



## **Ordinary Council Meeting**

# **Agenda**

**17 February 2022**

**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, 17 February 2022 commencing at 5:00 pm.**

**Mayor:** Cr Ambrose Doolan

**Councillors:** Kodi Brady  
Dale Hogden  
Zoe Holcombe  
Aniello Iannuzzi (Deputy Mayor)  
Carlton Kopke  
Jason Newton  
Kathryn Rindfleish  
Denis Todd

### **Please note:**

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

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

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

### **Mission Statement**

We will provide:

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

### **Values**

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

# WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 17 February 2022

---

## 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**

6 January 2022 – Extra-Ordinary Meeting

**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

## Ordinary Meeting – 17 February 2022

---

### INDEX

Item 1 Mayoral Minute – Mayors Log of Activity, Kilometres Travelled and Expenses from 9 November 2021 to 8 February 2022 .....	7
<b>RECOMMENDATION</b> .....	8
Item 2 Councillors' Monthly Travel Claims .....	9
<b>RECOMMENDATION</b> .....	10
Item 3 Community Consultation Meetings .....	11
<b>RECOMMENDATION</b> .....	12
Item 4 Minutes for the Australia Day Awards Committee Meeting – 18 November 2021	13
<b>RECOMMENDATION</b> .....	14
Item 5 Minutes of Traffic Advisory Committee Meeting – 2 December 2021 .....	15
<b>RECOMMENDATION</b> .....	16
Item 6 Baradine Floodplain Management Advisory Committee .....	18
<b>RECOMMENDATION</b> .....	19
Item 7 Health Advisory Committee .....	20
<b>RECOMMENDATION</b> .....	21
Item 8 Request for Leave of Absence – Councillor Denis Todd .....	22
<b>RECOMMENDATION</b> .....	23
Item 9 Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors .....	24
<b>RECOMMENDATION</b> .....	25
Item 10 Draft Adverse Event Plan .....	26
<b>RECOMMENDATION</b> .....	27
Item 11 Council Resolutions Report .....	28
<b>RECOMMENDATION</b> .....	28
Item 12 Budget Revotes Report .....	29
<b>RECOMMENDATION</b> .....	29
Item 13 Financial Planning and Sustainability Policy .....	30
<b>RECOMMENDATION</b> .....	33
Item 14 Audit, Risk and Improvement Committee .....	34
<b>RECOMMENDATION</b> .....	36
Item 15 Community Development Coordinator Program – Memorandum of Understanding (MOU) .....	37
<b>RECOMMENDATION</b> .....	40

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

Item 16 Delivery Program Progress Report – 2 <sup>nd</sup> Quarter 2021/22 .....	41
<b>RECOMMENDATION</b> .....	41
Item 17 Community Strategic Plan .....	42
<b>RECOMMENDATION</b> .....	44
Item 18 Community Engagement Strategy .....	45
<b>RECOMMENDATION</b> .....	46
Item 19 Quarterly Budget Review Statement for the 2 <sup>nd</sup> Quarter Ending 31 <sup>st</sup> December 2021 .....	47
<b>RECOMMENDATION</b> .....	56
Item 20 Presentation of 2020/21 External Audited Annual Financial Statements as at 30 June 2021 .....	58
<b>RECOMMENDATION</b> .....	59
Item 21 Investments and Term Deposits – month ending 31 January 2022.....	60
<b>RECOMMENDATION</b> .....	65
Item 22 Place Name Proposal for Reserve in Gordon Street, Coonabarabran .....	66
<b>RECOMMENDATION</b> .....	68
Item 23 Request to Rename Girragulang Road.....	69
<b>RECOMMENDATION</b> .....	71
Item 24 Proposed 40km/h Speed Zones in the Coonabarabran and Dunedoo CBDs ....	72
<b>RECOMMENDATION</b> .....	75
Item 25 Tourism and Economic Development Advisory Committee – revised Terms of Reference .....	76
<b>RECOMMENDATION</b> .....	78
Item 26 Council Partnership Agreement with Service NSW .....	79
<b>RECOMMENDATION</b> .....	80
Item 27 State Environmental Planning Policy (Mining, Petroleum Production and Extractive Industries) Amendment (No 2) 2021 .....	82
<b>RECOMMENDATION</b> .....	83
Item 28 Review of Warrumbungle Waste – Survey of Non-Domestic Recycling Users..	84
<b>RECOMMENDATION</b> .....	87
Item 29 Review of Warrumbungle Waste – Dunedoo Transfer Station Proposed Change to Operating Hours.....	88
<b>RECOMMENDATION</b> .....	91
Item 30 Inland Rail Update Report – February 2022.....	92
<b>RECOMMENDATION</b> .....	94
Item 31 Development Applications .....	95
<b>RECOMMENDATION</b> .....	95

---

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

Item 32 Notice of Motion – Upgrade Northern End of Lewis Lane, Dunedoo .....	96
Item 33 Notice of Motion – Hotchkiss Road .....	98
Item 34 Reports to be Considered in Closed Council .....	99
Item 34.1 Organisational Development Monthly Report.....	99
<b>RECOMMENDATION</b> .....	99
Item 34.2 Three Rivers Regional Retirement Community Information Report.....	99
<b>RECOMMENDATION</b> .....	100
Item 34.3 Coonabarabran Groundwater Pipeline Project.....	100
<b>RECOMMENDATION</b> .....	100
Item 34.4 Tenders for Hire of Various Plant Items on a Casual Basis.....	100
<b>RECOMMENDATION</b> .....	101
Item 34.5 Regional Tender for Provision of Road Stabilising .....	101
<b>RECOMMENDATION</b> .....	101
Item 34.6 Tender for Purlewaugh Road Upgrade .....	102
<b>RECOMMENDATION</b> .....	102
Item 34.7 Regional Tender for Supply & Delivery of Traffic and Safety Signage.....	102
<b>RECOMMENDATION</b> .....	103

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

### Item 1 Mayoral Minute – Mayors Log of Activity, Kilometres Travelled and Expenses from 9 November 2021 to 8 February 2022

#### MAYORAL MINUTE - MAYORS ACTIVITY

<u>Date</u>	<u>Type</u>	<u>In/Out</u>	<u>Activity</u>
12-Jan	Email	In	Meeting regarding disability care respite
	Email	In	Ratepayer - public art strategy
13-Jan	Email	In	Ratepayer - swimming pools
14-Jan	Email	In	GM - doctors house Coolah
15-Jan	Email	In	Deputy Mayor - health advisory
18-Jan	Email	In	GM - Dandry Road
24-Jan	Email	In	Cr Rindfleish - Coolah District Development Group MOU Community Development Program
25-Jan	Email	In	Deputy Mayor - leave
	Email	In	Rod Crowfoot, Macquarie Homestay - letter of support
31-Jan	Email	In	Ratepayer - Council gully maintenance
1-Feb	Email	In	GM re Vincent Young
3-Feb	Email	In	Ratepayer - Valley of the Winds - Heavy Vehicle Safety
	Email	In	Ratepayer - steel plate covers on driveways
7-Feb	Email	In	Unaib Jeoffrey, Audit office - Financial Statements
	Email	In	Wes Leedham - River Grant
8-Feb	Letter	In	Office of the Mayor, Ken Keith OAM, Parkes
	Email	In	Invitation to attend Rotary dinner
	Email	In	Letter from OLG re Financial Statements

<u>Date of Journey</u>		<u>Purpose of Journey</u>	<u>Odometer</u>		<u>KM Travelled</u>
<u>Start Date</u>	<u>End Date</u>		<u>Start</u>	<u>Finish</u>	
9-Nov	9-Nov	Dunedoo Community Consultation meeting	11387	11562	175
18-Nov	18-Nov	Australia Day Committee Meeting and Council Meeting	11562	11592	30
7-Dec	7-Dec	Meeting with Mark Coulton	11592	11622	30
6-Jan	6-Jan	Council Meeting	11622	11652	30
24-Jan	24-Jan	Council Induction	11652	11682	30
25-Jan	25-Jan	Council Pre Australia Day	11682	11712	30
26-Jan	26-Jan	Australia Day - Binnaway, Dunedoo, Coonabarabran	11712	11993	281
27-Jan	27-Jan	Inland Rail Meeting - Baradine	11993	12133	140
31-Jan	31-Jan	Council Induction	12133	12163	30
3-Feb	3-Feb	Council Office	12163	12193	30
7-Feb	7-Feb	Meeting re River Grant	12193	12223	30
8-Feb	8-Feb	Council Office	12223	12253	30
<b>Total KM travelled for period 9/11/2021 - 08/02/2022</b>					<b>866</b>

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

### MAYORAL MINUTE - EXPENSES 9 November 2021 to 8 February 2022

<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 9 November 2021 to 8 February 2022.



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

### 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.

---

### Reason for Report

To provide Council with details of travel claims of councillors for the month of January 2022.

### 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 Brady	-	0.78	
Cr Doolan	-	0.78	
Cr Hogden	220	0.78	171.60
Cr Holcombe	-	0.78	
Cr Iannuzzi	-	0.78	
Cr Kopke	142	0.78	110.76
Cr Newton	-	0.78	
Cr Rindfleish	-	0.78	
Cr Todd	-	0.78	
<b>Total:</b>			<b>\$282.36</b>

### Issues

Nil.

### Options

Nil.

### Financial Considerations

Outlined above.

### Community Engagement

To inform the community.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

### **Attachments**

1. Councillors Monthly Travel Claims

### **RECOMMENDATION**

That the Councillors' monthly travel claims report for January 2022 in the amount of \$282.36 is noted.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

### Item 3 Community Consultation Meetings

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Children's and Community Services
<b>Author:</b>	Executive Assistant to General Manager – Erin Player
<b>CSP Key Focus Area:</b>	Governance and Finance
<b>Priority:</b>	GF2 The demographic makeup of the community is well-represented in local activities, service delivery and decision-making.

---

### Reason for Report

To present draft Minutes from the Community Consultation Meetings held in October/November 2021 to Council.

### Background

In October and November 2021, Council conducted a series of Community Consultation Meetings across the Shire. Meetings were held in:

- Baradine Bowling Club – Monday 25 October 2021
- Mendooran Memorial Club – Tuesday 26 October 2021
- Binnaway Bowling Club – Monday 1 November 2021
- Coolah Council Chambers – Wednesday 3 November 2021
- Coonabarabran Council Chambers – Monday 8 November 2021
- Dunedoo Jubilee Hall – Tuesday 9 November 2021

### Issues

Due to the emergence of Coronavirus and the unprecedented COVID-19 social distancing restrictions, new meeting rules were enforced including: pre-registration, social distancing, seating, hygiene and gathering requirements

As per the Terms of Reference for Community Consultation Meetings, as endorsed by Council at the September 2021 Council Meeting, Minutes of Community Consultation Meetings will be recorded and submitted to the Council Meeting for endorsement before being circulated.

Once Meeting Minutes have been endorsed by Council they will be circulated to meeting attendees no more than one (1) week following the Council Meeting. Minutes will also be uploaded to the Warrumbungle Shire Council website, and will therefore be available to all members of local communities.

Minutes endorsed and circulated will be draft Minutes only. Minutes will not be confirmed until the next round of Community Consultation Meetings which are expected to be held in March 2022.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

The next round of dates for the Community Consultation Meeting R2 2021/22 are as follows:

- Mullaley Monday 21 March 2022
- Coonabarabran Tuesday 22 March 2022
- Dunedoo Monday 28 March 2022
- Baradine Tuesday 29 March 2022
- Mendooran Monday 4 April 2022
- Binnaway Tuesday 5 April 2022
- Coolah Monday 11 April 2022

### **Community Engagement**

The level of engagement for this report is Inform.

### **Attachments**

1. Baradine Community Consultation Meeting Minutes
2. Mendooran Community Consultation Meeting Minutes
3. Binnaway Community Consultation Meeting Minutes
4. Coolah Community Consultation Meeting Minutes
5. Coonabarabran Community Consultation Meeting Minutes
6. Dunedoo Community Consultation Meeting Minutes

### **RECOMMENDATION**

That Council:

1. Note the draft Minutes from the 6 Community Consultation Meetings held in October and November 2021 for Round 1 2021/2022.
2. Note that Minutes from the Community Consultation Meetings held in October and November 2021 for Round 1 2021/2022 will now be released to meeting attendees and on Council's website.
3. Endorse the meeting dates for Round 2 as:
  - Mullaley Monday 21 March 2022
  - Coonabarabran Tuesday 22 March 2022
  - Dunedoo Monday 28 March 2022
  - Baradine Tuesday 29 March 2022
  - Mendooran Monday 4 April 2022
  - Binnaway Tuesday 5 April 2022
  - Coolah Monday 11 April 2022

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

### Item 4 Minutes for the Australia Day Awards Committee Meeting – 18 November 2021

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Community Services
<b>Author:</b>	Roger Bailey – General Manager
<b>CSP Key Focus Area:</b>	Community and Culture
<b>Priority:</b>	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**

The purpose of the report is to present the minutes from the meeting of the Australia Day Awards Committee held on the 18 November 2021.

#### **Background**

The Committee is established under section 355 of the *Local Government Act 1993* (NSW):

*‘A function of a council may, subject to this Chapter, be exercised: by a committee of the council’*

The Committee has as its primary purpose responsibility to select recipients of the annual Australia Day Awards at ceremonies held in each town of the Warrumbungle Local Government Area.

Award recipients shall be selected based on nominations received by Council during the nomination period each year. Recipients are selected by the Australia Day Award Committee under delegated authority. The decisions of the Australia Day Award Committee are final.

#### **Issues**

The following awards were considered by the Committee:

- Citizen of the Year
- Senior Citizen of the Year
- Young Citizen of the Year
- Sportsperson of the Year
- Young Sportsperson of the Year
- Environmental Citizen of the Year
- Young Environmental Citizen of the Year
- Australia Day Award – Community Event of the Year

Note: The recipient of the Environmental Citizen of the Year declined the Award, and their name was removed from the minutes.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

### **Options**

The Mayor notified the winners of the awards. The Environmental Citizen of the Year declined the award.

### **Financial Considerations**

Nil

### **Community Engagement**

Level of Engagement - Inform

### **Attachments:**

- 1 Minutes of the Australia Day Committee Meeting – 18 November 2021
- 2 Draft Guidelines and Criteria for 2023 Australia Day Awards
- 3 Draft Nomination Form for 2023 Australia Day Awards

### **RECOMMENDATION**

That:

1. Council note the selection of Australia Day Award recipients for 2022; and
2. Endorse the updated Guidelines and Criteria for 2023 Australia Day Awards and the Nomination Form for 2023 Australia Day Awards

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

### **Item 5 Minutes of Traffic Advisory Committee Meeting – 2 December 2021**

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Projects
<b>Author:</b>	Director Technical Services – Gary Murphy
<b>CSP Key Focus Area:</b>	Rural & Urban Development
<b>Priority:</b>	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 2 December 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:

- Proposed Pedestrian Crossing in Bolaro Street, Dunedoo
- Baradine Progress Association – Request for Closure of Wellington Street for Christmas Twilight Markets – 4 December 2021
- Coonabarabran Chamber of Commerce – Request for Closure of John Street for Easter Bunny Bazaar – 16 April 2022
- Proposed Road Closure for 2022 ANZAC Day Events in Each Town of the Shire – 25 April 2022
- Coonabarabran RSL – Request for Closure of John Street for ANZAC Dawn Service – 25 April 2022
- Coonabarabran LALC – Request for Closure of John Street for Annual Sorry Day Memorial March – 26 May 2022
- Coonabarabran RSL – Request for Closure of John Street for Remembrance Day Service – 11 November 2022
- Update on Speed Zone Reviews
- Speed Zones at Rail Level Crossings
- Overhanging Trees on the Oxley Highway

#### **Options**

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

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

### **Financial Considerations**

The cost of recommendations from the meeting on the 2 December 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 – 2 December 2021.

