



Ordinary Council Meeting

Agenda

18 October 2018

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, Binnia Street, Coolah** on **Thursday, 18 October 2018** commencing at **5.00pm**.

Mayor: Cr Denis Todd

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

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Council's Vision Excellence in Local Government

Mission Statement

We will provide:

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

Values

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

WARRUMBUNGLE SHIRE COUNCIL

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AGENDA

Welcome

Turn Off Mobile Phones

Forum

Apologies

Disclosure of Interest

Pecuniary Interest

Non Pecuniary Conflict of Interest

Mayoral Minute

Minutes of Last Meeting – 20 September 2018

Reports

Reports to be considered in Closed Council

.....
ROGER BAILEY
GENERAL MANAGER

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Item 1 Mayoral Minute – Mayors Log of Kilometres Travelled and Credit Card Activity from 8 August 2018 to 24 September 2018

Division:	Executive Services
Management Area:	Governance
Author:	Councillor Peter Shinton
CSP Key Focus Area:	Local Government and Finance
Priority:	GF7 Council provides strong civic and regional leadership, and undertakes its governance

MAYORAL MINUTE – Log of kilometres travelled

Date of Journey		Purpose of Journey	Odometer		KM
Start Date	End Date		Start	Finish	
13-Sep		Gilgandra - Inland Rail	14693	14916	223
14-Sep		Coolah - Community Transport	14916	15192	276
17-Sep		Sign documents	15192	15226	34
18-Sep		Pick up letters, sign document	15226	15256	30
19-Sep		CMCC Walgett	15256	15929	673
20-Sep		Council meeting	15929	15970	41
21-Sep		Pick up local member - to national park, airport, home	15970	16170	200
24-Sep		Car to Coonabarabran	16170		
Total KM travelled for period 13/09/2018 - 24/09/2018					1477

MAYORAL MINUTE – Mayor's expenses 8 August to 10 September 2018

<u>Date</u>	<u>Transaction Details</u>	<u>Comments</u>	<u>Amount (\$)</u>
9-Aug	Legal Grounds Café - Sydney	Mining and Energy Related Meeting#	22.00
9-Aug	GM Cabs Pty Ltd - Mascot	Mining and Energy Related Meeting#	19.64
9-Aug	GM Cabs - Mascot	Mining and Energy Related Meeting#	66.26
10-Aug	The Grace Hotel - Sydney	Mining and Energy Related Meeting#	260.86
6-Sep	Yuammee Pty Ltd - Coonamble	OROC	119.00
10-Sep	Dubbo RSL Motel - Dubbo	Consulate Dinner	179.70
Total expenditure for period 8/8/2018 - 10/9/2018			667.46

To be invoiced to Association of Mining and Energy Related Councils

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RECOMMENDATION

That Council notes the report on:

1. The Mayors Activity and Log of Kilometres Travelled from 8 August 2018 to 24 September 2018.
2. The Mayor's expenses between 8 August 2018 and 10 September 2018 and approve payment of expenses totalling \$667.46.

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Item 2 Mayoral Minute – Mayors Activity and Log of Kilometres Travelled from 24 September 2018 to 11 October 2018

Division:	Executive Services
Management Area:	Governance
Author:	Mayor – Councillor Denis Todd
CSP Key Focus Area:	Local Government and Finance
Priority:	GF7 Council provides strong civic and regional leadership, and undertakes its governance

MAYORAL MINUTE – Log of activities 24 September to 11 October 2018

<u>Date</u>	<u>Type</u>	<u>In/Out</u>	<u>Activity</u>
24-Sep	Meeting	Attended	Met with GM
25-Sep	Meeting	Attended	Attended rural fire meeting
27-Sep	Meeting	Attended	Orana Council Summit - Narromine
2-Oct	Meeting	Attended	Orana JO meeting - Narromine
5-Oct	Event	Attended	Attended pony club parade
8-Oct	Meeting	Attended	Progress meeting at Baradine
10-Oct	Event	Attended	Opening of netball courts, Coonabarabran
10-Oct	Meeting	Attended	Drought Community Forum, Dunedoo
11-Oct	Meeting	Attended	Drought Community Forum, Coonabarabran

MAYORAL MINUTE – Log of kilometres travelled

Date of Journey		Purpose of Journey	Odometer		KM
Start Date	End Date		Start	Finish	
27-Sep	27-Sep	Bring car home	16201	16262	61
2-Oct	2-Oct	JO Meeting Gilgandra	16262	16380	118
4-Oct	4-Oct	Aerodromes meeting Coonabarabran	16380	16491	111
5-Oct	5-Oct	Pony Club parade Coonabarabran	16491	16603	112
8-Oct	8-Oct	Aerodrome; Progress meeting	16603	16634	31
Total KM travelled for period 27/09/2018 - 8/10/2018					433

RECOMMENDATION

That Council notes the report on the Mayors Activity and Log of Kilometres Travelled from 24 September to 11 October 2018.

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Item 3 Minutes of Ordinary Council Meeting – 20 September 2018

Division:	Executive Services
Management Area:	Governance
Author:	Executive Assistant to the General Manager - Jenni Maundrell
CSP Key Focus Area:	Local Government and Finance
Priority:	GF2.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

Reason for Report

To confirm the minutes of the Ordinary Council Meeting held on Thursday, 20 September 2018.

Options

Nil

Financial Considerations

Nil

Attachments

1. Minutes of the Ordinary Council Meeting held in Coonabarabran on Thursday, 20 September 2018.

RECOMMENDATION

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 20 September 2018 are endorsed.

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Item 4 Minutes of Traffic Advisory Committee Meeting – 27 September 2018

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

PRESENT: Cr Peter Shinton (Chairperson), Mr David Vant (RMS) and Senior Sergeant Garry McGovern (NSW Police).

IN ATTENDANCE: Mr Kevin Tighe (Director Technical Services), Ms Cheyenne O'Brien (Road Safety Officer) and Mrs Tracy Cain (Minutes).

APOLOGIES: Ms Jackie Barry (RMS), Senior Constable Kelvin Kilsby (NSW Police) and Mr Bikram Joshi (Manager Asset & Design).

Vant/McGovern

CONFIRMATION OF MINUTES

RECOMMENDED that the minutes of the Traffic Advisory Committee meeting held on 23 August 2018 be confirmed.

Shinton/Tighe

BUSINESS ARISING FROM THE MINUTES

The following matters were noted as outstanding:

- Council to investigate the preparation of a Rural Bus Stop Policy. Draft School Bus Stop Guideline attached for discussion in Agenda and endorsement by Council.
- Black Stump Way – Council request to NHVR that any road in the Warrumbungle Shire that is a 25 metre B Double Route be converted to a 26 metre B Double Route.
- Installation of double barrier lines on the Dandry Road approach to the Newell Highway. *In progress – Contractors to undertake works.*
- Tongy Lane signposting – determine correct name and amend signs accordingly.
- Warrumbungle Quarry – road safety concern at entry / exit point. Council to consider conducting a feasibility study and to contact RMS Regional Director to request relocation of the point to point safety camera. Council to look into activated speed signs currently being trialled by RMS. *Letter forwarded to RMS requesting information and costings on the implementation of STARS Program.*
- 'No Stopping' zone either side of pedestrian ramp at the intersection of Edwards Street and Cowper Street. Further investigation required.

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- Installation of a 'Beyond Crest' sign and standard 'Concealed Driveway' sign located 350 metres south of driveway on Bullinda Road, Dunedoo.
- Long Vehicle Parking in Coolah – Email to RMS requesting investigation of further sign options.
- Detailed design for the intersection of Black Stump Way (MR55) and Warrumbungles Way (MR396) – RMS to assess and advise concurrence.
- Council and RMS information night on events that require a road closure.

Uarbry Signs – General Business Item of 23 August 2018

The Road Safety Officer confirmed that the signs damaged by the Sir Ivan Fire at Uarbry had been replaced by new signage.

AGENDA ITEMS

a) Request for Signage on Pandoras Pass for Heavy Vehicles

It was brought to Council's attention that Pandoras Pass was not suitable for heavy vehicles as the road was extremely narrow and there had been a number of truck rollovers. RMS suggested that Council address the issue through Google to have the navigation route changed and install RMS warning sign G9-368-1.

RECOMMENDED that the sign plan for installation of a W1-201 '10km Narrow Winding Road' sign 100 m before a G9-41 'Unsuitable for Large Vehicles' sign located 100m south of the Pandoras Pass turnaround be approved.

Vant/McGovern

b) Safety Concerns at Coinda Village – Cassilis Street between Horsley Street and Neate Street, Coonabarabran

Safety concerns were raised regarding vehicles parking too close to the access and egress areas of Coinda Village limiting the sight of traffic and signage.

The Committee determined that Council write to Coinda requesting they install a red R2-4 'No Entry' sign at the egress area facing outwards of the existing signage.

RECOMMENDED that 'No Stopping' signs and line markings be installed 1.8m either side of the Coinda Village driveways located in Cassilis Street to indicate how close vehicles can park to the access points of the property.

Vant/Shinton

c) Draft Guideline for School Bus Routes and Bus Stops

RECOMMENDED that Council's Guideline for School Bus Routes and Bus Stops be approved subject to the inclusion of an example of a Risk Assessment for School Bus Stops.

McGovern/Vant

d) Jones Panel Beating – Request for Additional Parking Signs Along Bolaro Street, Dunedoo

A request was received by Council to install additional parking signs along Bolaro Street, Dunedoo due to long vehicles parking across driveway accesses.

RECOMMENDED that 'No Stopping' signs be installed either side of the middle driveway located between Jones Panel Beating and the Post Office in Bolaro Street, Dunedoo.

Vant/McGovern

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e) iDental Surgery – Illegal Parking of Long Vehicles in Cassilis Street

Discussion was held regarding parking of long vehicles across the iDental Surgery's driveway access in Cassilis Street, Coonabarabran. It was determined that Council refer the matter to RMS for investigation of further options.

f) Request for Removal of Signage on Bakery Wall in Little Timor Street, Coonabarabran

A request was received from Council to remove the existing 'No Stopping' and 'One Way' signs from the Bakery Wall in Little Timor Street, Coonabarabran due to the impediment of signage to a proposed mural.

The Committee confirmed that the 'One Way' sign was able to be removed, however the 'No Stopping' sign would need to remain and be re-erected on a post.

g) RSO Monthly Report – September 2018

The RSO Monthly Report was received and noted and in particular the following road safety projects were discussed:

- Free Cuppa Program – There will be six participating businesses in 2018. New Local Government areas have joined including Eurobodalla, Muswellbrook, Port Stephens, Shoalhaven and Upper Hunter. Council's RSO is in control of the budget and ordering promotional material.
- Child Car Seat Safety – The Child Car Seat Checking Day was held at Baradine Preschool on Thursday, 13 September 2018.
- Bike Week – Events were held at Binnaway and Coolah with Coonabarabran to be held on Sunday, 30 September 2018.
- Helping Learner Drivers to Become Safer Drivers – Program delayed for commencement in November 2018.
- Council's speed trailer is currently located at Mendooran and will be moved to Coonabarabran near the schools during the holiday period.
- Stock on Roads – The RSO confirmed that there was still stock on roads.

