expressed interest and concern about the condition of the unsealed runway and this concern has been raised with Council through the Aerodrome Committee. It is appropriate for consultation to occur with the Aerodrome Committee on the treatment proposed for the unsealed runway.

Financial Considerations

There is no allocation in the current or forecast budget to upgrade the unsealed runway at Coonabarabran aerodrome. The cost to remove grass and place road base in the centre section of the runway is estimated to be \$90,000. The average annual increase in maintenance costs associated with the upgraded runway surface is estimated to be \$10,000 per year.

Community Engagement

The level of community engagement for this report is to inform and consult.

RECOMMENDATION

That:

1. The proposed treatment method for upgrading the unsealed runway, including removal of grass and replacement with gravel road base, at Coonabarabran aerodrome is referred to the next meeting of the Aerodrome Committee.
2. The upgrading of the unsealed runway at Coonabarabran aerodrome is included in submissions for consideration when determining the 2022/23 budget.

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Item 17 Aerodrome Certification

Division:	Technical Services
Management Area:	Technical Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure & Services
Priority:	P13 Roads throughout the Shire are safe, well maintained and appropriately funded.

Reason for Report

The reason for this report is to determine the level of regulatory management and reporting desired for the aerodrome at Coolah and at Coonabarabran.

Background

The Coolah Aerodrome and the Coonabarabran Aerodrome are regulated by the Civil Aviation Safety Authority (CASA). They are regulated because both aerodromes are registered, Coolah Aerodrome was registered on the 13 May 2004 and Coonabarabran Aerodrome was registered on the 22 February 2006. Due to the introduction of new rules, CASA has advised that for both aerodromes to continue to be regulated, they must transition to certification by May 2022.

Issues

Aerodromes not approved by CASA to the regulated requirements are referred to as aircraft landing areas (ALA). Within the Warrumbungle LGA, Baradine Aerodrome is an example of an ALA. Also, an aerodrome that does not transition to the new rules will have any published terminal instrument flight procedure (TIFP) cancelled by the certified instrument flight procedure designer responsible for maintaining the TIFP for the aerodrome.

Certification involves the submission of a compliant aerodrome manual, referred to as a Manual of Standards (MOS), as well as development and implementation of safety management plans and the availability of trained reporting officers. A summary of the differences in management of safety between a certified aerodrome and an ALA is provided in the attachments.

The infrastructure at the Coolah Aerodrome consists of one unsealed runway and a pilot activated lighting system and boundary fences. The utilisation of the Coolah Aerodrome is not known with certainty however, it is apparent that there is very little activity at the aerodrome. The aerodrome is located some 20 minutes drive from Coolah and has on rare occasions been used by air ambulance to fly out patients from Coolah Hospital. Due to the proximity of surrounding hills and lack of warning lights on those hills there is no flight instrument rating for the Coolah Aerodrome.

The infrastructure at Coonabarabran Aerodrome consists of one sealed runway and a cross runway that is unsealed. The aerodrome also includes several hangars, a terminal building, fences, pilot activated lighting system, flight instrument rating and

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an Aero Club building. The Coonabarabran Aerodrome is also an established base for firefighting operations. The utilisation of the Coonabarabran Aerodrome is not known with certainty, however it is known that it is frequently used for air ambulance operations and it is used for courier flights. The aerodrome is located some 15 minutes drive from Coonabarabran. Also, it is known that charter flights, particularly for astronomers, use the aerodrome. The range of multiple users suggest the cost of transitioning to and maintaining certification can be justified on the basis that these users require confidence that safety standards are regulated by CASA.

Options

The option to transition both the Coolah and the Coonabarabran Aerodromes to certification exists, as does the option not to transition either of the aerodromes. Due to the administrative and reporting burden that comes with certification, Council may wish to pursue certification for the Coonabarabran Aerodrome only.

Financial Considerations

The cost of transitioning to certification status is not known with certainty, however the development of safety management plans will involve the engagement of a specialist aerodrome adviser. Also, the ongoing cost of implementing safety systems is not known.

Council is able to undertake current reporting requirements within existing budget allocations and this includes the training of selected staff in Baradine, Coolah and Coonabarabran in the duties of Reporting Officer.