### **RECOMMENDATION**

That:

1. Minutes of the Traffic Advisory Committee Meeting held on the 2 December 2021 are noted for information.
2. Council note the outcome of investigations by TfNSW that the installation of a pedestrian crossing in Bolaro Street, Dunedoo is not supported due to the proposal not meeting numerical warrants and the increased risk to pedestrian safety.
3. Request by Baradine Progress Association to close part Wellington Street, Baradine between Darling Street and Narren Street from 6.00pm to 10.00pm on Saturday, 4 December 2021 be approved subject to compliance with:
  - The event not impacting on the Regional Road
  - Council's Road Closure Guidelines
  - Receipt of current Public Liability Insurance
4. Approval be granted to the Coonabarabran Chamber of Commerce for part closure of John Street and Dalgarno Street, Coonabarabran on Saturday, 16 April 2022 between 7.30am and 2.00pm to conduct the Annual Easter Bunny Bazaar event subject to compliance with:
  - TfNSW Guidelines
  - Council's Road Closure Guidelines
  - TfNSW Road Occupancy Licence
  - TfNSW Regional Special Events concurrence
  - Receipt of current Public Liability Insurance
5. Approval be granted to close the following roads on Monday, 25 April 2022 for the purpose of conducting an ANZAC Day March and Ceremony, subject to compliance with TfNSW Guidelines, Council's Road Closure Guidelines, TfNSW Road Occupancy Licence for State Roads, TfNSW Regional Special Events concurrence for State Roads that are closed, TfNSW Western Region concurrence for Regional Roads that are closed, receipt of current Public Liability Insurance and amendment of Binnaway Traffic Control Plan to include omitted detour sign.



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

- Coolah RSL Sub Branch - Binnia Street between Booyamurra Street and Campbell Street between 10.00am and 12.30pm.
  - Coonabarabran RSL Sub Branch – John Street between Edwards Street and Essex Street between 10.00am and 1.00pm.
  - Dunedoo/Leadville RSL Sub Branch – Bolaro Street between Wargundy Street and Merrygoen Street between 10.00am and 12.00pm.
  - Mendooran RSL Sub Branch – Bandulla Street between Yalcogrin Street and Napier Street between 9.00am and 12.00pm.
  - Binnaway RSL Sub Branch – Renshaw Street between Bullinda Street and Yarran Street between 9.30am and 12.00pm.
  - Baradine RSL Sub Branch – Wellington Street and Narran Street between 10.00am and 12.30pm.
6. Approval be granted to Coonabarabran RSL Sub Branch for part closure of John Street, Coonabarabran between 5.57am and 6.15am on Monday, 25 April 2022 to conduct the Annual ANZAC Dawn Service subject to compliance with:
- TfNSW Guidelines
  - Council's Road Closure Guidelines
  - TfNSW Road Occupancy Licence
  - TfNSW Regional Special Events concurrence
  - Receipt of current Public Liability Insurance
7. Consent be granted to Coonabarabran Local Aboriginal Land Council for the Annual Sorry Day March for part closure of John Street, Coonabarabran from the Tennis Club to the Town Hall on Thursday, 26 May 2022 between 10.30am and 10.45am, subject to NSW Police implementing a 'rolling road opening' on the southbound lane between the Mary Jane Cain Bridge and the Town Hall, and compliance with:
- TfNSW Guidelines
  - Council's Road Closure Guidelines
  - TfNSW Road Occupancy Licence
  - TfNSW Regional Special Events concurrence
  - Receipt of current Public Liability Insurance
8. Approval be granted to the Coonabarabran RSL Sub Branch for part closure of John Street and Dalgarno Street, Coonabarabran on Friday, 11 November 2022 between 11.00am and 11.10am to conduct the Annual Remembrance Day Service subject to compliance with:
- TfNSW Guidelines
  - Council's Road Closure Guidelines
  - TfNSW Road Occupancy Licence
  - TfNSW Regional Special Events concurrence
  - Receipt of current Public Liability Insurance

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

### Item 6 Baradine Floodplain Management Advisory Committee

<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 Governance and Finance
<b>Priority:</b>	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

---

#### **Reason for report**

To inform Council of the functions and representation of the Baradine Floodplain Management Advisory Committee.

#### **Background**

At the Extraordinary Council meeting held on the 6 January 2022 Council **Resolution 168/2122 RESOLVED** that Council:

*“Consider the Baradine Floodplain Management Advisory Committee at the February Council meeting;”*

Council may, by resolution, establish such committees as it considers necessary which consist of the Mayor and/or Councillors as appointed by the Council.

Each committee, be that external or internal, has a specific function, delegated responsibilities by the Council or legislative framework from which to operate.

The Terms of Reference and Charter the Baradine Floodplain Management Advisory Committee is provided in Attachment 1.

#### **Issues**

Council accepted a grant for the Minister for Climate change, Environment and Commerce for a flood study in Baradine in April 2009. The process involves establishment of a Floodplain Management Advisory Committee to provide local input and feedback.

Meetings have been held on an as needs basis to review the plan. The Councillor representative chairs the committee.

This committee has been inactive since September 2018 when the last meeting was held. Cr Todd was formerly the Council representative on this Committee.

#### **Options**

At the commencement of the new Council term the committees and representatives from the elected Council are reviewed and nominated for the full Council term.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

### **Financial Considerations**

Councillor travel reimbursements are budgeted for in the 2021-2022 Operational Plan under Councillor expenses. Where there is a staff member involved, all efforts are made to ensure the Councillor representative can travel with the staff member.

Committee or Organisation membership/subscription or financial contributions where required have all been allocated to the respective management area and budgeted for in the 2021-2022 Operational Plan.

A small number of committees require technical or specialist expertise, in which case the responsible Director who is delegated as Council representative is noted for Council information and approval.

### **Community Engagement**

Level of Engagement - Inform

### **Attachments**

1. Terms of Reference for Baradine Floodplain Management Advisory Committee

### **RECOMMENDATION**

That Council:

1. Notes the information contained in the Baradine Floodplain Management Advisory Committee report; and
2. Not reform the Baradine Floodplain Management Advisory Committee but deal with the matters by reports to Council.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

### Item 7 Health Advisory Committee

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Executive Services
<b>Author:</b>	General Manager – Roger Bailey
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	P12.1 Ensure the long-term provision and retention of high quality services for our communities.

---

### Reason for Report

The purpose of this report is to establish terms of reference for the new Health Advisory Committee.

### Background

At the Extraordinary Council meeting held on the 6 January 2022 Council Resolution **168/2122 RESOLVED that Council:**

*“Establishes a Health Advisory Committee; and appoints Councillors Rindfleish, Iannuzzi, Hogden and Todd to the Committee; and develop a Terms of Reference for the Committee.”*

### Issues

A draft terms of reference document for the Health Advisory Committee is provided in Attachment 1. The document outlines the responsibilities and duties of the proposed committee and it also outlines membership of the committee. It is proposed that membership include the Mayor, four (4) Councillors and any resident medical officers and pharmacists within the Warrumbungle Shire.

Acceptance of resident medical officers and pharmacists within the Warrumbungle Shire onto the advisory committee may formally be undertaken by Council after a period of public call for nominations. Council may be able to confirm representatives at the March Council meeting following a two week advertising process.

### Options

Council has discretion in relation to this matter and may reduce or increase the number of resident medical officers and pharmacists within the Warrumbungle Shire who will serve on the committee.

### Financial Considerations

The establishment of the Health Advisory Committee is not expected to have any budgetary impacts however, staff resources will be required to administer the committee.

### Community Engagement

The level of engagement for this report is to inform.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

### **Attachments**

1. Health Advisory Committee – Terms of Reference

### **RECOMMENDATION**

That:

1. The Health Advisory Committee be established in accordance with the terms of reference provided in Attachment 1; and
2. That nominations are sought from resident medical officer and pharmacist positions.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

### Item 8 Request for Leave of Absence – Councillor Denis Todd

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Executive Services
<b>Author:</b>	Executive Assistant to the General Manager – Erin Player
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF6 Support and encourage Councillors in fulfilling their roles as community leaders and in being accessible and actively involved in representing the shire

---

### Reason for Report

Councillor Denis Todd has, for personal reasons, made a request for Leave of Absence from the June, July and August 2022 Ordinary Council meetings.

### Background

Under Part 5 of Council's Code of Meeting Practice, it states:

*5.3 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.*

*5.4 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.*

*5.5 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.*

### Issues

Nil

### Options

Nil

### Financial Considerations

Nil

### Attachments

Nil

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

### **RECOMMENDATION**

That Council accepts the notification from Councillor Todd and grants a Leave of Absence from the June, July and August 2022 Ordinary Council meetings

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

### Item 9 Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	General Manager – Roger Bailey
<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.

---

#### **Reason for Report**

Council is required to review its Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors within 12 months of the new term of each Council and place the Policy on public exhibition.

#### **Background**

Under Section 252 of the Local Government Act 1993, Council is required to adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor and the other councillors in relation to discharging the functions of civic office.

#### ***'252 Payment of expenses and provision of facilities***

- (1) Within the first 12 months of each term of a council, the council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.*
- (2) The policy may provide for fees payable under this Division to be reduced by an amount representing the private benefit to the mayor or a councillor of a facility provided by the council to the mayor or councillor.*
- (3) A council must not pay any expenses incurred or to be incurred by, or provide any facilities to, the mayor, the deputy mayor (if there is one) or a councillor otherwise than in accordance with a policy under this section.*
- (4) A council may from time to time amend a policy under this section.*
- (5) A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under section 23A.'*

Under Section 253 of the Local Government Act, Council must place the amended Policy on public exhibition for a period of 28 days seeking public submissions



# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

### ***'253 Requirements before policy concerning expenses and facilities can be adopted or amended***

- (1) *A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.*
- (2) *Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.*
- (3) *Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.*
- (4) *Repealed*
- (5) *A council must comply with this section when proposing to adopt a policy in accordance with section 252(1) even if the council proposes to adopt a policy that is the same as its existing policy.'*

### **Issues**

The review of the policy and updating of the references to the current Taxation Determination and insertion of updated Appendix A tables, allows clarity in calculation of provision of the expenses to be paid under this policy and are provided in the attachments below.

### **Options**

The Draft Policy is submitted for review and consideration.

### **Financial Considerations**

Provision is made within the budget relating to provision of expenses and facilities to Mayors and Councillors.

### **Community Engagement**

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

### **Attachments**

1. Draft Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors.
2. Tax Determination (TD) 2021/6 and is issued by the Australian Taxation Office.

### **RECOMMENDATION**

That:

1. Council endorses the Draft Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors for the purposes of public exhibition for a minimum of 28 days;
2. A further report be presented to Council on the draft policy after the public exhibition period is completed.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

### Item 10 Draft Adverse Event Plan

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	General Manager Roger Bailey
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	PI2.2 Ensure that local emergency services are equipped, trained and prepared to manage natural disasters and critical incidents

---

### Reason for Report

Council is required as part of the project for the Drought Communities Programme Extension Funding to develop and adopt an Adverse Event Plan.

### Background

Eligible councils, funded under the Drought Communities Programme Extension, must submit an Adverse Event Plan with their final project report. Warrumbungle Shire Council received funding under this programme (DCP 000438).

The Draft Plan provides guidance for Council in relation to recovery from adverse events that directly and indirectly affect Warrumbungle Shire Council and its community. Local government plays a critical role in community planning, capacity and resilience building.

The document aims to provide a practical approach for how Warrumbungle Shire Council could undertake recovery tasks within its existing responsibilities from a range of adverse events which might affect the community.

### Issues

The plan needs to meet the needs of our community and give consideration to the following:

- Natural resource management (i.e. managing water supply, ground cover, trees, erosion and biodiversity)
- Economic diversification and community resilience (i.e. infrastructure planning, tourism investment, diversifying local businesses, capacity building for local leadership)
- Communication and coordination (i.e. how to let people know what's available – now, and in the future, how do you communicate in hard times and for recovery).

### Options

The Draft Warrumbungle Shire Adverse Event Plan is submitted for consideration

### Financial Consideration

Council is required to provide a copy of the endorsed Warrumbungle Adverse Event Plan with the acquittal of the grant at the end of March 2022.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

### **Community Engagement**

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

### **Attachments**

1. Draft Warrumbungle Shire Adverse Event Plan

### **RECOMMENDATION**

That Council adopts the Draft Warrumbungle Shire Adverse Event Plan.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

### Item 11 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

---

### 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.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

### **Item 12 Budget Revotes 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

---

### **Reason for Report**

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

### **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

### **RECOMMENDATION**

That the Budget Revotes Report be noted for information.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

### Item 13 Financial Planning and Sustainability Policy

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

---

### Reason for Report

To review Council's policy on the strategic financial planning and sustainability framework to guide Council when developing the Annual Budget, Long Term Financial Plans and when making decisions including the consideration of funding options for infrastructure projects which impact on the both the present and future financial position of Council.

### Background

Councils have obligations to manage their finances in a sound and proper manner. Under the NSW Local Government Act 1993 the 'Principles of sound financial management' are set out in Section 8B. The section provides:

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

To improve the financial position of councils generally across NSW the Fit for the Future reform package was announced by the Office of Local Government in September 2014 and aimed to ensure that councils across NSW made the changes necessary to ensure that they would be financially viable. The State Government stated at this time that councils across NSW were losing \$1 million per day, and reform of Local Government was required to reverse this trend.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

Councils were provided with a set of financial benchmarks to measure themselves against, and to opt for one of three template options:

- Merge with a neighbouring Council;
- Continue as a stand-alone council but demonstrate that Council will be Fit for the Future as a stand-alone entity; or
- Opt to become a “Rural Council”.

The Fit for the Future financial benchmarks of sustainability, efficiency, and effective infrastructure and service management were also assessed with benchmarks on scale and capacity.

A report was presented to the February 2015 Council meeting, where it was resolved:

*“That Council pursues the Council Improvement Option, remains a stand alone Council and prepares Template 2 for submission to the Office of Local Government by 30 June 2015”.*

As Council chose to stand alone, it prepared a Fit for the Future submission to demonstrate to the State Government what improvements it would make to its operations to ensure that Council would be Fit for the Future and meet the criteria. In October 2015, the Independent Pricing and Regulatory Tribunal (IPART) released the Report on Assessment of Council Fit for the Future Proposals, providing a review of all local government submissions and the assessment of being Fit or Not Fit for the Future. Warrumbungle Shire Council was assessed 'Not Fit', based on not meeting all financial benchmarks. In December 2016 the Minister for Local Government announced Warrumbungle Shire Council as reassessed as 'Fit', having met all benchmarks for financial sustainability.

While the Fit for the Future program is no longer used many of the benchmarking ratios are still utilised, including in councils' financial statements. Also Section 8B of the Act remains and the expectation is that councils are financially sustainable. Concerns by the Minister are expressed from time to time and investigations into councils that are not financially sustainable are conducted.

In April 2019 Council adopted a Financial Planning and Sustainability Policy. While Council had been deemed 'Fit for the Future' in 2016 and there had been an improvement in Council's financial position, Council still had a less than satisfactory financial record and improvement was necessary with its financial position. The historical financial record of Council (consolidated) is:

Year	Income	Expenses	Operating Result	Capital Income	Net Operating Result
2011-12	\$34.3M	\$36.7M	(\$2.4M)	\$1.2M	<b>(\$3.5M)</b>
2012-13	\$35.9M	\$36.8M	(\$0.9M)	\$1.0M	<b>(\$1.9M)</b>
2013-14	\$33.2M	\$39.1M	(\$5.9M)	\$1.2M	<b>(\$7.1M)</b>
2014-15	\$38.8M	\$40.4M	(\$1.6M)	\$2.4M	<b>(\$4.0M)</b>
2015-16	\$45.4M	\$38.9M	\$6.5M	\$7.0M	<b>(\$0.6M)</b>
2016-17	\$47.1M	\$42.4M	\$4.7M	\$4.4M	<b>\$0.3M#</b>
2017-18	\$47.6M	\$45.1M	\$2.5M	\$7.2M	<b>(\$4.8M)</b>

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

2018-19	\$43.5M	\$42.9M	\$0.6M	\$5.9M	<b>(\$5.2M)</b>
2019-20	\$43.0M	\$40.8M	\$2.3M	\$3.8M	<b>(\$1.5M)</b>
2020-21	\$49.6M	\$39.8M	\$9.8M	\$9.3M	<b>\$0.50M</b>

# Includes advance payment of Financial Assistance Grant – Council held \$3.321M for the advance payment of the 1<sup>st</sup> and 2<sup>nd</sup> quarter

Note: Council should not be budgeting for a long term operating surplus deficit, and should ensure the budget is balanced over the longer term. Care needs to be taken when viewing the 2020-21 financial results in isolation as Council had been the recipient of a significant amount of grant funding and this assisted with the improved financial result. While it is anticipated that Council will receive further grant funding, particularly in the form of Natural Disaster assistance it is unlikely that this level of grant funding will be sustained in the long run.