GENERAL BUSINESS

a) 2357 Partnerships – Request for Part Closure of Little Timor Street, Coonabarabran for a Mural Painting – 29 September 2018 to 1 October 2018

A request was received to close part Little Timor Street, Coonabarabran for a mural painting on the Bakery Wall from 29 September 2018 to 1 October 2018. It was noted that the event had been postponed and would not be held during the proposed dates. The Committee noted the request and confirmed that Council was required to make a determination.

b) Vacant Local State Member of Parliament Representative Position on the Traffic Advisory Committee

In accordance with Section 5.2 of RMS publication '*A guide to the delegation to councils for the regulation of traffic – Including the operation of Traffic Committees*' Council is required to contact the Local State Member of Parliament, The Hon Kevin Humphries to nominate a representative to fill the vacant position on the Traffic Advisory Committee.

c) Request for Closure of Woos Lane, Coonabarabran for Demolition of a Toilet Block – 10 October 2018

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An application was received to close Woos Lane, Coonabarabran between John Street access and Woolworths carpark on 10 October 2018 from 8.00 am to 12.00 pm for the purpose of demolishing a toilet block. The Committee noted the request and confirmed that Council was required to make a determination. An advertisement regarding the proposed road closure was to be published in the local paper.

'No Stopping' Area at Coonabarabran High School

It was brought to the Committee's attention that vehicles were pulling up at the 'No Stopping' section on the Newell Highway adjacent to the Coonabarabran High School. It was determined that the Police monitor the area and that Council write to the school advising of the non-compliance in an effort to educate students and staff.

There being no further business the meeting closed at 11.17 am.

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Thursday, 25 October 2018 commencing 10.00 am.

RECOMMENDATION

That:

1. Council accept the Minutes of the Traffic Advisory Committee Meeting held at Coonabarabran on 27 September 2018.
2. The sign plan for installation of a W1-201 '10km Narrow Winding Road' sign 100 m before a G9-41 'Unsuitable for Large Vehicles' sign located 100m south of the Pandoras Pass turnaround be approved.
3. 'No Stopping' signs and line markings be installed 1.8m either side of the Cooina Village driveways located in Cassilis Street to indicate how close vehicles can park to the access points of the property.
4. Council's Guideline for School Bus Routes and Bus Stops be approved subject to the inclusion of an example of a Risk Assessment for School Bus Stops.
5. 'No Stopping' signs be installed either side of the middle driveway located between Jones Panel Beating and the Post Office in Bolaro Street, Dunedoo.

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Item 5 Minutes of Coonabarabran Sporting Complex Advisory Committee Meeting – 12 September 2018

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

PRESENT: Cr Kodi Brady (Chairperson), Mrs Melanie Jenner (CJRL&NC) and Mr Gary McKernan (Boxing).

IN ATTENDANCE: Mr Kevin Tighe (Director Technical Services), Mrs Kelly Dewar (Acting Manager Property & Risk) and Mr Shane Weatherall (Manager Urban Services).

APOLOGIES: Cr Fred Clancy and Ms Emmah Varty (Netball).

CONFIRMATION OF MINUTES

RECOMMENDED that the minutes of the Coonabarabran Sporting Complex Advisory Committee meeting held on Wednesday, 21 February 2018 be confirmed.

McKernan/Jenner

BUSINESS ARISING FROM THE MINUTES

Nil.

AGENDA ITEMS

a) Project Status of Netball/Basketball Courts

The Manager Urban Services provided the Committee with a verbal report on the status of the Netball / Basketball Courts Project. The following items were discussed:

- Works remaining:
 - Irrigation
 - Seating
 - Tree planting
 - Bollards
- Council staff to operate netball/basketball posts.

b) Report on Funding Application for Sporting Complex

- Storage Shed at No 3 Oval – An application has been made under the Australian Government's Community Sport Infrastructure Program. The result may be known in December 2018.

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- Amenities Building at No 3 Oval – Application under the NSW Government's Stronger Country Community Fund was not successful.

GENERAL BUSINESS

Children's Playground within the Grounds of Oval Complex

RECOMMENDED that Council investigate the establishment of a children's playground and equipment to be located adjacent the old kiosk at Coonabarabran No 1 Oval.

Jenner/McKernan

Purchase and Location of Defibrillator

RECOMMENDED that Sporting Clubs who utilise the Coonabarabran ovals purchase their own defibrillator.

Jenner/McKernan

Matters raised in discussion:

- That a representative of the Coonabarabran Rugby Club be invited to attend the next meeting as a guest to provide input into the requirements for No 3 Oval.
- Toilet amenities and training activities. It was generally accepted that toilet facilities would not be made available for training sessions held at any of the playing fields.
- No 2 Oval Building – painting of wall. It was noted that the wall requires painting in the one colour.
- Discussion was held about the condition of the Coonabarabran skateboard facility in particular; burrs, drink fountain, earth mound and picnic table. It was agreed that Council staff and skate park users meet on site and address maintenance concerns.

There being no further business the meeting closed at 6.17 pm.

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Tuesday, 6 November 2018 commencing 5.00 pm.

RECOMMENDATION

That Council:

1. Accepts the Minutes of the Coonabarabran Sporting Complex Advisory Committee meeting held at Coonabarabran on 12 September 2018.
2. Investigate the establishment of a children's playground and equipment to be located adjacent the old kiosk at Coonabarabran No 1 Oval.
3. Advises that Sporting Clubs who utilise the Coonabarabran ovals purchase their own defibrillator.

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Item 6 Minutes of Baradine Floodplain Management Advisory Committee Meeting – 20 September 2018

Division:	Technical Services
Management Area:	Technical Services Management
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Rural and Urban Development
Priority:	RU1 Land use planning across the Shire needs to ensure the retention of the rural character of the area whilst encouraging ecologically sustainable development.

PRESENT: Cr Denis Todd (Chairperson), Mr Bob Cosgrove (SES), Mr Ivan Rivas Acosta (Office of Environment & Heritage), Mr Peter Munns (Community) and Mr Richard Crawley (Community).

IN ATTENDANCE: Mr Kevin Tighe (Director Technical Services), Mr Bikram Joshi (Manager Asset & Design) and Mr Gerard Morton (GHD).

APOLOGIES: Nil.

CONFIRMATION OF MINUTES

RECOMMENDED that the minutes of the Baradine Floodplain Management Advisory Committee meeting held on 26 May 2014 be confirmed.

Crawley/Todd

BUSINESS ARISING FROM THE MINUTES

Nil.

AGENDA ITEMS

a) Proposed Design and Layout of Baradine Town Levee Bank

The Committee reviewed design drawings prepared by the consultant GHD. The following features and comments were made:

- The length of the proposed levee is 3.1 kilometres. The level difference between start and end of the proposed levee is around 6 metres.
- The proposed channel works on the southern side of Lachlan Street should be extended further north and the causeway in Lachlan Street should be widened.
- It was noted that the design indicates that the road level in Worrigal Street on the eastern side of the channel will be raised.
- The road level in Namoi Street on either side of the channel will be lowered.
- The levee includes a section of concrete wall near Namoi Street.
- There were questions about culvert levels proposed for the levee and at what point in a flood event do they cease to operate. That is, at what point in a

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flood event will stormwater from the eastern side cease to flow west into Teridgerie Creek.

- It was noted that substantial upgrading of the relief drain was required including widening the drain to 4 metres.
- It is likely that construction of the levee project will occur over two or more years.
- The design proposal indicated that soil from the centre area of Baradine Racecourse will be extracted for construction of the levee bank.
- It was noted that works remaining on the design project include completion of an Operation and Maintenance Manual and completion of the cost estimate.
- The proposed display plans to be sent to Committee members prior to the public exhibition.

RECOMMENDED that the Baradine Levee design be placed on public display and with an invitation to make submissions on the proposal.

Crawley/Munns

GENERAL BUSINESS

Nil.

There being no further business the meeting closed at 10.30 am.

The next meeting is to be held as and when required.

RECOMMENDATION

That:

1. Council accepts the Minutes of the Baradine Floodplain Management Advisory Committee meeting held at Baradine on 20 September 2018.
2. The Baradine Levee design be placed on public display and with an invitation to make submissions on the proposal.

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Item 7 Minutes of Economic Development and Tourism Advisory Committee – 24 September 2018

Division:	Development Services
Management Area	Development and Tourism
Author:	Manager Economic Development and Tourism – Aileen Bell
CSP Key Focus Area:	Local Economy
Priority/Strategy:	LE3 Implementation of a cost effective tourism and marketing campaign aligned to market research

Cr Capel opened the meeting at 11.08am, acknowledging Gamilraay Country, Traditional Owners and Elders past, present and future.

PRESENT: A Bell, Cr Capel, L Ryan, D Burton, S Edwards, V Evans, Cr Brady, J Young, N Abel, M Wood

APOLOGIES: K Olsen, B Condon, A Wherrett, L Cutts, M Rickert

RECOMMENDED: That the apologies be accepted.

Wood/Burton

Declaration of Pecuniary and Non Pecuniary Interests

D Burton – Pecuniary – 3.1 Call for Quotes from previous minutes – indicated she intended quoting for the task. Agreed to absent herself from the meeting during discussion.

Minutes of Previous Meeting:

RECOMMENDED: That the minutes of 23 July 2018 be accepted.

Wood/Burton

Business Arising

Recommendations from previous meeting were endorsed by Council – actions to be included in ACTION Report to EDT Committee

Call for Quotes for Community Flyers – D Burton absented herself for discussion at 11.35am. Questions arose about the need to provide information as art ready and full colour for printing; stressed need for the quote to be for heavy paper, full colour printing and the print ready provision by communities. Quotes to be requested from: Coona Times, Donna Burton, Pip Packham, Outback Press.

RECOMMENDED That quotations be sought for the Printing of the double sided community flyers from shire wide operators.

Young/Wood

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11.45 Moved for adjournment of Standing Orders for Dept of Infrastructure presentation.

Young/Wood

11.50am – Alisha Bailey from the Dept of Infrastructure and her team addressed the committee on their role and the Inland Rail circulating several promotional and informational papers from Inland Rail. Comments from the group indicated a need for further consultations; team happy to attend further meetings on an as needs basis but communities noted the availability and the need for the Council to provide an information session.

12.35pm Resumption of Standing Orders

Young/Wood

Visitor Centre Report

RECOMMENDED: That the VIC Coordinator's Report to the EDT Advisory Committee 24 September 2018 received.

RECOMMENDED: That Tamworth Regional Council be contacted for the provision of a computer for visitor use for those seeking information (e.g. Road Closures, fires etc.) at the front desk of the visitor centre.

Abel/Burton

Tourism Report

RECOMMENDED: That the Tourism Report to the EDT Advisory Committee 24 September 2018 be received and noted.

RECOMMENDED: That the EDT Committee supports a "Local Produce" footprint for goods produced and promoted as local goods grown or produced within 100 kilometres of the boundary of Warrumbungle Shire and that Council encourages food outlets and market coordinators to apply this criteria when purchasing, selling or displaying "locally produced" goods.