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. Listing of aerodrome categories and associated management and reporting requirements.

RECOMMENDATION

That:

1. Council prepare necessary management plans and manual of standards to enable transition to new rules imposed by the Civil Aviation Safety Authority for certification of the Coonabarabran Aerodrome.
2. That the Coolah Aerodrome ceases to be a regulated aerodrome and no process of certification is undertaken.

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Item 18 Request to Rename Girragulang Road

Division:	Technical Services
Management Area:	Technical Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI3 Roads throughout the Shire are safe, well-maintained and appropriately funded.

Reason for Report

The purpose of this report is to consider letters of support and objection in response to Council's resolution to rename Girragulang Road.

Background

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. Rural road numbers and road name change from Orana to Girragulang appeared on Rates Notices around 2012. There are three (3) rural number addresses for Girragulang Road and none for Orana Road.

In response to concerns from two property owners regarding confusion between road name and road name signs, Council made the following resolution on the 15 April 2021:

***'301/2021 RESOLVED** that requests to change the name of Girragulang Road to Orana Road is approved for consultation with the community.'*

A letter of support and a letter of objection has been received regarding the proposed change in road name. A copy of the letters is included in the attachments.

Issues

In accordance with the Roads Regulation, Council is required to consider any submissions on a proposal to name or rename a road. Where an objection is received, Council may not proceed to name or rename a road without approval from the Minister.

The owner of the property 'Orana' supports the proposal to change the road name from Girragulang Road to Orana Road. Their support is based on historical references to the property dating back to the 1930's and their claim that most people

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know the road as Orana Road. Also, the owner of 'Orana' would apply to change the address of their property from Collier Road to Orana Road because the physical access to 'Orana' homestead is from the currently named Girragulang Road.

The property owner who is objecting to changing the name from Girragulang Road to Orana Road is doing so because Girragulang also has historical references and because there are three properties that will need to change their address.

Options

1. Implement Council's Resolution 301/2021 (15 April 2021) and name the full length of the road between Black Stump Way and Moorefield Road as Orana Road.
2. Make no change to existing road names. That is the name Orana Road commences at Black Stump Way, runs in an easterly direction for 1km and finishes. Girragulang Road commences from the end of Orana Road and runs south until it intersects with Moorefield Road.
3. Maintain the two road names, however Orana Road commences at Black Stump Way and finishes at Collier Road. Girragulang Road commences at Collier Road and finishes at Moorefield Road. This option appears to satisfy the interests of the two property owners who have made submissions. This option is shown on a map in the attachments.

The road naming proposal in Option 3 requires public consultation. Also, approval from the Minister is required if Council wishes to pursue Option 1. No further public consultation is required if Council implements Option 2.

Under rural addressing guidelines however, property address numbering will need to change regardless of the road naming option pursued by Council.

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 of support and objection to Council's resolution.
3. Map showing road names proposed under Option 3.

RECOMMENDATION

That:

1. Road name changes are made so that the name Orana Road extends from Black Stump Way to Collier Road and that Girragulang Road extends from Collier Road to Moorefield Road.
2. The proposed road name changes are advertised and submissions invited.

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Item 19 Dam Safety Levy for Timor Dam

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

Reason for report

The reason for this report is to inform Council that the NSW Government has decided, upon considering received feedback, that the introduction of a dam safety levy for owners of declared dams is not appropriate at this time.

Background

In October 2020, Council was contacted by its regulator Dams Safety NSW and was presented with a proposed funding model for the future operations of Dams Safety NSW, which saw these funded by the owners of 'declared dams' rather than by all taxpayers; introduction of the levy was proposed for July 2021.

Issues

Timor Dam is a declared dam with a consequence category of 'High A', being the second highest category, followed by 'High B', 'High C', 'Significant' and 'Low'; only the category of 'Extreme' is higher than 'High A'.

Dams Safety NSW 'declares' dams that have a potential to endanger downstream life, cause major damage or loss to infrastructure, the environment or have major health and social impacts. Each dam is given a consequence category to reflect this potential. A dam owner must comply with the dams safety legislation once a dam is declared by Dams Safety NSW.