Prior to the adoption of the Financial Planning and Sustainability Policy an independent analysis was undertaken of the 2017/18 Annual Financial Statements. This Analysis was presented to councillors during the workshopping of the Operational Plan.

Whilst the Net Operating Result for the 2017/18 year was positive, the result before the receipt of capital grants moved to a deficit and indicates some fundamental aspects that needed to be addressed to ensure the ongoing sustainability of Council. Most of these relate to budget monitoring and reporting, including recommendations for remedial action required.

In adopting the Policy at the time Council acknowledged that:

- The Net Operating Result prior to Capital Grant income must be positive and generate a reasonable income to channel towards the capital works program and/or any new initiatives and improvements to services that Council may desire to introduce and implement.
- Steps may need to be taken to introduce measures to reduce and manage operating expenditure, since operating income is insufficient to fund the current levels.
- Increasing income does not appear to be a reasonable option, e.g., an increase to Rates is restricted.
- Generation and management of Unrestricted Cash is an imperative in the years ahead. As a short term measure, until improvements and efficiencies in operations flow through to the bottom line, there may be a need to review of “Internal Restrictions”.
- Since there are few opportunities to improve the Balance Sheet of Council, there is a need to identify new avenues of income to generate additional unrestricted cash. Some of the possibilities could include rationalisation of fixed assets, re-evaluating the use of council properties etc.

From those acknowledgements Council adopted the Financial Planning and Sustainability Policy and the following Principles:

- (i) *the Net Operating Result prior to Capital Grant income must be positive and generate a reasonable income to channel towards the capital works program*



# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

- and/or any new initiatives and improvements to services that Council may desire to introduce and implement;*
- (ii) steps need to be taken to introduce measures to reduce and manage operating expenditure;*
  - (iii) increasing income does not appear to be a reasonable option, e.g., an increase to Rates is restricted; and*
  - (iv) investigation will be undertaken into the possibilities of rationalisation of fixed assets, re-evaluating the use of council properties etc.*

Since that time Council has been working towards making improvements to its financial position and future including:

- reducing the number of management positions
- reducing the size of the workforce
- reducing other expenditure where possible
- sold some properties
- increased some revenues, particularly in water, sewer and waste
- reviewed the depreciation rates of some assets, particularly roads

Unfortunately there have been some further hurdles put in Council's way, including:

- the Three Rivers Regional Retirement Community Project
- the finding of additional assets during asset reviews
- Covid-19 Pandemic

### **Financial Considerations**

The draft 2021/22 Operational Plan budget, as it currently stands, results in a consolidated Operating Result of a deficit of \$4.474M. Improvement in this result is expected by 30 June.

### **Attachments**

1. Financial Planning and Sustainability Policy

### **RECOMMENDATION**

That Council:

1. Acknowledges that:
  - (i) the Net Operating Result prior to Capital Grant income must be positive and generate a reasonable income to channel towards the capital works program and/or any new initiatives and improvements to services that Council may desire to introduce and implement;
  - (ii) further steps need to be taken to introduce measures to reduce and manage operating expenditure;
  - (iii) investigations into increasing income should be considered; and
  - (iv) investigation be undertaken into the possibilities of rationalisation of fixed assets, re-evaluating the use of Council properties etc.
2. Adopts the Financial Planning and Sustainability Policy and works towards achieving the items outlined above in point 1 above.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

### Item 14 Audit, Risk and Improvement Committee

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Governance
<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

---

### Reason for Report

The reason for this report is to appoint external members to the Audit, Risk and Improvement Committee.

### Background

At its Extra Ordinary meeting of 6 January 2022, Council resolved to establish an Audit, Risk and Improvement Committee (ARIC), appointing Councillor Rindfleish to the ARIC and calling for expressions of interest for Independent External Members (Resolution 168/2122). Further, Resolution 168/2122 adopted the Terms of Reference for the ARIC.

Council has had an Internal Audit Committee since 2019 with two external members, being Grahame Marchant and Paul Nankivell (Resolution 339/1819). The external members were selected following a call for expressions of interest.

### Issues

The Office of Local Government (OLG) has issued a **draft Guidelines for Risk Management and Internal Audit Framework for Local Councils in NSW** (the draft Guidelines). The draft Guidelines are being developed to assist councils in achieving compliance with recent amendments to the *Local Government Act 1993* (NSW) that will require councils to have an Audit, Risk and Improvement Committee, a risk management framework, and an internal audit function. Importantly, the draft Guidelines have not yet been finalised and adopted and as such, Council is still awaiting a final outcome which may include significant changes.

The draft Guidelines propose minimum requirements for the composition of ARICs, including requirements for chairs to be prequalified as a chair under the NSW Government's Prequalification Scheme: Audit and Risk Committee Independent Chairs and Members (prequalification scheme). Council is listed as a Tier 1 council in Appendix 4 of the draft Guidelines, defined as an LGA in a remote location with a population <20,000; predominantly rural or agricultural in nature with low population growth. It is proposed that Tier 1 council ARICs must have three independent voting members comprising one chair prequalified under the prequalification scheme and two independent members that meet eligibility requirements for non-prequalified members, with an option to appoint a non-voting councillor member. Note that there is a clause that allows Tier 1 councils to seek exemption from compliance with

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

prequalification requirements if the council is unable to appoint a prequalified chair. Applications for exemption must be in writing; outline the efforts the council has made to appoint a prequalified chair; and outline the reasons why the council has been unsuccessful. The council must also demonstrate that any alternative chair recommended for appointment meets eligibility criteria which include leadership and communication skills, understanding of the position and local government, functional knowledge in relevant areas, and appropriate qualifications.

To achieve compliance with ARIC composition requirements, Council would need to appoint another independent member to the committee, and the Chair would need to independently meet the requirements of the prequalification scheme.

In light of the uncertainty at this time of the final requirements of the Guidelines for ARICs, expressions of interest were sought from Mr Marchant and Mr Nankivell to continue as independent external members of the ARIC. This was in line with the ARIC Terms of Reference and seeks to provide continuity of the Committee before the OLG Guidelines are finalised. The ARIC Terms of Reference allow that:

### *6. Composition and Tenure*

*The Committee will consist of:*

#### **Members (voting):**

- *One councillor (excluding the Mayor)*
- *Two Independent External Members (one with financial expertise, and one of which will be Chair).*

*The independent external members will be appointed for the term of Council, after which they will be eligible for extension or re-appointment following a review of their performance.*

Both Mr Marchant and Mr Nankivell confirmed their interest in continuing with the ARIC. Once the OLG Guidelines are finalised and there is certainty of the direction councils must take, Council may choose to undertake a more extensive process to appoint independent external members to the ARIC.

### **Options**

Council must appoint two independent external members to the ARIC.

### **Financial Considerations**

The two independent external members of the ARIC are paid an agreed fee, with the Chair also receiving an additional fee. An amount of \$30,000 is budgeted for the ARIC.

### **Community Engagement**

The level of engagement for this item is Inform.

The community is informed through publication of the business paper; the Ordinary Council meeting; Council's website; print and social media.

### **Attachments**

Nil

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

### **RECOMMENDATION**

That Council appoints Grahame Marchant as Chair and Paul Nankivell as the independent external member of Council's Audit, Risk and Improvement Committee.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

### Item 15 Community Development Coordinator Program – Memorandum of Understanding (MOU)

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Community Services
<b>Author:</b>	General Manager – Roger Bailey
<b>CSP Key Focus Area:</b>	Community and Culture
<b>Priority:</b>	CC5 Smaller communities across the Shire remain sustainable

---

#### **Reason for Report**

To seek Council endorsement for the Memorandum of Understanding for the Community Development Coordinator Program.

#### **Background**

A report went to the November 2021 Council Meeting to seek Council endorsement for the Memorandum of Understanding for the Community Development Coordinator Program. **Resolution 139/122** resolved that:

*Council endorse the Memorandum of Understanding for the Community Development Coordinator Program as a draft and seek comment from the relevant community groups.*

Letters were sent to community groups with a copy of the draft MOU seeking comments by 20 January 2022 and two submissions were received.

The Community Development Coordinator Program is a program that promotes and supports community partnerships and collaboration throughout Warrumbungle Shire. The purpose of the program is to build active and sustainable communities in order to enhance community social, economic and environmental objectives. In other words, community development is about community members taking the lead and deciding how they want their community to be, and how to make it a better place.

The program has provided support to each of the six (6) communities in the Shire to attract funding for community development activities including local infrastructure, programs and projects which relate specifically to the needs of each community.

This program was originally developed in 2005 with the intent that a community development strategy would be useful in empowering the six towns throughout the LGA following recommendations for the amalgamation of Coolah and Coonabarabran Shire Councils.

Council ratified the introduction of the Community Development Coordinator (CDC) Program in a Memorandum of Understanding (MOU) with local progress associations/economic development groups that articulated the provision of the four-year funding regime to employ a part time Community Development Coordinator to

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

meet the terms and conditions of this MOU. The amount grew in 2005 from \$10,000 per annum per Association to \$16,000 (2013 to 2017); \$25,000 (2017 to 2021). Council adopted a total budget of \$150,000 for the 2021-22 period for the Community Development Coordinator Program, that is \$25,000 per town.

The Community Development Coordinator Program was a finalist and winner in the NSW Local Government Excellence Awards for 2017. The awards recognise the excellent contributions and outstanding achievements and innovations being implemented to advance and improve the local government sector in New South Wales. Additionally, in 2017, the National Federation Awards was founded by LG Professionals Australia. As the winner of the NSW Local Government Community Partnerships and Collaboration Award winner this saw the WSC CDC program being automatically shortlisted as a finalist; although, not the winner.

The Warrumbungle Community Development Achievement (2017-2021) strategy was also nominated for the NSW LG Excellence Awards 2021 in the Community Partnerships and Collaboration category. The Community Development Officers worked closely with their local Progress Associations or Economic Development Committees to achieve a broad range of outcomes in their local communities; have woven their sound leadership and liaison skills into the fabric of their communities and realised excellence in community development in the process whether social, economic arts and cultural enhancement. The high level of success with grant funding lies at the foundation of excellent communication, analytical skills and localised Community Development Officer mentoring. The achievements over the past four years of the Community Development Coordinator program have been very pleasing.

The program has been an example of genuine and effective partnerships that have resulted in better outcomes for Council, as well as each of the communities.

Council has, in the past, entered in to a Memorandum of Understanding for a period of four (4) years. The Memorandum of Understanding relates to the provision of funding, by Council, to be used by each group to employ a part-time Community Development Coordinator to meet the terms and conditions of this Memorandum of Understanding.

Community Development is about community members taking the lead and not being nurtured in a dependent model on external facilitators. The evidence of our CDC program, with local progress associations/economic development groups directly managing the strategy is testimony to the success of this approach and, resonates a direct link to Council's Community Strategic Plan (2017-2032)

GF2 The demographic makeup of the community is well represented in local activities, service delivery and decision-making

GF7.1 Ensure that communities of the Shire have opportunities to be informed about and involved in Council's activities and decision-making

CC2 Issues arising from social isolation in communities across the Shire are identified and the causes effectively addressed

CC3 Our Shire is home to vibrant arts and cultural life and supported as an essential aspect of community well-being

CC4 There is a high degree of public involvement outlined in the Community Strategic Plan in community activities including volunteerism

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

CC5 Smaller communities across the Shire remain sustainable

CC6 The causes and effects of economic and social disadvantage in communities across the shire are identified and addressed

CC7 Communities and organisations across the Shire collaborate to raise awareness of and respect for locals indigenous heritage and culture

### Issues

The Memorandum of Understanding outlines the agreement between Council and the Development Group / Progress Association in relation to the Community Development Coordinator Program.

The Memorandum of Understanding provides an agreement that outlines:

- what funding is to be used for
- requirements in relation to the employment of a Community Development Coordinator
- expected outcomes
- expectations in relation to reporting and attendance at meetings
- Council's financial contribution

A copy of the Memorandum of Understanding is provided as an enclosure.

### Submissions

- Propose increasing the Council contribution to \$30,000 pa for each group.  
**Response:** This would require Council to allocate a further \$30,000 annually to this project. Council would be aware of the significant deficit that it has been operating under. Council has been actively reducing expenditure in a number of areas to bring the budget to a satisfactory position.  
**Proposed:** \$25,000 for Year 1 and increased annually by the ratepegging limit (currently 0.7%).
- KPIs be modified  
**Response:** KPIs must be measurable and realistic. The expectation is that the positions actively seek funding.
- Attendance at Community Consultation meetings and Economic Development & Tourism Advisory Committee meetings.  
**Response:** It should be a matter for each group to determine the priorities of the Community Development Coordinators.  
**Proposed:** No Change.

Note: Other changes are proposed in the MOU

### Options

Council can choose to:

- Endorse the Memorandum of Understanding as presented;
- Endorse an amended Memorandum of Understanding; or
- Not endorse a Memorandum of Understanding for this program.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

### **Financial Considerations**

Funding of \$150,000 per annum has been allocated in the 2021-22 Council budget for the Community Development Coordinator Program.

The Memorandum of Understanding states that Council's direct financial contribution to the Group is limited to the amount stated in the Memorandum of Understanding.

Five of the communities have each been paid \$17,000 (GST exclusive) in 2021-22. The Coonabarabran 2357 body has not been paid due to its inactivity.

Submissions received have indicated that they would like to see the amount rise to \$30,000 per annum plus GST. If considered and approved it would see the budget allocation increase to \$180,000 per annum commencing in the 2022/23 financial year.

### **Community Engagement**

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

### **Attachments**

1. Draft Memorandum of Understanding - Community Development Coordinator Program
2. Community Development Coordinator Achievements 1 July 2017 to May 2021
3. Submissions received (2).

### **RECOMMENDATION**

That Council endorse the Memorandum of Understanding for the Community Development Coordinator Program and enter into the arrangements with each of the local Development Groups and Progress Associations.



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

### Item 16 Delivery Program Progress Report – 2<sup>nd</sup> Quarter 2021/22

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Corporate Services – Jenni Maundrell
<b>CSP Key Focus Area:</b>	Local Government and Finance
<b>Priority:</b>	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 2021 to 31 December 2021 to Council for their information and endorsement.

### **Background**

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.

### **Issues**

The attached report details Council's progress for the period 1 July 2021 to 31 December 2021 in carrying out and/or completing activities identified in the Delivery Program 2017/18 to 2020/21 adopted by Council at its Ordinary meeting of 15 June 2017 (Resolution 310/1617). The report highlights areas where progress is behind schedule and/or more action is required.

Due to the postponement of local government elections in 2020 in response to the COVID-19 pandemic, the four-year Delivery Program adopted in 2017 has continued for an extra 12 months. A new Delivery Program will be adopted with the commencement of a new Integrated Planning and Reporting cycle, which begins after the election held on 4 December 2021.

### **Options**

Nil

### **Financial Considerations**

Nil

### **Attachments**

1. Delivery Program Progress Report – 31 December 2021

### **RECOMMENDATION**

That Council endorses the Delivery Program Progress Report for the period 1 July 2021 to 31 December 2021.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

### Item 17 Community Strategic Plan

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

---

### Reason for Report

The reason for this report is to provide Council with a draft copy of the Community Strategic Plan 2022-2037 ahead of a workshop on the draft.