Young/Abel

Economic Development Report

Small Business Workshops for October; members need to contribute on the content of workshops. Suggestion to approach David Koch and request he present on the theme "Marketing Your Small Business" at Coolah; other speakers to be approached; preferred period being second last week October; need to spread the word further than the current retail sector and the message should be why attend – what they get etc; targets could include the market coordinators etc.

Further discussion on the availability of free TAFE courses on digital media – requires numbers.

Recharge Point for Electric Vehicles; NRMA identified the VIC on the Newell as the most appropriate site within Coonabarabran.

RECOMMENDED: That the Economic Development report to the EDT Advisory Committee – 24 September 2018 be received.

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RECOMMENDED: That Council notifies the NRMA the preferred location for the Recharge Point for Electric Vehicles is at the northern end of the Visitor Information Centre grounds.

Edwards/Evans

Dark Sky Park Initiative Workshop Report

Several suggestions of amendments to the report including the amendment to the statement on a Night Sky Photography Event – a photographic night sky competition in 2019 with training workshops prior to the event, a competition and an exhibition of works. A sub committee of the EDT was endorsed to be the planning committee for the competition in 2019 (A Wherrett, D Burton, S Edwards, V Evans). Need to ensure the phrase used to introduce Warrumbungle Shire in advertising material is *Welcome to Warrumbungle Region – the Astronomy Capital of Australia*

RECOMMENDED: That the Dark Sky Initiatives Workshop Report to the EDT Advisory Committee 24 September 2018 be received.

RECOMMENDATION: That Council endorse the Planning Sub Committee (A Wherrett, D Burton, S Edwards, V Evans) to develop guidelines and initiatives appropriate to the Shire communities for a Dark Sky Photographic Competition in 2019.

Evans/Wood

New Visitor Guide Report

Discussion on need for a new brochure and need to amend the response date for quotes to 16 October 2018; paper quality was discussed and agreed on; funding was discussed and agreed that as an indicator of support for local businesses in a time impacted by drought Council could contribute to the cost of the publication to a maximum of \$25,000 to be funded out of tourism budget.

RECOMMENDED: That the Visitor Guide Report to EDT Advisory Committee, September 2018 be accepted.

RECOMMENDED: That quotations be sought for production of a new visitor guide at a maximum cost of \$25,000 for a 16 page no advertisement publication as a priority.

Wood/ Burton

Economic Development and Tourism Strategy Report

Draft presented and timeline as set for responses agreed to by EDT.

RECOMMENDED: That the EDT Strategy Report and draft EDT Strategy Plan be received.

Young/Burton

General Business

Bird Routes agreed that WSC should drive a strong regional focus on bird routes and draw together the routes available and investigate the co-funding requirements of Destination NSW for the funding of a website/brochure to link with other nearby bird routes. The proposal as previously presented be accepted as a basis for funding and an application for product development to DNSW be prepared for a dedicated website which includes shire wide bird routes and those from surrounding areas.

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There is a need to have the services of a “twitcher” to assist in this project and several names were put forward. During discussion on co-funding there was a suggestion that this might fit with the allocations to shires for drought impacts.

RECOMMENDED: That Council endorses the actions of the EDT Committee in investigating opportunities for a regional bird routes focus driven by Warrumbungle Shire; this may include publication of a guide or a dedicated website.

Edwards/Young

The meeting closed at 2.40pm

Next meeting Monday 26 November 2018

RECOMMENDATION

That Council:

1. Accepts the minutes of the EDT Committee 24 September 2018.
2. Notes that the actions from the Committee will be dealt with under delegated authority.

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Item 8 Minutes of Robertson Oval Advisory Committee Meeting – 26 September 2018

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

PRESENT: Cr Wendy Hill, Mrs Monica Foran and Mr Chris Sullivan.

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

APOLOGIES: Cr Anne Louise Capel and Mr Matthew Guan.

CONFIRMATION OF MINUTES

RECOMMENDED that minutes of the Robertson Oval Advisory Committee meeting held on Wednesday, 18 July 2018 be confirmed

Sullivan/Foran

BUSINESS ARISING FROM THE MINUTES

Nil.

AGENDA ITEMS

- a) Council Resolution No 46/1819 of 16 August 2018 – Development of a New Robertson Oval Amenities Building

'46/1819 RESOLVED that:

4. *Alternative options for, or a staged development of, a new Robertson Oval Amenities Building be investigated and reported to Council, including options for funding of the project.'*

The agenda item was discussed without resolution. The following points were discussed by the Committee.

- The Committee expressed dissatisfaction with Council's refusal to accept in full the recommendations from the meeting on the 18 July 2018.
- The concept plans were reviewed to assess opportunities for staging the building project.
- The building concept plan has features that cannot be altered and are necessary for compliance with standards in relation to disability access and inclusion of male and female players.

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- The Committee noted that the cost estimate for the project was prepared by a registered Quantity Surveyor and the detailed breakdown of costs should have been presented to Council. The costs are shown below.
- Potential funding sources have not yet been identified.

Table 1 – Estimate breakdown prepared by Barnson Pty Ltd, November 2017

Trade Description	Trade %	Cost/m ²	Trade Total (\$)
1. Demolition	1	38	25,700.00
2. Main Building Works	52	1.681	1,136,210.00
3. Amenities Block	16	524	353,950.00
4. Store Building	4	140	94,920.00
5. Site Services and Specifics	6	181	122,650.00
6. External Works	0	11	7,500.00
7. Soft Landscaping	1	33	22,500.00
8. Northern Carpark (34 spaces)	6	194	131,280.00
9. Southern Carpark (cost excluded – extent TBC)			
10. Ring Road (costs excluded – extent TBC)			
11. Builder's Preliminaries and Overheads			
12. Design Contingency	6	185	125,000.00
13. Construction Contingency	6	185	125,000.00
14. Locality Index			
15. Cost Escalation (until June 2018)	1	44	30,000.00
16. *Estimate Notes and Exclusions			
GFA 676m²	100	3,217	
			Total \$2,174,710.00

GENERAL BUSINESS

Nil.

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

The next meeting is to be held on Wednesday, 28 November 2018 commencing at 5.00 pm.

RECOMMENDATION

That Council accepts the Minutes of the Robertson Oval Advisory Committee meeting held at Dunedoo on Wednesday, 26 September 2018.

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Item 9 Minutes of Warrumbungle Aerodromes Advisory Committee Meeting – 4 October 2018

Division:	Technical Services
Management Area:	Technical Services Management
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI1 Public transport alternatives including bus and rail services connect local towns and villages and provide links with other regional centres.

PRESENT: Cr Denis Todd (Chairperson), Cr Ambrose Doolan, Mr David Sturtridge (Coonabarabran), Mr Colin Tink (Coonabarabran), Mr Phil Hensby (Baradine) and Mr John Farrell (Baradine).

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

APOLOGIES: Mr Corey Philip (RFS Regional Controller), Mr Grant Piper (Coolah) and Mr Ian Munns (Coonabarabran).

CONFIRMATION OF MINUTES

RECOMMENDED that the Minutes of the Warrumbungle Aerodromes Advisory Committee meeting held on 26 June 2018 be confirmed.

Farrell/Tink

BUSINESS ARISING FROM THE MINUTES

- Name of company removing Non Directional Beacon (NDB) not yet known. Information from Air Services indicates that a contractor has not yet been engaged. Lease arrangements to be investigated.
- Baradine Aerodrome – turning circle at eastern end of runway. Cost estimate and include in budget submission.
- Resurfacing of runway – estimate – budget.
- Local Federal Member – request funding for Feasibility Study. Cost estimate now received.
- Letter of support received from the Royal Flying Doctor Service (RFDS) for sealing of Baradine Aerodrome.
- Lights at Coolah – most are working.
- Rural Fire Service (RFS) – proposal for shed. No request received yet from RFS.

AGENDA ITEMS

Nil.

GENERAL BUSINESS

The following matters were discussed without resolution:

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- RFS want to investigate feasibility of constructing a bore at the Coonabarabran Aerodrome. Council's consultant will provide feasibility assessment. A test drill to 200 metres is likely to cost around \$35,000.
- Kangaroos on Coonabarabran air strip.
 - A Notice to Airmen (NOTAM) already in existence for kangaroos on Coonabarabran Aerodrome.
 - Air Ambulance and RFDS will contact Council Supervisor when landing at night.
 - Investigate fence – holes.
- Drought Fund – possible project – fencing of Baradine Aerodrome. Estimate \$150,000. Remove existing fence.
- The resealing of Coonabarabran air strip – is in the forward program.
- Lighting of windsock – awaiting specification from Civil Aviation Safety Authority (CASA).
- Fuel facility at Coonabarabran Aerodrome.

There being no further business the meeting closed at 10.30 am.

The next meeting is to be held at the Coonabarabran Aerodrome on Tuesday, 5 February 2019 commencing at 9.30 am.

RECOMMENDATION

That Council accept the Minutes of the Warrumbungle Aerodromes Advisory Committee meeting held at Coonabarabran on 4 October 2018.

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Item 10 Notice of Motion – HR Report

Notice of Motion – HR Report

Councillor Iannuzzi has advised that at this meeting of Council he intends moving a Notice of Motion proposing changes to the HR Report that Council receives at each meeting:

That effective the November 2018 Ordinary Council Meeting, the Human Resources report be held in Closed Council and include the following in addition to current contents of the report:

- List of names of WSC employees that have left the organisation since previous report;
- List of names of WSC employees employed since previous report;

RECOMMENDATION

That effective the November 2018 Ordinary Council Meeting, the Human Resources report be held in Closed Council and include the following in addition to current contents of the report:

- List of names of WSC employees that have left the organisation since previous report;
- List of names of WSC employees employed since previous report;

**ANIELLO IANNUZZI
COUNCILLOR**

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Item 11 Councillors' Monthly Travel Claims – September 2018

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

Reason for Report

To provide Council with details of travel claims of Councillors for the month of September 2018.

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	Month	Kilometres	\$ per KM	Total Amount (\$)
Cr Shinton	May	0	0.78	-
Cr Todd	May	964	0.78	751.92
Cr Brady	May	0	0.78	-
Cr Capel	May	0	0.78	-
Cr Clancy	May	0	0.73	-
Cr Doolan	May	200	0.78	156.00
Cr Hill	May	380	0.68	258.40
Cr Iannuzzi	May	0	0.78	-
Cr Lewis	May	126	0.78	98.28
			Total for August:	\$1,264.60

Financial Considerations

Outlined above.

Attachments

Nil

RECOMMENDATION

That the Councillors' monthly travel claims for September 2018 in the amount of \$1,264.60 is received for Council's information.

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Item 12 Delegate's Report – Orana Arts Meeting in Dubbo – 21 September 2018

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

Reason for Report

To report to Council on the Orana Arts meeting held in Dubbo on 21 September 2018.

Commentary

Meeting: 21 September 2018

Location: Western Plains Cultural Centre OA Office

Present: Anne-Louise Capel (Chair), Jessica Moore, Danielle Littleton.

Staff: Alicia Leggett CEO,

Apologies: Virginia Handmer.

Minutes accepted from June 2018 Moved: J. Moore second: D. Littleton

Business Arising: Visit to LGA members with plan and letter, investigate electronic stakeholder meeting options, contact LGA for promotion of nominations and December stakeholder forum meeting proposed date.