On 30 October 2020, Council filed a submission against the raising of a dam safety levy, which was referred to in Item 18 of the April 2021 Business Paper.

In June 2021, Council was informed by Dams Safety NSW that the NSW Government has decided not to go ahead with the proposed levy at this stage, based on a high number of submissions received highlighting recent challenges faced by dam owners, particularly in regional areas, including bushfires, droughts, the pandemic and additional setup costs incurred to establish compliance with the new regulation. The new regulation was also presented to Council in item 18 of the April 2021 Business Paper.

The total number of submissions to Dams Safety NSW was 41 including 29 from local councils and 1 from a council representative.

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The introduction of said levy would have burdened Warrumbungle Water's operational budget with an extra \$15,000 per year.

Options

Nil. The report is for Council's information.

Financial Considerations

Negating of the Dams Safety levy represents a saving of \$15,000 per annum.

Community Engagement

The level of engagement is 'Inform'.

Attachments

1. Fact Sheet on Proposed Funding Model for Dams Safety NSW
2. Final Report on the Proposed Funding Model for Dams Safety NSW

RECOMMENDATION

That Council:

1. Notes the information contained in the Dam Safety Levy for Timor Dam Report.
2. Notes that a Dam Safety Levy for declared dam owners is not being raised by the NSW Government at the present time.

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Item 20 Surrender of Baradine Sewage Treatment Plant Environment Protection Licence

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

Reason for report

The reason for this report is to inform Council of the surrender of its Environment Protection Licence No. 5950 for the Baradine Sewage Treatment Plant, effective 18 February 2021.

Background

The Baradine Sewage Treatment Plant was built in 1997; at the time, the holding of an Environment Protection Authority (EPA) licence was required; it is unknown the trigger for the licence at the time.

In December 2019, an EPA representative approached Council during a site visit with the suggestion to surrender Environment Protection Licence (EPL) No. 5950 for the premises of Baradine Sewage Treatment Plant (Attachment 1).

This offer was formalised in February 2020 (Attachment 2) and responded to by Council in early March 2020, indicating the intent to surrender the EPL and leading to an Approval of Surrender in February 2021 (Attachment 3).

The EPA reasoning for offering the EPL surrender included:

- The licence regulates miscellaneous discharge to waters
- The premises however has no physical provision for discharge to any nearby drains, creeks, rivers or wetlands but discharges treated effluent to a utilisation area
- The premises does not require a licence for sewage treatment activities as its processing capacity is below the threshold of 2,500 equivalent persons or 750 kilolitres/day.

The EPA Approval of Surrender Notice confirmed that:

- There is no administrative or practical reason for the licensee (Council) to hold the licence
- The EPA will remain the Appropriate Regulatory Authority under the Pollution of the Environment Operations (POEO) Act 1997 for any environmental pollution related matters as the premises is operated by a public authority.

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The EPL surrender whilst effective from 18 February 2021, was not fully finalised until the final Annual Report was submitted to the EPA in May 2021. The lodgment of the report was the last step in the process. The delays in reporting the matter to Council can be attributed to the surrender taking an extensive period of time with the additional reporting required for the EPA in the form of the final report.

Issues

Despite the licence surrender, Council must continue to ensure that the activities undertaken at the premises comply with the POEO Act.

The nature of the sewage treatment plant favours this requirement as it consists of low maintenance oxidation ponds; the 1997 installed effluent pivot irrigator has been replaced last Financial Year, an odour bed was installed at the Sewage Pump Station and all vacuum pots have been refurbished over the past Financial Years by replacing their internal valves and controllers. In addition to that, Council has a Pollution Incident Response Management Plan (PIRMP) in place to enable appropriate responses in case of any incidents.

The recently completed Baradine Sewage Scheme Upgrade Scoping Study identified the urgent requirement to desludge the first oxidation pond, which is planned to be undertaken using project savings from the Scoping Study project.

Options

Nil. The report is for Council's information.

Financial Considerations

Surrender of the licence represents operational cost savings of around \$3,000 with regard to annually payable EPL administrative fees as well as effluent and soil sample analyses and preparing of an Annual Return that had been required under the previous licence.