### Background

All councils in NSW are required to adopt a CSP pursuant to section 402 of the Local Government Act 1993 (NSW) and in line with the Office of Local Government's Integrated Planning and Reporting (IP&R) Framework. The IP&R Framework came into effect in 2009, and includes a suite of integrated plans that set out a vision, goals, and strategic actions to achieve them, together with a reporting structure to communicate progress to council and the community, and a timeline for review to ensure the goals and actions are still relevant. Importantly, the IP&R Framework begins with the community's, not the Council's, aspirations for a period of at least 10 years; the Council's strategic plans and actions are in this way driven by the demands and desires of the community.

The CSP is the highest-level plan that a council prepares. The purpose of the CSP is to identify the community's main priorities and aspirations for the future and to plan strategies for achieving these goals. It guides all other strategies and plans and must be developed by councils with and on behalf of the community.

The CSP must cover a period of at least 10 years; however, each new term of Council is required to review and adopt a new CSP. The CSP must be adopted before 30 June in the year following an ordinary election of Council, meaning the next CSP must be adopted before 30 June 2022.

### Issues

The CSP is developed by each council, but is a community document – the council has a caretaker role of the CSP. The council undertakes extensive community consultation, led by its Community Engagement Strategy, to understand the needs and aspirations of the community and develop the CSP based on those community demands. The resulting plan contains community objectives, together with strategies to achieve each objective. The council will not necessarily be the agent responsible for actioning each strategy, but should have some role in facilitating each strategy and monitoring its delivery.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

Essential elements of a CSP are that it:

- is developed and delivered as a partnership between the council, state agencies, business and industry groups, community groups and individuals. It addresses a broad range of issues that are relevant to the whole community;
- addresses, and is adequately informed by relevant information relating to, civic leadership, social, environmental and economic issues in an integrated manner;
- is based on social justice principles of equity, access, participation and rights;
- has due regard to the NSW Government's State Priorities and other relevant state and regional plans.

Information that must be considered when preparing the CSP is that which:

- identifies key issues and challenges for the local government area (LGA), or surrounding region;
- relates to any relevant state and/or regional plans, strategies and priorities;
- indicates the levels of service the community expects.

The basic structure of a CSP includes:

- a community vision statement;
- strategic objectives for the community that address social, environmental, economic and civic leadership issues identified by the community (commonly referred to as the 'quadruple bottom line');
- strategies for achieving each objective;
- an explanation of who is responsible for delivering each strategy. Where Council has an oversight role for a strategy but is not the key agency that delivers it, the CSP should explain the role Council will play in facilitating the delivery of the strategy and how it will monitor delivery;
- methods of assessment for determining whether the objectives are being achieved.

Following an ordinary election of councillors, the new council must review the CSP. The council may endorse the existing plan, endorse amendments to the existing plan, or develop and endorse a new CSP. The review of the CSP must include:

- a report on the progress of implementation and the effectiveness of the CSP. This report is known as the End of Term Report and tabled at the final meeting of an outgoing council;
- a review of the information that informed the previously endorsed CSP. This comprised a series of community consultation meetings and the development of "The Little Book of Big Ideas". The community consultation identified that the existing CSP was still relevant to community needs (Ordinary Council Meeting of 18 May 2017, 'Item 21 – Community Strategic Plan 2017-32');
- a review of the council's Community Engagement Strategy.

The review of the CSP results in a draft CSP being endorsed by Council to go on public exhibition for a period of at least 28 days. Comments from the community must be accepted and considered before the endorsement of the final CSP.

During 2021 a range of community consultation methods were utilised for the development of a new CSP. The consultation included the 'Building our Warrumbungle Communities' workshops, held across the LGA in May 2021; the

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

professionally-conducted Customer Satisfaction Survey, undertaken in July 2021; and a request for submissions on the existing CSP was put out in November 2021. Further, Council holds two rounds of Community Consultation Meetings in towns and villages throughout the LGA each year, which is an opportunity for community members to directly engage with Council about their local issues.

A workshop for councillors is proposed to coincide with a budget workshop. At the workshop councillors will review plans being prepared for adoption under the Integrated Planning and Reporting Framework, including:

- the Operational Plan 2022/23 and Delivery Program 2022-2026;
- the draft Community Strategic Plan 2022-2037, including the required review of:
  - the End of Term Report 2016-2021;
  - the information that informed the previously endorsed CSP;
  - Council's Community Engagement Strategy;

Following the workshop, any amendments identified by councillors to the draft CSP will be made. The next step will be for the draft Community Strategic Plan 2022-2037 to return to Council for endorsement to go on public exhibition. The draft CSP must be displayed for at least 28 days and comments invited from the community. Council must consider any submissions made during the exhibition period before adopting the final CSP.

### **Options**

Nil – this item is presented for information only.

### **Financial Considerations**

Nil

### **Community Engagement**

The level of engagement for this item is Inform.

### **Attachments**

1. Draft Community Strategic Plan 2022-2037

### **RECOMMENDATION**

That Council:

1. Reviews the draft Community Strategic Plan 2022-2037 at a councillor workshop.
2. Receives a report to the Ordinary Council meeting of 17 March 2022 seeking to endorse the Community Strategic Plan 2022-2037 to go on public exhibition for a period of at least 28 days.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

### Item 18 Community Engagement Strategy

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

---

### Reason for Report

The reason for this report is to seek Council endorsement of the reviewed Community Engagement Strategy to be placed on public exhibition.

### Background

All councils in NSW are required to adopt a Community Engagement Strategy pursuant to section 402A of the *Local Government Act 1993* (NSW) (the Act) and in line with the Office of Local Government's Integrated Planning and Reporting (IP&R) Framework.

The Community Engagement Strategy recognises that community engagement is at the heart of local government. It helps communities to be active participants in shaping their own future and play a part in positive change. Councils have a vital role to play in opening opportunities for community members to be involved in the strategic planning process.

A Community Engagement Strategy must be prepared, adopted and implemented, based on social justice principles, for engagement with the local community to support Council in developing its plans and determining key activities. This includes development of the Community Strategic Plan, and all relevant Council plans, policies and programs. As a minimum, the Community Engagement Strategy must identify relevant stakeholder groups within the community and outline methods that will be used to engage each group.

The Community Engagement Strategy must be reviewed within 3 months of the local government elections, as part of the broader review of the Community Strategic Plan.

### Issues

Council adopted its *Community Engagement Strategy 2020-2024* in March 2020. At that time, all councils were required to have a Community Engagement Strategy for the purpose of reviewing the Community Strategic Plan; an amendment to the Act had passed NSW Parliament, although not yet commenced, that would require councils to have a strategy for engagement with the local community when developing all plans, policies and programs, and for the purpose of determining its activities (other than routine administrative matters). Although not required in 2020,

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

the *Community Engagement Strategy 2020-2024* was drafted to be compliant with the impending amendment to the Act.

In line with the requirements of the IP&R Framework, the *Community Engagement Strategy 2020-2024* has been reviewed. Amendments proposed to the Strategy are largely immaterial, and include:

- Changes to the elected body following the December 2021 election.
- Recent changes to the Executive Leadership Team.
- Updates to formatting.
- An amendment to information about legislative requirements, reflecting the amendments to the Act that have now commenced.

A copy of the reviewed Community Engagement Strategy, with tracked changes, is attached to this report.

### **Options**

Council must review the Community Engagement Strategy in its first three months. Council may endorse the draft review as presented, or endorse an amended draft.

### **Financial Considerations**

Nil

### **Community Engagement**

The level of engagement for this item is Inform.

The community is informed through publication of the business paper; the Ordinary Council meeting; Council's website; print and social media.

### **Attachments**

1. Draft reviewed Community Engagement Strategy 2022-2026

### **RECOMMENDATION**

That Council:

1. Endorses for community consultation the draft *Community Engagement Strategy 2022-2026*.
2. Places the Draft Strategy on display for 28 days and calls for public submissions.
3. Receives a further report following the display period.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

### Item 19 Quarterly Budget Review Statement for the 2<sup>nd</sup> Quarter Ending 31<sup>st</sup> December 2021

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Financial Services
<b>Author:</b>	Acting Chief Financial Officer – Myooran Vinayagamoorthy
<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

---

#### **Reason for Report**

To present a summary of Council's financial position as at 31<sup>st</sup> December 2021 including information regarding the supplementary vote requests.

#### **Summary**

The Second Quarter Budget Review Statement report (refer attachments) is to inform Council on major variations and recommend changes to the budget. Explanations for major variations are reported within the attached 2<sup>nd</sup> Quarterly Budget Review Statement. Also included is a list of supplementary votes for approval.

#### **Background**

Section 203 of the *Local Government (General) Regulation 2005* regarding budget review statements and revision of estimates states that:

- (1) *Not later than 2 months after the end of each quarter (except the June quarter), the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the statement of the council's revenue policy included in the operational plan for the relevant year, a revised estimate of the income and expenditure for that year.*
- (2) *A budget review statement must include or be accompanied by:*
  - (a) *a report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimate of income and expenditure, and*
  - (b) *if that position is unsatisfactory, recommendations for remedial action.*

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

- (3) *A budget review statement must also include any information required by the Code to be included in such a statement.*

The minimum requirements for the Quarterly Budget Review Statement are included in the Code of Accounting Practice and Financial Reporting.

The QBRS is composed of, but not limited to, the following budget review (BR) components:

- A statement by the responsible accounting officer on council's financial position at the end of the year based on the information in the Quarterly Business Review Statement (Part 2)
- Budget Review – Income and Expenses Statement in one of the following formats (Parts 3, 5 & 6):
  - consolidated;
  - by fund (eg. General Fund; Water Fund; Sewer Fund); or
  - by function, activity, program etc. to align with the management plan / operational plan.
- Budget Review – Capital Budget (Parts 7 and 8)
- Budget Review – Cash and Investments Position (Part 10)
- Budget Review – Key Performance Indicators (Part 12)
- Budget Review – Contracts and Other Expenses (Part 13)

The following important financial information has also been provided in addition to the information required as part of the Quarterly Budget Review Statement reporting framework:

- Balance Sheet as at 31<sup>st</sup> December 2021 (Part 9)
- A Loan Movement Schedule (Part 11)

### **Report**

The 2<sup>nd</sup> Quarterly Budget Review Statement shows that Council's consolidated revised income budget for the 2021/22 financial year is \$46,739,000. Expenses from continuing operations are projected to be \$41,796,000. This results in a projected consolidated operating result from continuing operations of \$4,943,000 surplus as compared to original \$7,356,000, consolidated budget. The revised before Capital Grants & Contributions deficit is \$4,474,000 as compared to \$4,120,000 estimated at the original budget.

The corresponding General Fund 2<sup>nd</sup> Quarterly Budget Review Statement figures are a revised income budget for the 2021/22 financial year of \$35.5M. Expenses from continuing operations are projected to be \$35.0M. This results in a projected operating surplus from continuing operations of \$522,000.

Significant actual items to note from the QBRS include:

- Rates and Annual Charges are 98% of the budget forecast
  - This is mainly because the billing is done in advance for the financial year for rates and annual charges.
- User charges and fees are 44% per budget. The major areas are:



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

- RMS Charges nil - mostly timing issues;
- Interest and investment revenue is under budget mainly due to much lower interest rates
- Other Revenues are under budget at 44% mainly due to timing issue
- Operational Grants and Contributions are at 37% under the budget
- Capital grants income is over per pro rata budget at 60%.

Further information is provided in the 2<sup>nd</sup> Quarterly Budget Review Statement (*Attachment 1*).

### Supplementary Vote Requests

Supplementary Vote requests have been received for the items outlined in Table 1a.

**Table 1a: Supplementary Vote Request Variations**

Description	Revenue	Operational Expenditure	Capital Expenditure	Net Impact on Budget	Comments
<b>General Fund</b>					
<b>General Revenue</b>					
<b>Total General Revenue</b>	-	-	-	-	
<b>Capital Expenditure</b>					
<b>Development Services</b>					
Driver Reviver Community Selter Upgrade (Grant Funded DRSU245 - Dept of Infrastructure)	103,380		103,380		
Mullaley Recreation Grounds Multipurpose Building - Drought Stimulus Package Funding	97,639		97,639		
Regional Planning Portal	50,000		50,000		
Purchase of Bale Press	50,000		50,000		
<b>Total Development Services</b>	<b>300,019</b>	-	<b>300,019</b>	-	<b>Nil Impact</b>
<b>Technical Services</b>					
<b>Property</b>					
Purchase of carpenter tools	15,000		15,000		
<b>Total Property</b>	<b>15,000</b>		<b>15,000</b>	-	<b>Negative Impact</b>
<b>Fleet Services</b>					
Oil Water Separator Coolah Depot fuel bowsers	15,000		15,000		
<b>Total Fleet Services</b>	<b>15,000</b>		<b>15,000</b>	-	<b>Nil Impact</b>

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

Description	Revenue	Operational Expenditure	Capital Expenditure	Net Impact on Budget	Comments
<b>Total Technical Services</b>	30,000	-	30,000	-	Nil Impact
<b>Total General Fund</b>	<b>330,019</b>	<b>-</b>	<b>330,019</b>		
<b>Water Fund</b>					
Purchase of Desluder	100,000	-	100,000	-	
Depreciation	-	-	-	-	
<b>Total Water Fund</b>	<b>100,000</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	Nil Impact
<b>Sewer Fund</b>					
Coolah Sewer Mains Rehab- Charles St Cnr Binnia St	43,000	-	43,000	-	
Depreciation	-	-	-	-	
<b>Total Sewer Fund</b>	<b>43,000</b>	<b>-</b>	<b>43,000</b>	<b>-</b>	Nil Impact
<b>Total Warrumbungle Shire Council</b>	<b>474,019</b>	<b>-</b>	<b>474,019</b>		

Below is a reconciliation of the OPERATING RESULT (Table 1b) from continuing operations (including capital grants) for QBR1 to the Revised Budget 2021/22 (refer Revised Budget Column of Part 3 Income Statement of QBR1 attachment to this report):

**Table 1b – Reconciliation of the Operating Result - Consolidate**

Description – Operating Changes	\$'000	\$'000
<b>Brought Forward Operating Result from Continuing Operations - Original Budget 2021/22</b>		<b>5,297</b>
Revotes operational expenditure adjustment		(354)
Revenue Budget – Supplementary vote QBR1 increase in income	-	<i>see (a) in above table 1a</i>
Operational Expenditure Budget – Supplementary vote QBR1 increase in expenditure	-	<i>see (b) in above table 1a</i>
<b>QBR1 Improvement to Income Statement</b>	Subtotal	-
Less: Capital Grants & Contributions		(9,417)
<b>Net Consolidated Operating Result Deficit before Capital Grant &amp; Contributions</b>		<b>(4,474) Deficit</b>

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

**Table 1c – Reconciliation of the Operating Result - General**

Description – Operating Changes	\$'000	\$'000
<b>Brought Forward Operating Result from Continuing Operations - Original Budget 2021/22</b>		522
Revotes operational expenditure adjustment		(354)
Revenue Budget – Supplementary vote QBR1 increase in income	-	<i>see (a) in above table 1a</i>
Operational Expenditure Budget – Supplementary vote QBR1 increase in expenditure	-	<i>see (b) in above table 1a</i>
<b>QBR1 Improvement to Income Statement</b>	Subtotal	-
Less: Capital Grants & Contributions		(4,636)
<b><i>Net Operating Result Deficit before Capital Grant &amp; Contributions</i></b>		<b>(4,468) Deficit</b>

**Table 1d – Reconciliation of the Operating Result - Water**

Description – Operating Changes	\$'000	\$'000
<b>Brought Forward Operating Result from Continuing Operations - Original Budget 2021/22</b>		2,402
Revenue Budget – Supplementary vote QBR1 increase in income	-	<i>see (a) in above table 1a</i>
Operational Expenditure Budget – Supplementary vote QBR1 increase in expenditure	-	<i>see (b) in above table 1a</i>
<b>QBR1 Improvement to Income Statement</b>	Subtotal	-
Less: Capital Grants & Contributions		(2,299)
<b><i>Net Operating Result Surplus before Capital Grant &amp; Contributions</i></b>		<b>103 Surplus</b>

**Table 1e – Reconciliation of the Operating Result - Sewer**

Description – Operating Changes	\$'000	\$'000
<b>Brought Forward Operating Result from Continuing Operations - Original Budget 2021/22</b>		2,374
Revenue Budget – Supplementary vote QBR1 increase in income	-	<i>see (a) in above table 1a</i>
Operational Expenditure Budget – Supplementary vote QBR1 increase in expenditure	-	<i>see (b) in above table 1a</i>
<b>QBR1 Improvement to Income Statement</b>	Subtotal	-
Less: Capital Grants & Contributions		(2,482)
<b><i>Net Operating Result Deficit before Capital Grant &amp; Contributions</i></b>		<b>(108) Deficit</b>

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

### Financial Considerations

- The total amount of capital expenditure supplementary vote requests from Table 1a is an increase of \$474,019; and
- For income, an increase of revenue of nil.