#Presentation of Executive Directors Report

Presentation to Narromine July Council meeting to advocate for their continuation of contribution, they elected to withdraw from OA. All enquiries from arts groups in Narromine Shire area will be directed to council. OA to approach 2020/21 in Narromine Shire Council.

CASP applications worthy projects but sub-standard quality applications, grant recipients will be told and how to improve on grant applications.

Cultural Project Officer Position funded by Create NSW Creative Koori Grant filled by Danielle Andrews originally from Coonabarabran now Dubbo based.

OA not attending Artstate Bathurst and Artland Victoria due to cost savings to cover cyber loss.

ATZIA Programs:

-CETA: Wellington leg has commenced in stage one of Lab second stage in October.

-Staging stories: Successful staging of Little Piece of Heaven at Black Box theatre.

Request to hold a show in Gilgandra by Mayor. Hoping for grant funding to stage at Yirramboi Festival Melbourne (invited) 2019.

-Coonabarabran Public School Mural: completed for NAIDOC Week

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-NPWS/OEH: OA Paris Norton asked to do 4 short film interviews of local indigenous people to be part of interactive display at new Warrumbungle Visitor Information Centre.

-Mudgee Readers Festival: Paris Norton facilitated the session The Narrative.

-Carved Up Baradine: Commences First week 4th Term.

-Balangara Films: Wilderness Society approached to take part in a film showcasing connections, work & meaning of the Pilliga.

-Staff successes: Paris Norton: First Draft a Solo exhibition in Sydney: Paris's work was featured on ABC Everyone's at critic: WhiteWash photographic critiqued whilst on display at Campbelltown Arts Centre. Paris also successful in being selected for ABC Trailblazers.

#This Business called Art:

-Soup Sessions held in Wellington & Coonabarabran.

-Creative and Social Investment Program (CSI) is building momentum. To date 7 artists employed (2 full time), program fully funded by Corrective Services NSW, 238 participants engaged in Creative Industries program with 99% participants having a positive change in foundations skills.

-Orana Arts gallery Space: partnership being developed to redevelop WPCC sister city space into an emerging Artists Gallery to showcase artist coming through OA programs.

Social Media: Twitter: 1186 Followers, Instagram: 1011 Followers Facebook: 1457 page likes

RECOMMENDATION

That Council notes the Delegate's Report by Cr Anne-Louise Capel in relation to the Orana Arts meeting held in Dubbo on 21 September 2018.

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Item 13 Coonabarabran Emergency Water Supply Project – October 2018 Update

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

Reason for Report

To update Council on the progress of the Coonabarabran Emergency Water Supply Project.

Background

Council has received monthly reports on the project setting out details on the progress of the works being undertaken and the water level in Timor Dam.

This report sets out the current position as at 4 October 2018.

For Council's additional information, the numbers and names of all bores are summarised in the table below:

Bore No	Bore name/location
1	Robertson Street
2	Namoi Street, South of river
3	Namoi Street, North of river, old (closest to White Street)
4	Namoi Street, North of river, new (closest to river)
5	Nandi Park
6	WTP*, old
7	WTP*, new
8	Nandi Creek
9	<i>Morrissey's Corner – discontinued/not equipped due to insufficient yield</i>
10	Homeleigh Drive
11	Bark Bok
12	New bore at Timor Dam

*WTP = Coonabarabran Water Treatment Plant

Issues

- Timor Dam Level: The water level in Timor Dam has remained relatively stable. However, evaporation and usage through Siding Springs Observatory resulted in persistent yet slow decrease of the level, which has currently been measured at 21.5%. This represents a drop in 0.6% since the last report in September.

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The dam level has now reached a point where gravity draw down no longer is possible and the dead storage pump out system will need to be used if sourcing of dam water is required.

- **Supply:** Council has been drawing all its town water supply over the past months from six (6) bores near the Water Treatment Plant (Bores No 1, 2, 3, 4, 6 and 7) and the Castlereagh River. Siding Springs Observatory and non-potable water users along Timor Road are now being supplied through the Bart Bok Bore (No 11).
- **Equipping and Connection of New Bores:** The installation of power boards is outstanding for Bores No 5, 8 and 10. This will occur in conjunction with the connection to the power supply.
- **Power Supply to the New Bores:** Bores No 5, 8 and 10 are expected to be connected to power within the next six (6) weeks.
- **New Test Bore at Timor Dam:** An application has been made to convert the test bore into a production bore licence.
- **Standpipe Usage:** Since 6/9/2018 a total of 208kL has been purchased from the Coonabarabran standpipe through a commercial water carter. This amounts to an average of 7.2kL/day. This is 1600L/day more compared to the last report in September.

Financial Considerations

The attached table of expenditure and committed costs is expected to total \$1,939,389. Given that the total of grants plus Council's contribution is \$2,042,500, this will leave a surplus of funds of \$103,111.

The remaining project funds will be spent on water security related works and investigations.

Attachments

1. Total Expenditure and Committed Costs for Completion of all Bores

RECOMMENDATION

That Council:

1. Note the October 2018 Update Report on the Coonabarabran Emergency Water Supply Project.
2. Endorse the expenditure to date (committed and expended) of \$1,939,389.

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Item 14 Drought Management and Water Demand Management Plans

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

Reason for Report

To inform Council of received submissions on the advertised draft Drought Management and draft Water Demand Management Plans and to recommend adoption of said plans.

Background

The Council area has suffered from a history of droughts over time with the current situation in Coonabarabran being particularly severe. Council has been forced to introduce water restrictions on numerous occasions in the past and scientific data indicates that droughts are likely to reoccur with increasing frequency in future.

Additionally, Council's water treatment infrastructure is aging and replacements will be required over the next ten years.

The concurrent consideration of Drought and Water Demand Management Plans is highly desirable so as to provide a platform for reducing cost increases and preserving water resources.

Draft information covering both drought management planning and water demand management planning was prepared in late 2013 and considered by Council but not finalised for adoption. The two draft plans cover each of Council's water supply systems and have site specific comments and recommendations.

Council is charged with the responsibility of providing a clear long term strategy for the supply of potable water for businesses and residents in the towns within the Shire and with providing an appropriate level of guidance and support for people living and working within the Shire.

Therefore, adoption of plans to cope with inevitable drought and encourage limiting demand is the appropriate strategy.

Updated draft Drought Management and draft Water Demand Management Plans have been presented to Council during the June 2018 Council meeting. Resolution 454/1718 recommends exhibition for public comment for 28 days. This advertisement period closed on 16 August 2018.

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Issues

No public submissions were received, however the Department of Industry - Water has offered suggestions on additional information to be added to the Drought Management Plan document.

The objective of the suggestions is to link Council's Drought Management Plan more closely to other Council documents.

The information to be included is of technical nature and suggested to be added as appendices, this information includes:

- Rainfall records (as available from the Bureau of Metrology)
- A Water Carting Plan (a draft has been prepared)
- A short history of the current 2017/2018 drought (including declining dam level, media releases, dead storage pumping arrangements, timeframes for bore construction)
- Streamflow records as available
- Groundwater information (including a map, names and numbers of bores; bore logs, flowrate and water quality; hydrogeological reports)
- A long term drought capital works strategy
- Additional information on Timor Dam in current Appendix 3 (including executive summaries of the Yield Study and Concept Design Reports; recent water quality records from different depth)

A recent review of the draft Drought Management and Water Demand Management Plans within the ongoing development of Council's Integrated Water Cycle Management Strategy has identified update requirements in the following areas:

Drought Management Plan

- A. Summary of water supplies in Section 2.1: increase the number of bores in Dunedoo to two (2); include current back-up bore in Mendooran and new back-up bores in Coolah, Binnaway, Mendooran – this would also need to be updated on the maps in Appendix 4.
- B. Groundwater Licences in Section 2.9.1: add new Coonabarabran bores and update bore numbers.
- C. Site Specific Drought Management Plans in Section 4.3: the current Plan suggests that water restrictions in Coonabarabran trigger the same restriction levels in the other towns. This will need to be revised and water restriction triggers for other towns be formalised based on well levels and pump run hours, as currently is practice.
- D. Operating rules to use available water sources for Coonabarabran's town water supply in Section 3.6 and 4.3.5: the current operating rule stipulates to use the water stored in the dam first, and then - when the dam level drops to a certain percentage - to start using water from the weir and the back-up bores. Yield Study related computer modelling has shown that changed operating rules increase the yield, i.e. available water lasts longer if the weir and bores are used first, and then the water stored in the dam is used. Using dam water

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would be the case if no water can be pumped from the weir anymore and the annual volumetric groundwater allocation of the bores has been reached. Revised operating rules need to be implemented and formalised once:

- i) the Yield Study has been updated with the new bores, and
- ii) an outcome of the request to increase the volumetric entitlement is known.

Water Demand Management Plan

- E. Section 1.4 'Demand Forecasting' mentions that 'given current condition of assets there are no major facility replacements forecast in the foreseeable future' – this requires modification to include the necessary clarifier replacement at the Baradine Water Treatment Plant.
- F. The table on page 8 under Section 2.1 'Treated Water and Plant Capacity' requires updating re current number of water supply connections. In addition, the maximum treated water capacity for Baradine needs to be changed from 1.5 to 1.0 ML/d.
- G. The table on page 11 under Section 3.2 'Population Growth Projections' requires updating from 2011 to 2016 ABS Census numbers.
- H. The table on page 18 under Section 5.1 'Timetable and cost' for demand management initiatives requires updating once the currently ongoing Water Loss Management Plan project has been finalised.

Options

Adoption of the draft Drought and Water Demand Management Plans, including some of the identified changes; and inclusion of remaining changes with the next review of the plans.

Financial Considerations

The two plans provide a commitment to expend funds in a manner that provides the longer term security of supply in all nine (9) locations that currently have a water supply system.

Council funding for upgrade/replacement and service expansion are considered as part of its Community Strategic Plan and Delivery Program. The estimated projection of costs to operate and manage Council's system over the next ten (10) years is included in the annual budget documents.

Attachments

1. Draft Drought Management Plan, June 2018
2. Draft Water Demand Management Plan, June 2018
3. Rainfall records

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RECOMMENDATION

That Council:

1. Adopts the draft Drought Management Plan, subject to the following changes as specified in the report:
 - i. Include rainfall records as appendix
 - ii. Update bore numbers and locations in Dunedoo, Mendooran, Coolah and Binnaway
 - iii. Include new Coonabarabran bore names and numbers

2. In the next review of the Drought Management Plan, considers inclusion of the following:
 - i. Water Carting Plan
 - ii. A history of the 2017/2018 drought
 - iii. Streamflow records as available
 - iv. Groundwater information
 - v. A long term drought capital works strategy
 - vi. Add additional information on Timor Dam in current Appendix 3
 - vii. Formalise water restriction triggers for all other towns except Coonabarabran, independently of Coonabarabran

3. Adopts the draft Water Demand Management Plan, subject to the following changes as specified in the report:
 - i. Include replacement requirement of the Baradine Water Treatment Plant clarifier.
 - ii. Updated the current Baradine Water Treatment Plant capacity to 1.0 ML/d.
 - iii. Update population numbers to 2016 Census information.