Community Engagement

The level of engagement is 'Inform'.

Attachments

1. Environment Protection Licence 5950, August 2021
2. EPA Invitation to Consider Surrendering Environment Protection Licence No. 5950 – Baradine Sewage Treatment Plan, February 2020
3. EPA Approval of the Surrender of Licence No. 5950, February 2021

RECOMMENDATION

That Council notes that the surrender of the Baradine Sewage Treatment Plant Environment Protection Licence effective 18 February 2021.

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Item 21 Development Applications

Division: Development Services

Management Area: Regulatory Services

Author: Administration Assistant Environment and Development Services – Jenni Tighe

CSP Key Focus Area: Rural and Urban Development

Priority / Strategy: RU 4 The attractiveness appearance and amenity of our towns and villages need to be improved

Development Applications Approved under Delegation – August 2021

Development Application / Complying Development	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type of Development	Referral Days	Stop the Clock Days
DA31/2021	13/05/2021	18/08/2021	Taylor Made Builders	Kurrajong Vale 126 Wattle Springs Road	Coonabarabran	Manufactured Home	40	0
DA35/2021	31/05/2021	10/08/2021	David Foster	85 Eagleview Road	Coonabarabran	New Dwelling and Solar Panels	12	0
DA38/2021	09/06/2021	05/08/2021	John and Robyn Rogers	Jesmond 6523 Baradine West Road	Baradine	Alterations and Additions	21	0
DA41/2021	28/06/2021	09/08/2021	Shane Nilsen	149 Binnia Street	Coolah	New Garage/Shed	6	0
DA44/2021	09/07/2021	20/08/2021	Minnamurra Rural Pty Ltd	1170 Coolah Creek Road	Coolah	Manufactured Home	8	0
DA45/2021	12/07/2021	30/08/2021	Picton Bros	11 Wheeh Street	Yearinan	New Balcony, Deck or Patio	27	0
DA 60/2020	6/10/2020	25/08/2021	Rita and James McDonnell	2-4 Henderson Street	Coolah	Carport	14	318

Stop the Clock – applies when further information is required from the applicant, or in the case of integrated development when a licence or permit or other approval is required from a State agency

Referral Days – applies to referral times, both internal and external.

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RECOMMENDATION

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

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Item 22 Notice of Motion – Access to Tips

Notice of Motion – Access to Tips

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

That Council consider allowing local membership groups to access their local tips for scavenging to be able to restore items for the public.

**RAY LEWIS
COUNCILLOR**

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Item 23 Reports to be Considered in Closed Council

Item 23.1 Organisational Development Monthly Report – August 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 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 23.2 Three Rivers Regional Retirement Community Information Report

Division: Environment and Development Services

Author: Director Environment and Development Services – Leanne Ryan

Summary

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

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

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

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

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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 23.3 NBN Connectivity in Coonabarabran Industrial Estate

Division: Environment and Development Services

Author: Manager Economic Development and Tourism – Jo Houghton

Summary

The purpose of this report is to update Council on the opportunity to attract funding to improve NBN connectivity across the Coonabarabran Industrial Estate.

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 commercial information of a confidential nature 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 NBN Connectivity in Coonabarabran Industrial Estate 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

Item 23.4 Regional Tender for Provision of Specialist Arboriculture Services

Division: Technical Services

Author: Director Technical Services – Kevin Tighe

Summary

The purpose of this report is make resolution in respect of recommendations by the tender evaluation panel for provision of specialist arboriculture services.

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.

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The item relates to advice concerning commercial information of a confidential nature 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 Regional Tender for Provision of Specialist Arboriculture Services 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

Item 23.5 Annual Performance Review – General Manager

Division: Executive Services

Author: Councillor Ambrose Doolan – Mayor

Summary

The purpose of this report is to update Council in relation to the General Manager's Annual Performance Review.

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 Annual Performance Review – General Manager Report be referred to Closed Council pursuant to section 10A(2)(a) of the *Local Government Act 1993* (NSW) on the grounds that the matter deals with personnel matters concerning particular individuals (other than councillors).

FURTHER that Council resolve 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

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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).