This means a net consolidated impact on the 2021/22 budget being a decrease or negative impact of \$15,000.

### Rates and Annual Charges

Council levies rates and annual charges on an annual basis commencing in the month of July. Council monitors the repayment of these rates and annual charges and measures its debt recovery performance for rates and annual charges through the use of the Rates and Annual Charges Outstanding Ratio.

The Office of Local Government (OLG) recommends, via their accepted benchmark, a ratio of less than 5% for Urban and Coastal Councils and less than 10% for Rural Councils.

Council's outstanding ratio as at 30th June 2021 was 12.65% which is above the OLG recommended benchmark.

The outstanding rates and annual charges ratio as at 31 December 2021 is 12.99%, which is more than the 10% bench mark proposed by the OLG. The overall outstanding charges ratio as at 31 December 2021 is 14.51%.

A high arrears balance affects Council's cash flow, and represents monies outstanding that Council could be gaining a return on if invested in a term deposit.

See graph to the right, and table of outstanding balances by rate group and rate/charge type below for further details.

Rates Type	Rates levy					Water levy				Grand Total
	General	Domestic Waste	Water Access	Trade Waste	Storm Water	Sewer Access	Water Usage	Sewer Usage	Trade Waste	
<b>Business</b>	132,933	68,134	57,704	<b>505</b>	8,168	84,613	143,170	14353	8703	518,283
<b>Residential</b>	445,621	356,967	409,436	<b>0</b>	14,528	238,277	379,238	0	0	1,844,067
<b>Farmland</b>	387,347	7,689	0	<b>0</b>	0	0	0	0	0	395,036
<b>Total</b>	<b>965,901</b>	<b>432,790</b>	<b>467,140</b>	<b>505</b>	<b>22,696</b>	<b>322,890</b>	<b>522,408</b>	<b>14,353</b>	<b>8703</b>	<b>2,757,386</b>

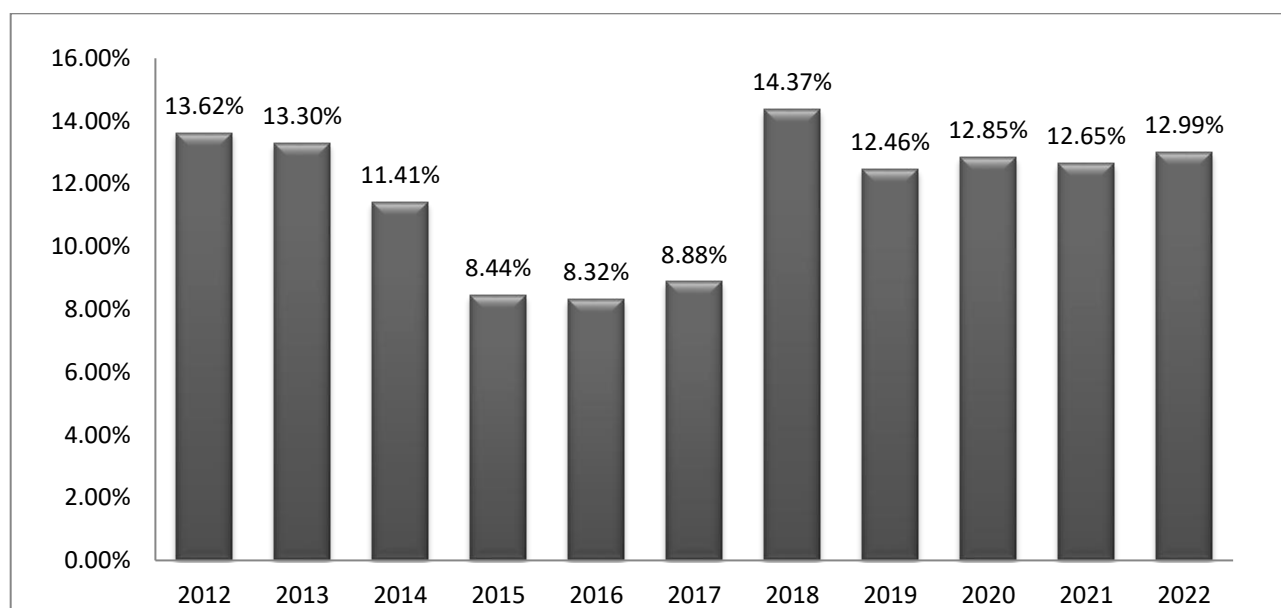
Collection of outstanding rates commences with an overdue letter which is received from Council. Providing 14 days to pay or contact Council requesting an arrangement. If no payment or contact is made, a letter of demand is sent out by Council's Debt Recovery Agency giving 7 days to make a payment or contact Council requesting an arrangement.

Council's historical debt recovery performance as measured by the rates and charges outstanding ratio is detailed in the graph below.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

**Graph 1: Ratio by Year**



**Table 2a: Council's outstanding rates and annual charges ratios for the last six years**

Year	Rates and Annual Charges Outstanding Ratio as at 31 <sup>st</sup> December	Rates and Annual Charges Outstanding Ratio as at 30 <sup>th</sup> June.
2021	15.33%	Yet to be finalised
2020	14.08%	12.85%
2019	12.63%	12.46%
2018	10.20%	14.37%
2017	10.32%	10.08%
2016	11.07%	8.32%

**Table 2a: Rates and Annual Charges Outstanding Ratio**

The proportion of rates and annual charges outstanding related to residential properties is 67%. 14% of outstanding rates and annual charges relates to farmland and 19% to business.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

**Table 2b: Outstanding Rates and Annual Charges – By Rate and Charge Type**

RATE/ CHARGE TYPE	RATE ARREARS 2019/20	2020/21 LEVY	Pensioner Write off	Abandoned	Interest	Legal Fees	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2020/21	COLLECTION % 2020/21	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	803,345	8,560,437	-151,249	-19,415	34,363	74,052	9,301,533	-4,928,130	4,373,403	52.98%	965,901	10.38%
Water	456,738	2,255,213	-68,315	-23	11,675	0	2,655,288	-1,355,174	1,300,114	51.04%	467,140	17.59%
Sewerage	256,810	1,511,387	-49,219	-17	6,465	0	1,725,426	-909,163	816,263	52.69%	230,350	13.35%
Trade Waste	629	9,090	0	0	15	0	9,734	-6,767	2,967	69.52%	505	5.19%
Storm Water	22,941	104,113	0	-1	607	0	127,660	-65,808	61,852	51.55%	22,696	17.78%
Garbage	444,322	2,144,284	-105,681	-2240	10,928	0	2,491,613	-1,300,763	1,190,850	52.21%	432,790	17.37%
<b>TOTAL RATES AND ANNUAL CHARGES</b>	<b>1,984,785</b>	<b>14,584,524</b>	<b>-374,464</b>	<b>-21,696</b>	<b>64,053</b>	<b>74,052</b>	<b>16,311,254</b>	<b>-8,565,805</b>	<b>7,745,449</b>	<b>52.51%</b>	<b>2,119,382</b>	<b>12.99%</b>
Sewerage Access (Water Billing)	109,865	306,522	0	-1486	1,754	0	416,655	-94,084	322,571	22.58%	92,540	22.21%
Water Consumption	630,944	1,742,976	0	-324,648	13,060	1,106	2,063,438	-639,889	1,423,549	31.01%	522,408	25.32%
Sewer Consumption	23,348	109,824	0	-1573	368	0	131,967	-32,707	99,260	24.78%	14,353	10.88%
Trade Waste Usage	16,372	67,469	0	0	184	0	84,025	-23,326	60,699	27.76%	8703	10.36%

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

TOTAL WATER SUPPLY SERVICES	780,529	2,226,791	0	-327,707	15,366	1,106	2,696,085	-790,006	1,906,079	29.30%	638,004	23.66%
GRAND TOTAL	2,765,314	16,811,315	-374,464	-349,403	79,419	75,158	19,007,339	-9,355,811	9,651,528	49.22%	2,757,386	14.51%

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

### **Options**

Council can choose to:

1. Accept the Quarterly Budget Review Statement (QBR) and:
  - (a) approve all supplementary votes requested; or
  - (b) select projects from the supplementary votes and approve a lower amount; or
  - (c) approve the supplementary votes requested and postpone selected current year projects to reduce the capital works program for 2021/22;  
or
  
2. Accept the Quarterly Budget Review Statement (QBR) subject to changes and:
  - (a) approve all supplementary votes requested; or
  - (b) select projects from the supplementary votes and approve a lower amount; or
  - (c) approve the supplementary votes requested and postpone selected current year projects to reduce the capital works program for 2021/22;  
or
  
3. Not accept the Quarterly Budget Review Statement (QBR) and:
  - (a) reject the whole amount requested; or
  - (b) select projects from the requested supplementary votes and approve a lower supplementary vote amount; or
  - (c) approve the supplementary votes requested and postpone selected current year projects to reduce the capital works program for 2021/22.

### **Statement by Responsible Accounting Officer**

The following statement is made in accordance with clause 203(2) of the *Local Government (General) Regulation 2005*.

It is my opinion that the Quarterly Budget Review Statement for Warrumbungle Shire Council for the quarter indicates that Council's financial position as at 31 December 2021 is satisfactory having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

---

### **Responsible Accounting Officer**

### **Attachments**

1. Second Quarter Budget Review Statement

### **RECOMMENDATION**

That Council:

1. Accept the second quarter Quarterly Budget Review Statement for the 2021/22 financial year, as presented;
  
2. Approve the variations as described in Table 1a; and



# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

3. Note and accept the information provided on the status of the rates and annual charges for the period ending 31 December 2021.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

### Item 20 Presentation of 2020/21 External Audited Annual Financial Statements as at 30 June 2021

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

---

#### Reason for Report

This report allows for tabling of the reports on the audit of Council's Audited Annual Financial Statements for the year ended 30 June 2021. The Annual Financial Statements were completed and lodged to the Office of Local Government (OLG). This is beyond the statutory timeline however extensions were granted by the office of Local Government.

Copies of the audited 2020/21 Financial Statements have been placed on Council's Website and available at Council's Offices in Coolah and Coonabarabran. Additionally, Council Libraries provide access for the public to Council's Website.

A representative of the Audit Office of NSW or from the contracted External Auditor (Prosperity Advisors Group) is expected to attend the Council Meeting to present the Audited Annual Financial Statements for the year ended 30 June 2021.

A summary of the Consolidated 2020/21 Audited Annual Financial Statements is provided below:

	2020/21 \$ '000	2019/20 \$ '000	2018/19 \$ '000
<b>INCOME STATEMENT</b>			
Total income from continuing operations	49,586	43,046	43,515
Total expenses from continuing operations	39,781	40,786	42,877
<b>Net operating result for the year</b>	<b>9,805</b>	<b>2,260</b>	<b>638</b>
<b>Net operating result before grants and contributions provided for capital purposes (deficit)</b>	<b>456</b>	<b>(1,515)</b>	<b>(5,248)</b>
<b>STATEMENT OF FINANCIAL POSITION</b>			
Total current assets	29,204	24,690	22,086
Total current liabilities	(10,590)	(8,948)	(7,279)
Total non-current assets	560,961	551,335	499,831
Total non-current liabilities	(4,776)	(6,256)	(7,045)
<b>TOTAL EQUITY</b>	<b>574,799</b>	<b>560,821</b>	<b>507,593</b>
<b>Other financial information</b>			

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

Unrestricted current ratio (times)	4.30	2.95	4.37
Operating performance ratio (%)	0.43%	(5.59) %	(17.10) %
Debt service cover ratio (times)	10.42	10.47	5.05
Rates and annual charges outstanding ratio (%)	14.86%	10.93%	10.07%
Buildings and Infrastructure renewals ratio (%)	157.72%	48.80%	53.48%
Own source operating revenue ratio (%)	43.46%	53.08%	47.51%
Cash expense cover ratio (months)	9.71	7.74	6.97

Pursuant to section 420 of the Local Government Act 1993 (NSW), any person may make a submission in writing to Council with respect to the Council's Audited Financial Statements or the Auditor Reports.

Submissions on the 2020/21 Audited Annual Financial Statements close 4:30 pm Friday 25 February 2022, being one week after the meeting which the presentation of 2020/21 Audited Annual Financial Statements occurs.

### **Community Engagement**

The level of engagement for this report is Inform.

### **Attachments:**

1. Copies of the Consolidated General Purpose, Special Purpose Annual Financial Statements and Special Schedule on Permissible Income for General Rates for the year ended 30 June 2021 inclusive of the Audit Certificates, including; Copy of the unaudited Special Schedule, Report on Infrastructure Assets as at the 30 June 2021.

### **RECOMMENDATION**

That Council:

1. Note the report on completion and presentation of the 2020/21 Audited Annual Financial Statements for the Warrumbungle Shire Council as at 30 June 2021.
2. Suspend standing orders to allow for a presentation by the Auditor.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

### Item 21 Investments and Term Deposits – month ending 31 January 2022

<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

---

#### **Reason for Report**

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

#### **Background**

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

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

#### **Issues**

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

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

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

##### Marketable Securities

Council currently holds no Marketable Securities.

##### Term Deposits

During the month, \$1,000,000.00 worth of term deposits matured, earning Council a total of \$1,534.25 in Interest.

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

- \$1,000,000.00 with NAB at a rate of 0.68%
- \$1,000,000.00 with NAB at a rate of 0.67%

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

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

### 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, \$618.80 interest was earned on the balances in the accounts and net transfers of (- \$200,015.00) were made from these accounts resulting in a month end balance of \$1,327,840.67.

### Cash at bank balance

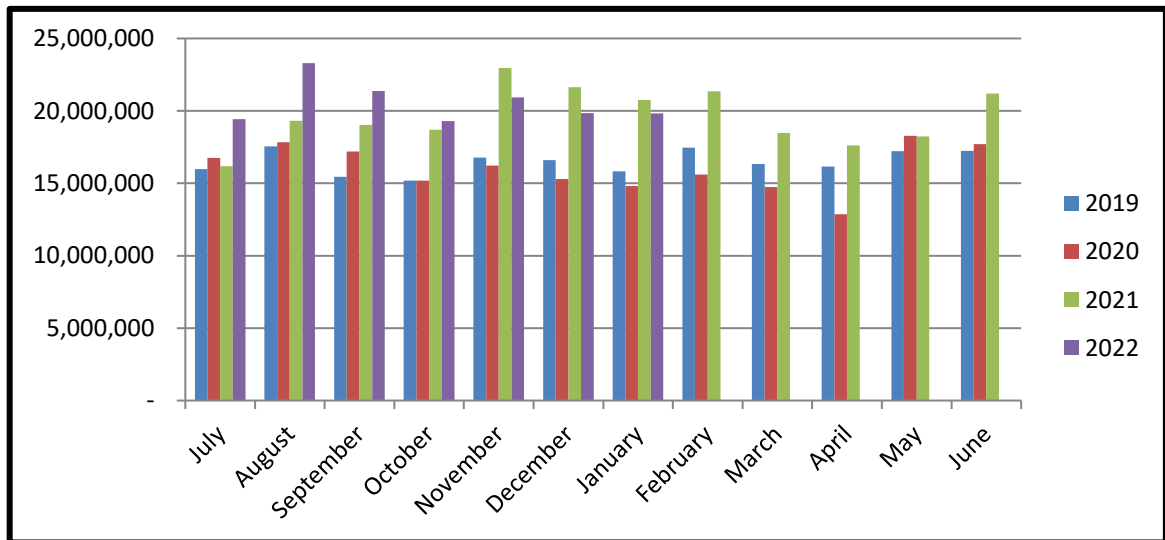
In addition to the at call accounts and term deposits, as at 31 January 2022, Council had a cash at bank balance of \$490,236.30.