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Item 15 Coolah Hostel Divestment by NSW Health

Division:	Executive Services
Management Area:	Governance
Author:	General Manager – Roger Bailey
CSP Key Focus Area:	Community and Culture
Priority:	CC5.1 Work regionally and across all levels of government to identify and address the long term needs of smaller rural communities

Reason for Report

Western NSW Local Health District (WNSWLHD) is currently working through the divestment of the Coolah Hostel located at 36-40 Goddard Street, Coolah. As part of the divestment process the property is being offered to Warrumbungle Shire Council.

Background

In 2003 the facility was transferred into the ownership of the Macquarie Area Health Service for the sum of \$1.00. According to WNLHD there was agreement that if the building was to become surplus to the needs of the Health Service then the ownership of the facility would revert back to the Coolah Hostel Ltd or a nominated party (if this group is no longer functioning). It is understood that no formal group currently exists but it is understood that there is keen interest from within the community for the ownership of the Hostel to be handed back to the community.

Under NSW Government Policy local councils are provided with the opportunity to acquire surplus real property assets no longer required by the NSW Government. In accordance with the policy:

- Local councils will be offered the opportunity to purchase assets (where the independent market value is less than \$1M) at **market value** for community and non-profit making purposes prior to offering the property on the open market (clause 1.4)
- Sales to local councils will be subject to registration on the title of restriction on use of the property for community use for a period of 15 years (clause 2.3)
- Sales to local councils below market value must be endorsed by the relevant Minister and Treasurer and approved by the ERC (Expenditure Review Committee)

Some of the relevant information on the property includes:

- Site Area – 2,963m²
- Zoning – R1 General Residential
- Objectives of the R1 Zone – to provide for the housing needs of the community; to provide for a variety of housing types and densities; to enable other land uses that provide facilities or services to meet the day to day needs of residents

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- Asbestos – according to information provided via WNSWLHD “we do not believe that building materials used in the construction of these improvements contain asbestos”
- Services – services available and connected to the site include mains electricity; reticulated town water and sewerage; fixed line telephone with excellent mobile phone coverage; bottled gas; bitumen sealed road access with concrete kerb and guttering, with a concrete footpath
- Site Access – access to the site is from Goddard Street only
- Improvements – the building comprises:
 - ✓ 12 x bedsit units, each with ensuite and built-in cupboard, 10 of which have separate external access also
 - ✓ Communal kitchen with walk-in pantry
 - ✓ Dining room
 - ✓ Lounge room
 - ✓ Activities room with kitchenette
 - ✓ Small lounge area with kitchenette
 - ✓ Games room
 - ✓ 2 x office areas
 - ✓ Public toilet
 - ✓ Linen room (formerly laundry)
 - ✓ Laundry with store room and cool room area (an additional to the original building)
 - ✓ Built-in linen and storage cupboards, and
 - ✓ Hallways
- Floor Area:
 - ✓ Living – 525m²
 - ✓ Car Accommodation – 18m²

Council staff have inspected the complex and consider it to be in good condition.

At this point Council may have a future need for offices for its Community Care team however the premises would be far too large for that purpose. Aside from this the property has little or no current operational use for Council purposes at this point.

WNSWLHD has advised that the property has a current market value of \$190,000 and requested that a decision by Council be conveyed by 2 October 2018. An extension of time was requested and granted for a response by Monday 22 October 2018. The recommendation to Council is that the property not be purchased; should Council be of the view that it does want to consider purchasing the property then the matter should be moved to Closed Council.

Financial Considerations

If Council were to purchase the property then it is expected that Council would be required to acquire the property at the current market value of \$190,000 plus the costs of purchasing. In addition to this Council would have to give consideration to ongoing operational costs of maintaining the complex. No consideration has been given to what these costs would be at this stage.

Council currently has housing stock in Coolah (7 premises), including four vacant premises. Two premises have been recently vacated.

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Attachments

1. WNSWLHD Letter dated 11 September 2018

RECOMMENDATION

That Council:

1. Advise the Western NSW Local Health District that it does not have an interest in acquiring the Coolah Hostel.
2. Encourage the Western NSW Local Health District to offer the Coolah Hostel to a local community group along the lines of the original proposal when the property was transferred into its ownership, i.e. at \$1.00.

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Item 16 Council Offices Christmas Closure

Division:	Executive Services
Management Area:	Governance
Author:	General Manager – Roger Bailey
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF4 Council's governance practices and organisational structure reflects the vision, direction and priorities outlined in the Community Strategic Plan

Reason for Report

To notify Council endorsement of the 2018 Christmas closure period of Council offices.

Background

In 2009 Council entered into the Indoor Staff Working Hours Agreement (the Agreement) with various Unions. Under the Agreement, indoor staff accrue seventeen (17) rostered days off (RDO) in each calendar year; of those, three (3) RDOs are to be taken between Christmas Day and New Year's Day, with another one (1) RDO to be taken in either December or January. Consequently, the Council offices in Coonabarabran and Coolah close down over the Christmas/New Year period.

There is a separate Agreement between Council and various Unions for Outdoor Staff Working Hours, whereby outdoor staff work a 9-day fortnight. Essential outdoor operations only continue over the Christmas/New Year period.

With Christmas being on a Tuesday this year it is proposed that the closure period commence from close of business on Friday 21 December 2018.

Services that close between Christmas and New Year are:

- Coonabarabran and Coolah administration offices
- Service NSW

Services that remain open between Christmas and New Year are:

- Coonabarabran Visitor's Information Centre
- Transfer Stations
- Waste services
- Urban Services
- Road Operations
- Warrumbungle Community Care, with limited service

Children's Services close down for three weeks on 21 December 2018.

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Financial Considerations

Nil

Attachments

Nil

RECOMMENDATION

That Council note the closure of Coonabarabran and Coolah administration offices, including Service NSW, from close of business on Friday 21 December 2018, reopening on Wednesday 2 January 2019.

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Item 17 Legal Assistance City of Sydney Council, North Sydney Council and Bayside City Council

Division:	Executive Services
Management Area:	Governance
Author:	Executive Assistant to the General Manager - Jenni Maundrell
CSP Key Focus Area:	Local Government and Finance
Priority:	GF5 Council has guaranteed access to diverse sources of funding to address its responsibilities in service planning and delivery

Reason for Report

To seek Council's determination on a request for assistance with legal costs.

Commentary

Council is in receipt of a letter from Local Government NSW (LGNSW) seeking financial assistance for legal costs associated with the appeal of the Land and Environment Court rating categorisation decision in *Karimbla Properties v Council of the City of Sydney; Bayside City Council and North Sydney Council*.

The three councils mentioned above made application in accordance with the *LGNSW Legal Assistance Policy and Guidelines (November 2015)*, which the LGNSW Board approved. LGNSW considered the case to be of significance to local government throughout NSW.

The case concerns the interpretation of section 516(1)(a) of the *Local Government Act 1993 (NSW)*, being the categorisation of rateable land as 'residential'. The Land and Environment Court held that land, on which development for the purpose of a residential development was being carried out in accordance with a development consent, is to be categorised as 'residential', even though the building construction was not complete and occupation certificates for use of buildings for residential accommodation had not been granted. The three councils appealed the Land and Environment Court's decision. The Court of Appeal heard the matter in July and has reserved its decision, with judgement expected later in the year.

The *LGNSW Legal Assistance Policy and Guidelines* allow that:

A council may apply for the support of the Association in seeking contributions from all councils to assist with its legal costs where that council is involved in litigation and the principle in question in the matter;

- *involves a major local government principle which may be eroded but for pursuing the matter; and*

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- *is one which should not be eroded merely because the council involved is not itself, so seriously affected by the outcome of the case that the legal costs associated with pursuing the principle outweigh any other consequences. That is, just because the council involved itself, has decided in all the circumstances not to further pursue the matter, legal assistance can be provided where the matter is of such significance and broader concern to the whole of local government to warrant pursuing the principle.*

Councils' applications are to be considered and dealt with on the following basis;

2. *Assistance under these guidelines will only be granted in respect of appeal matters to the New South Wales Court of Appeal or the High Court of Australia. Assistance will not be available to fund litigation in a court of initial jurisdiction (including the Land and Environment Court) unless the Association is satisfied that there exists special and exceptional reasons for doing so. This may include a 'test case' where the matter will affect all councils. The Association may at its discretion provide assistance for a matter in any jurisdiction or Court.*

Options

Council has the option to:

1. Accede to the request of Local Government NSW to provide a financial assistance to City of Sydney Council, Bayside City Council and North Sydney Council, or
2. Deny the request to provide financial assistance.

Financial Considerations

LGNSW is seeking a financial contribution from Warrumbungle Shire Council of \$2,155.23. Council has funds available in the Donations budget for the 2018/19 financial year.

Attachments

1. Letter from Local Government NSW

RECOMMENDATION

That Council contribute \$2,155.23 to Local Government NSW to support City of Sydney Council, Bayside City Council and North Sydney Council towards legal costs incurred in an appeal to the NSW Court of Appeal on rating categorisation.

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Item 18 Minutes of Orana Regional Organisation of Councils Meetings – 7 September 2018

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

Reason for Report

To present Minutes from the Orana Regional Organisation of Councils board meeting and annual general meeting held in Coonamble on Friday, 7 September 2018.

Commentary

In addition to the board meeting of the Orana Regional Organisation of Councils (OROC) the NSW Drought Coordinator, Pip Job, discussed the current situation with the drought and explained some of the options the NSW government is currently looking at to provide assistance.

OROC held an Annual General Meeting immediately following the Board Meeting. The Board resolved to terminate the Association.

Options

Nil

Financial Considerations

Nil

Attachments

1. Minutes of the Orana Regional Organisation of Councils board meeting held in Coonamble on Friday, 7 September 2018.
2. Minutes of the Orana Regional Organisation of Councils Annual General Meeting held in Coonamble on Friday, 7 September 2018.

RECOMMENDATION

That Council notes the minutes of the Orana Regional Organisation of Councils board meeting and annual general meeting held on 7 September 2018.

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Item 19 Request for Write-Off of Water Charges – Assessment Number 10011088

Division:	Executive Services
Management Area:	Financial Services
Author:	General Manager – Roger Bailey
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF4 Council Governance and organisational structure reflects the vision, directions and priorities outlined in the community Strategic Plan.

Reason for Report

To put forward a request to write-off of water usage charges for Assessment Number 10011088 due to financial hardship.

Background

Water usage at a residential property increased from 99 kilolitres (kl) for the period 1 December 2017 to 28 February 2018 to 370 kl for the period 1 March 2018 to 31 May 2018. Average consumption at the property is 103 kl.

The owner of the property, who receives an aged pension, was in Sydney receiving medical attention for two months during the billing period. On returning home from Sydney, it was evident that a leak had occurred. Given that the owner was away from the property for an extended time and therefore unaware of the leak, the owner has consequently requested consideration be given to waiving the difference between the amount of the water notice issued on 20 June 2018 and average consumption at the property.

Section 610E of the *Local Government Act 1993* refers to the waiving of fees due to hardship. It states that:

‘Council may waive or reduce fees

(1) A council may waive payment of, or reduce, a fee (whether expressed as an actual or a maximum amount) in a particular case if the council is satisfied that the case falls within a category of hardship or any other category in respect of which the council has determined payment should be so waived or reduced.’