### Income Return

The average rate of return on Investments for January 2022, of 0.4352% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 0.0750% by 480 points or 0.3602%.

Council's budget for year 2021/22 for interest on investments is \$140,000.00. At the end of January 2022, the amount of interest received and accrued should be around 58.33% of the total year budget, i.e. \$81,666.67. On a year to date basis, interest received and accrued totals \$52,747.71, which is 37.677% of the annual budget.

### **Graph by Month Investments**



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

**Table 1: Investment Balances – 31 January 2022**

Financial Institution	Lodgement Date	Maturity Date	Total Days	Original Rating	Current Rating	Yield (%)	Investment Amount (Redemption Value)
<b>At Call Accounts</b>							
NAB	1-Nov-18	At Call	at call	ADI	ADI	0.05%	195.23
ANZ	2-Nov-18	At Call	at call	ADI	ADI	0.01%	6,768.73
T Corp IM Cash Fund	3-Nov-18	At Call	at call	P	P	0.04%	799,191.15
CBA At Call	4-Nov-18	At Call	at call	ADI	ADI	0.01%	521,685.56
							<b>1,327,840.67</b>
<b>Term Deposits</b>							
MAQ	08-Nov-21	07-Feb-22	91	ADI	ADI	0.25%	1,000,000.00
MAQ	09-Jun-21	15-Feb-22	251	ADI	ADI	0.35%	1,000,000.00
MAQ	13-Aug-21	03-Mar-22	202	ADI	ADI	0.40%	1,000,000.00
WBC	10-Jun-21	23-Mar-22	286	UMG	UMG	0.30%	500,000.00
CBA	29-Nov-21	07-Apr-22	129	ADI	ADI	0.33%	1,000,000.00
WBC	23-Apr-21	23-Apr-22	365	UMG	UMG	0.36%	500,000.00
NAB	09-Jun-21	23-May-22	348	LMG	LMG	0.30%	500,000.00
MAQ	18-Jun-21	15-Jun-22	362	ADI	ADI	0.40%	1,000,000.00
AMP	10-Aug-21	05-Jul-22	329	UMG	UMG	0.75%	1,000,000.00
NAB	18-Aug-21	26-Jul-22	342	ADI	ADI	0.29%	1,000,000.00
NAB	29-Sep-21	17-Aug-22	322	ADI	ADI	0.35%	1,500,000.00
CBA	26-Oct-21	07-Sep-22	316	UMG	UMG	0.44%	500,000.00
MAQ	28-Sep-21	28-Sep-22	365	LMG	LMG	0.40%	1,000,000.00
WBC	29-Nov-21	19-Oct-22	324	ADI	ADI	0.45%	1,000,000.00
WBC	29-Nov-21	09-Nov-22	345	ADI	ADI	0.50%	1,000,000.00
AMP	24-Nov-21	24-Nov-22	365	ADI	ADI	1.00%	1,000,000.00
NAB	28-Jan-22	14-Dec-22	320	ADI	ADI	0.67%	1,000,000.00
CBA	06-Dec-21	15-Dec-22	374	ADI	ADI	0.55%	1,500,000.00

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

NAB	19-Jan-22	19-Jan-23	365	ADI	ADI	0.68%	1,000,000.00
						<b>Sub-Total</b>	<b>18,000,000.00</b>
						<b>Total</b>	<b>19,327,840.67</b>

### 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

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

Table 2: At Call and Term Deposits – Monthly Movements

Bank	Opening Balance	Interest Added to Investment or Redeemed	Net Placements/ Withdrawals	Closing Balance
NAB	195.12	0.11		195.23
ANZ	6,783.67	0.06	(15.00)	6,768.73
T Corp IM	799,192.96	(1.81)		799,191.15
CBA At Call	721,065.12	620.44	(200,000.00)	521,685.56
<b>Total at call</b>	<b>1,527,236.87</b>	<b>618.80</b>	<b>(200,015.00)</b>	<b>1,327,840.67</b>
MAQ	1,000,000.00	1,534.25	(1,001,534.25)	
MAQ	1,000,000.00	-		1,000,000.00
MAQ	1,000,000.00	-		1,000,000.00
MAQ	1,000,000.00	-		1,000,000.00
WBC	500,000.00	-		500,000.00
CBA	1,000,000.00	-		1,000,000.00
WBC	500,000.00	-		500,000.00
NAB	500,000.00	-		500,000.00
MAQ	1,000,000.00	-		1,000,000.00
AMP	1,000,000.00	-		1,000,000.00
NAB	1,000,000.00	-		1,000,000.00
NAB	1,500,000.00	-		1,500,000.00
CBA	500,000.00	-		500,000.00
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
AMP	1,000,000.00	-		1,000,000.00
NAB	-	-	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
<b>Total Term deposits</b>	<b>17,000,000.00</b>	<b>1,534.25</b>	<b>998,465.75</b>	<b>18,000,000.00</b>
<b>Total</b>	<b>18,527,236.87</b>	<b>2,153.05</b>	<b>798,450.75</b>	<b>19,327,840.67</b>



# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

### 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	799,191.15	4.13%	33.30%	Compliant
	Total Prime	799,191.15	4.13%	100.00%	Compliant
ANZ	ADI	6,768.73	0.04%	33.30%	Compliant
CBA	ADI	4,521,685.56	23.39%	33.30%	Compliant
WBC	ADI	4,000,000.00	20.70%	33.30%	Compliant
NAB	ADI	5,000,195.23	25.87%	33.30%	Compliant
	Total ADI	13,528,649.52	70.00%	100.00%	Compliant
MAQ	UMG	3,500,000.00	18.11%	20.00%	Compliant
	Total UMG	3,500,000.00	18.11%	60.00%	Compliant
ME	LMG	-	0.00%	10.00%	Compliant
AMP	LMG	1,500,000.00	7.76%	10.00%	Compliant
	Total LMG	1,500,000.00	7.76%	10.00%	Compliant
	<b>Grand Total</b>	<b>19,327,840.67</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 January 2022 including a total balance of \$19,818,076.97 being:

- \$1,327,840.67 in at call accounts.
- \$18,000,000.00 in term deposits.
- \$490,236.30 cash at bank.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

### Item 22 Place Name Proposal for Reserve in Gordon Street, Coonabarabran

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Urban Services and Facilities
<b>Author:</b>	Manager Projects – Kumar T Satkumaran
<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.

---

### Reason for Report

To consider letters of support and objection in response to Council's resolution to name the Crown Reserve at the corner of Gordon Street and Hill Street, Coonabarabran as Martin Reserve.

### Background

A proposal was received from a local Aboriginal Elder, to name the Reserve on the corner of Gordon Street and Hill Street, Coonabarabran as Martin Reserve.

The proposal for the above naming stated *'The Martin family was and still is a well-respected family in Coonabarabran. This family built the handee store owned and operated it for many many years also had other business in town and still have 3 adjacent houses attached to the land/park area.'* The full version of the submission is included in the attachments.

The Reserve is Crown Reserve (No R86082) and Council on the 21 May 2020 resolved to classify this Reserve as Community and categorise it as Park.

The naming request was considered at Council's meeting held on 21 October 2021 with the following resolution.

***'106/2122 RESOLVED*** that Council supports the proposal to name the Crown Reserve (No R86082) on the corner of Gordon Street and Hill Street in Coonabarabran, as 'Martin Reserve', and seeks community feedback on the proposal through the following mechanisms:

- 1. Public advertising.*
- 2. Writing to property owners in Gordon Street and Hill Street.*
- 3. Writing to the Coonabarabran Historical Society.'*

Council sent notification letters to 18 property owners in the locality and advertised in the Coonabarabran Times, Council's website and Facebook pages.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

Two letters of an alternative proposal and a letter of support have been received regarding the proposed naming of the Reserve. One of the property owners has written to Council requesting that the naming of the Reserve be done in consultation with the Aboriginal community of Coonabarabran. A copy of the submissions received are included in the attachments.

### **Issues**

There are two names proposed for this Reserve, following the recent community consultation.

1. 'Martin Reserve' – originally proposed by an Aboriginal Elder.
2. 'Reilly Reserve' – proposed by the Coonabarabran History Group and another resident.

Should Council decide to proceed with naming the reserve as Martin Reserve, an application must be made to the NSW Geographical Names Board (GNB). Such an application must be supported by evidence that community consultation on the naming proposal has occurred. Community consultation may be in the form of a newspaper advertisement, notices to residents in the area surrounding the Reserve and notices to relevant community groups.

From page 4 of the Policy *'The names of deceased persons are suitable for the naming of reserves. Such persons shall have had a long term association with the area, or have made a significant contribution to the area of the proposed park or reserve.'*

The alternative name 'Reilly Reserve' proposed by the Coonabarabran History Group Inc and one of the daughters of the Reilly family also conforms to the above condition.

### **Options**

1. Implement Council's Resolution 106/2122 (21 October 2021) and name the Reserve as Martin Reserve.
2. Consult the community again with the alternative name Reilly Reserve and seek submissions.
3. Do not name the Reserve.

### **Financial Considerations**

There is no specific budget allocation for maintenance works on the Reserve. The annual cost of maintenance is estimated to be around \$1,000 per year, which is based on the estimated cost of mowing the area five times per year.

### **Community Engagement**

The minimum level of engagement associated with this report and recommendation is to inform and consult.

### **Attachments**

1. Submission received on the naming of Reserve in Gordon Street, Coonabarabran as Martin Reserve (*October 2021*).

# WARRUMBUNGL E SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

2. Submissions received on the naming of Reserve in Gordon Street, Coonabarabran (*November 2021*).

### **RECOMMENDATION**

That Council undertakes the process of officially naming Crown Reserve No R86082 on the corner of Gordon Street and Hill Street in Coonabarabran as Martin Reserve.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

### Item 23 Request to Rename Girragulang Road

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Technical Services
<b>Author:</b>	Manager Projects – Kumar T Satkumaran
<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 consider submissions received 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 name change request was considered by Council on 15 April 2021 with the following resolution:

*'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 were received regarding the proposed change in road name.

This request was again considered by Council on 16 September 2021 with the following resolution:

*'78/2122 RESOLVED 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.'*

### 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

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

received, Council may not proceed to name or rename a road without approval from the Minister.

In accordance with Resolution 78/2122, Council advertised the proposed name changes and received submissions.

A total of five (5) submissions were received, three (3) objecting, one (1) supporting and one (1) with an alternative proposal.

### **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. Girragulung Road commences from the end of Orana Road and runs south until it intersects with Moorefield Road.
3. Implement Council's Resolution 78/2122 (16 September 2021) and maintain the two road names, however Orana Road commences at Black Stump Way and finishes at Collier Road. Girragulung Road commences at Collier Road and finishes at Moorefield Road.

The road naming proposal in Options 1 and 3 went through public consultation, but both received objections. Thus, approval from the Minister is required if Council wishes to pursue Options 1 or 3. No further public consultation or Ministerial approval 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.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

### **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. Council seek approval from the Minister on the proposed road name changes.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

### Item 24 Proposed 40km/h Speed Zones in the Coonabarabran and Dunedoo CBDs

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

---

#### **Reason for Report**

The purpose of this report is to report back on Council Resolution No 07/2122 of 15 July 2021 regarding 40kph speed zones in both the Coonabarabran and Dunedoo CBDs.

- '3. Feedback is sought through an advertising process on a proposal by TfNSW to investigate implementation of 40kph speed zones in both the Coonabarabran CBD and the Dunedoo CBD.'*

#### **Background**

Transport for NSW (TfNSW) approached Council via the Traffic Advisory Committee seeking expressions of interest to proceed with a proposal to review, report, approve and implement a 40km/h speed zone in the CBDs of Coonabarabran (John, Edwards, Cassilis, Dalgarno and Essex Streets) and Dunedoo (Bolaro Street between Tallawang and Wallaroo streets).

This proposal is aimed at improving the safety of those streets in both Coonabarabran and Dunedoo. Evidence has shown that smarter road and intersection design, combined with lowering the speed limit in areas of high pedestrian activity, results in safety outcomes.

40km/h speed zones in high pedestrian activity areas in NSW has seen a 33 per cent reduction in crashes causing serious injuries and deaths between 2005 and 2015. These zones include busy shopping precincts and neighbourhoods.

The streets in Coonabarabran and Dunedoo have been selected by TfNSW for this proposal due to their location on major highways and the density of traffic passing through.

Council duly advertised this proposal in the local newspapers, which included the Dunedoo Diary on 1 December 2021 and the Coonabarabran Times on 2 December 2021, as well as Council's website and social media calling for submissions.

Submissions closed on 21 December 2021.



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

A total of 11 submissions each were received for Coonabarabran and Dunedoo.

For Coonabarabran, 5 submissions were in favour and 6 against.

For Dunedoo, 4 submissions were in favour, 6 against with one (1) submission requesting further information in order to make an informed decision.

There were three (3) additional submissions. One (1) for a 40km/h zone in Bandulla Street, Mendooran and two (2) for a 40km/h zone in Binnia Street, Coolah.

A summary of the submissions is attached.

### **Issues**

From TfNSW's perspective, they take all community views under consideration – it is not a vote.

TfNSW have provided comments on some of the issues raised in the submissions:

- *Questions about where the crash statistics come from – crash statistics and injury statistics are collated from state wide data.*
- *Comments about most traffic doing that speed anyway (questioning the need) – this does not mean everybody travels at a safe speed limit however, there will still be road drivers who will endeavour to travel as close as possible to the speed limit regardless of the conditions. The 40km/h speed limit signs are supplemented with the high pedestrian activity area plate and pedestrian images which highlights to a driver they are entering into a changed road environment where extra vigilance is required. One can consider this two ways:
  1. *If most people are currently travelling at or below 40km/h there's no need.*
  2. *If most people are currently travelling at or below 40km/h there's no harm in it. But, if it does cause that 1 in 100 person to slow down more and take extra care, it's still a benefit and worth doing.**
- *Comments / suggestions about where the zone should start and end – zone boundaries will be considered through the review process. The boundaries indicated during consultation aren't firm.*
- *Suggestion of a timed zone – understandable suggestion however, that option is not available in NSW. It is considered that a speed limit should be set to suit a road when the majority of road users are present. Generally speaking the majority of traffic travelling through the CBD will occur at the times when pedestrian activity is high.*
- *There hasn't been an incident in this specific location – despite that there hasn't been a specific incident there is still a risk. Pedestrian safety issues recently raised at Dunedoo for example.*

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

### **Options**

Council is required to consider the proposal in conjunction with the community feedback and determine if they would like TfNSW to proceed with reviewing the speed limit in either or both the locations. The resolution to either:

- Forward TfNSW an expression of interest to proceed with a speed zone review, indicating support for a 40km/h High Pedestrian Activity Area (HPAA) speed limit in either Coonabarabran or Dunedoo or both locations.
- Forward correspondence to TfNSW indicating no further action with regards to the speed limit is sought at this time.

If Council wish to support the HPAA speed limit, TfNSW will then proceed by conducting a review and gaining approvals. This is where they decide the boundaries of the proposed speed limit (in consultation with Council) and form a rough plan for how it would be sign posted and if any additional infrastructure would be required such as kerb extensions to mount the signs. As the area involves State managed roads they need to gain 5 levels of internal approval which can take a bit of time.

From the community consultation process, it is evident that there is mixed support for the proposal.

Without a lack of clear community support or opposition to provide guidance to Council, Council could consider the evidence as outlined in Attachment 2 which is an evaluation of 40km/h speed limits.

A summary statement from this evaluation states:

*“The results of this evaluation are consistent with previous studies of speed limit reductions – 40 km/h speed zones have reduced road trauma by significant amounts. Roads with HPAA’s have experienced almost double the reduction in casualty crashes compared to other urban roads since 2003.”*

### **Financial Considerations**

The cost of implementing any recommendations will be borne by TfNSW. There is no cost to Council.

### **Community Engagement**

The level of engagement for this report is to inform.

### **Attachments**

1. Summary and redacted submissions.
2. Evaluation of permanent 40km/h speed limits (nsw.gov.au).
3. Speeding Fact Sheet 3 – ‘How speed limits are set and reviewed and how does reducing speed limits save lives’ (nsw.gov.au)

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

### **RECOMMENDATION**

That Council:

1. Note the submissions received for a proposal by TfNSW to implement 40kph speed zones in Coonabarabran and Dunedoo CBDs.
2. Forward TfNSW an expression of interest to proceed with a speed zone review, indicating support for a 40km/h High Pedestrian Activity Area (HPAA) speed limit in Coonabarabran and Dunedoo CBDs.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

### Item 25 Tourism and Economic Development Advisory Committee – revised Terms of Reference

<b>Division:</b>	Environment and Development Services
<b>Management Area:</b>	Economic Development and Tourism
<b>Author:</b>	Manager Economic Development and Tourism – Jo Houghton
<b>CSP Key Focus Area:</b>	Local Economy
<b>Priority:</b>	LE4.1 – Work with local business and industry to foster local economic development, innovation and expansion.

---

#### **Reason for Report**

To present to Council revised draft Terms of Reference for Council's Tourism and Economic Development Advisory Committee.

#### **Background**

Council's Tourism and Economic Development Advisory Committee (EDT Committee) is a committee established under section 355 of the *Local Government Act 1993* and has a primary purpose responsibility to provide advice and guidance to Council on planning and priorities for tourism and economic development for Warrumbungle Shire. The committee has been in existence for a number of years.

Recently, Council has struggled to have sufficient members of the committee attend meetings to enable an effective quorum to be present to transact business matters relating to economic development and tourism across the LGA. This has resulted in meetings not proceeding, as insufficient members have attended to meet quorum numbers under the existing Terms of Reference. This has led to often no business being transacted, meaning projects, issues, and regional initiatives could not be progressed or addressed.

At the Extraordinary Council meeting held 6 January 2022, being the first meeting of the newly elected Council, all committees of Council were reviewed; in relation to this Committee, it was subsequently resolved (Resolution 168/2122):

*That Council establishes a Tourism and Economic Development Advisory Committee; appoints Councillors Kopke, Newton and Brady to the Committee; and that the Councillor representatives and Director Environment and Development Services conduct a review of the Committee representation and report back to Council.*

Under the existing Terms of Reference, the committee representation was the following:

- Minimum of two (2) Councillors
- One staff representative
- Coonabarabran District Chamber of Commerce Incorporated

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

- 2357 Partnerships Incorporated
- Dunedoo District Development Group Incorporated
- Coolah District Development Group Incorporated
- Mendooran District Development Group Incorporated
- Baradine Progress Association Incorporated
- Binnaway Progress Association Incorporated
- The Coonabarabran Local Aboriginal Lands Council
- Siding Spring Observatory
- Warrumbungle National Park
- National Parks and Wildlife
- NSW Farmers

### **Issues**

On 31 January 2022, as per Resolution 168/2122 a review of the committee representation was undertaken as required; as well as a review of other matters within the Terms of Reference such as meeting schedules and alternate members for when EDT Committee members cannot attend meetings. The outcomes of the review were as follows:

- EDT Committee community representation to be reduced to six (6) groups consisting of:
  - 2357 Partnerships Incorporated
  - Binnaway Progress Association Incorporated
  - Baradine Progress Association Incorporated
  - Coolah District Development Group Incorporated
  - Dunedoo District Development Group Incorporated
  - Mendooran District Development Group Incorporated
- The quorum of the committee be reduced to four (4) members.
- All EDT Committee members are to nominate alternatives to attend meetings if the main member cannot attend.
- Representatives of interest groups may be invited to address the EDT Committee if the chairperson deems it necessary.
- EDT Committee meetings are to be held the same day as Council meetings.
- Flexibility will be afforded to EDT Committee members to attend meetings via online methods such as videoconferencing if unable to attend in person.

### **Options**

Nil

### **Financial Considerations**

Nil

### **Community Engagement**

The level of engagement for this report is to Inform and Consult.

### **Attachments**

1. Draft Terms of Reference for the Tourism and Economic Development Advisory Committee with track changes included.

# **WARRUMBUNGL E SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

### **RECOMMENDATION**

That:

1. Council adopt the revised Terms of Reference for the Tourism and Economic Development Advisory Committee.
2. Council formally write to community groups that are omitted from the Committee representation advising of the changes to the Terms of Reference.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

### Item 26 Council Partnership Agreement with Service NSW

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

---

#### **Reason for report**

The purpose of this report is to provide background information and seek resolution to renew the Service NSW for Business agreement.

#### **Background**

Service NSW has a division called 'Service NSW for Business', with the mandate being a one stop shop for businesses in NSW to access government information and services. Service NSW for Business is a free, personalized support to Council and to small business owners to help understand industry regulations, to guide businesses through transactions, and to access support. This division was previously called 'Service NSW Easy To Do Business'.

Service NSW partners with Councils to promote and deliver the services of Service NSW for Business to businesses across NSW. The purpose of this collaboration is to ensure awareness and promote how to access to Government services to all businesses in NSW.

In February 2020, Council entered into Memorandum of Understanding (MOU) with Service NSW to collaborate and to deliver the Service NSW for Business program to small businesses across NSW.

Through Council referral the service provided by Service NSW for Business includes:

- Dedicated business concierges to Warrumbungle LGA offering over-the-phone, email, and face to face support and case management.
- An online Business Profile to make it faster and easier for business owners to transact with NSW Government
- Guidance and support for small business owners impacted by natural disasters or emerging issues to access a range of government stimulus, support and information
- Online business information hubs including how-to guides to help business owners understand key tasks and the support available when starting and running a business in NSW.

The benefits of the Program keep Council well informed with clear information on current initiatives, prepared media kits to assist with promoting news and support for

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

businesses, single point of contact through the Service NSW's Council Relationship Manager, and access to data such as how many businesses have accessed support and for what topics. This enables Council to gauge trends and challenges for local businesses, and uptake on particular initiatives.

The Program aims to benefit small businesses with consistent clear information on how to access support, and personalized single point of contact for case management through business concierges.

### **Issues**

In June 2021 an updated agreement was established to reflect the changes in privacy legislation, in particular addressing security and storage of personal information. It was also updated to reflect the changed direction of Service NSW for Business, as in it not only assists with development, but also disaster recovery and support. The previous MOU becomes superseded once new Partnership Agreement is signed. The agreement is not legally binding however Services NSW seek a resolution of Council before signing. If Council wishes to terminate the new partnership agreement after signing, written notice is required 90 days in advance, or otherwise agreed.

This collaboration obligates Council to refer eligible customers to the Program where possible, provide guidance to Service NSW staff to assist in responding to inquiries if required, provide updates on changes to local government policies, guidelines or other matters which may affect the Program, and provide Service NSW with feedback on the effectiveness and performance of the Program if information is available.

### **Options**

1. Council can continue to be involved in business support with Services NSW, and resolve to enter into another continual partnership agreement.
2. Not to enter into an agreement and advise Service NSW that Council is not participating.

### **Financial Considerations**

This program is at no cost to Warrumbungle Shire Council. Support material, training and advice is provided by Service NSW for Business at no cost.

### **Community Engagement**

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

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

### **Attachments**

1. Service NSW Partnership Agreement

### **RECOMMENDATION**

That Council:



# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

1. Notes the information contained in the Service NSW Partnership Agreement and Report.
2. Authorises the General Manager to enter into Partnership Agreement with Service NSW.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

### **Item 27 State Environmental Planning Policy (Mining, Petroleum Production and Extractive Industries) Amendment (No 2) 2021**

<b>Division:</b>	Development Services
<b>Management Area:</b>	Planning and Regulatory Services
<b>Author:</b>	Director Environment and Development Services – Leeanne Ryan
<b>CSP Key Focus Area:</b>	Natural Environment
<b>Priority:</b>	NE3.1 Work with private and public landholders to build and maintain awareness of their responsibilities and requirements regarding environmental, land and natural resource management.

---

#### **Reason for Report**

To inform Council of amendments to State Environmental Planning Policy (Mining, Petroleum Production and Extractive Industries).

#### **Background**

Recent amendments to state legislation relating to petroleum exploration licences has been introduced by the state government. The State Environmental Planning Policy (Mining, Petroleum Production and Extractive Industries) 2007 (SEPP) has been amended via changes to Schedule 1 to list some local government areas, and parts of other local government areas as prohibited from licence (PEL) activities.

#### **Issues**

Whilst neighbouring Councils of Coonamble, Dubbo Regional, Gilgandra and Mid-Western Regional are listed as prohibited for petroleum exploration, petroleum production and petroleum related works, parts of Warrumbungle LGA are listed as not prohibited.

The areas within the Warrumbungle LGA that are not prohibited from PEL activities relate to those areas that have still have an active PEL in place. These are located on the eastern side of the LGA, as shown in the attached plan.

It is understood a number of sleeper or zombie licences have been cancelled, with three remaining active within the LGA.

#### **Options**

Nil

#### **Financial Considerations**

Nil

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

### **Community Engagement**

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

### **Attachments**

1. SEPP (Mining, Petroleum Production and Extractive Industries) Amendment (No 2) 2021
2. SEPP Map

### **RECOMMENDATION**

That Council notes the information contained in the State Environmental Planning Policy (Mining, Petroleum Production and Extractive Industries) Amendment (No 2) 2021 Report.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

### Item 28 Review of Warrumbungle Waste – Survey of Non-Domestic Recycling Users

<b>Division:</b>	Development Services
<b>Management Area:</b>	Regulatory Services
<b>Author:</b>	PA to Director Environment and Development Services – Cheryl Tillman
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	PI8 Local communities have access to effective waste and recycling services

---

#### **Reason for Report**

To provide Council with a report on recent survey responses from users of Council's non-domestic recycling service.

#### **Background**

At the Ordinary Meeting of Council held 19 November 2020 a report was presented to Council outlining a review and proposed cessation of commercial (or non-domestic) recycling collection via woolpacks. The review examined the collection regimes, Council resolved to remove woolpacks and offer commercial users yellow lid bins of sizes 240l and 360l. The resolution (168/2021) was as follows;

*That:*

- 1. Council notes the information in the Review of Warrumbungle Waste – Commercial Recycling Service Report.*
- 2. Council ceases to provide the commercial recycling collection service utilising woolpacks.*
- 3. From 1 July 2021, businesses be provided with a service that is inclusive of one 240l general waste bin collected weekly and one 240l yellow lid recycling bin collected fortnightly.*
- 4. Additional recycling bins collected fortnightly be provided on the basis of \$110 per service per year.*
- 5. In December 2021 Council conduct a survey of commercial users to determine the success of the scheme.*
- 6. Council conduct discussions with local service providers about providing a collection service.*

The previous commercial recycling service utilising woolpacks, was a very labour-intensive regime carrying considerable WHS manual handling risks. Staff were required to lift and swap full woolpacks increasing the risk of a work-related injury

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

due to lifting heavy articles. Through altering the collection regime, Council is working towards reducing WHS risks from the waste business.

On 1 July 2021 the woolpack recycling service ceased and was replaced by the yellow lid bins collected at kerbside on a fortnightly basis. Commercial (or non-domestic) users were offered yellow lid bins (240l capacity), and had the option to pay extra for a larger bin (360l capacity) dependent on their needs. Alternatively, any users not seeking to use the Council service, had the option to deliver their own recycling to the closest waste facility for free.

In total, 157 non-domestic users have taken up the offer of a yellow lid bin, with a further 7 seeking to pay additional for a 360l bin.

As per resolution, a survey has been conducted of all non-domestic (commercial) occupiers (whether using the service or not) to gauge their response on the current service offered by Council for non-domestic (commercial) recycling collection.

### **Issues**

The in-house survey included a series of thirteen (13) questions, seeking feedback on the changes to the service. The questions focused primarily on the adequacy of the new service, the ease of use of the new service, staff responsiveness, notice time of the changes, and specific business recycling requirements and opinions.

The survey was mailed out to 319 businesses, being previous and current users of the recycling service on 6 December 2021, with a closing date of 14 January 2022.

A total of 34 submissions were received. The responses were mixed, some satisfied with the new service, and others not. Some respondents did not answer all the questions. Those advising they were not satisfied with the new service were primarily users that generate larger volumes of recycling. A summary of responses is below:

- Those dissatisfied with the service made the following comments:
  - Cardboard recycling capacity nowhere near adequate with yellow lid bins
  - Costs more in waste removal fees if using contractor
  - Fortnightly collection insufficient, should be weekly collection
  - Large cardboard won't fit in 240l bin
  - Nowhere to store a large number of 240l bins
  - Council didn't listen and did not care
  - Weren't told anything about the changes
  - Now need to take bulk cardboard to recycling centre
  - Woolpacks were a better service
  - Excess cardboard is left lying in street if bins are overflowing
  
- Those satisfied with the service made minimal comments, as too did those that were neither satisfied or dissatisfied.

When results were considered via individual question asked, it was demonstrated that while some users may not be happy with parts of the service, they were satisfied with some of it. This is shown as follows:

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

- Whilst 14 respondents said they were *not satisfied at all* with the kerbside recycling service and 4 respondents were *unsatisfied*, 5 were *neither satisfied or dissatisfied*, 8 were *satisfied*, and 2 were *very satisfied*.
- When asked is the service easy to use and access, 12 were *not satisfied at all*, 1 was *unsatisfied*, 5 were *neither satisfied or dissatisfied*, 13 were *satisfied* and 2 were *very satisfied*.

Respondents were asked the three (3) most important points to them relating to recycling management; these were as follows:

- 20 respondents = cost of service is kept to a minimum
- 18 respondents = minimising environmental impact
- 17 respondents = reuse of material items
- 12 respondents = I'm paying for the service
- 12 respondents = not enough space in the general waste bin
- 11 respondents = environmentally aware

Of those who responded, 21 advised they had been provided with adequate notice by Council of the change to yellow lid bins; 11 said they weren't happy with the notice and either weren't aware, or there was no alternative offered by Council.

When questioned on whether the current kerbside service schedule for recycling was sufficient or not, 15 respondents said yes, and 17 said no. Those saying no stated that the bins were too small and collection not frequent enough.

Cardboard was shown to be the most recycled product of the commercial recycling arrangement collected at kerbside, followed by plastic bottles and then glass bottles. Other items collected include paper, plastics and items with recycling symbol.

When asked how many yellow lid bins does your business use, 17 businesses said they only use 1 bin, 9 businesses said they used 2 bins, 1 business said it used 3 bins, and 3 businesses said they used 4-6 bins.

It was apparent that those bins used were full to capacity when it was questioned how full your bin is when placed out for emptying; 16 respondents said full, 14 said overflowing and 5 said half-full.

When asked the final question as to overall satisfaction of the service, 13 advised they were *not satisfied at all*, 2 were *unsatisfied*, 5 were *neither satisfied or dissatisfied*, 10 were *satisfied* and 2 were *very satisfied*.

The negative comments relate primarily to the lack of capacity (volume) of the yellow bins, and the frequency of the service being fortnightly, not weekly.

### **Options**

The new kerbside collection arrangement has been in place for six (6) months commencing 1 July 2021.

Based on the response to the survey, only 10% of users responded. Of those, 4.7% were *not satisfied/unsatisfied*. A further 3.7% were *satisfied/very satisfied*, and the remaining 1.6% were *neither satisfied/dissatisfied*.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

The response to the survey indicates that the majority of users are happy with the service.

Whilst increasing the number of bins (volume) may or may not work for some businesses, Council could contact businesses and provide a reminder that additional bins are available for use for an additional charge. There is also the option for businesses to use a larger 360l recycling bin.