Issues

In June 2018 the property owner received a water bill of \$758.50. Over the last twelve months, water consumption at the property per quarter has been:

- 99kl, total charge \$202.95
- 154kl, total charge \$315.70
- 67kl, total charge \$137.35

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- 60kl, total charge \$117.52

The historical average consumption at the property is 103kl, representing an average cost per quarter of \$211.15. The property owner has requested that the difference in consumption charges for the period 1 March 2018 to 31 May 2018 and average consumption charges, plus interest, be waived. This is an amount of \$559.20.

Ratepayers are responsible for all water that is metered through Council water meters. Water notices carry a statement on the front of the notice

Options

Council has the option to:

1. Fully write off the amount of \$559.20 being the difference between the average water bill and the water bill in question, plus accrued interest of \$11.85.
2. Partially write off the amount of \$559.20 being the difference between the average water bill and the water bill in question, plus accrued interest \$11.85.
3. Deny the request.

Financial Considerations

Should Council approve this write-off request, this will result in a reduction of water revenue by \$547.35 plus accrued interest of \$11.85.

RECOMMENDATION

That Council:

1. Write off \$442.80 from Assessment No 10011088 as a one-off reduction.
2. Advise the property owner that no further such write-offs will be made.

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Item 20 Returns under s449 *Local Government Act 1993* Disclosing of Interests of Councillors and Designated Persons

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

Reason for Report

To advise Council of returns lodged with the General Manager under section 449 of the *Local Government Act 1993* (NSW) for Councillors & Designated Persons for the period 1 July 2017 to 30 June 2018 and seek confirmation of the positions noted as designated persons.

Background

Section 449 of the *Local Government Act 1993* (NSW) (the Act) requires Councillors and designated persons to lodge returns under section 449 for the period 1 July 2017 to 30 June 2018. The due date for returns is 30 September 2018.

Councillors have responded by supplying their completed returns. Cr Brady signed and completed a return on 9 October 2018. All designated persons except the Manager Road Operations have responded by supplying their completed returns by the due date. The Manager Road Operations has been on leave and is expected to submit a return shortly.

Section 449 states:

449 Returns disclosing interests of councillors and designated persons

- 1. A councillor or designated person must complete and lodge with the general manager, within 3 months after becoming a councillor or designated person, a return in the form prescribed by the regulations.*
- 1A. A person must not lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.*
- 2. A person need not lodge a return within the 3-month period after becoming a councillor or designated person if the person lodged a return in that year or the previous year or if the person ceases to be a councillor or designated person within the 3-month period.*

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3. *A councillor or designated person holding that position at 30 June in any year must complete and lodge with the general manager within 3 months after that date a return in the form prescribed by the regulations.*
4. *A person need not lodge a return within the 3-month period after 30 June in a year if the person lodged a return under subsection (1) within 3 months of 30 June in that year.*
5. *Nothing in this section prevents a councillor or designated person from lodging more than one return in any year.*
6. *Nothing in this section or the regulations requires a person to disclose in a return lodged under this section an interest of the person's spouse or de facto partner or a relative of the person.*

Section 450A requires the returns lodged under section 449 to be tabled at a meeting of Council and as such the returns are available at this meeting.

Section 441 defines designated persons as:

- The general manager
- Other senior staff of the council
- A person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions under this or any other Act (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest
- A person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council's functions under this or any other Act (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.

In addition to the General Manager the following positions have been classified as designated persons:

- Director Development Services
- Director Technical Services
- Director Corporate and Community Services
- Manager Projects
- Manager Road Operations
- Manager Regulatory Services
- Building Certifier
- Town Planner

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Financial Implications

Nil

Attachments

1. Register of Disclosures by Councillors and Designated Persons Section 449 Local Government Act 1993 as at 30 June 2018 (to be tabled at the meeting)

RECOMMENDATION

That Council:

1. Acknowledge the tabling of the disclosures received under Section 449 of the Local Government Act 1993 for the period 1 July 2017 to 30 June 2018 from all designated persons and all Councillors.
2. Reaffirm the following positions as 'designated persons':
 - Director Development Services
 - Director Technical Services
 - Director Corporate and Community Services
 - Manager Projects
 - Manager Road Operations
 - Manager Regulatory Services
 - Building Certifier
 - Town Planner

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Item 21 Council Resolutions Report October 2018

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

Reason for Report

The Council Resolution Report includes all outstanding Council resolutions. Items completed are noted then deleted from the report in the following month. The report is provided as an attachment.

Background

The General Manager is responsible for providing the management oversight in relation to all information progressing from appropriate staff to Council via the Business Paper and monthly Council meetings.

Similarly the role of the General Manager is to ensure appropriate information in relation to Council resolutions and deliberations is provided to Directors and relevant staff. After each Council meeting, each Council resolution is allocated to a directorate for responsibility in actioning the particular Council instruction. Directors and Managers then provide feedback to the General Manager as to the progress of these resolutions on a monthly basis.

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 history and issues in the review of outstanding items before Council reconsider the matter.

Issues

This feedback is provided to Council for information purposes.

Attachments

1. Council Resolution Report

RECOMMENDATION

Council's Resolution Report for October 2018 be noted for information.

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Item 22 Human Resources Monthly Report – September 2018

Division:	Corporate and Community Services
Management Area:	Human Resources
Authors:	Acting Manager Human Resources – Chris Kennedy
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF8: Council undertakes its organisational, workforce and risk management responsibilities with efficiency and effectiveness

Reason for Report

To update Council in relation to activities undertaken by Human Resources including Staffing and Recruitment, Training and Workplace Health and Safety (WHS).

Background

Human Resources is responsible for Recruitment, Staff Welfare, Payroll, Learning and Development and Workplace Health and Safety.

Staffing & Recruitment

In September 2018 the following recruitment activities were undertaken by the Human Resources Team.

Table 1: Staffing & Recruitment by Directorate

	Corporate & Community Services	Development Services	Executive Services	Technical Services	Total
Staff					
Staff	49	21	4	114	189
Positions advertised – externally					
Permanent	-	-	-	6	6
Non-Permanent	-	-	-	1	1
Positions advertised – internally					
Permanent	-	-	-	4	4
Non-Permanent	-	-	-	-	-
Departures					
Permanent	2	1	-	2	2
Non-Permanent	1	-	-	1	1

Legend

Term	Explanation
Staff	Staff employed by Council full time, part time, temporary or term during the reporting period.
Permanent	Permanent full time and permanent part time positions.
Non-Permanent	Term and temporary positions.
Positions advertised	Positions advertised during the reporting period.
Departures	Resignations, retirement, termination and finalisation of term contracts.

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Training

Table 2 provides information regarding training undertaken by staff in September 2018.

Table 2: Training by Directorate

Training	Corporate & Community Services	Development Services	Executive Services	Technical Services
Service NSW Agency Officer Training	1			
On-site Waste Water Management		1		
Food Act Standards and Public Health Workshop		1		

Work Health and Safety

Table 3 provides information regarding the number of work health and safety near misses, incidents and claims in September 2018.

Table 3: Work Health and Safety Incidents by Directorate

Directorate	Near Misses	Incidents	Claims
Corporate and Community Services			
Executive Services			
Development Services			
Technical Services			2

The nature of the reported incidents were:

- Employee was relocating cement blocks from a position in the Sewerage Treatment Plant to the back of a ute, where they were then being unloaded to a different position. Later in the afternoon the employee felt some discomfort in their lower back and by the following morning was having severe back pain. At the time of the report – 11 days lost time injury.
- Employee was doing water meter reading. After reading a meter they were walking back to the footpath when they stepped on uneven ground and lost their footing, falling over and landing on their chest on the gravel. Employee continued to work for the remainder of the day but started to feel some discomfort later that afternoon. Employee has continued to improve over time. There is no lost time for this injury. Claim is for medical expenses only.

RECOMMENDATION

That the Human Resources Monthly Report for October 2018 be noted for information.

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Item 23 Investments and Term Deposits – month ending 30 September 2018

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

Reason for Report

As required by clause 212 of the *Local Government (General) Regulation 2005*, the details of all monies invested by Council under section 265 of the *Local Government Act 1993* must be reported to Council at each Ordinary Meeting.

Background

Council is authorised by s265 of the *Local Government Act 1993* (the Act) to invest its surplus funds in the forms of investment notified in an Order of the Minister dated 12 January 2011.

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

Issues

Comments on Performance

Marketable Securities, Term Deposits and At Call Investment Accounts

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

Marketable Securities

Council currently holds no Marketable Securities.

Term Deposits

During the month, \$2,500,000 worth of term deposits matured, earning Council a total of \$24,061.24 in interest.

In September, the following placements were made in to term deposits:

- \$1,000,000 with Westpac at a rate of 2.48%
- \$1,000,000 with NAB at a rate of 2.65%
- \$1,000,000 with BOQ at a rate of 2.75%

The balance of the term deposits at the end of the month was \$12,000,002.

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At Call

At Call accounts are used to hold funds for shorter periods and generally are adjusted on a weekly basis to meet cash flow requirements. During the month, net transfers of \$1,314,359.83 were made from these accounts and \$4,065.65 interest was received on the balances in the accounts resulting in a month end balance of \$1,947,704.71.

Income Return

The average rate of return on investments, for the month, of 2.56% exceeds Council's benchmark Bank Bill Swap Rate (BBSW) of 1.94% by 62 points or 31.79%.

Council's full year budget for 2018/19 for interest added to investment is \$366,560. At the end of September the amount of interest received and accrued should be around 25% of the total year budget, ie. \$91,640. On a year to date basis, interest received and accrued totals \$56,177 which is 15.33% of the annual budget.

This result is a combination of a number of factors including a timing difference due to the maturing of Term Deposits and recognising the interest earned.

Financial Implications

Based on the current investment market and Council's current investment holdings and maturity dates, the average rate of return on Council's investment portfolio has exceeded the BBSW benchmark rate overall. Council may have to reconsider the projected interest earnings in due course depending on changing interest rates.

In addition to the at call accounts and term deposits, as at 30 September 2018, Council had a cash at bank balance of \$1,504,394.58.

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Table 1: Investment Balances – 30 September 2018

Financial Institution	Lodgement Date	Maturity Date	Total Days	Original Rating	Current Rating	Yield (%)	Investment Amount (Redemption Value)
At Call Accounts							
NAB		At Call	At Call	ADI	ADI	1.09%	176,084.66
NAB		B-Pay	At Call	ADI	ADI	0.00%	91,963.89
ANZ		At Call	At Call	ADI	ADI	0.75%	356,491.44
Regional Australia Bank		At Call	At Call	LMG	LMG	1.75%	281,741.46
T Corp IM Cash Fund		At Call	At Call	P	P	2.24%	1,041,423.26
Sub-Total							1,947,704.71
Term Deposits							
NAB	27-Jun-18	03-Oct-18	98	ADI	ADI	2.74%	1,000,000.00
NAB	27-Jun-18	03-Oct-18	98	ADI	ADI	2.74%	1,000,000.00
NAB	05-Jun-18	09-Oct-18	126	ADI	ADI	2.67%	1,000,000.00
CBA	25-Jun-18	23-Oct-18	120	ADI	ADI	2.68%	1,500,000.00
CBA	27-Jun-18	06-Nov-18	132	ADI	ADI	2.68%	1,000,000.00
CBA	18-Jun-18	17-Dec-18	182	ADI	ADI	2.69%	1,500,000.00
WBC	26-Sep-18	08-Jan-19	104	ADI	ADI	2.48%	1,000,000.00
NAB	26-Sep-18	15-Jan-19	111	ADI	ADI	2.65%	1,000,000.00
AMP	23-Jul-18	21-Jan-19	182	UMG	UMG	2.80%	1,000,001.00
AMP	23-Jul-18	21-Jan-19	182	UMG	UMG	2.80%	1,000,001.00
Bank of Queensland	04-Sep-18	05-Mar-19	182	LMG	LMG	2.75%	1,000,000.00
Sub-Total							12,000,002.00
Total							13,947,706.71

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Credit Rating Legend

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

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Table 2: At Call and Term Deposits – Monthly Movements

Bank	Opening Balance	Interest Added to Investment	Net Placements/ Withdrawals	Closing Balance
NAB	675,549.66	535.00	(500,000.00)	176,084.66
NAB	406,323.72	-	(314,359.83)	91,963.89
ANZ	856,132.41	359.03	(500,000.00)	356,491.44
Regional Australia Bank	281,336.80	404.66	-	281,741.46
T Corp IM Cash Fund	1,038,656.30	2,766.96	-	1,041,423.26
Total At Call	3,257,998.89	4,065.65	(1,314,359.83)	1,947,704.71
Bank of Queensland	1,000,000.00	13,035.62	(1,013,035.62)	-
NAB	1,500,000.00	11,025.62	(1,511,025.62)	-
NAB	1,000,000.00	-	-	1,000,000.00
NAB	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
CBA	1,000,000.00	-	-	1,000,000.00
CBA	1,500,000.00	-	-	1,500,000.00
WBC	-	-	1,000,000.00	1,000,000.00
NAB	-	-	1,000,000.00	1,000,000.00
AMP	1,000,001.00	-	-	1,000,001.00
AMP	1,000,001.00	-	-	1,000,001.00
Bank of Queensland	-	-	1,000,000.00	1,000,000.00
Total Term Deposits	11,500,002.00	24,061.24	475,938.76	12,000,002.00
Total	14,758,000.89	28,126.89	(838,421.07)	13,947,706.71

Certification of Responsible Accounting Officer

I hereby certify that the investments listed in this report 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 note and accept the Investments and Term Deposits Report for the month ending 30 September 2018 including a total balance \$15,452,101.29, being:

- \$1,947,704.71 in at call accounts
- \$12,000,002.00 in term deposits
- \$1,504,394.58 cash at bank

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Item 24 Name Change Proposal for Locality of Napier Lane

Division:	Technical Services
Management Area:	Urban Services
Author:	Emergency Services Coordinator – Phil Southwell
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI2.2 Ensure that local emergency services are equipped trained and prepared to manage natural disasters and critical incidents.

Purpose

The purpose of this report is to consider an anomaly with the naming of a locality (suburb) within Warrumbungle Shire.

Background

Council commenced a review of the Comprehensive Property Addressing System (CPAS) in 2015 (Resolution 132/1516). The review to date has involved boundary modification and consolidation of localities with the aim of making localities more closely match the present towns and villages. This is proceeding with Council working with both the Geographical Names Board (GNB) and the community.

Issues

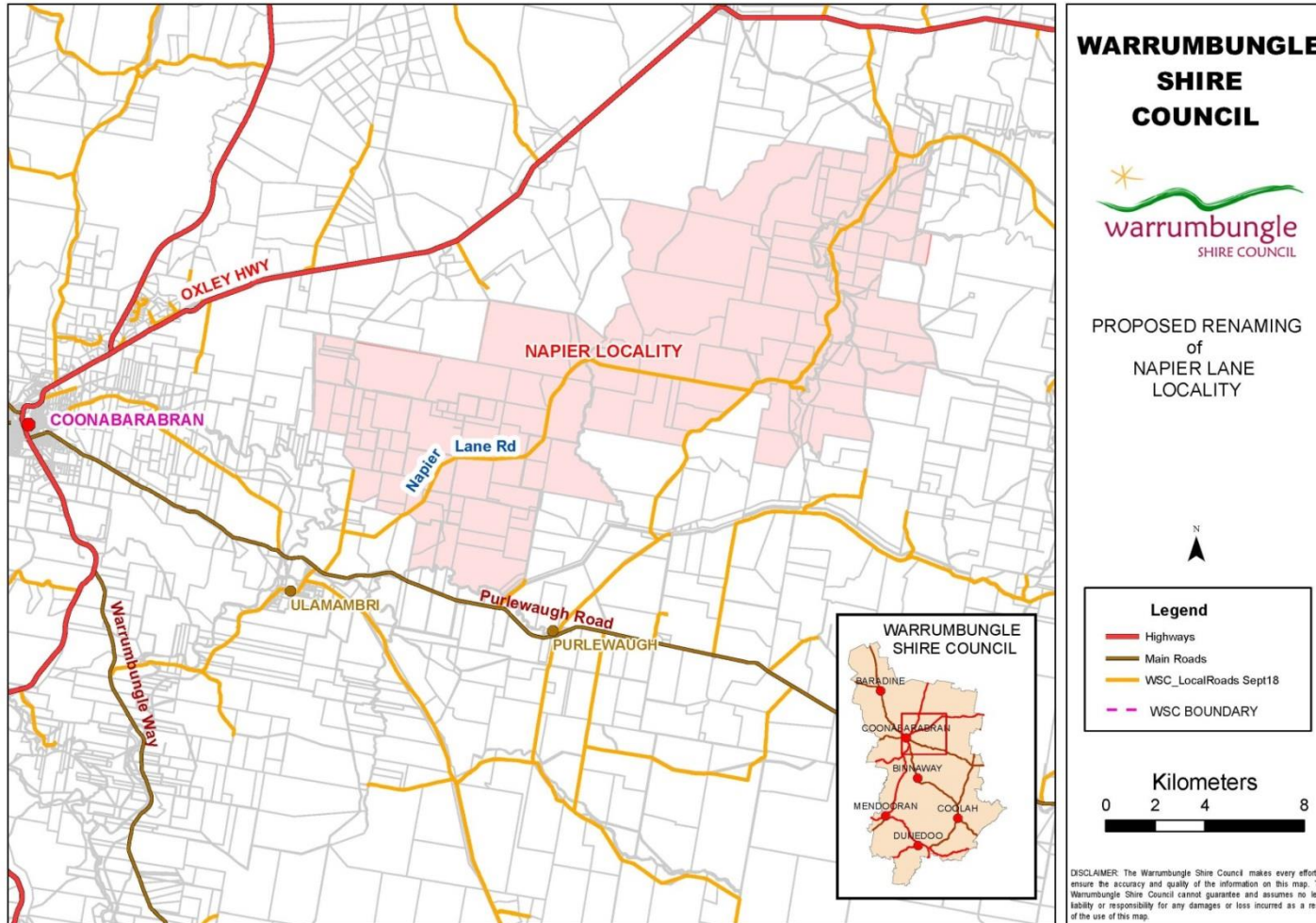
The boundaries associated with the locality of Napier Lane have changed, however the locality of Napier Lane still exists. The address description for properties with frontage to the road Napier Lane are unwieldy and confusing for example, 123 Napier Lane, Napier Lane NSW 2357.

A map showing the locality of Napier Lane is shown below in Figure 1.0.

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Figure 1.0 – Locality Map of Napier Lane



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Options

Council has discretion in this matter, including changing the name of the locality or leaving it as it is. It is proposed though that the name of the locality 'Napier Lane' be changed to 'Napier'. The name change has been proposed to the GNB with no objection from them, in fact they suggested that this should have occurred previously.

Financial Considerations

There are no financial implications.

RECOMMENDATION

That the locality (suburb) of Napier Lane be changed to Napier.

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Item 25 Rural Road Naming Request – Off Warrumbungles Way, 2.6km South of Newell Highway

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

Purpose

The purpose of this report is to consider an objection to a naming of a rural road that intersects with Warrumbungles Way approximately 2.6km south of the Newell Highway.

Background

Council resolved at the Ordinary meeting of 17 June 2018 as follows:

'256/1718 RESOLVED that the road that intersects with Warrumbungles Way approximately 2.6km south of the Newell Highway is named Astronomers Walk, subject to consultation in accordance with guidelines from the Geographical Names Board and no objections being received.'

The proposal was advertised in accordance with regulation 7 of the *Roads Regulation 2018*, with a 28 day period for objections advertised in the local media and on Council's web page.

Issues

A submission was received from a property owner adjoining the road who is proposing Mirii Lane. The property owner has consulted with others along the road. A copy of the submission is attached.

The suggested name is an aboriginal word meaning 'star' and as the previous suggestion was Astronomers Walk this suggestion would be more appropriate for this small community.

Options

Council may wish to accept the latest proposal for naming this road or Council may wish to nominate another road name. The name has been proposed to the Geographical Names Board with no objection from them.

Financial Considerations

The funds that are required for advertising the proposed road name and erection of a sign are available within current budget allocations.

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Attachments

1. Submission to Council proposing the name Mirii Lane.

RECOMMENDATION

That, subject to consultation in accordance with guidelines from the Geographical Names Board and no further objections being received, the road that intersects with Warrumbungles Way approximately 2.6km south of the Newell Highway be named Mirii Lane.

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Item 26 Baradine Golf Club Development Application Fees

Division:	Development Services
Management Area:	Regulatory Services
Author:	Action Manager Regulatory Services – Dale Oliver
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF Council Governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

Reason for Report

To provide Council with information relating to the Development Application fees for the Baradine Golf Club.

Background

At the Ordinary September Council meeting a Baradine Golf Club Committee Member, Mr John Farrell addressed council requesting the waiving of or reduction of the Development Application Fees associated with upgrades to the Baradine Golf Club.

Council's resolution 137/1819 resolved that:

- 1. The matter raised by John Farrell in the Public Forum on the fees paid by Baradine Golf Club be a matter of great urgency.*
- 2. Council be provided with a report on the matter.*

In February 2017 the Baradine Golf Club submitted a Development Application (DA) and Construction Certificate (CC) (DA 6/2017) for the demolition of existing club house and the erection of a new transportable club house, community facility.

The fees for this DA totalled \$1,026 plus a further \$1,635.00 was paid for the CC and On-site Sewage Management System Approval to Install and Operate.

The fees paid of \$2,661 consisted of the following:

- Administration fee - \$50.00
- Acquisition of deposited plans - \$21.00
- DA Fees - \$500.00
- Long Service Levy - \$385.00
- Plan First DA fee - \$70.00
- Construction Certificate - \$975.00
- CC Inspections - \$360.00
- Section 68 approval admin fee - \$50.00
- On-site Sewage Management System S68 Approval to Install and Operate - \$250.00

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Subsequently the construction company the Baradine Golf Club hired for this project went into liquidation prior to commencement of the building.

The Golf Club then submitted a new DA/CC to Council for a modification to the original development consent to include a verandah on the plans. The fees for the second application (DA 39/2018) totalled \$1,195.00.