### **Financial Considerations**

Council's Revenue Policy Fees and Charges sets out the user charges for waste services. Presently, non-domestic (commercial) users pay \$379 per annum and receive a general waste bin (collected weekly) and a yellow lid recycling bin (collected fortnightly). Additional recycling is charged at \$110 per bin for 240l, or \$140 per bin for 360l.

### **Community Engagement**

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

### **Attachments**

1. Report to Ordinary Council Meeting held 19 November 2020.
2. Copies of survey responses (names redacted).

### **RECOMMENDATION**

That Council note the report Review of Warrumbungle Waste – Survey of Non-Domestic Recycling Users.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

### Item 29 Review of Warrumbungle Waste – Dunedoo Transfer Station Proposed Change to Operating Hours

<b>Division:</b>	Development Services
<b>Management Area:</b>	Regulatory Services
<b>Author:</b>	PA to Director Environment and Development Services – Cheryl Tillman
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	PI8 Local communities have access to effective waste and recycling services

---

#### Reason for Report

To provide Council with a report on the proposed changes to operating hours for the Dunedoo Waste Transfer Station after undertaking public consultation on the proposal during November 2021 as per Resolution 371/1920.

#### Background

At the Ordinary Meeting of Council held 16 April 2020 a report was presented to Council outlining a review of waste management practices. The review examined current waste practices across the LGA, and made a number of recommendations. As a result, the following resolution was made relating to Dunedoo Transfer Station;

*That Council endorses the modification of the Dunedoo Transfer Station opening times to three (3) days per week; being eighteen (18) hours in total instead of 17.5 hours as follows;*

*Sunday: 8.00 – 4.30 closed ½hr for lunch (8hrs)*

*Tuesday: 9.00 – 11.00 (2hrs)*

*Thursday 8.00 – 4.30 closed ½hr for lunch (8 hrs)*

*with the proposed changes being notified to the community via a public consultation phase for 28 days, and a further report be provided to Council on submissions received after the consultation phase has ended.*

Council's waste transfer stations have designated opening hours and are supervised by waste services staff. The opening times for each transfer station vary and are as outlined in the following Table 1. The current Dunedoo opening hours are included in the below table.

Table 1: Opening Days and Times for Council's Transfer Stations

<b>Transfer Station</b>	<b>Days and Opening Times</b>	<b>Hours per week</b>	<b>Hours per year</b>
Baradine	Tuesday 9.00 – 12.00 Thursday 9.00 – 12.00 Saturday 8.30 – 4.30*	13.5	702
Binnaway	Tuesday 2.00 – 5.00 Thursday 2.00 – 5.00	13.5	702



# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

	Sunday 8.30 – 4.30*		
Coonabarabran Landfill and Recycling Centre	Monday 8.00 – 4.30 Tuesday 8.00 – 4.30 Wednesday 8.00 – 4.30 Thursday 8.00 – 4.30 Friday 8.00 – 4.30 Saturday 8.00 – 5.00^ Sunday 8.00 – 5.00^	84	4,368
Coolah	Monday 9.00 – 12.00 Wednesday 8.30 – 4.30* Saturday 8.30 – 4.30*	18	936
Dunedoo	Monday 2.30 – 4.30 Tuesday 2.30 – 4.30 Wednesday 2.30 – 4.30 Thursday 2.30 – 4.30 Friday 2.30 – 4.30 Sunday 8.30 – 4.30*	17.5	910
Mendooran	Monday 2.00 – 5.00 Tuesday 2.00 – 5.00 Sunday 8.30 – 4.30*	13.5	702
Ulamambri	Wednesday 8.00 – 12.00 Saturday 12.00 – 4.00	8	416

Note: \*closed for lunch between 12.00 – 12.30

^closed for lunch between 12.00 – 1.00

Dunedoo opening hours were originally designated (as per Table 1) as the facility was initially utilised as a recycling centre servicing the southern end of the LGA. This was due to Council's recycling practice (at the time) of collecting and sorting at kerbside via small blue recycling crates. When Council changed collection practices (in 2017) to yellow lid 240l recycling bins collected in compactor truck, a material handling facility (MHF) was installed at Coonabarabran to assist ease of sorting; as a result, recycling sorting were relocated to the Coonabarabran facility; no longer undertaken at Dunedoo.

In place of recycling, the Dunedoo Transfer Station now supports a CDS collection point that is accessed regularly by the wider community. Council's arrangement with TOMRA Cleanaway require the facility to be open 8 hours on the weekend and 10 hours during the week.

Consolidation of the hours will assist with staffing of the facility and will provide similar service and opening days to the other waste transfer stations across the Shire.

A copy of the report presented to Council in April 2020 is attached.

### Issues

The proposal was advertised during October 2021 and November 2021 via notices in all local newspapers as well as on Council's social media page. A media release on the proposed changes was generated and released.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

During the exhibition period three (3) submissions were received with two (2) submissions recognising the proposed change as a positive move and one (1) requesting open 7 days per week 7:30am to 5:00pm.

The submissions raised the following matters:

- Thanked Council for increasing the hours, and providing a working day and not just on weekends to be able to bring rubbish to the facility.
- Opening longer hours on a Thursday will give those a chance to get there on an alternative day to Sunday.
- Leadville garbage tip was closed, now is an extra 30km to dispose of rubbish. Farm business generates more waste than a town household. Farmers don't work Council business hours. Should be open from 7.30 until 17.00 every business day and all day on weekends.

### Options

After undertaking the public exhibition period, Council could consider the following options:

1. Continue to modify the opening hours at Dunedoo as endorsed by Council in April 2020 by increasing to 18 hours per week as follows;  
Sunday: 8.00 – 4.30 closed ½hr for lunch (8hrs)  
Tuesday: 9.00 – 11.00 (2hrs)  
Thursday: 8.00 – 4.30 closed ½hr for lunch (8hrs)
2. Not alter the current opening hours; leaving as follows (17.5hrs);  
Monday 2.30 – 5.00 (2hrs)  
Tuesday 2.30 – 4.30 (2hrs)  
Wednesday 2.30 – 4.30 (2hrs)  
Thursday 2.30 – 4.30 (2hrs)  
Friday 2.30 – 4.30 (2hrs)  
Sunday 8.30 – 4.30 closed ½hr for lunch (7.5hrs)
3. Seek alternative opening hours to those currently in place, or already endorsed by Council.

### Financial Considerations

The Dunedoo Transfer Station has incurred the following costs since 2019;

Financial Year	Wages (includes O/T and casuals)	Plant Hire	Utilities	Infrast. Main.	Contracts	TOTAL
20/21	\$48,078	\$19,924	\$5,553	\$7,449	\$37,073	\$118,077
19/20	\$40,051	\$14,313	\$2,669	\$2,853	\$29,414	\$89,300
18/19	\$45,398	\$8,132	\$4,557	\$110	\$34,552	\$92,749

The changes in opening hours at Dunedoo Transfer Station will not greatly impact the budget required for the facility if the hours are increased by ½ hour per week. This would equate to approximately \$1,500/year extra in wages.

### Community Engagement

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

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

### **Attachments**

1. Report to Ordinary Council Meeting held 16 April 2020.
2. Copies of submissions received (with names redacted).

### **RECOMMENDATION**

That:

1. Council note the Review of Warrumbungle Waste – Dunedoo Transfer Station Proposed Change to Operating Hours report.
2. Council alters the Dunedoo Transfer Station opening times to three (3) days per week; being eighteen (18) hours in total instead of 17.5 hours as follows;  
Sunday: 8.00 – 4.30 closed ½hr for lunch (8hrs)  
Tuesday: 9.00 – 11.00 (2hrs)  
Thursday: 8.00 – 4.30 closed ½hr for lunch (8hrs)
3. Council responds to submitters advising of Council's decision to alter the opening hours at the Dunedoo Transfer Station.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

### **Item 30 Inland Rail Update Report – February 2022**

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

---

### **Reason for Report**

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

### **Background**

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

The following broad points relate to the Inland Rail project:

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

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

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

### **Update on N2N Section of the Project**

The N2N section of the line is approximately 306kms in length, and is Inland Rail’s longest section of new track. The study area has now been refined to approximately 150-400m wide, known as the focused area of investigation. It is expected the final width of the rail corridor will be 40-60m wide. A detailed map of the alignment through Warrumbungle Shire can be found at: [inlandrail.artc.com.au/where-we-go/#narromine-to-narrabri](http://inlandrail.artc.com.au/where-we-go/#narromine-to-narrabri)

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

### **Issues**

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

- Interface Improvement Program (IIP) – The Baradine Silo Project is successful to proceed to the final stage, gateway 4. The project received positive feedback from the Department of Infrastructure.
- Transport for NSW (TfNSW) have submitted a formal request to the Department for the release of the Gateway submissions developed for the purpose of the Inland Rail Interface Improvement Program for several proposals which relate to/and or interface with NSW Government assets.

TfNSW has advised that the purpose of this request is to allow TfNSW to identify, prioritise and progress proposals through relevant planning process, as appropriate in accordance with the confidentiality working arrangement letter.

- N2N project is classified as the Southern Civil Works Program, as oppose to the Central Civil Works Program which includes Narrabri to North Star (N2NS).

Recently ARTC have awarded 50-50 joint venture between ACCIONA and CPB Contractors as the preferred proponents to work on the Southern Civil Works Program. The contractor joint venture is referred to as ACACPB JV. The N2N Southern Civil Works Program is valued at approximately \$20 million.

- The Southern Civil Works program with ACACPB JV involves reviewing the reference designs and civil works construction planning for the 306-kilometre Greenfield section between N2N in NSW. N2N construction works will include 58 bridge crossings, 14 new viaducts and 630 culvert banks, and requiring a workforce of up to 2,000 people at the peak of construction.

Interested suppliers are encouraged to register their interest at ICN Gateway at: [Inland Rail \(icn.org.au\)](http://inlandrail.icn.org.au).

- Council met with N2N project directors from ACACPB Thursday 27 January in Baradine. Discussions included legacy projects to the region, employing local suppliers and contractors and maximising community and economic benefits to the region from N2N Project.
- Martinus has been awarded as the preferred contractor to deliver the rail corridor program. The work involves the delivery of above-ground works, which includes track construction, rail welding, transportation of materials, and the installation and commissioning of level crossings.
- To assist understand the different contract packages, ARTC Inland Rail held a business capability online webinar that outlined the different procuring contracts for the construction of Inland Rail. The full webinar is available by this link: <https://inlandrail.artc.com.au/opportunities/suppliers/>

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

- N2N is still in the response to submissions stage. N2N Project is classified as State Significant Infrastructure application (SSI) which is required to go through a comprehensive assessment process. The main steps for this process are early consultation, prepare EIS, exhibit EIS, response to submissions, assess SSI, and determine SSI.
- Council was unsuccessful with Round 5 for Building Better Regions Funding (BBRF) to connect Baradine Showground to town sewer. Council will reapply for round 6, applications close 10 February 2022. The sewer connection in anticipation for the Baradine workers camp which is listed in the EIS.

### **Options**

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

### **Financial Considerations**

Nil

### **Community Engagement**

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

### **Attachments**

Nil

### **RECOMMENDATION**

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

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

### **Item 31 Development Applications**

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

---

### **Development Applications**

#### **(i) Approved – January 2022**

<b>Development Application / Complying Development</b>	<b>Date Lodged</b>	<b>Date Approved</b>	<b>Applicant's Name</b>	<b>Location</b>	<b>Town</b>	<b>Type of Development</b>	<b>Referral Days</b>	<b>Stop the Clock Days</b>
DA59/2021	17/09/2021	18/01/2022	Jeff Barker	52-54 Binnaway Street	Coolah	Subdivision of land	22	0
DA65/2021	22/10/2021	19/01/2022	Peter Bowman	Collie Blue 841 Vinegaroy Road	Coolah	Shed	16	0

### **RECOMMENDATION**

That Council notes the Applications and Certificates approved during January 2022, under Delegated Authority.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

### **Item 32 Notice of Motion – Upgrade Northern End of Lewis Lane, Dunedoo**

#### **Notice of Motion – Upgrade Northern End of Lewis Lane, Dunedoo**

---

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

That the northern end of Lewis Lane be put into the 2022-23 budget to facilitate bringing the lane up to the same standard as the southern road is currently.

#### **Rationale:**

The southern end of Lewis Lane is being well maintained whereas the northern end has not been maintained at all.

The lane requires upgrading with gravel reinstated. There is an urgent need to dig up the bog hole out of the Anabranch, then filled with stone to prevent further bogging.

The southern end of the lane had been maintained to a high standard for a gravel road in the past and the gravel is still usable. There are several property owners who regularly use the northern end of the lane as access to their properties and the whole length of the lane should be of a consistent standard.

**DENIS TODD  
COUNCILLOR**

#### **General Manager's Comment**

Attachment 1 is a copy of a report provided to Council in December 2020. In that report it was advised that

*'...roadworks were undertaken in January 2020 with the aim of increasing the size of the table drain as well as improving the slope of the table drain. These works on the road were approved by Council in January 2020, but were undertaken by Talbragar Park.'*

At the time (December 2020) Attachment 2, Council **188/2021 RESOLVED** that:

1. Council notes the report on Lewis Lane, Dunedoo.
2. Lewis Lane north of Montague Bridge across the Talbragar River is included in the network of roads maintained by Council.
3. Council note that the owner of Talbragar Park is to be directed to repair the damage done to Lewis Lane between 270 metres and 570 metre north from the Golden Highway.



# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

4. Council raise concerns with the Department of Primary Industries regarding contour banks that divert water to Lewis Lane.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

### **Item 33 Notice of Motion – Hotchkiss Road**

#### **Notice of Motion – Hotchkiss Road**

---

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

That Council request a report on the possibility of extending the maintenance of Hotchkiss Road another 2.8km from the current end point. This would mean that Council would maintain the first 5.6km of Hotchkiss Road from the intersection of Gulargambone Road.

**DENIS TODD  
COUNCILLOR**

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

### Item 34 Reports to be Considered in Closed Council

#### Item 34.1 Organisational Development Monthly Report

**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 34.2 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

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

### **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 34.3 Coonabarabran Groundwater Pipeline Project**

**Division:** Environment and Development Services

**Author:** Contract Water Project Manager – Chris Devitt

#### **Summary**

The purpose of this report is to seek Council's response to a request from the contractors undertaking the Coonabarabran Groundwater Pipeline 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 commercial information 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 disclose:
  - (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 Coonabarabran Groundwater Pipeline Project 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 disclose; 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 34.4 Tenders for Hire of Various Plant Items on a Casual Basis**

**Division:** Technical Services

**Author:** Director Technical Services – Gary Murphy

#### **Summary**

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

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

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

The item relates to commercial information 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 disclose:
  - (i) prejudice the commercial position of the person who supplied it, or
  - (ii) confer a commercial advantage on a competitor of the council, or
  - (iii) reveal a trade secret.

### **RECOMMENDATION**

That the Tenders for Hire of Various Plant Items on a Casual Basis 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 disclose; 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 34.5 Regional Tender for Provision of Road Stabilising**

**Division: Technical Services**

**Author: Director Technical Services – Gary Murphy**

### **Summary**

The purpose of this report is for Council to make resolution in respect of recommendations by the tender evaluation panel for provision of road stabilising 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.

The item relates to commercial information 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 disclose:
  - (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 Road Stabilising 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 disclose; 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.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 February 2022

---

### **Item 34.6 Tender for Purlewaugh Road Upgrade**

**Division:** Technical Services

**Author:** Project Manager – David Sturtridge

#### **Summary**

The purpose of this report is to make a resolution on tenders received for roadworks on Purlewaugh Road.

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 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 disclose:
  - (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 Tender for Purlewaugh Road Upgrade 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 disclose; 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 34.7 Regional Tender for Supply & Delivery of Traffic and Safety Signage**

**Division:** Technical Services

**Author:** Manager Road Operations – Kylie Kerr

#### **Summary**

The purpose of this report is to make a resolution in respect of recommendations by the tender evaluation panel for the 'Supply and Delivery of Traffic and Safety Signage'.

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 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 disclose:
  - (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.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 17 February 2022**

---

### **RECOMMENDATION**

That the Regional Tender for Supply and delivery of Traffic and Safety Signage 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 disclose; 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).