Fees paid:

- Administration fee - \$50.00
- Acquisition of deposited plans - \$30.00
- DA Fees - \$260.00
- Long Service Levy - \$105.00
- Construction Certificate \$483.00
- CC Inspections - \$267.00

DA fees, Long Service Levy and Plan First fees are set the State Government; Long Service Levy and Plan First fees cannot be waived by Council as the fees are passed on to the State Government.

Issues

The DA fees associated with the Baradine Golf Club were for the demolition of the existing building and the erection of a new transportable club house; not upgrades to the existing building.

A new building is proposed to be built at 28 Hotchkiss Road, Baradine NSW 2396 being land owned by Baradine Golf Club.

Options

Council may decide to reduce or waive the DA fees, though those fees collected on behalf of the State Government cannot be waived.

If Council decides to reduce or waive DA fees for the Baradine Golf Club then other developers may seek the same provisions.

Council can decide not to waive the fees for the proposed Baradine Golf Club Clubhouse as this is a commercial building and is run as a business and therefore does not meet the criteria set out in Councils Operational Plan and Delivery Program for the waiving of fees.

Financial Considerations

At total of \$3,856.00 has been charged for the DA, CC and S68 Local Approval (On site Sewage Management Facility) fees.

Fees are waived for community groups carrying out development on Council owned land or Crown Land where Council is Trust Manager as per Council's Operational Plan and Delivery Program.

RECOMMENDATION

That Council note the information on the report on the Baradine Golf Club Development Application fees.

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Item 27 Visitors Information Carpark Acquisition

Division:	Development Services
Management Area:	Property and Risk
Author:	Acting Manager Property and Risk – Kelly Dewar
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF4.1 Ensure that Council's governance practices, policies and procedures are continuously assessed and revised in reference to the long-term goals of the CSP.

Reason for Report

To advise Council the Department of Primary Industries - Lands requires a formal access to the Coonabarabran Showground to be registered through Crown Reserve 120017 being Lot 589 DP721790 once Council has compulsory acquired the land.

Background

Council has been in the process of compulsory acquiring Lot 589 DP721790 (Crown Reserve 120017) from Department of Primary Industries – Lands (DPI – Lands) since it was revealed that the Coonabarabran Visitor Information Centre building is located half on crown land and half on Council owned freehold land; the carpark and rest area are located solely on the Crown Reserve R120017. To rectify land ownership issues, Council is undertaking a compulsory acquisition of Lot 589 DP721790 (Crown Reserve R120017). The land area is approximate 0.58ha in size and will be classified as operational land once acquired.

DPI - Lands has instructed that access to the Showground is to be maintained as one of their conditions to the consent to the acquisition. As such an easement burdening Lot 589 and benefiting the Coonabarabran Showground Reserve is required; this would involve the 'surrender of land' under section 377(1)(h) of the *Local Government Act 1993* (NSW). The proposed easement will run from the Newell Highway to the Coonabarabran Showground gates at the southern end of the lot along the existing roadway the area is approximately 435m² as shown in red on the below aerial photograph.

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Issues

Council must ensure that the access to the Showground is maintained being a condition of consent from DPI - Lands for the compulsory acquisition of Lot 589 DP721790.

Options

If the compulsory acquisition is to proceed Council will need to comply with the condition from the DPI that access to the Showground is maintained from the Newell Highway through Lot 589 DP721790.

If Council decides not to proceed with the compulsory acquisition half the Coonabarabran Visitor Information Centre, rest area and carpark will be on land that does not belong to Council and the owners are in their right to request to move the buildings off the land as it does not belong to Council.

Financial Considerations

A valuation of the land is to be provided by the Valuer General giving an indication of the price for the acquisition of land.

RECOMMENDATION

That Council surrender part of the Lot 589 DP721790 as per section 377(1)(h) of the *Local Government Act 1993* (NSW) to ensure access is maintained to the Coonabarabran Showground as per conditions of consent from the Department of Primary Industries – Lands and an easement is placed on title to reflect the access.

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Item 28 Development Applications

Division:	Development Services
Management Area:	Regulatory Services
Author:	Acting Manager Property and Risk – Kelly Dewar
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 – September 2018

Development Application / Complying Development	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type Of Development	Stop the Clock Referral Days
DA22/2018	22/06/2018	26/09/2018	Coinda Coonabarabran Limited	10-16 Neate Street	Coonabarabran	Alterations and additions to Residential Care Facility	39
DA25/2018	05/07/2018	26/09/2018	Dipak Sandhu	22-24 Bolaro Street	Dunedoo	Alterations and additions to Service Station	21
DA31/2018	26/07/2018	18/09/2018	Garry Wilson	51 Nandi Hills Place	Coonabarabran	Erection of single storey dwelling	29
DA32/2018	03/08/2018	18/09/2018	John Costello	'Walamy'933 Brooks Road	Binnaway	Installation of manufactured home	17
DA35/2018	30/08/2018	18/09/2018	Glenn Bowmaker	'Glenbrook' 674 Morrisseys Road	Coonabarabran	New swimming pool and child restraint barrier	0

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DA37/2018	11/09/2018	18/09/2018	Katrina and Brett Bowman	'Girraween'27 Suttons Lane	Coonabarabran	Installation of manufactured home	0
DA38/2018	12/09/2018	18/09/2018	Warrumbungle Steel Buildings	11 Knight Street	Coonabarabran	New residential awning	0
DA39/2018	12/09/2018	18/09/2018	Betty Olsen	28 Hotchkiss Road	Baradine	New commercial awning	0
DA40/2018	20/09/2018	24/09/2018	Vivian Evans	67-69 John Street	Coonabarabran	New Mural/Sign on Rendered Wall of Bakery	0
DA41/2018	24/09/2018	26/09/2018	Leadville Community Association Incorporated	Noman Horne Park 12 Clarke Street	Leadville	Demolition of existing toilet block, build new toilet block (septic tank and rubble drains) and Install new function lighting on steel pole on western side of the site	0
CD7/2018	06/08/2018	19/09/2018	Graeme Keppie	6 Rundle Street	Coonabarabran	New residential garage/shed	0
CD9/2018	22/08/2018	26/09/2018	Rawson Homes	16 Irwin Street	Coolah	New single storey dwelling	0

*Development from the January 2013 Wambelong Bushfires

^ Development from the February 2017 Sir Ivan Bushfires

RECOMMENDATION

That Council notes the Applications and Certificates approved during September 2018, under Delegated Authority.

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Item 29 Questions for the Next Meeting

Division:	Executive Services
Management Area:	Governance
Author:	Executive Assistant to the General Manager – Jenni Maundrell
CSP Key Focus Area:	Local Government and Finance
Priority:	GF2.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making

Reason for Report

At the September Ordinary Council meeting, Councillor Doolan presented Council with a question for the next meeting. The question and answer are outlined below.

Question 1 – Cr Doolan

Question: Can the councillors receive a report on the background to any proposed changes to childcare arrangements within the Shire.

Response

Recent changes in relation to childcare services in the Shire, auspiced by Council, include:

- Changes to funding arrangements for Castlereagh Family Day Care, Coonabarabran After School and Vacation Care and Yuluwirri Kids – Coonabarabran Preschool and Long Day Care Centre. A report on this was provided to the May Council Meeting.
- Amendments to the Service Approval for Castlereagh Family Day Care – Changes to the Service Approval include a new requirement to employ at least one (1) full time Family Day Care Coordinator for every 15 Family Day Care Educators. If the Service has less than 15 Educators Council will still need to employ a full time Coordinator. The NSW Department of Education also amended the Service Approval to include a condition that the maximum number of Family Day Care Educators that may be employed or engaged by the Service must not exceed 25. These amendments took effect on 1 April 2018, however there was a transition period to 1 October 2018 for these changes to be implemented.

It was determined that to meet the new requirements, but not lose any capacity within the Coordination Unit, that Council would employ one (1) full time Family Day Care Coordinator – as per the requirement set by the NSW Department of Education – and administrative support would be provided two (2) days per **fortnight** with a focus on the processing of attendances and payments which is only completed each fortnight. Previously Council had in its structure a part-time Family Day Care/OOSH Coordinator and administration support. This had an FTE of 1.2.

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While this reallocation of days will see a change in some of the responsibilities within the Coordination Unit it was important to maintain the staffing level, if at all possible, as well as meeting the new requirements. This new staffing structure means that there will continue to be 1.2FTE in the Coordination Unit, i.e. there is no reduction in staffing levels.

As part of the process of determining a structure that would meet the requirements of the new Service Approval whilst also meeting the needs of the Coordination Unit, consultation was done with surrounding services and our staffing levels are generally on par, or in some cases even more than other services, based on a Coordinator to Educator ratio.

As a result of the new requirements, the Coordination Unit is now staffed five (5) days per week. The Coordination Unit also continues to be supported by the Approved Providers and Manager Children's and Community Services, with the Approved Provider available to Educators 24 hours a day, seven (7) days a week.

Options

Nil.

Financial Considerations

Nil.

Attachments

Nil

RECOMMENDATION

That the Questions for the Next Meeting Report for October 2018 be noted for information.

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Item 30 Reports to be Considered in Closed Council

Item 30.1 Three Rivers Regional Retirement Community Information Report

Division: Executive Services

Author: Director Development Services – Leeanne Ryan

Summary

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

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

The item relates to information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business, and 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 sections 10A(2)(c), (g) of the Act, which permits the meeting to be closed to the public for business relating to the following:

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

RECOMMENDATION

That the Three Rivers Regional Retirement Community Information Report – July 2018 be referred to Closed Council pursuant to section 10A(2)(c), (g) of the *Local Government Act 1993* (NSW) on the grounds that the matter deals with information that would, if disclosed, confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business and advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

Item 30.2 Boral Quarry

Division: Technical Services

Author: Director Technical Services – Kevin Tighe

Summary

The purpose of the Boral Quarry report is to formulate a strategy for possible involvement by Council in quarrying operations at the existing Boral Quarry south of Coonabarabran both in the short term (12 months) and medium term (10years).

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

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

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

RECOMMENDATION

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

Item 30.3 Mayoral Minute – Interim General Manager's Performance Review

Division: Executive Services

Author: Mayor Denis Todd

Summary

The purpose of this Mayoral Minute is to advise Councillors of the regulatory requirements under the *Local Government Act 1993* (the Act), invite comments from Councillors, arrange the composition of the Performance Review Panel and authorise the Mayor to complete the review process.

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,

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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 Mayoral Minute – Interim General Manager’s Performance Review 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 30.4 Review of Organisation Structure

Division: Executive Services

Author: General Manager – Roger Bailey

Summary

The purpose of the Review of Organisation Structure report is dealing with a review of the Council’s staff organisation structure.

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 and is classified **CONFIDENTIAL** under section 10A(2)(a), (e) 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 Review of Organisation Structure Report be referred to Closed Council pursuant to section 10A(2)(a) of the *Local Government Act 1993* (NSW) on the grounds that the matter deals with personnel matters concerning particular individuals (other than councillors).

FURTHER that Council resolve:

- (a) that Council go into Closed Council to consider business relating to confidential information.
- (b) that 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.

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- (c) that 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).